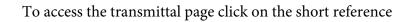


# Web-Based Subsidiary Files for 2009 and Subsequent Years



# 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 16

Approved by: Deputy Administrator, Farm Programs

W. Scott Marlow

#### **Amendment Transmittal**

#### **A** Background

This handbook has been updated to include changes made in the Subsidiary Web and Subsidiary reports applications.

#### **B** Reasons for Amendment

Subparagraph 9 C has been amended to capture the updated "Logout of eAuth" display message.

Subparagraph 21 C has been amended to include the FSA-510 Pay Limit Exception Request for 2020 and subsequent years.

Subparagraph 25 D has been amended to eliminate an unrelated date in an error message.

Subparagraph 26 D has been amended to clarify that the "Complaint—FSA Determined" option is applicable for 2018 and subsequent years.

Subparagraph 26 E has been amended for clarity.

Subparagraph 26 G has been amended to clarify that if the system determines a customer to be "Complaint—FSA Determined" in 2018 and subsequent years, then users are not required to send the CCC-941 to IRS unless the customer is applying for an FSA or NRCS multi-year Conservation Program.

Subparagraph 26 J has been amended to indicate that the Automatic Compliant FSA Determination is applicable for Subsidiary Year 2018 and subsequent.

#### **Amendment Transmittal (Continued)**

#### **B** Reasons for Amendment (Continued)

Subparagraph 36 D has been amended to update the RMA fraud point of contact for State Office users.

Subparagraph 42 B has been amended to include the Business Partner Merge eligibility determination rules for the FSA-510 Pay Limit Exception Request.

Subparagraph 45 A has been amended to clarify that AGI is certified using FSA-1123.

Paragraph 46 has been added to reflect the addition of the FSA-510 Pay Limit Exception Request to Subsidiary for Subsidiary Year 2020 and subsequent.

Subparagraph 82 C has been amended to correct the reference for adding a producer to Business Partner.

Subparagraph 84 C has been amended to correct the reference for adding a producer to Business Partner.

Subparagraph 144 D has been amended to replace an obsolete program reference and examples.

Subparagraph 304 B has been amended with updated screenshots.

Subparagraph 305 A has been amended to include "AGI-2020" and "FSA-510" as sections for the County Eligibility Reports.

Subparagraph 305 B has been amended with updated screenshots.

Subparagraph 305 F has been amended with updated screenshots and to update options available for selection for the "Actively Engaged—2002 Farm Bill" eligibility section.

Subparagraph 305 H has been amended with updated screenshots and to update options available for selection for the "Adjusted Gross Income—2008 Farm Bill" eligibility section.

Subparagraph 305 I has been amended with updated screenshots and to update options available for selection for the "Adjusted Gross Income—2002 Farm Bill" eligibility section.

Subparagraph 305 Q has been amended to clarify that the "Fraud—including FCIC Fraud" eligibility section is applicable for 2016 and prior Subsidiary Years.

Subparagraph 305 Y has been updated to contain the "FSA-510 Pay Limit Exception Request" eligibility section.

#### Amendment Transmittal (Continued)

#### **B** Reasons for Amendment (Continued)

Subparagraph 306 B has been amended with updated screenshots.

Subparagraph 307 B has been amended with updated screenshots.

Subparagraph 351 C has been amended to describe how the FSA-510 Pay Limit Exception Request eligibility field is handled during the Subsidiary rollover process.

Subparagraph 362 D has been amended to replace an obsolete program reference.

Subparagraph 368 A has been amended to remove vague policy language.

Exhibit 2 has been amended to define "Filed Date".

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#### Exhibits

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 Definitions of Terms Used in This Handbook
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- 4, 5 (Reserved)
- 6 (Withdrawn--Amend. 2)

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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:                                                                                                                                                        |
|          | <ul> <li>recording and updating name and address information in Business Partner</li> <li>controlled substance violations</li> <li>FCI linkage requirements.</li> </ul> |
| 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<br>System files. Subsidiary files are used to assist State and County Offices in<br>recording: |  |  |
|                                                       | COC "person" determination information                                                                                                                               |  |  |
|                                                       | <ul> <li>information about producer payment eligibility</li> </ul>                                                                                                   |  |  |
| 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*<br>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                                                                                                           |  |  |
|                                                       | <ul> <li>determine payment eligibility for each program participant*</li> </ul>                                                                                      |  |  |
| Applicable                                            | Provides information on how data is used in the subsidiary files to determine                                                                                        |  |  |
| program<br>handbooks                                  | 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.

#### 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.

#### 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.

#### **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.

# 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<br>with no other farming interest or a legal entity that has members with no other<br>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 <b>must</b> be completed and then signed by a preparer in item 11. If "No", then                                                                                                        |  |
|      | CCC-770 ELIG 2014 <b>must</b> 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" <b>cannot</b> be answered, then "No" should be checked.                                                                                                                                         |  |
| 7B   | Answer "Yes" or "No" about the completion of entries into the web-based<br>Subsidiary System.                                                                                                                                                                   |  |
| 8A   | Answer questions relating to cash rent tenant. If "Yes" <b>cannot</b> be answered, then "No" should be checked.                                                                                                                                                 |  |
| 8B   | Answer "Yes" or "No" about the completion of entries into the web-based<br>Subsidiary System.                                                                                                                                                                   |  |
| 9A   | Answer questions about AD-1026. If "Yes" <b>cannot</b> 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<br>Subsidiary System.                                                                                                                                                                   |  |
| 10A  |                                                                                                                                                                                                                                                                 |  |
| 10B  | Answer "Yes" or "No" about the completion of entries into the web-based<br>Subsidiary System.                                                                                                                                                                   |  |
| 11A  | Any County Office employee who completes items 7 through 10 shall sign as<br>Preparer. By signing as preparer, this does <b>not</b> indicate that an employee checked<br>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.                                                                                                                                                                        |  |

### F Instructions for CCC-770 ELIG 2014 (Continued)

| Item | Instructions                                                                           |  |  |  |
|------|----------------------------------------------------------------------------------------|--|--|--|
| 12A  | When applicable, CED or designated representative shall indicate whether or <b>not</b> |  |  |  |
|      | 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 <b>not</b> 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      |  |  |  |
|      | <b>not</b> 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.

# G Example of CCC-770 ELIG 2014

# The following is an example CCC-770 ELIG 2014.

| is form is available electronicall<br>CCC-770 ELIG 2014                                                                                                                                                                                                                                            | IV.<br>U.S. DEPARTMENT OF AGRICULTU                                                                                                                                                                                                                                                                                                                                                                                                                                            | RF 1. Producer Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2.                                                                        | ID Number                                                                                    | (Last 4 D                                                                    | igits)                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------|
| (09-03-15)                                                                                                                                                                                                                                                                                         | Commodity Credit Corporatio                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              | ,                                                                            | .g.ic/                                |
|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3. State Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4. (                                                                      | County Offic                                                                                 | e Name                                                                       |                                       |
| PAYMENT E                                                                                                                                                                                                                                                                                          | LIGIBILITY CHECKLIST                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| Agrici                                                                                                                                                                                                                                                                                             | ultural Act of 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5. Subsidiary Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                           |                                                                                              |                                                                              |                                       |
| Office Staff Actions:                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Applicable Handbooks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                           | YES                                                                                          | NO                                                                           | N/A                                   |
|                                                                                                                                                                                                                                                                                                    | recording county for this producer?                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ,                                                                         | TES                                                                                          | NO                                                                           | IN/A                                  |
| If "YES", complete Items 7 thre<br>"NO", and determinations have<br>county using a CCC-527.                                                                                                                                                                                                        | ough 10 and sign where applicable in Item 11.<br>e not been updated, then contact the recording                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| <ol><li>Actively Engaged In Farming I</li></ol>                                                                                                                                                                                                                                                    | Determination:                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5-PL,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                           |                                                                                              |                                                                              |                                       |
|                                                                                                                                                                                                                                                                                                    | ), and CCC-901 if applicable, been completed f<br>signed by an authorized individual? (Includes<br>ugh Business File)                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
|                                                                                                                                                                                                                                                                                                    | ations been made timely; recorded on the<br>o the web-based eligibility system?                                                                                                                                                                                                                                                                                                                                                                                                | 5-PL, paragraphs 325-327<br>3-PL (Rev. 2) Part 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                                                                                              |                                                                              |                                       |
|                                                                                                                                                                                                                                                                                                    | mination:<br>e correctly determined the applicability of the ca<br>C-903 and applied the percent of cropland fact                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 326                                                                       |                                                                                              |                                                                              |                                       |
| <ul> <li>B. Has the correct information<br/>the web-based eligibility sy</li> </ul>                                                                                                                                                                                                                | n been loaded into the cash rent tenant section<br>ystem?                                                                                                                                                                                                                                                                                                                                                                                                                      | n of 3-PL (Rev. 2),<br>Part 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                           |                                                                                              |                                                                              |                                       |
| with farming interests? H                                                                                                                                                                                                                                                                          | mpleted for the program applicant and all affilia<br>Have all AD-1026s been signed by an authorize<br>o affiliates, has "None" been entered on the                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| <ul> <li>B. Has the correct certification section of the web-based</li> </ul>                                                                                                                                                                                                                      | on been entered into the AD-1026<br>subsidiary files?                                                                                                                                                                                                                                                                                                                                                                                                                          | 3-PL (Rev. 2),<br>Part 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                           |                                                                                              |                                                                              |                                       |
| 10. Adjusted Gross Income Certi                                                                                                                                                                                                                                                                    | ification/Consent to Disclosure:                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| Notes:                                                                                                                                                                                                                                                                                             | pleted and signed by an authorized individual?                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| <ul> <li>FSA-211 cannot be u</li> </ul>                                                                                                                                                                                                                                                            | sed to execute the CCC-941.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| correctly recorded in the                                                                                                                                                                                                                                                                          | n and compliance determination values been<br>web based eligibility system?                                                                                                                                                                                                                                                                                                                                                                                                    | 3-PL (Rev. 2),<br>Part 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                           |                                                                                              |                                                                              |                                       |
| Certification<br>11A. Signature of Preparer(s)                                                                                                                                                                                                                                                     | 11B. Date (MM-DD-YYYY)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 11A. Signature of Preparer(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                           | 11B. Dat                                                                                     | e (MM-DD                                                                     | 2-YYYY)                               |
|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                                                                                              |                                                                              |                                       |
| 12A. I concur/do not concu                                                                                                                                                                                                                                                                         | r the above items have been verified an                                                                                                                                                                                                                                                                                                                                                                                                                                        | nd updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                           |                                                                                              | t Concur                                                                     |                                       |
| 12B. CED Signature for Spotched                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           | 12C. Det                                                                                     |                                                                              | - איזיא                               |
| 13A. I concur/do not concu                                                                                                                                                                                                                                                                         | r the above items have been verified an                                                                                                                                                                                                                                                                                                                                                                                                                                        | nd updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                           |                                                                                              | t Concur                                                                     |                                       |
| 13B. DD Signature for Spotcheck                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           | 13C. Dat                                                                                     |                                                                              | <i><b>&gt;</b>YYYY)</i>               |
| identify, religion, reprisal, and where applical<br>program, or protected genetic information in<br>activities.) Persons with disabilities, who wis<br>audiotape, etc.) please contact USDA's TAR<br>complaint, please contact USDA through the<br>If you wish to file a Civil Rights program com, | prohibits discrimination against its customers, employees, and<br>ble, political beliefs, markat status, familial or perental status, a<br>employment or in any program or schrift poducted or funded<br>at to file a program compliaint, write to the address below or if y<br>RGET Center at (202) 720-2600 (voice and TDD) Individuals or<br>Federal Realty Service at (200) 877-833 or (300) 845-6138 (i<br>uplaint of discrimination, complete the USDA Program Discrimin | sexual orientation, or all or part of an individual's incon<br>by the Department. (Not all prohibited beases will ap<br>you require alternative means of communication for p<br>who are deal, hard of hearing, or have speech disabili<br>in Spanish).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ne is derive<br>ply to all pr<br>rogram info<br>ties and wi<br>scr.usda.g | ed from any pub<br>rograms and/or<br>ormation (e.g., E<br>ish to file either<br>ov/complaint | blic assistanc<br>employment<br>Braille, large<br>an EEO or p<br>filing_cust | print,<br>program<br><b>html</b> , or |
| at any USDA office, or call (866) 632-9992 to<br>Department of Agriculture, Director, Office of<br>equal opportunity provider and employer.                                                                                                                                                        | o request the form. You may also write a letter containing all o<br>f Adjudication, 1400 Independence Avenue, S.W., Washington,                                                                                                                                                                                                                                                                                                                                                | v me miormation requested in the form. Send your co.<br>h, D.C. 20250-9410, by fax (202) 690-7442 or email all<br>b.C. 20250-9410, by fax (202) 690-7442 or email all b.C. 20200, by fax (202) 690-7442 or email all b.C. 20200, by f | program.                                                                  | intake@usda.g                                                                                | ietter by ma<br>jov. USDA                                                    | w to U.S<br>is an                     |

# G Example of CCC-770 ELIG 2014 (Continued)

| CCC-770 ELIG 2014 (09-03-15) | Page 2 of 2 |
|------------------------------|-------------|
| 14. Remarks:                 |             |
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| L                            |             |

#### 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.

#### 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.

#### 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.

#### 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.

#### 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".

#### 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.

# 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   | 1                                                                                    |  |
|      | Subsidiary System.                                                                   |  |
| 10A  | 1                                                                                    |  |
|      | checked.                                                                             |  |
| 10B  | Answer "Yes" or "No" about the completion of entries into the web-based              |  |
|      | Subsidiary System.                                                                   |  |

# 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 <b>not</b> 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 <b>not</b>   |  |  |
|      | 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 <b>not</b> 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 <b>not</b>   |  |  |
|      | 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.

# H Example CCC-770 ELIG 2008

The following is an example CCC-770 ELIG 2008.

| CCC-770 ELIG 2008         U.S. DEPARTMENT OF AGRICULTURE<br>Commodity Credit Corporation                                                                                                                                                                                                                                                                                                                                                                                                                               | 1. Producer Name                                                                                                                                     | 2. ID Number (Last 4 Digits)                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3. State Name                                                                                                                                        | 4. County Office Name                                                                                                               |
| ELIGIBILITY CHECKLIST – 2008 FARM BILL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5. Subsidiary Year                                                                                                                                   |                                                                                                                                     |
| Office Staff Actions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Applicable Handbooks                                                                                                                                 | YES NO N/                                                                                                                           |
| 5. Does this office serve as the recording county for this producer?                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                      |                                                                                                                                     |
| If "YES", complete Items 7 through 10 and sign where applicable in<br>Item 11. If "NO", and determinations have not been updated then contact<br>the recording county using a CCC-527.<br>7. Actively Engaged Determination:                                                                                                                                                                                                                                                                                           | 3-PL (Rev. 1),<br>paragraph 22 and<br>2-PL, paragraph 107                                                                                            |                                                                                                                                     |
| A. Have the applicable CCC-902 (E or I), requisite CCC-901 and/or<br>CCC-903 been completed in their entirety and signed by an<br>authorized individual?                                                                                                                                                                                                                                                                                                                                                               | 4-PL,<br>Part 2, Section 6,<br>and Part 4                                                                                                            |                                                                                                                                     |
| B. Has the correct determination been entered into the actively<br>engaged section of the web based eligibility system?                                                                                                                                                                                                                                                                                                                                                                                                | 3-PL (Rev. 1),<br>paragraph 26                                                                                                                       |                                                                                                                                     |
| 8. Cash Rent Tenant Rule Determination:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                      |                                                                                                                                     |
| A. Has the County Committee determined the applicability of the cash<br>rent tenant rule on the CCC-903 and applied the percent of cropland<br>factor if necessary?                                                                                                                                                                                                                                                                                                                                                    | 4-PL, paragraph 91 and<br>paragraph 207                                                                                                              |                                                                                                                                     |
| B. Has the correct information been loaded into the cash rent tenant<br>section of the web based eligibility system?                                                                                                                                                                                                                                                                                                                                                                                                   | 3-PL (Rev. 1),<br>paragraph 28                                                                                                                       |                                                                                                                                     |
| 9. AD-1026 Certification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |                                                                                                                                     |
| A. Have AD-1026s been completed in their entirety for the program<br>applicant and all affiliates with farming interests? Have all AD-1026s<br>been signed by an authorized individual? If there are no affiliates,<br>has "None" been checked on the AD-1026, Item 8?                                                                                                                                                                                                                                                 | 6-CP,<br>paragraphs 401, 402 and<br>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),<br>paragraph 29                                                                                                                       |                                                                                                                                     |
| 10. Adjusted Gross Income Certification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                      |                                                                                                                                     |
| A. Has CCC-926 been completed in its entirety and signed by an<br>authorized individual?                                                                                                                                                                                                                                                                                                                                                                                                                               | 4-PL, Part 6                                                                                                                                         |                                                                                                                                     |
| <ul> <li>Notes:</li> <li>For entities, a CCC-926 must be received to reach the individual level.</li> <li>FSA-211s executed after March 18, 2003 must allow execution of</li> </ul>                                                                                                                                                                                                                                                                                                                                    | 1-CM                                                                                                                                                 |                                                                                                                                     |
| <ul> <li>F3A-2115 executed after March 16, 2005 must allow execution of<br/>"All Actions" or specifically allow execution of "AGI Certification".</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                      |                                                                                                                                     |
| B. Have the correct certifications been entered into the Adjusted<br>Gross Income section of the web based eligibility system?                                                                                                                                                                                                                                                                                                                                                                                         | 3-PL (Rev. 1),<br>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 a                                                                                                                                                                                                                                                                                                                                                                                                                                                       | and updated.                                                                                                                                         | 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 a                                                                                                                                                                                                                                                                                                                                                                                                                                                       | and updated.                                                                                                                                         | Do Not Concur                                                                                                                       |
| 13B. DD Signature for Spotcheck                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                      | 13C. Date (MM-DD-YYYY)                                                                                                              |
| he U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and<br>ax, marital status, familial status, parental status, religion, sexual orientation, genetic infon<br>om any public assistance program. (Not all prohibited bases apply to all programs.) Pers<br>formation (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at<br>irrector, Office of Civil Rights, 1400 independence Avenue, S.W., Washington, D.C. 2025<br>oportunity provider and employer. | mation, political beliefs, reprisal, or because a<br>ons with disabilities who require alternative m<br>(202) 720-2600 (voice and TDD). To file a co | all or part of an individual's income is deriv<br>neans for communication of program<br>complaint of discrimination, write to USDA, |

# H Example CCC-770 ELIG 2008 (Continued)

CCC-770 ELIG 2008 (06-18-09) Page 2 14. Remarks:

5-8 (Reserved)

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## 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:                                                                                                                                     |
|      | <ul> <li>CLICK "Log In With Your LincPass (PIV)" and enter LincPass ID number</li> <li>enter eAuthentication user ID and password and CLICK "Login".</li> </ul> |
| 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. \*--

| USDA                                          | Department of Agriculture<br>rvice Agency | Subsidiary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |
|-----------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                                               |                                           | The Print Print of Stationary of |                        |
|                                               | Subsidiary Home   About                   | Subsidiary   Help   Contact Us   Exit Subsidia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ary   Logout of eAuth  |
| Eligibility                                   | Business File   Combined Producers   Pay  | ym ent Lim itations   Recording County   Subsi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | idiary Print   Reports |
| Links<br>Get Change Alerts<br>Customer Search | Customer<br>Name:<br>Screen ID: 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 Sy |                                                                            |  |
| "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                  |  |
|                                                                                  | <ul> <li>hours of operation for the Service Desk</li> </ul>                |  |
|                                                                                  | • 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"                                                                | *Directs users to a Logout Successful screen which displays the            |  |
|                                                                                  | message, "You have logged out of eAuthentication. Close your               |  |
|                                                                                  | browser to ensure your session is terminated."*                            |  |
| "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                                                                        | Directs users to the Combined Producers software described in Part 4.      |  |
| "Producers                                                                       |                                                                            |  |
| "Payment                                                                         | Directs users to the Payment Limitation software described in Part 5.      |  |
| Limitations"                                                                     |                                                                            |  |
| "Recording Directs users to the Recording County software described in           |                                                                            |  |
| County"                                                                          | 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.                |  |

## 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     | the ZIP Code process (subparagraph C) is used to assign the |
| same time in Business Partner | 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    |                                                                | Arrange the results |
|      | each County Office ZIP Code with a link to the FSA customer.   | in ascending order. |
| 2    | Find the result with the smallest difference between ZIP       | This County Office  |
|      | Codes.                                                         | is the recording    |
|      | If 2 County Offices have the same result, then find the County | 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.

|                                               | Subsidiary Home   A                                                  | bout Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
|-----------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| Eligibility   Busines                         | ss File   Combined Producers                                         | Payment Limitations   Recording County   Subsidiary Print   Reports     |
| Links<br>Get Change Alerts<br>Customer Search | <u>Customer</u> Name:     Recording County:     IRS Response Code:   |                                                                         |
|                                               | <ul> <li>○ Desha - Arkansas</li> <li>● Lincoln - Arkansas</li> </ul> | Drew - Arkansas                                                         |
|                                               | Screen ID: SUBWEB00                                                  | 9                                                                       |

## 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<br>SUBWEB001 according to<br>paragraph 9.                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2    | On Subsidiary Screen<br>SUBWEB001, on the top<br>Navigation Menu, CLICK<br>" <b>Recording County</b> ". | SCIMS Customer Search Screen will be displayed.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3    | Enter information on the<br>SCIMS Customer Search<br>Screen by:<br>name<br>TIN<br>type<br>other.        | SCIMS Search Results Screen will be displayed.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4    | Select the customer on the<br>SCIMS Search Results<br>Screen.                                           | <ul> <li>Subsidiary Recording County Screen SUBWEB009 will<br/>be displayed. The "Customer" section contains the<br/>following information for the selected customer:</li> <li>name</li> <li>recording county</li> <li>*IRS Response Code*</li> <li>Under the "Customer" section, each county/State with a<br/>legacy link to the producer in SCIMS will be displayed.<br/>The radio button will be selected beside the current<br/>recording county.</li> </ul> |
| 5    | CLICK " <b>radio button</b> " for the new recording county.                                             | The new recording county will be displayed with the radio button selected.                                                                                                                                                                                                                                                                                                                                                                                       |

## **10** Recording County (Continued)

| Step | Action                    |          | Result                                      |
|------|---------------------------|----------|---------------------------------------------|
| 6    | Select 1 of the following | IF user  |                                             |
|      | options:                  | selects  | THEN the system will                        |
|      |                           | "Reset"  | reset to the original recording county      |
|      | • "Reset"                 |          | identified in the "Customer" section.       |
|      | • "Submit".               | "Submit" | display Subsidiary Recording County         |
|      |                           |          | Screen SUBWEB003 with the question,         |
|      |                           |          | "Do you really want to change the recording |
|      |                           |          | county for this customer?"                  |
| 7    | On Subsidiary Recording   | IF user  |                                             |
|      | County Screen             | selects  | THEN the system will                        |
|      | SUBWEB003, select 1 of    | "Yes"    | update the recording county and return to   |
|      | the following options:    |          | Subsidiary Recording County Screen          |
|      |                           |          | SUBWEB009 with the message, "This           |
|      | • "Yes"                   |          | customer was successfully updated."         |
|      | • "No".                   |          |                                             |
|      |                           |          | 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.                           |

## **D** Changing Recording County (Continued)

**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.

| United States Department of Agriculture<br>Farm Service Agency        | Subsidiary                                            |
|-----------------------------------------------------------------------|-------------------------------------------------------|
|                                                                       |                                                       |
| Subsidiary Home   About Subsidiary   H                                | Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business File   Combined Producers   Payment Limitati   | ons   Recording County   Subsidiary Print   Reports   |
| Links<br>Get Change Alerts<br>Customer Search<br>Screen ID: SUBWEB001 |                                                       |

**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)

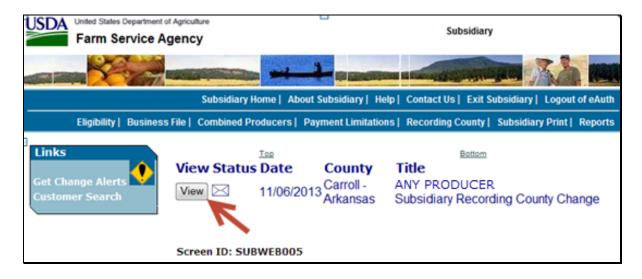
#### **B** Viewing Change Alert Messages (Continued)

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:                                                        |  |  |
|        | <ul> <li>details of the message have not been viewed by the user</li> <li>details of the message have been viewed by the user.</li> </ul> |  |  |
| 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.

| Links<br>Get Change Alerts<br>Customer Search | County Alert Ent<br>Date:<br>County:<br>Title: | ry <u>Heading</u><br>03/15/2011<br>Delaware - Indiana<br>ANY PRODUCER Subsidiary Recording Con<br>Change | unty |
|-----------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------|------|
|                                               |                                                | ng County for Producer ANY PRODUCER<br>anged from 18009 to 18035.<br>Return to Log                       | <    |
|                                               | Screen ID: SUBW                                | EB004                                                                                                    |      |

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    | AND the user                    |                                                                                                                                                                                        |
| of             | is                              | THEN access                                                                                                                                                                            |
| FSA            | County Office<br>personnel      | • is update capability for users in the producer's recording county or combined producer recording county                                                                              |
|                |                                 | • is <b>view-only</b> for all other users.                                                                                                                                             |
|                | State Office<br>personnel or DD | for web-based:                                                                                                                                                                         |
|                | 1                               | • eligibility software is:                                                                                                                                                             |
|                |                                 | • update capability for producers whose recording county is administered in the user's State                                                                                           |
|                |                                 | • <b>view-only</b> for producers whose recording county is <b>not</b> 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 |
|                |                                 | • <b>view-only</b> for users who have <b>not</b> 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Employee of<br>FSA (Continued)       | AND the user is<br>State Office<br>personnel or DD<br>(Continued) | <ul> <li>Payment limitation software is:</li> <li>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</li> <li>view-only for users who have not requested update capability according to subparagraph C</li> <li>Business File software is:</li> <li>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</li> <li>wiew-only for users who have not requested update capability according to subparagraph C and the producer's recording county is administered in the user's State</li> <li>view-only for users who have not requested update capability according to subparagraph C.</li> </ul> |
| FSA (Continued)                      | National Office<br>personnel                                      | <ul> <li>update capability for any producer nationwide<br/>for designated personnel</li> <li>view-only for all other users.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                      | Kansas City<br>computer personnel                                 | view-only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| NRCS                                 |                                                                   | <ul> <li>view-only for eligibility and combined<br/>producer software</li> <li>denied for all other subsidiary processes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| someone other<br>than FSA or<br>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.

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

#### 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.

| Description                                                             | 2009<br>2010 | 2011 | 2012 | 2013 | 2014 | 2015<br>2016 | 2017<br>2018 | 2019 | 2020 | 2021<br>through<br>current<br>year |
|-------------------------------------------------------------------------|--------------|------|------|------|------|--------------|--------------|------|------|------------------------------------|
| Actively Engaged                                                        | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                                  |
| Actively Engaged - 2002 Farm<br>Bill                                    | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                                  |
| Suspended Producer                                                      | Х            | Х    | Х    |      |      |              |              |      |      |                                    |
| AD-1026                                                                 | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                                  |
| Adjusted Gross Income -<br>2002 FarmBill                                | Х            | Х    | X    | Х    | Х    | Х            | Х            | Х    | Х    | Х                                  |
| AGI - 2008 Farm Bill -<br>Commodity Program<br>\$500,000 Nonfarm Income | Х            | Х    | Х    | Х    |      |              |              |      |      |                                    |
| AGI - 2008 Farm Bill - Direct<br>Payment \$1 Million Total<br>Income    |              |      | X    | Х    |      |              |              |      |      |                                    |
| AGI - 2008 Farm Bill - Direct<br>Payment \$750,000 Farm<br>Income       | X            | Х    | Х    | Х    |      |              |              |      |      |                                    |

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

\*\_\_

--\*

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

## 21 Web-Based System Eligibility Records (Continued)

## C Availability of Subsidiary Eligibility Data (Continued)

| * | _ | _ |
|---|---|---|
|   |   |   |

| Description                                                                 | 2009<br>2010 | 2011 | 2012 | 2013 | 2014 | 2015<br>2016 | 2017<br>2018 | 2019 | 2020 | 2021<br>through<br>current year |
|-----------------------------------------------------------------------------|--------------|------|------|------|------|--------------|--------------|------|------|---------------------------------|
| AGI - 2008 Farm Bill -<br>ConservationProgram \$1<br>Million Nonfarm Income | х            | х    | х    | х    | х    | Х            | х            | Х    | Х    | Х                               |
| AGI - 2014 and 2018 Farm<br>Bills                                           |              | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| AGI –75% Rule                                                               |              |      |      |      |      | Х            | Х            | Х    | Х    | Х                               |
| AGI - 2020                                                                  |              |      |      |      |      |              |              |      | Х    |                                 |
| Beginning Farmer or Rancher                                                 | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Cash Rent Tenant and Cropland                                               | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Conservation Compliance                                                     | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Controlled Substance                                                        | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Delinquent Debt                                                             | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Federal Crop Insurance                                                      | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Foreign Person                                                              | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Fraud - including FCIC Fraud                                                | Х            | Х    | Х    | Х    | Х    | Х            |              |      |      |                                 |
| FSA-510 Pay Limit Exception<br>Request                                      |              |      |      |      |      |              |              |      | Х    | Х                               |
| Limited Resource Farmer or<br>Rancher                                       | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| NAP Non-Compliance                                                          | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Permitted Entity - 2002 Farm<br>Bill                                        | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Person Eligibility - 2002 Farm<br>Bill                                      | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| SDA Farmer or Rancher:                                                      |              |      |      |      |      |              |              |      |      |                                 |
| • includes ethnic or racial, but <b>not</b> gender                          | Х            | Х    | х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| <ul> <li>includes ethnic, racial or<br/>gender</li> </ul>                   | Х            | Х    | Х    | Х    | Х    | Х            | Х            | Х    | Х    | Х                               |
| Veteran Farmer or Rancher                                                   |              |      |      |      |      |              |              | Х    | Х    | Х                               |

--\*

## 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<br>SUBWEB001 according to<br>paragraph 9.                                                               |                                                                                                                                                                                                                                                                                                          |
| 2    | On Subsidiary Screen SUBWEB001,<br>CLICK "Eligibility" link on the top<br>Navigation Menu.                                       | SCIMS Customer Search Screen will be displayed.                                                                                                                                                                                                                                                          |
| 3    | Enter information on the SCIMS<br>Customer Search Screen by:<br>• name<br>• TIN<br>• type<br>• other.                            | SCIMS Search Results Screen will be displayed.                                                                                                                                                                                                                                                           |
| 4    | Select the customer on the SCIMS<br>Search Results Screen.                                                                       | Subsidiary Eligibility Screen SUBWEB007<br>will be displayed with the producer's<br>eligibility record for the current year.<br>The "Customer" section contains the<br>following information for the selected<br>customer:<br>• name<br>• recording county<br>•*IRS Response Code*<br>• subsidiary year. |
| 5    | <ul> <li>To select another subsidiary year:</li> <li>CLICK "down arrow"</li> <li>select the year</li> <li>CLICK "Go".</li> </ul> | Subsidiary Eligibility Screen SUBWEB007<br>will be redisplayed with the producer's<br>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 " <b>Submit</b> " 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 <b>not</b> pass the applicable validations, then an informational message will be displayed at the top of the web page. |  |  |  |  |  |
|      | <b>Note:</b> 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)

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

## 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.

| 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"               |

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

--\*

## 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.

| <ul> <li>Actively Engaged</li> <li>COC Determination</li> <li>Actively Engaged</li> </ul> | Not Filed                             |
|-------------------------------------------------------------------------------------------|---------------------------------------|
| Awaiting Determination                                                                    | Awaiting Revision                     |
| Not Actively Engaged                                                                      | Exempt                                |
| Date Documentation Filed by Producer                                                      |                                       |
| Update "AD-1026 Date Continuous<br>Producer" with above date                              | Certification/Authorization Signed by |
| COC Determination Date                                                                    |                                       |

## **C** Fields Applicable to Actively Engaged Determinations

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

| Field          | Option         | Explanation                                                   |
|----------------|----------------|---------------------------------------------------------------|
| "COC           | "Actively      | Producer has filed the required documentation and COC         |
| Determination" | Engaged"       | has determined the producer meets the "actively               |
|                |                | engaged in farming" provisions.                               |
|                | "Not Filed"    | Producer has <b>not</b> filed the documentation necessary for |
|                |                | an "actively engaged in farming" determination.               |
|                | "Awaiting      | Producer has filed all documentation required for an          |
|                | Determination" | actively engaged in farming determination; however, the       |
|                |                | COC determination has <b>not</b> been completed.              |
|                | "Awaiting      | Producer has revised the documentation required for an        |
|                | Revision"      | "actively engaged in farming" determination; however,         |
|                |                | COC has <b>not</b> completed the new "actively engaged in     |
|                |                | farming" determination.                                       |
|                | "Not Actively  | COC has determined the producer does <b>not</b> meet the      |
|                | Engaged"       | "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 <b>not</b> be able to change the defaulted option.       |

| Field          | Option | Explanation                                                                |
|----------------|--------|----------------------------------------------------------------------------|
| "Date          |        | Date the producer provided all required documentation                      |
| Documentation  |        | required to determine whether the producer is "actively                    |
| Filed by       |        | engaged in farming". An entry is required if any of the                    |
| Producer"      |        | following options are selected as the COC determination:                   |
|                |        | <ul> <li>"Actively Engaged"</li> </ul>                                     |
|                |        | <ul> <li>"Awaiting Determination"</li> </ul>                               |
|                |        | "Awaiting Revision"                                                        |
|                |        | <ul><li> "Not Actively Engaged".</li></ul>                                 |
|                |        | • Not Actively Engaged .                                                   |
|                |        | <b>Note:</b> See subparagraph G for options to populate dates for AD-1026. |
| "COC           |        | Date the "actively engaged in farming" determination is                    |
| Determination  |        | made by COC. An entry is required if either of the                         |
| Date"          |        | following options are selected as the COC determination:                   |
|                |        | "Actively Engaged"                                                         |
|                |        | • "Not Actively Engaged".                                                  |
|                |        | <b>Note:</b> See subparagraph G for options to populate dates for AD-1026. |
| *"Update       |        | Users may select this option to copy the Actively                          |
| "AD-1026 Date  |        | Engaged Date Documentation Filed by Producer to the                        |
| Continuous     |        | AD-1026 Date Continuous Certification/Authorization                        |
| Certification/ |        | Signed by Producer when the documentation was filed                        |
| Authorization  |        | on the same date*                                                          |
| Signed by      |        |                                                                            |
| Producer" with |        |                                                                            |
| above date"    |        |                                                                            |

#### **C** Fields Applicable to Actively Engaged Determinations (Continued)

**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.

## **D** Error Messages

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

| Message          | Reason for Message                                     | Corrective Action           |
|------------------|--------------------------------------------------------|-----------------------------|
| "Must enter the  | User selected 1 of the following as COC                | Take either of the          |
| date the         | determinations, but did <b>not</b> enter a date in the | following actions:          |
| producer filed   | "Date Documentation Filed by Producer"                 |                             |
| the              | field:                                                 | • enter date the producer   |
| documentation    |                                                        | filed the documentation     |
| for an actively  | "Actively Engaged"                                     | required for an actively    |
| engaged          | • "Awaiting Determination"                             | engaged in farming          |
| determination    | "Awaiting Revision"                                    | determination               |
| for years        | • "Not Actively Engaged".                              |                             |
| after 2004."     |                                                        | • select another COC        |
|                  |                                                        | determination.              |
| "Date <b>not</b> | User indicated the producer has <b>not</b> filed the   | Take either of the          |
| allowed based    | required documentation for an actively                 | following actions:          |
| on "COC          | engaged in farming determination; however,             |                             |
| Determination"   | a date was entered in the "Date                        | • remove date from the      |
| option           | Documentation Filed by Producer" field.                | "Date Documentation         |
| selected."       |                                                        | Filed by Producer" field    |
|                  |                                                        | • select a different COC    |
|                  |                                                        | determination.              |
| "Date cannot     | Date entered or selected in either of the              | Date entered or selected    |
| be later than    | following fields is later than the current date.       | cannot be later than the    |
| today's date."   |                                                        | current date. Reenter a     |
|                  | • "Date Documentation Filed by Producer"               | valid date or select a date |
|                  | "COC Determination Date".                              | using the calendar icon.    |

## **D** Error Messages (Continued)

| Message                | Reason for Message                             | <b>Corrective Action</b>  |
|------------------------|------------------------------------------------|---------------------------|
| "Invalid date."        | Date entered or selected in either of the      | Reenter a valid date or   |
|                        | following fields is <b>not</b> a valid date:   | select a date using the   |
|                        |                                                | calendar icon.            |
|                        | • "Date Documentation Filed by Producer"       |                           |
|                        | • "COC Determination Date".                    | See subparagraph 13 A for |
|                        |                                                | acceptable date formats.  |
| "Date entry <b>not</b> | Date entered in either of the following fields | Reenter date in an        |
| formatted              | is <b>not</b> in an acceptable format:         | acceptable date format    |
| correctly.             |                                                | according to              |
| mm/dd/yyyy,            | • "Date Documentation Filed by Producer"       | subparagraph 13 A.        |
| mmddyyyy, or           | • "COC Determination Date".                    |                           |
| mmddyy."               |                                                |                           |

## 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 <b>not</b> filed |
|                                        | all documentation required for an actively               |
|                                        | engaged in farming determination.                        |
| "Date Documentation Filed by Producer" | "Blank".                                                 |
| "COC Determination Date"               | "Blank".                                                 |

## **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 | producer signed AD-1026           | select this option to have the date loaded   |  |
| Date Continuous  | continuous certification/         | in the "Actively Engaged" section            |  |
| Certification/   | authorization on the same         | automatically populated to the               |  |
| Authorization    | date documentation was            | "AD-1026" section. The "COC                  |  |
| Signed by        | filed for actively engaged        | Determination for AD-1026" field <b>must</b> |  |
| Producer" with   |                                   | be manually updated with either of the       |  |
| above date"      |                                   | following:                                   |  |
|                  |                                   |                                              |  |
|                  |                                   | • "Certified"                                |  |
|                  |                                   | • "Awaiting Affiliate Certification".        |  |
|                  | AD-1026 continuous                | do <b>not</b> select this option. Update the |  |
|                  | certification/authorization       | "AD-1026" section according to               |  |
|                  | was <b>not</b> signed on the same | paragraph 25.                                |  |
|                  | date documentation was            |                                              |  |
|                  | filed for actively engaged        |                                              |  |

#### 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.

| Actively Engaged - 2002 Farm Bill =        |                                       |  |
|--------------------------------------------|---------------------------------------|--|
| COC Determination                          |                                       |  |
| <ul> <li>Actively Engaged</li> </ul>       | <ul> <li>Not Filed</li> </ul>         |  |
| <ul> <li>Awaiting Determination</li> </ul> | <ul> <li>Awaiting Revision</li> </ul> |  |
| <ul> <li>Not Actively Engaged</li> </ul>   |                                       |  |
| Date Documentation Filed by<br>Producer    |                                       |  |
| COC Determination Date                     |                                       |  |
| Suspended Producer                         |                                       |  |
| <ul> <li>Not Suspended</li> </ul>          | <ul> <li>Suspended</li> </ul>         |  |
|                                            |                                       |  |

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

| Actively Engaged - 2002 Farm Bill ———      |                   |  |
|--------------------------------------------|-------------------|--|
| COC Determination                          |                   |  |
| <ul> <li>Actively Engaged</li> </ul>       | Not Filed         |  |
| <ul> <li>Awaiting Determination</li> </ul> | Awaiting Revision |  |
| Not Actively Engaged                       |                   |  |
| Date Documentation Filed by Producer       |                   |  |
| COC Determination Date                     |                   |  |

## **C** Fields Applicable to Actively Engaged Determinations

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

| Field              | Option         | Explanation                                               |
|--------------------|----------------|-----------------------------------------------------------|
| "COC               | "Actively      | Producer has filed the required documentation and         |
| Determination"     | Engaged"       | COC has determined the producer meets the                 |
|                    |                | "actively engaged in farming" provisions.                 |
|                    | "Not Filed"    | Producer has <b>not</b> filed the documentation necessary |
|                    |                | for an "actively engaged in farming" determination.       |
|                    | "Awaiting      | Producer has filed all documentation required for an      |
|                    | Determination" | actively engaged in farming determination; however,       |
|                    |                | the COC determination has <b>not</b> been completed.      |
|                    | "Awaiting      | Producer has revised the documentation required for       |
|                    | Revision"      | an "actively engaged in farming" determination;           |
|                    |                | however, COC has <b>not</b> completed the new "actively   |
|                    |                | engaged in farming" determination.                        |
|                    | "Not Actively  | COC has determined the producer does <b>not</b> meet the  |
|                    | Engaged"       | "actively engaged in farming" provisions.                 |
| "Date              |                | Date the producer provided all required                   |
| Documentation      |                | documentation required to determine whether the           |
| Filed by Producer" |                | 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.                                        |

| Field                | Option      | Explanation                                                      |
|----------------------|-------------|------------------------------------------------------------------|
| "COC Determination   |             | Date the "actively engaged in farming"                           |
| Date"                |             | 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" | "Not        | Producer/member has <b>not</b> designated more than              |
| 1                    | Suspended"  | 3 entities for payment.                                          |
| Note: See            | "Suspended" | Producer/member has designated more than                         |
| subparagraph F       |             | 3 entities for payment.                                          |
| for additional       |             |                                                                  |
| information.         |             |                                                                  |

## C Fields Applicable to Actively Engaged Determinations (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   | User selected 1 of the following as the       | Take either of the following    |
| date the producer | COC determination, but did <b>not</b> enter a | actions:                        |
| filed the         | date in the "Date Documentation Filed         |                                 |
| documentation     | by Producer" field:                           | • enter date the producer filed |
| for an actively   |                                               | the documentation required      |
| engaged           | <ul> <li>"Actively Engaged"</li> </ul>        | for an actively engaged in      |
| determination for | • "Awaiting Determination"                    | farming determination           |
| years             | "Awaiting Revision"                           |                                 |
| after 2004."      | • "Not Actively Engaged".                     | • select another COC            |
|                   |                                               | determination.                  |
| "Date not         | User indicated the producer has <b>not</b>    | Take either of the following    |
| allowed based on  | 1                                             | actions:                        |
| "COC              | actively engaged in farming                   |                                 |
| Determination"    | determination; however, a date was            | • remove date from the "Date    |
| option selected." | entered in the "Date Documentation            | Documentation Filed by          |
|                   | Filed by Producer" field.                     | Producer" field                 |
|                   |                                               |                                 |
|                   |                                               | • select a different COC        |
|                   |                                               | determination.                  |

## **D** Error Messages (Continued)

| Message                  | <b>Reason for Message</b>                     | Corrective Action                                  |
|--------------------------|-----------------------------------------------|----------------------------------------------------|
| "Date cannot be          | Date entered or selected in either of the     | Reenter a valid date or select a                   |
| later than today's       | following fields is later than the current    | date using the calendar icon.                      |
| date."                   | date:                                         |                                                    |
|                          | • "Date Documentation Filed by Producer"      |                                                    |
|                          | • "COC Determination Date".                   |                                                    |
| "Invalid date."          | Date entered or selected in either of the     | Reenter a valid date or select a                   |
|                          | following fields is <b>not</b> a valid date:  | date using the calendar icon.                      |
|                          | • "Date Documentation Filed by Producer"      | See subparagraph 13 A for acceptable date formats. |
|                          | • "COC Determination Date".                   |                                                    |
| "Date entry <b>not</b>   | Date entered in either of the following       | Reenter date in an acceptable                      |
| formatted                | fields is <b>not</b> in an acceptable format: | date format according to                           |
| correctly.               |                                               | subparagraph 13 A.                                 |
| mm/dd/yyyy,              | • "Date Documentation Filed by                |                                                    |
| mmddyyyy, or<br>mmddyy." | Producer"                                     |                                                    |
|                          | • "COC Determination Date".                   |                                                    |

## **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 <b>not</b> filed all |
|                              | documentation required for an actively engaged in            |
|                              | farming determination.                                       |
| "Date Documentation Filed by | "Blank".                                                     |
| Producer"                    |                                                              |
| "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.

| AD-1026                                                     |                     |  |
|-------------------------------------------------------------|---------------------|--|
| Certification                                               |                     |  |
| <ul> <li>Certified</li> </ul>                               | Not Filed           |  |
| Good Faith Determination                                    | COC Exemption       |  |
| Awaiting Affiliate Certification                            | Affiliate Violation |  |
| AD-1026 date of continuous certification signed by producer |                     |  |
| Referred to NRCS                                            |                     |  |
|                                                             | © No                |  |
| Date AD-1026 referred to NRCS                               |                     |  |

## 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.--\*

| r AD-1026                                                   |                     |  |
|-------------------------------------------------------------|---------------------|--|
| Certification                                               |                     |  |
| <ul> <li>Certified</li> </ul>                               | 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                          |                     |  |
|                                                             | No                  |  |
| Date First Time Producer Filing AD-102                      | 6                   |  |
| Referred to NRCS                                            |                     |  |
| Yes                                                         | © No                |  |
|                                                             |                     |  |
| Date AD-1026 referred to NRCS                               |                     |  |
|                                                             |                     |  |

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

| F AD-1026                                                                               |                               |  |
|-----------------------------------------------------------------------------------------|-------------------------------|--|
| Certification                                                                           |                               |  |
| ◯ Certified                                                                             | <ul> <li>Not Filed</li> </ul> |  |
| ○ Good Faith Determination                                                              | O 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<br>Is the Producer's Affiliate Violation applicable to RMA? |                               |  |
| ⊖ Yes                                                                                   | ● No                          |  |
| Referred to NRCS                                                                        |                               |  |
| O Yes                                                                                   | ⊖ No                          |  |
| -                                                                                       | -                             |  |
| Date AD-1026 referred to NRCS                                                           |                               |  |
|                                                                                         |                               |  |
|                                                                                         |                               |  |

# 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 <b>not</b> 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 <b>not</b> have any other farming interests and are <b>not</b> associated with any farms (CCC-902 is not required if certifying solely for FCIC).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                 |                               | <b>Note:</b> 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 <b>not</b> filed AD-1026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                 |                               | • producer did <b>not</b> certify compliance on AD-1026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                 | "Good Faith<br>Determination" | Producer <b>cannot</b> certify compliance with HELC/WC provisions<br>because of a violation but has received a good faith determination<br>reinstating payment eligibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                 | "COC<br>Exemption"            | Producer <b>cannot</b> certify compliance with HELC/WC provisions<br>because of a violation but has received an exemption reinstating<br>payment eligibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                 | "Awaiting<br>Affiliate        | This option indicates:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                 | Certification"                | • producer has certified AD-1026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                 |                               | • all affiliates have <b>not</b> certified to AD-1026 compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                 | "Affiliate<br>Violation"      | This option indicates the producer is an affiliate of a producer who has violated HELC/WC provisions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                 |                               | <b>Note:</b> Tract HELC/WC determinations update the web-based<br>Eligibility System without user intervention. If a producer<br>has a HELC/WC violation and that producer has an affiliate<br>that does <b>not</b> have farming interest on the "violated" tract,<br>then the user of the web-based Subsidiary System <b>must</b><br>update the "Affiliate Violation" option. FRS will <b>not</b> update<br>the affiliate's eligibility automatically. If a producer is<br>certifying solely for FCIC provisions<br>(number 6 of AD-1026 appendix) and affiliate violation is for<br>CW+13 or earlier, the producer shall be changed to<br>"certified" to communicate eligibility to RMA. Farm/tract<br>eligibility must be set to "past violation" to communicate<br>ineligibility to FSA and NRCS." |

| Field         | Option | Explanation                                                                                                                                                                                                                                                                                                            |
|---------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "AD-1026      | -      | The later of the following:                                                                                                                                                                                                                                                                                            |
| Date of       |        | č                                                                                                                                                                                                                                                                                                                      |
| Continuous    |        | • date the producer signed AD-1026, item 12                                                                                                                                                                                                                                                                            |
| Certification |        | • date AD-1026 is received in the County Office.                                                                                                                                                                                                                                                                       |
| Signed By     |        |                                                                                                                                                                                                                                                                                                                        |
| Producer"     |        | *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"                                                                                                                                                                                                                                                                                                          |
|               |        | <ul><li> "Awaiting Affiliate Certification".</li></ul>                                                                                                                                                                                                                                                                 |
|               |        | Awaiting Annuale Certification .                                                                                                                                                                                                                                                                                       |
|               |        | <b>Note:</b> For affiliates that are <b>not</b> required to file AD-1026,<br>County Offices shall enter the date from AD-1026<br>filed by the entity/joint operation requesting benefits.<br>County Offices are <b>not</b> required to change<br>information previously entered in the web-based<br>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.                                                                                                                                                                                                                                                                                           |

# C Fields Applicable to AD-1026 Certifications (Continued)

| Field                        | Option | Explanation                                                           |
|------------------------------|--------|-----------------------------------------------------------------------|
| "First Time                  | "Yes"  | Used to indicate whether the producer is filing an AD-1026 for        |
| Producer                     | "No"   | the first time. Applicable to 2014 and subsequent years <b>only</b> . |
| Filing                       |        |                                                                       |
| AD-1026"                     |        | The entry will be displayed in all years 2014 through                 |
|                              |        | subsequent years regardless of the year the option was selected.      |
|                              |        | sciected.                                                             |
|                              |        | <b>Note:</b> 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                    |
| "D ( F' (                    |        | additional information.                                               |
| "Date First<br>Time Producer |        | Date the producer filed the AD-1026 for the first time.               |
| Filing                       |        | The entry will be displayed in all years 2014 through                 |
| AD-1026"                     |        | 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                     | "Yes"  | Used to indicate whether producers with an AD-1026                    |
| Producer's<br>Affiliate      | "No"   | "Affiliate Violation" is also applicable to RMA*                      |
| Violation                    |        |                                                                       |
| applicable                   |        |                                                                       |
| to RMA?"                     |        |                                                                       |
| "Referred to                 | "Yes"  | Used to indicate whether AD-1026 for the applicable producer          |
| NRCS"                        | "No"   | has been referred to NRCS.                                            |
|                              |        |                                                                       |
|                              |        | An option <b>must</b> be selected if any of the following options are |
|                              |        | selected as the "certification":                                      |
|                              |        | • "Certified"                                                         |
|                              |        | <ul><li>"Awaiting Affiliate Certification"</li></ul>                  |
|                              |        | <ul><li>"Affiliate Violation".</li></ul>                              |
| "Date                        |        | Date the County Office referred AD-1026 to NRCS for a                 |
| AD-1026                      |        | technical determination.                                              |
| Referred to                  |        |                                                                       |
| NRCS"                        |        | A date is required if "Yes" was selected for "Referred to             |
|                              |        | NRCS". Enter date according to acceptable formats according           |
|                              |        | to subparagraph 13 A.                                                 |

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

# **D** Error Messages (Continued)

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

# **D** Error Messages (Continued)

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

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

# **D** Error Messages (Continued)

# E Field Default Values

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

| Field                                                | Default Value                           |
|------------------------------------------------------|-----------------------------------------|
| "Certification"                                      | "Not Filed", indicating the producer    |
|                                                      | has <b>not</b> 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"                                         |                                         |

## 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          |

## 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 - 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | _                                                    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--|
| <ul> <li>Sector Provide Anticome Pro</li></ul> | tal Income Producer Certification<br>O Filed CCC-941 |  |
| <ul> <li>Exempt</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ○ Not Met-Producer                                   |  |
| Chempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |  |
| Date Documentation Filed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | by Producer                                          |  |
| RS Verification/Determinat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ion                                                  |  |
| Not Processed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ○ Compliant-Producer                                 |  |
| ○ Compliant - Less Than                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3 Years O Not Compliant                              |  |
| ○ Failed Verification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | O Compliant - FSA Determined                         |  |
| Date Processed by IRS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                      |  |
| State Office/SED Determin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ation                                                |  |
| No Determination                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ○ Compliant-Review                                   |  |
| ◯ Mismatch Verified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ○ Not Compliant-Review                               |  |
| SED Determination Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |  |

--\*

## 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  | "Not Filed"              | Producer and/or agent has <b>not</b> filed CCC-941 or prior to                                                                        |
| Income            |                          | December 2014, the eligibility verification has <b>not</b> been                                                                       |
| Producer          |                          | received back from IRS.                                                                                                               |
| Certification"    |                          |                                                                                                                                       |
|                   |                          | Note: If CCC-941 was filed before December 2014 and an                                                                                |
|                   |                          | IRS determination was processed, the \$900,000 "Total<br>Income Producer Certification" field will still display                      |
|                   |                          | "Not Filed". Users are <b>not</b> 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 and/or agent has filed CCC-941, but has indicated                                                                            |
|                   | Producer"                | that their average AGI exceeds \$900,000.                                                                                             |
| "Date             |                          | Date the producer filed all required documentation to                                                                                 |
| Documentation     |                          | determine whether the AGI provisions are met.                                                                                         |
| Filed by          |                          |                                                                                                                                       |
| Producer"<br>"IRS | "Not Processed"          | Producer has <b>not</b> been updated through the IRS verification                                                                     |
| Verification/     | Not Flocessed            | process.                                                                                                                              |
| Determination"    | "Compliant -             | Producer and/or agent has certified their average AGI does                                                                            |
|                   | Producer"                | <b>not</b> exceed \$900,000 and verification has been received                                                                        |
|                   |                          | from IRS supporting the certification.                                                                                                |
|                   | "Compliant -             | Producer and/or agent has certified their average AGI does                                                                            |
|                   | Less Than                | not exceed \$900,000 and IRS has verified a match for the                                                                             |
|                   | 3 Years"                 | customer information; however, 3 years of tax information is                                                                          |
|                   |                          | not available.                                                                                                                        |
|                   | "Not Compliant"          | Producer and/or agent has certified their average AGI does                                                                            |
|                   |                          | <b>not</b> exceed \$900,000; however, IRS has determined the                                                                          |
|                   | 4E-1-1                   | average AGI exceeds the \$900,000 threshold.                                                                                          |
|                   | "Failed<br>Verification" | Producer and/or agent has certified their average AGI does<br><b>not</b> exceed \$900,000; however, IRS <b>cannot</b> find a customer |
|                   | venneation               | match and; therefore, <b>cannot</b> determine the average AGI.                                                                        |
|                   | "Compliant –             | Producer and/or agent has certified their average AGI does                                                                            |
|                   | FSA                      | <b>not</b> exceed \$900,000 and the system automatically verified                                                                     |
|                   | Determined"              | 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 2018 and*                                                                                  |
|                   |                          | subsequent years*                                                                                                                     |

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

## D Fields Applicable to AGI - 2014 and 2018 Farm Bills Determinations (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     | Authorized user selected 1 of the               | Take either of the following  |  |
| SED                 | following as the "State Office/SED              | actions:                      |  |
| Determination       | Determination", but did <b>not</b> enter a date |                               |  |
| date."              | in "SED Determination Date" field:              | • enter date the State        |  |
|                     |                                                 | Office/SED made the           |  |
|                     | <ul> <li>"Compliant - Review"</li> </ul>        | determination                 |  |
|                     | <ul> <li>"Not Compliant - Review"</li> </ul>    |                               |  |
|                     | • "Mismatch Verified".                          | • select "No Determination"   |  |
|                     |                                                 | as the "State Office/SED      |  |
|                     |                                                 | Determination".               |  |
| "Must select the    | Authorized user entered a date in the           | Take either of the following  |  |
| applicable State    | "SED Determination Date" field, but             | actions:                      |  |
| Office/SED          | did <b>not</b> select 1 of the following as the |                               |  |
| determination       | "State Office/SED Determination":               | • select appropriate State    |  |
| when recording      |                                                 | Office/SED determination      |  |
| an SED              | • "Compliant - Review"                          |                               |  |
| determination       | <ul> <li>"Not Compliant - Review"</li> </ul>    | • remove date from the        |  |
| date."              | • "Mismatch Verified".                          | "SED Determination Date"      |  |
|                     |                                                 | field.                        |  |
| "Date               | User entered a date in the "Date                | Take either of the following  |  |
| Documentation       | Documentation Filed by Producer"                | actions:                      |  |
| Filed by            | field, but did <b>not</b> select 1 of the       |                               |  |
| Producer <b>not</b> | following for "Producer Certification":         | • select a different producer |  |
| allowed for the     |                                                 | certification                 |  |
| selected            | • "Not Met-Producer"                            |                               |  |
| Producer            | • "Filed CCC-941".                              | • remove date from the        |  |
| Certification."     |                                                 | "Date Documentation Filed     |  |
|                     |                                                 | by Producer" field.           |  |

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

# **E** Error Messages (Continued)

| Message                                                                                 | Reason for Message                                                                                                                              | <b>Corrective Action</b>                                                      |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| "Date cannot be greater                                                                 | Date entered or selected in either of the                                                                                                       | Reenter a valid date                                                          |
| *than today's date."*                                                                   | following fields is later than the current date:                                                                                                | or select a date using the calendar icon.                                     |
|                                                                                         | <ul> <li>"Date Documentation Filed by<br/>Producer"</li> </ul>                                                                                  |                                                                               |
|                                                                                         | • "SED Determination Date".                                                                                                                     |                                                                               |
| "Date entry <b>not</b><br>formatted correctly.<br>mm/dd/yyyy, mm/dd/yy,<br>mmddyyyy, or | <ul> <li>Date entered in either of the following fields is <b>not</b> in an acceptable format:</li> <li>"Date Documentation Filed by</li> </ul> | Reenter date in an<br>acceptable format<br>according to<br>subparagraph 13 A. |
| mmddyy."                                                                                | <ul> <li>Bate Documentation Fried by<br/>Producer"</li> <li>"SED Determination Date".</li> </ul>                                                | suoparagraph 15 A.                                                            |

# **E** Error Messages (Continued)

## 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" | <b>not</b> an exempt business type as | "Not Filed", indicating producer       |
|                          | defined in subparagraph B             | has <b>not</b> filed all documentation |
|                          |                                       | required for AGI determination.        |
|                          | an exempt business type as            | "Exempt", indicating producer          |
|                          | defined in subparagraph B             | is exempt from AGI provisions.         |
| "IRS Verification/       |                                       | "Not Processed" indicating an          |
| Determination"           |                                       | IRS has <b>not</b> verified/made a     |
|                          |                                       | determination.                         |
| "SED Determination"      |                                       | "No Determination" indicating          |
|                          |                                       | SED has <b>not</b> made a              |
|                          |                                       | determination                          |
| "Date Documentation      |                                       | "Blank"                                |
| Filed by Producer"       |                                       |                                        |
| "SED Determination       |                                       |                                        |
| Date"                    |                                       |                                        |
| "Date Processed by IRS"  |                                       |                                        |

## 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 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 2018, 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.

# 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.

| Stor | Action                                                                                                                         |
|------|--------------------------------------------------------------------------------------------------------------------------------|
| Step |                                                                                                                                |
| 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:                                                       |
|      | <ul> <li>does not exceed \$900,000, CLICK "Filed CCC-941" under "\$900,000 Total<br/>Income Producer Certification"</li> </ul> |
|      | • 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 <b>"Submit</b> ".                                                                                                        |
| 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 <b>not</b> have been made.                                                                   |
| 4    | The Eligibility Page will be redisplayed with the updates to the producer.                                                     |
| -    |                                                                                                                                |
|      | *Note: Beginning in Subsidiary year 2018, 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.                                                                                         |

#### 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:                                                                                                                                                                                                     |
|      | <ul> <li>meets AGI provisions, then under "State Office/SED Determination", CLICK</li> <li>"Compliant - Review"</li> </ul>                                                                                                                           |
|      | <ul> <li>does not meet AGI provisions, then under "State Office/SED Determination",<br/>CLICK "Not Compliant - Review"</li> </ul>                                                                                                                    |
|      | • 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 " <b>Mismatch Verified</b> ". |
|      | 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 <b>not</b> have been made.                                                                                                                                                                                         |
| 4    | The Eligibility Page will be redisplayed with the updates to the customer.                                                                                                                                                                           |

#### 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.

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

#### J Automatic Compliant FSA Determination

\*--Beginning in Subsidiary year 2018, 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<br>2014/2018 Farm<br>Bill Producer<br>Certification is<br>updated to | AND the AGI 2014/2018<br>Farm Bill State Office/<br>SED Determination is<br>any of the following in<br>the 3 prior years | AND the AGI 2014/2018 Farm<br>Bill IRS Determination is any of<br>the following in the prior<br>3 years                                                                      | THEN                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Filed CCC-941"                                                                   | "Compliant Review"     "Mismatch – Verified"     "No Determination"     "Not Compliant –                                 | <ul> <li>"Compliant – Producer"</li> <li>"Compliant – Less Than<br/>3 Years"</li> <li>"Compliant – FSA Determined"<br/>in prior year -1 or prior year -2<br/>only</li> </ul> | The AGI 2014/2018 Farm<br>Bill IRS Determination is<br>automatically updated to<br>"Compliant – FSA<br>Determined" for the<br>applicable year.<br>Do <b>not</b> send CCC-941 to<br>IRS unless the producer is<br>applying for an FSA or<br>NRCS multi-year<br>conservation program. See<br><u>6-PL</u> , subparagraph 479 A.<br>The AGI 2014/2018 Farm |
|                                                                                   | Review" "No Determination"                                                                                               | <ul> <li>"Not Processed"</li> <li>"Not Compliant"</li> <li>"Failed Verification"</li> <li>"Compliant – FSA Determined"<br/>in prior year only</li> </ul>                     | Bill IRS Determination is<br><b>not</b> automatically updated.<br>Send CCC-941 to IRS. See<br>6-PL, subparagraph 479 A.                                                                                                                                                                                                                                |
| "Not Met –<br>Producer"                                                           |                                                                                                                          |                                                                                                                                                                              | The AGI 2014/2018 Farm<br>Bill IRS Determination is<br><b>not</b> automatically updated<br>since the customer self-<br>certified to exceeding the<br>\$900,000 threshold.<br>Do <b>not</b> send CCC-941 to<br>IRS.                                                                                                                                     |

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

#### \*--J 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 send CCC-941 to IRS unless the producer is applying for FSA or NRCS multi-year conservation program contract; see 6-PL, subparagraph 479 A for additional information.--\*

## 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.

## **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          |

## 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.

| Adjusted Gross Income - 2008 Farm Bill ——————————————————————————————————  |                                                      |  |
|----------------------------------------------------------------------------|------------------------------------------------------|--|
| Commodity Program \$500,000 Nonfarm Income Certification/COC Determination |                                                      |  |
| Compliant - Producer Compliant - Agent                                     |                                                      |  |
| <ul> <li>Exempt</li> </ul>                                                 | Not Filed                                            |  |
| Not Met - COC                                                              | Not Met - Producer                                   |  |
|                                                                            | SED Determination                                    |  |
| Not Met-SED                                                                | Date of SED Determination                            |  |
| Direct Payment \$750,000 Far                                               | m Income Certification/COC Determination             |  |
| Compliant - Producer                                                       | Compliant - Agent                                    |  |
| <ul> <li>Exempt</li> </ul>                                                 | Not Filed                                            |  |
| Not Met - COC                                                              | Not Met - Producer                                   |  |
|                                                                            | SED Determination                                    |  |
| Not Met-SED                                                                | Date of SED Determination                            |  |
| Direct Payment \$1 Million Tota                                            | al Income Certification/COC Determination            |  |
| Compliant - Producer                                                       | Compliant - Agent                                    |  |
| <ul> <li>Exempt</li> </ul>                                                 | Not Filed                                            |  |
| Not Met - COC                                                              | Not Met - Producer                                   |  |
|                                                                            | SED Determination                                    |  |
| Not Met-SED                                                                | Date of SED Determination                            |  |
| Conservation Program \$1 Mill                                              | ion Nonfarm Income Certification/COC Determination ¬ |  |
| Compliant - Producer                                                       | Compliant - Agent                                    |  |
| <ul> <li>Exempt</li> </ul>                                                 | Not Filed                                            |  |
| Not Met - COC                                                              | Not Met - Producer                                   |  |
|                                                                            | SED Determination                                    |  |
| Not Met-SED                                                                | Date of SED Determination                            |  |
| Effective Prog                                                             | ıram Year                                            |  |
| Date Documentation Filed b                                                 | y Producer                                           |  |
| COC Disappr                                                                | oval Date                                            |  |

## 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 Certifi                                                 | cation/COC Determination    |  |
| Compliant - Producer                                                      | Compliant - Agent           |  |
| <ul> <li>Exempt</li> </ul>                                                | Not Filed                   |  |
| Not Met - COC                                                             | Not Met - Producer          |  |
|                                                                           | SED Determination           |  |
| Not Met-SED                                                               | Date of SED Determination   |  |
| Direct Payment Certificatior                                              | /COC Determination          |  |
| Compliant - Producer                                                      | Compliant - Agent           |  |
| <ul> <li>Exempt</li> </ul>                                                | Not Filed                   |  |
| Not Met - COC                                                             | Not Met - Producer          |  |
|                                                                           | SED Determination           |  |
| Not Met-SED                                                               | Date of SED Determination   |  |
| Conservation Program Cert                                                 | ification/COC Determination |  |
| Compliant - Producer                                                      | Compliant - Agent           |  |
| <ul> <li>Exempt</li> </ul>                                                | 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                                                      |                             |  |

## 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.

| 🗖 Adjusted Gross Income - 2008 Farm Bill ——————————————————————————————————     |                           |  |
|---------------------------------------------------------------------------------|---------------------------|--|
| Conservation Program \$1 Million Nonfarm Income Certification/COC Determination |                           |  |
| Compliant - Producer                                                            | Compliant - Agent         |  |
| <ul> <li>Exempt</li> </ul>                                                      | Not Filed                 |  |
| Not Met - COC                                                                   | Not Met - Producer        |  |
|                                                                                 | SED Determination         |  |
| Not Met-SED                                                                     | Date of SED Determination |  |
| Date Documentation Filed                                                        | d by Producer             |  |
| COC Disap                                                                       | proval Date               |  |

## 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/ | "Compliant - | Producer has filed the required documentation and has                                              |
| COC             | Producer"    | certified compliance with AGI provisions.                                                          |
| Determination"  | "Compliant - | Producer has submitted a statement by CPA or an attorney                                           |
|                 | Agent"       | 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 <b>not</b> filed the required documentation to meet                                   |
|                 |              | the AGI eligibility provisions.                                                                    |
|                 | "Not Met -   | COC has determined that the producer does <b>not</b> meet the                                      |
|                 | COC"         | AGI eligibility provisions.                                                                        |
|                 | "Not Met -   | Producer has certified that AGI provisions <b>cannot</b> be met.                                   |
|                 | Producer"    |                                                                                                    |
| "SED            | "Not Met -   | SED has determined that the producer does <b>not</b> meet the                                      |
| Determination"  | SED"         | AGI eligibility provisions.                                                                        |
|                 |              | <b>Note:</b> When applicable, this field may only be updated by authorized State Office Employees. |
|                 | "Blank"      | SED determination has <b>not</b> been recorded for the producer.                                   |
| "Date of SED    |              | Date SED determined that the producer does <b>not</b> meet the                                     |
| Determination"  |              | AGI eligibility provisions.                                                                        |
|                 | "Blank"      | SED determination has <b>not</b> been recorded for the producer.                                   |
| "Effective      |              | Program year applicable to the certification filed by the                                          |
| Program Year"   |              | 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".                                                                            |

| Field         | Option | Explanation                                                                                                                                                                                                                                                         |
|---------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Date         |        | Date producer provided all required documentation to                                                                                                                                                                                                                |
| Documentation |        | determine whether producer meets AGI provisions. An                                                                                                                                                                                                                 |
| Filed by      |        | entry is required if any of the following options are selected                                                                                                                                                                                                      |
| Producer"     |        | as the COC determination:                                                                                                                                                                                                                                           |
|               |        | <ul> <li>"Compliant - Producer"</li> <li>"Compliant - Agent"</li> <li>"Not Met - COC"</li> <li>"Not Met - Producer".</li> </ul> Enter date according to acceptable formats in subparagraph 13 A. Verify date entered is the date producer signed AGI certification. |
| "COC          |        | Date COC determined that the producer does <b>not</b> meet AGI                                                                                                                                                                                                      |
| Disapproval   |        | eligibility provisions. An entry is required if "Not Met -                                                                                                                                                                                                          |
| Date"         |        | COC" is entered as the "Certification/COC Determination".                                                                                                                                                                                                           |

# **D** Fields Applicable to AGI - 2008 Farm Bill Determinations (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          | User selected 1 of the following as the                                           | Take either of the following                                 |
| must be                | certification/COC determination, but did                                          | actions:                                                     |
| entered."              | not enter a date in the "Effective Program                                        |                                                              |
|                        | Year" field:                                                                      | • enter effective program                                    |
|                        |                                                                                   | year from AGI certification                                  |
|                        | • "Compliant - Producer"                                                          |                                                              |
|                        | • "Compliant - Agent"                                                             | • select another                                             |
|                        | • "Not Met - COC"                                                                 | certification/COC                                            |
|                        | • "Not Met - Producer".                                                           | determination.                                               |
| "Must enter the        | e                                                                                 | Take either of the following                                 |
| date the               | certification/COC determination, but did                                          | actions:                                                     |
| producer filed         | <b>not</b> enter a date in "Date Documentation                                    |                                                              |
| the AGI                | Filed by Producer" field:                                                         | • enter date the producer                                    |
| certification          |                                                                                   | filed AGI certification                                      |
| for years after 2008." | • "Compliant - Producer"                                                          |                                                              |
| alter 2008.            | • "Compliant - Agent"                                                             | <ul> <li>select another<br/>certification/COC</li> </ul>     |
|                        | • "Not Met - COC"                                                                 | determination.                                               |
|                        | • "Not Met - Producer".                                                           |                                                              |
| "Must enter the        |                                                                                   | Take either of the following                                 |
| SED<br>determination   | SED Determination, but did <b>not</b> enter a date in "Date of SED Determination" | actions:                                                     |
| date."                 |                                                                                   | - Enter the data the SED                                     |
| uale.                  | field in 1 of the following fields:                                               | • Enter the date the SED determined that the                 |
|                        | Commodity Program \$500,000                                                       |                                                              |
|                        | Commodity Program \$500,000     Nonfarm Income Certification/COC                  | producer does <b>not</b> meet the AGI eligibility provisions |
|                        | Determination                                                                     | Act englosity provisions                                     |
|                        | Determination                                                                     | • Remove the selection of                                    |
|                        | • Direct Payment \$750,000 Farm                                                   | "Not Met-SED" from the                                       |
|                        | Income Certification/COC                                                          | SED Determination field.                                     |
|                        | Determination                                                                     | SED Determination field.                                     |
|                        | Determination                                                                     |                                                              |
|                        | • Direct Payment \$1 Million Total                                                |                                                              |
|                        | Income Certification/COC                                                          |                                                              |
|                        | Determination                                                                     |                                                              |
|                        |                                                                                   |                                                              |
|                        | Conservation Program \$1 Million                                                  |                                                              |
|                        | Nonfarm Income Certification/COC                                                  |                                                              |
|                        | Determination.                                                                    |                                                              |

| Message          | <b>Reason for Message</b>                 | Corrective Action                       |  |
|------------------|-------------------------------------------|-----------------------------------------|--|
| "Program year    | Effective program year was entered by     | Take either of the following            |  |
| not allowed      | the user, but the certification/COC       | actions:                                |  |
| based on         | determination is either of the            |                                         |  |
| certification    | following options:                        | • remove effective program year         |  |
| option           |                                           |                                         |  |
| selected."       | • "Exempt"                                | • select a different                    |  |
|                  | • "Not Filed".                            | certification/COC                       |  |
|                  |                                           | determination.                          |  |
| "Invalid AGI     | User selected "Compliant - Producer"      | If producer certifies compliance,       |  |
| determination    | for one AGI certification/COC             | user <b>must</b> select "Compliant -    |  |
| selection."      | determination and "Compliant -            | Producer" for all compliant             |  |
|                  | Agent" for another AGI                    | certifications.                         |  |
|                  | certification/COC determination.          |                                         |  |
|                  | User selected "Compliant - Agent" for     | If agent certifies compliance, user     |  |
|                  | one AGI certification/COC                 | must select "Compliant - Agent"         |  |
|                  | determination and "Compliant -            | for all compliant certifications.       |  |
|                  | Producer" for another AGI                 | 1                                       |  |
|                  | certification/COC determination.          |                                         |  |
|                  | "Not Filed" was selected by the user      | If "Not Filed" is selected by the       |  |
|                  | or automatically set by the system for    | user <b>or</b> automatically set by the |  |
|                  | one AGI certification/COC                 | system for one AGI                      |  |
|                  | determination, but <b>not</b> for all AGI | certification/COC determination, it     |  |
|                  | certifications/COC determinations.        | <b>must</b> be selected for all AGI     |  |
|                  |                                           | certifications/COC determinations.      |  |
| "Date <b>not</b> | User selected "Not Filed" for required    | Take either of the following            |  |
| allowed based    | documentation for an AGI                  | actions:                                |  |
| on COC           | determination; however, a date was        |                                         |  |
| determination    | entered in the "Date Documentation        | • remove date from the "Date            |  |
| or               | Filed by Producer".                       | Documentation Filed by                  |  |
| certification    |                                           | Producer" field                         |  |
| option           |                                           |                                         |  |
| selected."       |                                           | • select a different                    |  |
|                  |                                           | certification/COC                       |  |
|                  |                                           | determination".                         |  |

# **E** Error Messages (Continued)

9-21-15

# **E** Error Messages (Continued)

| Message                | Reason for Message                            | <b>Corrective Action</b>          |
|------------------------|-----------------------------------------------|-----------------------------------|
| "Must enter the        | User selected "Not Met - COC" as the          | Take either of the following      |
| COC disapproval        | certification/COC determination",             | actions:                          |
| date."                 | indicating producer does not meet             |                                   |
|                        | AGI provisions, but did <b>not</b> enter a    | • enter date COC determined       |
|                        | date in the "COC Disapproval Date"            | the producer was ineligible       |
|                        | field.                                        | because of AGI provisions         |
|                        |                                               | • select another                  |
|                        |                                               | certification/COC                 |
|                        |                                               | determination.                    |
| "Year cannot be        | Program year entered is later than the        | Reenter a valid year.             |
| later than the         | current subsidiary year.                      |                                   |
| current                |                                               |                                   |
| subsidiary year."      |                                               |                                   |
| "Date <b>cannot</b> be | Date entered or selected in either of         | Reenter a valid date or select a  |
| later than today's     | the following fields is later than the        | date using the calendar icon.     |
| date."                 | current date:                                 |                                   |
|                        | • "Data Decumentation Filed by                |                                   |
|                        | "Date Documentation Filed by<br>Producer"     |                                   |
|                        | Troducer                                      |                                   |
|                        | • "COC Disapproval Date".                     |                                   |
| "Invalid date."        | Date entered or selected in either of         | Reenter a valid date or select a  |
|                        | the following fields is <b>not</b> a valid    | date using the calendar icon. See |
|                        | date:                                         | subparagraph 13 A for             |
|                        |                                               | acceptable date formats.          |
|                        | • "Date Documentation Filed by                |                                   |
|                        | Producer"                                     |                                   |
|                        | • "COC Disapproval Data"                      |                                   |
|                        | "COC Disapproval Date"                        |                                   |
|                        | • "Date of SED Determination".                |                                   |
| "Date entry <b>not</b> | Date entered in either of the following       | Reenter date in an acceptable     |
| formatted              | fields is <b>not</b> in an acceptable format: | format according to               |
| correctly.             |                                               | subparagraph 13 A.                |
| mm/dd/yyyy,            | • "Date Documentation Filed by                |                                   |
| mmddyyyy,              | Producer"                                     |                                   |
| mmddyy."               |                                               |                                   |
|                        | • "COC Determination Date".                   |                                   |

# 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       | not an exempt business type        | "Not Filed", indicating producer       |
| \$500,000 Nonfarm        | as defined in subparagraph B       | has <b>not</b> filed all documentation |
| Income                   |                                    | required for AGI determination.        |
| Certification/COC        | an exempt business type as         | "Exempt", indicating producer          |
| Determination"           | defined in subparagraph B          | is exempt from AGI provisions.         |
| "Direct Payment          | <b>not</b> an exempt business type | "Not Filed", indicating producer       |
| \$750,000 Farm Income    | as defined in subparagraph B       | has <b>not</b> filed all documentation |
| Certification/COC        |                                    | required for AGI determination.        |
| Determination"           | an exempt business type as         | "Exempt", indicating producer          |
|                          | defined in subparagraph B          | is exempt from AGI provisions.         |
| "Direct Payment          | <b>not</b> an exempt business type | "Not Filed", indicating producer       |
| \$1 Million Total Income | as defined in subparagraph B       | has <b>not</b> filed all documentation |
| Certification/COC        |                                    | required for AGI determination.        |
| Determination"           | an exempt business type as         | "Exempt", indicating producer          |
|                          | defined in subparagraph B          | is exempt from AGI provisions.         |
| "Conservation Program    | <b>not</b> an exempt business type | "Not Filed", indicating producer       |
| \$1 Million Total Income | as defined in subparagraph B       | has <b>not</b> filed all documentation |
| Certification/COC        |                                    | required for AGI determination.        |
| Determination"           | an exempt business type as         | "Exempt", indicating producer          |
|                          | defined in subparagraph B          | 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"             |                                    |                                        |

## 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.

|                                  | AND producer completed | THEN update Subsidiary  |
|----------------------------------|------------------------|-------------------------|
| If program is                    | CCC-931 as             | Eligibility AGI to      |
| Commodity \$500,000 Nonfarm      | 8A                     | "Compliant - Producer". |
| Income                           | 8B or 8C               | "Not Met - Producer".   |
| Direct payment \$750,000 Farm    | 7A                     | "Compliant - Producer". |
| Income                           | 7B                     | "Not Met - Producer".   |
| Direct payment \$1 Million Total | 5A                     | "Compliant - Producer". |
| Income                           | 5B                     | "Not Met - Producer".   |
| Conservation \$1 Million         | 8A and 6A              | "Compliant - Producer". |
| Nonfarm Income                   | 8A and 6B              |                         |
|                                  | 8B and 6A              |                         |
|                                  | 8B and 6B              |                         |
|                                  | 8C and 6A              |                         |
|                                  | 8C and 6B              | "Not Met - Producer".   |

## 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.

|                          | AND CPA or attorney statement indicates            |                    |
|--------------------------|----------------------------------------------------|--------------------|
| If program is            | average adjusted gross                             | THEN               |
| Commodity \$500,000      | nonfarm income is less than or equal to            | update Subsidiary  |
| Nonfarm Income           | \$500,000                                          | Eligibility AGI to |
| Direct Payment           | farm income is less than or equal to               | "Compliant -       |
| \$750,000 Farm Income    | \$750,000                                          | Producer".         |
| Direct Payment           | total income is less than or equal to              |                    |
| \$1 Million Total Income | \$1 million                                        |                    |
| Conservation \$1 Million | <b>nonfarm income</b> is more than \$500,000, but  |                    |
| Nonfarm Income           | less than or equal to \$1 million                  |                    |
|                          | <b>nonfarm income</b> 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          |

## 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.

| Adjusted Gross Income - 2002 Farm Bill                                                 |                      |  |
|----------------------------------------------------------------------------------------|----------------------|--|
| O Compliant - CCC-526C                                                                 | 🔘 Compliant - Agent  |  |
| O Exempt                                                                               | Not Filed            |  |
| O Not Met - COC                                                                        | 🔿 Not Met - Producer |  |
| Effective Program Year<br>Date Documentation Filed by Producer<br>COC Disapproval Date |                      |  |

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

| Adjusted Gross Income - 2002 Farm Bill = |                    |
|------------------------------------------|--------------------|
| Certification/COC Determination          |                    |
| Compliant - CCC-526C                     | Compliant - Agent  |
| <ul> <li>Exempt</li> </ul>               | Not Filed          |
| Not Met - COC                            | Not Met - Producer |
| Date Documentation Filed by Producer     |                    |
| COC Disapproval Date                     |                    |

## D Fields Applicable to AGI - 2002 Farm Bill Determinations

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

| Field          | Option       | Explanation                                                   |
|----------------|--------------|---------------------------------------------------------------|
| "COC           | "Compliant - | Producer has filed CCC-526C and has certified                 |
| Determination" | CCC-526C"    | compliance with AGI provisions.                               |
|                | "Compliant - | Producer has submitted a statement by CPA or an               |
|                | Agent"       | 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 <b>not</b> filed the required documentation to   |
|                |              | meet the AGI eligibility provisions.                          |
|                | "Not Met -   | COC has determined that the producer does <b>not</b> meet the |
|                | COC"         | AGI eligibility provisions.                                   |
|                | "Not Met -   | Producer has certified that AGI provisions cannot be          |
|                | Producer"    | met.                                                          |
| "Effective     |              | Program year from CCC-526C, item 3 or year applicable         |
| Program Year"  |              | 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".                                       |

| Field                                           | Option | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Date<br>Documentation<br>Filed by<br>Producer" |        | <ul> <li>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.</li> <li>"Compliant - CCC-526C"</li> <li>"Compliant - Agent"</li> <li>"Not Met - COC"</li> <li>"Not Met - Producer".</li> <li>Enter date according to acceptable formats in subparagraph 13 A. Verify the date entered is the date</li> </ul> |
| "COC                                            |        | the producer signed CCC-526C.<br>Date COC determined that the producer does <b>not</b> meet                                                                                                                                                                                                                                                                                                                                                                                   |
| Disapproval<br>Date"                            |        | AGI eligibility provisions. An entry is required if "Not<br>Met - COC" is entered as the "Certification/COC<br>Determination".                                                                                                                                                                                                                                                                                                                                                |

# D Fields Applicable to AGI - 2002 Farm Bill Determinations (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<br><b>must</b> be<br>selected."                                                          | User selected 1 of the following as<br>the certification/COC determination,<br>but did <b>not</b> enter a date in the<br>"Effective Program Year" field in<br>FY's 2009 through 2013:<br>• "Compliant - CCC-526C"<br>• "Compliant - Agent"<br>• "Not Met - COC"<br>• "Not Met - Producer".                                           | <ul> <li>Take either of the following actions:</li> <li>enter effective program year<br/>from CCC-526C</li> <li>select another certification/COC<br/>determination.</li> </ul>              |
| "Must enter<br>the date the<br>producer filed<br>the AGI<br>certification<br>for years<br>after 2004." | <ul> <li>Not Met - Producer .</li> <li>User selected 1 of the following as the certification/COC determination, but did <b>not</b> enter a date in the "Date Documentation Filed by Producer" field:</li> <li>"Compliant - CCC-526C"</li> <li>"Compliant - Agent"</li> <li>"Not Met - COC"</li> <li>"Not Met - Producer".</li> </ul> | <ul> <li>Take either of the following actions:</li> <li>enter date the producer filed<br/>CCC-526C or certification</li> <li>select another certification/COC<br/>determination.</li> </ul> |
| "Program year<br><b>not</b> allowed<br>based on<br>certification<br>option<br>selected."               | Effective program year was entered<br>by the user, in FY's 2009<br>through 2013, but the<br>certification/COC determination is<br>either of the following:<br>• "Exempt"<br>• "Not Filed".                                                                                                                                           | <ul> <li>Take either of the following actions:</li> <li>remove effective program year</li> <li>select a different<br/>certification/COC determination.</li> </ul>                           |

# **E** Error Messages (Continued)

| Message                                                                                               | Reason for Message                                                                                                                                                                                                           | Corrective Action                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Date <b>not</b><br>allowed based<br>on COC<br>determination or<br>certification<br>option selected." | User indicated the producer has<br><b>not</b> filed the required<br>documentation for an AGI<br>determination; however, a date<br>was entered in the "Date<br>Documentation Filed by Producer"<br>field.                     | <ul> <li>Take either of the following actions:</li> <li>remove date from the "Date Documentation Filed by Producer" field</li> <li>select a different certification/COC determination.</li> </ul>                           |
| "Must enter the<br>COC<br>disapproval<br>date."                                                       | User indicated the producer does<br><b>not</b> meet the AGI provisions by<br>selecting "Not Met - COC" as the<br>certification/COC determination,<br>but did <b>not</b> enter a date in the<br>"COC Disapproval Date" field. | <ul> <li>Take either of the following actions:</li> <li>enter date the COC determined<br/>the producer was ineligible<br/>because of AGI provisions</li> <li>select another certification/COC<br/>determination.</li> </ul> |
| "Year <b>cannot</b> be<br>later than the<br>current<br>subsidiary year."                              | Program year entered is later than<br>the current subsidiary year in<br>FY's 2009 through 2013.                                                                                                                              | Reenter a valid year.                                                                                                                                                                                                       |
| "Date <b>cannot</b> be<br>later than<br>today's date."                                                | <ul> <li>Date entered or selected in either<br/>of the following fields is later than<br/>the current date:</li> <li>"Date Documentation Filed by<br/>Producer"</li> </ul>                                                   | Reenter a valid date or select a date using the calendar icon.                                                                                                                                                              |
|                                                                                                       | "COC Disapproval Date".                                                                                                                                                                                                      |                                                                                                                                                                                                                             |

## **E** Error Messages (Continued)

| Message         | Reason for Message                         | Corrective Action                     |
|-----------------|--------------------------------------------|---------------------------------------|
| "Invalid date." | Date entered or selected in either of      | Reenter a valid date or select a date |
|                 | the following fields is <b>not</b> a valid | using the calendar icon. See          |
|                 | date:                                      | subparagraph 13 A for acceptable      |
|                 |                                            | date formats.                         |
|                 | • "Date Documentation Filed by             |                                       |
|                 | Producer"                                  |                                       |
|                 |                                            |                                       |
|                 | • "COC Disapproval Date".                  |                                       |
| "Date entry     | Date entered in either of the              | Reenter date in an acceptable format  |
| not formatted   | following fields is <b>not</b> in an       | according to subparagraph 13 A.       |
| correctly.      | acceptable format:                         |                                       |
| mm/dd/yyyy,     |                                            |                                       |
| mmddyyyy,       | • "Date Documentation Filed by             |                                       |
| mmddyy."        | Producer"                                  |                                       |
|                 |                                            |                                       |
|                 | "COC Disapproval Date".                    |                                       |

## 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 <b>not</b> 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"            |                                                              |

### 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<br>an entity is                                            |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| apply to the program               | <ul> <li>determined by checking each member's AGI - 2002<br/>Farm Bill eligibility status</li> </ul>            |
|                                    | • 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 <b>not</b> apply to the program | determined by checking each member's AGI - 2002 Farm<br>Bill eligibility status and actual share of the entity. |

## G Determining Payment Share Based on AGI Eligibility (Continued)

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

| Step |                                                                                                     | Action                                 |                                                                                                                                                        |  |  |  |
|------|-----------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 1    | Check the AGI eligibility flag for the entity.<br><b>Note:</b> Not applicable for joint operations. |                                        |                                                                                                                                                        |  |  |  |
|      | IF the entity is                                                                                    | THEN                                   |                                                                                                                                                        |  |  |  |
|      | eligible                                                                                            | continue to step 2.                    |                                                                                                                                                        |  |  |  |
|      | not eligible                                                                                        | • payment share for the entity is zero |                                                                                                                                                        |  |  |  |
|      |                                                                                                     |                                        | is <b>not</b> checked because the entity is                                                                                                            |  |  |  |
|      |                                                                                                     | not eligible to receiv                 |                                                                                                                                                        |  |  |  |
| 2    | ·                                                                                                   | y for all members of the e             |                                                                                                                                                        |  |  |  |
|      | IF the member is                                                                                    | AND the member is                      | THEN                                                                                                                                                   |  |  |  |
|      | an entity                                                                                           | eligible                               | repeat step 2 until the AGI eligibility<br>is checked for all embedded entities<br>and members of embedded entities<br>down to the fifth level.        |  |  |  |
|      |                                                                                                     | not eligible                           | the embedded entity and all members<br>of the embedded entity are ineligible<br>for payment for the percentage<br>attributable to the embedded entity. |  |  |  |
|      | individual                                                                                          | eligible                               | the entity or joint operation is eligible<br>to receive payment on the percentage<br>of the interest attributable to the<br>member.                    |  |  |  |
|      |                                                                                                     | not eligible                           | the entity or joint operation is<br>ineligible to receive payment on the<br>percentage attributable to the<br>member.                                  |  |  |  |

### 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<br>Indicator | Actual<br>Share | Permitted<br>Share | AGI<br>Indicator | Combined<br>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.

|                      | Permitted | Actual | Permitted | AGI       | Combined                   |
|----------------------|-----------|--------|-----------|-----------|----------------------------|
| <b>Entity/Member</b> | Indicator | Share  | Share     | Indicator | <b>Permitted/AGI Share</b> |
| H & W Farming        |           | 1.0000 | 0.5000    | Y         | 0.5000                     |
| Mike Young           | Ν         | 0.5000 | 0.0000    | Y         | 0.0000                     |
| Ronald Smith         | Y         | 0.5000 | 0.5000    | Y         | 0.5000                     |

### 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.

|                      | Permitted | Actual | Permitted | AGI       | Combined                   |
|----------------------|-----------|--------|-----------|-----------|----------------------------|
| <b>Entity/Member</b> | Indicator | Share  | Share     | Indicator | <b>Permitted/AGI Share</b> |
| H & W Farming        |           | 1.0000 | 0.5000    | Y         | 0.0000                     |
| Mike Young           | Ν         | 0.5000 | 0.0000    | Y         | 0.0000                     |
| Ronald Smith         | Y         | 0.5000 | 0.5000    | Ν         | 0.0000                     |

#### 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.

|               | Permitted | Actual | Permitted | AGI       | Combined                   |
|---------------|-----------|--------|-----------|-----------|----------------------------|
| Entity/Member | Indicator | Share  | Share     | Indicator | <b>Permitted/AGI Share</b> |
| H & W Farming |           | 1.0000 | 1.0000    | Ν         | 0.0000                     |
| Mike Young    | Y         | 0.5000 | 0.5000    | Y         | 0.5000                     |
| Ronald Smith  | Y         | 0.5000 | 0.5000    | Y         | 0.5000                     |

#### 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.



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

|   | ginning <u>F</u> armer or Rancher<br>ertification<br>e producer, legal entity or joint operation certified BOTH of the following<br>atements are true:                                                                         |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <ul> <li>The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.</li> <li>The producer, legal entity or joint operation substantially participates in the operation.</li> </ul> |
| 0 | Yes <ul> <li>No</li> </ul>                                                                                                                                                                                                     |
|   | Month and Year Farmer Or Rancher (mm/yyyy)<br>began Farming                                                                                                                                                                    |
|   |                                                                                                                                                                                                                                |

### **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 <b>not</b> certified compliance with beginning farmer or rancher provisions.                                   |
| "Month/ year<br>farmer or rancher<br>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         | User selected "Yes" to            | Take either of the following actions:       |
| required for           | beginning farmer or               |                                             |
| Beginning              | rancher certification, but        | • enter month and year the producer began   |
| Farmer or              | did <b>not</b> enter a month and  | farming or ranching                         |
| Rancher when           | year in the "Month/Year           | c c                                         |
| "Yes" is               | Farmer or Rancher Began           | • for the beginning farmer or rancher       |
| selected."             | Farming" field.                   | certification, select "No".                 |
| "Month for             | User did <b>not</b> enter a valid | Take either of the following actions:       |
| Beginning              | number for the month.             |                                             |
| Farmer or              |                                   | • enter a valid month between "01"          |
| Rancher must           |                                   | and "12"                                    |
| be a valid             |                                   |                                             |
| month."                |                                   | • for the beginning farmer or rancher       |
|                        |                                   | certification, select "No", and remove the  |
|                        |                                   | month.                                      |
| "Year for              | User did <b>not</b> enter a year  | Take either of the following actions:       |
| Beginning              | within 10 years of the            | C C                                         |
| Farmer or              | subsidiary year.                  | • enter a valid year within 10 years of the |
| Rancher must           |                                   | subsidiary year                             |
| be within the          |                                   |                                             |
| last 10 years."        |                                   | • for the beginning farmer or rancher       |
|                        |                                   | certification, select "No".                 |
| "Year for              | User did <b>not</b> enter a valid | Take either of the following actions:       |
| Beginning              | year.                             | C                                           |
| Farmer or              | 5                                 | • enter a valid year between 2004 and       |
| Rancher must           |                                   | current year that is a numeric value        |
| be a valid             |                                   |                                             |
| year."                 |                                   | • for the beginning farmer or rancher       |
|                        |                                   | certification, select "No", and remove the  |
|                        |                                   | year.                                       |
| "Month/Year is         | User entered a month and          | Take either of the following actions:       |
| <b>not</b> allowed for | year in the "Month/Year           | C C                                         |
| Beginning              | Farmer or Rancher began           | • for the beginning farmer or rancher       |
| Farmer or              | Farming" field, but               | certification, select "Yes"                 |
| Rancher when           | selected "No" for the             |                                             |
| "No" is                | beginning Farmer or               | • remove the month and year.                |
| selected."             | rancher certification.            | · ····································      |

### **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.

| Cash Rent Tenant                                                                                                                         |        |  |
|------------------------------------------------------------------------------------------------------------------------------------------|--------|--|
| Does the producer meet the cash rent tenant provisions? <ul> <li>Eligible</li> <li>Partially Eligible</li> <li>Not Applicable</li> </ul> |        |  |
| O Awaiting Determination O Exempt                                                                                                        |        |  |
| Cropland Factor                                                                                                                          | 1.0000 |  |

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## **30** Cash Rent Tenant Determination Information (Continued)

# C Fields Applicable to Cash Rent Determinations

The following provides fields applicable to cash rent tenant determinations.

| Field          | Option          | Explana                                                                   | tion                               |  |
|----------------|-----------------|---------------------------------------------------------------------------|------------------------------------|--|
| "COC           | "Eligible"      | COC has determined that the producer fully meets the cash                 |                                    |  |
| Determination" | _               | rent tenant provisions on all acreas                                      | ge in the farming operation.       |  |
|                | "Partially      | COC has determined that the prod                                          | ucer does <b>not</b> meet the cash |  |
|                | Eligible"       | rent tenant provisions; however, th                                       | ne producer is eligible on         |  |
|                |                 | land that is owned.                                                       |                                    |  |
|                | "Ineligible"    | COC has determined that the producer does <b>not</b> meet the cash        |                                    |  |
|                |                 | rent tenant provisions on any acreage in the farming operation.           |                                    |  |
|                | "Not            | Producer has filed the required do                                        |                                    |  |
|                | Applicable"     | has determined the cash rent provi                                        |                                    |  |
|                | (( <b>A</b> •)• | the producer does <b>not</b> cash rent an                                 |                                    |  |
|                | "Awaiting       | Producer has filed the required do                                        |                                    |  |
|                | Determination"  | COC determination has <b>not</b> been of                                  |                                    |  |
|                | "Exempt"        | Producer is an Indian Tribal Ventu<br>rent tenant provisions under the 20 |                                    |  |
|                |                 | The system will default to this val                                       | -                                  |  |
|                |                 | producer is an Indian Tribal Ventu                                        |                                    |  |
|                |                 | change the defaulted option.                                              |                                    |  |
| "Cropland      |                 | The cropland factor is set based or                                       | n the "COC Determination"          |  |
| Factor"        |                 | option selected.                                                          |                                    |  |
|                |                 |                                                                           |                                    |  |
|                |                 | Note: See:                                                                |                                    |  |
|                |                 |                                                                           |                                    |  |
|                |                 | • 4-PL, paragraph 64 for additional information                           |                                    |  |
|                |                 | about computing cropland factors for years 2009                           |                                    |  |
|                |                 | through 2013                                                              |                                    |  |
|                |                 | • 5 PL paragraph 04 fo                                                    | r additional information           |  |
|                |                 | about computing crop                                                      |                                    |  |
|                |                 | *2014 through 2020                                                        | fund factors for years             |  |
|                |                 | 2011 through 2020                                                         |                                    |  |
|                |                 | • 6-PL, paragraph 177 f                                                   | for additional information         |  |
|                |                 |                                                                           | bland factors for 2021 and         |  |
|                |                 | subsequent years*                                                         |                                    |  |
|                |                 | IF the "COC Determination" THEN the cropland                              |                                    |  |
|                |                 | selected is                                                               | factor must be                     |  |
|                |                 | "Eligible"                                                                | 1.0000.                            |  |
|                |                 | "Partially Eligible"                                                      | • greater than 0.0000              |  |
|                |                 |                                                                           | • less than 1.0000.                |  |
|                |                 | "Ineligible"                                                              | 0.0000.                            |  |
|                |                 | "Not Applicable"1.0000."Awaiting Determination"0.0000."Exempt"1.0000.     |                                    |  |
|                |                 |                                                                           |                                    |  |
|                |                 |                                                                           |                                    |  |

# **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.

| Message                                                                                                                                                                      | Reason for Message                                                                                                                                                                                                                                                                                               | Corrective Action                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Cropland factor<br>cannot be overridden<br>based on the COC<br>determination<br>selected."<br>"Cropland factor not<br>applicable for the<br>COC determination<br>selected." | User attempted to change the<br>cropland factor from 1.0000<br>or 0.0000 but did <b>not</b> select<br>"Partially Eligible" as the<br><u>COC determination.</u><br>User selected an option other<br>than "Partially Eligible" as the<br>COC determination", but the<br>cropland factor is:<br>• greater than zero | <ul> <li>Take either of the following actions:</li> <li>enter a cropland factor of 1.0000<br/>or 0.0000 based on the<br/>provisions of subparagraph C</li> <li>select "Partially Eligible" as the<br/>COC determination.</li> </ul>                                                                                                                                                                                                                       |
| "Cropland factor<br><b>must</b> be manually<br>computed and<br>entered based on the<br>COC determination<br>selected."                                                       | • less than 1.0000.<br>User selected "Partially<br>Eligible" as the COC<br>determination, but did <b>not</b><br>change the cropland factor<br>from 1.0000 or 0.0000.                                                                                                                                             | <ul> <li>Take either of the following actions:</li> <li>compute the cropland factor according to * * * the following, as applicable, and enter the result in the "cropland factor" field:</li> <li>4-PL, paragraph 64 for 2008 through 2013</li> <li>5-PL, paragraph 94 for 2014 *through 2020</li> <li>6-PL, paragraph 177 for 2021 and subsequent years*</li> <li>select an option other than "Partially Eligible" as the COC determination.</li> </ul> |
| Cropland factor <b>cannot</b> be greater                                                                                                                                     | User entered a cropland factor that is:                                                                                                                                                                                                                                                                          | Enter correct cropland factor based on the provisions of subparagraph C.                                                                                                                                                                                                                                                                                                                                                                                  |
| than 1.0000 or less<br>than zero                                                                                                                                             | <ul><li>greater than 1.0000</li><li>less than 0.0000.</li></ul>                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## **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 <b>not</b> 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 — |                                   |   |  |
| O NO HEL                            | <ul> <li>Compliant</li> </ul>     |   |  |
| <ul> <li>Not Compliant</li> </ul>   | O Pending Determination           |   |  |
| C Landlord/Tenant Exemption         | O Good Faith                      |   |  |
| O Appeal Rights Exhausted           | No Association                    |   |  |
| Planted Converted Wetland           |                                   |   |  |
| <ul> <li>Compliant</li> </ul>       | Not Compliant                     |   |  |
| O Good Faith                        | No Association                    |   |  |
| Converted Wetland                   |                                   |   |  |
| <ul> <li>Compliant</li> </ul>       | <ul> <li>Not Compliant</li> </ul> |   |  |
| O Good Faith                        | Restored Wetland                  |   |  |
| O Appeal Rights Exhausted           | No Association                    |   |  |
| Farm/Tract Eligibility              |                                   | _ |  |
| In Compliance                       | Partial Compliance                |   |  |
| O In Violation                      | No Association                    |   |  |
| O Past Violation                    | O Reinstated                      |   |  |
| Year of Vi                          | olation                           |   |  |
| State and County Where Violation 0  | Dccurred                          |   |  |
| i nano                              |                                   |   |  |

### 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.

## D Summarizing HELC Eligibility from Tract Data (Continued)

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

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

### **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<br>Wetland" field is updated to |
|----------------------------|-------------------------------|-------------------------------------------------------------|
| the producer is <b>not</b> |                               | "No Association".                                           |
| associated with any        |                               |                                                             |
| farm or tract              |                               |                                                             |
| no tracts to which the     |                               | "Compliant".                                                |
| producer is associated     |                               |                                                             |
| have PCW                   |                               |                                                             |
| the producer is            | any PCW producer exception    | "Not Compliant".                                            |
| associated with 1 or       | for the producer is equal to  |                                                             |
| more tracts with PCW       | "Has Appeal Rights" or        |                                                             |
|                            | "Appeals Exhausted"           |                                                             |
|                            | all PCW producer exceptions   | "Compliant".                                                |
|                            | for the producer are equal to | _                                                           |
|                            | anything other than "Has      |                                                             |
|                            | Appeal Rights" or "Appeals    |                                                             |
|                            | Exhausted"                    |                                                             |

### 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<br>Wetland" field is updated to |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| the producer is <b>not</b>                                     |                                                                                                                                  | "No Association"                                    |
| associated with any farm or tract                              |                                                                                                                                  |                                                     |
| no tracts to which the                                         |                                                                                                                                  | "Compliant"                                         |
| producer is associated have CW                                 |                                                                                                                                  |                                                     |
| the producer is<br>associated with 1 or<br>more tracts with CW | any CW producer exception for<br>the producer is equal to "Has<br>Appeal Rights" or "Appeals<br>Exhausted"                       | "Not Compliant"                                     |
|                                                                | All CW producer exceptions for<br>the producer are equal to<br>anything other than "Has Appeal<br>Rights" or "Appeals Exhausted" | "Compliant"                                         |

## 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.

| IF HELC is                     | AND PCW is       | AND CW is                     | THEN the farm/tract<br>eligibility is automatically<br>updated to                                                                                                                                         |  |
|--------------------------------|------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| "No Association"               | "No Association" | "No Association"              | "No Association", indicating<br>the producer is <b>not</b> associated<br>with a farm or tract.                                                                                                            |  |
| "Compliant"                    | "Compliant"      | "Compliant"                   | "In Compliance", indicating<br>the producer is associated with<br>1 or more farms and/or tracts<br>and meets the conservation<br>compliance provisions on all<br>farms and tracts.                        |  |
|                                | "Not Compliant"  | "Not Compliant"<br>any option | "In Violation", indicating the<br>producer is in violation of the<br>conservation compliance<br>provisions.                                                                                               |  |
| "Not Compliant"                | any option       | any option                    | "In Violation", indicating the<br>producer is in violation of the<br>conservation compliance<br>provisions.                                                                                               |  |
| "Landlord/Tenant<br>Exemption" | "Compliant"      | "Compliant"                   | "Partial Compliance",<br>indicating the producer is<br>associated with 1 or more<br>farms and/or tracts but does<br><b>not</b> meet the conservation<br>compliance provisions on all<br>farms and tracts. |  |
|                                | "Not Compliant"  | "Not Compliant"<br>any option | "In Violation", indicating the<br>producer is in violation of the<br>conservation compliance<br>provisions.                                                                                               |  |

### **H** Fields Applicable to Conservation Compliance Determinations

The following provides the fields applicable to conservation compliance determinations.

| Field         | Option         | Explanation                           | Update Options           |
|---------------|----------------|---------------------------------------|--------------------------|
| "Highly       | "No HEL"       | Producer is associated with 1 or      | Automatically set by     |
| Erodible Land |                | more tracts; however, none of the     | the system based on      |
| Conservation" |                | tracts are on highly erodible land.   | data in the tract files. |
|               |                |                                       | County Offices cannot    |
|               |                | <b>Note:</b> This is an old value and | select this option.      |
|               |                | the FRS process will now              |                          |
|               |                | update to "Compliant".                |                          |
|               | "Compliant"    | Producer is associated with at        |                          |
|               |                | least 1 tract on highly erodible      |                          |
|               |                | land but is in compliance with        |                          |
|               |                | conservation compliance               |                          |
|               |                | provisions.                           |                          |
|               | "Not           | Producer is associated with at        |                          |
|               | Compliant"     | least 1 tract on highly erodible      |                          |
|               |                | land and is <b>not</b> in compliance  |                          |
|               |                | with conservation compliance          |                          |
|               |                | provisions.                           |                          |
|               | "Pending       | Producer is associated with at        |                          |
|               | Determination" | least 1 tract on which NRCS has       |                          |
|               |                | <b>not</b> completed a determination. |                          |
|               |                | <b>Note:</b> This is an old value and |                          |
|               |                | the FRS process will now              |                          |
|               |                | update to "Compliant".                |                          |
|               | "Landlord/     | Producer is associated with a         |                          |
|               | Tenant         | noncomplying tract, but has been      |                          |
|               | Exemption"     | approved for a landlord or tenant     |                          |
|               |                | exemption.                            |                          |
|               | "Good Faith"   | Producer has received a good          |                          |
|               |                | faith determination.                  |                          |
|               |                | <b>Note:</b> This is an old value and |                          |
|               |                | the FRS process will now              |                          |
|               |                | update to "Compliant".                |                          |

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| Field         | Option        | Explanation                               | Update Options             |
|---------------|---------------|-------------------------------------------|----------------------------|
| "Highly       | "Appeal       | Producer is associated with a             | Automatically set          |
| Erodible Land | Rights        | noncomplying tract and appeal rights      | by the system based        |
| Conservation" | Exhausted"    | have been exhausted.                      | on data in the tract       |
| (Continued)   |               |                                           | files. County              |
|               |               | <b>Note:</b> This is an old value and the | Offices cannot             |
|               |               | FRS process will now update               | select this option.        |
|               |               | to "Not Compliant".                       |                            |
|               | "No           | Producer is <b>not</b> associated with a  | Automatically set          |
|               | Association"  | farm or tract.                            | by the system for          |
|               |               |                                           | producers that are         |
|               |               |                                           | not associated with        |
|               |               |                                           | any tracts. County         |
|               |               |                                           | Offices cannot             |
|               |               |                                           | select this option.        |
| "Planted      | "Compliant"   | Producer is associated with 1 or more     | Automatically set          |
| Converted     |               | tracts and an agricultural commodity      | by the system based        |
| Wetland"      |               | has <b>not</b> been planted on CW.        | on data in the tract       |
|               | "Not          | Producer is associated with 1 or more     | files. County              |
|               | Compliant"    | tracts and an agricultural commodity      | Offices cannot             |
|               |               | has been planted on CW.                   | select this option.        |
|               | "Good Faith"  | Producer has received a good faith        |                            |
|               |               | determination.                            |                            |
|               |               | <b>Note:</b> This is an old value and the |                            |
|               |               | FRS process will now update               |                            |
|               |               | to "Compliant".                           |                            |
|               | "No           | Producer is <b>not</b> associated with a  | Automatically set          |
|               | Association"  | farm or tract.                            | by the system for          |
|               | 1355001401011 |                                           | producers that are         |
|               |               |                                           | <b>not</b> associated with |
|               |               |                                           | any tracts. County         |
|               |               |                                           | Offices cannot             |
|               |               |                                           | select this option.        |

# H Fields Applicable to Conservation Compliance Determinations (Continued)

| Field      | Option       | Explanation                                                               | <b>Update Options</b> |
|------------|--------------|---------------------------------------------------------------------------|-----------------------|
| "Converted | "Compliant   | Producer is <b>not</b> associated with any tracts                         | Automatically         |
| Wetland"   |              | that have CW.                                                             | set by the system     |
|            | "Not         | Producer is associated with a tract with a                                | based on data in      |
|            | Compliant"   | wetland converted after                                                   | the tract files.      |
|            |              | November 28, 1990, but FSA appeal                                         | County Offices        |
|            |              | rights have <b>not</b> been exhausted.                                    | cannot select         |
|            | "Good Faith" | Producer is associated with a tract with a                                | this option.          |
|            |              | wetland converted after                                                   |                       |
|            |              | November 28, 1990, but the producer has                                   |                       |
|            |              | received a good faith determination.                                      |                       |
|            |              | <b>Note:</b> This is an old option and the FRS process will now update to |                       |
|            |              | "Compliant".                                                              |                       |
|            | "Restored    | Producer is associated with a tract with a                                |                       |
|            | Wetland"     | restored wetland and eligibility rights have                              |                       |
|            |              | been reinstated; however, a good faith                                    |                       |
|            |              | determination was <b>not</b> made by FSA.                                 |                       |
|            |              | <b>Note:</b> This is an old option and the FRS                            |                       |
|            |              | process will now update to                                                |                       |
|            |              | "Compliant".                                                              |                       |
|            | "Appeal      | Producer is associated with a tract with a                                |                       |
|            | Rights       | wetland converted after                                                   |                       |
|            | Exhausted"   | November 28, 1990, and FSA appeal                                         |                       |
|            |              | rights have been exhausted.                                               |                       |
|            |              | <b>Note:</b> This is an old option and the FRS                            |                       |
|            |              | process will now update to "Not Compliant".                               |                       |
|            | "No          | Producer is <b>not</b> associated with a farm or                          | Automatically         |
|            | Association" | tract.                                                                    | set by the system     |
|            |              |                                                                           | for producers         |
|            |              |                                                                           | that are <b>not</b>   |
|            |              |                                                                           | associated with       |
|            |              |                                                                           | any tracts.           |
|            |              |                                                                           | County Offices        |
|            |              |                                                                           | cannot select         |
|            |              |                                                                           | this option.          |

# H Fields Applicable to Conservation Compliance Determinations (Continued)

| Option       | Explanation                              | Update Options                                                                                                                                                                                                                                                 |
|--------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "In          | Producer is associated with 1 or         | Automatically set by the                                                                                                                                                                                                                                       |
| Compliance"  | more farms and/or tracts and meets       | system based on the                                                                                                                                                                                                                                            |
|              | the conservation compliance              | summarized HELC,                                                                                                                                                                                                                                               |
|              | provisions on all farms and tracts.      | PCW, and CW                                                                                                                                                                                                                                                    |
| "Partial     | Producer is associated with 1 or         | determinations. County                                                                                                                                                                                                                                         |
| Compliance"  | more farms and/or tracts but does        | Offices cannot select                                                                                                                                                                                                                                          |
|              | <b>not</b> meet the conservation         | this option.                                                                                                                                                                                                                                                   |
|              | compliance provisions on all farms       |                                                                                                                                                                                                                                                                |
|              | and tracts.                              |                                                                                                                                                                                                                                                                |
|              | Producer is in violation of the          |                                                                                                                                                                                                                                                                |
| Violation"   | conservation compliance                  |                                                                                                                                                                                                                                                                |
|              | 1                                        | _                                                                                                                                                                                                                                                              |
|              | Producer is <b>not</b> associated with a |                                                                                                                                                                                                                                                                |
|              | farm or tract.                           |                                                                                                                                                                                                                                                                |
|              |                                          | Can be selected but only                                                                                                                                                                                                                                       |
| Violation"   |                                          | if the current option set                                                                                                                                                                                                                                      |
|              | 1                                        | by the system is                                                                                                                                                                                                                                               |
|              |                                          | "Compliant".                                                                                                                                                                                                                                                   |
|              |                                          |                                                                                                                                                                                                                                                                |
| "Reinstated" |                                          | Can be selected but only                                                                                                                                                                                                                                       |
|              |                                          | if the current option is                                                                                                                                                                                                                                       |
|              |                                          | "Past Violation".                                                                                                                                                                                                                                              |
|              |                                          |                                                                                                                                                                                                                                                                |
|              | Year CW violation occurred.              | An entry:                                                                                                                                                                                                                                                      |
|              |                                          |                                                                                                                                                                                                                                                                |
|              |                                          | • is required if the                                                                                                                                                                                                                                           |
|              |                                          | current option is                                                                                                                                                                                                                                              |
|              |                                          | "Past Violation"                                                                                                                                                                                                                                               |
|              |                                          |                                                                                                                                                                                                                                                                |
|              |                                          | • <b>cannot</b> be later than                                                                                                                                                                                                                                  |
|              |                                          | the current subsidiary year.                                                                                                                                                                                                                                   |
|              | State and county code where the          | 5.5                                                                                                                                                                                                                                                            |
|              |                                          | An entry:                                                                                                                                                                                                                                                      |
|              |                                          | • is required if the                                                                                                                                                                                                                                           |
|              |                                          | • is required if the current option is                                                                                                                                                                                                                         |
|              |                                          | "Past Violation"                                                                                                                                                                                                                                               |
|              |                                          |                                                                                                                                                                                                                                                                |
|              |                                          | • <b>must</b> be a valid Stat                                                                                                                                                                                                                                  |
|              |                                          | and county code.                                                                                                                                                                                                                                               |
|              | "In<br>Compliance"<br>"Partial           | "In<br>Compliance"Producer is associated with 1 or<br>more farms and/or tracts and meets<br>the conservation compliance<br>provisions on all farms and tracts."Partial<br>Compliance"Producer is associated with 1 or<br>more farms and/or tracts but does<br> |

# **H** Fields Applicable to Conservation Compliance Determinations (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<br>violation <b>must</b> be<br>entered."                            | User selected 1 of the following                                                                                                                                                                                                                              | <ul> <li>Take either of the following actions:</li> <li>cancel update process to reset the system to the previous option</li> <li>enter year in which CW violation occurred.</li> </ul>                       |
| "State and county<br>where violation<br>occurred <b>must</b> be<br>entered." | <ul> <li>User selected 1 of the following options as the farm/tract eligibility, but did <b>not</b> enter a valid State and county code in the "State and County Where Violation Occurred" field.</li> <li>"Past Violation"</li> <li>"Reinstated".</li> </ul> | <ul> <li>Take either of the following actions:</li> <li>cancel update process to reset the system to the previous option</li> <li>enter a valid State and county code where CW violation occurred.</li> </ul> |
| "Invalid year."                                                              | Year entered in the "Year of Violation" field is <b>not</b> a valid year.                                                                                                                                                                                     | Reenter the year of the violation.                                                                                                                                                                            |
| "Year <b>cannot</b> be<br>greater than the<br>current year."                 | Year entered in the "Year of<br>Violation" field is later than the<br>current year.                                                                                                                                                                           | Reenter the year of the violation.                                                                                                                                                                            |
| "Invalid State<br>and county<br>code."                                       | State and county code entered in<br>the "State and County Where<br>Violation Occurred" field is <b>not</b><br>valid.                                                                                                                                          | Reenter the applicable State and<br>county code. See 1-CM,<br>Exhibit 101 for a current list of<br>State and county codes.                                                                                    |

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

### I Error Messages (Continued)

### 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.

| Controlled Substance            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| - Notification of Determination |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| No ∨iolation                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| O Growing                       | Number of Years of Vears of Ve |  |
| O Trafficking                   | Number of Years of Vears of Ve |  |
| OPossession                     | Number of Years of Vears of Ve |  |
| Year of Conviction              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

### **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.

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

### **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 <b>must</b> be entered" | Option 2 (Growing), Option 3 (Drug Trafficking),        |
|                                             | or Option 4 (Possession), but did <b>not</b> enter the  |
|                                             | year of conviction.                                     |
| "Number of years <b>must</b> be entered"    | Option 2 (Growing), Option 3 (Drug Trafficking),        |
|                                             | or Option 4 (Possession), but did <b>not</b> 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

| ⊙ No                               | O Yes      |  |
|------------------------------------|------------|--|
| - Source of Delinquent Debt Deter  | nination   |  |
| O Producer Certified               | ○ FSA Debt |  |
| O Credit Report                    | O CAIVRS   |  |
| O TOPS                             | O Other    |  |
| <ul> <li>Not applicable</li> </ul> |            |  |
|                                    |            |  |

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            | "No"   | Producer has <b>not</b> applied for a loan benefit or has certified |
| Determination/  |        | compliance that they do <b>not</b> have an outstanding delinquent   |
| Certification"  |        | Federal nontax debt.                                                |
|                 | "Yes"  | Producer has an outstanding delinquent Federal nontax debt.         |
| "Source of      |        | If the producer has an outstanding delinquent Federal nontax        |
| Delinquent Debt |        | debt, users are required to specify the source where the debt       |
| Determination"  |        | information was found. If the source is <b>not</b> listed, "Other"  |
|                 |        | should be selected.                                                 |
| "Additional     |        | Allows for additional information, up to 1,000 characters, to       |
| Information"    |        | 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 | User indicated the               | Take either of the following actions:      |
| source used to    | producer has a delinquent        |                                            |
| determine the     | debt, but did <b>not</b> specify | • select the "Source of Delinquent Debt    |
| producer has a    | the source where the debt        | Determination"                             |
| delinquent debt." | information was found.           |                                            |
|                   |                                  | • select "No" as certification/COC         |
|                   |                                  | determination.                             |
| "Additional       | User selected "Other" as         | Take either of the following actions:      |
| information       | the source of the                |                                            |
| about the         | delinquent debt                  | • enter information in the "Additional     |
| delinquent debt   | determination; however,          | Information" field to document where the   |
| must be           | information was <b>not</b>       | delinquent debt information was found      |
| recorded."        | entered in the                   | -                                          |
|                   | "Additional Information"         | • select another source for the delinquent |
|                   | field.                           | 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 <b>not</b> 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 <b>not</b> met the minimum crop insurance eligibility |
|                        | requirements and/or has <b>not</b> 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.

| Foreign Person<br>COC Determination<br>Has the producer met the foreign person provision? |                |  |
|-------------------------------------------------------------------------------------------|----------------|--|
| ○ Yes                                                                                     | O No           |  |
| Pending                                                                                   | Not Applicable |  |
|                                                                                           |                |  |

## **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.

| IF the Business Partner customer's                                 | AND the Business<br>Partner customer's<br>"Resident Alien" flag is | THEN foreign person "COC<br>Determination" for the current<br>year is defaulted to                           |
|--------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| "Citizenship Country" is<br>"United States"                        |                                                                    | "Not Applicable".                                                                                            |
| "Citizenship Country" is<br>anything other than<br>"United States" | "Yes"<br>"No"                                                      | "Not Applicable".<br>"Pending" indicating that COC has<br><b>not</b> made a foreign person<br>determination. |
| "Originating Country" is<br>"United States"                        |                                                                    | "Not Applicable".                                                                                            |
| "Originating Country" is<br>anything other than<br>"United States" |                                                                    | "Pending" indicating that COC has<br><b>not</b> made a foreign person<br>determination.                      |

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 <b>not</b> meet the foreign person provisions because the                                 |  |
|                  | producer is <b>not</b> providing land, capital, and active personal labor.                                  |  |
| "Pending"        | Foreign person provisions are applicable; however, the COC has <b>not</b>                                   |  |
|                  | made a foreign person determination for either of the following reasons:                                    |  |
|                  | • Producer has <b>not</b> filed the documentation necessary for a foreign person determination              |  |
|                  | • Producer has filed the required documentation; however, COC has <b>not</b> completed their determination. |  |
| "Not Applicable" | Foreign person provisions are <b>not</b> 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.

## 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.

| Fraud - including FCIC Fraud |               |  |
|------------------------------|---------------|--|
| Compliant C                  | Not Compliant |  |
| Year of Violation            | n             |  |
| Years of No Program Benefit  | S             |  |

## 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         | *Richard Flournoy by:                                           |  |
|                  |                                                                 |  |
|                  | <ul> <li>e-mail to <u>richard.flournoy@usda.gov</u>*</li> </ul> |  |
|                  | • telephone at 816-926-7394.                                    |  |
| OIG case         | *Jack Welch, Director, Farm Production and Conservation         |  |
|                  | Business Center Appeals and Litigation Division, 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, Appeals and Litigation Division, through the State Office using--\* the process in subparagraph D.

## 37 Limited Resource Farmer or Rancher

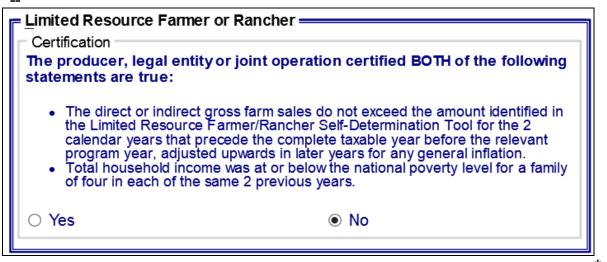
### A Introduction

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 <b>not</b> certified compliance with limited resource farmer or rancher provisions. |

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## 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.

| = <u>N</u> AP Non Compliance |                     |  |
|------------------------------|---------------------|--|
| COC Determination            |                     |  |
| Compliant                    | Not Compliant - COC |  |
| Year of Violation            |                     |  |

#### **D** Values

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

|        |                                                | Short Form      |       |
|--------|------------------------------------------------|-----------------|-------|
| Option | Notification of Determination                  | Name            | * * * |
| "1"    | Producer is in compliance with NAP procedures. | Certified       | * * * |
| "2"    | COC has determined that the producer violated  | Not Compliant - | * * * |
|        | NAP compliance provisions.                     | 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 <b>cannot</b> 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<br>of a joint operation. Selecting this option allows the producer to designate<br>2 other entities for payment. |
|        | <b>Note:</b> This option should always be selected for joint operations and entities.                                                                                                            |
| "No"   | The producer:                                                                                                                                                                                    |
|        | • is <b>not</b> a member of a joint operation and is <b>not</b> receiving payment as an individual in any county                                                                                 |
|        | • is a member of 3 entities and is <b>not</b> 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.

## **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.

| COC Determination                                                 |                                       |
|-------------------------------------------------------------------|---------------------------------------|
| <ul> <li>COC Determination Completed</li> </ul>                   | <ul> <li>Not Filed</li> </ul>         |
| <ul> <li>Awaiting Determination</li> </ul>                        | <ul> <li>Awaiting Revision</li> </ul> |
| Date Documentation Filed by<br>Producer<br>COC Determination Date |                                       |
|                                                                   |                                       |

## C Fields Applicable to Person Eligibility - 2002 Farm Bill Determinations

| Field          | Option              | Explanation                                              |  |
|----------------|---------------------|----------------------------------------------------------|--|
| "COC           | "COC                | Producer has filed all required documentation and        |  |
| Determination" | Determination       | COC has completed applicable determinations.             |  |
|                | Completed"          |                                                          |  |
|                | "Not Filed"         | Producer has <b>not</b> filed the required documentation |  |
|                |                     | for a person determination.                              |  |
|                | "Awaiting           | Producer has filed all documentation required for a      |  |
|                | Determination"      | person determination; however, the COC                   |  |
|                |                     | determination has <b>not</b> been completed.             |  |
|                | "Awaiting Revision" | Producer has filed all documentation required for a      |  |
|                |                     | revised person determination; however, the COC           |  |
|                |                     | determination has <b>not</b> been completed.             |  |
| "Date          | Enter acceptable    | Date the producer provided all documentation             |  |
| Documentation  | date format         | required for a "person" determination. An entry is       |  |
| Filed by       | according to        | required if any of the following options are selected    |  |
| Producer"      | subparagraph 13 A.  | as the COC determination:                                |  |
|                |                     |                                                          |  |
|                |                     | "COC Determination Completed"                            |  |
|                |                     | "Awaiting Determination"                                 |  |
|                |                     | "Awaiting Revision".                                     |  |
| "COC           |                     | Date the "person" determination is completed by          |  |
| Determination  |                     | COC. An entry is required if "COC Determination          |  |
| Date"          |                     | Completed" is selected as the COC determination.         |  |

The following provides fields applicable to "person" determinations.

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

## **D** Error Messages (Continued)

| Message                                                                               | Reason for Message                                                                                                                                     | Corrective Action                                                                                                          |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| "COC determination<br>has <b>not</b> been                                             | User selected "Not Filed" as the COC determination and entered                                                                                         | Take either of the following actions:                                                                                      |
| completed so a COC determination date is <b>not</b> applicable for years after 2004." | a date in the "COC<br>Determination Date" field.                                                                                                       | <ul> <li>remove date from the "COC<br/>Determination Date" field</li> <li>select another COC</li> </ul>                    |
|                                                                                       |                                                                                                                                                        | determination.                                                                                                             |
| "Date <b>cannot</b> be<br>later than today's<br>date."                                | <ul><li>Date entered or selected in<br/>either of the following fields is<br/>later than the current date:</li><li>"Date Documentation Filed</li></ul> | Reenter a valid date or select a date using the calendar icon.                                                             |
|                                                                                       | <ul><li>by Producer"</li><li>"COC Determination Date".</li></ul>                                                                                       |                                                                                                                            |
| "Invalid date."                                                                       | Date entered or selected in<br>either of the following fields is<br><b>not</b> a valid date:                                                           | Reenter a valid date or select a date<br>using the calendar icon. See<br>subparagraph 13 A for acceptable<br>date formats. |
|                                                                                       | "Date Documentation Filed<br>by Producer"                                                                                                              |                                                                                                                            |
| "Doto ontry not                                                                       | • "COC Determination Date".<br>Date entered in either of the                                                                                           | Poontor data in an accontable data                                                                                         |
| "Date entry <b>not</b><br>formatted correctly.<br>mm/dd/yyyy,<br>mmddyyyy, or         | following fields is <b>not</b> in an acceptable date format:                                                                                           | Reenter date in an acceptable date<br>format according to<br>subparagraph 13 A.                                            |
| mmddyy."                                                                              | <ul> <li>"Date Documentation Filed<br/>by Producer"</li> <li>"COC Determination Date".</li> </ul>                                                      |                                                                                                                            |

## 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 <b>not</b> filed all |
|                              | documentation required for a "person" determination.         |
| "Date Documentation Filed by | "Blank".                                                     |
| Producer"                    |                                                              |
| "COC Determination Date"     |                                                              |

## 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 o | r Gender                                                                                                                                                                             |
| listed below whose membe    | or joint operation certified they are a member of a group<br>ers have been subject to racial, ethnic, or gender prejudice<br>s members of a group without regard to their individual |
|                             | Alaskan Natives, Asians or Asian Americans, Black or<br>Native Hawaiians or other Pacific Islanders, Hispanics                                                                       |
| ⊖ Yes                       | No                                                                                                                                                                                   |
| Includes Racial or Ethnic   | but NOT Gender                                                                                                                                                                       |
| listed below whose membe    | or joint operation certified they are a member of a group<br>ers have been subject to racial or ethnic (NOT gender)<br>identity as members of a group without regard to their        |
|                             | Alaskan Natives, Asians or Asian Americans, Black or<br>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      | "Yes"  | Producer has certified compliance with SDA farmer or rancher     |
| Racial, Ethnic |        | provisions as defined under the Consolidated Farm and Rural      |
| or Gender"     |        | Development Act of 2003 (includes racial, ethnic, or gender).    |
|                |        | * * *                                                            |
|                | "No"   | Producer has <b>not</b> 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      | "Yes"  | Producer has certified compliance with SDA farmer or rancher     |
| Racial or      |        | provisions as defined under the Food, Agriculture, Conservation, |
| Ethnic but     |        | and Trade Act of 1990 (includes racial or ethnic, but not        |
| NOT Gender"    |        | gender).                                                         |
|                |        | * * *                                                            |
|                | "No"   | Producer has <b>not</b> 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 <b>not</b> 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.

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

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

| Eligibility<br>Determination<br>Adjusted Gross<br>Income - 2008 | <b>Field</b><br>Determination           | IF the customer's<br>records do not match,<br>then eligibility is<br>Not Filed – if the<br>producer is not an | IF the customer's<br>records match,<br>then eligibility is<br>the same value from<br>the merged records. |
|-----------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Farm Bill –<br>Conservation                                     |                                         | Exempt business type.                                                                                         |                                                                                                          |
| Program                                                         |                                         | Exempt – if the<br>producer is an Exempt<br>business type.                                                    |                                                                                                          |
|                                                                 | SED Determination                       | Blank.                                                                                                        |                                                                                                          |
|                                                                 | Date of SED<br>Determination            | Blank.                                                                                                        |                                                                                                          |
|                                                                 | Date Documentation<br>Filed by Producer | Blank.                                                                                                        |                                                                                                          |
|                                                                 | COC Disapproval Date                    | Blank.                                                                                                        |                                                                                                          |
| Adjusted Gross<br>Income – 2014                                 | Producer Certification                  | Winning Producer's<br>Producer Certification.                                                                 | the same value from the merged records.                                                                  |
| and 2018 Farm<br>Bills                                          | Date Documentation<br>Filed by Producer | Winning Producer's<br>Date Documentation<br>Filed by Producer.                                                |                                                                                                          |
|                                                                 | IRS Verification                        | Winning Producer's<br>IRS Verification.                                                                       |                                                                                                          |
|                                                                 | Date Processed by IRS                   | Winning Producer's<br>Date Processed by IRS.                                                                  |                                                                                                          |
|                                                                 | State Office/SED<br>Determination       | Winning Producer's<br>State Office/SED<br>Determination.                                                      |                                                                                                          |
|                                                                 | SED Determination<br>Date               | Winning Producer's<br>SED Determination<br>Date.                                                              |                                                                                                          |
| Adjusted Gross<br>Income – 75%                                  | Certification                           | Winning Producer's Certification.                                                                             | the same value from the merged records.                                                                  |
| Rule                                                            | Date Documentation<br>Filed by Producer | Winning Producer's<br>Date Documentation<br>Filed by Producer.                                                |                                                                                                          |
| 2020 Adjusted                                                   | Certification                           | *"Not Filed"*                                                                                                 | the same value from                                                                                      |
| Gross Income                                                    | Date Documentation<br>Filed by Producer | *Blank*                                                                                                       | the merged records.                                                                                      |
| *FSA-510 Pay                                                    | Certification                           | "No"                                                                                                          | The same value from                                                                                      |
| Limit Exception<br>Request                                      | Date Documentation<br>Filed by Producer | Blank                                                                                                         | the merged records*                                                                                      |

|               |                          | IF the customer's      |                       |
|---------------|--------------------------|------------------------|-----------------------|
|               |                          | records do not         | IF the customer's     |
| Eligibility   | <b>P</b> . 11            | match, then            | records match, then   |
| Determination | Field                    | eligibility is         | eligibility is        |
| Beginning     | Certification/COC        | No.                    | the same value from   |
| Farmer or     | Determination            |                        | the merged records.   |
| Rancher       | Month and Year Farmer or | Blank.                 |                       |
|               | Rancher began Farming    |                        |                       |
| Cash Rent     | COC Determination        | Awaiting               | the same value from   |
| Tenant        |                          | Determination - if the | the merged records.   |
|               |                          | producer is not an     |                       |
|               |                          | Indian Tribal Venture. |                       |
|               |                          | Exempt – if the        |                       |
|               |                          | producer is an Indian  |                       |
|               |                          | Tribal Venture.        |                       |
|               | Cropland Factor          | 0.0000 - if Awaiting   |                       |
|               |                          | Determination.         |                       |
|               |                          | 1.0000 - if Exempt.    |                       |
| Conservation  | Highly Erodible Land     | the summarized data    | the summarized data   |
| Compliance    | Conservation             | from the farm          | from the farm records |
| _             | Planted Converted        | records system for     | system for the        |
|               | Wetland                  | the customer.          | customer.             |
|               | Converted Wetland        |                        |                       |
|               | Farm/Tract Eligibility   | the summarized data    | the summarized data   |
|               | 5 5                      | from:                  | from:                 |
|               |                          |                        |                       |
|               |                          | • HELC                 | • HELC                |
|               |                          | • PCW                  | • PCW                 |
|               |                          | • CW.                  | • CW.                 |
|               | Year of Violation        | blank or the year      | the same value from   |
|               |                          | closest to the current | the merged records.   |
|               |                          | vear.                  | the merged records.   |
|               | State and County Where   | blank or the state and |                       |
|               | Violation Occurred       |                        |                       |
|               |                          | county with the        |                       |
|               |                          | lowest FIPS code.      |                       |

| Eligibility<br>Determination | Field                                                                | IF the<br>customer's<br>records do not<br>match, then<br>eligibility is                                                                                                                    | IF the customer's<br>records match, then<br>eligibility is |
|------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Controlled                   | Notification of                                                      | Action Required                                                                                                                                                                            | the same value from the                                    |
| Substance                    | Determination                                                        | - Additional<br>information must<br>be entered<br>regarding this<br>violation.                                                                                                             | merged records.                                            |
|                              | Number of Years of<br>Ineligibility                                  | Permanent.                                                                                                                                                                                 |                                                            |
|                              | Year of Conviction                                                   | <ul> <li>one of the following:</li> <li>if there is only one value present, set to that value</li> <li>if there is more than one year present, set to the value with the lowest</li> </ul> |                                                            |
| Dalinguant                   | COC                                                                  | number.<br>Yes.                                                                                                                                                                            | the same value from the                                    |
| Delinquent<br>Debt           | Determination/Certification                                          |                                                                                                                                                                                            | merged records.                                            |
|                              | Source of Delinquent Debt<br>Determination<br>Additional Information | Other.<br>Blank.                                                                                                                                                                           |                                                            |
| Federal Crop                 | Certification/COC                                                    | Requirements                                                                                                                                                                               | the same value from the                                    |
| Insurance                    | Determination                                                        | Not Met                                                                                                                                                                                    | merged records.                                            |

| <b>Eligibility</b><br>Determination            | Field                                                                                                                        | IF the customer's<br>records do not<br>match, then<br>eligibility is                                                                                                                                               | IF the customer's<br>records match, then<br>eligibility is                                                                                                                             |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foreign Person                                 | COC Determination                                                                                                            | <ul> <li>Not Applicable - if<br/>the citizenship<br/>country in<br/>business partner is:</li> <li>United States</li> <li>anything other<br/>than United<br/>States and<br/>resident alien<br/>is "Yes".</li> </ul> | <ul> <li>Not Applicable - if the citizenship country in business partner is:</li> <li>United States</li> <li>anything other than United States and resident alien is "Yes".</li> </ul> |
|                                                |                                                                                                                              | Pending - if the<br>citizenship country<br>in business partner<br>is not United<br>States and resident<br>alien is "No" or<br>"Unknown".                                                                           | Pending - if the<br>citizenship country in<br>business partner is not<br>United States and<br>resident alien is "No"<br>or "Unknown".                                                  |
| Limited Resource<br>Farmer or Rancher          | Certification/COC<br>Determination                                                                                           | No.                                                                                                                                                                                                                | the same value from the merged records.                                                                                                                                                |
| NAP Non-<br>Compliance                         | COC Determination<br>Year of Violation                                                                                       | Not compliant –<br>COC.<br>Set to the year<br>with the lowest<br>number.                                                                                                                                           | the same value from the merged records.                                                                                                                                                |
| Permitted Entity –<br>2002 Farm Bill           | COC Determination                                                                                                            | Yes.                                                                                                                                                                                                               | the same value from the merged records.                                                                                                                                                |
| Person Eligibility –<br>2002 Farm Bill         | COC Determination<br>Date Documentation<br>Filed by Producer<br>COC Determination                                            | Not Filed.<br>Blank.<br>Blank.                                                                                                                                                                                     | the same value from the merged records.                                                                                                                                                |
| Socially<br>Disadvantaged<br>Farmer or Rancher | Date<br>Includes Racial, Ethnic<br>and Gender certification<br>Includes Racial and<br>Ethnic but NOT Gender<br>certification | No.                                                                                                                                                                                                                | the same value from the merged records.                                                                                                                                                |

| Eligibility<br>Determination | Field                   | IF the customer's<br>records do not<br>match, then<br>eligibility is | IF the customer's<br>records match, then<br>eligibility is |
|------------------------------|-------------------------|----------------------------------------------------------------------|------------------------------------------------------------|
| Veteran Farmer or            | Veteran Certification   | No.                                                                  | the same value from the                                    |
| Rancher                      | Month/Year Farmer or    |                                                                      | merged records.                                            |
|                              | 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.                                                               |                                                            |

# B Eligibility Determination Table (Continued)

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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.

\*--See 5-PL or 6-PL, as applicable, for a list of programs that use the 75% rule.

#### 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 2015 and subsequent years.--\*

| Adjusted Gross Income - 75% Rule<br>Certification<br>Producer Certifies at least 75% of their average adjusted gross income was<br>derived from farming, ranching or forestry? |             |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|
| ⊖ Yes                                                                                                                                                                          | No          |  |
| Date Documentation Filed                                                                                                                                                       | by Producer |  |

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     | "Yes"  | Producer certified that at least 75 percent of their average        |
| least 75% of their average |        | AGI is derived from farming, ranching, or forestry.                 |
| adjusted gross income was  | "No"   | Producer has <b>not</b> certified that at least 75 percent of their |
| derived from farming,      |        | average AGI is derived from farming, ranching, or                   |
| ranching or forestry."     |        | forestry.                                                           |
| "Date Documentation        |        | Date producer filed documentation indicating that at least          |
| Filed by Producer"         |        | 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              | User selected "Yes"                                    | Take either of the following actions:                          |
| certified at least          | indicating the                                         |                                                                |
| 75% of their                | producer certified their                               | 1 0 5                                                          |
| average adjusted            | average AGI is                                         | filed the certification * * * indicating at                    |
| gross income was            | derived from at least                                  | least 75 percent of their average AGI is                       |
| derived from                | 75 percent farming,                                    | derived from farming, ranching, or                             |
| farming, ranching           | ranching, or forestry,<br>but did <b>not</b> enter the | forestry                                                       |
| and forestry is required."  | date in the "Date                                      | 1                                                              |
| iequiieu.                   | Documentation Filed                                    | • select "No" for the 75 percent average                       |
|                             | by Producer" field.                                    | AGI derived from farming, ranching, or forestry certification. |
| "Date                       | Date entered or                                        | Re-enter a valid date or select a date using                   |
| Documentation               | selected for the "Date                                 | the calendar icon.                                             |
| Filed by Producer           | Documentation Filed                                    | the calendar room.                                             |
| <b>cannot</b> be later than |                                                        |                                                                |
| today's date."              | later than the current                                 |                                                                |
|                             | date.                                                  |                                                                |
| "Date                       | Date entered or                                        | Re-enter a valid date or select a date using                   |
| Documentation               | selected for the "Date                                 | the calendar icon. See subparagraph 13 A                       |
| Filed by Producer –         | <b>Documentation Filed</b>                             | for acceptable date formats.                                   |
| Invalid date"               | by Producer" field is                                  |                                                                |
|                             | <b>not</b> a valid date.                               |                                                                |
| "Date                       | Date entered for the                                   | Re-enter the date in an acceptable format                      |
| Documentation               | "Date Documentation                                    | according to subparagraph 13 A.                                |
| Filed by Producer           | Filed by Producer"                                     |                                                                |
| not formatted               | field is <b>not</b> in an                              |                                                                |
| correctly.                  | acceptable format.                                     |                                                                |
| mm/dd/yyyy,                 |                                                        |                                                                |
| mmddyyyy,                   |                                                        |                                                                |
| mmddyy."                    |                                                        |                                                                |

## \*--43 AGI - 75% Rule (Continued)--\*

## **D** Error Messages (Continued)

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

## **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 <b>not</b> filed certification <b>* * *</b> that at |  |
|                     | least 75 percent of their average AGI is derived from farming,                    |  |
|                     | ranching, or forestry.                                                            |  |
| "Date Documentation | "Blank".                                                                          |  |
| Filed by Producer"  |                                                                                   |  |

#### \*--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 ———————————————————————————————————— |                |  |
|----------------------------------------------------------------|----------------|--|
| ⊖ Yes                                                          | No             |  |
|                                                                | (mm(\000))     |  |
| farm or ranch for more                                         | than 10 years? |  |
| ⊖ Yes                                                          | No             |  |
| Month and Year Far<br>who served in the Arme                   |                |  |

## \*--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<br>Rancher obtained status as a<br>Veteran"                    |        | Month/year the producer obtained veteran status.                                                                               |
| "Farmer or Rancher has<br>served in Armed Forces and<br>have not operated a farm or  | "Yes"  | Producer has certified they served in the Armed<br>Forces and have not operated a farm or ranch<br>for more than 10 years.     |
| ranch more than 10 years"<br>Certification                                           | "No"   | Producer has not certified they served in the Armed<br>Forces and have not operated a farm or ranch for<br>more than 10 years. |
| "Month/Year Farmer or<br>Rancher who served in the<br>Armed Forces began<br>farming" |        | Month/Year the producer who served in the Armed<br>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 | "Blank".      |
| a Veteran"                                       |               |
| "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<br>rancher who served in<br>the Armed Forces began<br>farming or ranching is<br>required when producer<br>certifies they served in<br>the Armed Forces and<br>have not operated a farm<br>or ranch for more than<br>10 years".          | User certified "Yes" the<br>farmer or rancher served<br>in the Armed Forces and<br>have not operated a farm<br>or ranch more than<br>10 years and did not<br>enter the month/year the<br>farmer or rancher who<br>served in the Armed<br>Forces began farming or<br>ranching. | <ul> <li>Take either of the following options:</li> <li>enter the month/year the farmer or rancher who served in the Armed Forces began farming or ranching</li> <li>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.</li> </ul>   |
| "Month/Year farmer or<br>rancher who served in<br>the Armed Forces began<br>farming or ranching is<br>not allowed when<br>producer did not certify<br>they served in the Armed<br>Forces and have not<br>operated a farm or ranch<br>for more than 10 years". | User certified "No" the<br>farmer or rancher served<br>in the Armed Forces and<br>have not operated a farm<br>or ranch more than<br>10 years and entered a<br>month/year the producer<br>began farming or<br>ranching.                                                        | <ul> <li>Take either of the following options:</li> <li>remove the month/year the farmer or rancher who served in the Armed Forces began farming or ranching</li> <li>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.</li> </ul> |
| "Month/Year farmer or<br>rancher who served in<br>Armed Forces began<br>farming or ranching –<br>Month must be a number<br>between 1 and 12".                                                                                                                 | User did not select a<br>number between 1 and<br>12 for the month the<br>farmer or rancher who<br>served in the Armed<br>Forces began farming or<br>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<br>rancher who served in<br>the Armed Forces began<br>farming or ranching –<br>Year must be within the<br>last 10 years from the<br>Subsidiary year<br>selected". | User certified "Yes" the<br>farmer or rancher served<br>in the Armed Forces and<br>have not operated a farm<br>or ranch more than<br>10 years and entered a<br>year greater than 10 years<br>from the Subsidiary year<br>selected.   | <ul> <li>Take either of the following options:</li> <li>enter the correct year the farmer or rancher who served in the Armed Forces began farming or ranching</li> <li>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.</li> </ul>                            |
| "Month/Year farmer or<br>rancher who served in<br>the Armed Forces began<br>farming or ranching<br>cannot be greater than<br>the current month/year".                                   | User certified "Yes" they<br>served in the Armed<br>Forces and have not<br>operated a farm or ranch<br>more than 10 years and<br>entered the month/year<br>they began farming or<br>ranching greater than the<br>current month/year. | <ul> <li>Take either of the following options:</li> <li>correct the month/year the producer who served in the Armed Forces began farming or ranching</li> <li>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.</li> </ul> |
| "Month/Year farmer or<br>rancher who served in<br>the Armed Forces began<br>farming or ranching –<br>Month/Year must be<br>numeric".                                                    | User entered numerical<br>values for the month/year<br>the farmer or rancher<br>who served in the Armed<br>Forces began farming or<br>ranching.                                                                                      | Re-enter a valid month/year.                                                                                                                                                                                                                                                                                                                                  |

--\*

# 44 Veteran Farmer or Rancher (Continued)

# **E** Error Messages (Continued)

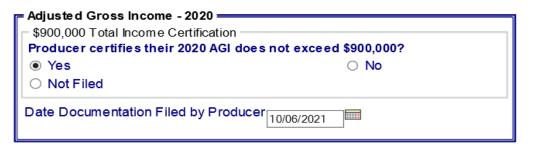
| Message                                                                                                                                      | Reason for Message                                                                                                                                         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

## **A** Introduction

Data in the "Adjusted Gross Income – 2020" section is used to determine whether a producer \*--meets the \$900,000 total income certification in the year 2020 only as indicated by filing FSA-1123 according to 1-PDAP, paragraph 367. This field cannot be updated if the AGI--\* 2014/2018 Certification value is "Not Filed" in 2020.

## B Example of Subsidiary Eligibility screen "Adjusted Gross Income - 2020"

The following is an example of the "Adjusted Gross Income -2020" section for the 2020 year only.



#### C Fields applicable to Adjusted Gross Income – 2020

The following provides options applicable to Adjusted Gross Income – 2020.

| Field                  | Option      | Explanation                                   |
|------------------------|-------------|-----------------------------------------------|
| 2020 AGI Certification | "Yes"       | *Producer and/or agent has filed FSA-1123     |
|                        |             | certifying their 2020 AGI does not exceed     |
|                        |             | \$900,000.                                    |
|                        | "No"        | Producer and/or agent has filed FSA-1123      |
|                        |             | certifying their 2020 AGI exceeds \$900,000.  |
|                        | "Not Filed" | Producer and/or agent has not filed FSA-1123* |
|                        |             | certifying their 2020 AGI does not exceed     |
|                        |             | \$900,000.                                    |
| "Date Documentation    |             | Date the producer filed all required          |
| Filed by Producer"     |             | documentation to determine whether the 2020   |
|                        |             | AGI provisions are met.                       |

## 45 Adjusted Gross Income – 2020 (Continued)

## **D** Error Messages

The following provides error messages that may display when updating Adjusted Gross Income -2020 eligibility data.

| Message                                                                                                                                                                                         | Reason for Message                                                                                                                                  | Corrective Action                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adjusted Gross Income –<br>2014 and 2018 Farm<br>Bills   \$900,000 Total<br>Income Producer<br>Certification – 2014/2018<br>AGI must be filed before<br>2020 AGI can be selected.               | User selected "Yes" or "No"<br>for 2020 AGI Certification<br>but customer's 2014/2018<br>AGI is "Not Filed".                                        | Producer and/or agent must<br>file CCC-941 for 2020 AGI<br>to be updated.                                                                                                                       |
| Adjusted Gross Income –<br>2020   \$900,000 Total<br>Income Certification –<br>Must enter the Date<br>Documentation Filed by<br>Producer if the 2020 AGI<br>field selected is "Yes" or<br>"No". | User selected "Yes" or "No"<br>for 2020 AGI Certification<br>but did not enter a value into<br>the "Date Documentation<br>Filed by Producer" field. | <ul> <li>Take either of the following actions:</li> <li>select a different producer certification</li> <li>enter date for the 2020 AGI "Date Documentation Filed by Producer" field.</li> </ul> |
| "Adjusted Gross Income –<br>2020   Date Documentation<br>Filed by Producer – Date<br>cannot be later than today's<br>date".                                                                     | Date entered in the "Date<br>Documentation Filed by<br>Producer" field is later than<br>the current date.                                           | Reenter a valid date or select<br>a date using the calendar<br>icon.                                                                                                                            |
| "Adjusted Gross Income –<br>2020   Date Documentation<br>Filed by Producer – Invalid<br>date".                                                                                                  | Date entered in the "Date<br>Documentation Filed by<br>Producer" field is not in an<br>acceptable format.                                           | Reenter date in an acceptable<br>format according to<br>subparagraph 13 A.                                                                                                                      |

#### **E** Field Default Values

When new eligibility records are created, AGI 2020 field values are defaulted according to the following.

| Field                                  | Default Value |
|----------------------------------------|---------------|
| "\$900,000 Total Income Certification" | "Not Filed"   |
| "Date Documentation Filed By Producer" | "Blank"       |

#### \*--46 FSA-510 – Payment Limitation Exception Request

#### **A** Introduction

The regulations for price support and ad hoc disaster programs allow an applicant to request an exception to the \$125,000 payment limitation for a crop or program year by completing FSA-510 and providing certification from a licensed CPA or attorney certifying that 75 percent of the person's or legal entity's AGI is derived from farming, ranching, or forestry operations. The payment limitation exception form is optional.

See 6-PL for a list of programs that use FSA-510.

# B Example of the Subsidiary Eligibility Screen, "FSA-510 – Pay Limit Exception Request" Section

The following is an example of the "FSA-510 – Pay Limit Exception Request" section in subsidiary year 2020 and subsequent years.

| FSA-510 Pay Limi | Exception Request                                                                  |
|------------------|------------------------------------------------------------------------------------|
| Certification    |                                                                                    |
|                  | at least 75% of their average adjusted gross income was ing, ranching or forestry? |
| ○ Yes            | No                                                                                 |
| Date Doc         | Producer                                                                           |

#### C Fields Applicable to "FSA-510 – Pay Limit Exception Request" Certification

The following provides fields applicable to the "FSA-510 – Pay Limit Exception Request" certification.

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

--\*

## \*--46 FSA-510 – Payment Limitation Exception Request (Continued)

## **D** Error Messages

The following provides error messages that may be displayed when updating the Pay Limit Exception eligibility data.

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

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## \*--46 FSA-510 – Payment Limitation Exception Request (Continued)

## **D** Error Messages (Continued)

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

## **E** Field Default Values

When new eligibility records are created, FSA-510 field values are defaulted according to the following.

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

## 47-70 (Reserved)

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#### Part 4 Web-Based Combination Software

#### Section 1 General Information

#### 71 Overview

#### **A** Introduction

This part provides guidance about the following:

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

#### **B** Why This Part Is Important

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

#### C Year-Specific File

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

#### **D** Combinations Types

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

•\*--"Attribution" that will record determinations according to 4-PL, 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)

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## 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, <u>user</u> 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

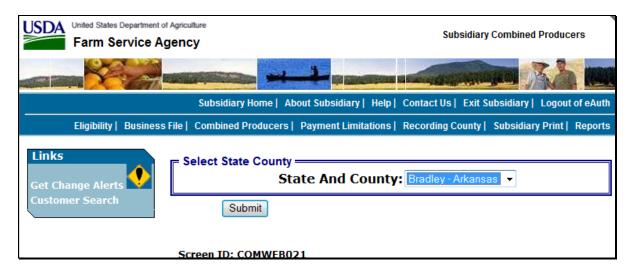
#### A Entering the Web-Based Combined Producers System

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

| United States Department of Agriculture<br>Farm Service Agency        | Subsidiary                                                          |
|-----------------------------------------------------------------------|---------------------------------------------------------------------|
|                                                                       |                                                                     |
| Subsidiary Home About                                                 | Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth  |
| Eligibility   Business File   Combined Producers   Pa                 | aym ent Limitations   Recording County   Subsidiary Print   Reports |
| Links<br>Get Change Alerts<br>Customer Search<br>Screen ID: SUBWEB001 |                                                                     |
|                                                                       |                                                                     |

#### **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 11-CM, Part 3.--\*

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.

| United States Department   | -                           |                                                                                                                                      | Subsidiary Combine              | d Producers        |
|----------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
|                            |                             |                                                                                                                                      |                                 |                    |
|                            | Subsidiary Home   A         | bout Subsidiary   Help   Cont                                                                                                        | act Us   Exit Subsidiary        | Logout of eAuth    |
| Eligibility   Busines      | s File   Combined Producers | Payment Limitations   Reco                                                                                                           | ording County   Subsidia        | ry Print   Reports |
| Links<br>Get Change Alerts | All Combinations For Cu     | stomer - 2017 🗸 Go                                                                                                                   |                                 |                    |
| Customer Search            | Name:                       | ANY1 PRODUCER                                                                                                                        |                                 |                    |
|                            | Recording County:           | Drew - Arkansas                                                                                                                      |                                 |                    |
|                            | New Combination             | Allocations Up                                                                                                                       | date Recording County           |                    |
|                            |                             | Common Attribution - Dire                                                                                                            |                                 | D ( 1              |
|                            | Members                     | Reason                                                                                                                               | Determination Date              | Detail             |
|                            |                             | Common Attribution - Indire                                                                                                          | ect Combinations                |                    |
|                            | Members                     | Reason                                                                                                                               | Determination Date              | Detail             |
|                            |                             |                                                                                                                                      |                                 |                    |
|                            | Members                     | Person - Direct Com<br>Reason                                                                                                        | binations<br>Determination Date | Detail             |
|                            | ANY3 CORPORATION            | Member's share is greater<br>than 50% in a corporation,<br>limited liability company,<br>limited partnership or<br>irrevocable trust | 01/01/2017                      | <u>Detail</u>      |
|                            |                             | Person - Indirect Com                                                                                                                | nbinations                      |                    |
|                            | Members                     |                                                                                                                                      | Determination Date              | Detail             |
|                            | Screen ID: COMWEBO          | 003                                                                                                                                  |                                 | Back to Top ^      |

## 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.

| <b>Field/Button</b> | Description                                                                                            | Action             |
|---------------------|--------------------------------------------------------------------------------------------------------|--------------------|
| "Year"              | The Web-Based Combined Producers System is year                                                        | Use "All           |
|                     | specific.                                                                                              | Combinations For   |
|                     |                                                                                                        | Customer - Year"   |
|                     |                                                                                                        | drop-down list to  |
|                     |                                                                                                        | select the         |
|                     |                                                                                                        | applicable year.   |
| "Customer"          | Identifies the selected customer.                                                                      |                    |
| "New                | Begins the process of combining the selected                                                           | "Add               |
| Combination"        | producer. See paragraph 84 for creating                                                                | Combination"       |
|                     | combinations.                                                                                          | section will be    |
|                     |                                                                                                        | displayed.         |
| "Allocations"       | Begins the recording allocated payment limitation                                                      | "Allocations"      |
|                     | shares to designated persons and/or legal entities                                                     | section will be    |
|                     | (members) under common attribution.                                                                    | displayed.         |
|                     | <b>Note:</b> Persons and/or legal entities (members) under common attribution <b>must</b> file CCC-904 |                    |
|                     | (subparagraph 83 C). Designated shares from                                                            |                    |
|                     | CCC-904 will be recorded in the allocation                                                             |                    |
|                     | process. See paragraph 98 for updating                                                                 |                    |
|                     | allocations.                                                                                           |                    |
| "Update             | Begins the process of updating the combined                                                            | "Update            |
| Recording           | recording county for a customer. See paragraphs 99                                                     | Recording          |
| County"             | and 100 for updating the recording county of a                                                         | County" section    |
|                     | combination.                                                                                           | will be displayed. |

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

| <b>Field/Button</b> | Description                                                  | Action |
|---------------------|--------------------------------------------------------------|--------|
| "Common             | Lists all customers that the selected customer is directly   |        |
| Attribution -       | combined with for common attribution according to:           |        |
| Direct              |                                                              |        |
| Combinations"       | • 4-PL for 2009 through 2013                                 |        |
|                     | •*5-PL for 2014 through 2020                                 |        |
|                     | • 6-PL for 2021 and subsequent years*                        |        |
|                     |                                                              |        |
|                     | <b>Note:</b> This is considered a parent combination.        |        |
| "Common             | Lists all customers that the selected customer is indirectly |        |
| Attribution -       | combined with for common attribution according to:           |        |
| Indirect            |                                                              |        |
| Combinations"       | • 4-PL for 2009 through 2013                                 |        |
|                     | •*5-PL for 2014 through 2020                                 |        |
|                     | • 6-PL for 2021 and subsequent years*                        |        |
| "Person -           | Lists all customers that the selected customer is directly   |        |
| Direct              | combined with according to 1-PL. This is considered a        |        |
| Combinations"       | parent combination.                                          |        |
| "Person -           | Lists all customers that the selected customer is indirectly |        |
| Indirect            | combined with according to 1-PL.                             |        |
| Combinations"       |                                                              |        |

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

## 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.

# **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.                                                                                                                                                                                                             |  |  |  |  |  |
| -    |                                                                                                                                                                                                                                                                                         |  |  |  |  |  |
|      | <b>Note:</b> 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                                                                                                                                                                                                                                                                                  |  |  |  |  |  |
|      | ocation of Payment Limitation to Persons and Legal Entities (Members) Under                                                                                                                                                                                                             |  |  |  |  |  |
| Com  | mon 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:                                                                                                                                                                                                                                                                             |  |  |  |  |  |
|      | • nome of a single program                                                                                                                                                                                                                                                              |  |  |  |  |  |
|      | <ul> <li>name of a single program</li> <li>name of multiple programs</li> </ul>                                                                                                                                                                                                         |  |  |  |  |  |
|      | <ul><li>name of multiple programs</li><li>check the box to indicate all programs.</li></ul>                                                                                                                                                                                             |  |  |  |  |  |
| 2    | Enter the names of all persons and/or legal entities (members) with direct and                                                                                                                                                                                                          |  |  |  |  |  |
| 2    | 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.                                                                                                                                                                                                                                                                                 |  |  |  |  |  |
|      | r-8                                                                                                                                                                                                                                                                                     |  |  |  |  |  |
|      | <b>Note:</b> 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<br>Producers Screen, "Common Attribution - Direct Combinations" and<br>"Common Attribution - Indirect Combinations" sections on the All<br>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).                                                                                                                                                                            |  |  |  |  |  |

## **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 <b>must</b> equal 100.000000.                                                                                                                                                                                                                                                    |  |  |  |  |  |
|      | This share will be applied to the payment limitation for the programs listed in item 1.<br>All payments, for programs listed in Item 1, issued and/or attributed to that person<br>and/or legal entity (member) will be limited to that amount.                                         |  |  |  |  |  |
|      | Note: Shares entered must be:                                                                                                                                                                                                                                                           |  |  |  |  |  |
|      | • numeric                                                                                                                                                                                                                                                                               |  |  |  |  |  |
|      | formatted XXX.XXXXX                                                                                                                                                                                                                                                                     |  |  |  |  |  |
|      | • 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                                                                                                                                                                                                                                                              |  |  |  |  |  |
|      | <ul> <li>name of a shigle programs.</li> </ul>                                                                                                                                                                                                                                          |  |  |  |  |  |
| 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.                                                                                                                                                                                                                                                                                 |  |  |  |  |  |
|      | <b>Note:</b> 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<br>Producers Screen, "Common Attribution - Direct Combinations" and<br>"Common Attribution - Indirect Combinations" sections on the All<br>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).                                                                                                                                                                            |  |  |  |  |  |

## **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 <b>must</b> equal 100.000000. |  |  |  |  |
|                                        | Note: Shares entered must be:                                                                                        |  |  |  |  |
|                                        | • numeric                                                                                                            |  |  |  |  |
|                                        | formatted XXX.XXXXXX                                                                                                 |  |  |  |  |
|                                        | • no more than 6 decimals.                                                                                           |  |  |  |  |
|                                        | Part B                                                                                                               |  |  |  |  |
| Sig                                    | natures 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 <b>must</b> 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.                                                                                  |  |  |  |  |

## C Example CCC-904

| CCC-904                                                                                                                                                                                                                                                                                                       | e electronically.<br>U.S. DEPARTMENT OF AGRICUI                                                                                                                                                                                                                                                                                                                                                                          | THOE                                                                                                                                                                                                                                   | 1. Effective Beginning i                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | tion Sheet Page 2                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| (12-07-09)                                                                                                                                                                                                                                                                                                    | Commodity Credit Corporation                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                        | 2015                                                                                                                                                                                                                                                                                 | rogram roat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                 |
| 12-07-00)                                                                                                                                                                                                                                                                                                     | commonly creat corporation                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                        | 2A. Combined Record                                                                                                                                                                                                                                                                  | ing County Nam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | e and Address                                                                                                   |
|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                        | Drew County                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                 |
| ALLOCA                                                                                                                                                                                                                                                                                                        | TION OF PAYMENT LIMIT                                                                                                                                                                                                                                                                                                                                                                                                    | ATION UNDER                                                                                                                                                                                                                            | 123 Any Street                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                 |
|                                                                                                                                                                                                                                                                                                               | COMMON ATTRIBUTIO                                                                                                                                                                                                                                                                                                                                                                                                        | N                                                                                                                                                                                                                                      | Anywhere, AR 543                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                 |
|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                        | <ol> <li>Telephone Numbe</li> </ol>                                                                                                                                                                                                                                                  | e <b>r (</b> include Area Co                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ode)                                                                                                            |
| NOTE: The following                                                                                                                                                                                                                                                                                           | statement is made in accordance with the Privacy Act                                                                                                                                                                                                                                                                                                                                                                     | of 1974 (51/SC 557a - as amended). T                                                                                                                                                                                                   | XXX - XXX - XXXX<br>he sufficitly for movering line information                                                                                                                                                                                                                      | ling identified on this four                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | n is 7 CFR Pad                                                                                                  |
| a shara of th<br>agencies, an<br>Records Net<br>application of<br>This informat                                                                                                                                                                                                                               | odify Genift Corporation Charter Act (15 U.S. C. 714 et<br>a common allutiona payment kination for designated<br>of nongovernmental autities that have been authorized<br>to the USDATAS-2, Form Records File (Automated).<br>If the one payment limitation being applied based on ora<br>ion explosion is evanging from the Papareteck Reducid<br>deministration. The provisions of appropriate criminal                | nambers. The information collected on i<br>scores to the information by statute or re<br>Providing the requested information is vo<br>ler of payment disbursement.                                                                     | this form may be disclosed to other Fe-<br>gulation and/or as described in applica<br>kintery. However, failure to furnish the<br>of the Food. Conservation, and Energ                                                                                                               | derat, State, Local gover<br>able Rousine Uses identif<br>e requested information (<br>av Act of 2008 (see Pub.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | nmont agencies, Tribsi<br>ied in the System of<br>will result in the<br>L. 110-246, Title I.                    |
| TO YOUR C                                                                                                                                                                                                                                                                                                     | OUNTY FSA OFFICE.                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                 |
| programs, based on<br>entities that are sub<br>his form agreeing t<br>limitation amount u<br>instructions: All<br>the payment limita<br>PART A – ALLO<br>ATTRI                                                                                                                                                | n means crediting program payments reco<br>a specific or unique relationship between<br>ject to this one limitation to allocate a shi<br>to the allocated shares for the allocation t<br>inder common attribution will remain in or<br>persons and legal entitles under com<br>ation for the programs identified in Pa<br>CATION OF PAYMENT LIMITATION<br>IBUTION (If additional space is need<br>to of program(s): CTAP | n the persons and legal entitie<br>are of the payment limitation<br>o be effective. The allocation<br>effect until revoked or a new a<br>mon attribution must be lis<br>int A. The persons and legan<br>N TO PERSONS AND LEG           | s. The purpose of this form<br>amount. All such persons as<br>as agreed to by all persons as<br>allocation is submitted.<br>sted in Part A with the des<br>al entities listed in Part A p<br>AU ENTITIES (MEMBER)                                                                    | is to allow such p<br>ad legal entities m<br>id legal entities re-<br>ignated share to<br>must also comple                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ersons and legal<br>ust sign and date<br>stricted to this one<br>be applied to<br>ste Part B.                   |
| Check here 🔲 i                                                                                                                                                                                                                                                                                                | f applicable to all programs, skip item                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                        | Addition of the second                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allegated                                                                                                   |
|                                                                                                                                                                                                                                                                                                               | <ol><li>Name of Persons and Legal Entities</li></ol>                                                                                                                                                                                                                                                                                                                                                                     | s (Members) Under Common /                                                                                                                                                                                                             | Attribution                                                                                                                                                                                                                                                                          | 3, 50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | are Allocated                                                                                                   |
| Any1 Producer                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 50                                                                                                              |
|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                 |
| Any2 Producer<br>4. Enter the name                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 50                                                                                                              |
|                                                                                                                                                                                                                                                                                                               | e of program(s):                                                                                                                                                                                                                                                                                                                                                                                                         | s (Members) Under Common                                                                                                                                                                                                               | Attribution                                                                                                                                                                                                                                                                          | 6. St                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50                                                                                                              |
| 4. Enter the name                                                                                                                                                                                                                                                                                             | e of program(s):<br>5. Name of Persons and Legal Erritie                                                                                                                                                                                                                                                                                                                                                                 | s (Members) Under Common /                                                                                                                                                                                                             | Attribution                                                                                                                                                                                                                                                                          | 6. St                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | are Allocated                                                                                                   |
| 4. Enter the name                                                                                                                                                                                                                                                                                             | e of program(s):<br>5. Name of Persons and Legal Erritite                                                                                                                                                                                                                                                                                                                                                                | s (Members) Under Common /                                                                                                                                                                                                             | Attribution                                                                                                                                                                                                                                                                          | 6. St                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | are Allocated<br>25                                                                                             |
|                                                                                                                                                                                                                                                                                                               | e of program(s):<br>5. Name of Persons and Legal Entitie                                                                                                                                                                                                                                                                                                                                                                 | s (Members) Under Common /                                                                                                                                                                                                             | Attribution                                                                                                                                                                                                                                                                          | 6. St                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | are Allocated                                                                                                   |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B - SIGNA                                                                                                                                                                                                                                         | e of program(s):<br>5. Name of Persons and Legal Entitie                                                                                                                                                                                                                                                                                                                                                                 | _ ENTITIES (MEMBERS) (                                                                                                                                                                                                                 | JNDER COMMON ATTRI                                                                                                                                                                                                                                                                   | BUTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | are Allocated<br>25<br>75                                                                                       |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons                                                                                                                                                                                | e of program(s):<br>5. Name of Persons and Legal Enlitie<br>                                                                                                                                                                                                                                                                                                                                                             | ENTITIES (MEMBERS) U                                                                                                                                                                                                                   | JNDER COMMON ATTRI                                                                                                                                                                                                                                                                   | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYYY)                              |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com                                                                                                                                                                         | e of program(s):<br>5. Name of Persons and Legal Entitie<br>TURES OF PERSONS AND LEGAL<br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature                                                                                                                                                                                                           | ENTITIES (MEMBERS) U                                                                                                                                                                                                                   | JNDER COMMON ATTRI<br>member has agreed to the sh<br>2.                                                                                                                                                                                                                              | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYY)<br>mm/dd/yyyy                 |
| 4. Enter the name<br>Anyl Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com                                                                                                                                                                         | e of program(s):<br>5. Name of Persons and Legal Erritie<br><b>STURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this form<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULLC</i>                                                                                                                                                                                   | ENTITIES (MEMBERS) U                                                                                                                                                                                                                   | JNDER COMMON ATTRI<br>member has agreed to the sh<br>2.                                                                                                                                                                                                                              | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYY)<br>mm/dd/yyyy                 |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com                                                                                                                                                                         | e of program(s):<br>5. Name of Persons and Legal Erritie<br><b>STURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this form<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULLC</i>                                                                                                                                                                                   | - ENTITIES (MEMBERS) (<br>n. By signing this form, each r<br>Title/Relationship of the Inc                                                                                                                                             | JNDER COMMON ATTRI<br>member has agreed to the sh<br>2.                                                                                                                                                                                                                              | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYY)<br>mm/dd/yyyy                 |
| 4. Enter the name<br>Anyl Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com                                                                                                                                                                         | e of program(s):<br>5. Name of Persons and Legal Erritie<br><b>STURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this form<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULLC</i>                                                                                                                                                                                   | - ENTITIES (MEMBERS) (<br>n. By signing this form, each r<br>Title/Relationship of the Inc                                                                                                                                             | JNDER COMMON ATTRI<br>member has agreed to the sh<br>2.                                                                                                                                                                                                                              | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYY)<br>mm/dd/yyyy                 |
| 4. Enter the name<br>Anyl Producer<br>Any2 Producer<br>PART B - SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any I Prod<br>Any I Prod                                                                                                                                             | e of program(s):<br>5. Name of Persons and Legal Erritite<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULC</i>                                                                                                                                                                                    | ENTITIES (MEMBERS) U<br>n. By signing this form, each r<br>Title/Relationship of the Inc<br>Parent                                                                                                                                     | JNDER COMMON ATTRI<br>member has agreed to the sh<br>2.                                                                                                                                                                                                                              | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYY)<br>mm/dd/yyyy                 |
| 4. Enter the name<br>Anyl Producer<br>Any2 Producer<br>PART B - SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any I Prod<br>Any I Prod                                           | e of program(s):<br>5. Name of Persons and Legal Entitle<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULLC</i><br><b>COMPLETED BY COUNTY FSA O</b>                                                                                                                                                | ENTITIES (MEMBERS) U<br>n. By signing this form, each r<br>Title/Relationship of the Inc<br>Parent<br>FFICIAL                                                                                                                          | JNDER COMMON ATTR<br>member has agreed to the sh<br>2.<br>dividual Signing in a Represe                                                                                                                                                                                              | IBUTION<br>hares allocated in N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYY)<br>mm/dd/yyyy                 |
| 4. Enter the name<br>Anyl Producer<br>Any2 Producer<br>PART B - SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any I Prod<br>Any I Prod                                           | e of program(s):<br>5. Name of Persons and Legal Erritite<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULC</i>                                                                                                                                                                                    | ENTITIES (MEMBERS) U<br>n. By signing this form, each r<br>Title/Relationship of the Inc<br>Parent<br>FFICIAL                                                                                                                          | JNDER COMMON ATTR<br>member has agreed to the sh<br>2.<br>dividual Signing in a Represe                                                                                                                                                                                              | IBUTION<br>hares allocated in I<br>intative Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | are Allocated<br>25<br>75<br>lems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYYY)<br>mm/dd/yyyy<br>mm/dd/yyyy  |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any 1 Prod<br>Any 1 Prod<br>County FSA Offic                                     | e of program(s):<br>5. Name of Persons and Legal Entitle<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULLC</i><br><b>COMPLETED BY COUNTY FSA O</b>                                                                                                                                                | ENTITIES (MEMBERS) U     D     By signing this form, each r     Title/Relationship of the Inc     Parent     FFICIAL     e shares allocated equal 10     1B. Title of County FSA                                                       | JNDER COMMON ATTR<br>member has agreed to the sh<br>2.<br>dividual Signing in a Represe<br>dividual Signing in a Represe<br>2.<br>dividual Signing in a Represe<br>2.<br>dividual Signing in a Represe<br>2.<br>dividual Signing in a Represe<br>2.<br>dividual Signing in a Represe | IBUTION<br>hares allocated in I<br>intative Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | are Allocated<br>25<br>75<br>tems 3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYYY)<br>mm/dd/yyyy<br>mm/dd/yyyy  |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any 1 Prod<br>Any 1 Prod<br>Any 1 Prod<br>PART C – TO BE<br>County FSA Offic<br>1A. Signature of                                                                     | e of program(s):<br>5. Name of Persons and Legal Erritite<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULC</i><br><b>COMPLETED BY COUNTY FSA O</b><br>ial shall sign upon verification that the<br>County FSA Official                                                                            | ENTITIES (MEMBERS) U<br>n. By signing this form, each r<br>Title/Relationship of the Inc<br>Parent<br>FFICIAL<br>a shares allocated equal 10<br>1B. Title of County FSA                                                                | JNDER COMMON ATTR<br>member has agreed to the sh<br>2.<br>dividual Signing in a Represe<br>dividual Signing in a Represe<br>00 percent.<br>00 percent.                                                                                                                               | IBUTION<br>hares allocated in I<br>intative Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | are Allocated<br>25<br>75<br>25<br>3 and 6 (//<br>3.<br>Date Signed<br>(MM-DD-YYYY)<br>mm/dd/yyyy<br>mm/dd/yyyy |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any 1 Prod<br>Any 1 Prod<br>Any 1 Prod<br>PART C – TO BE<br>County FSA Offic<br>1A. Signature of                                                                     | e of program(s):<br>5. Name of Persons and Legal Erritite<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULC</i><br><b>COMPLETED BY COUNTY FSA O</b><br>ial shall sign upon verification that the<br>County FSA Official                                                                            | ENTITIES (MEMBERS) U<br>n. By signing this form, each r<br>Title/Relationship of the Inc<br>Parent<br>FFICIAL<br>a shares allocated equal 10<br>1B. Title of County FSA                                                                | JNDER COMMON ATTR<br>member has agreed to the sh<br>2.<br>dividual Signing in a Represe<br>dividual Signing in a Represe<br>00 percent.<br>00 percent.                                                                                                                               | IBUTION<br>hares allocated in I<br>intative Capacity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | are Allocated<br>25<br>75<br>25<br>3.<br>Date Signed<br>(MM-DD-YYYY)<br>mm/dd/yyyy<br>mm/dd/yyyy                |
| 4. Enter the name<br>Any1 Producer<br>Any2 Producer<br>PART B – SIGNA<br>All members within<br>applicable).<br>Name of Persons<br>Com<br>Any 1 Producer<br>Any 1 Producer<br>PART C – TO BE<br>County FSA Offic<br>1A. Signature of<br>Any Count-<br>ne US Department of<br>Any Count-<br>ne US Department of | e of program(s):<br>5. Name of Persons and Legal Erritite<br><b>XTURES OF PERSONS AND LEGAL</b><br>the common attribution must sign this for<br>1.<br>s and Legal Entities (Members) Under<br>mon Attribution Signature<br><i>ULC</i><br><b>COMPLETED BY COUNTY FSA O</b><br>ial shall sign upon verification that the                                                                                                   | ENTITIES (MEMBERS) U<br>n. By signing this form, each r<br>Title/Relationship of the Ind<br>Parent<br>FFICIAL<br>a shares allocated equal 10<br>1B. Title of County FSA<br>PT<br>Its programs and activities on the<br>allon, ponticel | JNDER COMMON ATTRE<br>member has agreed to the sh<br>2.<br>dividual Signing in a Represe<br>dividual Signing in a Represe<br>20 percent.<br>Official<br>to basis of race, color, national orig<br>beliets, reprisel, or because all of                                               | IEUTION<br>hares allocated in In<br>intative Capacity<br>Intative Capacity<br>Intative Capacity<br>International International<br>International International<br>International International<br>International International International<br>International International International International International<br>International International International International International International International International<br>International International In | are Allocated<br>25<br>75<br>75<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10                     |

## C Example CCC-904 (Continued)

| CCC-904 (Cont.) (12-07-09)                                                                                                      |                                                                  | Page 2 of 2                       |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------|
|                                                                                                                                 | 1. Effective Beginning Program Year                              |                                   |
| CONTINUATION SHEET                                                                                                              | 2A. Combined Recording County Name                               | and Address                       |
|                                                                                                                                 | 2B. Program Name                                                 |                                   |
|                                                                                                                                 |                                                                  |                                   |
| PART A – ALLOCATION OF PAYMENT LIMITATION TO PERSONS<br>ATTRIBUTION (Continued from Page 1)<br>1. Enter the name of program(s): | S AND LEGAL ENTITIES (MEMBERS) UNDER COM                         | MON                               |
| Check here 🔲 if applicable to all programs.                                                                                     |                                                                  |                                   |
| 2. Name of Persons and Legal Entities (Members) Under                                                                           | er Common Attribution 3. Sha                                     | re Allocated                      |
|                                                                                                                                 |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
| <ol><li>Enter the name of program(s):</li></ol>                                                                                 |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
| 5. Name of Persons and Legal Entities (Members) Unde                                                                            | er Common Attribution 6. Sha                                     | re Allocated                      |
| 20 P 10                                                                                                                         |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
|                                                                                                                                 |                                                                  |                                   |
| PART B – SIGNATURES OF PERSONS AND LEGAL ENTITIES (ME                                                                           |                                                                  |                                   |
| (Continued from Page 1)                                                                                                         |                                                                  |                                   |
| 1.     Name of Persons and Legal Entities (Members) Under     Common Attribution Signature                                      | 2.<br>hip of the Individual Signing in a Representative Capacity | 3.<br>Date Signed<br>(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.

| United States Department of<br>Farm Service A | -                                                           |                                   | Subsidiary          | Combined Produce   | ers     |
|-----------------------------------------------|-------------------------------------------------------------|-----------------------------------|---------------------|--------------------|---------|
|                                               | -                                                           |                                   |                     |                    |         |
|                                               | Subsidiary Home   A                                         | bout Subsidiary   Help            | Contact Us   Exit S | ubsidiary   Logout | ofeAuth |
| Eligibility   Business                        | File   Combined Producers                                   | Payment Limitations               | Recording County    | Subsidiary Print   | Reports |
| Links                                         | Add Combination For Cu                                      | stomer - 2017                     |                     |                    |         |
| Get Change Alerts 🔛<br>Customer Search        | Customer<br>Name:<br>Recording County:                      | ANY1 PRODUCE<br>Drew - Arkansas   | ER                  |                    |         |
|                                               | Add Combination —<br>Combination<br>Recording County:       | Drew - Arkansas                   |                     |                    |         |
|                                               | Combination Type:                                           | • Attribution                     | O Person            |                    |         |
|                                               | Reason:<br>Determination Date:<br>Members of<br>Combination | Select One                        |                     |                    | ~       |
|                                               | Name<br>ANY1 PRODUCER<br>Add Member                         | <u>BusinessType</u><br>Individual |                     |                    |         |
|                                               | Submit Cancel F                                             | Reset                             |                     |                    |         |
|                                               | Screen ID: COMWEB0                                          | 01                                |                     |                    |         |
|                                               |                                                             |                                   |                     |                    | >       |

## 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"                  | tomer" Identifies selected customer.                                                                       |        |
| "Add                        | Identifies combination to be processed.                                                                    |        |
| Combination"                |                                                                                                            |        |
| "Combination                | Identifies combination recording county for the                                                            |        |
| Recording County"           | combination to be processed.                                                                               |        |
| "Combination                | Allows users to designate the combination type to be                                                       |        |
| Туре"                       | processed. Select:                                                                                         |        |
|                             | <ul> <li>"Attribution", if the combination is according to:</li> <li>4-PL for 2009 through 2013</li> </ul> |        |
|                             | •*5-PL for 2014 through 2020                                                                               |        |
|                             | • 6-PL for 2021 and subsequent years.                                                                      |        |
|                             | <ul> <li>"Person", if the combination is required<br/>according to 1-PL*</li> </ul>                        |        |
| "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<br>Date"     | Identifies the date that COC:                                                                              |        |
|                             | • determined that the 2 producers were combined                                                            |        |
|                             | • or designee signed CCC-503A or CCC-903.                                                                  |        |
| "Members of<br>Combination" | Identifies selected producer and business type.                                                            |        |

| <b>Field/Button</b> | Description            | Action                                              |
|---------------------|------------------------|-----------------------------------------------------|
| "Add Member"        | Allows users to select | SCIMS Selection Screen will be displayed to         |
|                     | the second member      | select the second member of the combination.        |
|                     | of the combination to  | After the second member is selected, this option is |
|                     | be processed.          | 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.                                             |

## A New Combination Option (Continued)

## **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".

#### **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 11-CM, Part 3.--\*

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".

| United States Department | -                                                                                                | Subsidiary Combined Producers                  |
|--------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------|
|                          |                                                                                                  |                                                |
|                          | Subsidiary Home   About Subsidiary   Help                                                        | Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Busines    | s File   Combined Producers   Payment Limitations                                                | Recording County   Subsidiary Print   Reports  |
| Links                    | Add Combination For Customer - 2017                                                              |                                                |
| Get Change Alerts        | Customer           Name:         ANY1 PRODUC           Recording County:         Drew - Arkansas |                                                |
|                          | Add Combination<br>Combination Drew - Arkansas<br>Recording County:                              |                                                |
|                          | Combination Type:                                                                                | O Person                                       |
|                          | Reason: Select One                                                                               | ~                                              |
|                          | Determination Date: IIII<br>Members of<br>Combination                                            |                                                |
|                          | Name<br>ANY1 PRODUCER<br>ANY2 PRODUCER<br>Add Member                                             | _                                              |
|                          | Submit Cancel Reset                                                                              |                                                |
|                          | Screen ID: COMWEB001                                                                             |                                                |

## **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".

| *                                             |                                                                                 |                                |                                             |
|-----------------------------------------------|---------------------------------------------------------------------------------|--------------------------------|---------------------------------------------|
| United States Department of<br>Farm Service A | -                                                                               |                                | Subsidiary Combined Producers               |
|                                               |                                                                                 |                                |                                             |
|                                               | Subsidiary Home   About                                                         | Subsidiary   Help   Con        | tact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business                        | File   Combined Producers   Pay                                                 | yment Limitations   Rec        | ording County   Subsidiary Print   Reports  |
| Links                                         | Add Combination For Custom                                                      | ner - 2017                     |                                             |
| Get Change Alerts Market Customer Search      |                                                                                 | NY1 PRODUCER<br>rew - Arkansas |                                             |
|                                               | Add Combination<br>Combination Dre<br>Recording County:                         | ew - Arkansas                  |                                             |
|                                               | Combination Type:                                                               | Attribution                    | ⊖ Person                                    |
|                                               | Determination Date: Members of<br>Combination<br>Name Bus<br>ANY1 PRODUCER Indi | ior child and Parent/Gu        | ardian 🗸                                    |
|                                               | Submit Cancel Reserver                                                          | t                              |                                             |

## **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).

| United States Department | -                                                                                 | Subsidiary Combined Producers                                            |
|--------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Farm Service A           | Agency                                                                            |                                                                          |
|                          |                                                                                   |                                                                          |
|                          | Subsidiary Home   A                                                               | About Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Busines    | s File   Combined Producers                                                       | s   Payment Limitations   Recording County   Subsidiary Print   Reports  |
| Links                    | Add Combination For Cu                                                            | ustomer - 2017                                                           |
| Get Change Alerts        | <u>Customer</u>                                                                   | ]                                                                        |
| Customer Search          | Name:                                                                             | ANY1 PRODUCER                                                            |
|                          | Recording County:                                                                 | Drew - Arkansas                                                          |
|                          | Add Combination =<br>Combination<br>Recording County:                             | Drew - Arkansas                                                          |
|                          | Combination Type:                                                                 | Attribution     O Person                                                 |
|                          | Reason:                                                                           | Minor child and Parent/Guardian                                          |
|                          | Determination Date:                                                               | 01/01/2017                                                               |
|                          | Members of<br>Combination<br>Name<br>ANY1 PRODUCER<br>ANY2 PRODUCER<br>Add Member | BusinessType<br>Individual<br>Individual                                 |
|                          | Submit Cancel I<br>Screen ID: COMWEBO                                             | Reset<br>001                                                             |

#### **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:

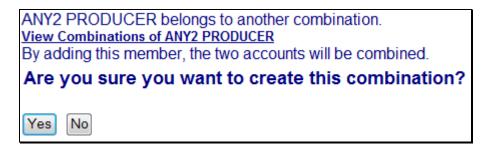
#### • "View Combinations of (Customer's Name)", if applicable

- "Yes", to complete the combination
- "No", to exit the combination before processing.

| USDA United States Department | nt of Agriculture                            | Subaidiany Combined Draducero                          |
|-------------------------------|----------------------------------------------|--------------------------------------------------------|
| Farm Service                  | Agency                                       | Subsidiary Combined Producers                          |
|                               |                                              |                                                        |
|                               | Subsidiary Home   About Subsidiary           | Help   Contact Us   Exit Subsidiary   Logout of eAuth  |
| Eliaibility   Busine          | ss File   Combined Producers   Payment Limit | ations   Recording County   Subsidiary Print   Reports |
| Links<br>Get Change Alerts    | Add Combination For Customer - 2017          |                                                        |
| Customer Search               | Name: ANY1 PROL                              | DUCER                                                  |
| <                             | Recording County: Drew - Arka                |                                                        |
|                               |                                              |                                                        |
|                               | ⊫ Add Combination ————                       |                                                        |
|                               | Combination Recording County:                | Drew - Arkansas                                        |
|                               | Reason:                                      | Minor child and Parent/Guardian Direct                 |
|                               |                                              | Attribution Rules                                      |
|                               | Determination Date:                          | 01/01/2017                                             |
|                               | Members of Combination                       | RusinggaTung                                           |
|                               | Name<br>ANY1 PRODUCER                        | BusinessType<br>Individual                             |
|                               | ANY2 PRODUCER                                | Individual                                             |
|                               |                                              |                                                        |
|                               | Are you sure you want to cre                 | ate this combination?                                  |
|                               | Yes No                                       |                                                        |
|                               | Screen ID: COMWEB007                         |                                                        |

#### **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.

## **F** Completing the Combination (Continued)

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

| United States Department of Agrics |                                |                                                                                       | Subsidiary Combined P       |                 |
|------------------------------------|--------------------------------|---------------------------------------------------------------------------------------|-----------------------------|-----------------|
| Farm Service Agend                 | CV.                            |                                                                                       |                             |                 |
| 9-0-0-0                            | F arm Service Agency           |                                                                                       | outsidely combined i        | roducers        |
|                                    |                                |                                                                                       |                             |                 |
|                                    |                                | the subscription at these                                                             | CONTRACTOR OF THE OWNER     |                 |
|                                    | Subsidiary Home   A            | bout Subsidiary   Help   Cont                                                         | actUs   ExitSubsidiary   L  | ogout of eAuth  |
| Eligibility   Business File        | Combined Producers             | Payment Limitations   Reco                                                            | ording County  Subsidiary F | Print   Reports |
| Links                              |                                |                                                                                       |                             |                 |
|                                    | nfo                            |                                                                                       |                             | 1               |
| Get Change Alerts                  | mbination was succe            | ssfully created                                                                       |                             |                 |
| Customer Search                    | Combinations For Cu            | stomer - 2017 🗸 Go                                                                    |                             |                 |
|                                    |                                |                                                                                       |                             |                 |
|                                    | ustomer<br>ame:                | ANY1 PRODUCER                                                                         |                             |                 |
|                                    | cording County:                | Drew - Arkansas                                                                       |                             |                 |
|                                    | ooranig ooaniy.                | Dien Andread                                                                          |                             |                 |
|                                    | New Combination                | Allocations Upo                                                                       | date Recording County       |                 |
|                                    | NewCombination                 | Allocations Ope                                                                       | Tate Recording County       |                 |
|                                    |                                | Common Attribution - Direc                                                            | t Combinations              |                 |
| Me                                 | embers                         | Reason                                                                                | Determination Date          | Detail          |
| AN                                 | 1Y2 PRODUCER                   | Minor child and<br>Parent/Guardian Direct<br>Attribution Rules                        | 01/01/2017                  | <u>Detall</u>   |
|                                    |                                | Common Attribution - Indire                                                           | ct Combinations             |                 |
| Me                                 | embers                         | Reason                                                                                | Determination Date          | Detail          |
|                                    |                                |                                                                                       |                             |                 |
|                                    |                                |                                                                                       |                             |                 |
|                                    |                                | Perron Direct Com                                                                     | hinations                   |                 |
| Me                                 | embers                         | Person - Direct Com<br>Reason                                                         | Determination Date          | Detail          |
| AN                                 | 1Y3 CORPORATION                | Member's share is greater<br>than 50% in a corporation,<br>limited liability company, | 01/01/2017                  | De tall         |
|                                    |                                | limited partners hip or<br>irrevocable trust                                          |                             |                 |
|                                    |                                | mevocable trust                                                                       |                             |                 |
|                                    |                                |                                                                                       |                             |                 |
|                                    | Person - Indirect Combinations |                                                                                       | _                           |                 |
| Me                                 | mbers                          | Reason [                                                                              | Determination Date          | Detail          |
| Se                                 | reen ID: COMWEB0               | 03                                                                                    | Baci                        | to Top 🔿        |
|                                    |                                |                                                                                       |                             | *               |

## **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      | Begins the process to change the combined recording county as    |  |
| County"                | discussed in paragraphs 99 and 100.                              |  |
| "Common Attribution -  | Customer (Any2 Producer in this example) that was directly       |  |
| Direct Combinations"   | combined with the selected customer using "Attribution" type     |  |
|                        | combination.                                                     |  |
| "Common Attribution -  | Customer that is indirectly combined to the selected customer    |  |
| Indirect Combinations" | 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       | Customer (Any3 Corporation in this example) that was directly    |  |
| Combinations"          | combined with the selected customer using "Person" type          |  |
|                        | combination.                                                     |  |
| "Person - Indirect     | Customer that is indirectly combined to the selected customer    |  |
| Combinations"          | 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 <b>not</b> 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<br>Non-Profit Organizations | Organization and parent organization.                                                                                                                                                     |  |
|                                                     | <b>Note:</b> 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)

## Par. 85

## **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.

|                      |                                           | 1-PL Paragraph |
|----------------------|-------------------------------------------|----------------|
| Selected Customer    | <b>Combination Reason</b>                 | 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 | Individual operating as a small business. | 113            |
| as a Small Business  |                                           |                |
| Corporations,        | Majority interest in an entity.           | 313            |
| Limited Liability    | Common members with majority interest in  | 313            |
| Company, Limited     | multiple entities.                        |                |
| Partnership          | Requested "1 Person" joint operation.     | 293            |
|                      | Sole beneficiary.                         | 363            |
|                      | Combined members have majority interest.  | 313            |

## 85 Combination Reasons (Continued)

| Selected Customer                     | Combination Reason                                                                                                                                                                                    | 1-PL Paragraph<br>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                       | Combined State entity.                                                                                                                                                                                | 256                         |
| Government                            | Sole beneficiary.                                                                                                                                                                                     | 363                         |
| Churches, Charities,<br>and Nonprofit | Organization and parent organization.                                                                                                                                                                 | 256                         |
| Organizations                         | <b>Note:</b> Because provisions for this combination<br>reason are applicable to 4-PL and 1-PL, a<br>combination updated with this reason<br>will be recorded for both "Attribution"<br>and "Person". |                             |
|                                       | Sole beneficiary.                                                                                                                                                                                     | 363                         |

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

86-95 (Reserved)

## Section 3 Combined Producer Payment Limitation Allocations and Recording County

## 96 Updating Combined Producer Records

#### A Overview

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

#### 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.

| United States Department of Farm Service A |                                               |                                                                                                                   | Subsidiary Combined                            | Producers          |
|--------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|
|                                            |                                               | tio Elizabete                                                                                                     |                                                |                    |
|                                            | Subsidiary Home                               | About Subsidiary   He                                                                                             | elp   Contact Us   Exit Subsidiary             | Logout of eAut     |
| Eligibility   Business                     | s File   Combined Producers                   | s   Payment Limitatio                                                                                             | ns   Recording County   Subsidiary             | Print   Report     |
| Links<br>Get Change Alerts                 | All Combinations For Co                       | ustomer - 2017 🗸                                                                                                  | Go                                             |                    |
| Customer Search                            | <u>Customer</u><br>Name:<br>Recording County: | ANY1 PRODU<br>Drew - Arkans                                                                                       |                                                |                    |
|                                            | New Combination                               | Allocations                                                                                                       | Update Recording County                        |                    |
|                                            | Members                                       | C mon Attributio                                                                                                  | on - Direct Combinations<br>Determination Date | Detail             |
|                                            | ANY2 PRODUCER                                 | Minor child and<br>Parent/Guardian Di<br>Attribution Rules                                                        | 01/01/2017<br>rect                             | <u>Detail</u>      |
|                                            |                                               | Common Attributio                                                                                                 | n - Indirect Combinations                      |                    |
|                                            | Members                                       | Reason                                                                                                            | Determination Date                             | Detail             |
|                                            |                                               |                                                                                                                   | rect Combinations                              |                    |
|                                            | Members<br>ANY3 CORPORATION                   | Reason<br>Member's share i<br>than 50% in a co<br>limited liability co<br>limited partnershi<br>irrevocable trust | rporation,<br>mpany,                           | <u>Detail</u>      |
|                                            | Members                                       | Person - Indi<br>Reason                                                                                           | rect Combinations<br>Determination Date        | Detail             |
|                                            | Screen ID: COMWEB                             | 003                                                                                                               | Ba                                             | <u>ck to Top ^</u> |

# **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. \*--

| United States Department of<br>Farm Service A | -                                                                             |                                 | Subsidiary Combined Producers                  |
|-----------------------------------------------|-------------------------------------------------------------------------------|---------------------------------|------------------------------------------------|
|                                               |                                                                               |                                 |                                                |
|                                               | Subsidiary Home   Al                                                          | bout Subsidiary   Help          | Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business                        | File   Combined Producers                                                     | Payment Limitations             | Recording County   Subsidiary Print   Reports  |
| Links<br>Get Change Alerts                    | Allocations                                                                   |                                 |                                                |
| Customer Search                               | Customer<br>Name:<br>Recording County:                                        | ANY1 PRODUCE<br>Drew - Arkansas | R                                              |
|                                               | Selected Year ——<br>Year:                                                     | 2                               | 017                                            |
|                                               | Program Selection =     All Programs     CRP CRP2     GRP-AN GRP-     NAP TAP |                                 |                                                |
|                                               | Submit Return Screen ID: COMWEB0                                              | n To All Combinations           | *                                              |

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

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

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

# **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.

| Image: Status Department Status         Status Compared Agency         Subsidiary Home   About Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth         Subsidiary Home   About Subsidiary   Help   Contact Us   Exit Subsidiary Print   Reports         Subsidiary Home   About Subsidiary   Help   Contact Us   Exit Subsidiary Print   Reports         Initian Image: State |                               |                           |                        |                                                                                                                |                   |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|------------------------|----------------------------------------------------------------------------------------------------------------|-------------------|------------|
| Farm Service Agency         Subsidiary Combined Producers         Subsidiary Home         About Subsidiary         Subsidiary Home         About Subsidiary         Subsidiary Home         About Subsidiary         Subsidiary Home         About Subsidiary         Subsidiary         Links         Celectorer         Allocations         Customer         Name:         ANY1 PRODUCER         Recording County:         Drew - Arkansas         CRP2 - 2017         Member         ANY2 PRODUCER         Submit         Reset         Remove Allocations         Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | USDA United States Department | of Agriculture            |                        | Cub-idia-                                                                                                      | Combined Devide   |            |
| Eligibility       Business File       Combined Producers       Payment Limitations       Recording County       Subsidiary Print       Reports         Links       Allocations         Get Change Alerts       Customer       NY1 PRODUCER         Name:       ANY1 PRODUCER         Recording County:       Drew - Arkansas         CRP2 - 2017       Member         Member       50         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset       Remove Allocations       Program Selection       Return To All Combinations         Screen ID: COMWEB027       State Discover       State Discover       State Discover       State Discover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               | gency                     |                        | Subsidiary                                                                                                     | Combined Produc   | ers        |
| Eligibility       Business File       Combined Producers       Payment Limitations       Recording County       Subsidiary Print       Reports         Links       Allocations         Get Change Alerts       Customer       NY1 PRODUCER         Name:       ANY1 PRODUCER         Recording County:       Drew - Arkansas         CRP2 - 2017       Member         Member       50         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset       Remove Allocations       Program Selection       Return To All Combinations         Screen ID: COMWEB027       State Discover       State Discover       State Discover       State Discover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                           |                        | THE REAL PROPERTY.                                                                                             |                   |            |
| Eligibility       Business File       Combined Producers       Payment Limitations       Recording County       Subsidiary Print       Reports         Links       Allocations         Get Change Alerts       Customer       NY1 PRODUCER         Name:       ANY1 PRODUCER         Recording County:       Drew - Arkansas         CRP2 - 2017       Member         Member       50         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset       Remove Allocations       Program Selection       Return To All Combinations         Screen ID: COMWEB027       State Discover       State Discover       State Discover       State Discover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                           | the Philippingsone     | No Distances of the second |                   | The states |
| Links       Allocations         Cestomer Search       Customer         Name:       ANY1 PRODUCER         Recording County:       Drew - Arkansas         CRP2 - 2017       Member         Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset       Remove Allocations       Program Selection       Return To All Combinations         Streen ID: COMWEB027       Streen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               | Subsidiary Home   At      | oout Subsidiary   Help | Contact Us   Exit S                                                                                            | ubsidiary   Logou | t of eAuth |
| Get Change Alerts Customer Search       Customer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Eligibility   Business        | File   Combined Producers | Payment Limitations    | Recording County                                                                                               | Subsidiary Print  | Reports    |
| Customer Search       Name:       ANY1 PRODUCER         Recording County:       Drew - Arkansas         CRP2 - 2017       Member         Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Links                         | Allocations               |                        |                                                                                                                |                   |            |
| Customer Search       Name:       ANY1 PRODUCER         Recording County:       Drew - Arkansas         CRP2 - 2017       Member         Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Get Change Alerts 🔛           | r= Customer               |                        |                                                                                                                |                   |            |
| CRP2 - 2017         Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Customer Search               | —                         | ANY1 PRODUCE           | ER                                                                                                             |                   |            |
| Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               | Recording County:         | Drew - Arkansas        |                                                                                                                |                   |            |
| Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               | L                         |                        |                                                                                                                |                   |            |
| Member       Share %         ANY1 PRODUCER       50         ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                           |                        |                                                                                                                |                   |            |
| ANY1 PRODUCER 50<br>ANY2 PRODUCER 50<br>Submit Reset Remove Allocations Program Selection Return To All Combinations<br>Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               | r CRP2 - 2017             |                        |                                                                                                                |                   |            |
| ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | Member                    |                        | Shar                                                                                                           | e %               |            |
| ANY2 PRODUCER       50         Submit       Reset         Remove Allocations       Program Selection         Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | ANY1 PRODUCER             |                        |                                                                                                                |                   |            |
| Submit       Reset       Remove Allocations       Program Selection       Return To All Combinations         Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                           |                        |                                                                                                                |                   |            |
| Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | ANY2 PRODUCER             |                        | 50                                                                                                             |                   |            |
| Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                           |                        |                                                                                                                |                   |            |
| Screen ID: COMWEB027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                           |                        |                                                                                                                |                   |            |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |                        |                                                                                                                |                   |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                           |                        |                                                                                                                |                   |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | C TD- COMPUTE             |                        |                                                                                                                |                   |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               | Screen ID: COMWEB0        | 27                     |                                                                                                                |                   | *          |

# **C** Entering Allocations (Continued)

The Subsidiary Combined Producers Screen, "Allocations" section will be displayed with the following information/options.

| Field/Button            | Des                                                                                                                                                | cription                                                                                                                                                                                                                                                       | Action                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| "Customer"              | Identifies selected                                                                                                                                | d customer.                                                                                                                                                                                                                                                    |                                                                                                                 |
| "Selected<br>Program"   | and lists all perso                                                                                                                                | d programs, years,<br>ns and/or legal<br>s) of "Attribution"                                                                                                                                                                                                   | Enter each member's share in "Share %" box.                                                                     |
|                         | <ul><li>and indirectly relation</li><li>be entered in</li></ul>                                                                                    | s that are directly<br>ated. Shares <b>must</b> :<br>the XXX.XXXXXX                                                                                                                                                                                            | <b>Example:</b> Any1 Producer and<br>Any2 Producer signed<br>CCC-904 agreeing to the<br>following shares of the |
|                         | format                                                                                                                                             | т, • • • ,• ,1                                                                                                                                                                                                                                                 | *CRP2 2017 payment*<br>limitation:                                                                              |
|                         | Important:                                                                                                                                         | It is imperative the<br><b>percent entered</b><br><b>does not exceed</b><br><b>6 places</b> after the<br>decimal, for<br>example<br>"0.123456".<br>Entering more than<br>6 decimals may<br>result in the system<br>automatically<br>rounding to 6<br>decimals. | <ul> <li>Any1 Producer - 50</li> <li>Any2 Producer - 50.</li> </ul>                                             |
|                         | <ul> <li>equal 100 wh</li> <li>A producer may terro share.</li> </ul>                                                                              |                                                                                                                                                                                                                                                                |                                                                                                                 |
| "Submit"                | Continues the allo                                                                                                                                 | ocation process.                                                                                                                                                                                                                                               | Completes the allocation.                                                                                       |
| "Reset"                 | If allocated shares are revised after<br>accessing this screen, the shares will<br>be reset to the values displayed when<br>the page was accessed. |                                                                                                                                                                                                                                                                |                                                                                                                 |
| "Remove<br>Allocations" | Deletes all the all previously update                                                                                                              | ocated shares                                                                                                                                                                                                                                                  |                                                                                                                 |

## **C** Entering Allocations (Continued)

| <b>Field/Button</b> | Description                   | Action                                  |
|---------------------|-------------------------------|-----------------------------------------|
| "Program            | Stops the allocation process. | The Subsidiary Combined Producers       |
| Selection"          |                               | Screen, "Allocations" section will be   |
|                     |                               | displayed without making any changes to |
|                     |                               | the producer's allocation.              |
| "Return to All      | Stops the allocation process. | The Subsidiary Combined Producers       |
| Combination"        |                               | 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.

| *                                |                           |                        |                     |                   |          |
|----------------------------------|---------------------------|------------------------|---------------------|-------------------|----------|
| USDA United States Department of | f Agriculture             |                        | Subsidian           | Combined Produc   |          |
| Farm Service Ag                  | gency                     |                        | Subsidiary          | Combined Product  | ers      |
|                                  | -                         |                        | Barry St. Strand    |                   |          |
|                                  | Subsidiary Home   Al      | oout Subsidiary   Help | Contact Us   Exit S | ubsidiary  Logout | of eAuth |
| Eligibility   Business           | File   Combined Producers | Payment Limitations    | Recording County    | Subsidiary Print  | Reports  |
| Links                            | Allocations               |                        |                     |                   |          |
| Get Change Alerts 🔛              | <u>Customer</u>           |                        |                     |                   |          |
| Customer Search                  | Name:                     | ANY1 PRODUCE           | ER                  |                   |          |
|                                  | Recording County:         | Drew - Arkansas        |                     |                   |          |
|                                  | r= CRP2 - 2017            |                        |                     |                   |          |
|                                  | Member                    | F                      | rom Share %         | To Share 9        | %        |
|                                  | ANY1 PRODUCER             |                        |                     | 50.000000         |          |
|                                  | ANY2 PRODUCER             |                        |                     | 50.000000         |          |
|                                  | Are you sur               | e you would lik        | e to submit y       | our changes       | ?        |
|                                  | Screen ID: COMWEB0        | 08                     |                     |                   | *        |

# **D** Updating Allocations (Continued)

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

| <b>Field/Button</b> | Description                                                                                                                                                                                                                 | Action                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| "Customer"          | Identifies selected customer.                                                                                                                                                                                               |                                                                                          |
| "Selected           | Identifies selected program, year,                                                                                                                                                                                          |                                                                                          |
| Program"            | and lists:                                                                                                                                                                                                                  |                                                                                          |
|                     | <ul> <li>all persons and/or legal entities<br/>(members) of "Attribution"<br/>type combinations that are<br/>directly and indirectly related</li> <li>persons and/or legal entities<br/>(members) share that was</li> </ul> |                                                                                          |
| "Yes"               | updated by the user.<br>Continues the allocation update.                                                                                                                                                                    | The Subsidiary Combined Producers                                                        |
| 105                 | Continues the anocation update.                                                                                                                                                                                             | Screen, "Allocations" section will be<br>redisplayed with records updated.               |
| "No"                | Stops the allocation process.                                                                                                                                                                                               | The Subsidiary Combined Producers<br>Screen, "Allocations" section will be<br>displayed: |
|                     |                                                                                                                                                                                                                             | • without making an update to the allocation                                             |
|                     |                                                                                                                                                                                                                             | • to enter shares for the selected program.                                              |

# **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.

| USDA United States Department of Farm Service A | -                                                                          |                                      | Subs                | idiary Combined        | l Producers       |
|-------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------|---------------------|------------------------|-------------------|
|                                                 |                                                                            |                                      | a hanne a statistic | WIND HARD              |                   |
|                                                 | Subsidiary Home   Ab                                                       | out Subsidiary   Help                | Contact Us          | Exit Subsidiary        | Logout of eAuth   |
| Eligibility   Business                          | File   Combined Producers                                                  | Payment Limitations                  | Recording Co        | unty  Subsidiar        | y Print   Reports |
| Links<br>Get Change Alerts<br>Customer Search   | Allocations Customer Name: Tax Id: Tax Type: Recording County: CRP2 - 2015 | ANY1 PRODUCE<br>N<br>Drew - Arkansas |                     |                        |                   |
|                                                 |                                                                            |                                      | _                   | Share %                |                   |
|                                                 | ANY1 PRODUCER<br>ANY2 PRODUCER                                             |                                      |                     | 50.000000<br>50.000000 |                   |
|                                                 | Submit Reset Remo                                                          |                                      | ram Selection       | Return To All          | Combinations      |

#### 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**".

| United States Department of<br>Farm Service A | -                        |                                                                                                                            | Subsidiary Combined           | Producers       |
|-----------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------|
|                                               |                          |                                                                                                                            |                               |                 |
|                                               | Subsidiary Home          | About Subsidiary   Help                                                                                                    | Contact Us   Exit Subsidiary  | Logout of eAuth |
| Eligibility   Business                        | File   Combined Producer | s   Payment Limitations                                                                                                    | Recording County   Subsidiary | Print   Reports |
| Links<br>Get Change Alerts                    | All Combinations For C   | Customer - 2017 🗸 G                                                                                                        | io                            |                 |
| Customer Search                               | Customer                 | ANY1 PRODUCE                                                                                                               | =p                            |                 |
|                                               | Recording County:        | Drew - Arkansas                                                                                                            |                               |                 |
|                                               |                          |                                                                                                                            |                               |                 |
|                                               | New Combination          | Allocations                                                                                                                | Update Recording County       |                 |
|                                               |                          |                                                                                                                            |                               |                 |
|                                               | Members                  | Common Attribution -<br>Reason                                                                                             | Direct Combination            | Detail          |
|                                               | ANY2 PRODUCER            | Minor child and<br>Parent/Guardian Direct<br>Attribution Rules                                                             | 01/01/2017                    | <u>Detail</u>   |
|                                               |                          | Common Attribution                                                                                                         | Indianat Combinations         |                 |
|                                               | Members                  | Common Attribution - I<br>Reason                                                                                           | Determination Date            | Detail          |
|                                               |                          |                                                                                                                            |                               |                 |
|                                               |                          | Person - Direct                                                                                                            | Combinations                  |                 |
|                                               | Members                  | Reason                                                                                                                     | Determination Date            | Detail          |
|                                               | ANY3 CORPORATION         | Member's share is grown<br>than 50% in a corpora<br>limited liability compa<br>limited partnership or<br>irrevocable trust | ation,<br>any,                | <u>Detail</u>   |
|                                               |                          | Deserve to Prove                                                                                                           | t Combinations                |                 |
|                                               | Members                  | Person - Indirect<br>Reason                                                                                                | Determination Date            | Detail          |
|                                               |                          |                                                                                                                            |                               |                 |
|                                               | Screen ID: COMWEE        | 8003                                                                                                                       | Ba                            | ck to Top ^     |

# **B** Update Combined Producer Recording County

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

| United States Department of Farm Service A | and the second                    | Subsidiary Combined Producers                                      |
|--------------------------------------------|-----------------------------------|--------------------------------------------------------------------|
|                                            |                                   |                                                                    |
|                                            | Subsidiary Home   About S         | Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Busines                      | s File   Combined Producers   Pay | ment Limitations   Recording County   Subsidiary Print   Reports   |
| Links                                      | Update Recording County           |                                                                    |
| Get Change Alerts                          | Customer                          |                                                                    |
| Customer Search                            |                                   | NY1 PRODUCER                                                       |
|                                            | Recording County: D               | rew - Arkansas                                                     |
|                                            |                                   |                                                                    |
|                                            | Members of Combination            |                                                                    |
|                                            | <u>Name</u>                       | BusinessType                                                       |
|                                            | ANY1 PRODUCER                     | Individual                                                         |
|                                            | ANY3 CORPORATION                  | Corporation                                                        |
|                                            | ANY2 PRODUCER                     | hdividual                                                          |
|                                            | - Decording Counties Ave          | ilable for this Account                                            |
|                                            | Recording Counties Ava<br>County  | State                                                              |
|                                            | <ul> <li>Bradley</li> </ul>       | Arkansas                                                           |
|                                            | Drew                              | Arkansas                                                           |
|                                            | O Calhoun                         | Arkansas                                                           |
|                                            |                                   |                                                                    |
|                                            | Submit Cancel                     |                                                                    |
|                                            |                                   |                                                                    |
|                                            | Screen ID: COMWEB026              | <br>*                                                              |

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

# 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.

| *                                |                           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|----------------------------------|---------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| USDA United States Department of | of Agriculture            |                       | 1.0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
| Farm Service A                   | gency                     |                       | Subsidiary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Combined Producers          |
|                                  | 5)                        |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  |                           | 3                     | al average and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
|                                  |                           | nin Plantanana        | and the second s | Sama Charles Party          |
|                                  | Subsidiary Home   Ab      | out Subsidiary   Help | Contact Us   Exit S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ubsidiary   Logout of eAuth |
| Eligibility   Business           | File   Combined Producers | Payment Limitations   | Recording County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Subsidiary Print   Reports  |
| Links                            |                           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  | Update Recording County   |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
| Get Change Alerts                | - Customer                |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
| Customer Search                  | Customer                  | ANY1 PRODUCE          | P                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |
|                                  | Recording County:         | Drew - Arkansas       | -1X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |
| 2-21                             | recording obdity.         | Diew - Aikansas       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  |                           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  | Members of Combina        | ation —               | _                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | _                           |
|                                  | Name                      |                       | Busines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
|                                  | ANY1 PRODUCER             |                       | Individua                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |
|                                  | ANY3 CORPORATION          |                       | Corpora                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
|                                  | ANY2 PRODUCER             |                       | Individua                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |
|                                  |                           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  | Do you really wan         | t to change the       | Recording C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ounty for this              |
|                                  | Combined Produc           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  | From: Drew - Arka         | nsas                  | To: Brad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ley - Arkansas              |
|                                  | Hom. Drow - Alka          |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  |                           | Yes                   | NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |
|                                  |                           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  | Screen ID: COMWEB01       | 1                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|                                  | Screen ID: COMWEBUI       | 1                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |

# 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.

| <b>Field/Button</b> | Description                               | Action                            |
|---------------------|-------------------------------------------|-----------------------------------|
| "Customer"          | Identifies selected customer.             |                                   |
|                     |                                           |                                   |
|                     | <b>Note:</b> The recording county in this |                                   |
|                     | section is the eligibility                |                                   |
|                     | recording county <b>not</b> the           |                                   |
|                     | combined recording county.                |                                   |
| "Members of         | Identifies any member of a combination    |                                   |
| 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          | Subsidiary Combined Producers     |
|                     | recording county.                         | Screen, "Customer" section with   |
|                     |                                           | the message "Recording County     |
|                     |                                           | was successfully updated" will be |
|                     |                                           | displayed.                        |
| "No"                | Stops the change of combined recording    | Subsidiary Combined Producers     |
|                     | county.                                   | Screen, "Update Recording         |
|                     | -                                         | County" section will be displayed |
|                     |                                           | without updating the combined     |
|                     |                                           | producer recording county.        |

#### 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".

| United States Department   | -                                                     |                                                                | Subsidiary Combined I                     | Producers       |
|----------------------------|-------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------|-----------------|
|                            |                                                       |                                                                |                                           |                 |
|                            |                                                       |                                                                | Contact Us   Exit Subsidiary              |                 |
|                            | s File   Combined Produce                             | rs   Payment Limitations                                       | Recording County   Subsidiary             | Print   Reports |
| Links<br>Get Change Alerts | <ul> <li>Info</li> <li>Recording County wa</li> </ul> | s successfully updated                                         |                                           |                 |
| Customer Search            | All Combinations For Customer - 2017 V Go             |                                                                |                                           |                 |
|                            | Customer<br>Name:<br>Recording County:                | ANY1 PRODUCE<br>Drew - Arkansas                                | R                                         |                 |
|                            | New Combination                                       | Allocations                                                    | Update Recording County                   |                 |
|                            | Members                                               | Common Attribution -<br>Reason                                 | Direct Combinations<br>Determination Date | Detail          |
|                            | ANY2 PRODUCER                                         | Minor child and<br>Parent/Guardian Direct<br>Attribution Rules | 01/01/2017                                | <u>Detall</u>   |

- **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)

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#### **103** Combination Details

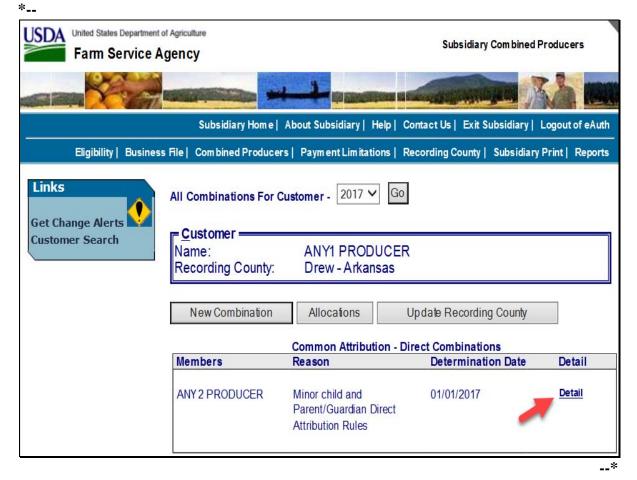
#### A Overview

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".** 



### **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.

| United States Department of Farm Service A | and Channess                                                                                                                                                             |                                                                                 | Subsidiary Com bined Producers                                        |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|                                            |                                                                                                                                                                          |                                                                                 |                                                                       |
|                                            | Subsidiary Home   About                                                                                                                                                  | Subsidiary   Help                                                               | Contact Us   Exit Subsidiary   Logout of eAuth                        |
| Eligibility   Busines                      | File   Combined Producers   Pa                                                                                                                                           | ym ent Lim itations                                                             | Recording County   Subsidiary Print   Reports                         |
| Links                                      | Combination Details - 2017                                                                                                                                               |                                                                                 |                                                                       |
| Get Change Alerts 🔛<br>Customer Search     | Name:                                                                                                                                                                    | NY1 PRODUCI                                                                     | ER                                                                    |
|                                            |                                                                                                                                                                          | )rew - Arkansas                                                                 |                                                                       |
|                                            | Combination<br>Combination Recording (<br>Reason:<br>Determination Date:<br>Members of Combination<br><u>Name</u><br>ANY1 PRODUCER<br>ANY2 PRODUCER<br>Decombine History | Minor ch<br>Attributio<br>01/01/20<br><u>Business</u><br>Individua<br>Individua | ild and Parent/Guardian Direct<br>n Rules<br>117<br><u>sType</u><br>I |
|                                            | New Combination                                                                                                                                                          | Return to All C                                                                 | ombinations                                                           |
|                                            | Screen ID: COMWEB005                                                                                                                                                     |                                                                                 |                                                                       |

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

| United States Department of<br>Farm Service A |                                                                                                                  | Subsidiary Com bined Producers                                     |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                               |                                                                                                                  |                                                                    |
|                                               | Subsidiary Home   About                                                                                          | Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business                        | File   Combined Producers   Pay                                                                                  | m ent Limitations   Recording County   Subsidiary Print   Reports  |
| Links                                         | Combination Details - 2017                                                                                       |                                                                    |
| Get Change Alerts                             | Name: A                                                                                                          | NY1 PRODUCER                                                       |
|                                               | and the second | rew - Arkansas                                                     |
|                                               |                                                                                                                  |                                                                    |
|                                               | Combination                                                                                                      |                                                                    |
|                                               | Combination Recording C                                                                                          | ounty:Bradley - Arkansas                                           |
|                                               | Reason:                                                                                                          | Minor child and Parent/Guardian Direct<br>Attribution Rules        |
|                                               | Determination Date:                                                                                              | 01/01/2017                                                         |
|                                               | Members of Combination                                                                                           |                                                                    |
|                                               | Name                                                                                                             | BusinessType                                                       |
|                                               | ANY1 PRODUCER<br>ANY2 PRODUCER                                                                                   | Individual Individual                                              |
|                                               | ANIZFRODUCER                                                                                                     | individual                                                         |
| 1                                             | Decombine History                                                                                                |                                                                    |
|                                               | New Combination                                                                                                  | Return to All Combinations                                         |
|                                               | Screen ID: COMWEB005                                                                                             |                                                                    |

## **C** Updating the Decombination

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

| United States Department of Farm Service A |                                                       |                                | Subsidiary Combined Producers                               |
|--------------------------------------------|-------------------------------------------------------|--------------------------------|-------------------------------------------------------------|
|                                            |                                                       |                                |                                                             |
|                                            | Subsidiary Home   At                                  | oout Subsidiary   Help         | Contact Us   Exit Subsidiary   Logout of eAuth              |
| Eligibility   Busines                      | File   Combined Producers                             | Paym ent Limitations           | Recording County   Subsidiary Print   Reports               |
| Links                                      | Decombine a Producer                                  |                                |                                                             |
| Get Change Alerts 🔛<br>Customer Search     | Customer<br>Name:<br>Recording County:                | ANY1 PRODUC<br>Drew - Arkansas |                                                             |
|                                            | Combination                                           | a County:                      | Bradley - Arkansas                                          |
|                                            | Reason:                                               |                                | Minor child and Parent/Guardian Direct<br>Attribution Rules |
|                                            | Determination Date:<br>Members of Combinat            |                                | 01/01/2017                                                  |
|                                            | <u>Name</u><br>ANY1 PRODUCER<br>ANY2 PRODUCER         |                                | <u>BusinessType</u><br>hdividual<br>hdividual               |
|                                            | Decombine                                             |                                |                                                             |
|                                            | Reason:<br>Date of<br>Decombination:<br>Submit Cancel | Select One                     | ~                                                           |
|                                            | Screen ID: COMWEB0                                    | 15                             |                                                             |

# 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.                     |

## **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.

| United States Department of<br>Farm Service A |                                                               |                                | Subsidiary Combined Producers                                                     |
|-----------------------------------------------|---------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------|
|                                               | -                                                             |                                |                                                                                   |
|                                               | Subsidiary Home   At                                          | oout Subsidiary   Help         | Contact Us   Exit Subsidiary   Logout of eAuth                                    |
| Eligibility   Business                        | File   Combined Producers                                     | Paym ent Lim itations          | Recording County   Subsidiary Print   Reports                                     |
| Links                                         | Decombine a Producer                                          |                                |                                                                                   |
| Get Change Alerts 🥍<br>Customer Search        | Ecustomer                                                     | ANY1 PRODUC<br>Drew - Arkansas |                                                                                   |
|                                               | Combination                                                   |                                |                                                                                   |
|                                               | Combination Recordir<br>Reason:                               |                                | Bradley - Arkansas<br>Minor child and Parent/Guardian Direct<br>Attribution Rules |
|                                               | Determination Date:                                           |                                | 01/01/2017                                                                        |
|                                               | Members of Combinat<br>Name<br>ANY1 PRODUCER<br>ANY2 PRODUCER | Ē                              | <u>BusinessType</u><br>hdividual<br>hdividual                                     |
| -                                             | Decombine<br>Reason:<br>Date of<br>Decombination:             | Minor Child Becam              | e an Adult 💙                                                                      |
|                                               | Submit Cancel                                                 |                                |                                                                                   |
|                                               | Screen ID: COMWEB0                                            | 15                             | *                                                                                 |

#### **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.

| United States Department | and Second                       |                           | Subsidiary Combined       | Producers     |
|--------------------------|----------------------------------|---------------------------|---------------------------|---------------|
|                          |                                  |                           |                           |               |
|                          | Subsidiary Home   About          | Subsidiary   Help   Conta | ct Us   Exit Subsidiary   | Logout of eAu |
| Eligibility   Busines    | s File   Combined Producers   Pa | ment Limitations   Reco   | rding County   Subsidiary | /Print  Repor |
| inks                     | Decombine a Producer             |                           |                           |               |
| et Change Alerts 🚺       | ⊫ Customer ———                   |                           |                           |               |
| ustomer Search           |                                  | NY1 PRODUCER              |                           |               |
|                          |                                  | rew - Arkansas            |                           |               |
|                          |                                  |                           |                           |               |
|                          | Combination                      |                           |                           |               |
|                          | Combination Recording C          | ounty: Bradle             | y-Arkansas                |               |
|                          | Reason:                          | Minor                     | child and Parent/Gua      | rdian Direc   |
|                          | Reason.                          | Attribu                   | tion Rules                |               |
|                          | Determination Date:              | 01/01/                    | 2017                      |               |
|                          | Members of Combination           |                           |                           |               |
|                          | Name                             | Busine                    | ssType                    |               |
|                          | ANY1 PRODUCER                    | Individ                   | ual                       |               |
|                          | ANY2 PRODUCER                    | Individ                   | ual                       |               |
|                          | Description                      |                           |                           |               |
|                          | Decombine                        |                           |                           |               |
|                          | Reason:                          | inor Child Became an Ac   | fult                      | ~             |
|                          | Date of                          | /03/2017 🔤 🧹              |                           |               |
|                          | Decombination:                   |                           |                           |               |
|                          | Submit Cancel                    |                           |                           |               |
|                          |                                  |                           |                           |               |
|                          |                                  |                           |                           |               |
|                          |                                  |                           |                           |               |
|                          | Screen ID: COMWEB015             |                           |                           |               |

# **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.          |

| Farm Service Age       |                                           | Subsidiary Combined Producers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        |                                           | NAMES OF TAXABLE PARTY |
|                        | Subsidiary Home   About Subsidiary        | Help   Contact Us   Exit Subsidiary   Logout of eA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Eligibility   Business | File   Combined Producers   Payment Limit | ations   Recording County   Subsidiary Print   Repo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| inks                   | Decombine a Producer                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| et Change Alerts 😡     | r Customer —                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ustomer Search         | Name: ANY1 PRO                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Recording County: Drew - Arka             | ansas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Combination                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Combination Recording County:             | Bradley - Arkansas<br>Minor child and Parent/Guardian Direc                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                        | Reason:                                   | Attribution Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                        | Determination Date:                       | 01/01/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                        | Members of Combination                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Name                                      | BusinessType                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                        | ANY1 PRODUCER<br>ANY2 PRODUCER            | hdividual<br>hdividual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                        | ANTZFRODUCER                              | Idividual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                        | Decombine                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Decombination Reason:                     | Minor Child has reached Adult status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                        | Date of Decombination:                    | 04/03/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Are you gure you want to pr               | eases this decembination?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                        | Are you sure you want to pr               | ocess this decombination?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                        | Yes No                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Screen ID: COMWEB016                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

# **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".

| United States Department of Agriculture Farm Service Agency |                                        |                                                                                                    | Subsidiary Combine                                         | d Producers          |
|-------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------|
|                                                             |                                        |                                                                                                    |                                                            |                      |
|                                                             | Subsidiary Home                        | About Subsidiary                                                                                   | Help   Contact Us   Exit Subsidiary                        | Logout of eAuth      |
| Eligibility   Busines                                       | s File   Combined Producer             | s   Payment Limitati                                                                               | ions   Recording County   Subsidia                         | ry Print   Reports   |
| Links<br>Get Change Alerts<br>Customer Search               | Info<br>Decombination has be           |                                                                                                    |                                                            |                      |
|                                                             | All Combinations For C                 | ustomer - 2017 V                                                                                   | Go                                                         |                      |
|                                                             | Customer<br>Name:<br>Recording County: | ANY1 PROD<br>Drew - Arkan                                                                          |                                                            |                      |
|                                                             | New Combination                        | Allocations                                                                                        | Update Recording County                                    |                      |
|                                                             | 11                                     |                                                                                                    | tion - Direct Combinations                                 | D-(-1)               |
|                                                             | Members                                | Reason                                                                                             | Determination Date                                         | Detail               |
|                                                             |                                        |                                                                                                    | on - Indirect Combinations                                 | <b>D</b> + 1         |
|                                                             | Members                                | Reason                                                                                             | Determination Date                                         | Detail               |
|                                                             | Members                                | Person - D<br>Reason                                                                               | irect Combinations<br>Determination Date                   | Detail               |
|                                                             | ANY3 CORPORATION                       | Member's share<br>than 50% in a c<br>limited liability c<br>limited partnersl<br>irrevocable trust | is greater 01/01/2017<br>orporation,<br>company,<br>hip or | <u>Detail</u>        |
|                                                             | Members                                | Person - Inc<br>Reason                                                                             | direct Combinations<br>Determination Date                  | Detail               |
|                                                             | members                                | RedSOIL                                                                                            | Determination Date                                         | Detail               |
|                                                             | Screen ID: COMWEB                      | 003                                                                                                | 1                                                          | Back to Top <u>^</u> |

## **G** Viewing the Completed Combination

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

| <b>Field/Button</b> | Description                                                                                                    |  |
|---------------------|----------------------------------------------------------------------------------------------------------------|--|
| "Info"              | Status of the decombination.                                                                                   |  |
| "Customer"          | Identifies selected customer.                                                                                  |  |
| "Direct             | Identifies direct combinations of the selected customer.                                                       |  |
| Combinations"       |                                                                                                                |  |
|                     | <b>Note:</b> This box is blank in this example because the selected customer has no other direct combinations. |  |
| "Indirect           | Identifies indirect combinations of the selected customer.                                                     |  |
| Combinations"       |                                                                                                                |  |
|                     | <b>Note:</b> 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                   | Minor is emancipated.                                      |
| Parent/Guardian - Direct          | Specific minor combination required.                       |
| Attribution Rules                 | Deceased.                                                  |
|                                   | Minor child has reached adult status.                      |
|                                   | Error.                                                     |
|                                   | Inactivated in Business Partner.                           |
| Minor child and Estate of         | Minor is emancipated.                                      |
| Parent/Guardian - Direct          | Specific minor combination required.                       |
| Attribution Rules                 | Minor child has reached adult status.                      |
|                                   | Error.                                                     |
|                                   | Inactivated in Business Partner.                           |
| Substantive change <b>not</b> met | Substantive change met or no longer applicable.            |
| resulting in common               |                                                            |
| attribution.                      |                                                            |
| Organization and Parent           | Organization and parent organization no longer affiliated. |
| Organization                      | Error.                                                     |
| Combined Public Schools           | Public school affiliation terminated.                      |
|                                   | Error.                                                     |

**Note:** See Exhibit 2 for definition of <u>deleted producer</u>.

#### **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 | No longer sole owner.                   |  |
| Business                        | 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)

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

# C Reasons for "Person" Type Combinations (Continued)

**Note:** See Exhibit 2 for definition of <u>deleted producer</u>.

## **108-130** (Reserved)

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#### 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<br>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                                                               |
|                                          | <b>Note:</b> In CCC-527, item 10 thoroughly document the reason a producer's subsidiary and/or PLM <b>cannot</b> 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                                                                                                                  |
|                                          | <ul> <li>sign, record title, and date CCC-527, items 12A through<br/>12C</li> </ul>                                                                    |
|                                          | • 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.

\*--

| C <b>C-527</b><br>1-08-18)                                                                                                                                                                                | Comm                                                                                                            | RTMENT OF AGRICUL<br>nodity Credit Corporation                                                                      | n                                                                                                                                                                                                                                             | 1. Date Prepare                                                                                                    | d                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| his form is used to facilitate                                                                                                                                                                            | communication b                                                                                                 | etween counties to                                                                                                  | MENT LIMITATION                                                                                                                                                                                                                               | ion, review CCC de                                                                                                 | terminations and                                                                                               |
| stablish or revise payment li                                                                                                                                                                             | mitation allocatio                                                                                              |                                                                                                                     |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
| A. TO: NAME AND ADDRESS                                                                                                                                                                                   |                                                                                                                 | 2B. ST/CTY<br>CODES                                                                                                 | 3A. FROM: NAME AND ADDR                                                                                                                                                                                                                       | ESS                                                                                                                | 3B. ST/CTY<br>CODES                                                                                            |
| C. Telephone No. (Including Area (                                                                                                                                                                        | Code)                                                                                                           |                                                                                                                     | 3C. Telephone No. (Including A                                                                                                                                                                                                                | Area Code)                                                                                                         |                                                                                                                |
| ART A – ELIGIBILITY DET                                                                                                                                                                                   | ERMINATION                                                                                                      |                                                                                                                     |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
| Producer Name                                                                                                                                                                                             |                                                                                                                 | 5. Producer A                                                                                                       | ddress                                                                                                                                                                                                                                        | 6. Progr                                                                                                           | am Year                                                                                                        |
| For AD-1026, check if it applie                                                                                                                                                                           | es:                                                                                                             |                                                                                                                     |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
| AD-1026 needed for proc                                                                                                                                                                                   | lucer affiliates                                                                                                |                                                                                                                     | Completed AD-1026 enclosed                                                                                                                                                                                                                    |                                                                                                                    |                                                                                                                |
| A. For COC Action:                                                                                                                                                                                        |                                                                                                                 |                                                                                                                     | 8B. Did COC concur?                                                                                                                                                                                                                           |                                                                                                                    |                                                                                                                |
| CCC-902 and CCC-903<br>for COC action                                                                                                                                                                     | 3 with determination                                                                                            | ns enclosed                                                                                                         |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
|                                                                                                                                                                                                           |                                                                                                                 |                                                                                                                     | COC Does Not Co                                                                                                                                                                                                                               | ncur <i>(Detailed Explant</i>                                                                                      | ation Required in Part                                                                                         |
| ART B – REQUEST TO CH<br>Limitation needed: (If produce                                                                                                                                                   |                                                                                                                 |                                                                                                                     | itation is required                                                                                                                                                                                                                           |                                                                                                                    |                                                                                                                |
| A. Enter the Program to                                                                                                                                                                                   |                                                                                                                 |                                                                                                                     | otal Dollar Amount                                                                                                                                                                                                                            | 0.5                                                                                                                | nter Date                                                                                                      |
| A. Enter the Program to                                                                                                                                                                                   | Aujusi                                                                                                          | Needed for                                                                                                          | the Program Year                                                                                                                                                                                                                              | U. E                                                                                                               |                                                                                                                |
|                                                                                                                                                                                                           |                                                                                                                 | -                                                                                                                   |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
|                                                                                                                                                                                                           |                                                                                                                 | \$                                                                                                                  |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
|                                                                                                                                                                                                           |                                                                                                                 | \$                                                                                                                  |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
| ART C - EXPLANATION                                                                                                                                                                                       |                                                                                                                 |                                                                                                                     |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
| <ol> <li>Provide a detailed explanation</li> </ol>                                                                                                                                                        |                                                                                                                 |                                                                                                                     |                                                                                                                                                                                                                                               |                                                                                                                    |                                                                                                                |
| ART D - SIGNATURE<br>IA. Signature of Initiating Repr                                                                                                                                                     | esentative                                                                                                      | 11B. Title                                                                                                          |                                                                                                                                                                                                                                               | 11C. Date                                                                                                          | Emailed                                                                                                        |
| 2A. Signature of Receiving Rep                                                                                                                                                                            | presentative                                                                                                    | 12B. Title                                                                                                          |                                                                                                                                                                                                                                               | 12C. Date                                                                                                          | Emailed                                                                                                        |
| id institutions participating in or adn<br>icluding gender expression), sexua<br>prisal or retaliation for prior civil righ<br>adlines vary by program or inciden<br>proons with disabilities who require | ninistering USDA prog<br>l orientation, disability,<br>ts activity, in any prog<br>t.<br>alternative means of c | rams are prohibited from o<br>age, marital status, family<br>ram or activity conducted<br>communication for program | ) civil rights regulations and policies<br>liscriminating based on race, color,<br>/parental status, income derived fro<br>or funded by USDA (not all bases a<br>n information (e.g., Braille, large prin<br>and TTV) or cont of USDA through | national origin, religion, s<br>m a public assistance pro<br>pply to all programs). Re<br>t, audiotape, American S | ex, gender identity<br>ogram, political beliefs, or<br>medies and complaint filin<br>ign Language, etc.) shoul |
| dditionally, program information may                                                                                                                                                                      | v be made available in                                                                                          | languages other than En                                                                                             | and TTY) or contact USDA through<br>glish.<br>on Complaint Form, AD-3027, found                                                                                                                                                               |                                                                                                                    | :e ar (600) 877-8339.                                                                                          |

### 134-140 (Reserved)

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### 141 Accessing the Web-Based Payment Limitation System

### Par. 141

### A Overview

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

In this part, <u>user</u> 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.

| United States Department of<br>Farm Service A |                                      |                             | Subsidiary                      |                       |
|-----------------------------------------------|--------------------------------------|-----------------------------|---------------------------------|-----------------------|
|                                               |                                      | n and the second            |                                 | Ah m                  |
|                                               | Subsidiary Hom                       | ne   About Subsidiary   Hel | lp │ Contact Us │ Exit Subsidia | ry   Logout of eAuth  |
| Eligibility   Busines                         | File   Combined Produ                | ucers   Payment Limitation  | s   Recording County   Subsid   | diary Print   Reports |
| Links<br>Get Change Alerts<br>Customer Search | Customer<br>Name:<br>Screen ID: SUBW | /EB001                      |                                 |                       |
| l                                             |                                      |                             |                                 | *                     |

#### **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.

### 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.

| USDA United States Department       | of Agriculture               |                           | _                       |                              |
|-------------------------------------|------------------------------|---------------------------|-------------------------|------------------------------|
| Farm Service                        | Agency                       |                           | Payme                   | nt Limitations               |
|                                     |                              |                           | State of State of State |                              |
|                                     | Subsidiary Home              | About Subsidiary   Help   | │ Contact Us │ Exit     | Subsidiary   Logout of eAuth |
| Eligibility   Busine                | ss File   Combined Produce   | ers   Payment Limitations | Recording County        | Subsidiary Print Report      |
| Links<br>Customer Search<br>Reports | Info<br>Please Select Progra | m, Program Area and       | Year.                   |                              |
|                                     | Customer                     |                           |                         |                              |
|                                     | Customer Name                | PRODUCER, ANY1            |                         |                              |
|                                     | Recording County             | Drew - Arkansas           |                         |                              |
|                                     | IRS Response Code            | TIN and Name match        |                         |                              |
|                                     | Selection Criteria           |                           |                         |                              |
|                                     | Year Selection               | 2022                      | ~                       |                              |
|                                     | Program Area                 | SELECT-                   | ~                       |                              |
|                                     | Program Selection            | SELECT                    | ····· V                 |                              |
|                                     | Type of Action               | Display Infor             | mation O Print          | Report                       |
|                                     | L                            |                           |                         |                              |
|                                     | Submit                       |                           |                         |                              |
|                                     | Screen Id:PLM-001            |                           |                         |                              |

#### 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/                | Field               | Description                                                                                                                                                                                                                                                                                                       |
|-------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Options<br>"Info"       | Field               | Description Provides information error messages about Payment                                                                                                                                                                                                                                                     |
| 11110                   |                     | Limitations Screen PLM-001. See subparagraph E for a list of                                                                                                                                                                                                                                                      |
|                         |                     | error messages.                                                                                                                                                                                                                                                                                                   |
| "Customer"              | "Customer Name"     | Identifies selected customer.                                                                                                                                                                                                                                                                                     |
| Customer                | "Recording County"  | Identifies county assigned as the selected customer's eligibility                                                                                                                                                                                                                                                 |
|                         | Recording County    | recording county.                                                                                                                                                                                                                                                                                                 |
| "Selection<br>Criteria" | "Year Selection"    | Allows users to select the year to update/view payment<br>limitation information. A drop-down list will be displayed<br>with the available years. Click the applicable year to select.<br><b>Note:</b> System defaults to the current year.                                                                       |
|                         | *"Program Area"     | Allows users to filter the program results by narrowing the programs to the following 4 categories:                                                                                                                                                                                                               |
|                         |                     | Conservation                                                                                                                                                                                                                                                                                                      |
|                         |                     | • Disaster                                                                                                                                                                                                                                                                                                        |
|                         |                     | Income Support                                                                                                                                                                                                                                                                                                    |
|                         |                     | Price Support.                                                                                                                                                                                                                                                                                                    |
|                         |                     | The user must select a Program Area before the "Program Selection" list will populate*                                                                                                                                                                                                                            |
|                         | "Program Selection" | Allows users to select a program to update/view payment<br>limitation information. A drop-down list will be displayed<br>with the effective programs for the selected year. Click the<br>applicable program to select.                                                                                            |
|                         | "Type of Action"    | Allows users to select either of the following:                                                                                                                                                                                                                                                                   |
|                         |                     | • "Display Information" allows users to view the selected<br>producer's payment limitation details; if user is an<br>employee from the eligibility recording county, user will<br>be allowed to update payment limitation adjustments; for<br>all other users payment limitation adjustments will be<br>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 " <b>Submit</b> " to continue to the customer's Payment<br>Limitations Screen PLM-002 with the selected criteria.                                                                                                                                                                                           |

#### 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        |                                       | THEN the system will              |
| business type of      | AND                                   | display the error message         |
| "General Partnership" |                                       | "Payment limitation is <b>not</b> |
|                       |                                       | applicable for General            |
|                       |                                       | Partnerships."                    |
| "Joint Venture"       |                                       | "Payment limitation is <b>not</b> |
|                       |                                       | applicable for Joint Ventures."   |
| "Indians Represented  |                                       | "Payment limitation is <b>not</b> |
| by Bureau of Indian   |                                       | applicable for Indians            |
| Affairs"              |                                       | Represented by Bureau of          |
|                       |                                       | Indian Affairs."                  |
| "Indian Tribal        |                                       | "Payment limitation is <b>not</b> |
| "Ventures             |                                       | applicable for Indian Tribal      |
|                       |                                       | Ventures."                        |
| "Public School"       | public school entities are <b>not</b> | "Customer has a business type     |
|                       | eligible for payments for the         | that is <b>not</b> eligible for   |
|                       | selected year and program             | payment for the selected          |
|                       |                                       | program."                         |
|                       | public school entities are:           | "Payment limitation is <b>not</b> |
|                       |                                       | applicable because the            |
|                       | • eligible for payments for the       | selected customer has a           |
|                       | selected year and program             | Business Partner link to a        |
|                       |                                       | State with unlimited payment      |
|                       | • located in a State with a           | limitation for Public Schools."   |
|                       | population of less than               |                                   |
|                       | 1.5 million                           |                                   |

### **E** Error Messages (Continued)

| IF the selected customer has a  |                                                                                                                  | THEN the system will                                                                         |
|---------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| business type of                | AND                                                                                                              | display the error message                                                                    |
| "Federal Owned<br>Entity"       | Federal-owned entities are <b>not</b><br>eligible for payments for the<br>selected year and program              | "Customer has a business type<br>that is <b>not</b> eligible for<br>payment for the selected |
| "State and Local<br>Government" | State and local government entities<br>are <b>not</b> eligible for payments for<br>the selected year and program | program."                                                                                    |
| "Bureau of Indian<br>Affairs"   |                                                                                                                  |                                                                                              |
| "News Media"                    |                                                                                                                  |                                                                                              |
| "Public Body"                   |                                                                                                                  |                                                                                              |
| "Other"                         |                                                                                                                  |                                                                                              |
| "General Entity<br>Member"      |                                                                                                                  |                                                                                              |
| "Financial Institution"         |                                                                                                                  |                                                                                              |

### **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.

|                            | THEN payment limitation cannot                 |                               |
|----------------------------|------------------------------------------------|-------------------------------|
| IF error message is        | be calculated because                          | Action                        |
| "No eligibility record     | there is no active eligibility record on       | Review paragraph 21. An       |
| on file for selected       | file for:                                      | eligibility record is created |
| customer."                 |                                                | when the customer is          |
|                            | • the selected customer                        | linked in Business Partner    |
|                            |                                                | to at least one FSA County    |
|                            | • at least 1 member of the selected            | Office.                       |
|                            | entity or joint operation                      |                               |
| "Entity or joint           | the selected customer is recorded in           | Verify the shares and         |
| operation data is          | Business File; however, the sum of             | update the Business File      |
| recorded on the entity     | the members actual shares meets                | with the correct shares. If   |
| file, but the              | either of the following conditions:            | the correct shares are        |
| accumulated member         |                                                | present, report this          |
| shares do <b>not</b> equal | • greater than 101 percent                     | condition to users State      |
| 100% and the               | • less than 99 percent.                        | Office subsidiary             |
| discrepancy                |                                                | specialist.                   |
| exceeds 1%."               |                                                |                               |
| "Customer or a             | a valid TIN and/or type are <b>not</b> on file | Verify TIN and/or type and    |
| member of the joint        | for:                                           | update Business Partner       |
| operation/entity does      |                                                | with the correct TIN and/or   |
| not have a valid ID        | • the selected customer                        | type.                         |
| number eligible for        |                                                |                               |
| payment."                  | • at least 1 member of the selected            |                               |
|                            | entity or joint operation.                     |                               |

# **E** Error Messages (Continued)

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

### 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 area "Income Support", program "MG/LDP/ARC/PLC", and "Display Information". If users CLICK "Submit", the Payment Limitations Screen PLM-002 will be displayed.

| United States Departmen<br>Farm Service | -                                                                                                     |                                                         | Payment Limitations                                                                     |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
|                                         |                                                                                                       | LA Distance in Station                                  |                                                                                         |
|                                         | Subsidiary Home                                                                                       | About Subsidiary   Help   Contac                        | t Us   Exit Subsidiary   Logout of eAuth                                                |
| Eligibility   Busine                    | ess File   Combined Produce                                                                           | ers   Payment Limitations   Record                      | ling County   Subsidiary Print   Reports                                                |
| Links<br>Customer Search<br>Reports     | Info<br>Please Select Program                                                                         | m, Program Area and Year.                               |                                                                                         |
|                                         | Customer<br>Customer Name<br>Recording County<br>IRS Response Code                                    | PRODUCER, ANY1<br>Drew - Arkansas<br>TIN and Name match |                                                                                         |
|                                         | Selection Criteria<br>Year Selection<br>Program Area<br>Program Selection<br>Type of Action<br>Submit | 2016<br>Income Support<br>MG/LDP/ARC/PLC                | <ul> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>Print Report</li> </ul> |

--\*

#### 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. \*\_\_

| Farm Servic       | -                                                                                            | Payment Limitations                               |
|-------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------|
|                   |                                                                                              |                                                   |
|                   |                                                                                              |                                                   |
| Eligibility   Dug | Subsidiary Home   About Subsidiary   H<br>iness File   Combined Producers   Payment Limitati | lelp   Contact Us   Exit Subsidiary   Logout of ( |
| Engibility   Bus  | nness rhe   Combined Producers   Payment Linnau                                              |                                                   |
| ıks               | Customer-                                                                                    |                                                   |
| stomer Search     | Customer Name PRODUCER, ANY                                                                  | (1                                                |
| ports             | Recording County Drew - Arkansas                                                             |                                                   |
|                   | IRS Response Code TIN and Name ma                                                            | ltch                                              |
|                   | FYear and Program                                                                            |                                                   |
|                   | Year Selection 2016                                                                          |                                                   |
|                   | Program Area Income Support                                                                  |                                                   |
|                   | Program Selection MG/LDP/ARC/PLC                                                             |                                                   |
|                   | FPayment 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 <u>Detail</u>                                   |
|                   | Available Balance                                                                            | 0                                                 |
|                   |                                                                                              |                                                   |
|                   | Remarks                                                                                      |                                                   |
|                   |                                                                                              |                                                   |
|                   | Prior payments displayed are a summary<br>09:08:39 AM Central Time. Details of prior         |                                                   |
|                   |                                                                                              |                                                   |
|                   | Submit Return to Selection Criteria                                                          |                                                   |
|                   |                                                                                              |                                                   |

### Par. 142

### H Fields on Payment Limitations Screen PLM-002

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

| Section/   |                      |                                                                                  |
|------------|----------------------|----------------------------------------------------------------------------------|
| Options    | <b>Field/Options</b> | Description                                                                      |
| "Customer" | "Customer            | Identifies selected customer.                                                    |
|            | Name"                |                                                                                  |
|            | "Recording           | Identifies county assigned as the selected customer's                            |
|            | County"              | eligibility recording county.                                                    |
|            | *"IRS                | Identifies if IRS has verified the customer's TIN and                            |
|            | Response             | name*                                                                            |
|            | Code"                |                                                                                  |
| "Program   | "Year                | Identifies year selected by the user.                                            |
| and Year"  | Selection"           |                                                                                  |
|            | *"Program            | Identifies the program category selected by the user*                            |
|            | Area"                |                                                                                  |
|            | "Program             | Identifies program name selected by the user.                                    |
|            | Selection"           |                                                                                  |
| "Payment   | "Program             | Will be displayed with payment limitation for the program                        |
| Limitation | Limitation"          | and year selected by the user.                                                   |
| Details"   | "Common              | Will be displayed when a payment limitation allocation share                     |
|            | Attribution          | has been entered for the producer according to paragraph 98.                     |
|            | Adjustment"          | The dollar amount displayed is the result of the following                       |
|            |                      | calculation:                                                                     |
|            |                      |                                                                                  |
|            |                      | program limitation times                                                         |
|            |                      |                                                                                  |
|            |                      | <ul> <li>percent allocated to the producer according to paragraph 98.</li> </ul> |
|            |                      | <b>Note:</b> This will become the producer's program limitation.                 |

| Section/<br>Options                | Field/<br>Options                   | Description                                                                                                         |  |                                                                                                                                                |  |  |  |  |                                                                                                                                        |
|------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------|
| "Payment<br>Limitation<br>Details" | "Program<br>Adjustment<br>Increase" | Allows users to enter program adjustment increases according to applicable policy, as follows:                      |  |                                                                                                                                                |  |  |  |  |                                                                                                                                        |
| (Continued)                        |                                     | • 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 <b>not</b> required                                |  |                                                                                                                                                |  |  |  |  |                                                                                                                                        |
|                                    |                                     | • dollar amount entered will increase the selected producer's program payment limitation                            |  |                                                                                                                                                |  |  |  |  |                                                                                                                                        |
|                                    |                                     | • shall be the sum of all program adjustment increases.                                                             |  |                                                                                                                                                |  |  |  |  |                                                                                                                                        |
|                                    |                                     |                                                                                                                     |  |                                                                                                                                                |  |  |  |  | <b>Important:</b> County Offices <b>shall not</b> enter program adjustment increases unless specifically authorized by program policy. |
|                                    |                                     |                                                                                                                     |  | <b>Note:</b> If program adjustment increase is <b>not</b> applicable to the selected program and year, the field will <b>not</b> be displayed. |  |  |  |  |                                                                                                                                        |

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

| Section/                                          | Field/                     |                                                                                                                                                                                                               |
|---------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Options                                           | Options                    | Description                                                                                                                                                                                                   |
| "Payment<br>Limitation<br>Details"<br>(Continued) | "Program<br>Factor"        | When applicable, will be displayed with a dollar amount by<br>which the program limitation is reduced because a factor was<br>applied to all payments for the selected program and year.                      |
| (commadd)                                         |                            | <b>Example:</b> 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. |
|                                                   |                            | <b>Note:</b> If a program factor is <b>not</b> applicable to the selected program and year, the field will <b>not</b> be displayed.                                                                           |
|                                                   | "Gross<br>Payment          | Will be displayed with the result of the following calculation:                                                                                                                                               |
|                                                   | Limitation"                | <ul> <li>program limitation or common attribution adjustment if applicable</li> </ul>                                                                                                                         |
|                                                   |                            | • plus program adjustment increase                                                                                                                                                                            |
|                                                   |                            | • minus program adjustment decrease                                                                                                                                                                           |
|                                                   |                            | • minus program factor reduction.                                                                                                                                                                             |
|                                                   | "Permitted<br>Reduction"   | *When applicable, will be displayed with the dollar*<br>amount of reduction to the program payment when permitted                                                                                             |
|                                                   |                            | entity rules apply.                                                                                                                                                                                           |
|                                                   | "AGI                       | Will be displayed with the dollar amount of reduction when                                                                                                                                                    |
|                                                   | Reduction"                 | the applicable AGI provisions are <b>not</b> met.                                                                                                                                                             |
|                                                   | "Foreign                   | Will be displayed with the dollar amount of reduction when                                                                                                                                                    |
|                                                   | Person"                    | Foreign Person provisions are <b>not</b> met.                                                                                                                                                                 |
|                                                   | "Member                    | Will be displayed with the dollar amount of reduction when                                                                                                                                                    |
|                                                   | Contribution               | the applicable member contribution provisions are <b>not</b> met.                                                                                                                                             |
|                                                   | Reduction"<br>"Substantive | Will be dignloved with the dellar ansaut of reduction to re-                                                                                                                                                  |
|                                                   | Change                     | Will be displayed with the dollar amount of reduction when<br>the applicable substantive change provisions are <b>not</b> met.                                                                                |
|                                                   | Reduction"                 | the applicable substantive change provisions are <b>not</b> met.                                                                                                                                              |

| Η | <b>Fields on Payment Limitations Screen PLM-002</b> | (Continued) |
|---|-----------------------------------------------------|-------------|
|   |                                                     | ()          |

| Section/    | Field/                      |                                                                                                                                                                                |  |  |  |
|-------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Options     | Options                     | Description                                                                                                                                                                    |  |  |  |
| "Payment    | "Member                     | Will be displayed with the dollar amount of reduction when                                                                                                                     |  |  |  |
| Limitation  | Level                       | payments are <b>not</b> issued because the producer is an embedded                                                                                                             |  |  |  |
| Details"    | Reduction"                  | member of an entity below the third level.                                                                                                                                     |  |  |  |
| (Continued) | "Cropland                   | Will be displayed with the dollar amount of reduction when                                                                                                                     |  |  |  |
|             | Factor"                     | payments were reduced due to cropland factor.                                                                                                                                  |  |  |  |
|             | "Inheritance<br>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<br>county; all other counties will have view-only access                                                           |  |  |  |
|             |                             | must only be updated according to:                                                                                                                                             |  |  |  |
|             |                             | <ul> <li>4-PL, paragraph 178 for 2009 through 2013</li> <li>*5-PL, paragraph 276 for 2014 through 2020</li> <li>6-PL, paragraph 114 for 2021 and subsequent years,*</li> </ul> |  |  |  |
|             |                             | • will allow entering numeric value in whole dollars, commas are <b>not</b> required                                                                                           |  |  |  |
|             |                             | • dollar amount entered will increase the selected producer's program payment limitation.                                                                                      |  |  |  |
|             |                             | <b>Important:</b> County Offices <b>must not</b> enter inheritance adjustments unless specifically authorized by program policy.                                               |  |  |  |
|             |                             | <b>Note:</b> If inheritance adjustment is <b>not</b> applicable to the selected program and year, the field will <b>not</b> be displayed.                                      |  |  |  |

| Section/    | Field/      |                                                                           |
|-------------|-------------|---------------------------------------------------------------------------|
| Options     | Options     | Description                                                               |
| "Payment    | "Effective  | Will be displayed with the dollar amount resulting from the               |
| Limitation  | Payment     | following calculation:                                                    |
| Details"    | Limitation" |                                                                           |
| (Continued) |             | • 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                                               |
|             |             | 1                                                                         |
|             |             | • plus inheritance adjustment.                                            |
|             | "Prior      | Will be displayed with the dollar amount of payments issued or            |
|             | Payments    | attributed to the selected producer.                                      |
|             | Issued/     | -                                                                         |
|             | Attributed" | The "Details" link will display the Payment Limitation Details            |
|             |             | Report according to paragraph 143.                                        |

| Η | <b>Fields on Payment</b> | <b>Limitations Scr</b> | reen PLM-002 | (Continued) |
|---|--------------------------|------------------------|--------------|-------------|
|---|--------------------------|------------------------|--------------|-------------|

| Section/    | Field/        |                                                                                                                                                                                                                                                                                                                                                    |
|-------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Options     | Options       | Description                                                                                                                                                                                                                                                                                                                                        |
| "Payment    | "Prior        | Will be displayed with the dollar amount of program payments                                                                                                                                                                                                                                                                                       |
| Limitation  | Payments      | issued or attributed to members of:                                                                                                                                                                                                                                                                                                                |
| Details"    | Issued/       |                                                                                                                                                                                                                                                                                                                                                    |
| (Continued) | Attributed to | <ul> <li>combinations for person rules found in 1-PL</li> </ul>                                                                                                                                                                                                                                                                                    |
|             | Combined      |                                                                                                                                                                                                                                                                                                                                                    |
|             | Producers"    | • common attribution for direct attribution rules found in:                                                                                                                                                                                                                                                                                        |
|             |               | • 4-PL for 2009 through 2013                                                                                                                                                                                                                                                                                                                       |
|             |               | •*5-PL for 2014 through 2020                                                                                                                                                                                                                                                                                                                       |
|             |               | <ul> <li>6-PL for 2021 and subsequent years*</li> </ul>                                                                                                                                                                                                                                                                                            |
|             |               |                                                                                                                                                                                                                                                                                                                                                    |
|             |               | The "Details" link will display the Payment Limitation Details                                                                                                                                                                                                                                                                                     |
|             |               | Report according to paragraph 143.                                                                                                                                                                                                                                                                                                                 |
|             | "Available    | Will be displayed with the result of Effective Payment                                                                                                                                                                                                                                                                                             |
|             | Balance"      | Limitation minus the sum of the following:                                                                                                                                                                                                                                                                                                         |
|             |               |                                                                                                                                                                                                                                                                                                                                                    |
|             |               | Prior Payments Issued/Attributed                                                                                                                                                                                                                                                                                                                   |
|             |               | • Prior Payment Issued/Attributed to Combined Producers.                                                                                                                                                                                                                                                                                           |
|             |               | <b>Note:</b> This may be a negative number when changes are made<br>to the record of the selected customer/member of the<br>selected customer that would result in the Effective<br>Payment Limitation being less than the Prior Payments<br>Issued/Attributed. Changes to the following may result<br>in changes to Effective Payment Limitation: |
|             |               | • AGI                                                                                                                                                                                                                                                                                                                                              |
|             |               | <ul> <li>common attribution adjustment</li> </ul>                                                                                                                                                                                                                                                                                                  |
|             |               | • cropland factor                                                                                                                                                                                                                                                                                                                                  |
|             |               | <ul> <li>foreign person</li> </ul>                                                                                                                                                                                                                                                                                                                 |
|             |               | <ul> <li>inheritance adjustment</li> </ul>                                                                                                                                                                                                                                                                                                         |
|             |               | member contribution                                                                                                                                                                                                                                                                                                                                |
|             |               | • permitted entity                                                                                                                                                                                                                                                                                                                                 |
|             |               | <ul> <li>program adjustment</li> </ul>                                                                                                                                                                                                                                                                                                             |
|             |               | • program factor                                                                                                                                                                                                                                                                                                                                   |
|             |               | • substantive change.                                                                                                                                                                                                                                                                                                                              |

| Section/<br>Options                  | Field/<br>Options | Description                                                                                                                                                |
|--------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Payment<br>Limitation<br>Details"   | "Remarks"         | Free form field that may be used to document details of adjustments.                                                                                       |
| (Continued)                          |                   | <b>Caution:</b> Core PII and/or identity verification PII shall <b>not</b> be entered in free form data fields, such as <b>no</b> producer names or TIN's. |
| "Submit"                             |                   | Updates producer's payment limitation record with the adjustments entered by the user.                                                                     |
| "Return to<br>Selection<br>Criteria" |                   | Payment Limitations Screen PLM-001 will be redisplayed.                                                                                                    |

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

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

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

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

#### 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.

| -           | artment of Agriculture                                          | Payment Limita                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | tions       |
|-------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 2 Charles   |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 7           |
|             |                                                                 | and the formation of the state |             |
|             | Subsidiary Home   About Subsidiary   H                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| Eligibility | Business File   Combined Producers   Payment Limitation         | ons   Recording County   Subsid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | diary Print |
|             | <b>r</b> Customer───                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| er Search   | Customer Name PRODUCER, ANY                                     | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
|             | Recording County Drew - Arkansas                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | IRS Response Code TIN and Name ma                               | tch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
|             |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Year and Program                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Year Selection 2016                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Program Area Income Support<br>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                                          | 15000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
|             | Effective Payment Limitation                                    | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
|             | Prior Payments Issued/Attributed                                | 0 Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |
|             | Prior Payments Issued/<br>Attributed to Combined Producers      | 0 <u>Detail</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Available Balance                                               | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
|             |                                                                 | itance from parent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
|             | Domarka                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Remarks                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Prior payments displayed are a summary                          | from live data last updated 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5/05/202    |
|             | 09:08:39 AM Central Time. Details of prior                      | payments will not display liv                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | e data.     |
|             |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Submit Return to Selection Criteria                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
|             | Screen Id:PLM-002                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |

#### 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.

| United States Department            |                                                                                         | Payment Limitations                                                                            |          |
|-------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------|
|                                     | igonoy                                                                                  |                                                                                                | -        |
|                                     | Subsidiary Home   About Sub                                                             | ubsidiary   Help   Contact Us   Exit Subsidiary   Logout o                                     | of eAuth |
| Eligibility   Busine                |                                                                                         | ment Limitations   Recording County   Subsidiary Print                                         |          |
| Links<br>Customer Search<br>Reports | Customer                                                                                |                                                                                                |          |
|                                     | Program Selection MG/LDP//                                                              | ARC/PLC                                                                                        |          |
|                                     | Program Limitation 125,0<br>Common Attribution<br>Adjustment<br>Gross Payment 125,0     | 0                                                                                              |          |
|                                     | Limitation 125,0<br>AGI Reduction 125,0<br>Foreign Person                               |                                                                                                |          |
|                                     | Reduction<br>Member Contribution<br>Reduction<br>Substantive Change                     | 0                                                                                              |          |
|                                     | Reduction<br>Member Level<br>Reduction                                                  | 0                                                                                              |          |
|                                     | Cropland Factor<br>Reduction<br>Inheritance Adjustment 15,0<br>Effective Payment 15.0   | 0<br>000<br>000                                                                                |          |
|                                     | Prior Payments<br>Issued/Attributed                                                     | 0 <u>Detail</u>                                                                                |          |
|                                     | Prior Payments Issued/<br>Attributed to Combined<br>Producers<br>Available Balance 15.0 | 0 <u>Detail</u><br>000                                                                         |          |
|                                     | Prior payments displayed are a su                                                       | ummary from live data last updated 04/28/2022 04:14:11<br>payments will not display live data. |          |
|                                     | Return to Selection Criteria Ret<br>Screen Id:PLM-003                                   | eturn to PL Details                                                                            |          |

#### K Fields on Payment Limitations Screen PLM-003

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

| Section/Option         | <b>Fields/Options</b> | Description                                                                                                                                                                                           |
|------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Info"                 |                       | Provides informational messages. After payment<br>limitation adjustments are successfully submitted on<br>Payment Limitations Screen PLM-002, the following<br>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             |                       | Payment Limitations Screen PLM-001 will be                                                                                                                                                            |
| Selection<br>Criteria" |                       | redisplayed.                                                                                                                                                                                          |
| "Return to PL          |                       | Payment Limitations Screen PLM-002 will be                                                                                                                                                            |
| Details"               |                       | redisplayed.                                                                                                                                                                                          |
| "Customer              |                       | Payment Limitations Screen PLM-001 will be                                                                                                                                                            |
| Search"                |                       | 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.

#### **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 area--\*
- from the drop-down list, select the applicable program
- for Type of Action, CLICK "Print Report" radio button
- CLICK "Submit".

\*\_\_

United States Department of Agriculture USDA Payment Limitations Farm Service Agency 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 Info-Customer Search Please Select Program, Program Area and Year. Reports Customer: Customer Name PRODUCER, ANY1 Recording County Drew - Arkansas IRS Response Code TIN and Name match Selection Criteria= Year Selection 2016 ¥ Program Area Income Support ¥ Program Selection MG/LDP/ARC/PLC × Type of Action Print Report Display Information Submit Screen Id:PLM-001

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

--\*

#### **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**".

| USDA                                | epartment of Agriculture<br>Vice Agency                                                                 | Payment Limitations                                |
|-------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                                     |                                                                                                         |                                                    |
|                                     |                                                                                                         | p   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility                         | Business File   Combined Producers   Payment Limitation                                                 | is   Recording County   Subsidiary Print   Reports |
| Links<br>Customer Search<br>Reports | Info<br>Please Select Program, Program Area an                                                          | d Year.                                            |
|                                     | Customer Name PRODUCER, ANY1<br>Recording County Drew - Arkansas<br>IRS Response Code TIN and Name mate |                                                    |
|                                     | Program SelectionSELEC                                                                                  | ▼<br>T▼<br>T▼<br>formation ○ Print Report          |
|                                     | Submit<br>Screen Id:PLM-001                                                                             |                                                    |

#### **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.

| USDA                        | United States Department of A | griculture                                        |                        | Payment Li                     | mitations         |          |
|-----------------------------|-------------------------------|---------------------------------------------------|------------------------|--------------------------------|-------------------|----------|
|                             | Farm Service Age              | ency                                              |                        | r ayment Li                    | intutions         |          |
|                             |                               | -                                                 |                        | Rearing of Station and Station | m Kh              | FILL     |
|                             |                               | Subsidiary Home   At                              | oout Subsidiary   Help | Contact Us   Exit Su           | ıbsidiary  Logout | of eAuth |
|                             | Eligibility   Business F      | ile   Combined Producers                          | Payment Limitations    | Recording County               | Subsidiary Print  | Reports  |
| Links<br>Custome<br>Reports | er Search                     | ayment Limitation Detai<br>etailed Prior Payments |                        |                                |                   |          |
|                             | So                            | creen Id:PLM-005                                  |                        |                                |                   |          |

### **C Printing From "Reports" Link (Continued)**

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

| USDA                                | epartment of Agriculture        |                                                           | Paymen                                | t Limitations      | •        |
|-------------------------------------|---------------------------------|-----------------------------------------------------------|---------------------------------------|--------------------|----------|
|                                     | rvice Agency                    | About Subsidiary   Help                                   | Contact Us   Exit S                   | ubsidiary   Logout | of eAuth |
| Eligibility                         | Business File   Combined Produc |                                                           | · · · · · · · · · · · · · · · · · · · |                    |          |
| Links<br>Customer Search<br>Reports | Program Area                    | TIN and Name match<br>tails Report Selection Cr<br>SELECT | iteria                                |                    | *        |

# C Printing From "Reports" Link (Continued)

143

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

| Section/                          |                         |                                                                                                                 |
|-----------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| Option                            | Field                   | Description                                                                                                     |
| "Info"                            |                         | Provides information and error messages about Payment<br>Limitations Screen PLM-004.                            |
| "Customer"                        | "Customer Name"         | Identifies selected customer.                                                                                   |
|                                   | "Recording<br>County"   | Identifies county assigned as the selected customer's eligibility recording county.                             |
|                                   | *"IRS Response<br>Code" | Identifies if IRS has verified the customer's TIN and name.                                                     |
| "Payment<br>Limitation<br>Details | "Program Area"          | Allows users to filter the program results by narrowing the programs to the following 4 categories:             |
| Report                            |                         | Conservation                                                                                                    |
| Selection                         |                         | • Disaster                                                                                                      |
| Criteria"                         |                         | Income Support                                                                                                  |
|                                   |                         | • Price Support.                                                                                                |
|                                   |                         | The user must select a Program Area before the "Program Selection" list will populate*                          |
|                                   | "Program                | Allows users to select a program to view/print the                                                              |
|                                   | Selection"              | Payment Limitation Details Report. A drop-down list will<br>be displayed with the available programs. Click the |
|                                   |                         | applicable program to select.                                                                                   |
|                                   | "Available Years        | Allows the users to select from 1 to 3 years to view/print                                                      |
|                                   | for Program             | the Payment Limitation Details Report. A drop-down list                                                         |
|                                   | Selected"               | will be displayed with the available years for the selected program. Click the applicable years to select.      |
| "Submit"                          |                         | CLICK " <b>Submit</b> ", a pop-up window will be displayed to view/print the Payment Limitation Details Report. |

### **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 Area                    | Selected program category*                            |
| "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 |
| "Program Adjustment - Increase"   | paragraph 142.                                        |
| "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"                          |                                                       |

#### **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<br>Farm Service Agency<br>Payment Limitation Details Report | Date: 04/27/2022<br>Time: 12:24:22 PM CDT |  |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------|--|
| Producer Name: ANY1 PRODUCER                                                                        |                                           |  |
| Recording County: Drew, Arkansas                                                                    |                                           |  |
| Program Area                                                                                        | Income Support                            |  |
| Program Name                                                                                        | MG/LDP/ARC/PLC                            |  |
| Year                                                                                                | 2016                                      |  |
| Program Limitation                                                                                  | 125,000                                   |  |
| Common Attribution Adjustment                                                                       | (                                         |  |
| Program Adjustment - Increase                                                                       |                                           |  |
| Program Adjustment - Decrease                                                                       |                                           |  |
| Adjusted Payment Limitation                                                                         | 125,000                                   |  |
| Program Factor Reduction                                                                            |                                           |  |
| Gross Payment Limitation                                                                            | 125,000                                   |  |
| Permitted Share Reduction                                                                           | (                                         |  |
| AGI Share Reduction                                                                                 | 125,000                                   |  |
| Foreign Person Reduction                                                                            |                                           |  |
| Member Contribution Reduction                                                                       |                                           |  |
| Substantive Change Reduction                                                                        |                                           |  |
| Member Level Share Reduction                                                                        |                                           |  |
| Cropland Factor Reduction                                                                           | (                                         |  |
| Inheritance Adjustment                                                                              | 15,000                                    |  |
| Effective Payment Limitation                                                                        | 15,000                                    |  |
| Prior Payments Issued/Attributed to Producer                                                        | (                                         |  |
| Prior Payments Issued/Attributed to Combined/Common Attribution                                     |                                           |  |
| Available Payment Limitation Balance                                                                | 15,00                                     |  |

Prior payments displayed are a summary from live data last updated on 04/27/2022 12:24:22 PM 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".

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

This is an example of Payment Limitations Screen PLM-002.

| Farm Servic       | e Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pag                       | ment Lim      | itations      |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|---------------|
| 2                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           | - Contraction | 72            |
|                   | A REAL PROPERTY AND A REAL PROPERTY A REAL PROPERTY AND A REAL PROPERTY AND A REAL PRO | CAR IS CARDING STATISTICS | an sea        | - MAR         |
|                   | Subsidiary Home   About Subsidiary   He                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |               |               |
| Eligibility   Bus | iness File   Combined Producers   Payment Limitatio                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ons   Recording Cou       | unty   Sub    | sidiary Print |
| s                 | # Customer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |               |               |
| mer Search        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |               |               |
| s                 | Recording County Drew - Arkansas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |               |               |
|                   | IRS Response Code TIN and Name mat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ch                        |               |               |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |               |               |
|                   | Year and Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |               |               |
|                   | Year Selection 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |               |               |
|                   | Program Area Income Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |               |               |
|                   | Program Selection MG/LDP/ARC/PLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |               |               |
|                   | Payment Limitation Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |               |               |
|                   | Program Limitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 125,000                   |               |               |
|                   | Common Attribution Adjustment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 120,000                   |               |               |
|                   | Gross Payment Limitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 125,000                   |               |               |
|                   | AGI Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 120,000                   |               |               |
|                   | Foreign Person Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0                         |               |               |
|                   | Member Contribution Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0                         |               |               |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0                         |               |               |
|                   | Substantive Change Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0                         |               |               |
|                   | Member Level Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                         |               |               |
|                   | Cropland Factor Reduction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0                         |               |               |
|                   | Inheritance Adjustment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 105.000                   |               |               |
|                   | Effective Payment Limitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 125,000                   |               | 4             |
|                   | Prior Payments Issued/Attributed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 42,364                    | Detail        | -             |
|                   | Prior Payments Issued/<br>Attributed to Combined Producers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0                         | Detail        |               |
|                   | Available Balance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 82,636                    |               |               |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |               |               |
|                   | Demotio                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |               |               |
|                   | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |               |               |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |               | 1             |
|                   | Prior payments displayed are a summary f                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | from live data last       | updated       | 05/05/202     |
|                   | 09:20:29 AM Central Time. Details of prior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |               |               |
|                   | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |               |               |
|                   | Submit Return to Selection Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |               |               |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |               |               |

•

#### **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**".

| USDA                                | partment of Agriculture<br>vice Agency                                                      |                                                         | Payment Limitations                                                                               |
|-------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|                                     |                                                                                             |                                                         |                                                                                                   |
| Eligibility                         |                                                                                             |                                                         | Contact Us   Exit Subsidiary   Logout of eAuth<br>  Recording County   Subsidiary Print   Reports |
| Links<br>Customer Search<br>Reports | Please Select Progra                                                                        | m, Program Area and                                     | Year.                                                                                             |
|                                     | Customer<br>Customer Name<br>Recording County<br>IRS Response Code                          | PRODUCER, ANY1<br>Drew - Arkansas<br>TIN and Name match |                                                                                                   |
|                                     | Selection Criteria<br>Year Selection<br>Program Area<br>Program Selection<br>Type of Action | 2016<br>SELECT-<br>SELECT-<br>Display Infor             | V                                                                                                 |
|                                     | Submit<br>Screen Id:PLM-001                                                                 |                                                         | *                                                                                                 |

## 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.

| USDA                       |                  | Department of Agricu<br>rvice Agenc |                                                |                        | Payment Lim           | itations         |          |
|----------------------------|------------------|-------------------------------------|------------------------------------------------|------------------------|-----------------------|------------------|----------|
|                            |                  |                                     |                                                |                        | Status (Status Hill)  | n <u>Rh</u>      |          |
|                            |                  |                                     | Subsidiary Home   Ab                           | oout Subsidiary   Help | Contact Us   Exit Sub | sidiary   Logout | of eAuth |
|                            | Eligibility      | Business File                       | Combined Producers                             | Payment Limitations    | Recording County   S  | ubsidiary Print  | Reports  |
| Links<br>Custom<br>Reports | <u>er Search</u> |                                     | ent Limitation Details<br>led Prior Payments I |                        |                       |                  |          |
| L                          |                  | Screen                              | ld:PLM-005                                     |                        |                       |                  |          |

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

| USDA "                      | Inited States D | epartment of Agriculture                                           |                              |                                                      | _                   |                  |             |
|-----------------------------|-----------------|--------------------------------------------------------------------|------------------------------|------------------------------------------------------|---------------------|------------------|-------------|
| CODA                        | Farm Se         | rvice Agency                                                       |                              |                                                      | Pay                 | ment Limitations |             |
|                             |                 |                                                                    |                              |                                                      | III II BARANGES     |                  |             |
|                             |                 | Subsi                                                              | diary Home   A               | bout Subsidiary                                      | lp   Contact Us   E | xit Subsidiary   | ut of eAuth |
|                             | Eligibility     | Business File   Comb                                               | oined Producers              | Payment Limitation                                   | ns   Recording Cou  | nty              | Reports     |
| Links<br>Custome<br>Reports | r Search        |                                                                    | County E<br>onse Code 1      | PRODUCER, ANY<br>Drew - Arkansas<br>FIN and Name mat | ch                  |                  |             |
|                             |                 | Year Select<br>Program A<br>Program S<br>Submit<br>Screen Id:PLM-0 | ction 20<br>rea<br>Selection | SELECT                                               | ×<br>×              |                  |             |

# C Printing From "Reports" Link (Continued)

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

| Section/<br>Option                                                 | Field                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Info"                                                             | Tielu                                  | Provides information and error messages about Payment<br>Limitations Screen PLM-004.                                                                                                                                                                                                                                                                                                                                                                      |
| "Customer"                                                         | "Customer Name"                        | Identifies selected customer.                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                    | "Recording<br>County"                  | Identifies county assigned as the selected customer's eligibility recording county.                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                    | *"IRS Response<br>Code"                | Identifies if IRS has verified the customer's TIN and name*                                                                                                                                                                                                                                                                                                                                                                                               |
| "Detailed<br>Prior<br>Payments<br>Report<br>Selection<br>Criteria" | "Year Selection"<br>*"Program<br>Area" | <ul> <li>Allows users to select the year to view/print the Detailed<br/>Prior Payments Report. A drop-down list will be<br/>displayed with the available years. Click the applicable<br/>years to select.</li> <li>Note: System defaults to the current year.</li> <li>Allows users to filter the program results by narrowing the<br/>programs to the following 4 categories:</li> <li>Conservation</li> <li>Disaster</li> <li>Income Support</li> </ul> |
|                                                                    | "Program                               | <ul> <li>Income Support</li> <li>Price Support.</li> <li>The user must select a Program Area before the "Program Selection" list will populate*</li> <li>Allows users to select a program to view/print the</li> </ul>                                                                                                                                                                                                                                    |
|                                                                    | Selection"                             | Detailed Prior Payments Report. A drop-down list will be<br>displayed with the effective programs for the selected<br>year. Click the applicable program to select.                                                                                                                                                                                                                                                                                       |
| "Submit"                                                           |                                        | CLICK " <b>Submit</b> ", a pop-up window will be displayed to view/print the Detailed Prior Payments Report.                                                                                                                                                                                                                                                                                                                                              |

Par. 144

## 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" | ligibility recording county and State.                                                                                  |  |  |  |
| "Program Name"     | Selected payment limitation program name.                                                                               |  |  |  |
| "Program Area      | Selected program category.                                                                                              |  |  |  |
| "Subsidiary Year"  | Selected year.                                                                                                          |  |  |  |
| "Date"             | Date the payment was processed.                                                                                         |  |  |  |
|                    | <b>Note:</b> This may <b>not</b> 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/         | When the program payments are issued by:                                                                                |  |  |  |
| Application/Farm"  | • 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: PLC payments*                                                                                                 |  |  |  |
|                    | <b>Note:</b> If payments are <b>not</b> issued by contract, application, or farm number this column will be left blank. |  |  |  |

| Field                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| "Program<br>Code"                 | <ul> <li>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.</li> <li>*Example: If the selected payment limitation program name is ARC/PLC and the payment issued is for :</li> <li>ARC County, the program code will be "ARCPCO"</li> <li>PLC, the program code will be "PLCP"*</li> </ul> |  |  |  |  |  |
|                                   | * * *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |
| "Amount<br>Issued/<br>Attributed" | <ul> <li>Field will display the sum of:</li> <li>payments issued and/or attributed to the selected producer using the following sort criteria</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |
|                                   | • 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |
|                                   | <ul> <li>business attributed from, if applicable</li> <li>common attribution or combination member attributed from if applicable</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
|                                   | • common attribution or combination member attributed from, if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |

# **D** Fields on Detailed Prior Payment Report (Continued)

#### Par. 144

#### 144 Detailed Prior Payment Report (Continued)

| Field                | Description                                                                                                                                                                    |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Business Attributed | If payments were:                                                                                                                                                              |
| From"                |                                                                                                                                                                                |
|                      | • <b>not</b> 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  | When the selected producer is a direct or indirect member of                                                                                                                   |
| Member/Combination   | common attribution/combination and payments are                                                                                                                                |
| Member Attributed    | issued/attributed to a member of the combination that is <b>not</b> the                                                                                                        |
| From"                | selected producer, the other member's name will be displayed.                                                                                                                  |

## **D** Fields on Detailed Prior Payment Report (Continued)

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."

## **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.

\*\_\_

|            |                                |                  | Farm Ser                  | artment of Agriculture<br>vice Agency |                   |                          | Date: 05/05/2022                         |
|------------|--------------------------------|------------------|---------------------------|---------------------------------------|-------------------|--------------------------|------------------------------------------|
|            | Detailed Prior Payments Report |                  |                           |                                       |                   |                          |                                          |
| Producer I | Name:                          | Any1 Producer    |                           |                                       |                   |                          |                                          |
| Recording  | County                         | : Drew, Arkansas |                           |                                       |                   |                          |                                          |
| Program N  | ame: M                         | G/LDP/ARC/PLC    |                           |                                       | Program Ar        | rea: Income Support      | Subsidiary Year: 2015                    |
|            |                                |                  |                           |                                       |                   |                          |                                          |
| Date       |                                | Issuing          | Contract/Application/Farm | Program Code                          | Amount<br>Issued/ | Business Attributed From | Common Attribution<br>Member/Combination |
|            | State                          | County           |                           |                                       | Attributed        |                          | Member Attributed                        |
| 10/04/2016 | AR                             | Drew             | 0000367                   | PLCP                                  | 1,177             |                          |                                          |
|            | AR                             | Drew             | 0002220                   | ARCPCO                                | 91                |                          |                                          |

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:

- 0000367 for an PLCP payment in the amount of \$1,177
- 00002220 for a ARCPCO payment in the amount of \$91.--\*

145-190 (Reserved)

Part 6 (Reserved)

**191-240** (Reserved)

Part 7 (Reserved)

241-301 (Reserved)

.

## **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.

| United States Department of Agriculture<br>Farm Service Agency | Subsidiary                                                                         |
|----------------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                |                                                                                    |
| Subsidia                                                       | ry Home   About Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business File   Combined                         | Producers   Payment Limitations   Recording County   Subsidiary Print   Reports    |
| Links<br>Get Change Alerts<br>Customer Search<br>Screen ID: 5  | SUBWEB001                                                                          |

#### **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.

| USDA United States Departmen | -                                                                   |                                                       | Sub                 | sidiary Print      |               |
|------------------------------|---------------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------|---------------|
| Farm Service A               | gency                                                               |                                                       |                     | -                  |               |
|                              |                                                                     | the summaries                                         | a finance of a line |                    |               |
|                              | Subsidiary Home                                                     | About Subsidiary   Help                               |                     |                    |               |
| Eligibility   Busines        | s File Combined Produce                                             | rs Payment Limitations                                | Recording C         | ounty   Subsidiary | Print Reports |
|                              |                                                                     |                                                       |                     |                    |               |
| Links<br>Customer Search     | Customer<br>Name:<br>Recording County:<br>IRS Response Code:        | FARMER, JOHN<br>Lincoln - Arkansas<br>TIN and Name ma |                     |                    |               |
|                              | - Number of users to                                                |                                                       |                     |                    |               |
|                              | Umber of years to                                                   | print, maximum 3 yea<br>2000                          |                     | 2001               |               |
|                              | □ 2002                                                              | 2003                                                  |                     | 2004               |               |
|                              |                                                                     |                                                       |                     | 2007               |               |
|                              | □ 2008<br>□ 2011                                                    | □ 2009<br>□ 2012                                      |                     | ] 2010<br>] 2013   |               |
|                              | □ 2014                                                              | □ 2012                                                |                     | 2016               |               |
|                              | □ 2017<br>□ 2020                                                    | □ 2018<br>□ 2021                                      |                     | 2019               |               |
|                              |                                                                     |                                                       |                     |                    |               |
|                              | Fields to print<br>♥SCMS<br>♥Eligibility<br>♥Business I<br>Combined |                                                       |                     |                    |               |
|                              | ⊚all                                                                | ○ Attribution Rules                                   | ⊖Person             | Rules              |               |
|                              | □Farm/Trac<br>⊖all                                                  | t<br>●bad tracts                                      | ⊖tracts w           | ith exceptions     |               |
|                              |                                                                     | Subr                                                  | nit                 |                    |               |

## **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"
- •\*--"Business File"--\*
- "Combined"
- "Farm/Tract".

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

•

## **E** Fields to Print Option (Continued)

#### \*\_\_\_

| Type of       |                                                     | Default     |
|---------------|-----------------------------------------------------|-------------|
| Information   | What Will Be Displayed/Printed                      | Information |
| Business File | • Farm Operating Plan information for the           |             |
|               | customer and its members including:                 |             |
|               | • Farm Operating plan status                        |             |
|               | • Filed and COC Determination dates                 |             |
|               | <ul> <li>Members including their:</li> </ul>        |             |
|               | Member share percentage                             |             |
|               | Member Contribution                                 |             |
|               | Substantive Change                                  |             |
|               | Permitted Designation                               |             |
|               | Signature Authority                                 |             |
|               | <ul> <li>AD-1026</li> </ul>                         |             |
|               | • AGI 2014/2018.                                    |             |
|               |                                                     |             |
|               | • Other Farming Interests the customer has in other |             |
|               | businesses including their:                         |             |
|               | Member share percentage                             |             |
|               | Member Contribution                                 |             |
|               | Substantive Change                                  |             |
|               | <ul> <li>Permitted Designation</li> </ul>           |             |
|               | <ul> <li>Signature Authority</li> </ul>             |             |
|               | • Farm Operating plan status of the business.       |             |

# **E** Fields to Print Option (Continued)

| Type of     |                                                                                                                                                                                               | Default                    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Information | What Will Be Displayed/Printed                                                                                                                                                                | Information                |
| Combined    | • Combined recording county name, address, and                                                                                                                                                | "Combined" is              |
|             | telephone number.                                                                                                                                                                             | not a default              |
|             |                                                                                                                                                                                               | selection.                 |
|             | • All direct combinations associated with the selected                                                                                                                                        | Users <b>must</b><br>click |
|             | producer. If there are no direct combinations, then                                                                                                                                           | "Combined"                 |
|             | "None" will be displayed. Direct combination information displayed includes:                                                                                                                  | radio button to            |
|             | information displayed metudes.                                                                                                                                                                | have the                   |
|             | • producer                                                                                                                                                                                    | combined                   |
|             | Pro ancer                                                                                                                                                                                     | information                |
|             | * * *                                                                                                                                                                                         | displayed.                 |
|             |                                                                                                                                                                                               |                            |
|             | 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).                                                                                       |                            |

| Type of     |              |                                              |         | efault     |
|-------------|--------------|----------------------------------------------|---------|------------|
| Information |              | What Will Be Displayed/Printed               | Info    | ormation   |
| Farm/Tract  | IF           | THEN                                         | "Bad t  | racts" is  |
|             | "all" is     | all nationwide farm and tract information    | the def | fault.     |
|             | selected     | applicable to the selected producer for each |         |            |
|             |              | year selected under "Number of years to      | Note:   | То         |
|             |              | print" option will be displayed and/or       |         | change     |
|             |              | printed.                                     |         | the        |
|             | "bad tracts" | only farm and tract information for farms    |         | selection, |
|             | is selected  | and/or tracts with a producer exception of   |         | the user   |
|             |              | "appeal rights' or "appeal rights exhausted" |         | must       |
|             |              | in FRS for each year selected under "Number  |         | click      |
|             |              | of years to print" option will be displayed  |         | "all"      |
|             |              | and/or printed.                              |         | radio      |
|             | "tracts with | only farm and tract information for farms    |         | button.    |
|             | exceptions"  | and/or tracts with any producer exception in |         |            |
|             | is selected  | FRS for each year selected under "Number     |         |            |
|             |              | of years to print" option will be displayed  |         |            |
|             |              | and/or printed.                              |         |            |

## **E** Fields to Print Option (Continued)

**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".

## 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.

\*--Summarized Business File data is also an available option in Subsidiary Print. See subparagraph E for the fields available in Subsidiary Print.--\*

# H Example

Following is an example of the Producer Subsidiary Print Report.

|                                                                                                        | tates Department Of Agriculture<br>Farm Service Agency<br>roducer Subsidiary Print | Date: 06-25-20                          |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------|
| Farmer, John                                                                                           |                                                                                    |                                         |
| PO Box 1<br>Monticello, AR 11111                                                                       |                                                                                    | Phone Number: no                        |
| CIMS Information                                                                                       |                                                                                    |                                         |
| Business Type Information                                                                              |                                                                                    |                                         |
| 2019 Individual<br>2018 Individual                                                                     | Citizenship Country -<br>Resident Alien Flag -                                     |                                         |
| SCIMS Links<br>Drew - Arkansas                                                                         |                                                                                    |                                         |
| Summary Eligibility Information<br>Recording County: Drew - Arkansas<br>Office Phone: (870)367-8400 x2 |                                                                                    | 419 W GAINES<br>MONTICELLO, AR 71655-47 |
| 0111001110112. (070)307-0400 12                                                                        | 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<br>Converted Wetland                                                         | Compliant                                                                          | Compliant                               |
| Controlled Substance                                                                                   | Compliant                                                                          | Compliant                               |
| Controlled Substance<br>Delinquent Debt                                                                | No Violation<br>No                                                                 | No Violation<br>No                      |
| Federal Crop Insurance                                                                                 | No<br>Requirements Not Met                                                         | Requirements Not Met                    |
| Foreign Person                                                                                         | -                                                                                  | Not Applicable                          |
| Fraud - including FCIC Fraud                                                                           | Not Applicable                                                                     | INOU Applicable                         |
| Gross Revenue for Disaster                                                                             |                                                                                    |                                         |
| Gross Revenue for NAP                                                                                  |                                                                                    |                                         |
| Limited Resource Farmer or Rancher                                                                     | Ne                                                                                 | No                                      |
| NAP Non-Compliance                                                                                     | Compliant                                                                          | Compliant                               |
| Permitted Entity - 2002 Farm Bill                                                                      | Yes                                                                                | Yes                                     |
| Person Eligibility - 2002 Farm Bill                                                                    | Not Filed                                                                          | Not Filed                               |
|                                                                                                        | No                                                                                 | No                                      |
| SDA - Racial, Ethnic or Gender                                                                         |                                                                                    |                                         |

| Unite                                                                                                  | d States Department Of Agriculture<br>Farm Service Agency<br>Producer Subsidiary Print | Date: 06-25-2015                             |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------|
| Farmer, John                                                                                           |                                                                                        |                                              |
| PO Box 1                                                                                               |                                                                                        |                                              |
| Monticello, AR 11111                                                                                   |                                                                                        | Phone Number: non                            |
| Summary Eligibility Information                                                                        |                                                                                        |                                              |
| Summary Eligibility Information<br>Recording County: Drew - Arkansas<br>Office Phone: (870)367-8400 x2 |                                                                                        | 419 W GAINES ST<br>MONTICELLO, AR 71655-4723 |
| Recording County: Drew - Arkansas                                                                      | 2019                                                                                   |                                              |
| Recording County: Drew - Arkansas                                                                      | 2019<br>No                                                                             | MONTICELLO, AR 71655-4723                    |
| Recording County: Drew - Arkansas<br>Office Phone: (870)367-8400 x2                                    |                                                                                        | MONTICELLO, AR 71655-4723                    |

--\*

## Par. 303

# H Example (Continued)

\*\_\_

| 1                                                                                                                                                                                                       | States Department Of Agriculture<br>Farm Service Agency<br>Producer Subsidiary Print                                                 | Date: 10-18-20                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| NY1 PRODUCER                                                                                                                                                                                            |                                                                                                                                      |                                                                         |
| O BOX 1<br>AN DIEGO, CA 92117                                                                                                                                                                           | P                                                                                                                                    | hone Number: no:                                                        |
| Combined Producer Information                                                                                                                                                                           | 2018                                                                                                                                 |                                                                         |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2                                                                                                                               | kansas 4                                                                                                                             | 19 W GAINES S<br>O, AR 71655-472                                        |
| Common Attribution - Direct Combinatio                                                                                                                                                                  | ns                                                                                                                                   |                                                                         |
| Producer                                                                                                                                                                                                | Combination Reason                                                                                                                   | Determination<br>Date                                                   |
| PRODUCER, ANY2                                                                                                                                                                                          | Minor child with Parent or Guardian according to Direct<br>Attribution Rules                                                         | 01/01/2017                                                              |
|                                                                                                                                                                                                         |                                                                                                                                      |                                                                         |
| Common Attribution - Indirect Combinat                                                                                                                                                                  |                                                                                                                                      | Defen 1 cf                                                              |
| Producer                                                                                                                                                                                                | Combination Reason                                                                                                                   | Determination<br>Date                                                   |
| None                                                                                                                                                                                                    |                                                                                                                                      |                                                                         |
| Person - Direct Combinations                                                                                                                                                                            |                                                                                                                                      |                                                                         |
| Producer                                                                                                                                                                                                | Combination Reason                                                                                                                   | Determination<br>Date                                                   |
| ANY3 CORPORATION                                                                                                                                                                                        | Member's share is greater than 50% in a corporation,limited<br>liability company, limited partnership or irrevocable trust           | 01/01/2017                                                              |
| Person - Indirect Combinations                                                                                                                                                                          |                                                                                                                                      |                                                                         |
| Producer                                                                                                                                                                                                | Combination Reason                                                                                                                   | Determination<br>Date                                                   |
|                                                                                                                                                                                                         |                                                                                                                                      |                                                                         |
| None                                                                                                                                                                                                    |                                                                                                                                      |                                                                         |
| None                                                                                                                                                                                                    | 2017                                                                                                                                 |                                                                         |
| None<br>Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2                                                                                                                       | kansas 4                                                                                                                             |                                                                         |
| Combined Recording County: Bradley - Ar                                                                                                                                                                 | ikansas 4<br>MONTICELL                                                                                                               |                                                                         |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2                                                                                                                               | ikansas 4<br>MONTICELL                                                                                                               | O, AR 71655-472                                                         |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2<br>Common Attribution - Direct Combinatio                                                                                     | ikansas 4<br>MONTICELL                                                                                                               | O, AR 71655-472<br>Determinatio                                         |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2<br>Common Attribution - Direct Combinatio<br>Producer<br>PRODUCER, ANY2                                                       | Akansas 4<br>MONTICELL<br>ons<br>Combination Reason<br>Minor child with Parent or Guardian according to Direct<br>Attribution Rules  | O, AR 71655-472<br>Determination<br>Date                                |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2<br>Common Attribution - Direct Combinatio<br>Producer                                                                         | Akansas 4<br>MONTICELL<br>ons<br>Combination Reason<br>Minor child with Parent or Guardian according to Direct<br>Attribution Rules  | O, AR 71655-472<br>Determination<br>Date<br>01/01/2017                  |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2<br>Common Attribution - Direct Combinatio<br>Producer<br>PRODUCER, ANY2<br>Common Attribution - Indirect Combinat             | Akansas 4<br>MONTICELL<br>Inns<br>Combination Reason<br>Minor child with Parent or Guardian according to Direct<br>Attribution Rules | O, AR 71655-472<br>Determination<br>Date<br>01/01/2017<br>Determination |
| Combined Recording County: Bradley - Ar<br>Office Phone: (870)367-8400 x2<br>Common Attribution - Direct Combinatio<br>Producer<br>PRODUCER, ANY2<br>Common Attribution - Indirect Combinat<br>Producer | Akansas 4<br>MONTICELL<br>Inns<br>Combination Reason<br>Minor child with Parent or Guardian according to Direct<br>Attribution Rules | 01/01/2017<br>Determination                                             |

# H Example (Continued)

\*\_\_

|                     |             | U                                | nited States De<br>Farm S<br>Producer | epartment Of<br>Service Agence<br>Subsidiary F | v                                        |                       |                      | Dat     | e: 10-18-20           |
|---------------------|-------------|----------------------------------|---------------------------------------|------------------------------------------------|------------------------------------------|-----------------------|----------------------|---------|-----------------------|
| NY1 PRO             | DUCER       |                                  |                                       |                                                |                                          |                       |                      |         |                       |
| O BOX 1<br>AN DIEGO | D, CA 92117 | 7                                |                                       |                                                |                                          |                       | P                    | 'hone N | umber: nor            |
| Combined            | Producer    | Information                      |                                       |                                                |                                          |                       |                      |         |                       |
|                     |             |                                  |                                       | 2017                                           |                                          |                       |                      |         |                       |
|                     |             | g County: Bradl<br>867-8400 x2   | ey - Arkansas                         |                                                |                                          | MC                    | 4<br>NTICELL         |         | GAINES S<br>71655-472 |
|                     | Direct Com  | nbinations                       |                                       |                                                |                                          |                       |                      |         |                       |
| Producer            | •           |                                  |                                       |                                                | Combination R                            | eason                 |                      | Det     | erminatio<br>Date     |
| ANY3 CO             | RPORATIO    | N                                |                                       |                                                | greater than 50% :<br>limited partnershi |                       |                      | 0       | 1/01/2017             |
| Person - I          | ndirect Co  | mbinations                       |                                       |                                                |                                          |                       |                      |         |                       |
| Producer            |             |                                  |                                       | Combination Reason                             |                                          |                       | Determinatio<br>Date |         |                       |
| None                |             |                                  |                                       |                                                |                                          |                       |                      |         |                       |
| )rew - Ar           | kansas      | <b>-</b>                         | Highly Erod                           | 2018                                           | Converted                                | Wetland               | Planted C            | onvert  | ed Wetlar             |
| Farm                | Tract       | Relationship<br>to Farm<br>Tract | Determination                         | Producer                                       | Violation                                | Producer<br>Exception | Violati              |         | Produce<br>Exceptio   |
| 2200                |             | Operator                         |                                       | None                                           |                                          | None                  |                      |         | None                  |
| 2200                | 4588        | Owner                            | HEL: Determinations r<br>complete     | not None                                       | None                                     | None                  | None                 | •       | None                  |
|                     |             |                                  |                                       | 2017                                           |                                          |                       |                      |         |                       |
| rew - Ar            | kansas      |                                  | Highly Ered                           | lible Land                                     | Converted                                | Watland               | Planted C            |         | od Motio              |
| Farm                | Tract       | Relationship<br>to Farm<br>Tract | Highly Erod                           | Producer                                       | Violation                                | Producer<br>Exception | Violati              |         | Produce<br>Exceptio   |
| 1509                |             | Operator                         |                                       | None                                           |                                          | None                  |                      |         | None                  |
| 1509                | 1391        | Owner                            | Classified as not HEI                 | L None                                         | None                                     | None                  | None                 | •       | None                  |
| 1511                |             | Operator                         |                                       | None                                           |                                          | None                  |                      |         | None                  |
| 1511                | 3991        | Operator                         | HEL: Determinations r<br>complete     | not None                                       | None                                     | None                  | None                 | •       | None                  |
|                     |             |                                  |                                       |                                                |                                          |                       |                      |         |                       |

# H Example (Continued)

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|                     |             | U                | nited States Depa<br>Farm Ser<br>Producer S | vice Ageno            | CV .                                            |                       | Da                                                    | te: 10-18-201         |
|---------------------|-------------|------------------|---------------------------------------------|-----------------------|-------------------------------------------------|-----------------------|-------------------------------------------------------|-----------------------|
| NY1 PROI            | DUCER       |                  |                                             |                       |                                                 |                       |                                                       |                       |
| O BOX 1<br>AN DIEGO | D, CA 92117 | 1                |                                             |                       |                                                 |                       | Phone N                                               | Number: none          |
| arm/Tra             | ct Informa  | ation for All T  | racts                                       |                       |                                                 |                       |                                                       |                       |
| )rew - Ar           | kaneae      |                  |                                             | 2017                  |                                                 |                       |                                                       |                       |
| new - Ai            | Kunsus      | Relationship     | Highly Erodib                               | le Land               | Converted                                       | Netland               | Planted Conver                                        | ted Wetland           |
| Farm                | Tract       | to Farm<br>Tract | Determination                               | Producer<br>Exception | Violation                                       | Producer<br>Exception | Violation                                             | Producer<br>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<br>Rights  |                                                       | Has Appeal<br>Rights  |
| 2200                | 4588        | Owner            | HEL: Determinations not complete            | None                  | Wetland converted<br>after November 28,<br>1990 | Has appeal<br>Rights  | An agricultural<br>commodity has been<br>planted on a | Has Appeal<br>Rights  |
|                     |             |                  |                                             |                       |                                                 |                       |                                                       |                       |
|                     |             |                  |                                             |                       |                                                 |                       | Р                                                     | age4 of 4             |

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# H Example (Continued)

\*\_\_\_

| United States Department Of Agriculture<br>Farm Service Agency<br>Producer Subsidiary Print |              |              |                       |                                |                |                      |                          | Date: 05-25-2021       |                               |
|---------------------------------------------------------------------------------------------|--------------|--------------|-----------------------|--------------------------------|----------------|----------------------|--------------------------|------------------------|-------------------------------|
| PRODUCER, ANY1                                                                              |              |              |                       |                                |                |                      |                          |                        |                               |
| PO BOX ZZ<br>SAN DIEGO, CA 92169-9998                                                       |              |              |                       |                                |                |                      | Phon                     | e Number:              | (913) 111-1111                |
| Business File Information                                                                   |              |              |                       |                                |                |                      |                          |                        |                               |
|                                                                                             |              |              | 20                    | )17                            |                |                      |                          |                        |                               |
| Farm Operating Plan Information                                                             |              |              |                       |                                |                |                      |                          |                        |                               |
| Status                                                                                      | Date Documen | tation F     | Filed                 |                                |                | COC D                | etermination             | Date                   |                               |
| Determined                                                                                  | 05/25/2021   |              |                       |                                |                | 05/25/2              | 2021                     |                        |                               |
|                                                                                             |              |              | Member                | r Data                         |                |                      |                          |                        |                               |
| Member Name                                                                                 |              | nber<br>lare | Member<br>Contributio | Substanti<br>On Change         |                | ermitteo<br>signatio |                          |                        | 6 AGI 2014/2018               |
| Other Farming Interest Informatio                                                           | n            |              |                       |                                |                |                      |                          |                        |                               |
| Business Name                                                                               |              |              | Member<br>Share       | Member<br>Contribution         | Substa<br>Char |                      | Permitted<br>Designation | Signature<br>Authority | Farm Operating<br>Plan Status |
| ANY CORPORATION<br>PRODUCER, ANY1                                                           |              |              | 100.00 %              | Determination<br>Not Completed | Nor            | ne                   | No                       | Yes                    | Approved                      |

•

## **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. \*\_\_

| United States Department of<br>Farm Service Ag | -                                               | Subsidiary                                            |
|------------------------------------------------|-------------------------------------------------|-------------------------------------------------------|
|                                                |                                                 |                                                       |
|                                                | Subsidiary Home   About Subsidiary   I          | Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business                         | File   Com bined Producers   Paym ent Lim itati | ions   Recording County   Subsidiary Print   Reports  |
| Links<br>Get Change Alerts<br>Customer Search  | Customer<br>Name:<br>Screen ID: SUBWEB001       |                                                       |

## **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.

| *                                                                                                                                          |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| United States Department of Agriculture Subside<br>Farm Service Agency                                                                     | iary Reports                                                                                                                                                             |
|                                                                                                                                            |                                                                                                                                                                          |
| Subsidiary Home About Subsidiary Help Contact Us E                                                                                         | kit Subsidiary Logout of eAuth                                                                                                                                           |
| Eligibility   Business File   Combined Producers   Payment Limitations   Recording Cou                                                     | unty Subsidiary Print Reports                                                                                                                                            |
| Links<br>Combined Producer Report<br>County Eligibility Reports<br>IRS Mismatch Report<br>IRS AGI Not Compliant/Failed Verification Report | Legend<br>↓ Live data<br>↓ Live data<br>↓ Data last updated on<br>08/15/2019 01:15:54<br>PM Central Time<br>↓ Data Last updated by<br>the date the report was<br>created |
| Screen ID: SUBREP001                                                                                                                       |                                                                                                                                                                          |

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

| United States Department of | -                                 | Subsidiary                                                                                                     | Reports                     |
|-----------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------|
| Farm Service Ag             | ency                              | ,                                                                                                              |                             |
|                             |                                   | The second s |                             |
|                             | Subsidiary Home   About Subs      | idiary   Help   Contact Us   Exit S                                                                            | ubsidiary   Logout of eAuth |
| Eligibility   Business F    | ile   Combined Producers   Paymer | t Limitations   Recording County                                                                               | Subsidiary Print   Reports  |
| Links                       |                                   |                                                                                                                |                             |
|                             | State: Alab                       | ama 🔻                                                                                                          |                             |
|                             | County: Auta                      | ıga 🔻                                                                                                          |                             |
|                             | 🗧 Select Year ————                |                                                                                                                |                             |
|                             | Year: 2015                        | •                                                                                                              |                             |
|                             | Submit                            |                                                                                                                |                             |
|                             | Return to Reports                 |                                                                                                                |                             |
|                             | Screen ID: SUBREP004              |                                                                                                                |                             |

## **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.

| United States Department of A<br>Farm Service Ag | -                    |                               | Subsidiary          | Reports              |          |
|--------------------------------------------------|----------------------|-------------------------------|---------------------|----------------------|----------|
|                                                  | annia                |                               |                     | m Ah                 |          |
|                                                  | Subsidiary Ho        | ome  About Subsidiary  Help   | Contact Us   Exit S | ubsidiary   Logout o | of eAuth |
| Eligibility   Business F                         | ile   Combined Pro   | oducers   Payment Limitations | Recording County    | Subsidiary Print   F | Reports  |
| Links                                            | <b>Select Year =</b> | Year: 2015 -<br>Submit        |                     |                      |          |
|                                                  | Screen ID: SUE       | _                             |                     |                      |          |

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<br>Alabam |                                 | Un   | United States Department Of Agriculture<br>Farm Service Agency<br>2017 Combined Producer Report |                    | pared: Apr 04,<br>Time: 12:20<br>Page 1 of |   |
|-------------------|---------------------------------|------|-------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------|---|
| Rule<br>Type      | Combined<br>Recording<br>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<br>County | Identifies the current combination recording county.                                                                       |  |
| Name (Column 3)              | Displays producers in the requesting county that are involved in<br>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 2020" (Program Year 2020 only)--\*
- "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"

## A Introduction (Continued)

- "Delinquent Debt"
- "Federal Crop Insurance"
- "Foreign Person"
- •\*--"Fraud including FCIC Fraud" (2016 and prior years)
- "FSA-510 Pay Limit Exemption Report" (2020 and subsequent years)--\*
- "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.

## **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.

| United States Department of<br>Farm Service A | -                                           | Subsidiary                                                |
|-----------------------------------------------|---------------------------------------------|-----------------------------------------------------------|
|                                               |                                             |                                                           |
| -                                             | Subsidiary Hom e   About Subsidiary         | /   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Busines                         | s File   Com bined Producers   Paym ent Lim | itations   Recording County   Subsidiary Print   Reports  |
| Links<br>Get Change Alerts<br>Customer Search | Customer<br>Name:<br>Screen ID: SUBWEB001   |                                                           |
|                                               |                                             | *                                                         |

## **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.

| United States Department of Agriculture Subsidie<br>Farm Service Agency                                                                      | ary Reports                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                              |                                                                                                                                                                                                                       |
| Subsidiary Home About Subsidiary Help Contact Us Ex                                                                                          | it Subsidiary Logout of eAuth                                                                                                                                                                                         |
| Eligibility Business File Combined Producers Payment Limitations Recording Cou                                                               | nty Subsidiary Print Reports                                                                                                                                                                                          |
| Links<br>Combined Producer Report<br>County Eligibility Reports<br>F IRS Mismatch Report<br>IRS AGI Not Compliant/Failed Verification Report | Live data         ✓       Live data         ✓       Reporting Database;         Data last updated on 08/15/2019 01:15:54         PM Central Time         ★       Data Last updated by the date the report was created |
| Screen ID: SUBREP001                                                                                                                         |                                                                                                                                                                                                                       |

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.

## 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.

| Report Selection Criteria<br>Year: 2009 ▼ Go |             |
|----------------------------------------------|-------------|
| Report Output Type                           |             |
| ● PDF                                        | Spreadsheet |
| <u>Select State County</u>                   | k −         |
| State: Alabama                               | ×           |
| County: Autauga 💌                            |             |

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<br>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 | ty Users with more than 1 county attached to their eAuthentication<br>user ID (combined County Office users or State Office users) wi<br>be required to select a county in which the county eligibility repo-<br>will be run. Users with only 1 county attached to their<br>eAuthentication user ID will <b>not</b> 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.

## 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- <u>1</u> 026                    | 1                            |
|---------------------------------------|------------------------------|
| Certification                         |                              |
| □ Certified                           | Not Filed                    |
|                                       |                              |
| Good Faith Determination              | COC Exemption                |
| Awaiting Affiliate Certification      | Affiliate Violation          |
|                                       |                              |
| AD 1026 data of continuous cort       | if action aigned by producer |
| AD-1026 date of continuous cert       |                              |
| First Time Desilvers Filling AD 4000  |                              |
| First Time Producer Filing AD-1026    |                              |
| □ Yes                                 | □ No                         |
|                                       |                              |
| Date First Time Producer Filing       | AD 1026                      |
|                                       | RD-1020                      |
| Affiliate Violation for RMA           |                              |
|                                       | annlinghis to DMA2           |
| Is the Producer's Affiliate Violation |                              |
| 🗆 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    | Checking this box will generate a report that will list every person |  |
| Determination" | in the web-based Eligibility System, "AD-1026" section that has      |  |
|                | "Good Faith Determination" checked.                                  |  |

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

## D County Eligibility Reports Screen, "AD-1026" Section (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.

| <u>Actively Engaged</u>                 |                   |
|-----------------------------------------|-------------------|
| COC Determination                       |                   |
| Actively Engaged                        | Not Filed         |
| Awaiting Determination                  | Awaiting Revision |
| Not Actively Engaged                    | Exempt            |
| Date Documentation Filed by<br>Producer |                   |
| COC Determination Date                  |                   |

# E County Eligibility Reports Screen, "Actively Engaged" Section (Continued)

The following provides information about the "Actively Engaged" section.

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

#### 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.



# 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           | Checking this box will generate a report that will list every person    |
| Determination"      | 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       | Checking this box will generate a report that will list every person    |
| Engaged"            | in the web-based Eligibility System, "Actively Engaged – 2002           |
|                     | Farm Bill" section that has "Not Actively Engaged" checked.             |
| "Date Documentation | Checking this box and entering a date will generate a report that       |
| Filed by Producer"  | 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 <b>not</b> |
|                     | entered, the report will identify all producers.                        |
| "COC Determination  | Checking this box and entering a date will generate a report that       |
| Date"               | 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 <b>not</b> entered, the |
|                     | report will identify <b>all</b> producers.                              |
| * * *               | * * *                                                                   |

12-7-22

# 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 Pro                | oducer                     |  |
|   | 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                         |                            |  |

--\*

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

--\*

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

# G County Eligibility Reports Screen, "Adjusted Gross Income - 2014 and 2018 Farm Bills" Section (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                                        |  |
|---------------------------------------------------|--------------------------------------------------|--|
| Conservation Program \$1 Million                  | n Nonfarm Income Certification/COC Determination |  |
| Compliant - Producer                              | Compliant - Agent                                |  |
| Exempt                                            | Not Filed                                        |  |
| D Not Met - COC                                   | Not Met - Producer                               |  |
| SED Determination <ul> <li>Not Met-SED</li> </ul> | Date of SED Determination                        |  |
| Date Documentation Filed by<br>Producer           |                                                  |  |
| COC Disapprov                                     | val Date                                         |  |
|                                                   |                                                  |  |

## 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 -    | Checking this box will generate a report that will list every person in |
| Producer"       | the web-based Eligibility System, "Adjusted Gross Income -              |
|                 | 2008 Farm Bill" section that has "Compliant - Producer" checked.        |
| "Compliant -    | Checking this box will generate a report that will list every person in |
| Agent"          | 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 -      | Checking this box will generate a report that will list every person in |
| Producer"       | the web-based Eligibility System, "Adjusted Gross Income -              |
|                 | 2008 Farm Bill" section that has "Not Met - Producer" checked.          |
| * * *           | * * *                                                                   |

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

H County Eligibility Reports Screen, "Adjusted Gross Income - 2008 Farm Bill" Section (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 - | Checking this box will generate a report that will list every person in the |  |
| CCC-526C"    | web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"      |  |
|              | section that has "Compliant - CCC-526C" checked.                            |  |
| "Compliant - | Checking this box will generate a report that will list every person in the |  |
| Agent"       | 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 -   | Checking this box will generate a report that will list every person in the |  |
| COC"         | web-based Eligibility System, "Adjusted Gross Income - 2002 Farm Bill"      |  |
|              | section that has "Not Met - COC" checked.                                   |  |

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

I County Eligibility Reports Screen, "Adjusted Gross Income - 2002 Farm Bill" Section (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.

| Farmer of Farmer | or Rancher ————————————————————————————————————           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                           |
| The producer, legal statements are true                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | entity or joint operation certified BOTH of the following |
| <ul> <li>The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.</li> <li>The producer, legal entity or joint operation substantially participates in the operation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |
| 🗆 Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | □ No                                                      |
| ☐ Month and Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Farmer Or Rancher<br>began Farming                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                           |

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

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

## 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.

| Cash Rent Tenant ————               |                       |
|-------------------------------------|-----------------------|
| COC Determination                   |                       |
| Does the producer meet the cash rer | It tenant provisions? |
| 🔲 Eligible                          | Partially Eligible    |
| Ineligible                          | Not Applicable        |
| Awaiting Determination              | Exempt                |
| Cropland Factor                     |                       |

# 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<br>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            | Checking this box will generate a report that will list every person in                                                                      |
| Determination"       | 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 <b>not</b> entered, then the report will <b>not</b> be accurate.                                                                   |

### 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.

| 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<br>Occurred | ר <u>ב</u>            |  |  |

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

The following provides information about the "Conservation Compliance" section.

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

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

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

| Field/Button        | Description                                                                  |
|---------------------|------------------------------------------------------------------------------|
| "Farm/Tract         | Checking this box will generate a report that will list every person in      |
| Eligibility - In    | the web-based Eligibility System, "Conservation Compliance"                  |
| Violation"          | section that has "Farm/Tract Eligibility - In Violation" checked.            |
| "Farm/Tract         | Checking this box will generate a report that will list every person in      |
| Eligibility - No    | the web-based Eligibility System, "Conservation Compliance"                  |
| Association"        | section that has "Farm/Tract Eligibility - No Association" checked.          |
| "Farm/Tract         | Checking this box will generate a report that will list every person in      |
| Eligibility - Past  | the web-based Eligibility System, "Conservation Compliance"                  |
| Violation"          | section that has "Farm/Tract Eligibility - Past Violation" checked.          |
| "Farm/Tract         | Checking this box will generate a report that will list every person in      |
| Eligibility -       | the web-based Eligibility System, "Conservation Compliance"                  |
| Reinstated"         | 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 <b>not</b> entered, then the report will <b>not</b> be accurate.   |
| "State and County   | Checking this box and entering a State and county code will                  |
| Where Violation     | generate a report that will list every person in the web-based               |
| Occurred"           | 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 <b>not</b> entered, then the |
|                     | report will <b>not</b> be accurate.                                          |

# L County Eligibility Reports Screen, "Conservation Compliance" Section (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.

| Controlled Substance     Notification of Determination     No Violation |                                     |   |  |
|-------------------------------------------------------------------------|-------------------------------------|---|--|
| Growing                                                                 | Number of Years of<br>Ineligibility | • |  |
| Trafficking                                                             | Number of Years of Ineligibility    | • |  |
| Possession                                                              | Number of Years of<br>Ineligibility | • |  |
| Year of Conviction                                                      |                                     |   |  |

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

| <b>Field/Button</b> | 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            | Checking this box and entering a year will generate a report that will list        |
| Conviction"         | every person in the web-based Eligibility System, "Controlled Substance"           |
|                     | section that has that year of conviction entered. If a year is <b>not</b> entered, |
|                     | then the report will <b>not</b> be accurate.                                       |

## 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.

| Delinguent Debt<br>COC Determination/Certification<br>Does the producer have an outstanding delinquent Federal non-tax debt?<br>No<br>No<br>Yes |       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|
| Source of Delinquent D                                                                                                                          |       |  |
| Producer Certified FSA Debt                                                                                                                     |       |  |
| 🔲 Credit Report                                                                                                                                 |       |  |
| TOPS                                                                                                                                            | Other |  |
| Not applicable                                                                                                                                  |       |  |
| Additional<br>Information                                                                                                                       | •     |  |

# 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<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "No" checked.                                                              |
| "Yes"                                                                   | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Yes" checked.                                                             |
| "Source of<br>Delinquent Debt<br>Determination -<br>Producer Certified" | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - Producer<br>Certified" checked. |
| "Source of Delinquent<br>Debt Determination -<br>FSA Debt"              | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - FSA Debt"<br>checked.           |
| "Source of Delinquent<br>Debt Determination -<br>Credit Report"         | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - Credit Report"<br>checked.      |
| "Source of Delinquent<br>Debt Determination -<br>CAIVERS"               | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - CAIVERS"<br>checked.            |
| "Source of Delinquent<br>Debt Determination -<br>TOPS"                  | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - TOPS" checked.                  |
| "Source of Delinquent<br>Debt Determination -<br>Other"                 | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - Other" checked.                 |
| "Source of Delinquent<br>Debt Determination -<br>Not Applicable"        | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Source of Delinquent Debt Determination - Not Applicable"<br>checked.     |
| "Additional<br>Information"                                             | Checking this box will generate a report that will list every person<br>in the web-based Eligibility System, "Delinquent Debt" section that<br>has "Additional Information" checked and information entered.                  |
|                                                                         | <b>Note:</b> 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.                                                       |

# 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.

| Federal Crop Insurance          |                      |  |
|---------------------------------|----------------------|--|
| Certification/COC Determination |                      |  |
|                                 | Doguiromente Net Met |  |
| Requirements Met                | Requirements Not Met |  |
|                                 |                      |  |

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

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## 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.

| Foreign Person ———                                              |                           | ] |
|-----------------------------------------------------------------|---------------------------|---|
|                                                                 |                           |   |
| Has the producer met the                                        | foreign person provision? |   |
| COC Determination<br>Has the producer met the<br>Yes<br>Pending | No No                     |   |
| Pending                                                         | Not Applicable            |   |
|                                                                 |                           |   |

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.                                                        |  |

# \*--Q County Eligibility Reports Screen, "Fraud - including FCIC Fraud" Section (2016 and prior years)--\*

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.

| Fraud - including FCIC Fraud —<br>Notification of FCIC Determination<br>Compliant | Not Compliant |
|-----------------------------------------------------------------------------------|---------------|
| Year of Violation Years of No Program Benefits                                    |               |

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          | Checking this box and entering a year will generate a report that will              |
| Violation"        | 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 <b>not</b> entered, then the report will <b>not</b> be accurate. |
| "Years of No      | Checking this box and entering a number of years will generate a report             |
| Program Benefits" | 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 <b>not</b> be accurate.                               |

# 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.

| The producer, legal enti<br>statements are true:                                                                    | ty or joint operation certified BOTH of the following                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                     |                                                                                                                                                                                                                                                                                                            |
| identified in the Lin<br>Tool for the 2 calen<br>before the relevant<br>general inflation.<br>• Total household inc | ct gross farm sales do not exceed the amount<br>nited Resource Farmer/Rancher Self-Determination<br>dar years that precede the complete taxable year<br>program year, adjusted upwards in later years for any<br>come was at or below the national poverty level for a<br>ch of the same 2 previous years. |
| Yes                                                                                                                 | □ No                                                                                                                                                                                                                                                                                                       |

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

| <b>Field/Button</b> | 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.                                              |  |

## 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.

| [ | = <u>N</u> AP Non Compliance |                     |
|---|------------------------------|---------------------|
|   | COC Determination            | Not Compliant - COC |
|   | Year of Violation            |                     |

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 -    | Checking this box will generate a report that will list every person in    |
| COC"                | 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 <b>not</b> entered, then the report will <b>not</b> be accurate. |

#### 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.

| <b>Field/Button</b> | 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.                                                                                                                                |

## 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.

| Person Eligibility - 2002 Farm Bill —<br>COC Determination<br>COC Determination Completed<br>Awaiting Determination | <ul><li>Not Filed</li><li>Awaiting Revision</li></ul> |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Date Documentation Filed by<br>Producer           COC Determination Date                                            |                                                       |

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

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

### 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 hdians 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:         • More         • 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 hdians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics         □ Yes       □ No | On sight Disadvanta and Forman on Dan shan                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>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: <ul> <li>Women</li> <li>American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics</li> </ul> </li> <li>Yes <ul> <li>No</li> </ul> </li> <li>Includes Racial or Ethnic but NOT Gender</li> <li>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:</li> <li>American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             | ,                                                                                                                                                                                                                          |
| of a group listed below whose members have been subject to racial,<br>ethnic, or gender prejudice because of their identity as members of a<br>group without regard to their individual qualities:<br>• Women<br>• American Indians or Alaskan Natives, Asians or Asian Americans,<br>Black or African Americans, Native Hawaiians or other Pacific Islanders,<br>Hispanics<br>□ Yes □ No<br>Includes Racial or Ethnic but NOT Gender<br>The producer, legal entity or joint operation certified they are a member<br>of a group listed below whose members have been subject to racial or<br>ethnic (NOT gender) prejudice because of their identity as members of<br>a group without regard to their individual qualities:<br>• American Indians or Alaskan Natives, Asians or Asian Americans,<br>Black or African Americans, Native Hawaiians or other Pacific Islanders,<br>Hispanics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |
| <ul> <li>American hdians or Alaskan Natives, Asians or Asian Americans,<br/>Black or African Americans, Native Hawaiians or other Pacific Islanders,<br/>Hispanics</li> <li>Yes</li> <li>No</li> </ul> Includes Racial or Ethnic but NOT Gender The producer, legal entity or joint operation certified they are a member<br>of a group listed below whose members have been subject to racial or<br>ethnic (NOT gender) prejudice because of their identity as members of<br>a group without regard to their individual qualities: <ul> <li>American hdians or Alaskan Natives, Asians or Asian Americans,<br/>Black or African Americans, Native Hawaiians or other Pacific Islanders,<br/>Hispanics</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | of a group listed below whose members have been subject to racial,<br>ethnic, or gender prejudice because of their identity as members of a                                                                                |
| <ul> <li>Includes Racial or Ethnic but NOT Gender</li> <li>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:</li> <li>American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | American Indians or Alaskan Natives, Asians or Asian Americans,<br>Black or African Americans, Native Hawaiians or other Pacific Islanders,                                                                                |
| <ul> <li>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:</li> <li>American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | □ Yes □ No                                                                                                                                                                                                                 |
| of a group listed below whose members have been subject to racial or<br>ethnic (NOT gender) prejudice because of their identity as members of<br>a group without regard to their individual qualities:<br>• American Indians or Alaskan Natives, Asians or Asian Americans,<br>Black or African Americans, Native Hawaiians or other Pacific Islanders,<br>Hispanics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Includes Racial or Ethnic but NOT Gender                                                                                                                                                                                   |
| Black or African Americans, Native Hawaiians or other Pacific Islanders,<br>Hispanics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | The producer, legal entity or joint operation certified they are a member<br>of a group listed below whose members have been subject to racial or<br>ethnic (NOT gender) prejudice because of their identity as members of |
| □ Yes □ No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Black or African Americans, Native Hawaiians or other Pacific Islanders,                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 🗆 Yes 🔅 No                                                                                                                                                                                                                 |

# 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 | <b>Field/Button</b> | Description                                                   |
|---------------|---------------------|---------------------------------------------------------------|
| "Includes     | "Yes                | Checking this box will generate a report that will list every |
| Racial,       |                     | person in the web-based Eligibility System, "Socially         |
| Ethnic and    |                     | Disadvantaged Farmer or Rancher" section that has the         |
| Gender"       |                     | "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     | "Yes"               | Checking this box will generate a report that will list every |
| Racial and    |                     | person in the web-based Eligibility System, "Socially         |
| Ethnic but    |                     | Disadvantaged Farmer or Rancher" section that has the "Y"     |
| NOT           |                     | checked for "Includes Racial and Ethnic but NOT Gender".      |
| 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".      |

•

# \*--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.

| Adjusted Gross Incom                          | e - 75% Rule                                                              |
|-----------------------------------------------|---------------------------------------------------------------------------|
| Certification                                 |                                                                           |
| Producer Certifies at I derived from farming, | east 75% of their average adjusted gross income was ranching or forestry? |
| ⊖ Yes                                         | No                                                                        |
| Date Documentation F                          | iled by Producer                                                          |

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

| <b>Field/Button</b> | 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               | Checking this box and entering a date will generate a report that will list    |
| Documentation       | every person in the web-based Eligibility System, "Adjusted Gross Income       |
| Filed by            | - 75% Rule" section that has the "Date Documentation Filed by Producer"        |
| Producer"           | recorded for that date. If a date is not entered, the report will identify all |
|                     | producers.                                                                     |
|                     | *                                                                              |

## \*--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.

| <u>Veteran Farmer or Ranc</u> Certification     Has the producer, legal     Veteran? | her<br>entity or joint operation certified they are a                                                                     |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 🗆 Yes                                                                                | 🗆 No                                                                                                                      |
| ☐ Month and Year Farm<br>obtained status<br>□ 10 Year Certification                  |                                                                                                                           |
|                                                                                      | entity or joint operation certified they are a farmer<br>ved in the Armed Forces and have not operated a<br>han 10 years? |
| 🗆 Yes                                                                                |                                                                                                                           |
| ☐ Month and Year Farm<br>who served in the Armed                                     |                                                                                                                           |

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

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

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

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

## \*--Y County Eligibility Reports Screen, "FSA-510 Pay Limit Exception Request" Section

Reports may be generated that will provide the user information on who has an "FSA-510 Pay Limit Exception Request" certification recorded in the web-based eligibility files. The following is an example of the "FSA-510 Pay Limit Exception Request" section.

|           | xception Request<br>at least 75% of their average adjusted gross income was<br>g, ranching or forestry? |
|-----------|---------------------------------------------------------------------------------------------------------|
| □ Yes     | □ No                                                                                                    |
| Date Docu | mentation Filed by                                                                                      |
|           |                                                                                                         |

# \*--Y County Eligibility Reports Screen, "FSA-510 Pay Limit Exception Request" Section (Continued)

The following provides information about the "FSA-510 Pay Limit Exception Request" section.

| <b>Field/Button</b> | Description                                                                 |    |
|---------------------|-----------------------------------------------------------------------------|----|
| "Yes"               | Checking this box will generate a report that will list every person in the |    |
|                     | web-based Eligibility System, "FSA-510 Pay Limit Exception Request"         |    |
|                     | section that has "Yes" checked.                                             |    |
| "No"                | Checking this box will generate a report that will list every person in the |    |
|                     | web-based Eligibility System, "FSA-510 Pay Limit Exception Request"         |    |
|                     | section that has "No" checked.                                              |    |
| "Date               | Checking this box and entering a date will generate a report that will list |    |
| Documentation       | every person in the web-based Eligibility System, "FSA-510 Pay Limit        |    |
| Filed by            | Exception Request" section that has the "Date Documentation Filed by        |    |
| Producer"           | Producer" recorded for that date. If a date is not entered, the report will |    |
|                     | identify all producers.                                                     |    |
|                     |                                                                             | _* |

# Z Options

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

| <b>Option/Button</b> | 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)

#### AA 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.

| Report Selection Crite<br>Year:<br>Report Output Type:<br>List Output Type: | ria<br>2008<br>PDF<br>County | Coahoma - M | lississippi                 |  |
|-----------------------------------------------------------------------------|------------------------------|-------------|-----------------------------|--|
| Actively Engaged<br>Fields Selected<br>COC Determination                    |                              |             | Values Entered<br>Not Filed |  |
| Person Eligibility<br>Fields Selected<br>COC Determination                  |                              |             | Values Entered<br>Not Filed |  |
| Ac                                                                          | cept                         | Revise      | Cancel                      |  |

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 for                                                                     | mat 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<br>will be generated. |                                                |  |
| "Individual Sections | Will display categories, fields, and values selected on the                              |                                                |  |
| for Categories"      | 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 pr                                                                    | reviously selected will be removed.            |  |

#### **305** County Eligibility Reports (Continued)

#### **BB 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<br>Department of<br>Agriculture<br>2017 | County Eligibility Report<br>28027 Coahoma - Mississippi 4/4/17 12:29 PM |                  | 4/4/17 12:29 PM |
|----------------------------------------------|--------------------------------------------------------------------------|------------------|-----------------|
|                                              | Eligibility Se                                                           | arch Criteria    |                 |
|                                              | Name                                                                     | Val              | lue             |
| AD-1026                                      |                                                                          |                  |                 |
| Certification                                |                                                                          | Certified        |                 |
| Actively Engaged                             |                                                                          |                  |                 |
| COC Determination                            |                                                                          | Actively Engaged |                 |

#### **Example Page 2:**

|     | Name                                     |
|-----|------------------------------------------|
| 187 | 74 FARMS                                 |
| 4 G | GIRLS INC                                |
| A C | CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP |
| A C | CARTWRIGHT JR IRREVOCABLE FLP TRUST      |
| A C | D CARTWRIGHT JR MARITAL TRUST 2          |
| A F | R CARR/SUSAN CARR INC                    |
| A F | R CARR/VIRGINIA C FARRIS INC             |
| AB  | BAY, ROBERT I                            |
| AB  | BY INC                                   |

### **305** County Eligibility Reports (Continued)

### **CC** 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     |                            |    |
|----------------------------------------------|-------------------------------|----------------------------|----|
| 201                                          | 7 28027 Coahoma - Mississippi | Tue Apr 04 12:33:24 CDT 20 | 17 |
|                                              |                               |                            |    |
|                                              | 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.

|                         | THEN Business Partner data will not match IRS data                  |
|-------------------------|---------------------------------------------------------------------|
| IF a customer           | because                                                             |
| recently changed their  | IRS may <b>not</b> have received tax records for the customer using |
| name                    | 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 <b>not</b> 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 | IRS may return the individual name associated with the business.    |
| its business taxes on   | Therefore, the name for the business in Business Partner will not   |
| their individual tax    | match and the customer will be included on the IRS Mismatch         |
| return                  | 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.

#### **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.

| USDA                                          | Department of Agriculture   |                            | Subsidiary                                  |             |
|-----------------------------------------------|-----------------------------|----------------------------|---------------------------------------------|-------------|
|                                               |                             |                            |                                             |             |
|                                               | Subsidiary I                | Home   About Subsidiary    | Help   Contact Us   Exit Subsidiary   Logo  | ut of eAuth |
| Eligibility                                   | Business File   Combined Pr | roducers   Payment Limitat | tions   Recording County   Subsidiary Print | Reports     |
| Links<br>Get Change Alerts<br>Customer Search | Screen ID: SU               | BW EB001                   |                                             |             |
|                                               |                             |                            |                                             | *           |

#### **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.

| USDA United States Department of Agriculture<br>Farm Service Agency                                                                         | Subsidiary Reports                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                             |                                                                                                                                                                                                    |
| Subsidiary Home About Subsidiary Help Conta                                                                                                 | nct Us Exit Subsidiary Logout of eAuth                                                                                                                                                             |
| Eligibility Business File Combined Producers Payment Limitations Reco                                                                       | rding County Subsidiary Print Reports                                                                                                                                                              |
| Links<br>Combined Producer Report<br>County Eligibility Reports<br>FIRS Mismatch Report<br>IRS AGI Not Compliant/Failed Verification Report | Live data<br>Live data<br>Live data<br>Live data<br>Control Database;<br>Data last updated on<br>08/15/2019 01:15:54<br>PM Central Time<br>Data Last updated by<br>the date the report was created |
| Screen ID: SUBREP001                                                                                                                        |                                                                                                                                                                                                    |

### 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.

## C IRS Mismatch Report Criteria Screen (Continued)

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

| United States Department of<br>Farm Service Ag | -                                                       |                        | Subsidia             | ry Reports                |     |
|------------------------------------------------|---------------------------------------------------------|------------------------|----------------------|---------------------------|-----|
|                                                |                                                         |                        | Rearing distribution |                           |     |
|                                                | Subsidiary Home   Abo                                   | ut Subsidiary   Help   | Contact Us   Exit    | Subsidiary   Logout of eA | uth |
| Eligibility   Business                         | File   Combined Producers                               |                        |                      |                           |     |
| Links                                          |                                                         |                        |                      |                           |     |
| Links                                          | Report Output Type —                                    | Criteria ———           |                      |                           |     |
|                                                | <ul> <li>Display on Screen</li> </ul>                   | (                      | Excel Spread         | dsheet                    |     |
|                                                | L                                                       |                        |                      |                           |     |
|                                                | Select State/County, Date<br>report for multiple custon |                        | ch Resolution to     | display the IRS Mismato   | :h  |
|                                                | Select State County -                                   |                        |                      |                           |     |
|                                                | State                                                   | Alabama                | •                    |                           |     |
|                                                | County                                                  | Autauga 🔹              |                      |                           |     |
|                                                | Date Range                                              |                        |                      |                           |     |
|                                                | Start Date:                                             |                        | End Date:            |                           |     |
|                                                | Mismatch Resolution -                                   |                        |                      |                           |     |
|                                                | Unresolved                                              | Resolved               | ۲                    | Both                      |     |
|                                                | Select a specific produce                               | r to display their inf | ormation from th     | e IRS Mismatch report.    |     |
|                                                | Name                                                    |                        |                      |                           | ٦   |
|                                                | Starts With                                             |                        | h                    | 7                         |     |
|                                                | Last or Business                                        |                        |                      |                           |     |
|                                                | Common I                                                | vame:<br>Name:         |                      |                           | 1   |
|                                                | L                                                       | vallie:                |                      |                           | 1   |
|                                                | Tax Identification                                      |                        |                      |                           | ٦   |
|                                                |                                                         | l act 4 Digi           | to                   |                           |     |
|                                                | Whole ID                                                | Cast 4 Digi            | 15                   |                           |     |
|                                                | <u>.</u>                                                | Sub                    | mit                  |                           |     |
|                                                |                                                         | L                      |                      |                           |     |
|                                                | Return to Reports                                       |                        |                      |                           |     |
|                                                | Screen ID: SUBREP008                                    |                        |                      |                           |     |

### 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.

| Field/Button          |                                                                    | Description                                        |  |
|-----------------------|--------------------------------------------------------------------|----------------------------------------------------|--|
| "Report Output Type"  | Allows users to select the format in which to run the IRS          |                                                    |  |
|                       | Mismatch Report.                                                   |                                                    |  |
|                       | IF user selects                                                    | THEN the                                           |  |
|                       | "Display on Screen"                                                | IRS Mismatch Search Results Screen                 |  |
|                       |                                                                    | SUBREP009 will be displayed.                       |  |
|                       | "Excel Spreadsheet"                                                | report will be generated in Excel format.          |  |
| "Select State County" |                                                                    | l county attached to their eAuthentication         |  |
|                       |                                                                    | unty Office or State Office users) will be         |  |
|                       | -                                                                  | inty in which the IRS Mismatch Report              |  |
|                       |                                                                    | n only 1 county attached to their                  |  |
|                       |                                                                    | D will <b>not</b> be required to make a selection. |  |
| "Date Range"          |                                                                    | date range to return customers on the IRS          |  |
|                       | Mismatch Report with                                               |                                                    |  |
|                       | IF user selects THEN the                                           |                                                    |  |
|                       | "Start Date"                                                       | earliest date IRS processed customers and          |  |
|                       |                                                                    | identified a mismatch will be displayed.           |  |
|                       | "End Date"                                                         | latest date IRS processed customers and            |  |
|                       | 4.11                                                               | identified a mismatch will be displayed.           |  |
| "Mismatch Resolution" |                                                                    | customers to display on the IRS Mismatch           |  |
|                       | Report that have been:                                             |                                                    |  |
|                       | 44T T 1 199                                                        |                                                    |  |
|                       | • "Unresolved", as an IRS mismatch                                 |                                                    |  |
|                       | • "Resolved", as an I                                              |                                                    |  |
|                       |                                                                    | nd unresolved as IRS mismatches.                   |  |
| "Submit"              |                                                                    | Results Screen SUBREP009 will be                   |  |
| "Deturn to Denerta"   | displayed if no errors are found with the search criteria entered. |                                                    |  |
| "Return to Reports"   | Subsidiary Reports Sci                                             | reen SUBREP001 will be displayed.                  |  |

### 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", | Allows users to retrieve IRS mismatch data for the requested       |
| "Whole ID"            | customer by entering the customer's tax ID.                        |
| "Tax Identification", | Allows users to retrieve IRS mismatch data for the requested       |
| "Last 4 Digits"       | 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.             |

### **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.                                                                                                                                     |
|      | <b>Note:</b> 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 <b>not</b> 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.                                                                                            |

### **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:                                                                                               |
|      | <ul> <li>"Starts With"</li> <li>"Exact Match".</li> </ul>                                                                     |
| 2    | Enter the customer's name in 1 of the following fields:                                                                       |
|      | <ul> <li>"Last or Business Name"</li> <li>"Common Name"</li> <li>"IRS Name."</li> </ul>                                       |
|      | <b>Note:</b> 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.                                                                                                             |

## **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.                                                                        |

#### 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".

| USI         |                                                        |           | ment of Agricu<br>ce Agenc |            |                 | Subsidiary Reports |                            |                          |  |
|-------------|--------------------------------------------------------|-----------|----------------------------|------------|-----------------|--------------------|----------------------------|--------------------------|--|
|             |                                                        |           | 7                          |            | -               |                    | Manager Stranger           |                          |  |
|             |                                                        |           |                            | Subsidiary | Home   About    | Subsidiary   Help  | Contact Us   Exit Subs     | idiary   Logout of eAuth |  |
|             | Eligibilit                                             | y  Bus    | iness File                 | Combined F | Producers   Pa  | yment Limitations  | Recording County   Su      | bsidiary Print   Reports |  |
| ⊫ IR        | S Mismatch                                             | Searc     | h Results                  | ;          |                 |                    |                            |                          |  |
|             | Mismatch<br>Id                                         | State     | County                     | CCID       | Program<br>Year | SCIMS Comm<br>Name | ion IRS Processe<br>Date   | <sup>d</sup> Status      |  |
|             | 24331                                                  | 05        | 037                        | 11111      | 2015            | Any Producer       | 2015-05-14<br>13:12:10.0   | Unresolved detail        |  |
|             | 24322                                                  | 05        | 037                        | 22222      | 2015            | Any 2 Producer     | 2015-05-14<br>13:12:10.0   | Resolved DETAIL          |  |
|             | 24332                                                  | 05        | 037                        | 33333      | 2015            | Any Corporation    | n 2015-05-14<br>13:12:10.0 | Resolved DETAIL          |  |
| B           | Back to Search Update to Resolved Update to Unresolved |           |                            |            |                 |                    |                            |                          |  |
| <u>Retu</u> | rn to Repor                                            | <u>ts</u> |                            |            |                 |                    |                            |                          |  |
| Scr         | een ID: SUB                                            | REPOO     | 9                          |            |                 |                    |                            |                          |  |

### 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 <b>not</b> found       |
|                      | in SCIMS based on tax ID and customer name.                                  |
| "State"              | Recording State code for the customer where a match was <b>not</b>           |
|                      | found in SCIMS based on tax ID and customer name.                            |
| "County"             | Recording county code for the customer where a match was <b>not</b>          |
|                      | found in SCIMS based on tax ID and customer name.                            |
| "CCID"               | Core customer identification from SCIMS where a match was <b>not</b>         |
|                      | 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        | Customer's common name from SCIMS where a match was <b>not</b>               |
| Name"                | 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 <b>not</b> 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           | Selected customers will be updated to "Unresolved" on the IRS                |
| Unresolved"          | Mismatch Report as described in subparagraph H.                              |
| "Return to Reports"  | Subsidiary Reports Screen SUBREP001 will be displayed.                       |

### 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.

| 1 | А              | В                  | С                   | D               | E                       | F              | G               | Н    | 1                   | J     | K                         | L                       | M                         | N                        | 0                        | P                       | Q                                    |
|---|----------------|--------------------|---------------------|-----------------|-------------------------|----------------|-----------------|------|---------------------|-------|---------------------------|-------------------------|---------------------------|--------------------------|--------------------------|-------------------------|--------------------------------------|
|   |                |                    | IRS Mis             | match Re        |                         |                | arm Bill in S   |      |                     |       |                           |                         |                           |                          | gh End Date: 05/         | 15/2015                 |                                      |
| 2 | Mismatch<br>ID | Recording<br>State | Recording<br>County | Program<br>Year | Tax ID                  | Tax ID<br>Type | IRS Name        |      | SCIMS 1st 4<br>Name | Core  | SCIMS<br>Business<br>Type | SCIMS<br>Common<br>Name | SCIMS<br>Business<br>Name | Received<br>Date         | IRS Processed<br>Date    | IRS<br>Determination    | Resolved/ No<br>Resolved<br>Customer |
| 3 |                |                    | -                   |                 |                         |                |                 |      |                     |       |                           | ANY                     |                           |                          |                          |                         |                                      |
| 3 | 24331          | 05                 | 037                 | 2015            | 111111111               | S              | ANY<br>PRODUCER | PROD | TROD                | 11111 | 00                        | TRODUC<br>ER            |                           | 2015-05-21<br>14:16:41.0 | 2015-05-14<br>13:12:10.0 | Compliant -<br>Producer | Unresolve                            |
|   | 24331<br>24322 | 05                 | 037                 |                 | 111111111<br>2222222222 |                |                 | PROD | TROD                |       | 00                        | TRODUC                  |                           |                          |                          |                         | Unresolve                            |

### 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 <b>not</b> 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 <b>not</b> found in SCIMS based on   |
|                        | tax ID and customer name.                                           |
| "Core Customer ID"     | Core customer identification from SCIMS where a match was           |
|                        | <b>not</b> 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 <b>not</b> found in SCIMS based on tax ID and customer name.    |
| "SCIMS Business        | Customer's business name from SCIMS where a match was not           |
| Name"                  | 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 <b>not</b>      |
|                        | found in SCIMS based on tax ID and customer name.                   |
| "Resolved/Not Resolved | Status of mismatch resolution:                                      |
| Customer"              |                                                                     |
|                        | • "Unresolved", IRS mismatch data has <b>not</b> been identified as |
|                        | resolved                                                            |
|                        |                                                                     |
|                        | • "Resolved", IRS mismatch data has been identified as              |
|                        | resolved.                                                           |

#### 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.

| United States Department of Agriculture Farm Service Agency | Subsidiary Reports                                                   |
|-------------------------------------------------------------|----------------------------------------------------------------------|
|                                                             |                                                                      |
| Subsidiary Home   About                                     | t Subsidiary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility   Business File   Combined Producers   Pa       | ayment Limitations   Recording County   Subsidiary Print   Reports   |
| ┌─ IRS Mismatch Details ─────                               |                                                                      |
| Mismatch Id: 24331                                          |                                                                      |
| Recording state: 05                                         | Recording County: 037                                                |
| IRS Name: ANY PRODUCER                                      |                                                                      |
| SCIMS Common Name: ANY TRODUCER                             |                                                                      |
| SCIMS Business Name:                                        |                                                                      |
| SCIMS Name Match 1st 4: TROD                                | SCIMS Business Type: 00                                              |
| IRS Name Control: PROD                                      | Program Year: 2015                                                   |
| Tax ID Type: S                                              |                                                                      |
| Received from IRS Date: 2015-05-21 14:16:41.0               | IRS Processed Date: 2015-05-14 13:12:10.0                            |
| IRS Determination: Compliant - Producer                     | Resolved/Unresolved Customer: Unresolved                             |
| Return to Summary<br>Screen ID: SUBREP010                   |                                                                      |

### 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 <b>not</b> found   |
|                      | in SCIMS based on tax ID and customer name.                              |
| "Recording State"    | Recording State code for the customer where a match was <b>not</b> found |
|                      | in SCIMS based on tax ID and customer name.                              |
| "Recording County"   | Recording county code for the customer where a match was <b>not</b>      |
|                      | found in SCIMS based on tax ID and customer name.                        |
| "IRS Name"           | IRS name for the customer provided by IRS where a match was <b>not</b>   |
|                      | found in SCIMS based on tax ID and customer name.                        |
| "SCIMS Common        | Customer's common name from SCIMS where a match was <b>not</b>           |
| Name"                | found in SCIMS based on tax ID and customer name.                        |
| "SCIMS Business      | Customer's business name from SCIMS where a match was not                |
| Name"                | found in SCIMS based on tax ID and customer name.                        |
| "SCIMS Name          | First 4 characters of customer's business name or last name from         |
| Match 1st 4"         | SCIMS where a match was <b>not</b> found in SCIMS based on tax ID        |
|                      | and customer name.                                                       |
| "SCIMS Business      | Business type for the customer in SCIMS where a match was <b>not</b>     |
| Туре"                | 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 <b>not</b> found in SCIMS based on tax ID and          |
|                      | customer name.                                                           |
| "Program Year"       | Fiscal year for the customer provided by IRS where a match was           |
|                      | <b>not</b> 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 IRS file was provided to FSA.                                       |
| Date"                |                                                                          |
| "IRS Processed Date" | Date IRS processed CCC-941 for the customer.                             |
| "IRS Determination"  | IRS determination provided by IRS where a match was <b>not</b> found in  |
|                      | SCIMS based on tax ID and customer name.                                 |
| "Resolved/           | Status of mismatch resolution:                                           |
| Unresolved           |                                                                          |
| Customer"            | • "Unresolved", IRS mismatch data has <b>not</b> 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.                                                               |

#### 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:                                                                        |
|      | <ul> <li>steps described in subparagraph D to display the list of IRS mismatched<br/>customers based on date range</li> </ul>                                   |
|      | • 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.

### 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".                                                                         |  |  |  |  |  |

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

# I Error Messages (Continued)

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

| United States Departmen                       | -                                      | Subsidiary                                                   |
|-----------------------------------------------|----------------------------------------|--------------------------------------------------------------|
|                                               |                                        |                                                              |
|                                               | Subsidiary Home   About Subsid         | iary   Help   Contact Us   Exit Subsidiary   Logout of eAuth |
| Eligibility Busine                            | ss File   Combined Producers   Payment | imitations   Recording County   Subsidiary Print   Reports   |
| Links<br>Get Change Alerts<br>Customer Search | - <u>C</u> ustomer                     |                                                              |
|                                               | Screen ID: SUBWEB001                   |                                                              |

#### **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.

| Farm Service Agency          | St                                                                                                                    | ubsidiary Reports                                                                                  |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                              |                                                                                                                       |                                                                                                    |
| Su                           | ıbsidiary Home                                                                                                        | Is Exit Subsidiary Logout of eAuth                                                                 |
| Eligibility Business File Co | mbined Producers Payment Limitations Recording                                                                        | g County Subsidiary Print Reports                                                                  |
|                              | nbined Producer Report<br>unty Eligibility Reports<br>Mismatch Report<br>AGI Not Compliant/Failed Verification Report | Live data<br>Keporting Database;<br>Data last updated on<br>08/15/2019 01:15:54<br>PM Central Time |
|                              |                                                                                                                       | <ul> <li>Data Last updated by<br/>the date the report was<br/>created</li> </ul>                   |

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.

### 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.

| United States Department of Farm Service Ag | -                                                                                                                                                                                                                 |                                 | Subsidiary I                    | Reports                   |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|---------------------------|
|                                             |                                                                                                                                                                                                                   | alle anteriorie auto            | and a state of the state of the |                           |
|                                             | Subsidiary Home A                                                                                                                                                                                                 | bout Subsidiary Help            | Contact Us Exit S               | ubsidiary Logout of eAuth |
| Eligibility Busir                           | ness File Combined Producers                                                                                                                                                                                      | Payment Limitations             | Recording County                | Subsidiary Print Reports  |
| Links                                       | IRS AGI Not Compliant/         Select Program Year         Year:       2019 ✓         Report Output Type         ● PDF         Select State County         State and Count         Date Range         Start Date: | O<br><b>ty:</b> Drew - Arkansas | Spreadsheet                     |                           |
| Screen ID: SUBREP011                        |                                                                                                                                                                                                                   |                                 |                                 |                           |

### 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.

| Field/Button          |                                                                                                                                                                                                                                                                                                                                                                            | Description                                                                                                              |  |  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--|--|
| "Year"                |                                                                                                                                                                                                                                                                                                                                                                            | 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.                                                                                                                                                                                                                                                                                                      |                                                                                                                          |  |  |
| "Report Output Type"  | Allows users to selec                                                                                                                                                                                                                                                                                                                                                      | t the format in which to run the IRS AGI Not                                                                             |  |  |
|                       | Compliant/Failed Ve                                                                                                                                                                                                                                                                                                                                                        | rification Report.                                                                                                       |  |  |
|                       | IF user selects                                                                                                                                                                                                                                                                                                                                                            | THEN the                                                                                                                 |  |  |
|                       | "PDF"                                                                                                                                                                                                                                                                                                                                                                      | report will be generated in Adobe<br>Acrobat format.                                                                     |  |  |
|                       | "Spreadsheet"                                                                                                                                                                                                                                                                                                                                                              | report will be generated in a spreadsheet format.                                                                        |  |  |
| "Select State/County" | ' Users with more than 1 county assigned to their eAuthentication<br>user ID (combined County Office or State Office users) will be<br>required to select a county in which the IRS AGI Not<br>Compliant/Failed Verification Report will be run. Users with only<br>1 county assigned to their eAuthentication user ID will <b>not</b> be<br>required to make a selection. |                                                                                                                          |  |  |
| "Date Range"          | Allows users to enter a date range to return customers on the IRS<br>AGI Not Compliant/Failed Verification Report within the<br>requested dates.                                                                                                                                                                                                                           |                                                                                                                          |  |  |
|                       | IF user selects                                                                                                                                                                                                                                                                                                                                                            | THEN the                                                                                                                 |  |  |
|                       | "Start Date"                                                                                                                                                                                                                                                                                                                                                               | earliest date FSA received customers IRS<br>determined as "Not Compliant" or "Failed<br>Verification" will be displayed. |  |  |
|                       | "End Date" latest date FSA received customers IRS<br>determined as "Not Compliant" or "Failed<br>Verification" will be displayed.                                                                                                                                                                                                                                          |                                                                                                                          |  |  |
| "Submit"              | 1                                                                                                                                                                                                                                                                                                                                                                          | iant/Failed Verification Report will be                                                                                  |  |  |
|                       | displayed based on the criteria entered.                                                                                                                                                                                                                                                                                                                                   |                                                                                                                          |  |  |
| "Return to Reports"   | Subsidiary Reports Main Page will be displayed.                                                                                                                                                                                                                                                                                                                            |                                                                                                                          |  |  |

### **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.                                                                                                                                                                                                                                                                                |
|      | <b>Note:</b> 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<br>"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.

|                    |                     |                 |                     | partment Of Agricultu<br>lot Compliant /Failed \ |                       |                           |                          |                           |
|--------------------|---------------------|-----------------|---------------------|--------------------------------------------------|-----------------------|---------------------------|--------------------------|---------------------------|
| Recording<br>State | Recording<br>County | Program<br>Year | Customer Name       | IRS Determination                                | IRS Processed<br>Date | Date Received<br>From IRS | SED<br>Determination     | SED Determination<br>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            |                           | Not Compliant-<br>Review | 09/04/2015                |
| Texas              | Haskell             | 2015            | Producer, Jack A    | Failed Verification                              | 06/16/2015            | 06/16/2015                | Compliant-Review         | 08/10/2015                |

--\*

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

#### 308-350 (Reserved)

#### 351 Subsidiary Rollover Process

#### **A** Background

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

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

#### **B** Action Required During Rollover

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

\* \* \*

## C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years

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

| Eligibility Determination<br>Information | Dell                    | orron Duordai          |                       |  |
|------------------------------------------|-------------------------|------------------------|-----------------------|--|
|                                          | Rollover Provisions     |                        |                       |  |
| Actively Engaged                         | Previous year informat  | tion will rollo        | over to the new FY.   |  |
| Actively Engaged - 2002 Farm             |                         |                        |                       |  |
| Bill                                     |                         |                        |                       |  |
| AD-1026                                  |                         |                        |                       |  |
| *AGI - 2014 and 2018 Farm                | Previous year informat  | tion will <b>not</b> 1 | rollover to the       |  |
| Bills*                                   | new FY.                 |                        |                       |  |
| 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.                      |                         |                        |                       |  |
| AGI - 2002 Farm Bill                     |                         |                        |                       |  |
| *AGI – 75% Rule*                         |                         |                        |                       |  |
| Beginning Farmer or Rancher              | Eligibility information | will rollover          | to the new FY based   |  |
|                                          | on the following.       |                        |                       |  |
|                                          | IF the producer is      | THEN                   |                       |  |
|                                          | not beginning farmer    |                        | determination will    |  |
|                                          | or rancher              | be rolled to           | the next FY.          |  |
|                                          | a beginning farmer or   | if the produc          | er has been a         |  |
|                                          | rancher                 |                        | rmer or rancher:      |  |
|                                          |                         | greater than           | the determination     |  |
|                                          |                         | 10 years               | will be reset to      |  |
|                                          |                         |                        | "No".                 |  |
|                                          |                         | less than or           | the determination     |  |
|                                          |                         | equal to               | will be rolled to the |  |
|                                          |                         | 10 years               | next FY.              |  |
| Cash Rent Tenant Cropland                | Previous year informat  | tion will rollo        | ver to the new FY.    |  |
| Factor                                   |                         |                        |                       |  |

| Eligibility Determination<br>Information | Rollover Provisions                                                                 |                                                                                                                                           |  |
|------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--|
| Controlled Substance                     | Eligibility information will rollover to the new FY based<br>on the following.      |                                                                                                                                           |  |
|                                          | IF the producer                                                                     | THEN                                                                                                                                      |  |
|                                          | is <b>not</b> in violation<br>of controlled<br>substance                            | the current year determination will be rolled to the next FY.                                                                             |  |
|                                          | provisions<br>has a permanent<br>violation because of<br>a trafficking<br>violation |                                                                                                                                           |  |
|                                          | has a trafficking<br>violation, but the<br>"Number of Years                         | a computation will occur to determine<br>if the violation period is satisfied.<br>The computation is based on the<br>following variables: |  |
|                                          | of Ineligibility" is <b>not</b> "permanent"                                         | <ul><li> year of conviction</li><li> number of years of ineligibility.</li></ul>                                                          |  |
|                                          |                                                                                     | If the violation period is:                                                                                                               |  |
|                                          |                                                                                     | • satisfied, then the producer's eligibility will be reset to "no violation"                                                              |  |
|                                          |                                                                                     | • <b>not</b> satisfied, the type of violation will be rolled to the next FY.                                                              |  |

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

#### **Eligibility Determination** Information **Rollover Provisions** Previous year information will rollover to the new FY. Converted Wetland Delinquent Debt Farm and/or Tract Eligibility 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. Federal Crop Insurance Previous year information will rollover to the new FY. Previous year information will rollover to the new FY Foreign Person unless citizenship, originating, and/or legal resident alien information in SCIMS is modified. Previous year information will **not** rollover to the new \*--FSA-510 Pay Limit FY.--\* **Exception Request** Previous year information will rollover to the new FY. HELC Limited Resource Farmer or Previous year information will not rollover to the new FY. Rancher NAP Non-Compliance Eligibility information will rollover to the new FY based on the following. IF the producer... THEN... the current year determination will be is **not** in rolled to the next FY. violation of NAP provisions has a NAP a computation will occur to determine if violation 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.

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

| Eligibility Determination<br>Information                                   | Rollover Provisions                                                                                                                 |                                                                                                   |  |  |  |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--|--|--|
| Permitted Entity - 2002 Farm<br>Bill                                       | Previous year information will rollover to the new FY.                                                                              |                                                                                                   |  |  |  |
| Person Determination - 2002<br>Farm Bill                                   |                                                                                                                                     |                                                                                                   |  |  |  |
| Planted Converted Wetland                                                  | Reset to "Compli                                                                                                                    | iant".                                                                                            |  |  |  |
| SDA Farmer or Rancher:                                                     | Previous year inf                                                                                                                   | formation will rollover to the new FY.                                                            |  |  |  |
| • including racial, ethnic, and gender                                     |                                                                                                                                     |                                                                                                   |  |  |  |
| • including racial and ethnic, but <b>not</b> gender.                      |                                                                                                                                     |                                                                                                   |  |  |  |
| *Veteran Farmer or Rancher<br>– Veteran Certification                      | The current year                                                                                                                    | The current year certification will be rolled to the next FY.                                     |  |  |  |
| Veteran Farmer or Rancher –<br>Farmer or Rancher who served                | Eligibility information will rollover to the new FY based on the following.                                                         |                                                                                                   |  |  |  |
| in the Armed Forces not<br>operating a farm or ranch more<br>than 10 years | If the producer THEN<br>is                                                                                                          |                                                                                                   |  |  |  |
| than 10 years                                                              | <b>not</b> a farmer or<br>rancher who<br>served in the<br>Armed Forces<br>not operating a<br>farm or ranch<br>more than 10<br>years | current year certification will be rolled to<br>the next FY.                                      |  |  |  |
|                                                                            | a farmer or<br>rancher who<br>served in the<br>Armed Forces                                                                         | if the farmer or rancher who served in<br>the Armed Forces has been operating<br>a farm or ranch: |  |  |  |
|                                                                            | not operating a<br>farm or ranch<br>more than 10<br>years                                                                           | greater the certification will be reset<br>than 10 to "No".<br>years                              |  |  |  |
|                                                                            |                                                                                                                                     | lessthe certification will be rolled tothan orthe next FY*equal to10 years                        |  |  |  |

## C How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (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 2023 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.

- •\*--Beginning Farmer/Rancher--\*
- Cash Rent Tenant
- Cropland Factor
- Permitted Entity 2002 Farm Bill
- Person Eligibility 2002 Farm Bill
- •\*--Socially Disadvantaged Farmer/Rancher
- Veteran Farmer/Rancher
- Veteran Farmer/Rancher Certification.--\*

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

352-360 (Reserved)

#### 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.

- 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.

**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.

## **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                                                                                                                                                                                                                                              | <b>Projected Release</b> |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1     | Allows for collecting information for individual producers filing CCC-902I's.                                                                                                                                                                            | May 2011                 |
|       | <b>Note:</b> Does <b>not</b> include, "Individual Operating as a Small Business". These business types are treated like entities in the Business File software.                                                                                          |                          |
| 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<br>information collected through the interview process for the<br>farming operation. The COC Determination Report includes<br>potential problematic issues that may need further review by<br>COC. | To Be Determined         |
| 7     | Allows for COC determination to be recorded in the Business<br>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 PLC.--\*

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.

| United States Department of Agriculture<br>Farm Service Agency        | Subsidiary                                             |
|-----------------------------------------------------------------------|--------------------------------------------------------|
|                                                                       |                                                        |
| Subsidiary Home   About Subsidiary                                    | Help   Contact Us   Exit Subsidiary   Logout of eAuth  |
| Eligibility   Business File   Combined Producers   Payment Limit      | ations   Recording County   Subsidiary Print   Reports |
| Links<br>Get Change Alerts<br>Customer Search<br>Screen ID: SUBWEB001 |                                                        |

#### **B** Selecting a Customer

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

| IF users click<br>"Business File" tab | AND CCC-902 has                | THEN                            |
|---------------------------------------|--------------------------------|---------------------------------|
| before a customer has                 |                                | SCIMS Search Page will be       |
| been selected                         |                                | displayed requiring the user to |
|                                       |                                | select a customer from SCIMS.   |
| after a customer has                  | been recorded for the selected | Customer Page will be displayed |
| been selected                         | customer for any year          | listing farm operating plans    |
|                                       |                                | already recorded.               |
|                                       | not been recorded for the      | Customer Page will be displayed |
|                                       | selected customer              | 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<br>been recorded, but the County Office has <b>not</b> indicated that all signatures<br>have been obtained and/or CCC-902 has <b>not</b> been received in the County<br>Office.                                            |
|            | <b>Note:</b> 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 91 <sup>st</sup> 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<br>in the County Office and all valid signatures have been obtained. The date<br>farm operating plan is filed is the later of the date:                                                                                    |
|            | <ul> <li>last signature was obtained from the required signatories</li> <li>documentation was actually received in an FSA County Office.</li> </ul>                                                                                                                                               |
| Determined | <ul> <li>The farm operating plan is considered "determined" when:</li> <li>COC determinations have been completed for the farming operation</li> </ul>                                                                                                                                            |
|            | <ul> <li>date the determinations were completed is recorded in the Business<br/>File software.</li> </ul>                                                                                                                                                                                         |
| 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<br>made to the organizational structure for an entity or joint operation<br>through another farm operating plan.                                                                                                              |

## **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.

## **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<br>that is recorded on the Signature Verification Page.                                                                              |  |  |
|             | <b>Note:</b> 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<br>the new subsidiary year and the start date on farm operating plans for the<br>new subsidiary year is October 1 of the new year. |  |  |
| End Date    | Set by the Business File software when COC determination date is recorded<br>in the Business File software for a subsequent farm operating plan filed for<br>the same subsidiary year.                        |  |  |
|             | <b>Note:</b> 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.--\*

#### **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.

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## **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 91<sup>st</sup> 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.

| IF there is an<br>existing Farm<br>Operating Plan in<br>the Business File<br>software in | warning message                                                       | e software will display the following                                                                                 |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| "initiated" status for<br>the selected customer                                          |                                                                       | or the selected customer was last updated w farm operating plan will result in that                                   |
|                                                                                          | 0                                                                     | you sure you want to continue?"                                                                                       |
|                                                                                          | IF user                                                               | THEN the                                                                                                              |
|                                                                                          | selects the option to<br>continue with the new<br>farm operating plan | • existing farm operating plan in "initiated" status is deleted                                                       |
|                                                                                          |                                                                       | <ul> <li>next consecutive version number will<br/>be assigned to the farm operating plan<br/>being created</li> </ul> |
|                                                                                          |                                                                       | • information associated with the deleted farm operating plan <b>cannot</b> be accessed or viewed.                    |
|                                                                                          | does <b>not</b> select the option to continue                         | process ends and the Customer Page will<br>be displayed for the selected customer.                                    |

## 367 Recording New Farm Operating Plans (Continued)

| IF there is an<br>existing Farm<br>Operating Plan in<br>the Business File |                                                                                                                                                     | ftware will display the following                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| software in<br>"filed" status for the<br>selected customer                | Creating a new farm operating                                                                                                                       | <ul> <li>he selected customer was filed on [<i>date</i>].</li> <li>he plan will result in that plan being ovided written notification withdrawing brating plan?"</li> <li>THEN the</li> <li>existing farm operating plan in "filed" status will be deleted</li> </ul> |
|                                                                           | Note: County Offices shall<br>not indicate the<br>producer has<br>withdrawn CCC-902<br>unless<br>subparagraph 366 C<br>conditions have been<br>met. | operating plan                                                                                                                                                                                                                                                        |
|                                                                           | has <b>not</b> withdrawn the existing CCC-902                                                                                                       | process ends and the Customer Page<br>will be displayed for the selected<br>customer.                                                                                                                                                                                 |

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

# 367 Recording New Farm Operating Plans (Continued)

| IF there is an<br>existing Farm<br>Operating Plan in<br>the Business File<br>software in<br>"determined" status<br>for the selected<br>customer | THEN the Business File software will display the following warning message         "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 |                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                 | <ul> <li>you sure you want to continue?"</li> <li>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.</li> <li>IF the user</li> </ul>      |                                                                                                                                                                                                                                                                 |
|                                                                                                                                                 | selects the option to<br>continue with the new<br>farm operating plan                                                                                                                                                                                                                           | • existing farm operating plan in<br>"determined" status will continue to be<br>effective until COC makes a new<br>determination                                                                                                                                |
|                                                                                                                                                 |                                                                                                                                                                                                                                                                                                 | <ul> <li>next consecutive version number will be assigned to the new farm operating plan</li> <li>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.</li> </ul> |
|                                                                                                                                                 | does <b>not</b> select the<br>option to continue<br>with the new plan                                                                                                                                                                                                                           | process ends and the Customer Page will be<br>displayed for the selected customer.                                                                                                                                                                              |

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

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## A General Policy About Revisions to Farm Operating Plans

\* \* \* 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 \* \* \*.

## **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.  |  |
|------------------------------------------------------------------------------------|--|
| This table describes now existing furth operating plans are affected when revised. |  |
|                                                                                    |  |

| IF the Farm                                              |                                                                       |                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating                                                |                                                                       |                                                                                                                                                                                                                                                                                                            |
| Plan being                                               | THEN the Business                                                     | File software will display the following warning                                                                                                                                                                                                                                                           |
| revised has                                              | message                                                               | The solution will display the following warming                                                                                                                                                                                                                                                            |
| an "initiated"<br>status for the<br>selected<br>customer | "The farm operating p                                                 | <ul> <li>blan for the selected customer was last updated on you want to revise this plan?"</li> <li>THEN</li> <li>the existing farm operating plan will automatically be updated with information from FRS</li> <li>a new version number will <b>not</b> be assigned to the</li> </ul>                     |
|                                                          |                                                                       | <ul> <li>farm operating plan</li> <li>the date of the revision will be updated as the last update date.</li> <li><b>Reminder:</b> The last update date is critical, because an "initiated" farm operating plan will be deleted after 90 calendar days if subsequent action is <b>not</b> taken.</li> </ul> |
|                                                          | does <b>not</b> select the<br>option to continue<br>with the revision | the process ends and the Customer Page will be<br>displayed for the selected customer.                                                                                                                                                                                                                     |

| IF the Farm<br>Operating<br>Plan being<br>revised has<br>"filed" status<br>for the<br>selected<br>customer | THEN the Business File software will display the following warning message         "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?" |                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                            | <b>IF the user</b> indicates the producer has                                                                                                                                                                                                                                                                                                                                                                                          | <ul><li>THEN the</li><li>existing farm operating plan in "filed"</li></ul>                                                                                                                                                             |
|                                                                                                            | withdrawn the existing<br>CCC-902                                                                                                                                                                                                                                                                                                                                                                                                      | status will be copied with an "initiated"<br>status                                                                                                                                                                                    |
|                                                                                                            | Note: County Offices shall<br>not indicate the<br>producer has<br>withdrawn CCC-902                                                                                                                                                                                                                                                                                                                                                    | • next consecutive version number will be assigned to the new "initiated" farm operating plan                                                                                                                                          |
|                                                                                                            | unless<br>subparagraph 366 C<br>conditions have been                                                                                                                                                                                                                                                                                                                                                                                   | <ul> <li>original farm operating plan in "filed"<br/>status will be deleted</li> </ul>                                                                                                                                                 |
|                                                                                                            | met.                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul> <li>deleted farm operating plan information<br/>will be retained in the Business File<br/>software for historical purposes, but the<br/>information cannot be accessed or viewed<br/>by State and County Office users.</li> </ul> |
|                                                                                                            | has <b>not</b> withdrawn the existing CCC-902                                                                                                                                                                                                                                                                                                                                                                                          | process ends and the Customer Page will be displayed for the selected customer.                                                                                                                                                        |

# **B** Impacts of Revising Farm Operating Plans (Continued)

|                     | ess                                                                                                                                                                 | File software will display the following warning                                                                                                                                    |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>U</b>            |                                                                                                                                                                     |                                                                                                                                                                                     |
|                     |                                                                                                                                                                     | the selected customer was made on [date]. Is the                                                                                                                                    |
| -                   |                                                                                                                                                                     | g plan being revised to add or remove land input                                                                                                                                    |
| information only of | or w                                                                                                                                                                | vill other changes be made to the plan?"                                                                                                                                            |
| IF the user         | TH                                                                                                                                                                  | IEN                                                                                                                                                                                 |
| selects the option  | •                                                                                                                                                                   | existing farm operating plan in "determined" status                                                                                                                                 |
| indicating land     |                                                                                                                                                                     | will be copied with an "determined" status                                                                                                                                          |
| changes are the     |                                                                                                                                                                     |                                                                                                                                                                                     |
| only changes        | •                                                                                                                                                                   | next consecutive version number will be assigned to                                                                                                                                 |
| being made          |                                                                                                                                                                     | 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 <b>cannot</b> be accessed or                                                                                                                          |
|                     |                                                                                                                                                                     | viewed by State and County Office users                                                                                                                                             |
|                     |                                                                                                                                                                     | -                                                                                                                                                                                   |
|                     | •                                                                                                                                                                   | the new "determined" farm operating plan will                                                                                                                                       |
|                     |                                                                                                                                                                     | automatically be updated with information from FRS                                                                                                                                  |
|                     |                                                                                                                                                                     | 5 1                                                                                                                                                                                 |
|                     | •                                                                                                                                                                   | users are allowed to record lease information related                                                                                                                               |
|                     |                                                                                                                                                                     | to land contributions, but are <b>not</b> allowed to access                                                                                                                         |
|                     |                                                                                                                                                                     | any other type of contribution.                                                                                                                                                     |
|                     | message<br>"A determination<br>current farm opera<br>information only of<br>IF the user<br>selects the option<br>indicating land<br>changes are the<br>only changes | message         "A determination for current farm operating information only or weights of the selects the option indicating land changes are the only changes being made         • |

## **B** Impacts of Revising Farm Operating Plans (Continued)

| IF the Farm    |                   |                                                          |
|----------------|-------------------|----------------------------------------------------------|
|                |                   |                                                          |
| Operating      |                   |                                                          |
| Plan being     |                   | ess File software will display the following warning     |
| revised has    | message           |                                                          |
| "determined"   | IF the user       | THEN                                                     |
| status for the | selected the      | • the original farm operating plan in "determined"       |
| selected       | option indicating | status will be:                                          |
| customer       | other changes     |                                                          |
| (Continued)    | will be made to   | • copied with an "initiated" status                      |
|                | the farm          | 1                                                        |
|                | operating plan    | • <b>not</b> be updated with an "ending date" until COC  |
|                |                   | acts on the new farm operating plan                      |
|                |                   | acts on the new rann operating plan                      |
|                |                   | • retained in the Business File software and can be      |
|                |                   | viewed by State and County Office users                  |
|                |                   | 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.     |
|                | does not select   | end the process and display the existing farm operating  |
|                | the option to     | plan for the selected customer.                          |
|                | continue with the |                                                          |
|                | revision          |                                                          |

# **B** Impacts of Revising Farm Operating Plans (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 91<sup>st</sup> 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.                                  | < Back Save Save & Continue > |
| "Save"    | Saves the information recorded on the         |                               |
|           | page, but does <b>not</b> advance to the next |                               |
|           | applicable page.                              |                               |
| "Save &   | Saves the information recorded on the         |                               |
| Continue" | 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         | Displays the SCIMS Search Page to allow the user    | Business File Menu                     |
| Different       | to select a new customer.                           | Welcome: Tracey Smit<br>User Role: FSA |
| Customer"       |                                                     | USEI KOIE. FBA                         |
| "Record New     | Allows the user to initiate a new farm operating    | Select Different                       |
| Farm Operating  | plan for the customer that is currently selected.   | <u>Customer</u><br>Record New Farm     |
| Plan"           |                                                     | Operating Plan                         |
| "Manage         | Displays the Customer Page for the customer         | Manage Customer                        |
| Customer"       | currently selected. This page displays all the farm | Leated Lipbility                       |
|                 | operating plans that are currently recorded for the | Lmtd Liability<br>Seeking Benefits     |
|                 | selected customer.                                  | General                                |
|                 | ptions are applicable for the selected customer and | Contributions                          |
|                 | ng plan that is being recorded. See Section 3 for   | <u>Capital</u>                         |
|                 | nation on each page.                                | <u>Land</u>                            |
| "Seeking        | *Displays the Applicability of Determinations       | Custom Services                        |
| Benefits"       | Page*                                               | <u>Equipment</u>                       |
| "General"       | Displays the General Information Page.              | <u>Labor</u>                           |
| "Contributions" | Displays the Contributions Page.                    | <u>Management</u>                      |
| "Capital"       | Displays the Capital Contribution Page.             | <u>Summary</u>                         |
| "Land"          | Displays the Land Contribution Page.                | Member                                 |
| "Custom         | Displays the Custom Services Page.                  | Select Member                          |
| Services"       |                                                     |                                        |
| "Equipment"     | Displays the Equipment Page.                        | Other                                  |
| "Labor"         | Displays the Labor Types Page.                      | <u>Remarks</u>                         |
| "Management"    | Displays the Management Types Page.                 | Submit Plan                            |
| "Summary"       | Displays the Farming Operation Summary Page.        | <u>Summary</u>                         |
|                 | This page summarizes the information that has       | <u>Validations</u>                     |
|                 | been recorded through the interview process for all | Record Signatures                      |
|                 | contribution inputs.                                | <u>View 902</u>                        |

## **370** Navigation (Continued)

#### C Left Navigation Menu (Continued)

| Option                        | Action                                                                                                                                                                                                      | Example                                                                                                                            |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| "Select<br>( <i>Member</i> )" | Displays the Select (Member) Page.                                                                                                                                                                          | Business File Menu<br>Welcome: Tracey Smit                                                                                         |
|                               | <b>Note:</b> The name of the page may change<br>depending on the business type for the<br>operation. For example, the option will be<br>"Select Stockholder", if the farming<br>operation is a corporation. | User Role: FSA<br><u>Select Different</u><br><u>Customer</u><br><u>Record New Farm</u><br><u>Operating Plan</u><br>Manage Customer |
| "Remarks"                     | Displays the Remarks Page that allows the user to record additional information about the farming operation.                                                                                                | Lmtd Liability<br>Seeking Benefits                                                                                                 |
| "Summary"                     | Displays the Farming Operation Summary Page, including any remarks that have been recorded.                                                                                                                 | <u>General</u><br><u>Contributions</u><br><u>Capital</u>                                                                           |
| Validations"                  | Displays the Validations Page that identifies<br>potential problematic areas that may need to be<br>addressed before the farm operating plan is filed.                                                      | <u>Land</u><br>Custom Services<br>Equipment                                                                                        |
| "Record<br>Signatures"        | Displays the Signature Verification Page that<br>allows the user to specify when the farm operating<br>plan was filed and when COC determinations were<br>completed.                                        | <u>Labor</u><br><u>Management</u><br><u>Summary</u>                                                                                |
| "View 902"                    | Opens a new window displaying the formatted version of CCC-902.                                                                                                                                             | Member<br>Select Member<br>Other<br>Remarks<br>Submit Plan<br>Summary<br>Validations<br>Record Signatures<br>View 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

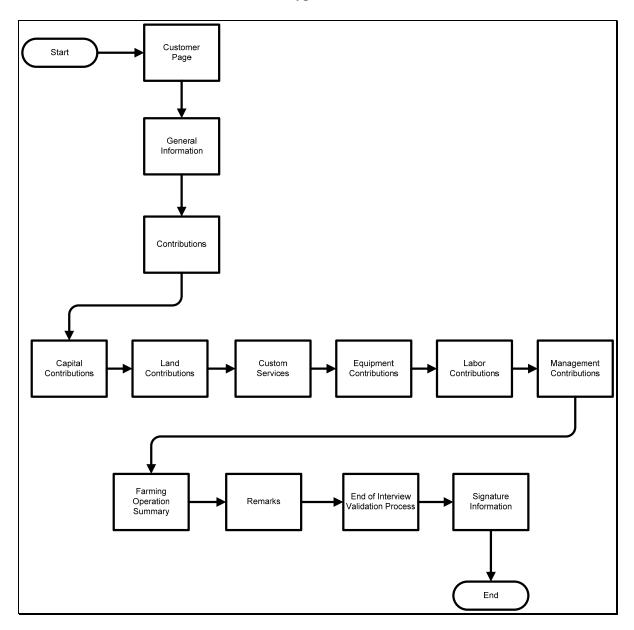
The Business File software reads the business type for the selected year from Business Partner to determine the interview process flow. The following table identifies which process flow is applicable for each business type in Business Partner.

| Interview Process Flow           | Business Partner Business Type                           |
|----------------------------------|----------------------------------------------------------|
| Individual                       | •*Individuals                                            |
|                                  | Revocable Trust using SSN                                |
|                                  | <ul> <li>Limited Liability Company using SSN*</li> </ul> |
| 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      | Indians Represented by BIA                               |
| Though the Business File Process | Indian Tribal Venture                                    |
|                                  | Federally Owned                                          |

## 378 Business Type Interview Process Flow Charts

## A Flow Chart for "Individual" Business Type

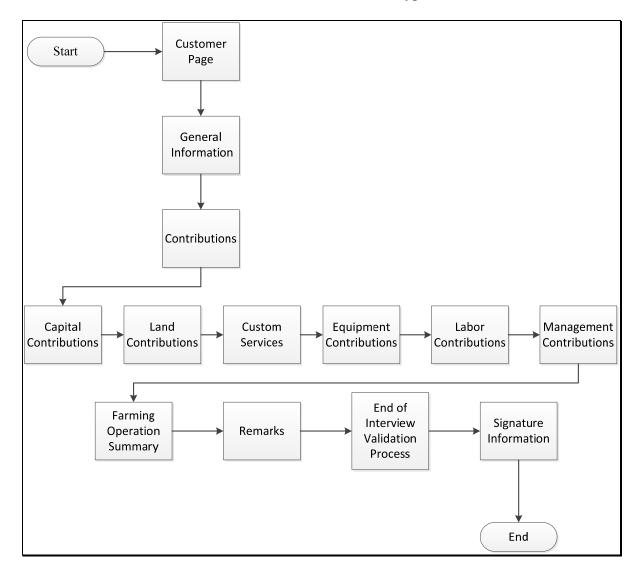
The following is the high-level overview of the interview process flow for customers in SCIMS that have an "individual" business type.



## 378 Business Type Interview Process Flow Charts (Continued)

## **B** Flow Chart for "Entities Without Members" Business Type

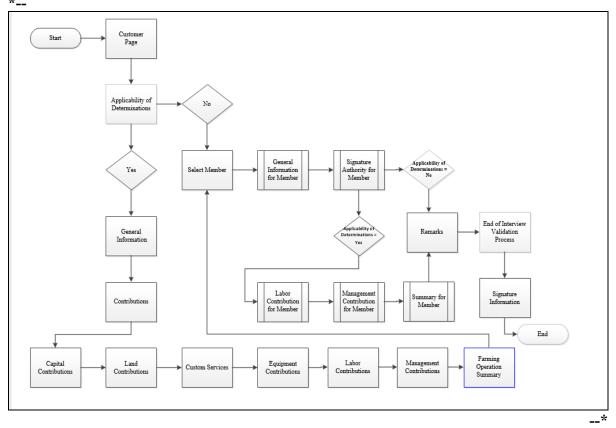
The following is the high-level overview of the interview process flow for customers in SCIMS that have an "Entities Without Members" business type.



## **378** Business Type Interview Process Flow Charts (Continued)

## C Flow Chart for "Entities With Members" Business Type

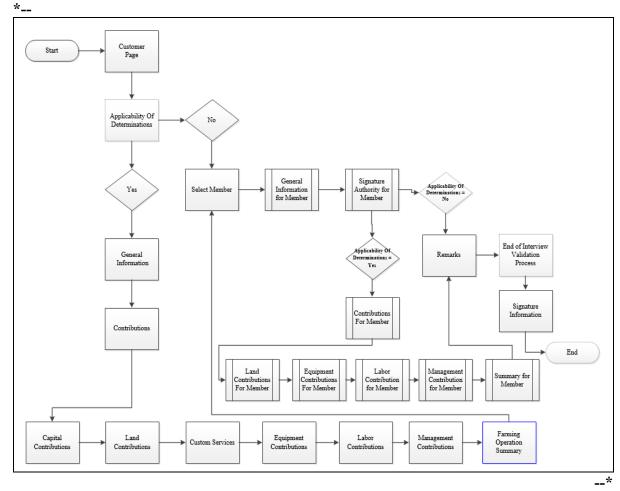
The following is the high-level overview of the interview process flow for customers in SCIMS that have an "Entities With Members" business type.



## 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.



## 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". \*\_\_

| - Palas Folgo                    | CUSTOMER INFORMATION                  |                    |         |                  |                    |                                                                             |  |  |  |
|----------------------------------|---------------------------------------|--------------------|---------|------------------|--------------------|-----------------------------------------------------------------------------|--|--|--|
| r Role: FSACO                    | FARMING OPE                           | RATION:            |         | ANY3 CORPORATION |                    |                                                                             |  |  |  |
| ect Different                    | BUSINESS TYPE:                        |                    |         | Corporation      |                    |                                                                             |  |  |  |
| omer                             | IRS RESPONSE                          | IRS RESPONSE CODE: |         |                  | TIN and Name match |                                                                             |  |  |  |
| <u>rd New Farm</u><br>ating Plan | Farm Operating Plans                  |                    |         |                  |                    |                                                                             |  |  |  |
|                                  | Program<br>Year                       | Status             | Version | Start Date       | End Date           | Option                                                                      |  |  |  |
|                                  | 2017<br>Last<br>Update:<br>05/11/2020 | Initiated          | 1       |                  |                    | Revise<br>Record Signatures<br>View 902<br>View Members                     |  |  |  |
|                                  | 2016<br>Last<br>Update:<br>05/11/2020 | Filed              | 2       |                  |                    | Revise<br>Record COC Date<br>View 902<br>View Members                       |  |  |  |
|                                  | 2015<br>Last<br>Update:<br>05/11/2020 | Determined         | 3       | 01/02/2015       | 09/30/2015         | Revise<br>Copy Plan<br>View 902<br>View Members<br>Record<br>Determinations |  |  |  |

## **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. \*\_\_

| Role: FSACO              | CUSTO                      | DMER INFO | RMATION    |               |                    |               |                     |
|--------------------------|----------------------------|-----------|------------|---------------|--------------------|---------------|---------------------|
| Different                | FARMING OPERATION:         |           |            |               | ANY3 CORPORATION   |               |                     |
| <u>Different</u><br>mer  | BUSINESS TYPE: Corporation |           |            |               |                    |               |                     |
| d New Farm               |                            |           |            |               |                    |               |                     |
| ting Plan<br>Je Customer | Year                       | Version   | Status     | Filed<br>Date | Determined<br>Date | Record Status | Last Update<br>Date |
| te customer              | 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          |
|                          |                            | 3         |            |               | 01/02/2015         |               |                     |

## 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          | "Farming Operation"     | Name of selected customer.                                                                                                                                                                                                                                          |  |  |  |
| Information"       | "Business Type"         | Current year business type for the selected customer                                                                                                                                                                                                                |  |  |  |
|                    |                         | recorded in SCIMS.                                                                                                                                                                                                                                                  |  |  |  |
|                    | *"IRS Response<br>Code" | Name and Tax ID Validation Response from IRS*                                                                                                                                                                                                                       |  |  |  |
| "Farm<br>Operating | "Program Year"          | Program year associated with the farm operating plan.                                                                                                                                                                                                               |  |  |  |
| Plans"             |                         | Date of the last update to the farm operating plan is listed directly below the program year.                                                                                                                                                                       |  |  |  |
|                    |                         | <b>Reminder:</b> 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 Produ 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.

# **B** Accessing the Copy Plan Page

On the Customer Page, CLICK "Copy Plan" link for the determined plan. \*\_-

| Customer                                                                                                                                                                              |            |         |            |            |                                                                        |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|------------|------------|------------------------------------------------------------------------|--|--|
| CUSTOMER INFORMATION                                                                                                                                                                  |            |         |            |            |                                                                        |  |  |
| FARMING OPER                                                                                                                                                                          | ATION:     |         | ANY1 PR    | ODUCER     |                                                                        |  |  |
| BUSINESS TYPE:                                                                                                                                                                        |            |         | Individua  |            |                                                                        |  |  |
| IRS RESPONSE O                                                                                                                                                                        | ODE:       |         | TIN and    | Name match |                                                                        |  |  |
|                                                                                                                                                                                       |            |         |            |            |                                                                        |  |  |
| Farm Oper                                                                                                                                                                             | ating Plan | s       |            |            |                                                                        |  |  |
| Program<br>Year                                                                                                                                                                       | Status     | Version | Start Date | End Date   | Option                                                                 |  |  |
| 2017<br>Last Update:<br>02/26/2018                                                                                                                                                    | Initiated  | 5       |            |            | <u>Revise</u><br><u>Record</u><br><u>Signatures</u><br><u>View 902</u> |  |  |
| 2016<br>Last Update:<br>02/22/2018                                                                                                                                                    | Filed      | 4       |            |            | <u>Revise</u><br><u>Record COC Date</u><br><u>View 902</u>             |  |  |
| 2015<br>Last Update:<br>02/22/2018                                                                                                                                                    | Determined | 3       | 10/01/2014 | 09/30/2015 | <u>Revise</u><br><u>Copy Plan</u><br><u>View 902</u>                   |  |  |
| 2015         Determined         2         10/01/2014         09/30/2014         View 902           Last Update:         02/22/2018         View 902         View 902         View 902 |            |         |            |            |                                                                        |  |  |
| View Farm Operating Plan History                                                                                                                                                      |            |         |            |            |                                                                        |  |  |
| BF002                                                                                                                                                                                 |            |         |            |            | Back to Top ^                                                          |  |  |

--\*

## \*--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 INFO                                                                                 | RMATION    |         |    |           |            |               |  |
| FARMING OPER                                                                                  | ATION:     |         |    | ANY1      | PRODUCER   |               |  |
| BUSINESS TYPE                                                                                 | :          |         |    | Individ   | dual       |               |  |
| PLAN YEAR:                                                                                    |            |         |    | 2015      |            |               |  |
|                                                                                               |            |         |    |           |            |               |  |
| Program<br>Year                                                                               | Status     | Version | St | art Date  | End Date   |               |  |
| 2015<br>Last Update:<br>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:<br>Year: 2014 V |            |         |    |           |            |               |  |
| < Back     Save & Continue >       BF005     Back to Top ^                                    |            |         |    |           |            |               |  |
| BFUUS                                                                                         |            |         |    |           |            | Back to 10p ^ |  |

## \*--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.--\*

| Section            | Field             |                                                                                                   | Description                                                                                                                                                                                                                                                       |  |  |  |  |
|--------------------|-------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| Customer           | "Farming          | Name of sele                                                                                      | cted customer.                                                                                                                                                                                                                                                    |  |  |  |  |
| Information        | Operation"        | i vuine or sere                                                                                   | eted edistomer.                                                                                                                                                                                                                                                   |  |  |  |  |
| intornation        | "Business         | Current year                                                                                      | business type for the selected customer                                                                                                                                                                                                                           |  |  |  |  |
|                    | Type"             | •                                                                                                 | n Business Partner.                                                                                                                                                                                                                                               |  |  |  |  |
|                    | "Plan Year"       |                                                                                                   | erating Plan selected year to copy from*                                                                                                                                                                                                                          |  |  |  |  |
| Farm               | "Program<br>Year" | Program year                                                                                      | associated with the farm operating plan.                                                                                                                                                                                                                          |  |  |  |  |
| Operating<br>Plans | real              |                                                                                                   | st update to the farm operating plan is listed v the program year.                                                                                                                                                                                                |  |  |  |  |
|                    |                   | Reminder:                                                                                         | The date the farm operating plan was last<br>updated is important because the Business<br>File application will automatically delete<br>any farm operating plans after 90 calendar<br>days of no activity if the farm operating plan<br>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 subparag<br>Start Date.                                                                       | raph 366 D for additional information on the                                                                                                                                                                                                                      |  |  |  |  |
|                    | "End Date"        |                                                                                                   | siness File application when COC                                                                                                                                                                                                                                  |  |  |  |  |
|                    |                   |                                                                                                   | a date is recorded in the Business File                                                                                                                                                                                                                           |  |  |  |  |
|                    |                   |                                                                                                   | or a subsequent farm operating plan filed for                                                                                                                                                                                                                     |  |  |  |  |
|                    |                   | the same subs                                                                                     | sidiary year.                                                                                                                                                                                                                                                     |  |  |  |  |
|                    |                   | See subparag<br>Determined F                                                                      | raph 366 D for additional information on Plans.                                                                                                                                                                                                                   |  |  |  |  |
| "Year"             |                   | Allows user t                                                                                     | o select the year to copy the plan.                                                                                                                                                                                                                               |  |  |  |  |

This table describes the information displayed on the Customer Page.

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

**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.

#### **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<br>the producer, questions on minor status, and selection of the | 402 through 410 |
|            | contributions provided to the farming operation.                                                                            |                 |
| 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 |

**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.

#### 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.

# **B** Example of Customer Page

The following is an example of the Customer Page.

|                              | 1                                     |                | 0       |                    |             |                                                                             |
|------------------------------|---------------------------------------|----------------|---------|--------------------|-------------|-----------------------------------------------------------------------------|
| Business File Menu           |                                       |                |         |                    |             |                                                                             |
| Welcome:                     | Custom                                | er             |         |                    |             |                                                                             |
| User Role: FSACO             | CUSTOMER INF                          | ORMATION       |         |                    |             |                                                                             |
| USEI KOIE. FSACO             | FARMING OPE                           |                |         |                    | ORPORATION  |                                                                             |
| Select Different<br>Customer | BUSINESS TYPE                         |                |         | Corpora<br>TIN and | Name match  |                                                                             |
| Record New Farm              | IRS RESPONSE                          | CODE:          |         | TIN drid           | Name materi |                                                                             |
| Operating Plan               | Farm Ope                              | rating Plar    | าร      |                    |             |                                                                             |
|                              | Program<br>Year                       | Status         | Version | Start Date         | End Date    | Option                                                                      |
|                              | 2017<br>Last<br>Update:<br>05/11/2020 | Initiated      | 1       |                    |             | Revise<br>Record Signatures<br>View 902<br>View Members                     |
|                              | 2016<br>Last<br>Update:<br>05/11/2020 | Filed          | 2       |                    |             | Revise<br>Record COC Date<br>View 902<br>View Members                       |
|                              | 2015<br>Last<br>Update:<br>05/11/2020 | Determined     | 3       | 01/02/2015         | 09/30/2015  | Revise<br>Copy Plan<br>View 902<br>View Members<br>Record<br>Determinations |
|                              | <u>View Farm Ope</u>                  | erating Plan H | story   |                    |             |                                                                             |
|                              | BF002                                 |                |         |                    |             | Back to Top ^                                                               |

--\*

## **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          | "Farming         | Name of selected customer.                                                                                                                                                                                                                                       |
| Information"       | Operation"       |                                                                                                                                                                                                                                                                  |
|                    | "Business        | Current year business type for the selected customer recorded in                                                                                                                                                                                                 |
|                    | Туре"            | SCIMS.                                                                                                                                                                                                                                                           |
|                    | "IRS             | Name and Tax ID Validation Response from IRS.                                                                                                                                                                                                                    |
|                    | Response         | *"Deceased mm/dd/yyyy" will appear after the IRS Response                                                                                                                                                                                                        |
|                    | Code"            | code if the customer is an Individual and recorded as deceased in                                                                                                                                                                                                |
|                    |                  | Business Partner*                                                                                                                                                                                                                                                |
| "Farm<br>Operating | Program<br>Year" | Program year associated with the farm operating plan.                                                                                                                                                                                                            |
| Plans"             | i cai            | Date of the last update to the farm operating plan is listed directly below the program year.                                                                                                                                                                    |
|                    |                  | <b>Reminder:</b> 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           | Start date is only applicable if:                                                                                                                                                                                                                                |
|                    | Date"            |                                                                                                                                                                                                                                                                  |
|                    |                  | • 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             | End date is only applicable:                                                                                                                                                                                                                                     |
|                    | Date"            | • for farm operating plans that are in "determined" status                                                                                                                                                                                                       |
|                    |                  | <ul> <li>when COC has completed determination on a subsequent<br/>CCC-902 for the same subsidiary year.</li> </ul>                                                                                                                                               |
|                    |                  | See subparagraph 366 D for additional information on end dates.                                                                                                                                                                                                  |

## **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"               | <ul><li>Allows users to revise the selected farm operating plan. Depending on the status of the Plan being revised, different confirmation messages may be displayed.</li><li>See paragraph 368 for additional information on revising farm operating plans.</li></ul>                                         |
| "Record<br>Signatures" | <ul> <li>Option:</li> <li>will only be displayed if the farm operating plan is in "initiated" status</li> <li>allows users to record the following signature information:</li> <li>date CCC-902 was filed in the County Office</li> <li>date COC determinations have been completed for the farming</li> </ul> |
| "Record COC<br>Date"   | operation.         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.                                                                                                                                                                                                            |

## **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<br>the selected farm operating plan.        |
| "View           | Option:                                                                                                        |
| Members"        |                                                                                                                |
|                 | • will only be displayed for Businesses with Members                                                           |
|                 | • allows users to view Members recorded for the Business.                                                      |
| "Record         | Option:                                                                                                        |
| Determinations" |                                                                                                                |
|                 | • 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.

| <b>Business File Menu</b>                                                              |                                                                                   |               |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------|
| Welcome: Christa<br>Dupwe                                                              | Create New Farm Operating Plan                                                    |               |
| User Role: FSACO                                                                       | A new Farm Operating Plan will be initiated for the following producer:           |               |
| <u>Select Different</u><br><u>Customer</u><br><u>Record New Farm</u><br>Operating Plan | Common Customer Name: ANY3 CORPORATION<br>Business Type: Corporation<br>Tax Id: N |               |
| Manage Customer                                                                        | Select the subsidiary year that this new Farm Operating Plan is applicable        | for:          |
|                                                                                        | Year: 2015 -                                                                      |               |
|                                                                                        | Save & Continue >                                                                 |               |
|                                                                                        | BF004                                                                             | Back to Top ^ |

## 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.                                                                                                         |  |
|                | <b>Note:</b> 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.                                                                                                                                                                     |  |
|                   | <b>Note:</b> After the farm operating plan is "initiated", it <b>cannot</b> 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.

| Welcome:<br>Jser Role: FSA          | Applicability of Determinations                                                      |                     |  |
|-------------------------------------|--------------------------------------------------------------------------------------|---------------------|--|
|                                     | CUSTOMER INFORMATION                                                                 |                     |  |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                                                                   | FARMERS CORPORATION |  |
|                                     | BUSINESS TYPE:                                                                       | Corporation         |  |
| Record New Farm<br>Operating Plan   | PLAN YEAR:                                                                           | 2020                |  |
| Corporation                         | Is the farm operation applying for a FSA,<br>engaged, cash rent tenant/cropland fact |                     |  |

## \*--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          | For the question displayed, the available options are:                              |  |  |
| operation applying    |                                                                                     |  |  |
| for a FSA, CCC or     | • "Yes"                                                                             |  |  |
| NRCS program          | • "No"                                                                              |  |  |
| requiring an actively | • "No Response".                                                                    |  |  |
| engaged, cash rent    | 1                                                                                   |  |  |
| tenant/cropland       | <b>Note:</b> If the producer does <b>not</b> want to respond, select "No Response". |  |  |
| factor, foreign       |                                                                                     |  |  |
| person, substantive   |                                                                                     |  |  |
| change and/or         |                                                                                     |  |  |
| common attribution    |                                                                                     |  |  |
| determination?"       |                                                                                     |  |  |

#### **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 <b>not</b> provided     | If the information recorded is incorrect, return to the     |
| indicating whether benefits are being   | Applicability of Determinations Page to specify whether the |
| requested for a program requiring an    | business is applying for a program requiring a              |
| actively engaged, cash rent             | determination*                                              |
| tenant/cropland factor, foreign person, |                                                             |
| substantive change and/or common        |                                                             |
| attribution 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.

| Business File Menu<br>Welcome: Bobbie Butler<br>User Role: FSA          | General Information                                                                                                                                                                                       |                            |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Select Different<br>Customer<br>Record New Farm                         | CUSTOMER INFORMATION<br>FARMING OPERATION:<br>BUSINESS TYPE:                                                                                                                                              | Ima Farmer<br>Individual   |
| <u>Operating Plan</u><br><u>Manage Customer</u><br>Individual           | Is the individual a U.S. citizen or alien law<br>Yes - The individual is a United States citizen                                                                                                          | or a legal resident alien. |
| <u>General</u><br><u>Contributions</u><br><u>Capital</u><br><u>Land</u> | Will the individual be 18 years of age by June 1 of the current program year?<br>Yes - The individual is or will be 18 years of age by the applicable status date.<br>Read Current Information from SCIMS |                            |
| <u>Custom Services</u><br>Equipment<br>Labor                            | < Back Continue >                                                                                                                                                                                         |                            |
| <u>Management</u><br><u>Summary</u>                                     | BF011                                                                                                                                                                                                     | Back to Top ^              |

## **B** Examples of General Information Page (Continued)

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

| Business File Menu                              |                                                            |                  |               |
|-------------------------------------------------|------------------------------------------------------------|------------------|---------------|
| Welcome: Christa<br>Dupwe                       | General Information                                        |                  |               |
| User Role: FSACO                                | CUSTOMER INFORMATION                                       |                  |               |
|                                                 | FARMING OPERATION:                                         | ANY3 CORPORATION |               |
| <u>Select Different</u><br><u>Customer</u>      | BUSINESS TYPE:                                             | Corporation      |               |
| <u>Record New Farm</u><br><u>Operating Plan</u> | Was the corporation formed within the                      | past 24 months?  |               |
| <u>Manage Customer</u>                          | Yes                                                        |                  |               |
|                                                 | O No                                                       |                  |               |
| Corporation                                     | No Response                                                |                  |               |
| Seeking Benefits                                |                                                            |                  |               |
| <u>General</u>                                  | If yes, what is the date that this corporation was formed? |                  |               |
| Contributions                                   |                                                            |                  |               |
| <u>Capital</u>                                  | Is more than one signature required fo                     | the corporation? |               |
| <u>Land</u>                                     | <ul> <li>Yes</li> </ul>                                    |                  |               |
| Custom Services                                 | © No                                                       |                  |               |
| Equipment                                       | 0 110                                                      |                  |               |
| <u>Labor</u>                                    |                                                            |                  |               |
| Management                                      |                                                            |                  |               |
| Summary                                         | < Back Save Save                                           | & Continue >     |               |
| Stockholder<br>Select Stockholder               | BF011                                                      |                  | Back to Top ^ |

## **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.

## **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.

| Business       |                       |                                                           |                                            |
|----------------|-----------------------|-----------------------------------------------------------|--------------------------------------------|
| Туре           | <b>Question/Field</b> | Description                                               |                                            |
| Individual     | "Is the individual    | This information is derived from the resident alien field |                                            |
| and            | a U.S. citizen or     | in SCIMS.                                                 |                                            |
| Individual     | alien lawfully        | IF the SCIMS                                              |                                            |
| Members of     | admitted into the     | "Resident Alien"                                          |                                            |
| Entities/Joint | U.S.?"                | field is set to                                           | THEN message                               |
| Operations     |                       | "N/A" or "Yes"                                            | "Yes - The individual is a United          |
|                |                       |                                                           | States citizen or a legal resident         |
|                |                       |                                                           | alien." will be displayed.                 |
|                |                       | "No"                                                      | "No - The individual is <b>not</b> a legal |
|                |                       |                                                           | resident alien." will be displayed.        |
|                | "Will the             | This information i                                        | s derived from the birth date field in     |
|                | individual be         | SCIMS.                                                    |                                            |
|                | 18 years of age by    |                                                           |                                            |
|                | June 1 of the         | If a birth date has                                       | been entered in SCIMS for the selected     |
|                | current program       |                                                           | per, the system computes the               |
|                | year?"                | producer/member's age. The following messages will be     |                                            |
|                |                       | displayed based or                                        | n the computation.                         |
|                |                       |                                                           |                                            |
|                |                       |                                                           | ate has <b>not</b> been recorded for the   |
|                |                       | -                                                         | roducer/member, then the                   |
|                |                       | 1                                                         | nember will be considered an adult.        |
|                |                       | IF the                                                    |                                            |
|                |                       | computed age                                              |                                            |
|                |                       | is                                                        | THEN message                               |
|                |                       | 18 before the                                             | "Yes - The individual is or will be 18     |
|                |                       | status date of the                                        | years of age by the applicable status      |
|                |                       | selected                                                  | date." will be displayed.                  |
|                |                       | subsidiary year                                           |                                            |
|                |                       | not 18 by the                                             | "No - The individual will <b>not</b> be 18 |
|                |                       | status date of the                                        | years of age by the applicable status      |
|                |                       | selected                                                  | date." will be displayed.                  |
|                |                       | subsidiary year                                           |                                            |

## Par. 405

# 405 General Information Page (Continued)

## **C** Information on the Page (Continued)

| Business       |                             |                                                                                                                   |
|----------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Туре           | <b>Question/Field</b>       | Description                                                                                                       |
| Individual     | "Parents/Guardians          | Name and last 4 digits of the tax ID number of                                                                    |
| and            | Name?                       | the parent/guardian for the selected customer                                                                     |
| Individual     | "Parents/Guardians Tax      | retrieved from Business Partner.                                                                                  |
| Members of     | ID"                         |                                                                                                                   |
| Entities/Joint |                             | <b>Note:</b> If the information is incorrect, County                                                              |
| Operations     |                             | Office users shall access Business Partner                                                                        |
| (Continued)    |                             | to update the incorrect information.                                                                              |
| Entities and   | "Was the (type of           | Available options are:                                                                                            |
| Joint          | entity/joint operation)     |                                                                                                                   |
| Operations     | formed within the last      | • "Yes"                                                                                                           |
|                | 24 months?"                 | • "No"                                                                                                            |
|                |                             | • "No Response".                                                                                                  |
|                |                             | Notes: If the producer does <b>not</b> want to respond, select "No Response".                                     |
|                |                             | Question is <b>not</b> applicable if the business type for the selected customer is "state and local government". |
|                | "What is the date the (type | If the entity or joint operation was formed within                                                                |
|                | of entity/joint operation)  | the last 24 months, the date the operation was                                                                    |
|                | was formed?"                | formed is required.                                                                                               |

## **C** Information on the Page (Continued)

| Business     |                       |                                                              |
|--------------|-----------------------|--------------------------------------------------------------|
| Туре         | <b>Question/Field</b> | Description                                                  |
| Entities and | "Is more than one     | Question is only displayed for entities, because all         |
| Joint        | signature required    | members of joint operations are required to sign             |
| Operations   | for the (entity)?"    | CCC-902. Available options are:                              |
| (Continued)  |                       |                                                              |
|              |                       | • "Yes"                                                      |
|              |                       | • "No"                                                       |
|              |                       | • "No Response".                                             |
|              |                       |                                                              |
|              |                       | Note: If the producer does not want to respond, select       |
|              |                       | "No Response".                                               |
|              | "Number of            | If more than 1 signature is required for the entity or joint |
|              | required              | operation:                                                   |
|              | signatures."          |                                                              |
|              |                       | • an entry is required                                       |
|              |                       | • number entered <b>must</b> be greater than 1               |
|              |                       | • number <b>must</b> be a whole number.                      |
| State and    | "Type of              | Question is only displayed if the business type for the      |
| Local        | government            | customer is "State and Local Government". The                |
| Government   | entity."              | available options are:                                       |
|              |                       |                                                              |
|              |                       | • "State-owned"                                              |
|              |                       | • "county-owned"                                             |
|              |                       | • "city-owned".                                              |

## **C** Information on the Page (Continued)

| Business<br>Type     | Question/Field                                                      | Description                                                                                                                                                                                                                                                            |
|----------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revocable<br>Trust   | "Has the grantor<br>provided a copy<br>of the trust<br>agreement? " | <ul><li>Available options are:</li><li>"Yes"</li><li>"No".</li></ul>                                                                                                                                                                                                   |
| Irrevocable<br>Trust | "Has the grantor<br>provided a copy<br>of the trust<br>agreement?"  | Available options are:<br>• "Yes"<br>• "No".                                                                                                                                                                                                                           |
| Estates              | "What is the date<br>that this estate<br>was formed?"               | Date the estate was formed will automatically update from the deceased date of death.                                                                                                                                                                                  |
|                      | "Select Deceased<br>from SCIMS."                                    | Displays the SCIMS Search Page so that the deceased<br>individual associated with the estate can be selected.<br>After the deceased individual has been selected from<br>SCIMS, the system will retrieve the following<br>information from SCIMS and Business Partner: |
|                      |                                                                     | <ul> <li>deceased individual's name</li> <li>last 4 digits of the deceased individual's SSN</li> <li>date of death.</li> </ul>                                                                                                                                         |

## **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     | Refreshes the page with the current information from SCIMS.                                                                                                                                                                                     |
| Information from  |                                                                                                                                                                                                                                                 |
| SCIMS"            |                                                                                                                                                                                                                                                 |
| "Read Current     | Refreshes the page with the current information from Business                                                                                                                                                                                   |
| Information from  | Partner.                                                                                                                                                                                                                                        |
| Fiduciary"        |                                                                                                                                                                                                                                                 |
|                   | <b>Note:</b> This option is only displayed if the selected producer is a minor or estate.                                                                                                                                                       |
| "Select Deceased  | Allows the user to access the Business Partner Search Page to select                                                                                                                                                                            |
| From SCIMS"       | the deceased individual.                                                                                                                                                                                                                        |
|                   | If the individual or business is <b>not</b> already in Business Partner, the customer <b>must</b> be added by accessing Business Partner in the normal manner. The customer <b>cannot</b> be added to SCIMS through the Business File software. |

## 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                   | Cor                                     | rective Action             |
|---------------------------------|-------------------------------|-----------------------------------------|----------------------------|
| "A Farm Operating plan          | User selected a deceased      | Estates shall <b>not</b> be recorded in |                            |
| cannot be recorded when         | individual with a date of     | subsidiary yea                          | ars before the date of     |
| the Date of Death for the       | death before the farm         | death for the                           | deceased individual.       |
| Deceased Individual is          | operating plan year being     |                                         |                            |
| later than the Subsidiary       | updated.                      |                                         |                            |
| year selected."                 |                               |                                         |                            |
| "A Farm Operating plan          | User selected a deceased      | Access Busin                            | ess Partner and update     |
| cannot be recorded when         | individual that is <b>not</b> | the fiduciary i                         | information for the        |
| the Date of Death for the       | recorded in Business          | deceased indi                           | vidual.                    |
| Deceased Individual is          | Partner with a date of        |                                         |                            |
| not recorded."                  | death.                        |                                         |                            |
| "Date the ( <i>entity/joint</i> | The date recorded as the      | Reenter the co                          | orrect date the entity or  |
| operation) was formed           | date the entity or joint      | joint operation                         | n was formed.              |
| cannot be later than            | operation was formed is a     |                                         |                            |
| today's date."                  | future date.                  | <b>Reminder:</b>                        | The date the operation     |
|                                 |                               |                                         | was formed is <b>not</b> a |
|                                 |                               |                                         | required entity unless     |
|                                 |                               |                                         | it was formed within       |
|                                 |                               |                                         | the last 24 months.        |

# **E** Page Error Messages (Continued)

| Error Message                                                                       | Description                                                                                                                                                | Corrective Action                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Date the ( <i>entity/joint</i><br><i>operation</i> ) was formed is<br>invalid."    | An invalid date was entered.                                                                                                                               | <ul><li>Date format is either of the following:</li><li>mm/dd/yyyy</li><li>mmddyyyy.</li></ul>                                                                                                                                                  |
|                                                                                     |                                                                                                                                                            | Users can also select the date using the calendar icon.                                                                                                                                                                                         |
| "Number signatures<br>required <b>must</b> be<br>numeric."                          | User indicated more than<br>1 signature is required for<br>the farming operation,<br>but the number entered is<br>something other than a<br>numeric value. | Enter the number of signatures required.                                                                                                                                                                                                        |
| "The number of required<br>signatures <b>must</b> be less<br>than or equal to 255." |                                                                                                                                                            | Verify the number of signatures<br>entered is correct.<br>If more than 255 signatures are<br><b>required</b> to act on behalf of the<br>entity/joint operation, enter "255" and<br>notify the State Office. State Offices<br>shall notify PECD. |
| "The number of required<br>signatures <b>must</b> be a<br>whole number."            | User indicated more than<br>1 signature is required for<br>the farming operation,<br>but the number entered<br>was <b>not</b> a whole number.              | Enter a whole number for the number                                                                                                                                                                                                             |
| "The number of required<br>signatures <b>must</b> be<br>greater than 0."            | User indicated more than<br>1 signature is required for<br>the farming operation,<br>but the number entered<br>was 0.                                      | Enter the number of signatures required.                                                                                                                                                                                                        |

#### **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                      | Available options are:                                                                                                                              |  |
| (entity/joint operation) was formed            |                                                                                                                                                     |  |
| within the last 24 months."                    | • "Yes"                                                                                                                                             |  |
|                                                | • "No"                                                                                                                                              |  |
|                                                | • "No Response".                                                                                                                                    |  |
|                                                | <b>Note:</b> Select "No Response" if the representative of the entity/joint operation does <b>not</b> want to specify when the business was formed. |  |
| "Must enter the date the ( <i>entity/joint</i> | User indicated the business was formed within the                                                                                                   |  |
| operation) was formed."                        | last 24 months. Take either of the following actions:                                                                                               |  |
|                                                | • enter the date the operation was formed                                                                                                           |  |
|                                                | • indicate the business was <b>not</b> formed within the                                                                                            |  |
|                                                | last 24 months, if applicable.                                                                                                                      |  |
| "A response was <b>not</b> provided            | Available options are:                                                                                                                              |  |
| indicating whether more than                   |                                                                                                                                                     |  |
| 1 signature is required to act on              | • "Yes"                                                                                                                                             |  |
| behalf of the ( <i>entity/joint</i>            | • "No"                                                                                                                                              |  |
| operation)."                                   | • "No Response".                                                                                                                                    |  |

## F Validation Error Messages (Continued)

| Error Message                                    | Corrective Action                                                                                                 |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| "A response was <b>not</b> provided indicating   | Enter number of signatures required                                                                               |
| the number of signatures required to act on      | between 2 and 255.                                                                                                |
| behalf of the (entity/joint operation)."         |                                                                                                                   |
| "A response was <b>not</b> provided identifying  | The deceased individual <b>must</b> be attached to                                                                |
| the deceased individual."                        | the farm operating plan for the estate. Take                                                                      |
|                                                  | the following actions, as applicable:                                                                             |
|                                                  | <ul> <li>record the individual in Business Partner</li> <li>record the deceased individual in Business</li> </ul> |
|                                                  | Partner along with the date of death.                                                                             |
| "The deceased individual <b>must</b> be recorded | Access Business Partner and record the date                                                                       |
| in the fiduciary system with the date of         | of death for the deceased individual according                                                                    |
| death."                                          | to 1-CM.                                                                                                          |
| "The documentation for the irrevocable           | Available options are:                                                                                            |
| trust <b>must</b> be provided."                  |                                                                                                                   |
|                                                  | • "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.

| <b>Business File Menu</b>           |                                                                                                                                      |                                               |  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|
| Welcome: Bobbie Butler              | Minor General Informa                                                                                                                | ation                                         |  |
| User Role: FSA                      |                                                                                                                                      |                                               |  |
| Calast Different                    | CUSTOMER INFORMATION                                                                                                                 |                                               |  |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                                                                                                                   | Ima Farmer III                                |  |
| Record New Farm                     | BUSINESS TYPE:                                                                                                                       | Individual                                    |  |
| Operating Plan                      |                                                                                                                                      |                                               |  |
| Manage Customer                     |                                                                                                                                      | ich the parent or guardian has no interest?   |  |
|                                     | O Yes                                                                                                                                |                                               |  |
| Individual                          | O No                                                                                                                                 |                                               |  |
| <u>General</u>                      | O No Response                                                                                                                        |                                               |  |
| Contributions                       |                                                                                                                                      |                                               |  |
| Capital                             | Does the minor maintain a separate household from the parent or guardian and                                                         |                                               |  |
| Land                                | personally carry out farming activities with respect to the minor's farming operation,<br>including maintaining separate accounting? |                                               |  |
| Custom Services                     | O Yes                                                                                                                                |                                               |  |
|                                     | O No                                                                                                                                 |                                               |  |
| Equipment                           | C No Response                                                                                                                        |                                               |  |
| <u>Labor</u>                        |                                                                                                                                      |                                               |  |
| <u>Management</u>                   | Does the minor who is represented by a                                                                                               | court-appointed guardian or conservator       |  |
| Summary                             |                                                                                                                                      | usehold other than the parents' household(s), |  |
|                                     | and b) have a vested ownership in the                                                                                                | farm?                                         |  |
| Other                               | C Yes                                                                                                                                |                                               |  |
| <u>Remarks</u>                      | C No                                                                                                                                 |                                               |  |
|                                     | O No Response                                                                                                                        |                                               |  |
| Submit Plan                         |                                                                                                                                      |                                               |  |
| Summary                             |                                                                                                                                      |                                               |  |
| <u>Validations</u>                  |                                                                                                                                      |                                               |  |
| Record Signatures                   | < Back Save Save 8                                                                                                                   | & Continue >                                  |  |
| <u>View 902</u>                     |                                                                                                                                      |                                               |  |
|                                     |                                                                                                                                      |                                               |  |
|                                     | BF014                                                                                                                                | Back to Top 🔿                                 |  |

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

#### **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  | A response was <b>not</b>  | Select 1 of the following options: |
| each of the questions to    | selected for at least 1 of |                                    |
| determine if the minor can  | the 3 questions displayed  | • "Yes"                            |
| be considered separate from | about the status of a      | • "No"                             |
| their parent/guardian."     | minor.                     | • "No Response".                   |

## 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                       |                                                   |              |               |                            |                  |
|------------------------------------------|---------------------------------------------------|--------------|---------------|----------------------------|------------------|
| Velcome: Bobbie Butle                    | Contributio                                       | ne           |               |                            |                  |
| ser Role: FSA                            | Contributio                                       | 119          |               |                            |                  |
|                                          | CUSTOMER INFORMATI                                | ON           |               |                            |                  |
| Select Different                         |                                                   | FARMING      | OPERATION:    | Ima Farmer                 |                  |
| <u>Customer</u>                          |                                                   | BUS          | INESS TYPE:   | Individual                 |                  |
| <u>Record New Farm</u><br>Operating Plan |                                                   |              |               |                            |                  |
| Manage Customer                          | Select the types of c                             | ontributions | provided by t | the individual.            |                  |
|                                          |                                                   |              |               |                            |                  |
| ndividual                                | Contribution Type                                 | Selection    |               |                            |                  |
| ieneral                                  | Capital                                           | O Yes        | O No          | O No Response              |                  |
| <u>Contributions</u>                     | Land                                              | O Yes        | O No          | O No Response              |                  |
| <u>Capital</u>                           | Equipment                                         | O Yes        | O No          | O No Response              |                  |
| <u>_and</u>                              | Labor                                             | O Yes        | O No          | O No Response              |                  |
| <u>Custom Services</u>                   | Management                                        | O Yes        | O No          | O No Response              |                  |
| <u>quipment</u>                          |                                                   |              |               |                            |                  |
| <u>_abor</u>                             | Will custom services,<br>be utilized for this far |              |               | ying, fertilization, tilla | ge, seeding, etc |
| Management                               | O Yes                                             | ming operati | 0117          |                            |                  |
| Summary                                  | O No                                              |              |               |                            |                  |
|                                          | O No Response                                     |              |               |                            |                  |
| Other                                    |                                                   |              |               |                            |                  |
| <u>Remarks</u>                           | Note: Custom service                              |              |               |                            |                  |
|                                          | business of providing<br>payment of a fee, suc    |              |               |                            |                  |
| Submit Plan                              | harvesting, mowing, in                            |              |               |                            |                  |
| Summary                                  | branding, and any oth                             |              |               |                            | 5. 5.            |
| <u>/alidations</u>                       | The contractor or ver                             | dar birad m  | ust provide b | ath aquipmont and lal      | har through the  |
| <u>Signatures</u>                        | same contractor or ver                            |              |               |                            |                  |
| <u>/iew 902</u>                          | service.                                          |              |               |                            |                  |
|                                          |                                                   |              |               |                            |                  |
|                                          |                                                   |              |               |                            |                  |
|                                          | < Back Save                                       |              | Contin        |                            |                  |
|                                          | < Back Save                                       |              | Save & Contir | iue >                      |                  |
|                                          | BF019                                             |              |               |                            | Back to To       |

#### **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.

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

#### **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                                                   | <b>Corrective Action</b> |
|-----------------------------------------------------------------|--------------------------|
| "A response is required to indicate whether the producer is     | Select 1 of the          |
| contributing capital to the farming operation."                 | following options:       |
| "A response is required to indicate whether the producer is     |                          |
| contributing land to the farming operation."                    | • "Yes"                  |
| "A response is required to indicate whether the producer is     | • "No"                   |
| contributing equipment to the farming operation."               | • "No Response".         |
| "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)

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

| Name of<br>Page             | Description of Page                                                                                                                               |   | Data Recorded/Options                                                                             | Paragraph |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|-----------|
| Loan<br>Summary<br>Page     | • Displayed if the user<br>indicates a loan was<br>obtained from an<br>individual or<br>business with an<br>interest in the<br>farming operation. | • | Review information already<br>recorded.<br>Add a new loan.                                        | 414       |
|                             | <ul> <li>Summary of all<br/>loans recorded.</li> </ul>                                                                                            |   |                                                                                                   |           |
| Loan<br>Information<br>Page | Displayed when users<br>indicate a commercial or<br>private loan was                                                                              | • | Assets acquired through the loan/credit.                                                          | 415       |
| obtai<br>indiv<br>with      | obtained by an<br>individual or business                                                                                                          | • | How the loan/credit was acquired.                                                                 |           |
|                             | with an interest in the farming operation.                                                                                                        | • | Percentage of capital contributed<br>to the farming operation<br>attributable to the loan/credit. |           |
|                             |                                                                                                                                                   | • | Individual or business from which the loan/credit was obtained.                                   |           |

## **B** Description of Capital Contribution Pages (Continued)

# 411 General Information (Continued)

| Name of<br>Page                                 | Description of Page                                                                                                                                                                                                                             | Data Recorded/Options                                                                                                                                                                                          | Paragraph |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Loan<br>Interest Page                           | Displayed after the user<br>selects the individual or<br>business from whom the<br>loan/credit was<br>obtained.                                                                                                                                 | Allows for a narrative description of<br>the interest held in the farming<br>operation by the individual or<br>business from which the loan was<br>obtained.                                                   | 416       |
| Capital List<br>Page                            | <ul> <li>Displayed if the user<br/>indicates other or<br/>additional capital is<br/>contributed to the<br/>farming operation on<br/>the Capital<br/>Contributions Page.</li> <li>Summary of all<br/>additional capital<br/>recorded.</li> </ul> | <ul> <li>Review information already recorded.</li> <li>Add additional capital.</li> </ul>                                                                                                                      | 417       |
| Additional<br>Capital<br>Contribution<br>s Page | Displayed when users<br>click "Add Additional<br>Capital Contribution" on<br>the Capital List Page.                                                                                                                                             | <ul> <li>Percentage of capital contributed<br/>to the farming operation<br/>attributable to the additional<br/>capital.</li> <li>Narrative description of the<br/>source of the additional capital.</li> </ul> | 418       |

# **B** Description of Capital Contribution Pages (Continued)

#### 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.

| Business File Menu     |                                                                                                         |                         |      |  |  |
|------------------------|---------------------------------------------------------------------------------------------------------|-------------------------|------|--|--|
| Welcome: Bobbie Butler | Capital Contributions                                                                                   |                         |      |  |  |
| User Role: FSA         |                                                                                                         |                         |      |  |  |
|                        | CUSTOMER INFORMATION                                                                                    |                         |      |  |  |
| Select Different       | FARMING OPERATION:                                                                                      | Ima Farmer              |      |  |  |
| Customer               | BUSINESS TYPE:                                                                                          | Individual              |      |  |  |
| Record New Farm        |                                                                                                         |                         | _    |  |  |
| Operating Plan         | Enter the individual's capital contribution perce                                                       | ntage from all sources: |      |  |  |
| <u>Manage Customer</u> |                                                                                                         | 5                       |      |  |  |
|                        | %                                                                                                       |                         |      |  |  |
| Individual             |                                                                                                         |                         |      |  |  |
| <u>General</u>         | Sources of Capital                                                                                      |                         |      |  |  |
| Contributions          | <ul> <li>Non-borrowed capital</li> <li>FSA program payments</li> <li>Commercial loans/credit</li> </ul> |                         |      |  |  |
| <u>Capital</u>         |                                                                                                         |                         |      |  |  |
| Land                   |                                                                                                         |                         |      |  |  |
| Custom Services        | Private loans/credit     Other/Additional                                                               |                         |      |  |  |
| Equipment              |                                                                                                         |                         |      |  |  |
|                        |                                                                                                         |                         |      |  |  |
| <u>Labor</u>           |                                                                                                         |                         | —    |  |  |
| <u>Management</u>      | < Back Save Save & Continue >                                                                           |                         |      |  |  |
| <u>Summary</u>         |                                                                                                         |                         |      |  |  |
|                        | BF031                                                                                                   | Back to To              | ep ≏ |  |  |

# 412 Capital Contributions Page (Continued)

# **C** Interview Questions

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

| <b>Question/Field</b> | Description                                                                      |  |  |  |
|-----------------------|----------------------------------------------------------------------------------|--|--|--|
| "Capital              | The percentage of the total capital the producer contributes to the farming      |  |  |  |
| Contribution          | operation from all sources. An entry is <b>not</b> required, but if entered, the |  |  |  |
| Percentage"           | following validations apply:                                                     |  |  |  |
|                       |                                                                                  |  |  |  |
|                       | • <b>must</b> be greater than 0 percent                                          |  |  |  |
|                       | • <b>cannot</b> 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           | Select all options applicable to the farming operation. For additional           |  |  |  |
| Capital"              | 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<br>percentage <b>cannot</b> be<br>greater than 100%." | Capital contribution<br>percentage entered<br>exceeds 100 percent.           | Correct the percentage recorded to 100 percent or less.                                                                                                                                                                                                                                                                                                                                                           |
| "Capital contribution<br>percentage <b>must</b> be<br>greater than 0%."     | Capital contribution<br>percentage entered is<br>0 percent.                  | <ul> <li>Take 1 of following actions:</li> <li>correct the percentage recorded to<br/>a value greater than 0 percent</li> <li>leave the field blank if the<br/>producer does <b>not</b> want to provide<br/>the contribution percentage</li> <li>go back to the Contributions Page<br/>and indicate capital is <b>not</b><br/>contributed or indicate the<br/>producer does <b>not</b> want to provide</li> </ul> |
|                                                                             |                                                                              | a response to capital contributions.                                                                                                                                                                                                                                                                                                                                                                              |
| "Capital contribution<br>percentage <b>must</b> be<br>numeric."             | Something other than a numeric value was entered.                            | Correct the value entered to a percentage.                                                                                                                                                                                                                                                                                                                                                                        |
| "Contribution<br>percentage is limited to<br>2 decimal places."             | Capital contribution<br>percentage entered is more<br>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<br>indicating that capital is provided<br>to the farming operation; | • Record the capital contribution percentage, if available on CCC-902.                                                                                                                                                             |  |
| however, the capital contribution<br>percentage was <b>not</b> entered."                    | • Answer "No" or "No Response" on the Contribution Page, if capital is <b>not</b> contributed to the farming operation or the information is <b>not</b> needed based on the program for which the producer is requesting benefits. |  |
| "The total contribution for loans                                                           | The total percentages of all loans and additional capital                                                                                                                                                                          |  |
| and additional capital is greater should be equal to or less than the total capital         |                                                                                                                                                                                                                                    |  |
| than the capital contribution                                                               | n contribution percentage recorded on Capital                                                                                                                                                                                      |  |
| percentage."                                                                                | 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                                                                     | If the information recorded is incorrect, return to the                                                                                                                                                                            |  |
| indicating that capital is provided                                                         | Capital Contribution Page to select the sources of capital                                                                                                                                                                         |  |
| to the farming operation;                                                                   | to the farming operation.                                                                                                                                                                                                          |  |
| however, the source of the capital                                                          |                                                                                                                                                                                                                                    |  |
| was <b>not</b> specified."                                                                  |                                                                                                                                                                                                                                    |  |

### 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.

| Business File Menu                              |                                                                                                                             |                                 |  |  |  |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------|--|--|--|
| Welcome: Bobbie Butler                          | Interest in Farming Operat                                                                                                  | ion - Loans                     |  |  |  |
| User Role: FSA                                  | g operation of the second s             |                                 |  |  |  |
|                                                 | CUSTOMER INFORMATION                                                                                                        |                                 |  |  |  |
| Select Different                                | FARMING OPERATION:                                                                                                          | Ima Farmer                      |  |  |  |
| <u>Customer</u>                                 | BUSINESS TYPE:                                                                                                              | Individual                      |  |  |  |
| Record New Farm                                 |                                                                                                                             |                                 |  |  |  |
| <u>Operating Plan</u><br><u>Manage Customer</u> | Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who: |                                 |  |  |  |
| Individual                                      | Shares in the production or proceeds of t                                                                                   | he production from this farming |  |  |  |
| General                                         | Shares in the production or proceeds of the production from this farming<br>operation?                                      |                                 |  |  |  |
|                                                 | -                                                                                                                           |                                 |  |  |  |
| Contributions                                   | C Yes<br>C No                                                                                                               |                                 |  |  |  |
| <u>Capital</u>                                  |                                                                                                                             |                                 |  |  |  |
| <u>Land</u>                                     | O No Response                                                                                                               |                                 |  |  |  |
| Custom Services                                 | Is a landowner or landlord with an interest in this farming operation?                                                      |                                 |  |  |  |
| <u>Equipment</u>                                |                                                                                                                             |                                 |  |  |  |
| Labor                                           | O Yes                                                                                                                       |                                 |  |  |  |
| Management                                      | C No                                                                                                                        |                                 |  |  |  |
| Summary                                         | O No Response                                                                                                               |                                 |  |  |  |
| <u>Summary</u>                                  |                                                                                                                             |                                 |  |  |  |
| Other                                           |                                                                                                                             |                                 |  |  |  |
| Remarks                                         | < Back Save Save & Conti                                                                                                    | nue >                           |  |  |  |
|                                                 |                                                                                                                             |                                 |  |  |  |
| Submit Plan                                     | BF060                                                                                                                       | Back to Top ^                   |  |  |  |

### 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.

| Question/Field                                   | Description                                          |
|--------------------------------------------------|------------------------------------------------------|
| "Were any commercial or private loans acquired   | For each question displayed, the available           |
| from, co-signed by, secured by, or guaranteed    | options are:                                         |
| by an individual or entity that shares in the    |                                                      |
| production or proceeds of the production from    | • "Yes"                                              |
| this farming operation?"                         | • "No"                                               |
| "Were any commercial or private loans acquired   | • "No Response".                                     |
| from, co-signed by, secured by, or guaranteed    | -                                                    |
| by an individual or entity who is a landowner or | <b>Note:</b> If the producer does <b>not</b> want to |
| landlord with an interest in this farming        | respond, select "No Response".                       |
| operation?"                                      |                                                      |
| "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)?"                  |                                                      |

### **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    | If the information recorded is incorrect, return to the |
| or business that the loan was        | Interest in Farming Operation - Loans Page to specify   |
| acquired from, secured by,           | whether the individual or business that the loan was    |
| guaranteed by has an interest in the | obtain from has an interest in the farming operation.   |
| farming operation."                  |                                                         |

# 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.

#### **B** Example of Loan Summary Page

The following is an example of the Loan Summary Page.

| Business File Menu                       |                |              |               |            |             |               |       |
|------------------------------------------|----------------|--------------|---------------|------------|-------------|---------------|-------|
| Welcome: Bobbie Butler                   | Loan Su        | Loan Summary |               |            |             |               |       |
| User Role: FSA                           |                |              |               |            |             |               |       |
|                                          | CUSTOMER INFOR | RMATION      |               |            |             |               |       |
| Select Different                         |                | FARMIN       | GOPERATION:   | Ima Farmer |             |               |       |
| Customer                                 |                | BU           | JSINESS TYPE: | Indiv      | idual       |               |       |
| <u>Record New Farm</u><br>Operating Plan |                |              |               |            |             |               |       |
| Manage Customer                          | Type of        | Capital      | How           | Source     | Interest in |               |       |
|                                          | Contribution   | Contribution | Loan          |            | Farming     |               |       |
| Individual                               |                | %            | Obtained      |            | Operation   |               |       |
| General                                  | Capital        | 50%          |               | Ima        |             | <u>Revise</u> |       |
| Contributions                            |                |              |               | Farmer Sr  |             | <u>Delete</u> |       |
| Capital                                  |                |              |               |            |             |               | -     |
| Land                                     | Add Loan       |              |               |            |             |               |       |
| Custom Services                          |                |              |               |            |             |               |       |
| <u>Equipment</u>                         |                |              |               |            |             |               |       |
| <u>Labor</u>                             | < Back         | Continue >   |               |            |             |               |       |
| <u>Management</u>                        | ( DOCK         | oonaniue >   |               |            |             |               |       |
| <u>Summary</u>                           | BF066          |              |               |            |             | Back to       | Тор ^ |

**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.

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

| <b>Business File Menu</b>           |                                                |                          |               |
|-------------------------------------|------------------------------------------------|--------------------------|---------------|
| Welcome: Bobbie Butler              | Loan Information                               |                          |               |
| User Role: FSA                      |                                                |                          |               |
| Colort Different                    | CUSTOMER INFORMATION                           |                          |               |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                             | Ima Farmer               |               |
| Record New Farm                     | BUSINESS TYPE:                                 | Individual               |               |
| Operating Plan                      |                                                |                          |               |
| Manage Customer                     | Assets Acquired Through Loan                   |                          |               |
|                                     | What assets were acquired by this loan?        |                          |               |
| Individual                          | 🗆 Capital 🗆 Land 🗖 Equipment                   |                          |               |
| <u>General</u>                      |                                                |                          |               |
| Contributions                       | How was the loan obtained?                     |                          |               |
| Capital                             | C Loan Acquired From<br>C Co-Signed By         |                          |               |
| Land                                | C Co-Signed By<br>C Secured By                 |                          |               |
| Custom Services                     | C Guaranteed By                                |                          |               |
| Equipment                           | O Guaranteed By                                |                          |               |
| Labor                               | What percent of the capital contribution perce | ntage is from this loan? |               |
|                                     |                                                |                          |               |
| <u>Management</u>                   | %                                              |                          |               |
| <u>Summary</u>                      |                                                |                          |               |
|                                     | Add Individual or Business from SCIMS          |                          |               |
| Other<br>Romarks                    |                                                |                          |               |
| <u>Remarks</u>                      |                                                |                          |               |
| Submit Plan                         |                                                |                          |               |
| Summary                             | < Back Save Save & Contin                      | iue >                    |               |
| Validations                         |                                                |                          |               |
| Signatures                          | BF061                                          |                          | Back to Top ^ |

# **C** Interview Questions

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

| Question/Field          | Description                                                                   |  |  |
|-------------------------|-------------------------------------------------------------------------------|--|--|
| "What assets were       | Select all of the following options that are applicable to the loan           |  |  |
| acquired by this loan?" | being recorded:                                                               |  |  |
|                         | "Capital"                                                                     |  |  |
|                         | • "Land"                                                                      |  |  |
|                         | • "Equipment".                                                                |  |  |
| "How was the loan       | Select <b>only</b> 1 of the following options that best describes how the     |  |  |
| obtained?"              | 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 percentage of the capital for the farming operation that is               |  |  |
| the capital             | attributable to the loan being recorded. An entry is <b>not</b> required, but |  |  |
| contribution            | if entered, the following validations apply:                                  |  |  |
| percentage is from      |                                                                               |  |  |
| this loan?"             | • <b>must</b> be greater than 0 percent.                                      |  |  |
|                         | • <b>cannot</b> be greater than 100 percent.                                  |  |  |
|                         | • should be entered in a whole number with up to 2 decimal places.            |  |  |
|                         |                                                                               |  |  |
|                         | <b>Examples:</b> 100.00%, 25.25%, etc.                                        |  |  |
| "Name of Individual     | Field will only be displayed after users click the "Add Individual or         |  |  |
| or Entity that          | Business from SCIMS" link.                                                    |  |  |
| obtained the loan."     |                                                                               |  |  |

# **D** Page Options

The following options are available on the Loan Information Page.

| Option                                        | Action                                                                                                                                                                                                                                                                                                                                         |  |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| "Add Individual or<br>Business from<br>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 <b>must</b> be record in Business Partner.                                       |  |
|                                               | Notes: If the loan was obtained from more than 1 individual or<br>business, continue to select this option to add Business Partner<br>customers until everyone with an interest in the farming<br>operation associated with the applicable loan has been selected.<br>If the individual or business is <b>not</b> already in Business Partner, |  |
|                                               | the customer <b>must</b> be added by accessing Business Partner in<br>the normal manner. The customer <b>cannot</b> be added to<br>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<br>the next applicable page.                                                                                                                                                                                                                                            |  |
| "Save & Continue"                             | Saves the data recorded and continues to the next applicable page in the interview process.                                                                                                                                                                                                                                                    |  |

### E Page Error Messages

The following error messages may be displayed on the 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        | The loan contribution      | Correct the percentage recorded to       |
| percentage cannot be      | percentage entered         | 100 percent or less.                     |
| greater than 100%."       | exceeds 100 percent.       |                                          |
| "Loan contribution        | The loan contribution      | Take 1 of following actions:             |
| percentage <b>must</b> be | percentage entered is      |                                          |
| greater than 0%."         | 0 percent.                 | • correct the percentage recorded to     |
|                           |                            | a value greater than 0 percent           |
|                           |                            |                                          |
|                           |                            | • leave the field blank if the           |
|                           |                            | producer does <b>not</b> want to provide |
|                           |                            | the contribution percentage.             |
| "Loan contribution        | Something other than a     | Correct the value entered to a           |
| percentage <b>must</b> be | numeric value was          | percentage.                              |
| numeric."                 | entered.                   |                                          |
| "Contribution             | Loan contribution          | Correct the percentage recorded to 2 or  |
| percentage is limited to  | percentage entered is more | less decimal places.                     |
| 2 decimal places."        | than 2 decimal places.     |                                          |

### **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                              | If the information recorded is incorrect, return to the Loan                                                                 |  |
| type of contribution                            | Information Page for the applicable loan to specify whether                                                                  |  |
| was obtained through a                          | capital, land, and/or equipment were the assets acquired though the                                                          |  |
| loan."                                          | loan.                                                                                                                        |  |
| "Cannot designate that                          | If the information recorded is incorrect, take either of the                                                                 |  |
| land was obtained                               | following actions:                                                                                                           |  |
| through loan unless the                         |                                                                                                                              |  |
| individual is associated with at least 1 farm." | • 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                          | If the information recorded is incorrect, take either of the                                                                 |  |
| equipment was                                   | following actions:                                                                                                           |  |
| obtained through a                              |                                                                                                                              |  |
| loan unless the                                 | • return to the Loan Information Page for the applicable loan to                                                             |  |
| equipment contribution                          | remove the selection that equipment was acquired though the                                                                  |  |
| is recorded for the                             | loan                                                                                                                         |  |
| individual."                                    |                                                                                                                              |  |
|                                                 | • return to the Equipment Contributions Page of the interview to record equipment information.                               |  |
| "Must specify how the                           | If the information recorded is incorrect, return to the Loan                                                                 |  |
| loan was secured."                              | Information Page for the applicable loan to specify how the loan                                                             |  |
|                                                 | was obtained.                                                                                                                |  |
| "Must specify the                               | If an individual or business has an interest in the farming                                                                  |  |
| individual or business                          |                                                                                                                              |  |
| that secured the loan."                         | can be associated to the loan.                                                                                               |  |
| "Must specify the                               | If the information recorded is incorrect, return to the Loan                                                                 |  |
| percentage that the                             | Information Page for the applicable loan to specify the percentage                                                           |  |
| loan contributes                                | of the capital that is contributed through the loan.                                                                         |  |
| toward the overall                              |                                                                                                                              |  |
| capital contribution."                          |                                                                                                                              |  |

#### 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

| Business File Menu     |                                                   |                      |  |
|------------------------|---------------------------------------------------|----------------------|--|
| Welcome: Bobbie Butler | Loan Interest                                     |                      |  |
| User Role: FSA         |                                                   |                      |  |
|                        | CUSTOMER INFORMATION                              |                      |  |
| Select Different       | FARMING OPERATION:                                | Ima Farmer           |  |
| <u>Customer</u>        | BUSINESS TYPE:                                    | Individual           |  |
| Record New Farm        |                                                   |                      |  |
| <u>Operating Plan</u>  | Interest in Farming Operation                     |                      |  |
| <u>Manage Customer</u> | interest in running operation                     |                      |  |
|                        | Specify the individual or entity's interest in th | e farming operation. |  |
| Individual             |                                                   | A                    |  |
| <u>General</u>         |                                                   |                      |  |
| Contributions          |                                                   |                      |  |
| Capital                |                                                   |                      |  |
|                        |                                                   | <b>v</b>             |  |
| <u>Land</u>            |                                                   |                      |  |
| Custom Services        |                                                   |                      |  |
| Equipment              | < Back Save Save & Conti                          | nue >                |  |
| <u>Labor</u>           |                                                   |                      |  |
| <u>Management</u>      | BF063                                             | Back to Top ^        |  |

#### 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 | If the information recorded is incorrect, return to |
| operation held by the individual or       | the Loan Interest Page to specify the individual's  |
| business that secured the loan."          | or business' interest in the farming operation.     |

### 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.

| Business File Menu     |                |                      |            |               |
|------------------------|----------------|----------------------|------------|---------------|
| Welcome: Bobbie Butler | Capital List   |                      |            |               |
| User Role: FSA         | Cupital Elot   |                      |            |               |
|                        | CUSTOMER INFO  | RMATION              |            |               |
| Select Different       |                | FARMING OPERATION:   | Ima Farmer |               |
| Customer               |                | BUSINESS TYPE:       | Individual |               |
| Record New Farm        | 1              |                      |            |               |
| Operating Plan         | Capital %      | Source               |            |               |
| Manage Customer        | Capital %      | Source               |            |               |
| Individual             | Add Additional | Capital Contribution |            |               |
|                        | Add Additional | Capital Contribution |            |               |
| <u>General</u>         |                |                      |            |               |
| Contributions          | < Back         | Continue >           |            |               |
| <u>Capital</u>         | < Dack         | Conunue >            |            |               |
| <u>Land</u>            | BF033          |                      |            | Baskes Tes A  |
| Custom Services        | BFU33          |                      |            | Back to Top ^ |

### 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.

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

#### 418 Additional Capital Contributions Page

#### A Introduction

The Additional Capital Contributions Page will be displayed:

- if the user selected "Other/Additional" as a source of capital on the Capital Contributions Page
- after 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.

| Business File Menu     |                                                  |                                 |
|------------------------|--------------------------------------------------|---------------------------------|
| Welcome: Bobbie Butler | Additional Capital Contrib                       | utions                          |
| User Role: FSA         | Additional capital contrib                       |                                 |
|                        | CUSTOMER INFORMATION                             |                                 |
| Select Different       | FARMING OPERATION:                               | Ima Farmer                      |
| Customer               | BUSINESS TYPE:                                   | Individual                      |
| Record New Farm        |                                                  |                                 |
| Operating Plan         | Additional Capital Contribution                  |                                 |
| <u>Manage Customer</u> | Enter the capital contribution percentage from   | an additional source:           |
| Terdinidual            |                                                  |                                 |
| Individual<br>General  | %                                                |                                 |
|                        |                                                  |                                 |
| Contributions          | Additional Capital Information                   |                                 |
| <u>Capital</u>         | Specify the source of additional capital contril | outed to the farming operation: |
| <u>Land</u>            |                                                  | -                               |
| Custom Services        | -                                                | <u>.</u>                        |
| <u>Equipment</u>       |                                                  |                                 |
| Labor                  |                                                  |                                 |
| Management             |                                                  |                                 |
|                        |                                                  | ~                               |
| <u>Summary</u>         |                                                  |                                 |
| Other                  |                                                  |                                 |
| Remarks                | < Back Save Save & Conti                         | nue >                           |
|                        |                                                  |                                 |
| Submit Plan            | BF032                                            | Back to Top ^                   |

# 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    | The percentage of the capital for the farming operation attributable to the |
| Capital        | additional source being recorded. An entry is not required, but if entered, |
| Contribution   | the following validations apply:                                            |
| Percentage"    |                                                                             |
|                | • <b>must</b> be greater than 0 percent                                     |
|                | • <b>cannot</b> be greater than 100 percent                                 |
|                | • should be entered in a whole number with up to 2 decimal places.          |
|                | <b>Examples:</b> 100.00%, 25.25%, etc.                                      |
| "Additional    | Text field that allows users to record comments about the additional        |
| Capital        | capital contribution. Up to 1,000 characters are allowed.                   |
| Information"   |                                                                             |
|                | 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     | The additional capital     | Correct the percentage recorded to       |
| percentage cannot be      | contribution percentage    | 100 percent or less.                     |
| greater than 100%."       | entered exceeds            |                                          |
|                           | 100 percent.               |                                          |
| "Additional capital       | The capital contribution   | Take 1 of following actions:             |
| contribution              | percentage entered is      |                                          |
| percentage must be        | 0 percent.                 | • correct the percentage recorded to     |
| greater than 0%."         |                            | a value greater than 0 percent           |
|                           |                            |                                          |
|                           |                            | • leave the field blank if the           |
|                           |                            | producer does <b>not</b> want to provide |
|                           |                            | the contribution percentage.             |
| "Capital contribution     | Something other than a     | Correct the value entered to a           |
| percentage <b>must</b> be | numeric value was entered. | percentage.                              |
| numeric."                 |                            |                                          |
| "Contribution             | Additional capital         | Correct the percentage recorded to       |
| percentage is limited to  | contribution percentage    | 2 or less decimal places.                |
| 2 decimal places."        | entered is more than       |                                          |
|                           | 2 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                | If the information recorded is incorrect, return to the   |
| percentage <b>must</b> be entered if | Additional Capital Contributions Page for the applicable  |
| additional capital is contributed    | additional capital entry to specify the percentage of the |
| to the farming operation."           | capital.                                                  |
| "A description of the additional     | If the information recorded is incorrect, return to the   |
| capital is required."                | 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)

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#### 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.

| Name of Page  | <b>Description of Page</b>                     | Data Recorded/Options                       | Paragraph |
|---------------|------------------------------------------------|---------------------------------------------|-----------|
| Land          | Displayed if the user indicated                | Allows the user to select the               | 427       |
| Contributions | land is contributed to the                     | farm and tract for which the                |           |
| Page          | farming operation on the Contributions Page.   | lease information should be recorded.       |           |
| Land Record   | Displayed when both of the                     | Allows the user to record all               | 428       |
| Leased To     | following occur on the Land                    | details related to the lease                |           |
| Page          | Contributions Page:                            | including:                                  |           |
|               | • users select a farm                          | • type of lease agreement                   |           |
|               | • users click "Record 'Lease To' Information". | • number of acres associated with the lease |           |
| Land Record   | Displayed when both of the                     |                                             | 429       |
| Leased From   | following occur on the Land                    | • whether the producer had                  |           |
| Page          | Contributions Page:                            | an interest in the land in                  |           |
|               |                                                | the previous year                           |           |
|               | • users select a farm                          |                                             |           |
|               |                                                | • name of the producers                     |           |
|               | • users click "Record 'Lease                   | from/to which the land is                   |           |
|               | From' Information".                            | leased.                                     |           |

# 425 General Information (Continued)

| Name of Page                                   | Description of Page                                                                                                                                                                                   | Data Recorded/Options                                                                                                                                                                                                             | Paragraph |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Recorded<br>Leases for<br>Tract                | Displayed when the user<br>selects the tract number link<br>for farms listed in the "Tracts<br>With Lease Information<br>Recorded" section of the Land<br>Contributions Page.                         | <ul> <li>Allows the user to:</li> <li>view a summary of all<br/>leases recorded for a<br/>specific tract</li> <li>select options to revise or<br/>delete lease information.</li> </ul>                                            | 430       |
| Land Revise<br>Lease                           | <ul> <li>Displayed when users click<br/>"Revise" link on either of the<br/>following:</li> <li>Recorded Leases for Tract<br/>Page</li> <li>Recorded Leases for<br/>Farming Operation Page.</li> </ul> | <ul> <li>Displays the details of the lease previously recorded.</li> <li>Allows the user to revise the details of the lease information.</li> </ul>                                                                               | 431       |
| Recorded<br>Leases for<br>Farming<br>Operation | Displayed when users click<br>"View Recorded Leases For<br>this Farming Operation" on<br>the Land Contributions Page.                                                                                 | <ul> <li>Allows the user to:</li> <li>view a summary of all<br/>leases recorded for the<br/>farming operation</li> <li>select options to revise or<br/>delete lease information<br/>for a specific farm and<br/>tract.</li> </ul> | 432       |

# **B** Description of Land Contribution Pages (Continued)

#### 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.

| Business File Menu                              |                                          |                       |  |
|-------------------------------------------------|------------------------------------------|-----------------------|--|
| Welcome: Bobbie Butler<br>User Role: FSA        | Land Contribution Percentage             |                       |  |
|                                                 | CUSTOMER INFORMATION                     |                       |  |
| Select Different                                | FARMING OPERATION:                       | Farmers Partnership   |  |
| <u>Customer</u><br>Record New Farm              | BUSINESS TYPE:                           | General Partnership   |  |
| <u>Operating Plan</u><br><u>Manage Customer</u> | Land Contribution                        |                       |  |
| Gen Partnership                                 | Enter the general partnership's land con | tribution percentage: |  |
| <u>Seeking Benefits</u><br><u>General</u>       | %                                        |                       |  |
| <u>Contributions</u><br><u>Capital</u>          | < Back Save Save 8                       | Continue >            |  |
| <u>Land</u>                                     | BF046                                    | Back to Top 1         |  |

#### **C** Interview Questions

This table describes the interview questions displayed on the Land Contribution Percentage Page.

| Question/Field | Description                                                                |  |
|----------------|----------------------------------------------------------------------------|--|
| "Enter the     | Percentage of land the general partnership or joint venture contributes to |  |
| (joint         | the farming operation. The following validations apply:                    |  |
| operation's)   |                                                                            |  |
| land           | • an entry is <b>not</b> required                                          |  |
| contribution   | • if entered, the percentage:                                              |  |
| percentage."   |                                                                            |  |
|                | • <b>must</b> be greater than 0 percent                                    |  |
|                | • <b>cannot</b> be greater than 100 percent                                |  |
|                | • should be entered in a whole number with up to 2 decimal places.         |  |
|                | <b>Examples:</b> 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.

| i                        |                            |                                                                                                                                                                                        |
|--------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error Message            | Description                | Corrective Action                                                                                                                                                                      |
| "Land contribution       | The land contribution      | Correct the percentage recorded to                                                                                                                                                     |
| percentage cannot be     | percentage entered         | 100 percent or less.                                                                                                                                                                   |
| greater than 100%."      | exceeds 100 percent.       |                                                                                                                                                                                        |
| "Land contribution       | The land contribution      | Take 1 of following actions:                                                                                                                                                           |
| percentage must be       | percentage entered is      |                                                                                                                                                                                        |
| greater than 0%."        | 0 percent.                 | • correct the percentage recorded to a value greater than 0 percent                                                                                                                    |
|                          |                            | • leave the field blank if the producer does <b>not</b> want to provide the contribution percentage                                                                                    |
|                          |                            | • go back to the Contributions Page<br>and indicate land is <b>not</b><br>contributed or indicate the<br>producer does <b>not</b> want to provide<br>a response to land contributions. |
| "Land contribution       | Something other than a     | Correct the value entered to a                                                                                                                                                         |
| percentage must be       | numeric value was          | percentage.                                                                                                                                                                            |
| numeric."                | entered.                   |                                                                                                                                                                                        |
| "Contribution            | Land contribution          | Correct the percentage recorded to                                                                                                                                                     |
| percentage is limited to | percentage entered is more | 2 or less decimal places.                                                                                                                                                              |
| 2 decimal places."       | than 2 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     | If the information recorded is incorrect, return to the       |
| that land is provided to the farming   | Land Contribution Page to revise the land contribution        |
| operation; however, the land           | percentage for the joint operation.                           |
| contribution percentage was <b>not</b> |                                                               |
| entered for the general                |                                                               |
| partnership."                          |                                                               |
| "Land contribution percentage          | The ( <i>joint operation</i> ) is the owner or owner-operator |
| <b>must</b> be entered because the     | of at least 1 tract of land. As such, the land                |
| general partnership is the owner or    | contribution percentage <b>must</b> be greater than           |
| owner-operator of land."               | 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.

# **B** Example of Land Contributions Page

The following is an example of the Land Contributions Page.

#### **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.

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

# **C** Information on the Page (Continued)

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

| Section of Page                   | Description                |                                                                                                                                                            |                                               |  |
|-----------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|
| "Tracts with                      | "Farm"                     | Farm number retrieved from FRS.                                                                                                                            |                                               |  |
| Lease<br>Information<br>Recorded" | "Tract"                    | Tract number retrieved from FRS that also has lease information recorded.                                                                                  |                                               |  |
| Recorded                          |                            | When lease information has been recorded for the tract,<br>the tract number is changed to a link which allows the user<br>to access the lease information. |                                               |  |
|                                   |                            | See paragraph 430 for additional information on view<br>and revising lease information already recorded.                                                   |                                               |  |
|                                   | "Relationship<br>to Tract" |                                                                                                                                                            |                                               |  |
|                                   |                            | IF the producer is                                                                                                                                         | THEN the producer is associated with the      |  |
|                                   |                            | operator                                                                                                                                                   | farm.                                         |  |
|                                   |                            | owner-operator                                                                                                                                             | farm and all tracts associated with the farm. |  |
|                                   |                            | owner                                                                                                                                                      | applicable tract.                             |  |
|                                   |                            | other tenant                                                                                                                                               |                                               |  |
|                                   | "Farmland<br>Acres"        | Farmland acres retrieved from FRS for the specified tract.                                                                                                 |                                               |  |
|                                   | "Cropland<br>Acres"        | Cropland acres retrieved from FRS for the specified tract.                                                                                                 |                                               |  |
|                                   | "Leased To                 | Number of acres leased to another producer as recorded or                                                                                                  |                                               |  |
|                                   | Acres"                     | the Land Record Lease To Page.                                                                                                                             |                                               |  |
| "Leased<br>From Acres             |                            | Number of acres leased from another producer as recorded<br>on the Land Record Lease From Page.                                                            |                                               |  |

| Section of Page | Description   |                                                          |                                     |
|-----------------|---------------|----------------------------------------------------------|-------------------------------------|
| "Tracts Without | "Farm"        | Farm and tract number retrieved from FRS.                |                                     |
| Any Lease       | Tract"        |                                                          |                                     |
| Information     | "Relationship | Indicates the customer's relationship to the farm and/or |                                     |
| Recorded"       | to Tract"     | tract as recorded in FRS.                                |                                     |
|                 |               | IF the producer                                          | THEN the producer is associated     |
|                 |               | is                                                       | with the                            |
|                 |               | operator                                                 | farm.                               |
|                 |               | owner-operator                                           | farm and all tracts associated with |
|                 |               |                                                          | the farm.                           |
|                 |               | owner                                                    | applicable tract.                   |
|                 |               | other tenant                                             |                                     |
|                 | "Farmland     | Farmland acres retrieved from FRS for the specified trac |                                     |
|                 | Acres"        |                                                          |                                     |
|                 | "Cropland     | Cropland acres retrieved from FRS for the specified trac |                                     |
|                 | Acres"        |                                                          |                                     |

# **C** Information on the Page (Continued)

### Par. 427

### **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<br>associated with the |                                                                                                                     | THE following types of leases can be recorded |               |      |  |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------|------|--|
| Farm Operating<br>Plan is              | THEN for                                                                                                            | Lease To                                      | Lease<br>From | None |  |
| operator on the farm                   | owners on the tract                                                                                                 |                                               | ✓.            |      |  |
|                                        | any other tenants associated with the tract                                                                         | $\checkmark$                                  | ✓.            |      |  |
| owner on the                           | the operator associated with the farm                                                                               | √.                                            |               |      |  |
| farm/tract                             | the other tenants associated with the tract                                                                         | √.                                            |               |      |  |
|                                        | other owners on the tract                                                                                           | ✓                                             | ✓.            |      |  |
| owner-operator on                      | other owners associated with the tract                                                                              | $\checkmark$                                  | ✓.            |      |  |
| the farm/tract                         | other tenants associated with the tract                                                                             | $\checkmark$                                  |               |      |  |
|                                        | situations where there are <b>not</b> any other<br>owners or other tenants on any tract<br>associated with the farm |                                               |               | ✓.   |  |
| other tenant on the                    | the operator on the farm                                                                                            | ✓                                             | ✓.            |      |  |
| farm/tract                             | the owners on the tract                                                                                             |                                               | ✓.            |      |  |
|                                        | other tenants on the tract                                                                                          |                                               | ✓.            |      |  |

# **D** Page Options (Continued)

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

| Option             | Action                                                               |
|--------------------|----------------------------------------------------------------------|
| "View Recorded     | Displays the Recorded Leases For Farming Operation Page. See         |
| Leases For this    | paragraph 432 for additional information.                            |
| Farming Operation" |                                                                      |
| "Read information  | Refreshes the page with the current information from FRS.            |
| from Farm Records" |                                                                      |
|                    | 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<br>farm or tract to<br>record the lease<br>on".                                               | User selected either of<br>the following, but did<br><b>not</b> select the farm or<br>tract for which the lease<br>is being recorded:<br>• "Record Leased<br>From Information" | Select the farm number or tract number for<br>which the lease is being recorded by clicking the<br>radio button next to the farm number or tract<br>number.                                                              |
|                                                                                                              | • "Record Leased To Information".                                                                                                                                              |                                                                                                                                                                                                                          |
| "The selected<br>farm does <b>not</b><br>contain any<br>tracts that can<br>be leased to<br>another party."   | The producer is the<br>operator of the farm<br>and the option to<br>"Record 'Lease To'<br>Information" was<br>selected for the farm.                                           | <ul> <li>The operator can only lease land to an other tenant; therefore, take 1 of the following options:</li> <li>access FRS to add the other tenant to the applicable tract</li> </ul>                                 |
|                                                                                                              | However, there is <b>not</b> a tenant associated with any tract on the farm.                                                                                                   | <ul> <li>select another farm to which the land is leased</li> <li>click "Record 'Lease From' Information" to record lease information for land leased from another producer.</li> </ul>                                  |
| "The selected<br>farm does <b>not</b><br>contain any<br>tracts that can<br>be leased from<br>another party." | The producer is the<br>owner of the farm and<br>the option to "Record<br>'Lease From'<br>Information" was<br>selected for the farm.                                            | <ul> <li>The owner can only lease land from another owner on a tract associated with the farm; therefore, take 1 of the following options:</li> <li>access FRS to add the other owner to the applicable tract</li> </ul> |
|                                                                                                              | However, there is <b>not</b><br>another owner<br>associated with any<br>tract on the farm.                                                                                     | <ul> <li>select another farm from which the land is leased</li> <li>click "Record 'Lease To' Information" to record lease information for land leased to an operator or other tenants.</li> </ul>                        |

# 427 Land Contributions Page (Continued)

# E Page Error Messages (Continued)

\*--

| Error Message         | Description                                                      | Corrective Action                                       |
|-----------------------|------------------------------------------------------------------|---------------------------------------------------------|
| "The selected tract   | The producer is the operator of                                  | The operator can only lease                             |
| cannot be leased to   | the farm and the option to                                       | land to another tenant on the                           |
| another party."       | "Record 'Lease To" Information"                                  | selected tract; therefore, take 1                       |
|                       | was selected for the tract.                                      | of the following options:                               |
|                       | However, there is not a tenant                                   | • access the farm records                               |
|                       | associated with any tract on the                                 | system to add the other                                 |
|                       | farm.                                                            | 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                                    |
| "The selected tract   | The producer is the owner of the                                 | another producer.                                       |
| cannot be leased from | The producer is the owner of the tract and the option to "Record | The owner can only lease land from another owner on the |
| another party."       | 'Lease From' Information" was                                    | tract; therefore, take 1 of the                         |
| unother purty.        | selected for the tract.                                          | following options:                                      |
|                       | However, there is not another                                    | • access the farm records                               |
|                       | owner associated with any tract                                  | system to add the other                                 |
|                       | on the farm.                                                     | 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.                                          |

--\*

### 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.

| Business File Menu<br>Welcome: Bobbie Butler | La                     | nd R      | ecord Le           | ease To         |                       |                            |  |
|----------------------------------------------|------------------------|-----------|--------------------|-----------------|-----------------------|----------------------------|--|
| User Role: FSA                               |                        |           |                    |                 |                       |                            |  |
| Select Different                             | CUST                   | OMER IN   | FORMATION          | PERATION:       | Ima Farmer            |                            |  |
| Customer                                     |                        |           |                    | NESS TYPE:      | Individual            |                            |  |
| Record New Farm                              |                        |           | 505                | incoo meet      | Individual            |                            |  |
| Operating Plan                               | Type                   | of Leas   | se                 |                 |                       |                            |  |
| Manage Customer                              |                        |           |                    | ant in analiant |                       |                            |  |
| Individual                                   | what                   | type of   | lease agreeme      | ent is applica  | ole to this lease?    |                            |  |
| General                                      |                        |           | -                  |                 |                       |                            |  |
| Contributions                                | ,                      |           | _                  |                 |                       |                            |  |
| Capital                                      | Farm                   | 1 321     |                    |                 |                       |                            |  |
| Land                                         | Select                 | the tract | s included in this | lease.          |                       |                            |  |
| Custom Services                              |                        | Tract     | Type of            | Acres           | Is the land           | Name                       |  |
| <u>Equipment</u>                             |                        | muce      | Acres              | Acres           | interest the          |                            |  |
| <u>Labor</u>                                 |                        |           |                    |                 | same as last<br>year? | Select All:<br>SHIFT+CLICK |  |
| <u>Management</u>                            | Coa                    | homa.     | Mississippi        |                 | year:                 |                            |  |
| <u>Summary</u>                               | Г                      | 8252      |                    | 386.0           | <b>•</b>              |                            |  |
|                                              | -                      |           |                    | ,               | · ·                   |                            |  |
| Other<br>Remarks                             |                        |           |                    |                 |                       |                            |  |
| Kennal KS                                    | Select All   Clear All |           |                    |                 |                       |                            |  |
| Submit Plan                                  | Do yo                  | u wish t  | to record addit    | ional To lease  | es on this farm?      |                            |  |
| <u>Summary</u>                               | OY                     | es (      | O No               |                 |                       |                            |  |
| <u>Validations</u>                           |                        |           |                    |                 |                       |                            |  |
| Record Signatures                            |                        |           |                    | 0.0             | 0                     |                            |  |
| <u>View 902</u>                              | < B                    | ack       | Save               | Save &          | Continue >            |                            |  |
|                                              | BF042                  |           |                    |                 |                       | Back to Top ^              |  |

•

#### 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       | This section of                                              | of the page displays if at least 1 lease has been recorded for |  |
| Leases on Farm" | the applicable                                               | a farm and tract. For each lease, the following information    |  |
|                 | will be display                                              | yed.                                                           |  |
|                 | "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 Number of acres associated with the applicable lease. |                                                                |  |
|                 | Acres"                                                       | Acres"                                                         |  |
|                 | "Type of Specifies the lease was recorded for "farmland" or  |                                                                |  |
|                 | Acres"                                                       | "cropland".                                                    |  |
|                 | "Lease                                                       | Specifies the type of lease selected when the lease was        |  |
|                 | Terms"                                                       | recorded.                                                      |  |

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# **D** Information on the Page (Continued)

| Section of Page | Field                                                      | Description                                                                                                                                                      |
|-----------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Lease          |                                                            | lisplays the information pulled from FRS for the tracts                                                                                                          |
| Information"    | associated with the selected farm number.                  |                                                                                                                                                                  |
|                 | "Farm Farm number selected on the Land Contributions Page. |                                                                                                                                                                  |
|                 | Number"                                                    |                                                                                                                                                                  |
|                 | "Tract"                                                    | Each tract associated with the selected farm number.                                                                                                             |
|                 | "Acres"                                                    | Farmland or cropland acres retrieved from FRS for the specified tract.                                                                                           |
|                 |                                                            | <b>Notes:</b> 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,<br>the acres are reduced by the number of acres<br>associated with the previous leases.                      |
|                 | "Name"                                                     | Name of any other producer associated with each<br>applicable tract. The name of the producer is listed along<br>with their relationship to the tract.           |
|                 |                                                            | <b>Example:</b> 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. |

# **E** Interview Questions

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

| Question/Field  | Description                                                                                     |  |  |
|-----------------|-------------------------------------------------------------------------------------------------|--|--|
| "Type of        | Allows the user to select the type of lease agreement for the applicable                        |  |  |
| Lease"          | farm/tract. Available options are:                                                              |  |  |
|                 |                                                                                                 |  |  |
|                 | • "Cash"                                                                                        |  |  |
|                 | • "Cash and Share"                                                                              |  |  |
|                 | • "Share"                                                                                       |  |  |
|                 | • "Grazing/AUM".                                                                                |  |  |
|                 | <b>Note:</b> If lease information is recorded, the type of lease is required.                   |  |  |
| "Does the lease | Field will only be displayed if the type of lease selected is "Cash and                         |  |  |
| include a crop  | Share". Available options are:                                                                  |  |  |
| share           | (AT 7 1)                                                                                        |  |  |
| guarantee?"     | • "Yes"<br>"N."                                                                                 |  |  |
|                 | • "No"<br>"No Despense"                                                                         |  |  |
| "Share Lease    | • "No Response".<br>Field will only be displayed if the type of lease selected is either of the |  |  |
| Percentage"     | following:                                                                                      |  |  |
| rereentage      | Tonowing.                                                                                       |  |  |
|                 | • "Share"                                                                                       |  |  |
|                 | • "Cash and Share".                                                                             |  |  |
|                 | Record the share lease percentage as specified on the lease agreement. An                       |  |  |
|                 | entry is <b>not</b> required, but if entered, the following validations apply:                  |  |  |
|                 | • <b>must</b> be greater than 0 percent.                                                        |  |  |
|                 | • <b>cannot</b> be greater than 100 percent.                                                    |  |  |
|                 | • should be entered in a whole number with up to 2 decimal places.                              |  |  |
|                 | <b>Examples:</b> 100.00%, 25.25%, etc.                                                          |  |  |

| 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       | Field allows the user to select the type of acres that is associated with the                                                                                                                                                                                                                       |  |  |  |
| Acres"         | 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.                                                                                                                                                                                                                                             |  |  |  |
|                | <ul> <li>The following applies to the acres displayed:</li> <li>acres cannot be reduced to 0.0</li> <li>farmland/cropland acres cannot be increased</li> </ul>                                                                                                                                      |  |  |  |
|                |                                                                                                                                                                                                                                                                                                     |  |  |  |
|                |                                                                                                                                                                                                                                                                                                     |  |  |  |
|                | • 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<br>farmland/cropland acres are reduced after the first lease is recorded. The<br>maximum number of acres available for the subsequent lease is limited to<br>the farmland/cropland minus the acres recorded for the first lease. |  |  |  |
|                | <b>Example:</b> 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.                                                                                                                           |  |  |  |

| Question/Field |                                | Description                                                           |
|----------------|--------------------------------|-----------------------------------------------------------------------|
| "Acres"        | If the lease specifies mo      | ore acres than the acres displayed, then:                             |
| (Continued)    |                                |                                                                       |
|                | • lease agreement may          | y cover land associated with other tracts                             |
|                | • farmland/cropland a          | cres may <b>not</b> be correct.                                       |
|                | Additional review may correct. | be needed to determine which information is                           |
|                | IF                             | THEN                                                                  |
|                | farmland/cropland              | FRS must be corrected before the information can                      |
|                | acres are incorrect            | be retrieved for the farm operating plan.                             |
|                |                                | <b>Note:</b> See 3-CM before making any changes to farm records data. |
|                | lease covers multiple          | the number of acres associated with each tract                        |
|                | tracts                         | should be recorded for the lease.                                     |
|                | lease includes the             | the maximum acres that can be recorded are the                        |
|                | wrong number of acres          | farmland/cropland acres.                                              |

| Question/Field | Description                                                                                                                                                                                                                                       |  |  |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| "Is the land   | Allows the user to specify whether the producer's interest in the land is                                                                                                                                                                         |  |  |
| interest the   | new for the current subsidiary year or was held in a previous year. Field                                                                                                                                                                         |  |  |
| same as last   | defaults to "blank" and the available options are:                                                                                                                                                                                                |  |  |
| year?"         |                                                                                                                                                                                                                                                   |  |  |
|                | • "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 <b>not</b> 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.                                                                                                              |  |  |
|                | <b>Example:</b> 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 <b>not</b> displayed because an operator <b>cannot</b> 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).          |  |  |

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

# **F** Page Options

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

| Option       | Action                                                                          |
|--------------|---------------------------------------------------------------------------------|
| "Revise"     | Displayed for any lease recorded on the selected farm. After selected, the      |
|              | Land Revise Lease Page will be displayed for the applicable lease.              |
| "Delete"     | Displayed for any lease recorded on the selected farm. After selected, a        |
|              | confirmation page will be displayed allowing the user to confirm the lease      |
|              | information should be deleted.                                                  |
| "Back"       | Returns to the Land Contributions Page without saving any data entered.         |
| "Save"       | Allows the user to save the information recorded without continuing to the      |
|              | next applicable page.                                                           |
| "Save &      | Saves the data recorded and continues to the next applicable page based on      |
| Continue"    | 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.                                    |

### **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                                                                                    | The type of lease was                                                                                                                                                                                     | Select the type of lease associated with the                                                                                                                                                                                                                                  |
| lease."                                                                                                     | not selected.                                                                                                                                                                                             | designated acres and lessee or lessor.                                                                                                                                                                                                                                        |
| "Must select tract(s) to                                                                                    | At least 1 tract was                                                                                                                                                                                      | Select the tracts from which the leased                                                                                                                                                                                                                                       |
| record lease(s) on."                                                                                        | not selected.                                                                                                                                                                                             | acreage is associated.                                                                                                                                                                                                                                                        |
| "Must select name(s)                                                                                        | The producers the                                                                                                                                                                                         | Select the producers to which the land is                                                                                                                                                                                                                                     |
| for each selected tract."                                                                                   | land is leased to were                                                                                                                                                                                    | leased.                                                                                                                                                                                                                                                                       |
|                                                                                                             | not selected.                                                                                                                                                                                             |                                                                                                                                                                                                                                                                               |
| "Must select type of                                                                                        | The type of acres was                                                                                                                                                                                     | Select the type of acres designated for the                                                                                                                                                                                                                                   |
| acres applicable to the                                                                                     | not selected.                                                                                                                                                                                             | lease.                                                                                                                                                                                                                                                                        |
| lease agreement."                                                                                           |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                               |
| "Acres <b>cannot</b> be<br>increased above the<br>available<br>farmland/cropland on<br>the farm and tract." | The number of acres<br>recorded for the lease<br>exceeds the available<br>farmland/cropland<br>acres.<br>If multiple leases are<br>recorded on the tract,<br>the total acres for all<br>leases exceed the | <ul> <li>Take 1 of the following actions:</li> <li>update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect</li> <li>ensure that all tracts have been selected that are associated with the lease agreement.</li> </ul> |
|                                                                                                             | farmland/cropland on<br>the tract.                                                                                                                                                                        | If both of these options have been<br>considered and the lease still includes<br>more acres than are available, only the<br>available farmland/cropland acres can be<br>recorded for the lease. See<br>subparagraph D for additional information<br>on leased acres.          |

# Par. 428

# 428 Land Record Lease To Page (Continued)

# G Page Error Messages (Continued)

| Error Message                                                               | Description                                 | Corrective Action                                                                                   |
|-----------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------|
| "Share percentage <b>cannot</b><br>be greater than 100%."                   | The share percentage entered is equal to or | Correct the percentage recorded to something less than 100 percent.                                 |
| "Share percentage <b>cannot</b><br>be 100% for a share lease<br>agreement." | greater than<br>100 percent.                | something less than 100 percent.                                                                    |
| "Share percentage <b>must</b><br>be entered for share lease                 | The share percentage entered is 0 percent.  | Take 1 of following actions:                                                                        |
| agreements."                                                                |                                             | • correct the percentage recorded to a value greater than 0 percent                                 |
|                                                                             |                                             | • leave the field blank if the producer does <b>not</b> want to provide the contribution percentage |
|                                                                             |                                             | • change the type of lease agreement if applicable.                                                 |
| "Share contribution                                                         | Something other than a                      | Correct the value entered to a                                                                      |
| percentage <b>must</b> be                                                   | numeric value was                           | percentage.                                                                                         |
| numeric."                                                                   | entered.                                    |                                                                                                     |
| "Share percentage is                                                        | The share percentage                        | Correct the percentage recorded to 2 or                                                             |
| limited to 2 decimal                                                        | entered is more than                        | less decimal places.                                                                                |
| places."                                                                    | 2 decimal places.                           |                                                                                                     |

#### 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 <b>must</b> be entered             | The type of lease selected is "Share" or "Cash and                                                     |
| for share lease agreements."                         | Share", but a share percentage was <b>not</b> 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.       |
|                                                      | <b>Note:</b> The share percentage is <b>not</b> required for share leases, but is available if needed. |
| "A response was <b>not</b> provided                  | The type of lease selected is "Cash and Share", but a                                                  |
| indicating whether or <b>not</b> a crop              | response was <b>not</b> provided as to whether a crop share                                            |
| share guarantee is included in the lease agreement." | 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 <b>not</b> provided                  | If the information recorded is incorrect, return to the                                                |
| indicating whether or <b>not</b> the land            | lease information recorded for the applicable farm/tract                                               |
| interest is the same as the previous                 | to indicate if the producer had an interest in the land                                                |
| year for the applicable farm."                       | 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.

# **B** Example of Land Record Lease From Page

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

| siness File Menu     |                                                            |                        |                |                             |                    |
|----------------------|------------------------------------------------------------|------------------------|----------------|-----------------------------|--------------------|
| lcome: Bobbie Butler | Land Record Lease From                                     |                        |                |                             |                    |
| r Role: FSA          | Land Record Lease From                                     |                        |                |                             |                    |
|                      | CUSTOMER                                                   | INFORMATION            |                |                             |                    |
| <u>ect Different</u> |                                                            | FARMING                | OPERATION:     | Ima Farmer                  |                    |
| <u>tomer</u>         |                                                            | BUS                    | INESS TYPE:    | Individual                  |                    |
| rd New Farm          |                                                            |                        |                |                             |                    |
| rating Plan          | Type of L                                                  | ease                   |                |                             |                    |
| ige Customer         |                                                            |                        |                |                             |                    |
|                      | What type                                                  | of lease agreem        | ent is applica | ble to this lease?          |                    |
| ividual<br>eral      | Cash and S                                                 | Shore -                |                |                             |                    |
|                      | Casiraida                                                  | silare 💌               |                |                             |                    |
| <u>tributions</u>    | Does                                                       | the lease include      | a crop share   | guarantee?                  |                    |
| i <u>tal</u>         |                                                            |                        |                |                             |                    |
| <u>d</u>             | O Ye                                                       |                        |                |                             |                    |
| tom Services         | 0 N                                                        | -                      |                |                             |                    |
| <u>ipment</u>        | 0 N                                                        | o Response             |                |                             |                    |
| <u>or</u>            |                                                            |                        |                |                             |                    |
| <u>agement</u>       | Shar                                                       | e Lease                |                |                             |                    |
| mary                 | Speci                                                      | fy the share perc      | centage:       |                             |                    |
|                      |                                                            |                        |                |                             |                    |
| er                   |                                                            | %                      |                |                             |                    |
| arks                 |                                                            |                        |                |                             |                    |
|                      | Farm 299                                                   | 4                      |                |                             |                    |
| mit Plan             | Select the t                                               | racts included in this | s lease.       |                             |                    |
| <u>mary</u>          | Tur                                                        | t Tune of              |                | To the land                 | Name               |
| <u>dations</u>       | Ira                                                        | ct Type of<br>Acres    | Acres          | Is the land<br>interest the | Name               |
| ord Signatures       |                                                            | Acres                  |                | same as last                | Select All:        |
| 902                  |                                                            |                        |                | year?                       | SHIFT+CLICK        |
|                      |                                                            | a, Mississippi         |                |                             |                    |
|                      | ☐ 712                                                      | <b>•</b>               | 167.0          | •                           | Any Farmer - OW    |
|                      |                                                            |                        |                |                             |                    |
|                      | 667                                                        | 5 🗾                    | 180.0          | •                           | Ima Farmer Sr - OW |
|                      |                                                            |                        |                |                             |                    |
|                      | Select All   Clear All                                     |                        |                |                             |                    |
|                      | Do you wish to record additional From leases on this farm? |                        |                |                             |                    |
|                      | O Yes O No                                                 |                        |                |                             |                    |
|                      |                                                            |                        |                |                             |                    |
|                      |                                                            |                        |                |                             |                    |
|                      | < Back                                                     | Save                   | Save &         | Continue >                  |                    |
|                      |                                                            |                        |                |                             |                    |
|                      | BF042                                                      |                        |                |                             | Back to Top        |

#### 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       | This section of                                                   | of the page displays if at least 1 lease has been recorded for |
| Leases on Farm" | the applicable                                                    | e farm and tract. For each lease, the following information    |
|                 | will be displa                                                    | yed.                                                           |
|                 | "Leased"                                                          | Indicates whether the land is leased to or leased from         |
|                 |                                                                   | another producer.                                              |
|                 | "Name" Name of the producer selected that the land is being lease |                                                                |
|                 | 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                                                          | Specifies the lease was recorded for "farmland" or             |
|                 | Acres" "cropland".                                                |                                                                |
|                 | "Lease Specifies the type of lease selected when the lease was    |                                                                |
|                 | Terms" recorded.                                                  |                                                                |

# **D** Information on the Page (Continued)

| Section of Baga | Field                                                                | Description                                                                                                                                      |  |
|-----------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Page            |                                                                      | Description                                                                                                                                      |  |
| "Lease          | This section displays the information pulled from FRS for the tracts |                                                                                                                                                  |  |
| Information"    |                                                                      | the selected farm number.                                                                                                                        |  |
|                 | "Farm                                                                | Farm number selected on the Land Contributions Page.                                                                                             |  |
|                 | Number"                                                              |                                                                                                                                                  |  |
|                 | "Tract"                                                              | Each tract associated with the selected farm number.                                                                                             |  |
|                 | "Acres"                                                              | Farmland/cropland acres retrieved from FRS for the specified                                                                                     |  |
|                 |                                                                      | tract.                                                                                                                                           |  |
|                 |                                                                      | <b>Notes:</b> 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. |  |
|                 |                                                                      | <b>Example:</b> 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.                                                                                                    |  |

# **E** Interview Questions

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

| Question/Field  | Description                                                                                                                                              |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Type of        | Allows the user to select the type of lease agreement for the applicable                                                                                 |
| Lease"          | farm/tract. The following options are available:                                                                                                         |
|                 |                                                                                                                                                          |
|                 | • "Cash"                                                                                                                                                 |
|                 | • "Cash and Share"                                                                                                                                       |
|                 | • "Share"                                                                                                                                                |
|                 | • "Grazing/AUM".                                                                                                                                         |
|                 | <b>Note:</b> If lease information is recorded, the type of lease is required.                                                                            |
| "Does the lease | Field will only be displayed if the type of lease selected is "Cash and                                                                                  |
| include a crop  | Share". Available options are:                                                                                                                           |
| share           |                                                                                                                                                          |
| guarantee?"     | • "Yes"                                                                                                                                                  |
|                 | • "No"                                                                                                                                                   |
|                 | "No Response".                                                                                                                                           |
| "Share Lease    | Field will only be displayed if the type of lease selected is either of the                                                                              |
| Percentage"     | following:                                                                                                                                               |
|                 | • "Share"                                                                                                                                                |
|                 | <ul><li>"Cash and Share".</li></ul>                                                                                                                      |
|                 | Record the share lease percentage as specified on the lease agreement. An entry is <b>not</b> required, but if entered, the following validations apply: |
|                 | • <b>must</b> be greater than 0 percent.                                                                                                                 |
|                 | • cannot be greater than 100 percent.                                                                                                                    |
|                 | • should be entered in a whole number with up to 2 decimal places.                                                                                       |
|                 | <b>Examples:</b> 100.00%, 25.25%, etc.                                                                                                                   |

| 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<br>Acres" | Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:                                                                                                                                                                          |  |  |
|                     | <ul><li> "farmland"</li><li> "cropland".</li></ul>                                                                                                                                                                                                                                                  |  |  |
|                     | <b>Note:</b> 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<br>as the default value. The farmland acres are the maximum number of<br>acres that can be associated with all lease agreements.                                                                                           |  |  |
|                     | <ul> <li>The following applies to the acres displayed:</li> <li>acres cannot be reduced to 0.0</li> <li>farmland/cropland acres cannot be increased</li> <li>acres displayed can be decreased so only the number of acres associated with the lease is recorded.</li> </ul>                         |  |  |
|                     |                                                                                                                                                                                                                                                                                                     |  |  |
|                     |                                                                                                                                                                                                                                                                                                     |  |  |
|                     |                                                                                                                                                                                                                                                                                                     |  |  |
|                     | If there are multiple leases on the same tract, then the available<br>farmland/cropland acres are reduced after the first lease is recorded. The<br>maximum number of acres available for the subsequent lease is limited to<br>the farmland/cropland minus the acres recorded for the first lease. |  |  |
|                     | <b>Example:</b> 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.                                                                                                                           |  |  |

### Par. 429

# 429 Land Record Lease From Page (Continued)

| Question/Field | Description                                                                                                                  |                                                    |  |
|----------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--|
| "Acres"        | If the lease specifies more acres than the acres displayed, then:                                                            |                                                    |  |
| (Continued)    |                                                                                                                              |                                                    |  |
|                | • lease agreement may                                                                                                        | v cover land associated with other tracts          |  |
|                | • farmland/cropland ac                                                                                                       | cres may <b>not</b> be correct.                    |  |
|                |                                                                                                                              |                                                    |  |
|                | Additional review may b correct.                                                                                             | be needed to determine which information is        |  |
|                | IF                                                                                                                           | THEN                                               |  |
|                | farmland/cropland                                                                                                            | FRS must be corrected before the information       |  |
|                | acres are incorrect                                                                                                          | can be retrieved for the farm operating plan.      |  |
|                |                                                                                                                              |                                                    |  |
|                |                                                                                                                              | <b>Note:</b> See 3-CM before making any changes to |  |
|                | 1 1.1 1                                                                                                                      | farm records data.                                 |  |
|                | lease covers multiple                                                                                                        | the number of acres associated with each tract     |  |
|                | tracts                                                                                                                       | should be recorded for the lease.                  |  |
|                | lease includes the                                                                                                           | the maximum acres that can be recorded are the     |  |
| 6T (1 1 1      |                                                                                                                              | farmland/cropland acres.                           |  |
| "Is the land   | 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: |                                                    |  |
| as last year?" | defaults to blank and t                                                                                                      | ne 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 <b>not</b> want to respond to the question.                                    |                                                    |  |

| <b>Question/Field</b> | Description                                                                                                                                                                                                                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Name"                | Name of other producers associated with the applicable tract. The names                                                                                                                                                                                                                       |
|                       | displayed are contingent on whether a lease can be recorded.                                                                                                                                                                                                                                  |
|                       | <b>Example:</b> 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 <b>not</b> be displayed because an owner <b>cannot</b> 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).                                                      |

#### Par. 429

# 429 Land Record Lease From Page (Continued)

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

# **F** Page Options

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

| Option       | Action                                                                          |
|--------------|---------------------------------------------------------------------------------|
| "Revise"     | Displayed for any lease recorded on the selected farm. After selected, the      |
|              | Land Revise Lease Page will be displayed for the applicable lease.              |
| "Delete"     | Displayed for any lease recorded on the selected farm. After selected, a        |
|              | confirmation page will be displayed allowing the user to confirm the lease      |
|              | information should be deleted.                                                  |
| "Back"       | Returns to the Land Contributions Page without saving any data entered.         |
| "Save"       | Allows the user to save the information recorded without continuing to the      |
|              | next applicable page.                                                           |
| "Save &      | Saves the data recorded and continues to the next applicable page based on      |
| Continue"    | 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.                                    |

### **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  | The type of lease                  | Select the type of lease associated with the     |
| lease."                   | was not selected.                  | designated acres and lessee or lessor.           |
| "Must select tract(s) to  | At least 1 tract                   | Select the tracts from which the leased          |
| record lease(s) on."      | was not selected.                  | acreage is associated.                           |
| "Must select name(s)      | The producers the                  | Select the producers from which the land is      |
| for each selected tract." | land was leased                    | leased.                                          |
|                           | from were <b>not</b>               |                                                  |
|                           | selected.                          |                                                  |
| "Must select type of      | The type of acres                  | Select the type of acres designated for the      |
| acres applicable to the   | was <b>not</b> selected.           | lease.                                           |
| lease agreement."         |                                    |                                                  |
| "Acres cannot be          | The number of                      | Take 1 of the following actions:                 |
| increased above the       | acres recorded for                 |                                                  |
| available                 | the lease exceeds                  | • update the farmland/cropland acres             |
| farmland/cropland on      | the available                      | according to 3-CM if it is verified and          |
| the farm and tract."      | farmland/cropland                  | determined that acres are incorrect              |
|                           | acres.                             |                                                  |
|                           |                                    | • ensure that all tracts have been selected      |
|                           | If multiple leases                 | that are associated with the lease               |
|                           | are recorded on                    | agreement.                                       |
|                           | the tract, the total               |                                                  |
|                           | acres for all leases               | If both of these options have been considered    |
|                           | exceed the                         | and the lease still includes more acres than are |
|                           | farmland/cropland<br>on the tract. | available, only the available                    |
|                           | on the tract.                      | farmland/cropland acres can be recorded for      |
|                           |                                    | the lease. See subparagraph D for additional     |
|                           |                                    | information on leased acres.                     |

#### Par. 429

# 429 Land Record Lease From Page (Continued)

# **G** Page Error Messages (Continued)

| Error Message                                                                                                                               | Description                                                                       | Corrective Action                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Share percentage<br><b>cannot</b> be greater than<br>100%."<br>"Share percentage<br><b>cannot</b> be 100% for a<br>share lease agreement." | The share<br>percentage entered<br>is equal to or<br>greater than<br>100 percent. | Correct the percentage recorded to something less than 100 percent.                                                                                                                                                                                                                        |
| "Share percentage <b>must</b><br>be entered for share<br>lease agreements."                                                                 | The share<br>percentage entered<br>is 0 percent.                                  | <ul> <li>Take 1 of following actions:</li> <li>correct the percentage recorded to a value greater than 0 percent</li> <li>leave the field blank if the producer does not want to provide the contribution percentage</li> <li>change the type of lease agreement if applicable.</li> </ul> |
| "Share contribution<br>percentage <b>must</b> be<br>numeric."                                                                               | Something other<br>than a numeric<br>value was entered.                           | Correct the value entered to a percentage.                                                                                                                                                                                                                                                 |
| "Share percentage is<br>limited to 2 decimal<br>places."                                                                                    | The share<br>percentage entered<br>is more than<br>2 decimal places.              | Correct the percentage recorded to 2 or less decimal places.                                                                                                                                                                                                                               |

#### 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 <b>must</b> be entered  | The type of lease selected is "Share" or "Cash and                                                     |
| for share lease agreements."              | Share", but a share percentage was <b>not</b> 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.                                                                |
|                                           | <b>Note:</b> The share percentage is <b>not</b> required for share leases, but is available if needed. |
| "A response was <b>not</b> provided       | The type of lease selected is "Cash and Share", but a                                                  |
| indicating whether or <b>not</b> a crop   | response was <b>not</b> provided as to whether a crop share                                            |
| share guarantee is included in the        | guarantee is included in the lease agreement.                                                          |
| 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 <b>not</b> provided       | If the information recorded is incorrect, return to the                                                |
| indicating whether or <b>not</b> the land | lease information recorded for the applicable farm/tract                                               |
| interest is the same as the previous      | to indicate if the producer had an interest in the land                                                |
| year for the applicable farm."            | 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.

| Business File Menu<br>Welcome: Bobbie Butler<br>User Role: FSA           | Re           | ecorde                                           | d Le   | eases                        | For    | Trac                            | t                 |                 |                         |                |               |
|--------------------------------------------------------------------------|--------------|--------------------------------------------------|--------|------------------------------|--------|---------------------------------|-------------------|-----------------|-------------------------|----------------|---------------|
| Select Different<br>Customer<br>Record New Farm<br>Operating Plan        | CUST         | TOMER INFO                                       |        | N<br>IING OPER<br>BUSINES    |        |                                 | a Farme<br>vidual | r               |                         |                |               |
| Manage Customer<br>Individual<br>General                                 | Fari<br>Trac |                                                  |        | tion<br>321<br>8252<br>386.0 | Relati | y/State<br>onship 1<br>and Acre | to Farm:          |                 | Coaho<br>Owner<br>324.1 | ma, Missi      | ssippi        |
| <u>Contributions</u><br><u>Capital</u><br><u>Land</u><br>Custom Services |              | Leased                                           | Name   |                              |        |                                 | Total<br>Acres    | Tyj<br>of<br>Ac | res                     | Lease<br>Terms |               |
| <u>Equipment</u><br><u>Labor</u><br><u>Management</u><br><u>Summary</u>  |              | To<br><u>:t All</u>   <u>Cle</u> :<br>)elete Lea | ar All | armer Sr                     |        |                                 | 200.0             | Cro             | pland                   | Share          | <u>Revise</u> |
| Other<br><u>Remarks</u><br>Submit Plan                                   | < B<br>BF049 | ack                                              | Coni   | tinue >                      |        |                                 |                   |                 |                         | B              | ack to Top ^  |

# 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  | This section of the page displays information for the selected farm and tract |                                                                      |  |  |  |  |  |  |
| Information" |                                                                               |                                                                      |  |  |  |  |  |  |
|              | "Farm"                                                                        | Farm associated with the tract selected on the Land                  |  |  |  |  |  |  |
|              |                                                                               | Contributions Page.                                                  |  |  |  |  |  |  |
|              | "Tract"                                                                       | Tract number selected on the Land Contributions Page.                |  |  |  |  |  |  |
|              | "Farmland                                                                     | Farmland acres for the selected farm and tract.                      |  |  |  |  |  |  |
|              | Acres"                                                                        |                                                                      |  |  |  |  |  |  |
|              | "County/                                                                      | State and county name responsible for maintaining the farm           |  |  |  |  |  |  |
|              | State"                                                                        | and tract data.                                                      |  |  |  |  |  |  |
|              | "Relationship                                                                 | The selected producer's relationship to the selected farm and        |  |  |  |  |  |  |
|              | to Farm"                                                                      | tract.                                                               |  |  |  |  |  |  |
|              | "Cropland                                                                     | Cropland acres for the selected farm and tract.                      |  |  |  |  |  |  |
|              | Acres"                                                                        |                                                                      |  |  |  |  |  |  |
| "Lease       | This section of                                                               | f the page displays each lease that has been recorded for the        |  |  |  |  |  |  |
| Information" | selected farm a                                                               | ed farm and tract. For each lease, the following information will be |  |  |  |  |  |  |
|              | displayed.                                                                    |                                                                      |  |  |  |  |  |  |
|              | "Leased"                                                                      |                                                                      |  |  |  |  |  |  |
|              |                                                                               | 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                                                                      | Specifies the lease was recorded for "farmland" or "cropland"        |  |  |  |  |  |  |
|              | Acres"                                                                        | acres.                                                               |  |  |  |  |  |  |
|              | "Lease                                                                        | Specifies the type of lease selected when the lease was              |  |  |  |  |  |  |
|              | Terms"                                                                        | 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<br>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     | Users click "Delete Leases", but         | Select the leases to be deleted by |
| least 1 lease to be | at least 1 lease was <b>not</b> selected | clicking the checkbox next to the  |
| deleted."           | for deletion.                            | 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.

| <b>Business File Menu</b> |                               |                    |                |                     |                         |  |  |
|---------------------------|-------------------------------|--------------------|----------------|---------------------|-------------------------|--|--|
| Welcome: Bobbie Butler    | Land                          | Revise I           | Lease          |                     |                         |  |  |
| User Role: FSA            |                               |                    |                |                     |                         |  |  |
| Select Different          | CUSTOMER                      | <b>INFORMATION</b> |                |                     |                         |  |  |
| Customer                  |                               | FARMIN             | IG OPERATION:  |                     |                         |  |  |
| Record New Farm           |                               | E                  | SUSINESS TYPE: | Individual          |                         |  |  |
| Operating Plan            |                               |                    |                |                     |                         |  |  |
| Manage Customer           | Type of L                     | ease               |                |                     |                         |  |  |
|                           | What type                     | of lease agree     | ement is appli | cable to this lease | ?                       |  |  |
| Individual                | //                            | 5                  |                |                     |                         |  |  |
| <u>General</u>            | Share                         | •                  |                |                     |                         |  |  |
| Contributions             | ,                             |                    |                |                     |                         |  |  |
| <u>Capital</u>            | Shar                          | e Lease            |                |                     |                         |  |  |
| <u>Land</u>               | Specify the share percentage: |                    |                |                     |                         |  |  |
| Custom Services           |                               |                    |                |                     |                         |  |  |
| <u>Equipment</u>          |                               | %                  |                |                     |                         |  |  |
| <u>Labor</u>              | Farm 321                      |                    |                |                     |                         |  |  |
| <u>Management</u>         | Tuest                         | Trung of           | •              | Is the land         | Name                    |  |  |
| <u>Summary</u>            | Tract                         | Type of<br>Acres   | Acres          | interest the        | Name                    |  |  |
|                           |                               | Acres              |                | same as last        | Select All: SHIFT+CLICK |  |  |
| Other                     |                               |                    |                | year?               |                         |  |  |
| <u>Remarks</u>            | Coahom                        | a, Mississippi     |                |                     |                         |  |  |
| Submit Plan               | 8252                          | Farmland -         | 200.0          | Yes 🔻               | Ima Farmer Sr           |  |  |
| <u>Summary</u>            |                               |                    |                |                     |                         |  |  |
| Validations               |                               |                    |                |                     |                         |  |  |
| Record Signatures         |                               |                    |                |                     |                         |  |  |
| View 902                  | Z D = -la                     | 0                  | 0              |                     |                         |  |  |
| <u>1101 302</u>           | < Back                        | Save               | Save a         | Continue >          |                         |  |  |
|                           | BF043                         |                    |                |                     | Back to Top ^           |  |  |

### **C** Information on the Page

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

# **D** Interview Questions

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

| "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"         • "Grazing/AUM".       Note: If lease information is recorded, the type of lease is required.         "Does the lease       Field will only be displayed if the type of lease selected is "Cash and Share"         "Does the lease       Field will only be displayed if the type of lease selected is "Cash and Share"         guarantee?"       • "Yes"         • "No Response".       • "No Response".         "Share Lease       Field will only be displayed if the type of lease selected is either of the following:         • "No Response".       • "No Response".         "Share"       • "Cash and Share".         e "Share"       • "Cash and Share".         * "Share"       • "Cash and Share".         • "Cash and 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 num                                                                                                                                                                                                                                                                                                      | Question/Field  | Description                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------|
| <ul> <li>"Cash"         <ul> <li>"Cash and Share"</li> <li>"Share"</li> <li>"Grazing/AUM".</li> </ul> </li> <li>Note: If lease information is recorded, the type of lease is required.</li> <li>"Does the lease include a crop share guarantee?"</li> <li>"Yes"         <ul> <li>"Ves"</li> <li>"No"</li> <li>"No Response".</li> <li>"Share"</li> <li>"Share"</li> <li>"No Response".</li> </ul> </li> <li>"Share Lease Field will only be displayed if the type of lease selected is "Cash and Share".</li> <li>"No"             <ul> <li>"No Response".</li> <li>"No Response".</li> <li>"Share Lease Field will only be displayed if the type of lease selected is either of the following:                 <ul> <li>"Share Lease Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the following:                          <ul></ul></li></ul></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | "Type of Lease" | Allows the user to select the type of lease agreement for the applicable      |
| <ul> <li>"Cash and Share"         <ul> <li>"Share"</li> <li>"Grazing/AUM".</li> </ul> </li> <li>Note: If lease information is recorded, the type of lease is required.</li> <li>"Does the lease include a crop share"</li> <li>"Share". Available options are:</li> <li>"No ".</li> <li>"No Response".</li> <li>"No Response".</li> </ul> <li>"Share Lease Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the following:             <ul> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share Lease</li> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share".</li> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</li> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> </ul> </li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Type of Acres</li> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:             <ul> <li>"farmland"</li> <li>"farmland"</li> </ul></li> |                 | farm/tract. Available options are:                                            |
| <ul> <li>"Cash and Share"         <ul> <li>"Share"</li> <li>"Grazing/AUM".</li> </ul> </li> <li>Note: If lease information is recorded, the type of lease is required.</li> <li>"Does the lease include a crop share"</li> <li>"Share". Available options are:</li> <li>"No ".</li> <li>"No Response".</li> <li>"No Response".</li> </ul> <li>"Share Lease Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the following:             <ul> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share Lease</li> <li>"Share Lease</li> <li>Field will only be displayed if the type of lease selected is either of the following:</li> <li>"Share".</li> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</li> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> </ul> </li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Type of Acres</li> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:             <ul> <li>"farmland"</li> <li>"farmland"</li> </ul></li> |                 |                                                                               |
| <ul> <li>"Share"         <ul> <li>"Grazing/AUM".</li> <li>Note: If lease information is recorded, the type of lease is required.</li> </ul> </li> <li>"Does the lease field will only be displayed if the type of lease selected is "Cash and Share". Available options are:         <ul> <li>"No"</li> <li>"No"</li> <li>"No Response".</li> </ul> </li> <li>"Share Lease Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the following:             <ul> <li>"No Response".</li> <li>"Share Lease Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the following:                         <ul></ul></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                               |
| <ul> <li>"Grazing/AUM".</li> <li>Note: If lease information is recorded, the type of lease is required.</li> <li>"Does the lease include a crop share guarantee?"</li> <li>"Yes"</li> <li>"No"</li> <li>"No Response".</li> <li>"Share Lease Percentage"</li> <li>"Share"</li> <li>"Share"</li> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</li> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                               |
| Note:If lease information is recorded, the type of lease is required."Does the lease<br>include a crop<br>share<br>guarantee?"Field will only be displayed if the type of lease selected is "Cash and<br>Share". Available options are:<br>• "Yes"<br>• "No"<br>• "No Response"."Share Lease<br>Percentage"Field will only be displayed if the type of lease selected is either of the<br>following:<br>• "Share"<br>• "Cash and Share"."Share Were the share lease percentage as specified on the lease agreement.<br>An entry is not required, but if entered, the following validations apply:<br>• must be greater than 0 percent.<br>• should be entered in a whole number with up to 2 decimal places.TractThe tract number associated with the lease being revised.Type of AcresField allows the user to select the type of acres that is associated with the<br>lease being recorded. Available options are:<br>• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                                                                               |
| "Does the lease include a crop share       Field will only be displayed if the type of lease selected is "Cash and Share". Available options are:         guarantee?"       "Yes"         "No"       "No"         "No Response".       "Share Lease         Percentage"       Field will only be displayed if the type of lease selected is either of the following:         "Share Lease       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"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | • "Grazing/AUM".                                                              |
| "Does the lease include a crop share       Field will only be displayed if the type of lease selected is "Cash and Share". Available options are:         guarantee?"       "Yes"         "No"       "No"         "No Response".       "Share Lease         Percentage"       Field will only be displayed if the type of lease selected is either of the following:         "Share Lease       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"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | <b>Note:</b> If lease information is recorded, the type of lease is required. |
| <ul> <li>include a crop<br/>share<br/>guarantee?"</li> <li>"Yes" <ul> <li>"No"</li> <li>"No Response".</li> </ul> </li> <li>"Share Lease<br/>Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the<br/>following: <ul> <li>"Share"</li> <li>"Cash and Share".</li> </ul> </li> <li>Record the share lease percentage as specified on the lease agreement.<br/>An entry is <b>not</b> required, but if entered, the following validations apply: <ul> <li><b>must</b> be greater than 0 percent.</li> <li><b>cannot</b> be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> </li> <li><b>Examples:</b> 100.00%, 25.25%, etc.</li> </ul> Tract The tract number associated with the lease being revised. Field allows the user to select the type of acres that is associated with the<br>lease being recorded. Available options are: <ul> <li>"farmland"</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | "Does the lease |                                                                               |
| guarantee?"       • "Yes"         • "No"       • "No Response".         "Share Lease       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.         • 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"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | include a crop  |                                                                               |
| <ul> <li>"No"         <ul> <li>"No Response".</li> </ul> </li> <li>"Share Lease Percentage"</li> <li>"Share"         <ul> <li>"Share"</li> <li>"Cash and Share".</li> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</li> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> </li> <li>Examples: 100.00%, 25.25%, etc.</li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Type of Acres</li> </ul> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                                                               |
| <ul> <li>"No Response".</li> <li>"Share Lease<br/>Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the<br/>following:         <ul> <li>"Share"</li> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement.<br/>An entry is <b>not</b> required, but if entered, the following validations apply:                 <ul> <li><b>must</b> be greater than 0 percent.</li> <li><b>cannot</b> be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li></ul></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | guarantee?"     | • "Yes"                                                                       |
| <ul> <li>"Share Lease Percentage"</li> <li>Field will only be displayed if the type of lease selected is either of the following: <ul> <li>"Share"</li> <li>"Cash and Share".</li> </ul> </li> <li>Record the share lease percentage as specified on the lease agreement. An entry is <b>not</b> required, but if entered, the following validations apply: <ul> <li><b>must</b> be greater than 0 percent.</li> <li><b>cannot</b> be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> </li> <li><b>Examples:</b> 100.00%, 25.25%, etc.</li> </ul> Tract The tract number associated with the lease being revised. Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are: <ul> <li>"farmland"</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 | • "No"                                                                        |
| Percentage"       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"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 | *                                                                             |
| <ul> <li>"Share"</li> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement.<br/>An entry is <b>not</b> required, but if entered, the following validations apply:</li> <li><b>must</b> be greater than 0 percent.</li> <li><b>cannot</b> be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li><b>Examples:</b> 100.00%, 25.25%, etc.</li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Type of Acres</li> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                                                                               |
| <ul> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement.<br/>An entry is <b>not</b> required, but if entered, the following validations apply:</li> <li><b>must</b> be greater than 0 percent.</li> <li><b>cannot</b> be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li><b>Examples:</b> 100.00%, 25.25%, etc.</li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Type of Acres</li> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Percentage"     | following:                                                                    |
| <ul> <li>"Cash and Share".</li> <li>Record the share lease percentage as specified on the lease agreement.<br/>An entry is <b>not</b> required, but if entered, the following validations apply:</li> <li><b>must</b> be greater than 0 percent.</li> <li><b>cannot</b> be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li><b>Examples:</b> 100.00%, 25.25%, etc.</li> <li>Tract</li> <li>The tract number associated with the lease being revised.</li> <li>Type of Acres</li> <li>Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                               |
| Record the share lease percentage as specified on the lease agreement.<br>An entry is <b>not</b> required, but if entered, the following validations apply:• must be greater than 0 percent.<br>• cannot be greater than 100 percent.<br>• should be entered in a whole number with up to 2 decimal places.Examples:100.00%, 25.25%, etc.TractThe tract number associated with the lease being revised.Type of AcresField allows the user to select the type of acres that is associated with the<br>lease being recorded. Available options are:<br>• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                                                                               |
| 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.TractThe tract number associated with the lease being revised.Type of AcresField allows the user to select the type of acres that is associated with the lease being recorded. Available options are:• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | • "Cash and Share".                                                           |
| 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.TractThe tract number associated with the lease being revised.Type of AcresField allows the user to select the type of acres that is associated with the lease being recorded. Available options are:• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | Record the share lease percentage as specified on the lease agreement         |
| <ul> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> <li>Tract The tract number associated with the lease being revised.</li> <li>Type of Acres Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                               |
| <ul> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> <li>Tract The tract number associated with the lease being revised.</li> <li>Type of Acres Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | The only is not required, but it entered, the ronowing variations appry.      |
| <ul> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> <li>Tract The tract number associated with the lease being revised.</li> <li>Type of Acres Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | • <b>must</b> be greater than 0 percent.                                      |
| <ul> <li>should be entered in a whole number with up to 2 decimal places.</li> <li>Examples: 100.00%, 25.25%, etc.</li> <li>Tract The tract number associated with the lease being revised.</li> <li>Type of Acres Field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:         <ul> <li>"farmland"</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 | •                                                                             |
| TractThe tract number associated with the lease being revised.Type of AcresField allows the user to select the type of acres that is associated with the<br>lease being recorded. Available options are:• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                                                                               |
| TractThe tract number associated with the lease being revised.Type of AcresField allows the user to select the type of acres that is associated with the<br>lease being recorded. Available options are:• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                                                                               |
| Type of AcresField allows the user to select the type of acres that is associated with the<br>lease being recorded. Available options are:• "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                               |
| <ul><li>lease being recorded. Available options are:</li><li>"farmland"</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | 6                                                                             |
| • "farmland"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Type of Acres   | ••                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 | lease being recorded. Available options are:                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 | • "farmland"                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                                                                               |

| 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                                                                                                                                                                |
|                | <ul> <li>can be changed</li> </ul>                                                                                                                                                                                                       |
|                | • <b>cannot</b> exceed the farmland/cropland on the tract.                                                                                                                                                                               |
|                | <b>Note:</b> If there are other leases recorded for the tract, then the acres                                                                                                                                                            |
|                | recorded for all leases are accumulated and the total <b>cannot</b> exceed                                                                                                                                                               |
|                | the farmland/cropland on the tract.                                                                                                                                                                                                      |
|                | Acres displayed <b>cannot</b> be reduced to "0".                                                                                                                                                                                         |
| "Is the land   | Allows the user to specify whether the producer's interest in the land is                                                                                                                                                                |
| interest the   | new or was held in a previous year. Available options are:                                                                                                                                                                               |
| same as last   |                                                                                                                                                                                                                                          |
| year?"         | • "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 <b>not</b> 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). |

### **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  | The type of lease        | Select the type of lease associated with the                                                                                                                                                    |
| lease."                   | was not selected.        | designated acres and lessee or lessor.                                                                                                                                                          |
| "Acres cannot be          | The number of            | Take either of the following actions:                                                                                                                                                           |
| increased above the       | acres recorded for       |                                                                                                                                                                                                 |
| available                 | the lease exceeds        | • update the farmland/cropland acres                                                                                                                                                            |
| farmland/cropland on the  | the available            | according to 3-CM, if it is verified and                                                                                                                                                        |
| farm and tract."          | farmland/cropland acres. | 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<br>considered and the lease still includes more<br>acres than are available, only the available<br>farmland/cropland acres can be recorded for<br>the lease. |
|                           |                          | See subparagraph D for additional information on leased acres.                                                                                                                                  |
| "Share percentage cannot  | The share                | Correct the percentage recorded to                                                                                                                                                              |
| be greater than 100%."    | percentage               | something less than 100 percent.                                                                                                                                                                |
| "Share percentage cannot  | entered is equal to      |                                                                                                                                                                                                 |
| be 100% for a share lease | or greater than          |                                                                                                                                                                                                 |
| agreement."               | 100 percent.             |                                                                                                                                                                                                 |

#### F Page Error Messages (Continued)

| Error Message                | Description           | Corrective Action                                                                                    |
|------------------------------|-----------------------|------------------------------------------------------------------------------------------------------|
| "Share percentage            | The share percentage  | Take 1 of following actions:                                                                         |
| must be entered              | entered is 0 percent. |                                                                                                      |
| for share lease agreements." |                       | • correct the percentage recorded to a value greater than 0 percent                                  |
|                              |                       | • leave the field blank, if the producer does <b>not</b> want to provide the contribution percentage |
|                              |                       | • change the type of lease agreement if applicable.                                                  |
| "Share                       | Something other       | Correct the value entered to a percentage.                                                           |
| contribution                 | than a numeric value  |                                                                                                      |
| percentage <b>must</b>       | was entered.          |                                                                                                      |
| be numeric."                 |                       |                                                                                                      |
| "Share percentage            | The share percentage  | Correct the percentage recorded to 2 or less                                                         |
| is limited to                | entered is more than  | decimal places.                                                                                      |
| 2 decimal places."           | 2 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.

| Business File Menu<br>Welcome: Bobbie Butler | D        |                                       |               | Бол      | Corr  |                | Descatio         |                |               |
|----------------------------------------------|----------|---------------------------------------|---------------|----------|-------|----------------|------------------|----------------|---------------|
| User Role: FSA                               | R        | Recorded Leases For Farming Operation |               |          |       |                |                  |                |               |
|                                              | CUST     | CUSTOMER INFORMATION                  |               |          |       |                |                  |                |               |
| Select Different                             |          |                                       | FARMING OPE   | RATION:  | Im    | na Farme       | er 📄             |                |               |
| Customer                                     |          |                                       | BUSINE        | SS TYPE: | Inc   | dividual       |                  |                |               |
| Record New Farm<br>Operating Plan            |          |                                       |               |          |       |                |                  |                |               |
| <u>Manage Customer</u>                       |          | Leased                                | Name          | Farm     | Tract | Total<br>Acres | Type of<br>Acres | Lease<br>Terms |               |
| Individual                                   | Coa      | homa, Mi                              | ississippi    |          |       |                |                  |                |               |
| <u>General</u>                               |          | То                                    | Ima Farmer Sr | 321      | 8252  | 200.0          | Farmland         | Share          | <u>Revise</u> |
| Contributions                                |          |                                       |               |          |       |                |                  |                |               |
| <u>Capital</u>                               | Solor    | t All   Cle                           | ar All        |          |       |                |                  |                |               |
| <u>Land</u>                                  | <u> </u> |                                       | ar All        |          |       |                |                  |                |               |
| Custom Services                              | E        | )elete Lea                            | ases          |          |       |                |                  |                |               |
| Equipment                                    |          |                                       |               |          |       |                |                  |                |               |
| <u>Labor</u>                                 |          |                                       |               | -        |       |                |                  |                |               |
| <u>Management</u>                            | < B      | ack                                   | Continue >    |          |       |                |                  |                |               |
| <u>Summary</u>                               | BF047    |                                       |               |          |       |                |                  | Ba             | ack to Top ^  |
| Other                                        |          |                                       |               |          |       |                |                  |                |               |

### **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<br>operation. Users should select the lease or leases to be deleted by<br>clicking the checkbox for the lease, then clicking "Delete Leases". |
|                   | After selected, a confirmation page will be displayed allowing the user<br>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     | users click "Delete              | Select the leases to be deleted by clicking |
| least 1 lease to be | Leases", but at least            | the checkbox next to the applicable lease.  |
| deleted."           | 1 lease was <b>not</b> selected. |                                             |

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.

| <b>Business File Menu</b>               |         |                                  |            |            |                |                        |
|-----------------------------------------|---------|----------------------------------|------------|------------|----------------|------------------------|
| Welcome: Tracey Smith<br>User Role: FSA | Lanc    | Land Summary                     |            |            |                |                        |
|                                         | CUSTOME | CUSTOMER INFORMATION             |            |            |                |                        |
| <u>Select Different</u><br>Customer     |         | FARMING OPERATION: IMA FARMER SR |            |            |                |                        |
| Record New Farm                         |         |                                  | BUSI       | NESS TYPE: | Individu       | al                     |
| Operating Plan                          |         |                                  |            |            |                |                        |
| <u>Manage Customer</u>                  | Farm    | Tract                            | Owned      | Leased     | Lease<br>Terms | Leased To/From         |
| Individual                              | Coahon  | Coahoma, Mississippi             |            |            |                |                        |
| <u>General</u><br><u>Contributions</u>  | 1147    | 6686                             | 320.0      | 304.2      | Share          | To: FARMER CORPORATION |
| <u>Capital</u>                          | 4212    | 1269                             |            |            |                |                        |
| <u>Land</u>                             | 4213    | 1270                             | 59.0       | 49.2       | Cash           | To: FARMER ESTATE      |
| Custom Services                         |         | 1271                             | 58.0       |            |                |                        |
| <u>Equipment</u>                        |         | 1272                             | 78.0       |            |                |                        |
| <u>Labor</u>                            |         |                                  |            |            |                |                        |
| <u>Management</u>                       | Total:  |                                  | 515.0      | 353.4      |                | From: 0                |
| <u>Summary</u>                          |         |                                  |            |            | Leased         | То: 353.4              |
|                                         |         |                                  |            |            |                |                        |
| Other<br>Remarks                        | < Back  |                                  | Continue > |            |                |                        |
| Submit Plan                             | BF048   |                                  |            |            |                | Back to Top ^          |

# 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                                        | Farm and tract number from FRS.                                                                                                                                       |  |  |
| Tract                                       |                                                                                                                                                                       |  |  |
| 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<br>arm and tract as recorded through the "Land Contribution" section<br>f the Business File software. |  |  |
|                                             | <b>Note:</b> Field is blank if a lease has <b>not</b> been recorded for the applicable farm and tract.                                                                |  |  |
| Lease Terms                                 | Type of lease agreement for the applicable lease.<br><b>Note:</b> Field is blank if a lease has <b>not</b> been recorded for the                                      |  |  |
|                                             | applicable farm and tract.                                                                                                                                            |  |  |
| Leased To/From                              | Name of the producer from/to which the land is leased.                                                                                                                |  |  |
|                                             | <b>Note:</b> Field is blank if a lease has <b>not</b> been recorded for the applicable farm and tract.                                                                |  |  |
| Total - Owned                               | Total acres for all farms and tracts nationwide owned by the                                                                                                          |  |  |
| Farmland Acres                              | selected producer.                                                                                                                                                    |  |  |
| Total - Leased Acres<br>Total - Leased From | Total number of leased acres, including a breakdown of the total:                                                                                                     |  |  |
| Acres                                       | leased from another producer                                                                                                                                          |  |  |
| Total - Lease To Acres                      | leased to another producer.                                                                                                                                           |  |  |

# **D** Page Options

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

| Option            | Action                                                                                             |
|-------------------|----------------------------------------------------------------------------------------------------|
| "Back"/"Continue" | Returns to the Land Contributions Page.                                                            |
| "Continue"        | Advances to the next applicable page based on the responses recorded<br>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       |                                      | Data                    |           |
|---------------|--------------------------------------|-------------------------|-----------|
| Page          | <b>Description of Page</b>           | <b>Recorded/Options</b> | Paragraph |
| Equipment     | Displayed if the user indicates      | Select the types of     | 442       |
| Page          | equipment was contributed to the     | equipment used by the   |           |
| _             | farming operation.                   | farming operation.      |           |
| Equipment     | Summary page that:                   | • Add equipment         | 443       |
| Contributions |                                      | information for the     |           |
| Page          | • allows the user to select which    | farming operation.      |           |
|               | type of equipment to record for the  |                         |           |
|               | farming operation                    | Review                  |           |
|               |                                      | information             |           |
|               | • displays general information about | already recorded.       |           |
|               | equipment that has been recorded     |                         |           |
|               | for the farming operation            |                         |           |

# 441 General Information (Continued)

| Name of                                                            |                                                                                                                                                                                                                                              | Data                                                                                                                                                                                                                                                                      |           |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Page                                                               | <b>Description of Page</b>                                                                                                                                                                                                                   | Recorded/Options                                                                                                                                                                                                                                                          | Paragraph |
| Owned<br>Equipment<br>Page                                         | <ul> <li>Displayed if the user indicates owned equipment is contributed to the farming operation.</li> <li>Allows the user to specify the percentage of the overall equipment that is attributable to the owned equipment.</li> </ul>        | Record information<br>about owned<br>equipment<br>contributed to the<br>farming operation.                                                                                                                                                                                | 444       |
| Lessor<br>Interest<br>Page                                         | <ul> <li>Displayed if the user indicates equipment is leased from another producer.</li> <li>Allows the user to specify if the individual or business that the equipment is leased from has an interest in the farming operation.</li> </ul> | <ul> <li>Specify whether the individual or business that the equipment is leased from:</li> <li>shares in the production or proceeds of the production of the farming operation</li> <li>is a landowner or landlord with an interest in the farming operation.</li> </ul> | 445       |
| Total<br>Percentage<br>For All<br>Leased<br>Equipment<br>From Page | Displayed if the user answered "No" to<br>both questions on the Lessor Page.                                                                                                                                                                 | Record the<br>percentage of the<br>overall equipment<br>that is attributable to<br>the equipment leased<br>from another source.                                                                                                                                           | 446       |

# **B** Description of Equipment Contribution Pages (Continued)

# 441 General Information (Continued)

| Name of                                                    |   |                                                                                                                                                                                                                          | Data                                                                                                                       |           |
|------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------|
| Page                                                       |   | <b>Description of Page</b>                                                                                                                                                                                               | <b>Recorded/Options</b>                                                                                                    | Paragraph |
| Leased<br>Equipment<br>From<br>Another<br>Producer<br>Page | • | Displayed if the user indicates<br>equipment is contributed to the<br>farming operation that is leased from<br>another source that has an interest in<br>the farming operation.<br>Allows the user to record information | Record information<br>about equipment<br>leased from another<br>source that is<br>contributed to the<br>farming operation. | 447       |
|                                                            |   | about the leased equipment.                                                                                                                                                                                              |                                                                                                                            |           |
| Leased<br>Equipment<br>to Another<br>Producer<br>Page      | • | Displayed if the user indicates<br>equipment is contributed to the<br>farming operation that is leased to<br>another producer.<br>allows the user to record information<br>about the leased equipment.                   | Record information<br>about equipment<br>leased to another<br>producer.                                                    | 448       |
| Additional<br>Equipment<br>Page                            | • | Displayed if the user indicates<br>equipment other than owned or leased<br>equipment is contributed to the<br>farming operation.<br>Allows the user to record information<br>about the additional equipment.             | Record information<br>about the additional<br>equipment.                                                                   | 449       |

# **B** Description of Equipment Contribution Pages (Continued)

# 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.

| <b>Business File Menu</b>           |                                                                                        |                                         |
|-------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------|
| Welcome: Bobbie Butler              | Equipment                                                                              |                                         |
| User Role: FSA                      |                                                                                        |                                         |
|                                     | CUSTOMER INFORMATION                                                                   |                                         |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                                                                     | Ima Farmer                              |
| Record New Farm                     | BUSINESS TYPE:                                                                         | Individual                              |
| Operating Plan                      |                                                                                        |                                         |
| Manage Customer                     | Does the individual own any equipment contrib                                          | outed to this farming operation?        |
|                                     | C Yes                                                                                  |                                         |
| Individual                          | O No                                                                                   |                                         |
| General                             | O No Response                                                                          |                                         |
| Contributions                       | V No Response                                                                          |                                         |
| Capital                             | Does the individual lease any equipment from                                           | another producer that is contributed to |
| Land                                | this farming operation?                                                                |                                         |
|                                     |                                                                                        |                                         |
| Custom Services                     | O Yes                                                                                  |                                         |
| <u>Equipment</u>                    | C No                                                                                   |                                         |
| <u>Labor</u>                        | O No Response                                                                          |                                         |
| <u>Management</u>                   |                                                                                        |                                         |
| <u>Summary</u>                      | Does the individual lease any equipment to an<br>contributed to the farming operation? | other producer or producer(s) that is   |
|                                     | contributed to the farming operation:                                                  |                                         |
| Other                               | C Yes                                                                                  |                                         |
| <u>Remarks</u>                      | C No                                                                                   |                                         |
|                                     | O No Response                                                                          |                                         |
| Submit Plan                         |                                                                                        |                                         |
| <u>Summary</u>                      | Is there any additional equipment contributed                                          | to the farming operation?               |
| <u>Validations</u>                  |                                                                                        |                                         |
| <u>Signatures</u>                   | C Yes                                                                                  |                                         |
| <u>View 902</u>                     | C No                                                                                   |                                         |
|                                     | C No Response                                                                          |                                         |
|                                     |                                                                                        |                                         |
|                                     |                                                                                        |                                         |
|                                     | < Back Save Save & Cont                                                                | inue >                                  |
|                                     | BE050                                                                                  |                                         |
|                                     | Brugu                                                                                  | Back to Top ^                           |

# 442 Equipment Page (Continued)

# **C** Interview Questions

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

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

# **D** Page Options

The following options are available on the Equipment Page.

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

# 442 Equipment Page (Continued)

### **E** Validation Error Messages

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

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

| Error Message                                      | Corrective Action                             |
|----------------------------------------------------|-----------------------------------------------|
| "A response was <b>not</b> provided indicating     | A response was <b>not</b> selected indicating |
| whether or <b>not</b> any owned equipment is being | whether the specified type of equipment is    |
| contributed to the farming operation."             | contributed to the farming operation.         |
| "A response was <b>not</b> provided indicating     |                                               |
| whether any equipment leased from another          | Return to the Equipment Page and select       |
| producer is being contributed to the farming       | 1 of the following options:                   |
| operation."                                        |                                               |
| "A response was <b>not</b> provided indicating     | • "Yes"                                       |
| whether any equipment contributed to the           | • "No"                                        |
| farming operation is being leased to another       | • "No Response".                              |
| producer."                                         | -                                             |
| "A response was <b>not</b> provided indicating     | Note: If the producer does not want to        |
| whether any additional equipment is being          | respond, select "No Response".                |
| contributed to the farming operation."             |                                               |

### 443 Equipment Contributions Page

# A Introduction

The Equipment Contributions Page:

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

#### **B** Examples of Page

The following is an example of the Equipment Contributions Page.

| Business File Menu                       |                                            |               |
|------------------------------------------|--------------------------------------------|---------------|
| Welcome: Bobbie Butler                   | Equipment Contributions                    |               |
| User Role: FSA                           |                                            |               |
|                                          | CUSTOMER INFORMATION                       |               |
| Select Different                         | FARMING OPERATION:                         | Ima Farmer    |
| Customer                                 | BUSINESS TYPE:                             | Individual    |
| <u>Record New Farm</u><br>Operating Plan |                                            |               |
| Manage Customer                          |                                            |               |
|                                          | Add Owned Equipment                        |               |
| Individual                               | Add Leased Equipment from Another Producer |               |
| General                                  | Add Leased Equipment to Another Producer   |               |
| Contributions                            | Add Additional Equipment                   |               |
| Capital                                  |                                            |               |
| Land                                     | < Back Continue >                          |               |
| Custom Services                          |                                            |               |
| Fauinment                                | BF054                                      | Back to Top ^ |

# 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<br>Welcome: Bobbie Butler<br>User Role: FSA              | Equipment                                                                                                          | Contributi                                                          | ons                  |                 |                                                                  |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------|-----------------|------------------------------------------------------------------|
| <u>Select Different</u><br><u>Customer</u>                                  | CUSTOMER INFORMAT                                                                                                  | ION<br>RMING OPERATION:<br>BUSINESS TYPE:                           | Ima Far<br>Individua |                 |                                                                  |
| <u>Record New Farm</u><br><u>Operating Plan</u><br><u>Manage Customer</u>   | Percentage of<br>Total                                                                                             | Details                                                             | Individual           | Additional Info |                                                                  |
| Individual<br><u>General</u><br><u>Contributions</u>                        | 25%<br>60%<br>10%<br>15%                                                                                           | Owned<br>Leased From - Im<br>Leased To - Farm<br>Additional - Any F | ers Inc              | Borrowed        | Revise Delete<br>Revise Delete<br>Revise Delete<br>Revise Delete |
| <u>Capital</u><br><u>Land</u><br><u>Custom Services</u><br><u>Equipment</u> | Add Leased Equipment from Another Producer<br>Add Leased Equipment to Another Producer<br>Add Additional Equipment |                                                                     |                      |                 |                                                                  |
| <u>Labor</u><br><u>Management</u><br><u>Summary</u>                         | < Back Co                                                                                                          | ontinue >                                                           |                      |                 | Back to Top ^                                                    |

### 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                                                                 |  |  |
|                     | <ul> <li>leased from an individual or business</li> </ul>               |  |  |
|                     | 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<br>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<br>Leased<br>Equipment<br>from | • 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.                                                                                                                                                                                                                                         |
| Another<br>Producer"                | <b>Note:</b> If the user indicated the individual or business that the equipment is leased from does <b>not</b> 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. |
|                                     | <ul> <li>Displays the Leased Equipment From Another Producer Page to record information about equipment that is leased by the farming operation.</li> <li>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.</li> </ul>                                                                                          |
| "Add<br>Leased<br>Equipment         | • Displayed if the user indicated equipment is contributed to the farming operation that is also leased to another individual or business.                                                                                                                                                                                                                                                                                    |
| to Another<br>Producer"             | • Displays the Leased Equipment To Another Producer Page to record information about equipment that is leased to another producer by the farming operation.                                                                                                                                                                                                                                                                   |
|                                     | <b>Note:</b> 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<br>Additional<br>Equipment" | • Displayed if the user indicated other or additional equipment is contributed to the farming operation that is <b>not</b> owned or leased.                                                                                                 |
|                                  | • Displays the Additional Equipment Page to record information about equipment other or additional equipment used by the farming operation.                                                                                                 |
|                                  | <b>Note:</b> 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<br>entry in the summary. When this link is selected, the page will be displayed<br>with the information recorded for that equipment entry.                    |
| "Delete"                         | Allows the user to delete the equipment information recorded for the selected<br>entry in the summary. When this link is selected, a confirmation page will be<br>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     | The sum of the following information recorded for equipment exceeds  |
| contributions  | 100 percent.                                                         |
| for equipment  |                                                                      |
| that is owned, | • owned equipment                                                    |
| leased from,   | • equipment leased from all sources                                  |
| and any        | • additional equipment.                                              |
| additional     |                                                                      |
| equipment      | If the information is recorded is incorrect, return to the Equipment |
| exceeds        | Contributions Page to add equipment information and/or modify the    |
| 100%."         | existing information recorded.                                       |

### **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.

| Business File Menu                       |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Welcome: Bobbie Butler                   | Owned Equipment                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| User Role: FSA                           |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| Coloct Different                         | CUSTOMER INFORMATION                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <u>Select Different</u><br>Customer      | FARMING OPERATION:                              | Ima Farmer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
|                                          | BUSINESS TYPE:                                  | Individual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| <u>Record New Farm</u><br>Operating Plan |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| Manage Customer                          | Owned Equipment Percentage                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|                                          | Enter the percentage of equipment that is ow    | ned by the individual:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| Individual                               |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <u>General</u>                           | %                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| Contributions                            | Takes and divised information about this and    | in a set of the set of |              |
| <u>Capital</u>                           | Enter any additional information about this equ | ipment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| <u>Land</u>                              |                                                 | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| Custom Services                          |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <u>Equipment</u>                         | l                                               | Y                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| <u>Labor</u>                             |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <u>Management</u>                        |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| <u>Summary</u>                           | < Back Save Save & Conti                        | nue >                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| Other                                    | BF051                                           | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ack to Top ^ |

# 444 **Owned Equipment Page (Continued)**

# **C** Interview Questions

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

| Question/Field | Description                                                                     |  |  |
|----------------|---------------------------------------------------------------------------------|--|--|
| "Owned         | The percentage of <b>all</b> equipment contributed to the farming operation     |  |  |
| Equipment      | that is owned by the farming operation. An entry is <b>not</b> required, but if |  |  |
| Percentage"    | entered, the following validations apply:                                       |  |  |
|                | • must be greater than 0 percent.                                               |  |  |
|                | • <b>cannot</b> be greater than 100 percent.                                    |  |  |
|                | • should be entered in a whole number with up to 2 decimal places.              |  |  |
|                | <b>Examples:</b> 100.00%, 25.25%, etc.                                          |  |  |
| "Enter any     | Text field that allows users to record comments about the owned                 |  |  |
| additional     | equipment. Data is <b>not</b> required, but if entered, up to 1,000 characters  |  |  |
| information    | are allowed.                                                                    |  |  |
| about this     |                                                                                 |  |  |
| equipment."    | <b>Note:</b> 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                                                      | Equipment contribution                                                         | Correct the percentage recorded to                                                                                                                                                                      |
| contribution                                                    | percentage entered                                                             | 100 percent or less.                                                                                                                                                                                    |
| percentage <b>cannot</b> be greater than 100%."                 | exceeds 100 percent.                                                           |                                                                                                                                                                                                         |
| "Equipment<br>contribution                                      | Equipment contribution percentage entered is 0                                 | Take 1 of following actions:                                                                                                                                                                            |
| percentage <b>must</b> be greater than 0%."                     | percent.                                                                       | • correct the percentage recorded to a value greater than 0 percent                                                                                                                                     |
|                                                                 |                                                                                | • leave the field blank if the producer does <b>not</b> want to provide the contribution percentage                                                                                                     |
|                                                                 |                                                                                | • go back to the Equipment Page and<br>indicate owned equipment is <b>not</b><br>contributed or indicate the producer<br>does <b>not</b> want to provide a response<br>to the owned equipment question. |
| "Equipment                                                      | Something other than a                                                         | Correct the value entered to a                                                                                                                                                                          |
| contribution                                                    | numeric value was                                                              | percentage.                                                                                                                                                                                             |
| percentage <b>must</b> be numeric."                             | entered.                                                                       |                                                                                                                                                                                                         |
| "Contribution<br>percentage is limited<br>to 2 decimal places." | Equipment contribution<br>percentage entered is more<br>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    | If the information is incorrect, return to the |
| owned equipment is provided to the         | Owned Equipment Page to specify the total      |
| farming operation; however, the percent of | percentage of all equipment owned by the       |
| owned equipment was not entered."          | 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

**Business File Menu** Welcome: Bobbie Butle Lessor Interest User Role: FSA CUSTOMER INFORMATION Select Different FARMING OPERATION: Farmers Partnership BUSINESS TYPE: General Partnership <u>Record New Farm</u> <u>Operating Plan</u> <u>Manage Customer</u> Was such equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who: Gen Partnership Shares in the production or proceeds of the production from this farming operation? O Yes Contributions O No O No Response Land Is a landowner or landlord with an interest in this farming operation? O Yes <u>Labor</u> O No O No Response Is a partner of this general partnership? Partner O Yes Select Partner O No O No Response Other <u>Remarks</u> **Fiduciaries** Submit Plan BF059 Back to Top ^

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.

| Question/Field                                                         | Description                  |  |
|------------------------------------------------------------------------|------------------------------|--|
| "Was leased equipment acquired from, co-signed by, secured by,         | For each question            |  |
| or guaranteed by an individual or entity who shares in the             | displayed, the available     |  |
| production or proceeds of the production from this farming             | options are:                 |  |
| operation?"                                                            |                              |  |
| "Was leased equipment acquired from, co-signed by, secured by,         | • "Yes"                      |  |
| or guaranteed by an individual or entity who is a landowner or         | • "No"                       |  |
| landlord with an interest in the farming operation?"                   | • "No Response".             |  |
| "Was leased equipment acquired from, co-signed by, secured by,         | -                            |  |
| or guaranteed by an individual or entity who is a (member) of this     | <b>Note:</b> If the producer |  |
| (entity/joint operation)?"                                             | does not want to             |  |
|                                                                        | respond, select              |  |
| <b>Note:</b> Question is only displayed if the farming operation is an | "No Response".               |  |
| entity or joint operation.                                             |                              |  |

# **D** Page Options

The following options are available on the Lessor Interest Page.

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

### 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 <b>not</b> provided indicating | If the information recorded is incorrect, return to |
| whether the individual or business that        | the Lessor Interest Page to specify whether the     |
| the equipment is leased from has an            | individual or business that the equipment is        |
| interest in the farming operation."            | 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.

| Business File Menu     |                                                                       |                                  |                      |
|------------------------|-----------------------------------------------------------------------|----------------------------------|----------------------|
| Welcome: Bobbie Butler | Total Percentage For                                                  | All Leased Equipme               | nt From              |
| User Role: FSA         |                                                                       |                                  |                      |
|                        | CUSTOMER INFORMATION                                                  |                                  |                      |
| Select Different       | FARMING OPERATION:                                                    | Ima Farmer                       |                      |
| Customer               | BUSINESS TYPE:                                                        | Individual                       |                      |
| Record New Farm        |                                                                       |                                  |                      |
| Operating Plan         |                                                                       |                                  |                      |
| <u>Manage Customer</u> | Leased From Equipment Percentage                                      |                                  |                      |
| Individual             | Enter the perceptage of equipment that                                | t is loosed from prother courses |                      |
| <u>General</u>         | Enter the percentage of equipment that is leased from another source: |                                  |                      |
| Contributions          | 70                                                                    |                                  |                      |
| Capital                |                                                                       |                                  |                      |
|                        | d David                                                               |                                  |                      |
| <u>Land</u>            | < Back Save Save                                                      | & Continue >                     |                      |
| Custom Services        |                                                                       |                                  |                      |
| <u>Equipment</u>       | BF052                                                                 |                                  | <u>Back to Top ^</u> |

# 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   | The percentage of the total equipment that is leased from another source                                                                                                   |
| Equipment      | or sources. An entry is <b>not</b> required, but if entered, the following                                                                                                 |
| Percentage"    | validations apply:                                                                                                                                                         |
|                | <ul> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> |
|                | <b>Examples:</b> 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   | Equipment contribution | Correct the percentage recorded to                                                                                                                                                                              |
| percentage cannot be      | percentage entered     | 100 percent or less.                                                                                                                                                                                            |
| greater than 100%."       | exceeds 100 percent.   |                                                                                                                                                                                                                 |
| "Equipment contribution   |                        | Take 1 of following actions:                                                                                                                                                                                    |
| percentage <b>must</b> be | percentage entered is  |                                                                                                                                                                                                                 |
| greater than 0%."         | 0 percent.             | • correct the percentage recorded to                                                                                                                                                                            |
|                           |                        | a value greater than 0 percent                                                                                                                                                                                  |
|                           |                        | • leave the field blank if the                                                                                                                                                                                  |
|                           |                        | producer does <b>not</b> want to provide                                                                                                                                                                        |
|                           |                        | the contribution percentage                                                                                                                                                                                     |
|                           |                        | • go back to the Equipment<br>Contributions Page and indicate<br>equipment leased from another<br>source is <b>not</b> contributed or<br>indicate the producer does <b>not</b><br>want to provide a response to |
|                           |                        | question regarding equipment leased from another source.                                                                                                                                                        |
| "Equipment contribution   | Something other than a | Correct the value entered to a                                                                                                                                                                                  |
| percentage <b>must</b> be | numeric value was      | percentage.                                                                                                                                                                                                     |
| numeric."                 | entered.               | percentage.                                                                                                                                                                                                     |
| "Contribution             | Equipment contribution | Correct the percentage recorded to                                                                                                                                                                              |
| percentage is limited to  | percentage entered is  | 2 or less decimal places.                                                                                                                                                                                       |
| 2 decimal places."        | more than 2 decimal    | Ĩ                                                                                                                                                                                                               |
| 1                         | 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      | If the information recorded is incorrect, return to either of |
| indicating that equipment    | the following pages, as applicable, to record the equipment   |
| leased from another producer | contribution percentage for equipment leased from other       |
| is provided to the farming   | sources:                                                      |
| operation; however, the      |                                                               |
| percent of leased equipment  | • Total Percentage For All Leased Equipment From Page         |
| was <b>not</b> entered."     | 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.

# **B** Example of Leased Equipment From Another Producer Page

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

| Business File Menu<br>Welcome: Bobbie Butler | Leased Equipment Fro                                                  | om Another Producer |  |
|----------------------------------------------|-----------------------------------------------------------------------|---------------------|--|
| User Role: FSA                               |                                                                       |                     |  |
| Select Different                             | CUSTOMER INFORMATION                                                  |                     |  |
| <u>Select Different</u><br>Customer          | FARMING OPERATION:                                                    | Ima Farmer          |  |
| Record New Farm                              | BUSINESS TYPE:                                                        | Individual          |  |
| Operating Plan                               |                                                                       |                     |  |
| <u>Manage Customer</u>                       | Leased From Equipment Percentage                                      |                     |  |
| Individual<br>General                        | Enter the percentage of equipment that is leased from another source: |                     |  |
| Contributions                                | %                                                                     |                     |  |
| <u>Capital</u>                               | Individual or Business Whom Equipment Is Leased From                  |                     |  |
| <u>Land</u>                                  |                                                                       |                     |  |
| Custom Services                              |                                                                       |                     |  |
| <u>Equipment</u>                             | <b>x</b>                                                              |                     |  |
| <u>Labor</u>                                 | Enter any additional information about this equipment:                |                     |  |
| <u>Management</u>                            |                                                                       |                     |  |
| <u>Summary</u>                               |                                                                       | A                   |  |
|                                              |                                                                       |                     |  |
| Other                                        |                                                                       | <b>v</b>            |  |
| <u>Remarks</u>                               |                                                                       |                     |  |
| Cubmit Dlan                                  | (Dask Caus                                                            | & Continue >        |  |
| Submit Plan<br>Summary                       | < Back Save Save 8                                                    | 2 Courine >         |  |
| <u>Validations</u>                           | BF052                                                                 | Back to Top ^       |  |

#### **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.

# C Interview Questions (Continued)

| Question/Field | Description                                                                        |  |
|----------------|------------------------------------------------------------------------------------|--|
| "Leased From   | The percentage of the equipment that is leased from an individual or               |  |
| Equipment      | business that has an interest in the farming operation. An entry is <b>not</b>     |  |
| Percentage"    | required, but if entered, the following validations apply:                         |  |
|                |                                                                                    |  |
|                | • <b>must</b> be greater than 0 percent.                                           |  |
|                | • <b>cannot</b> be greater than 100 percent.                                       |  |
|                | • should be entered in a whole number with up to 2 decimal places.                 |  |
|                |                                                                                    |  |
|                | <b>Examples:</b> 100.00%, 25.25%, etc.                                             |  |
| "Individual or | Text field that allows the user to specify from whom the equipment is              |  |
| Business       | leased. Data is <b>not</b> required, but if entered, up to 1,000 characters are    |  |
| Whom           | allowed.                                                                           |  |
| Equipment Is   |                                                                                    |  |
| Leased From"   | Note: If more than 1,000 characters are recorded, then the text will be            |  |
|                | truncated when the information is saved.                                           |  |
| "Enter any     | Text field that allows users to record comments about the leased                   |  |
| additional     | equipment. Data is <b>not</b> required, but if entered, up to 1,000 characters are |  |
| information    | allowed.                                                                           |  |
| about this     |                                                                                    |  |
| equipment."    | <b>Note:</b> 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<br>to the next applicable page.  |  |
| "Save & Continue" | Saves the data recorded and returns to the Equipment Contributions<br>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<br>contribution percentage<br><b>cannot</b> be greater than<br>100%." | Equipment contribution<br>percentage entered<br>exceeds 100 percent.              | Correct the percentage recorded to 100 percent or less.                                                                                                                                                                                                                                                                                                                                                              |
| "Equipment<br>contribution percentage<br><b>must</b> be greater than<br>0%."     | Equipment contribution<br>percentage entered is 0<br>percent.                     | <ul> <li>Take 1 of following actions:</li> <li>correct the percentage recorded to a value greater than 0 percent</li> <li>leave the field blank if the producer does not want to provide the contribution percentage</li> <li>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.</li> </ul> |
| "Equipment<br>contribution percentage<br><b>must</b> be numeric."                | Something other than a numeric value was entered.                                 | Correct the value entered to a percentage.                                                                                                                                                                                                                                                                                                                                                                           |
| "Contribution<br>percentage is limited to<br>2 decimal places."                  | Equipment contribution<br>percentage entered is<br>more than 2 decimal<br>places. | Correct the percentage recorded to 2 or less decimal places.                                                                                                                                                                                                                                                                                                                                                         |

### **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            | If the information recorded is incorrect, return to either of the |
| indicating that equipment          | following pages, as applicable, to record the equipment           |
| leased from another                | contribution percentage for equipment leased from other           |
| producer is provided to the        | sources:                                                          |
| farming operation; however,        |                                                                   |
| the percent of leased              | • Total Percentage For All Leased Equipment From Page             |
| equipment was <b>not</b> entered." | • Leased Equipment From Another Source Page.                      |
| "A response was <b>not</b>         | The individual or business that the equipment is leased from      |
| provided identifying the           | should be recorded if they have an interest in the farming        |
| individual or business that        | operation.                                                        |
| the equipment is leased from       |                                                                   |
| and that has an interest in        | If the producer does <b>not</b> want to provide the information,  |
| the farming operation."            | 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.

| Business File Menu     |                                                                                |  |
|------------------------|--------------------------------------------------------------------------------|--|
| Welcome: Bobbie Butler | Leased Equipment To Another Producer                                           |  |
| User Role: FSA         |                                                                                |  |
| Select Different       | CUSTOMER INFORMATION                                                           |  |
| Customer               | FARMING OPERATION: Ima Farmer                                                  |  |
| Record New Farm        | BUSINESS TYPE: Individual                                                      |  |
| Operating Plan         |                                                                                |  |
| Manage Customer        | Leased To Equipment Percentage                                                 |  |
|                        | Enter the percentage of equipment that is leased to another farming operation: |  |
| Individual             |                                                                                |  |
| <u>General</u>         | %                                                                              |  |
| Contributions          | Individual or Business Whom Equipment Is Leased To:                            |  |
| <u>Capital</u>         | Individual of Business whom Equipment is Leased To:                            |  |
| <u>Land</u>            |                                                                                |  |
| Custom Services        |                                                                                |  |
| <u>Equipment</u>       |                                                                                |  |
| <u>Labor</u>           |                                                                                |  |
| <u>Management</u>      | Enter any additional information about this equipment:                         |  |
| <u>Summary</u>         |                                                                                |  |
|                        |                                                                                |  |
| Other                  |                                                                                |  |
| <u>Remarks</u>         |                                                                                |  |
| Submit Plan            |                                                                                |  |
| Summary                | < Back Save Save & Continue >                                                  |  |
| <u>Validations</u>     | BF056 Back to Top ^                                                            |  |

#### **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

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

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

# **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                           | Equipment contribution  |                                                                                                                                                                                                         |
| contribution percentage              | percentage entered      | 100 percent or less.                                                                                                                                                                                    |
| <b>cannot</b> be greater than 100%." | exceeds 100 percent.    |                                                                                                                                                                                                         |
| "Equipment                           |                         | Take 1 of following actions:                                                                                                                                                                            |
| contribution percentage              | percentage entered is 0 |                                                                                                                                                                                                         |
| <b>must</b> be greater than 0%."     | percent.                | • correct the percentage recorded to a value greater than 0 percent                                                                                                                                     |
|                                      |                         | • leave the field blank if the producer does <b>not</b> want to provide the contribution percentage                                                                                                     |
|                                      |                         | • go back to the Equipment Page and<br>indicate owned equipment is <b>not</b><br>contributed or indicate the producer<br>does <b>not</b> want to provide a response<br>to the owned equipment question. |
| "Equipment                           | Something other than a  | Correct the value entered to a                                                                                                                                                                          |
| contribution percentage              | numeric value was       | percentage.                                                                                                                                                                                             |
| must be numeric."                    | entered.                |                                                                                                                                                                                                         |
| "Contribution                        | Equipment contribution  | 1 0                                                                                                                                                                                                     |
| percentage is limited to             | percentage entered is   | less decimal places.                                                                                                                                                                                    |
| 2 decimal places."                   | more than 2 decimal     |                                                                                                                                                                                                         |
|                                      | places.                 |                                                                                                                                                                                                         |

### **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    | If the information recorded is incorrect, return to |
| equipment is being leased to another       | the Leased Equipment To Another Producer Page       |
| producer; however, the percent of leased   | to record the equipment contribution percentage     |
| equipment was <b>not</b> entered."         | for equipment leased to other producer.             |
| "A response was <b>not</b> provided        | If the producer does <b>not</b> want to provide the |
| identifying the individual or business     | information, leave this field blank; otherwise,     |
| that the equipment is leased to and that   | specify the name of the individual or business to   |
| has an interest in the farming operation." | which the equipment is leased.                      |

### 449 Additional Equipment Page

# Par. 449

### 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.

# **B** Example of Additional Equipment Page

The following is an example of the Additional Equipment Page.

| Business File Menu     |                                           |                                      |
|------------------------|-------------------------------------------|--------------------------------------|
| Welcome: Bobbie Butler | Additional Equipment                      |                                      |
| User Role: FSA         | Additional Equipment                      |                                      |
|                        | CUSTOMER INFORMATION                      |                                      |
| Select Different       | FARMING OPERATION:                        | Ima Farmer                           |
| <u>Customer</u>        | BUSINESS TYPE:                            | Individual                           |
| Record New Farm        |                                           |                                      |
| Operating Plan         | Additional Equipment Percentage           |                                      |
| Manage Customer        | Additional Equipment refeelituge          |                                      |
|                        | Enter the percentage of additional equip  | pment used by the farming operation: |
| Individual             | %                                         |                                      |
| <u>General</u>         | %                                         |                                      |
| Contributions          | Individual or Business Providing Addition | al Equipmont:                        |
| <u>Capital</u>         | Individual of Business Providing Addition | ar Equipment:                        |
| Land                   |                                           |                                      |
| Custom Services        |                                           |                                      |
| Equipment              |                                           |                                      |
|                        |                                           |                                      |
| <u>Labor</u>           | Enter any additional information about t  | his equipment:                       |
| <u>Management</u>      | Enter any additional monification about t |                                      |
| Summary                |                                           | A                                    |
|                        |                                           | -                                    |
| Other                  |                                           | <b>V</b>                             |
| <u>Remarks</u>         |                                           |                                      |
|                        |                                           |                                      |
| Submit Plan            | < Back Save Save 8                        | Continue >                           |
| <u>Summary</u>         |                                           |                                      |
| <u>Validations</u>     | BF053                                     | Back to Top ^                        |

# **C** Interview Questions

This table describes the interview questions displayed on the Additional Equipment Page.

• 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

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

**Note:** If additional equipment is acquired from multiple sources, County Offices have either of the following options:

# **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   | Equipment contribution | Correct the percentage recorded to                                                                                                                                                                         |
| percentage cannot be      | percentage entered     | 100 percent or less.                                                                                                                                                                                       |
| greater than 100%."       | exceeds 100 percent.   |                                                                                                                                                                                                            |
| "Equipment contribution   | Equipment contribution | Take 1 of following actions:                                                                                                                                                                               |
| percentage <b>must</b> be | percentage entered is  |                                                                                                                                                                                                            |
| greater than 0%."         | 0 percent.             | • correct the percentage recorded to                                                                                                                                                                       |
|                           |                        | a value greater than 0 percent                                                                                                                                                                             |
|                           |                        | • leave the field blank if the producer does <b>not</b> want to provide the contribution percentage                                                                                                        |
|                           |                        | • go back to the Equipment Page<br>and indicate owned equipment is<br><b>not</b> contributed or indicate the<br>producer does <b>not</b> want to provide<br>a response to the owned<br>equipment question. |
| "Equipment contribution   | Something other than a | Correct the value entered to a                                                                                                                                                                             |
| percentage <b>must</b> be | numeric value was      | percentage.                                                                                                                                                                                                |
| numeric."                 | entered.               |                                                                                                                                                                                                            |
| "Contribution percentage  | Equipment contribution | Correct the percentage recorded to                                                                                                                                                                         |
| is limited to 2 decimal   | percentage entered is  | 2 or less decimal places.                                                                                                                                                                                  |
| places."                  | more than 2 decimal    |                                                                                                                                                                                                            |
|                           | places.                |                                                                                                                                                                                                            |

## **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         | If the information recorded is incorrect, return    |
| additional equipment is provided to the         | to the Additional Equipment Page to record the      |
| farming operation; however the percent          | additional equipment contribution percentage.       |
| of equipment was <b>not</b> entered."           |                                                     |
| "A response was <b>not</b> provided identifying | If the producer does <b>not</b> want to provide the |
| the individual or business that is              | information, leave this field blank; otherwise,     |
| providing additional equipment and that         | specify the name of the individual or business      |
| has an interest in the farming operation."      | 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. ٠

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 • irrigation •
- thinning •
- feeding mowing •

•

tillage • • wrangling

• fertilizing • handling

•

•

- pest scouting pruning •
  - any other farm or ranch activity that can be hired. •
- harvesting seeding •
  - hauling spraying •

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.

| Business File Menu                       |                                                                                              |               |  |
|------------------------------------------|----------------------------------------------------------------------------------------------|---------------|--|
| Welcome: Bobbie Butler                   | Custom Services                                                                              |               |  |
| User Role: FSA                           |                                                                                              |               |  |
|                                          | CUSTOMER INFORMATION                                                                         |               |  |
| Select Different                         | FARMING OPERATION:                                                                           | Ima Farmer    |  |
| <u>Customer</u>                          | BUSINESS TYPE:                                                                               | Individual    |  |
| Record New Farm                          |                                                                                              |               |  |
| <u>Operating Plan</u><br>Manage Customer | Types of Custom Services                                                                     |               |  |
|                                          | -                                                                                            |               |  |
| Individual                               | <ul> <li>Tillage Activities</li> <li>Seeding</li> <li>Crop Growing and Protection</li> </ul> |               |  |
| General                                  |                                                                                              |               |  |
| Contributions                            |                                                                                              |               |  |
|                                          | Harvesting and Handling                                                                      |               |  |
| <u>Capital</u>                           | Marketing and Disposition                                                                    |               |  |
| <u>Land</u>                              | 🗖 Other                                                                                      |               |  |
| Custom Services                          |                                                                                              |               |  |
| <u>Equipment</u>                         |                                                                                              |               |  |
| <u>Labor</u>                             |                                                                                              |               |  |
| <u>Management</u>                        | < Back Save Save &                                                                           | Continue >    |  |
| <u>Summary</u>                           |                                                                                              |               |  |
|                                          |                                                                                              |               |  |
| Other                                    | BF020                                                                                        | Back to Top ^ |  |

## 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 | A response was <b>not</b> selected indicating the type of custom services used             |  |  |
| type of custom   | by the farming operation. Return to the Custom Services Page and                           |  |  |
| service being    | select the type of custom service.                                                         |  |  |
| provided to the  |                                                                                            |  |  |
| farming          | <b>Note:</b> Do <b>not</b> select any option if the producer chooses <b>not</b> to respond |  |  |
| operation."      | 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.

| Business File Menu<br>Welcome: Bobbie Butler<br>User Role: FSA            | <b>Custom Services List</b>  |               |
|---------------------------------------------------------------------------|------------------------------|---------------|
|                                                                           | CUSTOMER INFORMATION         |               |
| Select Different                                                          | FARMING OPERATION:           | Ima Farmer    |
| <u>Customer</u>                                                           | BUSINESS TYPE:               | Individual    |
| <u>Record New Farm</u><br><u>Operating Plan</u><br><u>Manage Customer</u> | Tillage Activities Add Entry |               |
| Individual                                                                | Seeding Add Entry            |               |
| <u>General</u>                                                            |                              |               |
| Contributions                                                             |                              |               |
| <u>Capital</u>                                                            | < Back Continue >            |               |
| <u>Land</u>                                                               |                              |               |
| Custom Services                                                           | BF021                        | Back to Top 1 |

The following is an example of the Custom Services List Page after detailed custom service information has been recorded.

| Business File Menu     |                              |      |                  |          |               |         |
|------------------------|------------------------------|------|------------------|----------|---------------|---------|
| Welcome: Bobbie Butler | Custom Services List         |      |                  |          |               |         |
| User Role: FSA         |                              |      |                  |          |               |         |
|                        | CUSTOMER INFORMATION         |      |                  |          |               |         |
| Select Different       | FARMING OPERAT               | ION: | Ima Farmer       |          |               |         |
| Customer               | BUSINESS T                   | YPE: | Individual       |          |               |         |
| Record New Farm        |                              |      | 2110111010101    |          |               |         |
| Operating Plan         | Tillage Activities Add Entry |      |                  |          |               |         |
| Manage Customer        | Thinge Activities Add Endy   |      |                  |          |               |         |
|                        | Number of Acres/Description  | Nan  | ne of Provider   |          |               |         |
| Individual             | 500 acres                    | XYZ  | Custom Services  | Revise I | Delete        |         |
| <u>General</u>         |                              |      |                  |          |               |         |
| Contributions          | Seeding Add Entry            |      |                  |          |               |         |
| <u>Capital</u>         | Number of Acres/Description  | Nan  | ne of Provider   |          |               |         |
| <u>Land</u>            | 500 acres                    | XYZ  | Custom Seeding S | Services | Revise Delete |         |
| Custom Services        |                              |      | -                |          |               |         |
| Equipment              |                              |      |                  |          |               |         |
| <u>Labor</u>           |                              |      |                  |          |               |         |
| <u>Management</u>      | < Back Continue >            |      |                  |          |               |         |
| <u>Summary</u>         |                              |      |                  |          |               |         |
| Other                  | BF021                        |      |                  |          | <u>Back t</u> | о Тор 🔿 |

## 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         | Displays the detailed information recorded on the Custom Services |
| Acres/Description | 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<br>Entry" | <ul> <li>Displayed for each type of custom service category selected on the<br/>Custom Services Page.</li> </ul>                                                                                                                                                           |
|                | • 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<br>the selected entry in the summary. When this link is selected, the Custom<br>Services Information Page will be displayed with the information recorded for<br>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.

| Business File Menu     |                              |               |
|------------------------|------------------------------|---------------|
| Welcome: Bobbie Butler | <b>Custom Service Inform</b> | ation         |
| User Role: FSA         |                              |               |
|                        | CUSTOMER INFORMATION         |               |
| Select Different       | FARMING OPERATION:           | Ima Farmer    |
| <u>Customer</u>        | BUSINESS TYPE:               | Individual    |
| Record New Farm        |                              |               |
| Operating Plan         | Number of Acres/Description  |               |
| Manage Customer        | · ·                          |               |
|                        |                              |               |
| Individual             |                              |               |
| <u>General</u>         |                              |               |
| Contributions          |                              |               |
| <u>Capital</u>         |                              | <b>*</b>      |
| Land                   | 1                            | _             |
| Custom Services        | Name of Provider             |               |
| Equipment              |                              |               |
| <u>Labor</u>           |                              |               |
| Management             |                              |               |
| Summary                |                              |               |
| <u>Summary</u>         |                              |               |
| Other                  |                              |               |
| <u>Remarks</u>         |                              |               |
|                        |                              |               |
| Submit Plan            |                              |               |
| <u>Summary</u>         | < Back Save Save &           | Continue >    |
| <u>Validations</u>     | Jare a                       | - Solitando - |
| Record Signatures      |                              |               |
| View 902               | BF022                        | Back to Top ^ |

# 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         | Text field that allows users to record comments related to the number       |  |  |  |  |
| Acres/Description" | of acres affected and a description of the service provided. Up to          |  |  |  |  |
|                    | 1,000 characters are allowed.                                               |  |  |  |  |
|                    |                                                                             |  |  |  |  |
|                    | <b>Note:</b> 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 <b>not</b> have to be    |  |  |  |  |
|                    | recorded in SCIMS. Up to 1,000 characters are allowed.                      |  |  |  |  |
|                    |                                                                             |  |  |  |  |
|                    | <b>Note:</b> 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            | A response was <b>not</b> provided specifying the number of acres and                |  |  |  |  |
| additional information   | a description of the custom service being provided. Return to the                    |  |  |  |  |
| regarding the type of    | Custom Service Information Page and record information about                         |  |  |  |  |
| custom service being     | the custom service.                                                                  |  |  |  |  |
| provided to the farming  |                                                                                      |  |  |  |  |
| operation."              | <b>Note:</b> Do <b>not</b> record any information if the producer chooses <b>not</b> |  |  |  |  |
|                          | to respond to the question.                                                          |  |  |  |  |
| "Must provide            | A response was <b>not</b> provided specifying the provider of the                    |  |  |  |  |
| additional information   | custom service being provided. Return to the Custom Service                          |  |  |  |  |
| regarding the individual | Information Page and record information about the custom                             |  |  |  |  |
| or business providing    | service.                                                                             |  |  |  |  |
| the custom service to    |                                                                                      |  |  |  |  |
| the farming operation."  | Note: Do not record any information if the producer chooses not                      |  |  |  |  |
|                          | to respond to the question.                                                          |  |  |  |  |

## 458-460 (Reserved)

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## 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<br>indicates labor was<br>contributed to the farming<br>operation.               | Allows the user to indicate<br>which types of labor are<br>contributed to the farming<br>operation.                   | 462       |
| Labor<br>Contributions Page | • Displayed with fields<br>corresponding to the<br>types of labor<br>specified on Labor<br>Types Page. | • Record the active<br>personal and hired labor<br>contribution<br>percentages, as<br>applicable.                     | 463       |
|                             | • Summarizes<br>information recorded<br>for additional labor, if<br>applicable.                        | • Select the option to record information about additional labor contributed to the farming operation, if applicable. |           |

# 461 General Information (Continued)

| Name of Page     | Description of Page         | Data Recorded/Options        | Paragraph |
|------------------|-----------------------------|------------------------------|-----------|
| Additional Labor | Displayed if users click    | Record information about     | 464       |
| Page             | "Add Additional Labor"      | additional labor contributed |           |
|                  | on the Labor                | to the farming operation.    |           |
|                  | Contributions Page.         |                              |           |
| Labor            | Displayed if either of the  | Specify whether the          | 465       |
| Contributions in | following conditions exist: | producer contributes 1,000   |           |
| Hours Page       |                             | hours or more of active      |           |
|                  | • active personal labor is  | labor.                       |           |
|                  | less than 50 percent        |                              |           |
|                  | • active personal labor is  |                              |           |
|                  | blank                       |                              |           |

# **B** Description of Labor Contribution Pages (Continued)

# 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.

| Business File Menu     |                                                                  |                                         |  |  |  |  |
|------------------------|------------------------------------------------------------------|-----------------------------------------|--|--|--|--|
| Welcome: Bobbie Butler | Labor Types                                                      |                                         |  |  |  |  |
| User Role: FSA         | Labor Types                                                      |                                         |  |  |  |  |
|                        | CUSTOMER INFORMATION                                             |                                         |  |  |  |  |
| Select Different       | FARMING OPERATION:                                               | Ima Farmer                              |  |  |  |  |
| <u>Customer</u>        | BUSINESS TYPE:                                                   | Individual                              |  |  |  |  |
| Record New Farm        |                                                                  |                                         |  |  |  |  |
| <u>Operating Plan</u>  | Does this individual contribute active p                         | ersonal labor to the farming operation? |  |  |  |  |
| Manage Customer        |                                                                  | crondinabor to the familing operation.  |  |  |  |  |
|                        | O Yes                                                            |                                         |  |  |  |  |
| Individual             | O No                                                             |                                         |  |  |  |  |
| <u>General</u>         | C No Response                                                    |                                         |  |  |  |  |
| Contributions          |                                                                  |                                         |  |  |  |  |
| <u>Capital</u>         | Is any of the labor contributed to the farming operation hired?  |                                         |  |  |  |  |
| <u>Land</u>            | C Yes                                                            |                                         |  |  |  |  |
| Custom Services        | C No                                                             |                                         |  |  |  |  |
| <u>Equipment</u>       | C No Response                                                    |                                         |  |  |  |  |
| <u>Labor</u>           | Is any additional labor contributed to the farming operation?    |                                         |  |  |  |  |
| <u>Management</u>      |                                                                  | 2 .                                     |  |  |  |  |
| Summary                | C Yes                                                            |                                         |  |  |  |  |
|                        | C No                                                             |                                         |  |  |  |  |
| Other                  | C No Response                                                    |                                         |  |  |  |  |
| <u>Remarks</u>         |                                                                  |                                         |  |  |  |  |
|                        |                                                                  |                                         |  |  |  |  |
| Submit Plan            | <back save="" save<="" th=""><th>&amp; Continue &gt;</th></back> | & Continue >                            |  |  |  |  |
| <u>Summary</u>         |                                                                  |                                         |  |  |  |  |
| <u>Validations</u>     | BF070                                                            | Back to Top ^                           |  |  |  |  |

## 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.

| Question/Field        | Applicable To                   | Description                                |  |  |
|-----------------------|---------------------------------|--------------------------------------------|--|--|
| "Does this individual | Individuals                     | For each question displayed, the available |  |  |
| contribute active     |                                 | options are:                               |  |  |
| personal labor to the |                                 |                                            |  |  |
| farming operation? "  |                                 | • "Yes"                                    |  |  |
| "Is any of the labor  | <ul> <li>Individuals</li> </ul> | • "No"                                     |  |  |
| contributed to the    | • Entities                      | • "No Response".                           |  |  |
| farming operation     | • Joint Operations              | _                                          |  |  |
| hired?"               | -                               | The interview process will proceed to the: |  |  |
| "Is any additional    | <ul> <li>Individuals</li> </ul> |                                            |  |  |
| labor contributed to  | • Entities                      | • Labor Contributions Page, if "Yes" is    |  |  |
| the farming           | • Joint Operations              | selected for at least 1 question           |  |  |
| operation?"           |                                 |                                            |  |  |
|                       |                                 | • next applicable section of the interview |  |  |
|                       |                                 | process, if "No" or "No Response" is       |  |  |
|                       |                                 | selected for all questions.                |  |  |

## **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<br>to the next applicable page. |  |  |  |
| "Save & Continue" | Saves the data recorded and continues to the next applicable page in the interview process.         |  |  |  |

# 462 Labor Types Page (Continued)

# **E** Validation Error Messages

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

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

| Error Message                                                                      | Corrective Action                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Must specify<br>the type of labor<br>contributed to<br>the farming<br>operation." | <ul> <li>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</li> <li>Contributions Page and change the response to labor contributions to "No"</li> </ul> |
|                                                                                    | <ul> <li>Types of Labor Page and select 1 of the following options for each type of labor:</li> </ul>                                                                                                                                                                               |
|                                                                                    | <ul> <li>"Yes"</li> <li>"No"</li> <li>"No Response".</li> </ul>                                                                                                                                                                                                                     |
|                                                                                    | <b>Note:</b> Select "No Response", if the producer chooses <b>not</b> to respond to the question.                                                                                                                                                                                   |

## 463 Labor Contributions Page

## **A** Introduction

The Labor Contributions Page:

- will be displayed if the user indicated at least 1 type of labor is contributed to the farming operation on the Labor Types Page
- only displays the fields corresponding to the types of labor selected on the Labor Types Page

**Example:** The user selected "Yes" indicating the producer is providing active personal labor, but selected "No" for hired and other/additional labor.

Fields will **not** be displayed related to hired or other/additional labor.

- allows users to record contribution percentages for active personal and hired labor
- allows users to record other/additional labor contributed to the farming operation
- displays information recorded for other/additional labor.

# **B** Example of Labor Contributions Page

The following is an example of the Labor Contributions Page.

| <b>Business File Menu</b>                       |                                                                                               |                     |               |              |                 |  |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------|---------------|--------------|-----------------|--|
| Welcome: Bobbie Butler                          | Labor Contributions                                                                           |                     |               |              |                 |  |
| User Role: FSA                                  |                                                                                               |                     |               |              |                 |  |
| Select Different                                | CUSTOMER INFORMATI                                                                            |                     |               |              |                 |  |
| Customer                                        | FA                                                                                            | RMING OPERATION:    | Ima Fa        |              |                 |  |
| Record New Farm                                 |                                                                                               | BUSINESS TYPE:      | Individu      | ial          |                 |  |
| <u>Operating Plan</u><br><u>Manage Customer</u> | Active Personal Labor                                                                         |                     |               |              |                 |  |
|                                                 | Enter the percentage                                                                          | e of active persona | l labor contr | ibuted by th | nis individual: |  |
| Individual                                      |                                                                                               |                     |               |              |                 |  |
| <u>General</u>                                  | %                                                                                             |                     |               |              |                 |  |
| Contributions                                   |                                                                                               |                     |               |              |                 |  |
| <u>Capital</u>                                  |                                                                                               |                     |               |              |                 |  |
| Land                                            | Hired Labor Percentage                                                                        |                     |               |              |                 |  |
| Custom Services                                 | Specify the percentage of hired labor contributed to the farming operation by the individual: |                     |               |              |                 |  |
| <u>Equipment</u>                                |                                                                                               |                     |               |              |                 |  |
| <u>Labor</u>                                    |                                                                                               |                     |               |              |                 |  |
| <u>Management</u>                               | %                                                                                             |                     |               |              |                 |  |
| <u>Summary</u>                                  |                                                                                               |                     |               |              |                 |  |
|                                                 |                                                                                               |                     |               |              |                 |  |
| Other                                           | Additional Labor Pe                                                                           | ercentage           |               |              |                 |  |
| <u>Remarks</u>                                  | Percentage of<br>Total                                                                        | Type of Labor       |               |              |                 |  |
| Submit Plan                                     |                                                                                               |                     |               |              |                 |  |
| Summary                                         | Add Additional Labor                                                                          |                     |               |              |                 |  |
| <u>Validations</u>                              |                                                                                               |                     |               |              |                 |  |
| Record Signatures                               | < Deals One                                                                                   |                     | Castinues     |              |                 |  |
| <u>View 902</u>                                 | < Back Save Save & Continue >                                                                 |                     |               |              |                 |  |
|                                                 | BF071 Back to Top ^                                                                           |                     |               |              |                 |  |

# **C** Interview Questions

This table describes the interview questions displayed on the Labor Contributions Page.

| Question/Field    | Description                                                                   |  |  |
|-------------------|-------------------------------------------------------------------------------|--|--|
| "Active Personal  | The percentage of active personal and/or hired labor the producer             |  |  |
| Labor Percentage" | contributes to the farming operation. An entry is <b>not</b> required, but if |  |  |
| "Hired Labor      | entered, the following validations apply:                                     |  |  |
| Percentage"       |                                                                               |  |  |
|                   | • <b>must</b> be greater than 0 percent.                                      |  |  |
|                   | • cannot be greater than 100 percent.                                         |  |  |
|                   | • should be entered in a whole number with up to 2 decimal places.            |  |  |
|                   | <b>Examples:</b> 100.00%, 25.25%, etc.                                        |  |  |

# **D** Page Options

The following options are available on the Labor Contributions Page.

| Option          | Action                                                                           |  |  |
|-----------------|----------------------------------------------------------------------------------|--|--|
| "Add Additional | Displays the Additional Labor Page where information can be recorded             |  |  |
| Labor"          | about any labor provided to the farming operation that does <b>not</b> 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 &         | Saves the data recorded and continues to the next applicable page in the         |  |  |
| Continue"       | interview process.                                                               |  |  |

# **E** Information on the Page

If additional labor has been recorded for the farming operation, a summary of the information recorded will be displayed.

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

| Field               | Description                                                         |  |
|---------------------|---------------------------------------------------------------------|--|
| Percentage of Total | Displays the contribution percentage attributable to the additional |  |
|                     | labor recorded on the Additional Labor Page.                        |  |
| Type of Labor       | Displays the description of the additional labor recorded on the    |  |
|                     | Additional Labor Page.                                              |  |

## F Page Error Messages

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

| Error Message                                   | Description          | Corrective Action                     |
|-------------------------------------------------|----------------------|---------------------------------------|
| "Active personal labor                          | The specified        | Correct the percentage recorded to    |
| contribution percentage                         | contribution         | 100 percent or less.                  |
| <b>cannot</b> be greater than 100%."            | percentage entered   |                                       |
| "Hired labor contribution                       | exceeds 100 percent. |                                       |
| percentage <b>cannot</b> be greater than 100%." |                      |                                       |
| "Active personal labor                          | The specified        | Take 1 of following actions:          |
| contribution percentage <b>must</b>             | contribution         |                                       |
| be greater than 0%."                            | percentage entered   | • correct the percentage recorded     |
| "Hired labor contribution                       | is 0 percent.        | to a value greater than 0 percent     |
| percentage <b>must</b> be greater               |                      |                                       |
| than 0%."                                       |                      | • leave the field blank if the        |
|                                                 |                      | producer does <b>not</b> want to      |
|                                                 |                      | provide the contribution              |
|                                                 |                      | percentage                            |
|                                                 |                      |                                       |
|                                                 |                      | • go back to the Contributions        |
|                                                 |                      | Page and indicate labor is <b>not</b> |
|                                                 |                      | contributed or indicate the           |
|                                                 |                      | producer does <b>not</b> want to      |
|                                                 |                      | provide a response to labor           |
|                                                 |                      | contributions.                        |
| "Active personal labor                          | Something other      | Correct the value entered to a        |
| contribution percentage <b>must</b>             | than a numeric value | percentage.                           |
| be numeric."                                    | was entered was      |                                       |
| "Hired labor contribution                       | entered for the      |                                       |
| percentage <b>must</b> be numeric."             | specified            |                                       |
|                                                 | contribution         |                                       |
|                                                 | percentage.          |                                       |
| "Contribution percentage is                     | Specified            | Correct the percentage recorded to    |
| limited to 2 decimal places."                   | contribution         | 2 or less decimal places.             |
|                                                 | percentage entered   |                                       |
|                                                 | is more than         |                                       |
|                                                 | 2 decimal places.    |                                       |

## **G** Validation Error Messages

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

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

| Error Message                              | Corrective Action                                          |
|--------------------------------------------|------------------------------------------------------------|
| "Total labor contribution                  | The sum of the following information recorded for          |
| percentage for the individual <b>must</b>  | labor does <b>not</b> equal 100 percent:                   |
| equal 100%."                               |                                                            |
|                                            | • active personal labor                                    |
|                                            | • hired labor                                              |
|                                            | • additional labor.                                        |
|                                            |                                                            |
|                                            | If the information is recorded is incorrect, return to the |
|                                            | Labor Contributions Page to add labor information          |
|                                            | and/or modify the existing information recorded.           |
| "Active personal labor contribution        | • If the information recorded is incorrect, return to      |
| percentage <b>must</b> be entered if       | the Labor Contributions Page to specify the                |
| provided to the farming operation."        | percentage of active personal and/or hired labor           |
| "Hired labor contribution                  | that is contributed to the farming operation.              |
| percentage <b>must</b> be entered if labor |                                                            |
| is hired for the farming operation."       | • Answer "No" or "No Response" on the Types of             |
| "Additional labor contribution             | Labor Page, if active personal and/or hired labor is       |
| percentage <b>must</b> be entered if       | not contributed to the farming operation or the            |
| additional labor is contributed to         | producer chooses <b>not</b> to respond to the question.    |
| the farming operation."                    |                                                            |

## 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.

| <b>Business File Menu</b> |                                                                                  |                       |
|---------------------------|----------------------------------------------------------------------------------|-----------------------|
| Welcome: Bobbie Butler    | Additional Labor                                                                 |                       |
| User Role: FSA            |                                                                                  |                       |
| Select Different          | CUSTOMER INFORMATION                                                             |                       |
| Customer                  | FARMING OPERATION:                                                               | Ima Farmer            |
| Record New Farm           | BUSINESS TYPE:                                                                   | Individual            |
| Operating Plan            |                                                                                  |                       |
| Manage Customer           | Additional Labor Percentage                                                      |                       |
|                           | Additional Labor Percentage                                                      |                       |
| Individual                | Specify the percentage of additional labor contributed to the farming operation: |                       |
| <u>General</u>            |                                                                                  |                       |
| Contributions             | %                                                                                |                       |
| <u>Capital</u>            | Type of Additional Labor                                                         |                       |
| <u>Land</u>               | Enter the type of labor contributed to the farming operation:                    |                       |
| Custom Services           | Enter the type of labor contributed to t                                         | ne farming operation. |
| <u>Equipment</u>          |                                                                                  | *                     |
| <u>Labor</u>              |                                                                                  |                       |
| <u>Management</u>         |                                                                                  | *                     |
| <u>Summary</u>            |                                                                                  |                       |
|                           | < Back Save Save 8                                                               | Continue >            |
| Other                     |                                                                                  |                       |
| <u>Remarks</u>            | BF072                                                                            | Back to Top ^         |

# 464 Additional Labor Page (Continued)

# **C** Interview Questions

This table describes the interview questions displayed on the Additional Labor Page.

| Question/Field     | Description                                                                                                                                                                |  |  |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| "Additional        | The percentage of the labor used by the farming operation that is <b>not</b>                                                                                               |  |  |
| Labor              | active personal or hired labor. An entry is <b>not</b> required, but if entered,                                                                                           |  |  |
| Percentage"        | the following validations apply:                                                                                                                                           |  |  |
|                    | <ul> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> |  |  |
|                    | <b>Examples:</b> 100.00%, 25.25%, etc.                                                                                                                                     |  |  |
| "Enter the type of | Text field that allows users to record comments about the source of the                                                                                                    |  |  |
| labor contributed  | additional labor. Data is <b>not</b> required, but if entered, up to                                                                                                       |  |  |
| to the farming     | 1,000 characters are allowed.                                                                                                                                              |  |  |
| operation."        |                                                                                                                                                                            |  |  |
|                    | 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                          | The additional labor                            | Correct the percentage recorded to                                                                                                                                                                      |
| contribution                                    | contribution percentage                         | 100 percent or less.                                                                                                                                                                                    |
| percentage cannot be                            | entered exceeds                                 |                                                                                                                                                                                                         |
| greater than 100%."                             | 100 percent.                                    |                                                                                                                                                                                                         |
| "Additional labor<br>contribution               | The additional labor contribution percentage    | Take 1 of following actions:                                                                                                                                                                            |
| percentage <b>must</b> be greater than 0%."     | entered is 0 percent.                           | • correct the percentage recorded to a value greater than 0 percent                                                                                                                                     |
|                                                 |                                                 | • leave the field blank if the producer does <b>not</b> want to provide the contribution percentage                                                                                                     |
|                                                 |                                                 | • go back to the Equipment Page and<br>indicate owned equipment is <b>not</b><br>contributed or indicate the producer<br>does <b>not</b> want to provide a response<br>to the owned equipment question. |
| "Additional type of                             | Something other than a                          | Correct the value entered to a                                                                                                                                                                          |
| labor contribution<br>percentage <b>must</b> be | numeric value was<br>entered for the additional | percentage.                                                                                                                                                                                             |
| numeric."                                       | labor contribution                              |                                                                                                                                                                                                         |
|                                                 | percentage.                                     |                                                                                                                                                                                                         |
| "Contribution                                   | Additional labor                                | Correct the percentage recorded to 2 or                                                                                                                                                                 |
| percentage is limited                           | contribution percentage                         | less decimal places.                                                                                                                                                                                    |
| to 2 decimal places."                           | entered is more than 2 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<br>contribution<br>percentage <b>must</b> be<br>entered if additional<br>labor is contributed<br>to the farming<br>operation." | <ul> <li>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.</li> <li>Answer "No" or "No Response" on the Types of Labor Page if additional labor is <b>not</b> contributed to the farming operation or the producer chooses <b>not</b> to respond to the question.</li> </ul> |  |
| "Must specify the<br>type of labor<br>contributed to the<br>farming operation."                                                                  | A response was <b>not</b> provided describing the additional labor<br>contributed to the farming operation. Return to the Additional Labor<br>Page and record information about the additional labor.<br><b>Note:</b> Do <b>not</b> record any information if the producer does <b>not</b> want                                                                                                      |  |
|                                                                                                                                                  | to respond to the question.                                                                                                                                                                                                                                                                                                                                                                          |  |

# 465 Labor Contribution in Hours Page

## A Introduction

The Labor Contribution in Hours page:

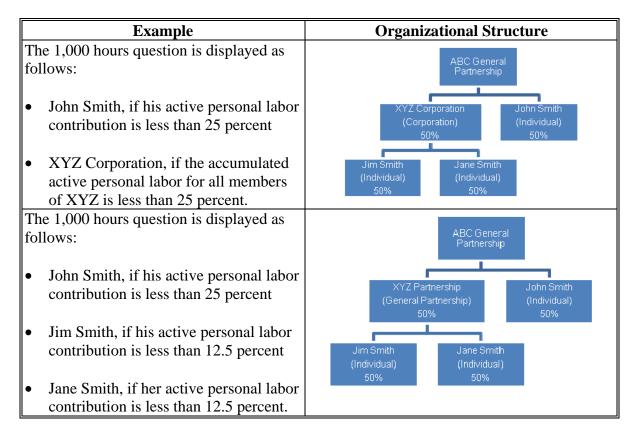
- allows users to specify whether at least 1,000 hours of active personal labor are contributed to the farming operation
- is only displayed according to the circumstances identified in this table.
- **Note:** The term "individual" includes individuals, LLC's, and revocable trusts using a Social Security number.

| IF the farming operation is for | THEN the Labor Contribution Hours Page will be displayed if                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| an individual                   | <ul> <li>active personal labor contribution percentage is less than<br/>50 percent</li> </ul>                             |
|                                 | • user indicated active personal labor is contributed to the farming operation, but the contribution percentage is blank. |

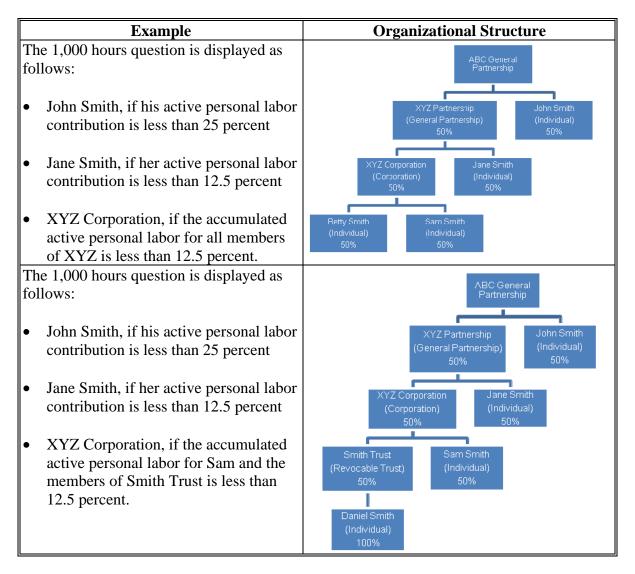
| IF the farming operation is for | THEN the Labor Contribution Hours Page will be displayed if      |                                                             |
|---------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|
| an entity with                  | total accumulated contributions of active personal labor for all |                                                             |
| members                         | "individual" (mer                                                | mbers) is less than 50 percent.                             |
| a joint operation               | IF the 1 <sup>st</sup> 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 ( <i>member's</i> )  |
|                                 | 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 2 <sup>nd</sup> level members according to the same |
|                                 |                                                                  | rules for 1 <sup>st</sup> level "individual" and "entity"   |
|                                 |                                                                  | (members).                                                  |

## A Introduction (Continued)

The following examples illustrate when the 1,000 hours question is displayed.



## A Introduction (Continued)



# **B** Example of Labor Contribution in Hours Page

The following is an example of the Labor Contribution in Hours Page.

| Business File Menu     |                                          |                                              |
|------------------------|------------------------------------------|----------------------------------------------|
| Welcome: Bobbie Butler | Labor Contribution in                    | Hours                                        |
| User Role: FSA         |                                          |                                              |
|                        | CUSTOMER INFORMATION                     |                                              |
| Select Different       | FARMING OPERATION:                       | Ima Farmer                                   |
| <u>Customer</u>        | BUSINESS TYPE:                           | Individual                                   |
| Record New Farm        |                                          |                                              |
| Operating Plan         | Active Personal Labor                    |                                              |
| <u>Manage Customer</u> |                                          |                                              |
|                        | Does this individual contribute at least | 1,000 hours of active personal labor to this |
| Individual             | farming operation?                       |                                              |
| <u>General</u>         | <b>C</b>                                 |                                              |
| <b>Contributions</b>   | C Yes                                    |                                              |
| <u>Capital</u>         | С No                                     |                                              |
| Land                   | C No Response                            |                                              |
| Custom Services        |                                          |                                              |
|                        |                                          |                                              |
| <u>Equipment</u>       | < Back Save Save                         | & Continue >                                 |
| <u>Labor</u>           |                                          |                                              |
| Management             | BF074                                    | Back to Top ^                                |

## **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         | Available options are:                               |
| 1,000 hours of active personal labor to this      |                                                      |
| farming operation?"                               | • "Yes"                                              |
| "Do the ( <i>member</i> ) collectively contribute | • "No"                                               |
| at least 1,000 hours of active personal           | • "No Response".                                     |
| labor to this ( <i>entity/joint operation</i> )?" | 1                                                    |
|                                                   | <b>Note:</b> If the producer does <b>not</b> want to |
|                                                   | respond, select "No Response".                       |

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# **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 &   | Saves the data recorded and continues to the next applicable page in the                         |
| Continue" | 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                                            | This message will be displayed if the user did <b>not</b> indicate whether                                                                                      |
| whether 1,000 or<br>more hours are<br>contributed to the | 1,000 hours of active personal labor are contributed to the farming operation and for an:                                                                       |
| farming operation<br>when active<br>personal labor is    | • individual farm operating plan, active personal labor contribution is less than 50 percent                                                                    |
| less than 50%."                                          | • entity with members, the accumulated active personal labor contribution percentage for all "individuals" ( <i>members</i> ) 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<br>Contribution Page for the individual or member and correct the<br>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.

# **B** Example of Additional Information For Hired Labor Page

The following is an example of the Additional Information For Hired Labor Page.

| Business File Menu     |                                                                                  |  |  |
|------------------------|----------------------------------------------------------------------------------|--|--|
| Welcome: Bobbie Butler | Additional Information For Hired Labor                                           |  |  |
| User Role: FSA         |                                                                                  |  |  |
|                        | CUSTOMER INFORMATION                                                             |  |  |
| Select Different       | FARMING OPERATION: Ima Farmer                                                    |  |  |
| Customer               | BUSINESS TYPE: Individual                                                        |  |  |
| Record New Farm        |                                                                                  |  |  |
| <u>Operating Plan</u>  | Is the additional equipment used for this farming operation provided by the same |  |  |
| <u>Manage Customer</u> | individual or entity that was hired for labor?                                   |  |  |
| Terdisidasel           |                                                                                  |  |  |
| Individual             | C Yes                                                                            |  |  |
| <u>General</u>         | O No                                                                             |  |  |
| Contributions          | C No Response                                                                    |  |  |
| <u>Capital</u>         | Do server the server suist for the bind labor and services at                    |  |  |
| Land                   | Do separate contracts exist for the hired labor and equipment?                   |  |  |
| Custom Services        | O Yes                                                                            |  |  |
|                        | C No                                                                             |  |  |
| <u>Equipment</u>       | C No Response                                                                    |  |  |
| <u>Labor</u>           | < No Response                                                                    |  |  |
| <u>Management</u>      |                                                                                  |  |  |
| <u>Summary</u>         | < Back Save Save & Continue >                                                    |  |  |
|                        |                                                                                  |  |  |
| Other                  | BF309 Back to Top ^                                                              |  |  |
| <u>Remarks</u>         |                                                                                  |  |  |

## 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                                               | Available options are:                                                              |
| farming operation provided by the same                                                   |                                                                                     |
| individual or entity that was hired for labor?"                                          | • "Yes"                                                                             |
| "Do separate contracts exist for the hired labor                                         | • "No"                                                                              |
| and equipment?"                                                                          | • "No Response".                                                                    |
| <b>Note:</b> Question is only displayed if the answer to the previous question is "Yes". | <b>Note:</b> If the producer does <b>not</b> want to respond, select "No Response". |

## **D** Page Options

The following options are available on the Additional Information for Hired Labor Page.

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

### 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 <b>not</b> provided indicating whether | If the information recorded is      |
| equipment and labor is being provided by the same      | incorrect, return to the Additional |
| individual."                                           | Information for Hired Labor Page    |
| "A response was <b>not</b> provided indicating whether | to respond to the applicable        |
| separate contracts exist for the hired labor and       | questions.                          |
| equipment."                                            |                                     |

#### 467-470 (Reserved)

#### 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<br>Types Page            | Displayed if the user<br>indicates management is<br>contributed to the farming<br>operation.                                                                                                                                              | Allows the user to indicate<br>which types of management<br>are contributed to the farming<br>operation.                                                                                                                                                                  | 472        |
| Management<br>Contributions<br>Page | <ul> <li>Displayed with fields<br/>corresponding to the<br/>types of management<br/>specified on<br/>Management Types<br/>Page.</li> <li>Summarizes information<br/>recorded for additional<br/>management, if<br/>applicable.</li> </ul> | <ul> <li>Record the active personal<br/>and hired management<br/>contribution percentages,<br/>as applicable</li> <li>Select the option to record<br/>information about<br/>additional management<br/>contributed to the farming<br/>operation, if applicable.</li> </ul> | 473        |
| Additional<br>Management<br>Page    | Displayed if users click<br>"Add Additional<br>Management" on the<br>Management Contributions<br>Page.                                                                                                                                    | Record information about<br>additional management<br>contributed to the farming<br>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.

| Business File Menu     |                                           |                                              |
|------------------------|-------------------------------------------|----------------------------------------------|
| Welcome: Bobbie Butler | Management Types                          |                                              |
| User Role: FSA         | management i jeee                         |                                              |
|                        | CUSTOMER INFORMATION                      |                                              |
| Select Different       | FARMING OPERATION:                        | Ima Farmer                                   |
| <u>Customer</u>        | BUSINESS TYPE:                            | Individual                                   |
| Record New Farm        |                                           |                                              |
| <u>Operating Plan</u>  | Does this individual contribute active pe | ersonal management to the farming operation? |
| <u>Manage Customer</u> |                                           | ······································       |
|                        | C Yes                                     |                                              |
| Individual             | C No                                      |                                              |
| <u>General</u>         | O No Response                             |                                              |
| Contributions          |                                           |                                              |
| <u>Capital</u>         | Is any of the management contributed      | to the farming operation hired?              |
| <u>Land</u>            | C Yes                                     |                                              |
| Custom Services        | C No                                      |                                              |
| <u>Equipment</u>       | C No Response                             |                                              |
| <u>Labor</u>           | Is any additional management contribut    | ed to the farming operation?                 |
| <u>Management</u>      |                                           |                                              |
| Summary                | O Yes                                     |                                              |
|                        | C No                                      |                                              |
| Other                  | O No Response                             |                                              |
| <u>Remarks</u>         |                                           |                                              |
|                        |                                           |                                              |
| Submit Plan            | < Back Save Save 8                        | & Continue >                                 |
| <u>Summary</u>         |                                           |                                              |
| <u>Validations</u>     | BF080                                     | Back to Top ^                                |

# 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.

| Question/Field             | Applicable To                   | Description                                |
|----------------------------|---------------------------------|--------------------------------------------|
| "Does this individual      | Individuals                     | For each question displayed, the available |
| contribute active personal |                                 | options are:                               |
| management to the          |                                 |                                            |
| farming operation?"        |                                 | • "Yes"                                    |
| "Is any of the             | Individuals                     | • "No"                                     |
| management contributed     | • Entities                      | • "No Response".                           |
| to the farming operation   | • Joint Operations              | _                                          |
| hired?"                    | -                               | The interview process will proceed to:     |
| "Is any additional         | <ul> <li>Individuals</li> </ul> |                                            |
| management contributed     | • Entities                      | • Management Contributions Page, if        |
| to the farming             | • Joint Operations              | "Yes" is selected for at least 1 question  |
| operation?"                | _                               |                                            |
|                            |                                 | • Farming Operation Summary Page, if       |
|                            |                                 | "No" or "No Response" is selected for      |
|                            |                                 | all questions.                             |

# **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<br>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<br>type of management<br>contributed to the<br>farming operation." | Management was selected as a type of contribution for the entity or<br>joint operation on the Contributions Page, but "No" was selected to<br>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:                                                                                                 |  |  |  |
|                                                                                      | <ul> <li>"Yes"</li> <li>"No"</li> <li>"No Response".</li> </ul>                                                                                                                               |  |  |  |
|                                                                                      | <b>Note:</b> If the producer does <b>not</b> 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.

# **B** Example of Management Contributions Page

The following is an example of the Management Contributions Page.

| <b>Business File Menu</b> |                          |                      |               |               |               |
|---------------------------|--------------------------|----------------------|---------------|---------------|---------------|
| Welcome: Bobbie Butler    | Management Contributions |                      |               |               |               |
| User Role: FSA            |                          |                      |               |               |               |
| Select Different          | CUSTOMER INFORMAT        |                      | Inc. 5        |               |               |
| Customer                  | FA                       | RMING OPERATION:     | Ima Far       |               |               |
| Record New Farm           |                          | BUSINESS TYPE:       | Individu      | ai            |               |
| Operating Plan            |                          |                      |               |               |               |
| Manage Customer           | Active Personal Ma       | anagement            |               |               |               |
|                           | Enter the individual     | 's active personal m | anagement o   | contribution  | percentage:   |
| Individual                |                          |                      |               |               |               |
| <u>General</u>            | %                        |                      |               |               |               |
| Contributions             | What type of active      | management duties    | s are perform | ned by this i | individual?   |
| <u>Capital</u>            |                          |                      |               |               |               |
| <u>Land</u>               |                          |                      |               |               | <u> </u>      |
| Custom Services           |                          |                      |               |               |               |
| Equipment                 |                          |                      |               |               |               |
| <u>Labor</u>              |                          |                      |               |               | <b>*</b>      |
| <u>Management</u>         |                          |                      |               |               |               |
| Summary                   |                          |                      |               |               |               |
|                           | Hired Managemen          | t                    |               |               |               |
| Other                     | Cates the bised seen     |                      |               |               |               |
| <u>Remarks</u>            | Enter the hired man      | agement contributio  | n percentag   | e:            |               |
| Output Disc               | %                        |                      |               |               |               |
| Submit Plan<br>Summary    |                          |                      |               |               |               |
| <u>Validations</u>        | What type of hired r     | management duties    | are performe  | ed by this in | dividual?     |
|                           |                          |                      |               |               |               |
| Record Signatures         |                          |                      |               |               |               |
| <u>View 902</u>           |                          |                      |               |               |               |
|                           |                          |                      |               |               | -             |
|                           |                          |                      |               |               |               |
|                           |                          |                      |               |               |               |
|                           | Additional Manage        | ment                 |               |               |               |
|                           | Percentage of<br>Total   | Type of Manager      | ment          |               |               |
|                           | Add Additional Mana      | <u>gement</u>        |               |               |               |
|                           | < Back Sav               | ve Save &            | Continue >    |               |               |
|                           | BF081                    |                      |               |               | Back to Top ^ |

# **C** Interview Questions

This table describes the interview questions displayed on the Management Contributions Page.

| Question/Field  | Description                                                                      |
|-----------------|----------------------------------------------------------------------------------|
| "Active         | The percentage of active personal and/or hired management the producer           |
| Personal        | contributes to the farming operation. An entry is <b>not</b> required, but if    |
| Management      | entered, the following validations apply:                                        |
| Percentage"     |                                                                                  |
| "Hired          | • <b>must</b> be greater than 0 percent.                                         |
| Management      | • <b>cannot</b> be greater than 100 percent.                                     |
| Percentage"     | • should be entered in a whole number with up to 2 decimal places.               |
|                 |                                                                                  |
|                 | <b>Examples:</b> 100.00%, 25.25%, etc.                                           |
| "Type of Duties | Text field that allows users to record comments about the types of               |
| Performed"      | management duties performed for each type of management provided.                |
|                 | Data is <b>not</b> required, but if entered, up to 1,000 characters are allowed. |
|                 | <b>Note:</b> 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        | Displays the Additional Management Page where information can be                                                                                                                                                                                                      |
| Additional  | recorded about any management provided to the farming operation that                                                                                                                                                                                                  |
| Management" | does <b>not</b> fall into the category of active personal or hired management.                                                                                                                                                                                        |
| "Revise"    | Allows the user to revise the detailed additional management information<br>recorded for the selected entry in the summary. When this link is selected,<br>the Additional Management Page will be displayed with the information<br>previously recorded.              |
| "Delete"    | Allows the user to delete the additional management information<br>previously recorded for the selected entry in the summary. When this link<br>is selected, a confirmation page will be displayed allowing the user to<br>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 &     | Saves the data recorded and continues to the next applicable page in the                                                                                                                                                                                              |
| Continue"   | interview process.                                                                                                                                                                                                                                                    |

## **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             | Displays the description of the additional management recorded on   |
| Management          | the Additional Management Page.                                     |

## F Page Error Messages

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

| Error Message                         | Description         | Corrective Action                     |
|---------------------------------------|---------------------|---------------------------------------|
| "Active personal management           | The specified       | Correct the percentage recorded to    |
| contribution percentage <b>cannot</b> | contribution        | 100 percent or less.                  |
| be greater than 100%."                | percentage entered  |                                       |
| "Hired management                     | exceeds             |                                       |
| contribution percentage <b>cannot</b> | 100 percent.        |                                       |
| be greater than 100%."                |                     |                                       |
| Active personal management            | The specified       | Take 1 of following actions:          |
| contribution percentage <b>must</b>   | contribution        |                                       |
| be greater than 0%.                   | percentage entered  | • correct the percentage recorded to  |
| Hired management contribution         | is 0 percent.       | a value greater than 0 percent        |
| percentage <b>must</b> be greater     |                     |                                       |
| than 0%.                              |                     | • leave the field blank if the        |
| thun 070.                             |                     | producer does <b>not</b> want to      |
|                                       |                     | provide the contribution              |
|                                       |                     | percentage                            |
|                                       |                     |                                       |
|                                       |                     | • go back to the Contributions Page   |
|                                       |                     | and indicate management is <b>not</b> |
|                                       |                     | contributed or indicate the           |
|                                       |                     | producer does <b>not</b> want to      |
|                                       |                     | provide a response to                 |
|                                       |                     | management contributions.             |
| Active personal management            | Something other     | Correct the value entered to a        |
| contribution percentage <b>must</b>   | than a numeric      | percentage.                           |
| be numeric.                           | value was entered   |                                       |
| Hired management contribution         | was entered for the |                                       |
| percentage <b>must</b> be numeric.    | specified           |                                       |
|                                       | contribution        |                                       |
|                                       | percentage.         |                                       |
| Contribution percentage is            | Specified           | Correct the percentage recorded to    |
| limited to 2 decimal places.          | contribution        | 2 or less decimal places.             |
|                                       | percentage entered  |                                       |
|                                       | is more than        |                                       |
|                                       | 2 decimal places.   |                                       |

#### **G** Validation Error Messages

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

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

| Error Message                                                                                                                                                                  | Corrective Action                                                                                                                                                                                                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| "Total management<br>contribution percentage for<br>the individual <b>must</b> equal                                                                                           | The sum of the following information recorded for management does <b>not</b> equal 100 percent:                                                                                                                                   |  |
| 100%."                                                                                                                                                                         | <ul> <li>active personal management</li> <li>hired management</li> <li>additional management.</li> </ul> If the information is recorded is incorrect, return to the                                                               |  |
|                                                                                                                                                                                | Management Contributions Page to add management<br>information and/or modify the existing information<br>recorded.                                                                                                                |  |
| "Active personal<br>management contribution<br>percentage <b>must</b> be entered if<br>provided to the farming<br>operation."                                                  | • If the information recorded is incorrect, return to the Management Contributions Page to specify the percentage of active personal and/or hired management that is contributed to the farming operation.                        |  |
| "A response was entered<br>indicating that hired<br>management is contributed to<br>the farming operation;<br>however, the contribution<br>percentage was <b>not</b> entered." | • Answer "No" or "No Response" on the Management<br>Types Page if active personal and/or hired management<br>is <b>not</b> contributed to the farming operation or the<br>producer chooses <b>not</b> to respond to the question. |  |
| "Must specify the type of<br>duties performed for active<br>personal management."<br>"Must specify the type of<br>duties performed for hired                                   | Text field that allows users to specify the types of active personal and/or hired management duties performed. Data is <b>not</b> required, but if entered, up to 1,000 characters are allowed.                                   |  |
| management."                                                                                                                                                                   | <b>Note:</b> If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.                                                                                                           |  |

#### 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.

| Business File Menu     |                                                                             |               |  |
|------------------------|-----------------------------------------------------------------------------|---------------|--|
| Welcome: Bobbie Butler | Additional Management                                                       |               |  |
| User Role: FSA         |                                                                             |               |  |
|                        | CUSTOMER INFORMATION                                                        |               |  |
| Select Different       | FARMING OPERATION:                                                          | Ima Farmer    |  |
| Customer               | BUSINESS TYPE:                                                              | Individual    |  |
| Record New Farm        |                                                                             |               |  |
| Operating Plan         | Additional Management Percentage                                            |               |  |
| <u>Manage Customer</u> |                                                                             |               |  |
|                        | Specify the percentage of additional management contributed to the farming  |               |  |
| Individual             | operation:                                                                  |               |  |
| <u>General</u>         |                                                                             |               |  |
| Contributions          | %                                                                           |               |  |
| <u>Capital</u>         | What type of additional management duties are performed by this individual? |               |  |
| <u>Land</u>            |                                                                             |               |  |
| Custom Services        |                                                                             |               |  |
| <u>Equipment</u>       |                                                                             |               |  |
| <u>Labor</u>           | <b>v</b>                                                                    |               |  |
| <u>Management</u>      |                                                                             |               |  |
| <u>Summary</u>         | < Back Save Save 8                                                          | Continue >    |  |
| Other                  | BF082                                                                       | Back to Top ^ |  |

# 474 Additional Management Page (Continued)

## **C** Interview Questions

This table describes the interview questions displayed on the Additional Management Page.

| Question/Field    | Description                                                                                                                                                                |  |  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| "Additional       | The percentage of the management used by the farming operation that is                                                                                                     |  |  |
| Management        | not active personal or hired management. An entry is not required, but                                                                                                     |  |  |
| Percentage"       | if entered, the following validations apply:                                                                                                                               |  |  |
|                   | <ul> <li>must be greater than 0 percent.</li> <li>cannot be greater than 100 percent.</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> |  |  |
|                   | <b>Examples:</b> 100.00%, 25.25%, etc.                                                                                                                                     |  |  |
| "What type of     | Text field that allows users to record comments about the source of the                                                                                                    |  |  |
| additional        | additional management. Data is <b>not</b> required, but if entered, up to 1,000                                                                                            |  |  |
| management        | characters are allowed.                                                                                                                                                    |  |  |
| duties are        |                                                                                                                                                                            |  |  |
| performed by this | Note: If more than 1,000 characters are recorded, then the text will be                                                                                                    |  |  |
| individual?"      | 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               | The additional           | Correct the percentage recorded to         |
| management                | management               | 100 percent or less.                       |
| contribution              | contribution percentage  |                                            |
| percentage cannot be      | entered exceeds 100      |                                            |
| greater than 100%."       | percent.                 |                                            |
| "Additional               | The additional           | Take 1 of following actions:               |
| management                | management               |                                            |
| contribution              | contribution percentage  | • correct the percentage recorded to a     |
| percentage must be        | entered is 0 percent.    | value greater than 0 percent               |
| greater than 0%."         |                          |                                            |
|                           |                          | • leave the field blank if the producer    |
|                           |                          | does <b>not</b> want to provide the        |
|                           |                          | contribution percentage                    |
|                           |                          |                                            |
|                           |                          | • go back to the Contributions Page and    |
|                           |                          | indicate management is <b>not</b>          |
|                           |                          | contributed or indicate the producer       |
|                           |                          | does <b>not</b> want to provide a response |
|                           |                          | to the management question.                |
| "Additional               | Something other than a   | Correct the value entered to a percentage. |
| management                | numeric value was        |                                            |
| contribution              | entered for the          |                                            |
| percentage <b>must</b> be | additional management    |                                            |
| numeric."                 | contribution percentage. |                                            |
| "Contribution             | Additional management    | Correct the percentage recorded to 2 or    |
| percentage is limited     | contribution percentage  | less decimal places.                       |
| to 2 decimal places."     | entered is more than     |                                            |
|                           | 2 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<br>indicating that additional<br>management is<br>contributed to the<br>farming operation; | • 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.                           |  |
| however, the<br>contribution percentage<br>was <b>not</b> entered."                                                | • Answer "No" or "No Response" on the Management Types<br>Page if additional management is <b>not</b> contributed to the<br>farming operation or the producer chooses <b>not</b> to respond to<br>the question. |  |
| "Must specify the type<br>of duties performed for<br>additional management."                                       | A response was <b>not</b> provided describing the duties performed through the additional management. Return to the Additional                                                                                  |  |
|                                                                                                                    | <b>Note:</b> Do <b>not</b> record any information if the producer chooses <b>not</b> 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. \*\_\_

| Welcome:                                                                           | Remarks                                               |            |  |
|------------------------------------------------------------------------------------|-------------------------------------------------------|------------|--|
| Jser Role: FSA                                                                     | CUSTOMER INFORMATION                                  |            |  |
|                                                                                    | FARMING OPERATION:                                    | IMA FARMER |  |
| <u>Select Different</u><br>Customer                                                | BUSINESS TYPE:                                        | Individual |  |
| ecord New Farm                                                                     | PLAN YEAR:                                            | 2018       |  |
| Individual                                                                         |                                                       |            |  |
| General                                                                            |                                                       | ^          |  |
| eneral<br>ontributions                                                             |                                                       | $\sim$     |  |
| <u>ieneral</u><br>Contributions<br>Capital<br>and                                  |                                                       |            |  |
| ieneral<br>Contributions<br>Capital<br>and<br>Sustom Services                      |                                                       |            |  |
| General<br>Contributions<br>Capital<br>and<br>Custom Services<br>Couipment<br>abor | <back &="" contin<="" save="" th=""><th>~</th></back> | ~          |  |

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.

| Business File Menu                      |                                                                                          |                                              |
|-----------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------|
| Welcome: Tracey Smith<br>User Role: FSA | End Of Interview                                                                         |                                              |
|                                         | CUSTOMER INFORMATION                                                                     |                                              |
| Select Different                        | FARMING OPERATION:                                                                       | Ima Farmer                                   |
| <u>Customer</u>                         | BUSINESS TYPE:                                                                           | Individual                                   |
| Record New Farm                         |                                                                                          |                                              |
| Operating Plan                          | The interview has been seends                                                            |                                              |
| Manage Customer                         | The interview has been comple                                                            | ted.                                         |
|                                         |                                                                                          |                                              |
| Individual                              |                                                                                          | be viewed to verify the information you have |
| General                                 | entered so far.                                                                          |                                              |
| Contributions                           |                                                                                          |                                              |
|                                         | The farm operating plan will be validated by the system to find any errors that may      |                                              |
| <u>Capital</u>                          | exist in the current plan so they may be                                                 | fixed before submission.                     |
| <u>Land</u>                             |                                                                                          |                                              |
| Custom Services                         | The farm operating plan has been saved                                                   | and may be left as a draft for 90 calendar   |
| Equipment                               | days if the plan is incomplete or if you believe there will be additional changes in the |                                              |
|                                         | near future.                                                                             | 5                                            |
| <u>Labor</u>                            |                                                                                          |                                              |
| <u>Management</u>                       |                                                                                          |                                              |
| Summary                                 |                                                                                          |                                              |
|                                         | < Back Validate Farm Op                                                                  | erating Plan > Exit Plan                     |
| Other                                   | Validate Fallit Op                                                                       |                                              |
| <u>Remarks</u>                          | BF302                                                                                    | Back to Top ^                                |

## **C** Page Options

The following options are available on the End Of Interview Page.

| Option          | Action                                                            |  |
|-----------------|-------------------------------------------------------------------|--|
| "Back"          | Returns to the Remarks Page.                                      |  |
| "Validate Farm  | Validates the data recorded for all contributions to determine if |  |
| Operating Plan" | 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.

| Business File Menu<br>Welcome: Tracey Smith<br>User Role: FSA | Va                                                                                                   | lidations                                                              |                                                 |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------|
|                                                               | CUSTOMER INFORMATION                                                                                 |                                                                        |                                                 |
| Select Different                                              |                                                                                                      | FARMING OPERATION:                                                     | Ima Farmer                                      |
| <u>Customer</u><br>Record New Farm                            |                                                                                                      | BUSINESS TYPE:                                                         | Individual                                      |
| <u>Operating Plan</u><br><u>Manage Customer</u>               | Below is a table of the validation messages for this farm operating plan.                            |                                                                        |                                                 |
| Individual                                                    | No.                                                                                                  | Validation Message                                                     |                                                 |
| <u>General</u><br>Contributions                               | 1.                                                                                                   | The total contributions for equipm<br>additional equipment exceeds 100 | nent that is owned, leased from, and any<br>1%. |
| Capital                                                       | 2.                                                                                                   | Total labor contribution percentag                                     | ge for the individual must equal 100%.          |
| Land                                                          | <ol> <li>Total management contribution percentage for the individual must equal<br/>100%.</li> </ol> |                                                                        |                                                 |
| Custom Services                                               |                                                                                                      |                                                                        |                                                 |
| <u>Equipment</u>                                              |                                                                                                      |                                                                        |                                                 |
| <u>Labor</u>                                                  | <back continue=""> Exit Plan</back>                                                                  |                                                                        |                                                 |
| <u>Management</u>                                             |                                                                                                      |                                                                        |                                                 |
| Summary                                                       | BF310                                                                                                |                                                                        | Back to Top                                     |

#### **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.

| Business File Menu     |                                                                         |                 |               |  |
|------------------------|-------------------------------------------------------------------------|-----------------|---------------|--|
| Welcome: Bobbie Butler | Signatures Verification                                                 |                 |               |  |
| User Role: FSA         |                                                                         |                 |               |  |
|                        | CUSTOMER INFORMATION                                                    |                 |               |  |
| Select Different       | FARMING OPERATION:                                                      | Ima Farmer      |               |  |
| Customer               | BUSINESS TYPE:                                                          | Individual      |               |  |
| Record New Farm        |                                                                         |                 |               |  |
| Operating Plan         | Has a valid signature been obtained from                                | n the producer? |               |  |
| <u>Manage Customer</u> | -                                                                       | -               |               |  |
|                        | O Yes                                                                   |                 |               |  |
| Individual             | C No                                                                    |                 |               |  |
| <u>General</u>         | Enter the data the Form Organiza Dian was find in the coming contain    |                 |               |  |
| Contributions          | Enter the date the Farm Operating Plan was filed in the service center: |                 |               |  |
| <u>Capital</u>         |                                                                         |                 |               |  |
| <u>Land</u>            |                                                                         |                 |               |  |
| Custom Services        |                                                                         |                 |               |  |
| Equipment              | To have the determination determination                                 |                 |               |  |
| Labor                  | Enter the determination date:                                           |                 |               |  |
|                        |                                                                         |                 |               |  |
| <u>Management</u>      |                                                                         |                 |               |  |
| <u>Summary</u>         |                                                                         |                 |               |  |
|                        |                                                                         |                 |               |  |
| Other                  | < Back Save Save 8                                                      | Continue >      |               |  |
| <u>Remarks</u>         |                                                                         |                 |               |  |
|                        | BF323                                                                   |                 | Back to Top ^ |  |
| Submit Plan            |                                                                         |                 |               |  |

# 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     | Available options are:                                                           |  |
| signature been   |                                                                                  |  |
| obtained from    | • "Yes"                                                                          |  |
| the producer?"   | • "No".                                                                          |  |
|                  |                                                                                  |  |
|                  | See 1-CM, Part 25 for additional information on signature authority.             |  |
| "Enter the date  | Field is only accessible after "Yes" has been selected indicating CCC-902        |  |
| the farm         | has valid signatures.                                                            |  |
| operating plan   |                                                                                  |  |
| was filed in the | The farm operating plan is considered "filed" when CCC-902 is received           |  |
| service center." | 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                      |  |
|                  | <ul> <li>documentation was actually received in an FSA County Office.</li> </ul> |  |
|                  | actuary received in an i bri 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.                      |  |
|                  |                                                                                  |  |
|                  | <b>Note:</b> If the pen and ink changes were for land only, the original         |  |
|                  | producer signature date remains effective.                                       |  |
|                  | The date recorded <b>cannot</b> be:                                              |  |
|                  | The date recorded <b>cannot</b> be:                                              |  |
|                  | • earlier than October 1, 2008                                                   |  |
|                  | <ul> <li>later than the current date.</li> </ul>                                 |  |
|                  |                                                                                  |  |

# 503 Signature Verification Page (Continued)

# **C** Interview Questions (Continued)

| <b>Question/Field</b> | Description                                                                                                 |  |
|-----------------------|-------------------------------------------------------------------------------------------------------------|--|
| "Enter the            | The date COC or an authorized representative:                                                               |  |
| determination         |                                                                                                             |  |
| date."                | <ul> <li>completed the applicable determinations for CCC-902</li> </ul>                                     |  |
|                       | • affirmed the original determinations continue to be effective after CCC-902 was revised.                  |  |
|                       | <b>Notes:</b> If the changes are for land only, then the original COC determination date remains effective. |  |
|                       | If CCC-901 was filed, do <b>not</b> enter COC determination date, because no determination was made by COC. |  |
|                       | The date recorded <b>cannot</b> 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 <b>cannot</b> be<br>later than today's<br>date."                                                                                                                                                             | <ul> <li>A date later than today's date was entered for either:</li> <li>date CCC-902 was filed</li> <li>COC determination date.</li> </ul> | Correct the applicable date.                                                                                                                                                                    |
| "Date <b>must</b> be later<br>than<br>October 1, 2008."                                                                                                                                                            | The date CCC-902 was filed<br>is earlier than<br>October 1, 2008.                                                                           | The CCC-902 was <b>not</b> applicable<br>before October 1, 2008.<br>Correct the date CCC-902 was filed in<br>the County Office.                                                                 |
| "Invalid date."                                                                                                                                                                                                    | An invalid date was entered.                                                                                                                | <ul> <li>Date format is either of the following:</li> <li>mm/dd/yyyy</li> <li>mmddyyyy.</li> <li>Users can also select the date using the calendar icon.</li> </ul>                             |
| "Date <b>cannot</b> be<br>earlier than the date<br>the documentation<br>was filed."                                                                                                                                | COC determination date is<br>earlier than the date<br>CCC-902 was filed.                                                                    | COC determination date <b>cannot</b> be<br>earlier than the date CCC-902 is filed.<br>Correct the applicable date.                                                                              |
| *"Warning:<br>Member shares do<br>not equal 100%.<br>The customer will<br>not be eligible for<br>any program<br>benefits. Select<br>"Yes" to file the<br>plan as recorded.<br>Select "No" to<br>correct the plan." | The total member shares do<br>not equal 100% for the entity<br>and embedded entities.                                                       | Select "No" to return to the Signatures<br>Verification page so the shares can be<br>reviewed. Select "Yes" to record the<br>farm operating plan as filed with the<br>shares not equal to 100%* |

### 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                     | <b>Description of Page</b>                                                   |   | Data Recorded/Options                                                                             |
|----------------------------------|------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|
| Select<br>( <i>Member</i> ) Page | This page is the<br>primary page for<br>adding or deleting<br>members in the | • | Add or view ( <i>members</i> ) of the farming operation along with the ownership shares recorded. |
|                                  | farming operation.                                                           | • | Select a specific member to add or modify share or contribution information.                      |

# 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.

# **B** Example of Page

The following is an example of the Select (*Member*) Page. \*\_\_

| Business File Menu<br>Velcome:         |                        |                                                                                                            |         |
|----------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------|---------|
| Velcome:                               | Select Partner         |                                                                                                            |         |
| Iser Role: FSA                         | CUSTOMER INFORMATION   |                                                                                                            |         |
| elect Different                        | FARMING OPERATION:     | ANY FAMILY PARTNERSHIP                                                                                     |         |
| <u>ustomer</u>                         | BUSINESS TYPE:         | General Partnership                                                                                        |         |
| <u>ecord New Farm</u><br>perating Plan | PLAN YEAR:             | 2020                                                                                                       |         |
| lanage Customer                        | PLAN TEAN:             | 2020                                                                                                       |         |
| en Partnership                         | Partner List           | Shares display                                                                                             | / left  |
| eeking Benefits                        |                        | 100.0000% (TIN and Name match)                                                                             |         |
| eneral                                 | ANY A PRODUCER         | 5.0000% (IRS not validated)                                                                                |         |
| ontributions                           |                        | 3.0000% (Waiting for IRS response)                                                                         |         |
| apital                                 |                        | 5.0000% (Waiting for IRS response)Deceased 05/                                                             | 15/2019 |
| and<br>ustom Services                  |                        | .0000% Member not found in Business Partner                                                                |         |
| guipment                               | ANY Z CORPORATION      | 52.0000% (TIN and Name match)                                                                              |         |
| abor                                   | ANY C PRODUCER         | 50.0000% (TIN and Name match)                                                                              |         |
| lanagement                             |                        | TE 50.0000% (TIN and Name match)                                                                           |         |
| ummary                                 | 🚊 🎇 ANY A PRODUCER TR  | NUST 50.0000% (Waiting for IRS response)<br>100.0000% (IRS not validated)<br>50.0000% (TIN and Name match) |         |
|                                        | ANY A PRODUCER         | 100.0000% (IRS not validated)                                                                              |         |
| artner                                 | ANY E PRODUCER         | 50.0000% (TIN and Name match)                                                                              |         |
| elect Partner                          |                        |                                                                                                            |         |
|                                        |                        |                                                                                                            |         |
| Other                                  |                        |                                                                                                            |         |
| emarks                                 |                        |                                                                                                            |         |
|                                        |                        |                                                                                                            |         |
| ubmit Plan                             |                        |                                                                                                            |         |
| <u>ummary</u>                          |                        |                                                                                                            |         |
| alidations                             |                        |                                                                                                            |         |
| ecord Signatures                       |                        |                                                                                                            |         |
| <u>/iew 902</u>                        |                        |                                                                                                            |         |
|                                        | SELECTED FARMING OPE   | RATION TOTAL SHARES                                                                                        |         |
|                                        | ANY FAMILY PARTNERSHIP | 100.0000%                                                                                                  |         |
|                                        |                        |                                                                                                            |         |
|                                        | Add Partner            |                                                                                                            |         |
|                                        |                        |                                                                                                            |         |
|                                        |                        |                                                                                                            |         |
|                                        | < Back Continue >      |                                                                                                            |         |
|                                        |                        |                                                                                                            |         |
|                                        | BF100                  | Back                                                                                                       | o Top 🔿 |

### 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.                                                                                                                                                                                                                    |  |  |
| 1       |                                                                                                                                                                                                                                                                                         |  |  |
|         | • 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                                                                                                                                                                                                                                                                  |  |  |
|         | • shares recorded                                                                                                                                                                                                                                                                       |  |  |
|         | IRS Response code                                                                                                                                                                                                                                                                       |  |  |
|         | • deceased date (if applicable, the deceased date will only appear in the plan year and subsequent plan years the member is deceased)                                                                                                                                                   |  |  |
|         | • "Customer not found in Business Partner" message (see the following explanation).                                                                                                                                                                                                     |  |  |
|         | "A Customer not found in Business Partner" message will appear if the member<br>was loaded in the plan and later inactivated or merged in Business Partner. If<br>this occurs the member should be deleted from the plan and replaced with the<br>correct member from Business Partner. |  |  |
|         | "The "Shares display left" option allows users to display the producer/member shares on                                                                                                                                                                                                 |  |  |
|         | the left rather than the last 4 of the TIN"*                                                                                                                                                                                                                                            |  |  |
|         |                                                                                                                                                                                                                                                                                         |  |  |
|         | 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.                                                                                                                                                                                                                                                                              |  |  |

# 522 Select (*Member*) Page (Continued)

# **C** Information on the Page (Continued)

| Section | Description          |                                                                                                                                                                                                                                            |                                                                                                                                                                    |  |  |
|---------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 2       | This informat        | ion is helpful in determin                                                                                                                                                                                                                 | ning the overall shares that have been recorded for                                                                                                                |  |  |
| (Cntd)  |                      | ity or an embedded entity.                                                                                                                                                                                                                 |                                                                                                                                                                    |  |  |
|         | A                    | ing the example in subparagraph B, before members Any C Producer and<br>by D Estate are added to the organizational structure, the information in<br>ction 2 would be listed as follows:                                                   |                                                                                                                                                                    |  |  |
|         | •                    |                                                                                                                                                                                                                                            | 66 percent for Any Family Partnership; because members have <b>not</b> yet been added for Any Z Corporation, the total ownership share recorded is only 66 percent |  |  |
|         | •                    | 0 percent for Any Z C                                                                                                                                                                                                                      | orporation because there are no members.                                                                                                                           |  |  |
|         | operations cha       | mbers are added to the organizational structure, the shares for entities and joint<br>ons change to reflect each change. To determine the shares recorded for the parent<br>abedded entities, click the producer name listed in section 1. |                                                                                                                                                                    |  |  |
|         |                      |                                                                                                                                                                                                                                            | y Family Partnership is selected, as indicated, by of the shares have been recorded.                                                                               |  |  |
| 3       | Provides the c       | options available for the s                                                                                                                                                                                                                | selected producer/member. The options change                                                                                                                       |  |  |
|         | based on the a       | actions that can be taken                                                                                                                                                                                                                  | for the selected customer. The following provides                                                                                                                  |  |  |
|         | the options av       | vailable.                                                                                                                                                                                                                                  |                                                                                                                                                                    |  |  |
|         | FOR                  | THEN the                                                                                                                                                                                                                                   | THEN the                                                                                                                                                           |  |  |
|         | the parent<br>entity |                                                                                                                                                                                                                                            | only option available is to "Add (Member)".                                                                                                                        |  |  |
|         |                      | member to be added.                                                                                                                                                                                                                        | splay the SCIMS Search Page and select the                                                                                                                         |  |  |
|         | an                   | following options are                                                                                                                                                                                                                      |                                                                                                                                                                    |  |  |
|         | "individual"         | Option                                                                                                                                                                                                                                     | Action                                                                                                                                                             |  |  |
|         | member               | "Delete"                                                                                                                                                                                                                                   | Select to delete the member from the                                                                                                                               |  |  |
|         |                      | 415 1' 01 /                                                                                                                                                                                                                                | organizational structure.                                                                                                                                          |  |  |
|         |                      | "Edit Share/<br>Signature"                                                                                                                                                                                                                 | Select to edit the member's share or signature authority.                                                                                                          |  |  |
|         |                      | "Edit Contribution"                                                                                                                                                                                                                        | Select to modify contribution information.                                                                                                                         |  |  |
|         | an embedded          |                                                                                                                                                                                                                                            | j j                                                                                                                                                                |  |  |
|         | entity               | Option                                                                                                                                                                                                                                     | Action                                                                                                                                                             |  |  |
|         | -                    | "Delete"                                                                                                                                                                                                                                   | Select to delete the member from the                                                                                                                               |  |  |
|         |                      |                                                                                                                                                                                                                                            | organizational structure.                                                                                                                                          |  |  |
|         |                      | "Edit Share"                                                                                                                                                                                                                               | Select to edit the embedded entity's share.                                                                                                                        |  |  |
|         |                      | "Add (Member)"                                                                                                                                                                                                                             | Select to display the SCIMS Search Page and                                                                                                                        |  |  |
|         |                      |                                                                                                                                                                                                                                            | select the member to be added to the embedded                                                                                                                      |  |  |
|         |                      |                                                                                                                                                                                                                                            | entity.                                                                                                                                                            |  |  |
|         |                      | "Edit Contributions"                                                                                                                                                                                                                       | Select to modify the contribution information for                                                                                                                  |  |  |
|         |                      |                                                                                                                                                                                                                                            | an embedded entity of a joint operation.                                                                                                                           |  |  |

# 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.                                                |
|            | <b>Note:</b> This option should be taken after all ( <i>members</i> ) 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.

# **B** Example of Page

The following is an example of the (*Member's*) General Information Page. \*--

| Business File Menu                |                                                                                                                                                                       |                                               |  |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|
| Welcome: TRACEY                   |                                                                                                                                                                       | vel information                               |  |
| SMITH                             | Stockholder's Gene                                                                                                                                                    | eral information                              |  |
| User Role: FSA                    | CUSTOMER INFORMATION                                                                                                                                                  |                                               |  |
| <u>Select Different</u>           | FARMING OPERATION:                                                                                                                                                    | FARMERS CORPORATION                           |  |
| Customer                          | BUSINESS TYPE:                                                                                                                                                        | Corporation                                   |  |
| Record New Farm                   | STOCKHOLDER:                                                                                                                                                          | JAMES FARMER                                  |  |
| <u>Operating Plan</u>             | BUSINESS TYPE:                                                                                                                                                        | Individual                                    |  |
| <u>Manage Customer</u>            |                                                                                                                                                                       |                                               |  |
| Councustion                       | Share                                                                                                                                                                 |                                               |  |
| Corporation<br>Seeking Benefits   | Enter this stockholder's share of th                                                                                                                                  | e corporation.                                |  |
| General                           |                                                                                                                                                                       | o corporation.                                |  |
| <u>Contributions</u>              | %                                                                                                                                                                     |                                               |  |
|                                   |                                                                                                                                                                       |                                               |  |
| <u>Capital</u>                    | Family Member Relationship                                                                                                                                            |                                               |  |
| Land                              |                                                                                                                                                                       |                                               |  |
| Custom Services                   | If this stockholder is related to other stockholders of the corporation, select relationship.                                                                         |                                               |  |
| <u>Equipment</u>                  |                                                                                                                                                                       |                                               |  |
| <u>Labor</u>                      | •                                                                                                                                                                     |                                               |  |
| <u>Management</u>                 |                                                                                                                                                                       |                                               |  |
| <u>Summary</u>                    | Is this stockholder a U.S. citizen or alien lawfully admitted into the U.S.?                                                                                          |                                               |  |
| Cha alsh al dan                   | Yes - The stockholder is a United States citizen or a legal resident alien.                                                                                           |                                               |  |
| Stockholder<br>Select Stockholder | Will this stackholder he 10 years                                                                                                                                     | of and by lung 1 of the current program year? |  |
| Select Stockholder                | Will this stockholder be 18 years of age by June 1 of the current program year?<br>Yes - The stockholder is or will be 18 years of age by the applicable status date. |                                               |  |
| Other                             |                                                                                                                                                                       |                                               |  |
| <u>Remarks</u>                    | Read Current Information from SCIMS                                                                                                                                   |                                               |  |
|                                   |                                                                                                                                                                       |                                               |  |
| Submit Plan                       |                                                                                                                                                                       |                                               |  |
| <u>Summary</u>                    |                                                                                                                                                                       |                                               |  |
| <u>Validations</u>                | < Back Save Save                                                                                                                                                      | & Continue >                                  |  |
| Record Signatures                 |                                                                                                                                                                       |                                               |  |
| <u>View 902</u>                   | BF110                                                                                                                                                                 | Back to Top ^                                 |  |
|                                   | 1                                                                                                                                                                     |                                               |  |
|                                   |                                                                                                                                                                       |                                               |  |

--\*

# C Interview Questions

This table describes the interview questions displayed on the (Member's) General Information Page.

| Question/Field                                                                                 | Description                                                                                    |                                     |  |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------|--|
| "Enter this ( <i>member</i> 's)                                                                | Record the member's direct ownership share in the specified                                    |                                     |  |
| share of the (entity/joint                                                                     | entity/joint operation. The following validations apply to the share                           |                                     |  |
| operation)."                                                                                   | entered:                                                                                       |                                     |  |
|                                                                                                | • an entry is required                                                                         |                                     |  |
|                                                                                                | • <b>must</b> be greater than 0 percent                                                        |                                     |  |
|                                                                                                | • <b>cannot</b> be greater than 100                                                            | ) percent                           |  |
|                                                                                                | • percentage must be entered in a <b>percentage</b> with up to 4 decimal places.               |                                     |  |
|                                                                                                | Examples: 100%, 25.25%                                                                         | , 66.6667%, etc.                    |  |
| "If this ( <i>member</i> ) is                                                                  | 1                                                                                              | s users to select the family member |  |
| related to other                                                                               | relationship of the member. A                                                                  | selection is <b>not</b> required.   |  |
| ( <i>members</i> ) of the                                                                      |                                                                                                |                                     |  |
| ( <i>entity/joint operation</i> ), The following is a list of valid far specify relationship." |                                                                                                | family relationships.               |  |
| speeny relationship.                                                                           | 2018 and Prior Years                                                                           | 2019 and Subsequent Years           |  |
|                                                                                                | child                                                                                          | child                               |  |
|                                                                                                | grandchild                                                                                     | grandchild                          |  |
|                                                                                                | grandparent                                                                                    | grandparent                         |  |
|                                                                                                | great grandchild                                                                               | great grandchild                    |  |
|                                                                                                | great grandparent                                                                              | great grandparent                   |  |
|                                                                                                | parent                                                                                         | parent                              |  |
|                                                                                                | sibling                                                                                        | sibling                             |  |
|                                                                                                | spouse                                                                                         | spouse                              |  |
|                                                                                                |                                                                                                | aunt/uncle                          |  |
|                                                                                                |                                                                                                | niece/nephew                        |  |
|                                                                                                |                                                                                                | first cousin                        |  |
|                                                                                                |                                                                                                | *lineal relative by affinity        |  |
|                                                                                                |                                                                                                | (example, in-laws)*                 |  |
|                                                                                                | <b>Note:</b> This field is <b>not</b> displayed if the member is an entity or joint operation. |                                     |  |
| "Designate (name of                                                                            | Question is only displayed when adding partners of limited                                     |                                     |  |
| <i>member</i> 's) liability status                                                             |                                                                                                |                                     |  |
| for ( <i>name of limited</i>                                                                   |                                                                                                |                                     |  |
| partnership)."                                                                                 | • "General Partner"                                                                            |                                     |  |
|                                                                                                | • "Limited Partner"                                                                            |                                     |  |
|                                                                                                | "General and Limited Part                                                                      | ner".                               |  |

#### **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.

| Question/Field         | Description                                                                |                                                        |  |
|------------------------|----------------------------------------------------------------------------|--------------------------------------------------------|--|
| "Is this               | This information is derived from the Business Partner "Resident Alien"     |                                                        |  |
| ( <i>member</i> ) a    | field.                                                                     |                                                        |  |
| U.S. citizen or        | IF the Business Partner                                                    |                                                        |  |
| alien lawfully         | "Resident Alien" field is set                                              |                                                        |  |
| admitted into the      | to                                                                         | THEN message                                           |  |
| U.S.?"                 | "N/A" or "Yes"                                                             | "Yes - The (member) is a United                        |  |
|                        |                                                                            | States citizen or a legal resident alien."             |  |
|                        |                                                                            | will be displayed.                                     |  |
|                        | "No"                                                                       | "No - The ( <i>member</i> ) is a United States         |  |
|                        |                                                                            | citizen or a legal resident alien." will               |  |
|                        |                                                                            | be displayed.                                          |  |
| "Will this             | This information is derived from the birth date field in Business Partner. |                                                        |  |
| ( <i>member</i> ) be   |                                                                            |                                                        |  |
| 18 years of age        | If a birth date has been entered in Business Partner for the selected      |                                                        |  |
| by June 1 of the       | producer or member, the system computes the producer/member's age.         |                                                        |  |
| current program year?" | The system displays the following messages based on the computation.       |                                                        |  |
| year?                  | <b>Note:</b> If a birth date has <b>not</b> been recorded for the selected |                                                        |  |
|                        | producer/member, then the producer/member will be considered<br>an adult.  |                                                        |  |
|                        | IF the computed age is                                                     | THEN message                                           |  |
|                        | 18 before the status date of                                               | "Yes - The ( <i>member</i> ) is or will be 18 years    |  |
|                        | the selected subsidiary year                                               | of age by the applicable status date." will            |  |
|                        |                                                                            | be displayed.                                          |  |
|                        | <b>not</b> 18 by the status date of                                        | "No - The (member) will not be 18 years of             |  |
|                        | the selected subsidiary year                                               | age by the applicable status date." will be displayed. |  |

Note: This information is not displayed if the member is an entity or joint operation.

## **D** Information on the Page (Continued)

| Question/Field     | Description                                                             |
|--------------------|-------------------------------------------------------------------------|
| "Parents/Guardians | Name and last 4 digits of TIN of the parent/guardian for the selected   |
| Name"              | customer retrieved from Business Partner.                               |
| "Parents/Guardians |                                                                         |
| Tax ID"            | <b>Note:</b> If the information is incorrect, County Office users shall |
|                    | access Business Partner to update the incorrect information.            |

## **E** Page Options

The following options are available on the General Information Page.

| Option                                | Action                                                                                           |
|---------------------------------------|--------------------------------------------------------------------------------------------------|
| "Back"                                | Returns to the Select ( <i>Member</i> ) 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             | Refreshes the page with the current information from                                             |
| from Fiduciary"                       | 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.

| Error Message                                                                                       | Description                                                                                                                                                                                                                                                                                                                              | <b>Corrective Action</b>                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| "Partner share<br>cannot be 100%."                                                                  | The farming operation or embedded entity is<br>a limited partnership, general partnership, or<br>joint venture, and the user entered a<br>100 percent share for the selected ( <i>member</i> ).<br>A ( <i>member</i> ) in a limited partnership or joint<br>operation <b>cannot</b> be the sole ( <i>member</i> ) in<br>the partnership. | according to the ( <i>member</i> 's) ownership interest in the entity or joint operation.                                                                      |  |
| "( <i>Member</i> 's) share<br><b>must</b> be numeric."                                              | Something other than a numeric value was entered.                                                                                                                                                                                                                                                                                        | Correct the value entered to a percentage.                                                                                                                     |  |
| "( <i>Member's</i> ) share<br>cannot be greater<br>than 100%."                                      | Share percentage entered exceeds 100 percent.                                                                                                                                                                                                                                                                                            | Correct the percentage<br>recorded to 100 percent<br>or lower.                                                                                                 |  |
| "( <i>Member</i> 's) share cannot be 0%."                                                           | Share percentage entered is 0 percent.                                                                                                                                                                                                                                                                                                   | Take either of the following actions:                                                                                                                          |  |
| "( <i>Member</i> 's) share<br><b>must</b> be entered<br>for (m <i>embers</i> ) of<br>the business." | Share percentage was <b>not</b> entered.                                                                                                                                                                                                                                                                                                 | <ul> <li>correct the percentage recorded to a value greater than 0 percent</li> <li>go back to (member) list pages, because (member) was not added.</li> </ul> |  |
| "( <i>Member's</i> ) share<br><b>must</b> contain a<br>maximum of<br>4 decimal places."             | Share percentage entered is more than 4 decimal places.                                                                                                                                                                                                                                                                                  | Correct the percentage<br>recorded to 4 or less<br>decimal places.                                                                                             |  |

## 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                     | The selected producer is considered a minor based on the birth                                                                               |  |  |  |
| information is required              | date information recording in SCIMS; however, parent/guardian                                                                                |  |  |  |
| for producers that are               | information has <b>not</b> been recorded in the Business Partner.                                                                            |  |  |  |
| <b>not</b> 18 years of age by        |                                                                                                                                              |  |  |  |
| June 1 of the applicable             | Access the Business Partner to record the minor's parent/guardian                                                                            |  |  |  |
| program year."                       | information.                                                                                                                                 |  |  |  |
|                                      | *Note: See 1-CM, 4-PL, 5-PL and/or 6-PL for additional*<br>information on which parents/guardians should be<br>recorded in Business Partner. |  |  |  |
| "At least one general                | User did <b>not</b> indicate whether 1 or more of the partners is a                                                                          |  |  |  |
| partner and at least one             | general or limited partner. Select 1 of the following options:                                                                               |  |  |  |
| limited partner <b>must</b> be       |                                                                                                                                              |  |  |  |
| designated for limited               | • "General Partner"                                                                                                                          |  |  |  |
| partnerships."                       | "Limited Partner"                                                                                                                            |  |  |  |
|                                      | • "General and Limited Partner".                                                                                                             |  |  |  |
| "Must select at least                | The farming operation or embedded entity is a joint operation and                                                                            |  |  |  |
| 2 (members) for (joint               | only 1 member has been recorded.                                                                                                             |  |  |  |
| operation)."                         |                                                                                                                                              |  |  |  |
|                                      | Return to the Select Partner Page and add the additional partners.                                                                           |  |  |  |
| "The total shares for all            | The total shares recorded for (members) with an ownership                                                                                    |  |  |  |
| ( <i>members</i> ) <b>must</b> equal | interest in the farming operation do <b>not</b> equal 100 percent.                                                                           |  |  |  |
| 100%."                               |                                                                                                                                              |  |  |  |
|                                      | Return to the Select Partner Page to add additional (members),                                                                               |  |  |  |
|                                      | delete (members), or correct the shares recorded, as applicable.                                                                             |  |  |  |

#### 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.

| Minor General Information                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| FARMING OPERATION:                                                                     | Farmers Corporation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
| BUSINESS TYPE:                                                                         | Corporation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| STOCKHOLDER:                                                                           | Jamers Farmer Jr.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |
| BUSINESS TYPE:                                                                         | Individual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| Is the minor a producer on a farm in w                                                 | hich the parent or guardian has no interest?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |
| Yes                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| No                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| 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, |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| -                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| ◎ No                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| No Response                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
| < Back Save Save                                                                       | & Continue >                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |
|                                                                                        | CUSTOMER INFORMATION         FARMING OPERATION:         BUSINESS TYPE:         STOCKHOLDER:         BUSINESS TYPE:         Is the minor a producer on a farm in will         Yes         No         No Response         Does the minor maintain a separate hoppersonally carry out farming activities to including maintaining separate account         Yes         No         No Response         Does the minor who is represented by responsible for the minor a) live in a hop and b) have a vested ownership in the         Yes         No         No         No         No         No         No Response |  |  |  |

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

#### **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  | A response was <b>not</b>  | Select 1 of the following options: |
| each of the questions to    | selected for at least 1 of |                                    |
| determine if the minor can  | the 3 questions displayed  | • "Yes"                            |
| be considered separate from | about the status of a      | • "No"                             |
| their parent/guardian."     | minor.                     | • "No Response".                   |

### 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.

| <b>Business File Menu</b>           |                                                                               |                                           |  |
|-------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------|--|
| Welcome: Bobbie Butler              | Partner's Signature A                                                         | uthority                                  |  |
| User Role: FSA                      | 3                                                                             |                                           |  |
|                                     | CUSTOMER INFORMATION                                                          |                                           |  |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                                                            | Farmers Partnership                       |  |
| Record New Farm                     | BUSINESS TYPE:                                                                | General Partnership                       |  |
| Operating Plan                      | PARTNER:                                                                      | Ima Farmer                                |  |
| Manage Customer                     | BUSINESS TYPE:                                                                | Individual                                |  |
|                                     |                                                                               |                                           |  |
| Gen Partnership                     | Does this partner have signature a                                            | uthority for this farm operation?         |  |
| Seeking Benefits                    |                                                                               |                                           |  |
| <u>General</u>                      | $^{ m C}$ Yes - Partner has signature authority for the General Partnership.  |                                           |  |
| Contributions                       | O No - Partner does not have signature authority for the General Partnership. |                                           |  |
| <u>Capital</u>                      |                                                                               | are autionty for the General Partnership. |  |
| <u>Land</u>                         | O No Response - No response provide                                           | ed.                                       |  |
| Custom Services                     |                                                                               |                                           |  |
| Equipment                           |                                                                               |                                           |  |
| <u>Labor</u>                        | < Back Save Save                                                              | & Continue >                              |  |
| <u>Management</u><br><u>Summary</u> | BF195                                                                         | Back to Top A                             |  |

## 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<br>( <i>member</i> ) have    | The available options are:                                                                                   |
| signature<br>authority for this<br>farm | • "Yes", ( <i>member</i> ) has signature authority for the ( <i>entity/joint operation</i> )                 |
| operation?"                             | • "No", ( <i>member</i> ) does <b>not</b> have signature authority for the ( <i>entity/joint operation</i> ) |
|                                         | "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 ( <i>Member's</i> ) 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            | A response was not    | Available options are:                                        |  |  |
| whether or <b>not</b> the | selected indicating   |                                                               |  |  |
| ( <i>member</i> ) has     | whether the           | • "Yes"                                                       |  |  |
| signature authority       | ( <i>member</i> ) has | • "No"                                                        |  |  |
| for (farming              | signature authority   | • "No Response".                                              |  |  |
| operation)."              | for this farming      | 1                                                             |  |  |
|                           | operation.            | <b>Note:</b> If the producer does <b>not</b> 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.

| Business File Menu<br>Welcome: Bobbie Butler<br>User Role: FSA | Partner's Co        | ontributi     | ons         |                  |             |
|----------------------------------------------------------------|---------------------|---------------|-------------|------------------|-------------|
| USER KOIE. FSA                                                 | CUSTOMER INFORMATIO | DN            |             |                  |             |
| Select Different                                               | FARM                | ING OPERATION | : Farn      | ners Partnership |             |
| <u>Customer</u><br>Record New Farm                             |                     | BUSINESS TYPE | Gene        | eral Partnership |             |
| Operating Plan                                                 |                     | PARTNER       | : Im a      | Farmer           |             |
| Manage Customer                                                |                     | BUSINESS TYPE | i Indiv     | vidual           |             |
| <u>General</u><br><u>Contributions</u>                         | Contribution Type   | Selection     |             |                  |             |
|                                                                | Contribution Type   | Selection     |             |                  |             |
| Capital                                                        | Capital             | O Yes         | O No        | O No Response    |             |
| Land                                                           | Land                | O Yes         | O No        | O No Response    |             |
| Custom Services                                                | Equipment           | O Yes         | O No        | O No Response    |             |
| <u>Equipment</u>                                               | Labor               | O Yes         | O No        | O No Response    |             |
| <u>Labor</u>                                                   | Management          | O Yes         | O No        | O No Response    |             |
| <u>Management</u>                                              |                     |               |             |                  |             |
| <u>Summary</u>                                                 |                     |               |             |                  |             |
|                                                                | < Back Save         | e Sa          | ve & Contin | iue >            |             |
| Partner                                                        |                     |               |             |                  |             |
| <u>Select Partner</u>                                          | BF119               |               |             |                  | Back to Top |

#### **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<br>of contributions | For each contribution/question displayed, the available options are:                                                                 |
|                                       | • "Yes"                                                                                                                              |
| (member)."                            | <ul><li>"No"</li><li>"No Response".</li></ul>                                                                                        |
|                                       | 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                              | <b>Corrective Action</b> |
|-----------------------------------------------|------------------------------------------|--------------------------|
| "A response is required to indicate           | A response was <b>not</b> selected       | Select 1 of the          |
| whether the ( <i>member</i> ) is contributing | indicating whether capital is            | following options:       |
| capital to the farming operation."            | contributed by the ( <i>member</i> ).    |                          |
| "A response was <b>not</b> provided           | A response was <b>not</b> selected       | • "Yes"                  |
| indicating whether or <b>not</b> land is      | indicating whether land is               | • "No"                   |
| being contributed to the farming              | contributed by the ( <i>member</i> ).    | • "No Response".         |
| operation by the ( <i>member</i> )."          |                                          | 1                        |
| "A response was <b>not</b> provided           | A response was <b>not</b> selected       |                          |
| indicating whether or <b>not</b> equipment    | indicating whether equipment             |                          |
| is being contributed to the farming           | is contributed by the ( <i>member</i> ). |                          |
| operation by the ( <i>member</i> )."          |                                          |                          |
| "A response was <b>not</b> provided           | A response was <b>not</b> selected       |                          |
| indicating whether the ( <i>member</i> ) is   | indicating whether labor is              |                          |
| contributing labor to the farming             | contributed by the ( <i>member</i> ).    |                          |
| operation."                                   |                                          |                          |
| "A response was <b>not</b> provided           | A response was <b>not</b> selected       |                          |
| indicating whether the (member) is            | indicating whether                       |                          |
| contributing management to the                | management is contributed by             |                          |
| farming operation."                           | the ( <i>member</i> ).                   |                          |

#### 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.

| Business File Menu                |                                                              |                     |                |  |
|-----------------------------------|--------------------------------------------------------------|---------------------|----------------|--|
| Welcome: Bobbie Butler            | Partner's Capital Con                                        | tributions          |                |  |
| User Role: FSA                    |                                                              |                     |                |  |
|                                   | CUSTOMER INFORMATION                                         |                     |                |  |
| Select Different                  | FARMING OPERATION:                                           | Farmers Partnership |                |  |
| Customer                          | BUSINESS TYPE:                                               | General Partnership |                |  |
| Record New Farm<br>Operating Plan | PARTNER:                                                     | Ima Farmer          |                |  |
| Manage Customer                   | BUSINESS TYPE:                                               | Individual          |                |  |
|                                   |                                                              |                     |                |  |
| Gen Partnership                   | Capital Contribution                                         |                     |                |  |
| Seeking Benefits                  | Enter the percentage of capital contributed by this partner. |                     |                |  |
| General                           | Enter the percentage of capital contributed by this partner. |                     |                |  |
| Contributions                     | %                                                            |                     |                |  |
| <u>Capital</u>                    |                                                              |                     |                |  |
| <u>Land</u>                       |                                                              |                     |                |  |
| Custom Services                   |                                                              |                     |                |  |
| Equipment                         | < Back Save Save                                             | & Continue >        |                |  |
| <u>Labor</u>                      | BF131                                                        |                     | Back to Top ^  |  |
| <u>Management</u>                 | DFIDI                                                        |                     | Back to Top ** |  |

## 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<br>Contribution<br>Percentage" | The capital contribution percentage that the ( <i>member</i> ) contributes to the farming operation. The following validations apply:                                    |
|                                         | <ul> <li>an entry is <b>not</b> required</li> <li>if entered, the percentage:</li> </ul>                                                                                 |
|                                         | <ul> <li>must be greater than 0 percent</li> <li>cannot be greater than 100 percent</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> |
|                                         | <b>Examples:</b> 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 ( <i>Member's</i> ) 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 | The capital                      | Correct the percentage recorded to 100 percent                                                                                                                                                                         |
| percentage cannot     | contribution                     | or less.                                                                                                                                                                                                               |
| be greater than       | percentage entered               |                                                                                                                                                                                                                        |
| 100%."                | exceeds                          |                                                                                                                                                                                                                        |
|                       | 100 percent.                     |                                                                                                                                                                                                                        |
| "Capital contribution | The capital                      | Take 1 of following actions:                                                                                                                                                                                           |
| percentage must be    | contribution                     |                                                                                                                                                                                                                        |
| greater than 0%."     | percentage entered is 0 percent. | • correct the percentage recorded to a value greater than 0 percent                                                                                                                                                    |
|                       |                                  | <ul> <li>leave the field blank if the (<i>member</i>) does<br/>not want to provide the contribution<br/>percentage</li> </ul>                                                                                          |
|                       |                                  | • go back to the ( <i>Member's</i> ) Contributions<br>Page and indicate capital is <b>not</b> contributed<br>or indicate the ( <i>member</i> ) does <b>not</b> want to<br>provide a response to capital contributions. |
| "Capital contribution | Something other                  | Correct the value entered to a percentage.                                                                                                                                                                             |
| percentage must be    | than a numeric                   |                                                                                                                                                                                                                        |
| numeric."             | value was entered.               |                                                                                                                                                                                                                        |
| "Contribution         | Capital contribution             |                                                                                                                                                                                                                        |
| percentage is limited | percentage entered               | decimal places.                                                                                                                                                                                                        |
| to 2 decimal places." | is more than                     |                                                                                                                                                                                                                        |
|                       | 2 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                 | • | Record the ( <i>member's</i> ) capital contribution           |
| indicating that capital is provided     |   | percentage, if available on CCC-902.                          |
| to the farming operation by the         |   |                                                               |
| ( <i>member</i> ); however, the capital | • | Answer "No" or "No Response" on the ( <i>Member's</i> )       |
| contribution percentage was <b>not</b>  |   | Contribution Page if capital is <b>not</b> contributed to the |
| entered."                               |   | 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.

| <b>Business File Menu</b>          |                                        |                     |               |
|------------------------------------|----------------------------------------|---------------------|---------------|
| Welcome: Bobbie Butler             | Partner's Land Contri                  | butions             |               |
| User Role: FSA                     |                                        |                     |               |
|                                    | CUSTOMER INFORMATION                   |                     |               |
| Select Different                   | FARMING OPERATION:                     | Farmers Partnership |               |
| <u>Customer</u><br>Record New Farm | BUSINESS TYPE:                         | General Partnership |               |
| Operating Plan                     | PARTNER:                               | Ima Farmer          |               |
| Manage Customer                    | BUSINESS TYPE:                         | Individual          |               |
|                                    |                                        |                     |               |
| Gen Partnership                    | Land Contribution                      |                     |               |
| Seeking Benefits                   | Enter the percentage of land contribut | ed by this partner  |               |
| <u>General</u>                     | Enter the percentage of land contribut |                     |               |
| Contributions                      | %                                      |                     |               |
| <u>Capital</u>                     |                                        |                     |               |
| <u>Land</u>                        |                                        |                     |               |
| Custom Services                    | < Back Save Save                       | & Continue >        |               |
| Equipment                          | BF140                                  |                     | Back to Top ^ |
| Labor                              |                                        |                     | Decision rop  |

## 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<br>percentage of<br>land contributed | The percentage of land the ( <i>member</i> ) contributes to the farming operation. The following validations apply:                                                      |  |
| by this<br>( <i>member</i> )."                  | <ul> <li>an entry is <b>not</b> required</li> <li>if entered, the percentage:</li> </ul>                                                                                 |  |
|                                                 | <ul> <li>must be greater than 0 percent</li> <li>cannot be greater than 100 percent</li> <li>should be entered in a whole number with up to 2 decimal places.</li> </ul> |  |
|                                                 | <b>Examples:</b> 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        | The land contribution | Correct the percentage recorded to                                                                                                                                                                       |
| percentage cannot be      | percentage entered    | 100 percent or less.                                                                                                                                                                                     |
| greater than 100%."       | exceeds 100 percent.  |                                                                                                                                                                                                          |
| "Land contribution        | The land contribution | Take 1 of following actions:                                                                                                                                                                             |
| percentage <b>must</b> be | percentage entered is |                                                                                                                                                                                                          |
| greater than 0%."         | 0 percent.            | • correct the percentage recorded to a value greater than 0 percent                                                                                                                                      |
|                           |                       | • leave the field blank if the member does <b>not</b> want to provide the contribution percentage                                                                                                        |
|                           |                       | • go back to the ( <i>Member's</i> )<br>Contributions Page and indicate land is<br><b>not</b> contributed or indicate the member<br>does <b>not</b> want to provide a response to<br>land contributions. |
| "Land contribution        | Something other than  | Correct the value entered to a percentage.                                                                                                                                                               |
| percentage must be        | a numeric value was   |                                                                                                                                                                                                          |
| numeric."                 | entered.              |                                                                                                                                                                                                          |
| "Contribution             | Land contribution     | Correct the percentage recorded to 2 or less                                                                                                                                                             |
| percentage is limited     | percentage entered is | decimal places.                                                                                                                                                                                          |
| to 2 decimal places."     | more than 2 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          | If the information recorded is incorrect, return     |
| land is provided by the ( <i>member</i> ) to the | to the ( <i>Member's</i> ) Land Contribution Page to |
| farming operation; however, the land             | revise the land contribution percentage for the      |
| contribution percentage was <b>not</b> entered." | 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              | Partner's Types of Eq                                                                                     | uipment                                    |  |  |
| User Role: FSA                      |                                                                                                           |                                            |  |  |
|                                     | CUSTOMER INFORMATION                                                                                      |                                            |  |  |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                                                                                        | Farmers Partnership                        |  |  |
| Record New Farm                     | BUSINESS TYPE:                                                                                            | General Partnership                        |  |  |
| Operating Plan                      | PARTNER:                                                                                                  | Ima Farmer                                 |  |  |
| Manage Customer                     | BUSINESS TYPE:                                                                                            | Individual                                 |  |  |
|                                     |                                                                                                           |                                            |  |  |
| Gen Partnership                     | Does this partner own any equipment                                                                       | contributed in the farming operation?      |  |  |
| Seeking Benefits                    | 0.00                                                                                                      |                                            |  |  |
| <u>General</u>                      | O Yes                                                                                                     |                                            |  |  |
| Contributions                       | O No                                                                                                      |                                            |  |  |
| Capital                             | O No Response                                                                                             |                                            |  |  |
| Land                                | Deep this neutron lance any equipment                                                                     | from mother modules that is contributed to |  |  |
| Custom Services                     | Does this partner lease any equipment from another producer that is contributed to the farming operation? |                                            |  |  |
|                                     | the ranning operation:                                                                                    |                                            |  |  |
| <u>Equipment</u>                    | C Yes                                                                                                     |                                            |  |  |
| <u>Labor</u>                        | O No                                                                                                      |                                            |  |  |
| <u>Management</u>                   | C No Response                                                                                             |                                            |  |  |
| <u>Summary</u>                      |                                                                                                           |                                            |  |  |
|                                     | Does this partner lease any equipment                                                                     | contributed to the farming operation to    |  |  |
| Partner                             | another producer or producer(s)?                                                                          |                                            |  |  |
| <u>Select Partner</u>               |                                                                                                           |                                            |  |  |
| Other                               | O Yes                                                                                                     |                                            |  |  |
| Other<br>Remarks                    | C No                                                                                                      |                                            |  |  |
|                                     | C No Response                                                                                             |                                            |  |  |
| <u>Fiduciaries</u>                  |                                                                                                           |                                            |  |  |
| Submit Plan                         | Does this partner contribute any additional equipment to the farming operation?                           |                                            |  |  |
| Summary                             |                                                                                                           |                                            |  |  |
| Validations                         | O Yes                                                                                                     |                                            |  |  |
| Record Signatures                   | C No                                                                                                      |                                            |  |  |
|                                     | C No Response                                                                                             |                                            |  |  |
| <u>View 902</u>                     |                                                                                                           |                                            |  |  |
|                                     | < Back Save Save                                                                                          | & Continue >                               |  |  |
|                                     | Save Save                                                                                                 | a conunue >                                |  |  |
|                                     | BF150                                                                                                     | Back to Top 1                              |  |  |

## 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 ( <i>Member</i> ) Labor Types Page will be displayed                                                                                                                                                                                            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| an entity                   | <ul> <li>if the selected (<i>member</i>) is an "individual"</li> <li>when "Save &amp; Continue" is selected from the (<i>Member</i>) Signature Authority Page.</li> </ul>                                                                                |
| a joint operation           | <ul> <li>if the user indicated labor is contributed by the (<i>member</i>) on the (<i>Member</i>) Contributions Page</li> <li>after capital, land, and equipment contribution information is recorded for the (<i>member</i>), as applicable.</li> </ul> |

#### 530 (Member) Labor Types Page (Continued)

#### **B** Example of Page

Business File Menu Welcome: Bobbie Butle User Role: FSA Partner Labor Types CUSTOMER INFORMATION <u>Select Different</u> <u>Customer</u> <u>Record New Farm</u> <u>Operating Plan</u> FARMING OPERATION: Farmers Partnership BUSINESS TYPE: General Partnership Ima Farmer PARTNER: BUSINESS TYPE: Individual Does this partner contribute active personal labor to the farming operation? Gen Partnership O Yes O No O No Response Is any of the labor contributed to the farming operation hired? O Yes O No O No Response Save Partner BF170 Back to Top ^

The following is an example of the (Member) Labor Types Page.

## 530 (Member) Labor Types Page (Continued)

## **C** Interview Questions

This table describes the interview questions displayed on the (Member) Labor Types Page.

| Question/Field                                     | Description                                                                                                  |  |  |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--|--|
| "Does this ( <i>member</i> )                       | The available options are:                                                                                   |  |  |
| contribute active personal                         |                                                                                                              |  |  |
| labor to the farming                               | • "Yes"                                                                                                      |  |  |
| operation?"                                        | • "No"                                                                                                       |  |  |
| "Is any of the labor<br>contributed to the farming | • "No Response".                                                                                             |  |  |
| operation hired?"                                  | The interview process will proceed to:                                                                       |  |  |
| Note: Question is only displayed for               | • ( <i>Member</i> ) Labor Contributions Page, if "Yes" is selected                                           |  |  |
| members of joint                                   | • ( <i>Member's</i> ) Labor Compensation Page, if "No" or "No                                                |  |  |
| operations.                                        | Response" is selected for members of the joint operation                                                     |  |  |
|                                                    | • ( <i>Member's</i> ) Management Types Page, if "No" or "No Response" is selected for members of the entity. |  |  |

## **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<br>the type of labor<br>contributed to<br>the farming<br>operation by the<br>partner." | <ul> <li>For members of:</li> <li>entities, if the information recorded is incorrect, return to the (<i>Member's</i>) Labor Contributions Page to specify the percentage of active personal labor that is contributed to the farming operation</li> </ul> |  |  |
|                                                                                                      | • joint operations, answer "No" or "No Response" on the ( <i>Member</i> ) Types of Labor Page if active personal and/or hired labor is <b>not</b> contributed to the farming operation or the member chooses <b>not</b> 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.

| <b>Business File Menu</b> |                                                                            |                            |  |  |
|---------------------------|----------------------------------------------------------------------------|----------------------------|--|--|
| Welcome: Bobbie Butler    | Partner's Labor Contributions                                              |                            |  |  |
| User Role: FSA            |                                                                            |                            |  |  |
| Select Different          | CUSTOMER INFORMATION<br>FARMING OPERATION:                                 | Farmers Partnership        |  |  |
| Customer                  | BUSINESS TYPE:                                                             | General Partnership        |  |  |
| Record New Farm           | PARTNER:                                                                   | Ima Farmer                 |  |  |
| Operating Plan            | BUSINESS TYPE:                                                             | Individual                 |  |  |
| <u>Manage Customer</u>    |                                                                            | manada                     |  |  |
| Gen Partnership           | Active Personal Labor Percentage                                           |                            |  |  |
| Seeking Benefits          | Enter the percentage of active personal labor contributed by this partner: |                            |  |  |
| <u>General</u>            | Enter the percentage of active personal labor contributed by this partner. |                            |  |  |
| Contributions             | %                                                                          |                            |  |  |
| <u>Capital</u>            | Uired Labor Descenta as                                                    |                            |  |  |
| <u>Land</u>               | Hired Labor Percentage                                                     |                            |  |  |
| Custom Services           | Enter the percentage of hired labor co                                     | ntributed by this partner. |  |  |
| Equipment                 |                                                                            |                            |  |  |
| <u>Labor</u>              | %                                                                          |                            |  |  |
| <u>Management</u>         |                                                                            |                            |  |  |
| <u>Summary</u>            |                                                                            |                            |  |  |
| Partner                   | <back save="" save<="" th=""><th>&amp; Continue &gt;</th></back>           | & Continue >               |  |  |
| <u>Select Partner</u>     | BF171                                                                      | Back to Top 1              |  |  |

## 531 (Member's) Labor Contributions Page (Continued)

## **C** Interview Questions

This table describes the interview question displayed on the (*Member's*) Labor Contributions Page.

| Question/Field                       | Description                                                        |  |
|--------------------------------------|--------------------------------------------------------------------|--|
| "Active Personal Labor               | The percentage of active personal and/or hired labor the selected  |  |
| Percentage"                          | member contributes to the farming operation. The following         |  |
| "Hired Labor                         | validations apply:                                                 |  |
| Percentage"                          |                                                                    |  |
|                                      | • an entry is <b>not</b> required                                  |  |
| Note: Question is only displayed for | • if entered, the percentage:                                      |  |
| members of joint operations.         | • <b>must</b> be greater than 0 percent                            |  |
|                                      | • <b>cannot</b> be greater than 100 percent                        |  |
|                                      | • should be entered in a whole number with up to 2 decimal places. |  |
|                                      | <b>Examples:</b> 100.00%, 25.25%, etc.                             |  |

## **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.

| Error Message                                                                                                                                                                                                        | Description                                                                                                                                                               | Corrective Action                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Active personal labor<br>contribution percentage<br><b>cannot</b> be greater than<br>100%."<br>"Hired labor contribution<br>percentage <b>cannot</b> be greater<br>than 100%."                                      | The specified<br>contribution<br>percentage entered<br>exceeds 100 percent.                                                                                               | Correct the percentage recorded to 100 percent or less.                                                                                                                                                                                                                                                                                                                                                                      |
| "Active personal labor<br>contribution percentage <b>must</b><br>be greater than 0%."<br>"Hired labor contribution<br>percentage <b>must</b> be greater<br>than 0%."                                                 | The specified<br>contribution<br>percentage entered is<br>0 percent.                                                                                                      | <ul> <li>Take 1 of following actions:</li> <li>correct the percentage recorded to a value greater than 0 percent</li> <li>leave the field blank if the member does <b>not</b> want to provide the contribution percentage</li> <li>go back to the (<i>Member</i>) Labor Types Page to indicate active personal labor is <b>not</b> contributed or indicate the member does <b>not</b> want to provide a response.</li> </ul> |
| "Active personal labor<br>contribution percentage <b>must</b><br>be numeric."<br>"Hired labor contribution<br>percentage <b>must</b> be<br>numeric."<br>"Contribution percentage is<br>limited to 2 decimal places." | Something other than<br>a numeric value was<br>entered was entered<br>for the specified<br>contribution<br>percentage.<br>Specified contribution<br>percentage entered is | Correct the value entered to a percentage.<br>Correct the percentage recorded to 2 or less decimal places.                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                      | more than 2 decimal places.                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                              |

## 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<br>contribution percentage<br><b>must</b> be entered if provided<br>to the farming operation by<br>the ( <i>member</i> )." | • | If the information recorded is incorrect, return to the ( <i>Member's</i> ) Labor Contributions Page to specify the percentage of active personal and/or hired labor that is contributed to the farming operation.                        |  |
| "Hired labor contribution<br>percentage <b>must</b> be entered<br>if labor is hired for the<br>farming operation by the<br>( <i>member</i> )."    | • | Answer "No" or "No Response" on the ( <i>Member</i> ) Types<br>of Labor Page, if active personal and/or hired labor is <b>not</b><br>contributed to the farming operation or the member<br>chooses <b>not</b> to respond to the question. |  |

### 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.

| <b>Business File Menu</b>           |                                         |                                               |  |
|-------------------------------------|-----------------------------------------|-----------------------------------------------|--|
| Welcome: Bobbie Butler              | Partner's Labor Comp                    | ensation                                      |  |
| User Role: FSA                      |                                         |                                               |  |
| Select Different                    | CUSTOMER INFORMATION                    |                                               |  |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                      | Farmers Partnership                           |  |
| Record New Farm                     | BUSINESS TYPE:                          | General Partnership                           |  |
| Operating Plan                      | PARTNER:                                | Ima Farmer                                    |  |
| Manage Customer                     | BUSINESS TYPE:                          | Individual                                    |  |
|                                     |                                         |                                               |  |
| Gen Partnership                     |                                         | ation from the general partnership as payment |  |
| Seeking Benefits                    | for labor contributions?                |                                               |  |
| General                             | ⊙ Yes                                   |                                               |  |
| Contributions                       | Ô No                                    |                                               |  |
| Capital                             | O No Response                           |                                               |  |
| Land                                |                                         |                                               |  |
|                                     | Compensation                            |                                               |  |
| Custom Services                     | What payments are received by this pa   | artner from the general partnership over and  |  |
| <u>Equipment</u>                    | above their share in the general partne |                                               |  |
| <u>Labor</u>                        |                                         |                                               |  |
| <u>Management</u>                   | \$                                      |                                               |  |
| Summary                             |                                         |                                               |  |
|                                     |                                         |                                               |  |
| Partner                             |                                         |                                               |  |
| <u>Select Partner</u>               | < Back Save Save                        | & Continue >                                  |  |
|                                     |                                         |                                               |  |
| Other                               | BF172                                   | Back to Top ^                                 |  |

# 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)                 | The available options are:                                     |  |  |
| receive any compensation            | -                                                              |  |  |
| from the ( <i>joint operation</i> ) | • "Yes"                                                        |  |  |
| as payment for labor                | • "No"                                                         |  |  |
| contributions?"                     | • "No Response".                                               |  |  |
| "What payments are                  | Field is only displayed if "Yes" was selected to the question, |  |  |
| received by this ( <i>member</i> )  | "Does this (member) receive any compensation from the (joint   |  |  |
| from the ( <i>joint operation</i> ) | operation) as payment for labor contributions?"                |  |  |
| over and above their                |                                                                |  |  |
| share in the ( <i>joint</i>         | The amount recorded in this field is:                          |  |  |
| <i>operation's</i> ) profits and    |                                                                |  |  |
| losses?"                            | • <b>not</b> required                                          |  |  |
|                                     | • if entered, <b>must</b> be:                                  |  |  |
|                                     |                                                                |  |  |
|                                     | • a numeric value in whole dollars                             |  |  |
|                                     | • greater than \$0.                                            |  |  |
|                                     |                                                                |  |  |
|                                     | <b>Examples:</b> \$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 ( <i>Member</i> ) 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   | The user entered \$0       | Take either of the following options:                    |
| must be greater | as the compensation        |                                                          |
| than \$0."      | received by the            | • enter an amount greater than \$0                       |
|                 | ( <i>member</i> ) from the |                                                          |
|                 | (joint operation).         | • indicate the ( <i>member</i> ) is <b>not</b> receiving |
|                 |                            | compensation for labor duties performed.                 |
| "Compensation   | The user entered           | Enter the amount of compensation received by             |
| must be         | something other than       | the (member) in whole dollars.                           |
| numeric."       | a numeric value.           |                                                          |

#### **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            | Return to the (Member's) Labor Compensation Page and           |
| (member) is receiving                | indicate whether the member is receiving compensation for      |
| compensation or a salary over        | labor performed.                                               |
| and above their share in the         |                                                                |
| ( <i>joint operation</i> ) for labor | If the member does <b>not</b> want to provide the information, |
| contributions."                      | select "No Response".                                          |
| "Amount of compensation              | If the member is receiving compensation for labor              |
| must be entered for                  | performed, the amount of compensation is required.             |
| ( <i>member</i> ) if they are        |                                                                |
| receiving a salary or bonus          | If the member does <b>not</b> want to provide the information, |
| for labor contributions."            | 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 ( <i>Member</i> ) Management Types Page will be displayed                                                                               |  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| an entity                   | <ul> <li>if the selected member is an "individual"</li> <li>after labor contribution information is recorded for the (<i>member</i>).</li> </ul> |  |
| a joint operation           | • if the user indicated management is contributed by the ( <i>member</i> ) on the ( <i>Member</i> ) Contributions Page                           |  |
|                             | • after capital, land, equipment, and labor contribution information is recorded for the ( <i>member</i> ), 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.

| <b>Business File Menu</b>                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Welcome: Bobbie Butler                                                                                                                        | Partner Management                                                                                                                                                                                                                                                                                                                                                                | Types                                      |
| User Role: FSA<br>Select Different                                                                                                            | CUSTOMER INFORMATION                                                                                                                                                                                                                                                                                                                                                              | Formers Darksenskin                        |
| Customer                                                                                                                                      | FARMING OPERATION:<br>BUSINESS TYPE:                                                                                                                                                                                                                                                                                                                                              | Farmers Partnership<br>General Partnership |
| Record New Farm<br>Operating Plan                                                                                                             | PARTNER:                                                                                                                                                                                                                                                                                                                                                                          | Ima Farmer                                 |
| Manage Customer                                                                                                                               | BUSINESS TYPE:                                                                                                                                                                                                                                                                                                                                                                    | Individual                                 |
| Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Partner Select Partner | Does this partner contribute active personal management to the farming operation?         O Yes         O No Response         Is any of the management contributed to the farming operation hired?         O Yes         O No         O No Response         Is any of the management contributed to the farming operation hired?         O Yes         O No         O No Response |                                            |
|                                                                                                                                               | BF180                                                                                                                                                                                                                                                                                                                                                                             | Back to Top ^                              |

## 533 (Member) Management Types Page (Continued)

## **C** Interview Questions

This table describes the interview questions displayed on the (*Member*) Management Types Page.

| Question/Field                                                             | Description                                                                                                              |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| "Does this (member)                                                        | The available options are:                                                                                               |
| contribute active                                                          |                                                                                                                          |
| personal management to                                                     | • "Yes"                                                                                                                  |
| the farming operation?"                                                    | • "No"                                                                                                                   |
| "Is any of the management                                                  | • "No Response".                                                                                                         |
| contributed to the                                                         | The interview process will proceed to:                                                                                   |
| farming operation                                                          |                                                                                                                          |
| hired?"                                                                    | • ( <i>Member</i> ) Management Contributions Page, if "Yes" is selected                                                  |
| Note: Question is only<br>displayed for<br>members of joint<br>operations. | • ( <i>Member's</i> ) Management Compensation Page, if "No" or "No Response" is selected for members of joint operations |
|                                                                            | • ( <i>Member's</i> ) Summary Page, if "No" or "No Response" is selected for members of the entity.                      |

## **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                                                                | For members of:                                                                                                                                                                                                                                                        |
| the type of                                                                  |                                                                                                                                                                                                                                                                        |
| management<br>contributed to<br>the farming<br>operation by<br>the partner." | • entities, if the information recorded is incorrect, return to the ( <i>Member's</i> ) 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 ( <i>Member</i> )<br>Types of Management Page if active personal and/or hired<br>management is <b>not</b> contributed to the farming operation or the<br>member chooses <b>not</b> to respond to the question. |

#### **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.

| <b>Business File Menu</b>              |                                                                       |                                            |  |
|----------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|--|
| Welcome: Bobbie Butler                 | Partner's Management Contributions                                    |                                            |  |
| User Role: FSA                         | CUSTOMER INFORMATION                                                  |                                            |  |
| Select Different                       | FARMING OPERATION:                                                    | Farmers Partnership                        |  |
| Customer                               | BUSINESS TYPE:                                                        | General Partnership                        |  |
| Record New Farm<br>Operating Plan      | PARTNER:                                                              | Ima Farmer                                 |  |
| Manage Customer                        | BUSINESS TYPE                                                         | Individual                                 |  |
|                                        |                                                                       |                                            |  |
| Gen Partnership                        | Active Personal Management Perce                                      | ntage                                      |  |
| Seeking Benefits                       | Enter the percentage of active person                                 | al management contributed by this partner: |  |
| <u>General</u><br><u>Contributions</u> | %                                                                     |                                            |  |
| Capital                                | 70                                                                    |                                            |  |
| Land                                   | What type of management duties are p                                  | performed by this partner?                 |  |
| Custom Services                        |                                                                       | *                                          |  |
| <u>Equipment</u>                       |                                                                       |                                            |  |
| <u>Labor</u>                           |                                                                       |                                            |  |
| <u>Management</u>                      |                                                                       | <b>*</b>                                   |  |
| <u>Summary</u>                         | Hired Management Percentage                                           |                                            |  |
| Partner                                | Enter the percentage of hired manager                                 | ment contributed by this partner.          |  |
| <u>Select Partner</u>                  | Enter the percentage of fired management contributed by this partner. |                                            |  |
| Other                                  | %                                                                     |                                            |  |
| Remarks                                | What type of management duties are performed by this partner?         |                                            |  |
| <u>Fiduciaries</u>                     | what type of management duties are p                                  |                                            |  |
|                                        |                                                                       | <u>_</u>                                   |  |
| Submit Plan                            |                                                                       |                                            |  |
| Summary                                |                                                                       |                                            |  |
| <u>Validations</u>                     | 1                                                                     | <b>Y</b>                                   |  |
| <u>Record Signatures</u><br>View 902   |                                                                       |                                            |  |
| <u>Men 302</u>                         | < Back Save Save                                                      | & Continue >                               |  |
|                                        |                                                                       |                                            |  |
|                                        | BF181                                                                 | 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<br>Management<br>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. |  |
| "Hired Management<br>Percentage"                                                   | <ul> <li>an entry is <b>not</b> required</li> <li>if entered, the percentage:</li> </ul>                                                                                       |  |
| Note: Question is<br>only<br>displayed for<br>members of<br>joint<br>operations.   | • <b>must</b> be greater than 0 percent                                                                                                                                        |  |
| "What type of<br>management duties<br>are performed by<br>this ( <i>member</i> )?" | Text field that allows users to record comments about the types of                                                                                                             |  |
|                                                                                    | <b>Note:</b> 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                  | The specified       | Correct the percentage recorded to                                         |
| management contribution           | contribution        | 100 percent or less.                                                       |
| percentage cannot be              | percentage entered  |                                                                            |
| greater than 100%."               | exceeds             |                                                                            |
| "Hired management                 | 100 percent.        |                                                                            |
| contribution percentage           |                     |                                                                            |
| cannot be greater than            |                     |                                                                            |
| 100%."                            |                     |                                                                            |
| "Active personal                  | The specified       | Take 1 of following actions:                                               |
| management contribution           | contribution        |                                                                            |
| percentage <b>must</b> be greater | percentage entered  | • correct the percentage recorded to a                                     |
| than 0%."                         | is 0 percent.       | value greater than 0 percent                                               |
| "Hired management                 |                     |                                                                            |
| contribution percentage           |                     | • leave the field blank if the member                                      |
| <b>must</b> be greater than 0%."  |                     | does <b>not</b> want to provide the                                        |
|                                   |                     | contribution percentage                                                    |
|                                   |                     |                                                                            |
|                                   |                     | • go back to the ( <i>Member</i> )                                         |
|                                   |                     | Management Types Page to indicate active personal management is <b>not</b> |
|                                   |                     | contributed or indicate the member                                         |
|                                   |                     | does <b>not</b> want to provide a response.                                |
| "Active personal                  | Something other     | Correct the value entered to a                                             |
| management contribution           | than a numeric      | percentage.                                                                |
| percentage <b>must</b> be         | value was entered   | porcontage.                                                                |
| numeric."                         | was entered for the |                                                                            |
| "Hired management                 | specified           |                                                                            |
| contribution percentage           | contribution        |                                                                            |
| <b>must</b> be numeric."          | percentage.         |                                                                            |
| "Contribution percentage is       | Specified           | Correct the percentage recorded to 2 or                                    |
| limited to 2 decimal places."     | contribution        | less decimal places.                                                       |
|                                   | percentage entered  | -                                                                          |
|                                   | is more than        |                                                                            |
|                                   | 2 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.

| Error Message                                                                                                                                          | Corrective Action                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Active personal<br>management contribution<br>percentage <b>must</b> be entered<br>if provided to the farming<br>operation by the ( <i>member</i> )." | • If the information recorded is incorrect, return to the <i>(Member's)</i> Management Contributions Page to specify the percentage of active personal and/or hired management that is contributed to the farming operation.                |
| "Hired management<br>contribution percent <b>must</b> be<br>entered if management is<br>hired for the farming<br>operation by the ( <i>member</i> )."  | • Answer "No" or "No Response" on the ( <i>Member</i> ) Types of Management Page if active personal and/or hired management is <b>not</b> contributed to the farming operation or the member chooses <b>not</b> to respond to the question. |
| "Must specify the type of<br>duties performed for active<br>personal management."<br>"Must specify the type of                                         | Text field that allows users to specify the types of active<br>personal and/or hired management duties performed. Data is<br><b>not</b> required to be entered, but if entered, up to<br>1,000 characters are allowed.                      |
| duties performed for hired management."                                                                                                                | <b>Note:</b> If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.                                                                                                                     |

### 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.

| <b>Business File Menu</b>           |                                                                                    |                     |  |
|-------------------------------------|------------------------------------------------------------------------------------|---------------------|--|
| Welcome: Bobbie Butler              | Partner's Management Compensation                                                  |                     |  |
| User Role: FSA                      |                                                                                    |                     |  |
|                                     | CUSTOMER INFORMATION                                                               |                     |  |
| <u>Select Different</u><br>Customer | FARMING OPERATION:                                                                 | Farmers Partnership |  |
| Record New Farm                     | BUSINESS TYPE:                                                                     | General Partnership |  |
| Operating Plan                      | PARTNER:                                                                           | Ima Farmer          |  |
| Manage Customer                     | BUSINESS TYPE:                                                                     | Individual          |  |
|                                     |                                                                                    |                     |  |
| Gen Partnership                     | Does this partner receive any compensation from the general partnership as payment |                     |  |
| Seeking Benefits                    | for management contributions?                                                      |                     |  |
| General                             |                                                                                    |                     |  |
| Contributions                       | C No<br>C No Response                                                              |                     |  |
| <u>Capital</u>                      |                                                                                    |                     |  |
| <u>Land</u>                         | Compensation                                                                       |                     |  |
| Custom Services                     |                                                                                    |                     |  |
| Equipment                           | What payments are received by this partner from the general partnership over and   |                     |  |
| Labor                               | above their share in the general partnership's profits and losses?                 |                     |  |
| Management                          | \$                                                                                 |                     |  |
| Summary                             | ÷                                                                                  |                     |  |
| <u>Southerry</u>                    |                                                                                    |                     |  |
| Partner                             |                                                                                    |                     |  |
| <u>Select Partner</u>               | < Back Save Save                                                                   | & Continue >        |  |
| Other                               | BF182                                                                              | Back to Top 1       |  |

## 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                              | The available options are:                                           |  |  |
| any compensation from the                                |                                                                      |  |  |
| (joint operation) as payment                             | • "Yes"                                                              |  |  |
| for management                                           | • "No"                                                               |  |  |
| contributions?"                                          | • "No Response".                                                     |  |  |
| "What payments are                                       | Field is only displayed if "Yes" was selected to the question        |  |  |
| received by this (member)                                | "Does this (member) receive any compensation from the                |  |  |
| from the ( <i>joint operation</i> )                      | ( <i>joint operation</i> ) as payment for management contributions?" |  |  |
| over and above their share in                            |                                                                      |  |  |
| the ( <i>joint operation's</i> )<br>profits and losses?" | The amount recorded in this field is:                                |  |  |
|                                                          | • <b>not</b> required                                                |  |  |
|                                                          | • if entered, <b>must</b> be:                                        |  |  |
|                                                          | • a numeric value in whole dollars                                   |  |  |
|                                                          | • greater than \$0.                                                  |  |  |
|                                                          | <b>Examples:</b> \$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 ( <i>Member's</i> ) 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   | The user entered \$0 as the    | Take either of the following options:                    |
| must be greater | compensation received by       |                                                          |
| than \$0."      | the ( <i>member</i> ) from the | • enter an amount greater than \$0                       |
|                 | (joint operation).             |                                                          |
|                 |                                | • indicate the ( <i>member</i> ) is <b>not</b> receiving |
|                 |                                | compensation for management duties                       |
|                 |                                | performed.                                               |
| "Compensation   | The user entered               | Enter the amount of compensation received                |
| must be         | something other than a         | by the ( <i>member</i> ) in whole dollars.               |
| numeric."       | numeric value.                 |                                                          |

#### **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                    | Return to the (Member's) Management Compensation               |  |
| (member) is receiving                        | Page and indicate whether the member is receiving              |  |
| compensation or a salary over                | compensation for management duties performed.                  |  |
| and above their share in the                 |                                                                |  |
| ( <i>joint operation</i> ) for               | If the member does <b>not</b> want to provide the information, |  |
| management contributions."                   | select "No Response".                                          |  |
| "Amount of compensation                      | If the member:                                                 |  |
| <b>must</b> be entered for ( <i>member</i> ) |                                                                |  |
| if they are receiving a salary or            | • is receiving compensation for management duties              |  |
| bonus for management                         | performed, the amount of compensation is required              |  |
| contributions."                              |                                                                |  |
|                                              | • does <b>not</b> 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.

## **B** Example of Page

The following is an example of the (*Member's*) Labor and Management Expended Annually Page.

| <b>Business File Menu</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |  |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| Welcome: TRACEY SMITH                           | Partner's Labor and Management Expended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |  |
| User Role: FSA                                  | Annually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |  |
| Select Different                                | CUSTOMER INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |  |
| <u>Customer</u>                                 | FARMING OPERATION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FARMERS PARTNERSHIP |  |
| <u>Record New Farm</u><br><u>Operating Plan</u> | BUSINESS TYPE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | General Partnership |  |
| <u>Manage Customer</u>                          | JAMES FARMER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |  |
| Gen Partnership                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |  |
| Seeking Benefits                                | Labor Activities Time Expended A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | nnually             |  |
| <u>General</u>                                  | Hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |  |
| <u>Contributions</u>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |  |
| <u>Capital</u>                                  | Management Activities Time Expended Annually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |  |
| <u>Land</u><br>Custom Comisso                   | Hours: or Percentage:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |  |
| Custom Services                                 | of the contrary of the contrar |                     |  |
| <u>Equipment</u>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |  |
| Labor                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |  |
| <u>Management</u><br><u>Summary</u>             | < Back Save Save                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | & Continue >        |  |
| Partner                                         | BF409                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Back to Top ^       |  |

## **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<br>Time Expended<br>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:                                                                                                             |  |
|                                                                 | <ul> <li>an entry is <b>not</b> required</li> <li>if entered, the number of hours:</li> </ul>                                                                                                                                                                                      |  |
|                                                                 | <ul> <li>may be greater than or equal to 0</li> <li>cannot be greater than 8760</li> <li>shall be entered as a whole number with no decimal places.</li> </ul>                                                                                                                     |  |
| "Management<br>Activities Time<br>Expended<br>Annually - Hours" | <ul> <li>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:</li> <li>an entry is <b>not</b> required</li> <li>if entered, the number of hours:</li> </ul> |  |
|                                                                 | <ul> <li>may be greater than or equal to 0</li> <li>cannot be greater than 8760</li> <li>shall be entered as a whole number with no decimal places.</li> </ul>                                                                                                                     |  |
|                                                                 | • 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 <b>not</b> be entered.                                                                                                                                                        |  |

| Question/Field                                      | Description                                                                                                                                                                          |  |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| "Management<br>Activities Time<br>Expended Annually | 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. |  |
| - Percentage"                                       | • an entry is <b>not</b> required                                                                                                                                                    |  |
|                                                     | • if entered, the percentage of hours:                                                                                                                                               |  |
|                                                     | <ul> <li>may be greater than or equal to 0%</li> <li>cannot be greater than 100%</li> <li>shall be entered as a percentage with up to 2 decimal places.</li> </ul>                   |  |
|                                                     | Example: 100.00%, 25.25%, etc.                                                                                                                                                       |  |
|                                                     | If Labor Activities Time Expended Annually in Hours is entered, the<br>Management Activities Time Expended Annually must be entered in<br>Hours.                                     |  |
|                                                     | If the Management Activities Time Expended Annually is entered in hours, the percentage of hours shall <b>not</b> be entered.                                                        |  |

## C Interview Questions (Continued)

### **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 &<br>Continue" | Saves the data recorded and continues to the next applicable page in the interview process.      |

## E Page Error Messages

The following error messages may be displayed on the (*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<br>Expended Annually Hours<br>must be numeric"                                       | The Labor Activities Time<br>Expended Annually was not<br>entered as a numeric number.                  | Correct the hours recorded to a whole number.                                  |
| "Labor Activities Time<br>Expended Annually Hours<br>must be less than 8761"                                | The Labor Activities Time<br>Expended Annually is<br>greater than 8760 hours.                           | Correct the hours recorded<br>to a number less than<br>8761.                   |
| "Labor Activities Time<br>Expended Annually Hours<br>must be a whole number with<br>no decimal places"      | The Labor Activities Time<br>Expended Annually was not<br>entered as a whole number.                    | Correct the hours recorded to a whole number.                                  |
| "Management Activities Time<br>Expended Annually Hours<br>must be numeric"                                  | The Management Activities<br>Time Expended Annually in<br>hours was not entered as a<br>numeric number. | Correct the hours recorded to a whole number.                                  |
| "Management Activities Time<br>Expended Annually Hours<br>must be a whole number with<br>no decimal places" | The Management Activities<br>Time Expended Annually in<br>hours was not entered as a<br>whole number.   | Correct the hours recorded to a whole number.                                  |
| "Management Activities Time<br>Expended Annually Hours<br>must be less than 8761"                           | The Management Activities<br>Time Expended Annually in<br>hours is greater than 8760<br>hours.          | Correct the hours recorded to a number less than 8761.                         |
| "Management Activities Time<br>Expended Annually<br>Percentage must be numeric"                             | The Management Activities<br>Time Expended Annually<br>Percentage was not entered<br>as a number.       | Correct the percentage<br>recorded to a number with<br>up to 2 decimal places. |
| "Management Activities<br>Time Expended Annually<br>Percentage shall not exceed<br>100%"                    | The Management Activities<br>Time Expended Annually<br>Percentage entered is<br>greater than 100%.      | Correct the percentage<br>recorded to a percentage<br>less than 100%.          |

## E Page Error Messages (Continued)

| Error Message               | Description                    | Corrective Action           |
|-----------------------------|--------------------------------|-----------------------------|
| "Management Activities      | The Management Activities      | Correct the percentage      |
| Time Expended Annually      | Time Expended Annually         | recorded to a percentage    |
| Percentage shall not exceed | Percentage exceeds 2 decimal   | with 2 or less decimal      |
| 2 decimal places"           | places.                        | places.                     |
| "Management Time            | The Management Activities      | Perform 1 of the following. |
| Expended Annually entry     | Time Expended Annually was     |                             |
| not allowed for both hours  | entered for both the number of | • Remove the                |
| and percentage"             | hours and percentage.          | Management Time             |
| 1 0                         |                                | Expended Annually in        |
|                             |                                | hours.                      |
|                             |                                |                             |
|                             |                                | • Remove the                |
|                             |                                | Management Time             |
|                             |                                | Expended Annually.          |
| "Percentage of Management   | The Labor Time Expended        | Remove the Management       |
| Time Expended Annually      | Annually in hours was entered  | Time Expended Annually      |
| entry not allowed when      | and the Management Time        | percentage and enter the    |
| Hours of Labor Activities   | e                              | Management Time             |
|                             | Expended Annually              | 0                           |
| Time Expended Annually is   | percentage was entered.        | Expended Annually in        |
| recorded"                   |                                | 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   | If the information recorded is incorrect, return to the    |
| Activities Time       | (Member's) Labor and Management Expended Annually Page     |
| Expended Annually"    | to specify the Labor Activities Time Expended Annually for |
|                       | the farming operation.                                     |
| "Must specify         | If the information recorded is incorrect, return to the    |
| Management Activities | (Member's) Labor and Management Expended Annually Page     |
| Time Expended         | to specify the Management Activities Time Expended         |
| Annually"             | Annually for the farming operation.                        |

#### 537-550 (Reserved)

#### 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**".

**Business File Menu** Welcome: Customer CUSTOMER INFORMATION User Role: FSA FARMERS CORPORATION FARMING OPERATION: Corporation BUSINESS TYPE: Select Different Waiting for IRS response Customer IRS RESPONSE CODE: **Record New Farm** Operating Plan Farm Operating Plans End Date Status Version Start Date Option Program Year 2020 Determined 10/01/2019 1 <u>Revise</u> Copy Plan Last **View 902** Update: View Members 05/18/2020 <u>Record</u> **Determinations** Delete 2019 Determined 2 10/01/2018 09/30/2019 **Revise** Copy Plan View 902 Last Update: View Members 05/18/2020 Record **Determinations** Delete View Farm Operating Plan History BF002 Back to Top ^

The following is an example of the Customer Page.



**Note:** "**Record Determinations**" is only available if the COC determination date has been recorded for the selected farm operating plan.

#### **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.

# **B** Example of Page

The following is an example of the Member Contribution / Substantive Change Page.

| elcome: Tracey Smith<br>ser Role: FSA | Member Contribution / Substantive Change |                                                                                                                                                |                                              |  |  |  |  |  |  |
|---------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--|--|--|--|--|--|
|                                       | CUSTOMER INFORMATION                     |                                                                                                                                                |                                              |  |  |  |  |  |  |
|                                       | FARMING OPERATIO                         | DN: Farmers Corporation                                                                                                                        |                                              |  |  |  |  |  |  |
|                                       | BUSINESS TY                              |                                                                                                                                                |                                              |  |  |  |  |  |  |
|                                       | Member List                              | Member Contribution                                                                                                                            | <ul> <li>Substantive Change</li> </ul>       |  |  |  |  |  |  |
|                                       |                                          | Member Contribution<br>Share Determination                                                                                                     | Partial Member<br>Contribution<br>Percentage |  |  |  |  |  |  |
|                                       | Farmers Corporation                      | 100.0000<br>50.0000<br>50.0000<br>Determination Not Complete<br>50.0000<br>Determination Not Complete<br>50.0000<br>Determination Not Complete | •<br>•                                       |  |  |  |  |  |  |
|                                       | < Back Save Save                         | & Continue >                                                                                                                                   |                                              |  |  |  |  |  |  |

### **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<br>Contribution/<br>Substantive<br>Change<br>Toggle | The Member Contribution / Substantive Change Page is defaulted to<br>member contribution determinations * * * . To switch to the substantive<br>change determination options, CLICK " <b>Substantive Change</b> " radio button<br>in the top right section of the page. |
| loggie                                                     | Stockholder<br>List © Member Contribution O Substantive Change                                                                                                                                                                                                          |
| ( <i>Member</i> ) List                                     | • Lists all the ( <i>members</i> ) that have been added to the farming operation.                                                                                                                                                                                       |
|                                                            | • The ( <i>members</i> ) will be displayed in a "tree" structure with each member level indented slightly.                                                                                                                                                              |
|                                                            | • A plus (+) or minus (-) is provided for the payment entity and<br>embedded entities, if applicable, that allows users to expand or collapse<br>the information for display.                                                                                           |
|                                                            | • Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.                                                                                                                                                                        |

| Section       | Description                                                                           |                                                              |  |  |  |  |
|---------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------|--|--|--|--|
| Member        | Drop-down list that allows users to select the member contribution                    |                                                              |  |  |  |  |
| Contribution  | determination applicable for each ( <i>member</i> ) of the entity or joint operation. |                                                              |  |  |  |  |
| Determination | The following optio                                                                   | ns are available.                                            |  |  |  |  |
|               |                                                                                       |                                                              |  |  |  |  |
|               |                                                                                       | ty Offices shall only record the actual determinations       |  |  |  |  |
|               |                                                                                       | e by COC. In the example in subparagraph B, COC              |  |  |  |  |
|               | shou                                                                                  | ld not make a determination for Farmer Brothers              |  |  |  |  |
|               | becau                                                                                 | use member contribution provisions are <b>not</b> applicable |  |  |  |  |
|               | to an                                                                                 | entity.                                                      |  |  |  |  |
|               | Option                                                                                | Description                                                  |  |  |  |  |
|               | "Determination                                                                        | Default option indicating COC determination has <b>not</b>   |  |  |  |  |
|               | Not Complete" been completed for the farming operation.                               |                                                              |  |  |  |  |
|               | "Eligible"                                                                            | Selected if COC has determined that the (member)             |  |  |  |  |
|               |                                                                                       | fully meets member contribution provisions.                  |  |  |  |  |
|               | "Not Applicable"                                                                      | Selected if member contribution provisions are <b>not</b>    |  |  |  |  |
|               | applicable to the selected (member).                                                  |                                                              |  |  |  |  |
|               |                                                                                       |                                                              |  |  |  |  |
|               |                                                                                       | <b>Note:</b> Should be selected for Farmer Brothers in the   |  |  |  |  |
|               |                                                                                       | example in subparagraph B.                                   |  |  |  |  |
|               | "Not Eligible"                                                                        | Selected if COC has determined that the ( <i>member</i> )    |  |  |  |  |
|               |                                                                                       | does <b>not</b> meet member contribution provisions.         |  |  |  |  |
|               | "Partially Eligible"                                                                  | Selected if COC has determined that the ( <i>member</i> )    |  |  |  |  |
|               | partially meets member contribution provisions.                                       |                                                              |  |  |  |  |
| Partial       | "Percentage"                                                                          | Only displayed if the selected member contribution           |  |  |  |  |
| Member        | determination is "partially eligible". Field allows                                   |                                                              |  |  |  |  |
| Contribution  | users to record the eligible contribution percentage as                               |                                                              |  |  |  |  |
| Percentage    |                                                                                       | determined by COC for the selected (member).                 |  |  |  |  |

## **C** Recording Member Contribution Determinations (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 <b>not</b> |
|                  | 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.           |

#### **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.

| Error Message        | Description                        | Corrective Action                       |  |  |
|----------------------|------------------------------------|-----------------------------------------|--|--|
| "Member              | "Partially Eligible" was           | Take either of the following actions:   |  |  |
| contribution         | selected for at least              |                                         |  |  |
| percentage must be   | 1 ( <i>member</i> ), but a partial | • record the member contribution        |  |  |
| entered if the       | member contribution was            | percentage as determined by COC         |  |  |
| member partially     | not entered.                       | or their designee                       |  |  |
| meets the member     |                                    |                                         |  |  |
| contribution         |                                    | • change the member contribution        |  |  |
| provisions."         |                                    | determination to another value.         |  |  |
| "Member              | The partial member                 | Correct the member contribution         |  |  |
| contribution         | contribution percentage            | percentage recorded. The following      |  |  |
| percentage cannot    | entered exceeds                    | validations apply to the percentage     |  |  |
| be greater than or   | 100 percent.                       | entered:                                |  |  |
| equal to 100%."      |                                    |                                         |  |  |
| "Member              | The partial member                 | • an entry is required, if "partially   |  |  |
| contribution         | contribution percentage            | eligible" is selected for the member    |  |  |
| percentage must be   | entered is 0 percent.              | contribution determination              |  |  |
| greater than 0%."    |                                    |                                         |  |  |
| "Member              | Something other than a             | • <b>must</b> be greater than 0 percent |  |  |
| contribution         | numeric value was entered          |                                         |  |  |
| percentage must be   | for the partial member             | • <b>must</b> be less than 100 percent  |  |  |
| numeric."            | contribution percentage.           |                                         |  |  |
| "Partial member      | User entered a percentage          | • percentage shall be entered in a      |  |  |
| contribution         | with more than 2 decimal           | percentage with up to 2 decimal         |  |  |
| percentage should be | places.                            | places.                                 |  |  |
| a whole percentage   |                                    |                                         |  |  |
| with no more than    |                                    | <b>Examples:</b> 25.25%, 66.67%, etc.   |  |  |
| 2 decimal places."   |                                    |                                         |  |  |

### 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".

\*\_\_ Business File Menu Welcome: Customer CUSTOMER INFORMATION User Role: FSA IMA FARMER FARMING OPERATION: Individual BUSINESS TYPE: Select Different TIN and Name match Customer IRS RESPONSE CODE: Record New Farm **Operating Plan** Farm Operating Plans Manage Permitted Entity Designations Program Status Version Start Date End Date Option Year 2020 Determined 1 05/20/2020 09/30/2020 <u>Revise</u> Copy Plan Last Update: **View 902** 05/20/2020 2019 Determined 10/01/2018 2 09/30/2019 <u>Revise</u> Copy Plan Last Update: View 902 05/20/2020 View Farm Operating Plan History BE002 Back to Top ^ \_\_\*

The following is an example of the Customer 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       | TH                                                                                           | IEN                                            |                                                                                                                                     |  |  |  |
|---------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| not associated with any farm    | message, "There are no Permitted Entity Designations                                         |                                                |                                                                                                                                     |  |  |  |
| operating plans for entities or | rec                                                                                          | recorded", will be displayed.                  |                                                                                                                                     |  |  |  |
| joint operations                |                                                                                              | 0.11                                           |                                                                                                                                     |  |  |  |
| a member of 3 or less permitted | the following are applicable:                                                                |                                                |                                                                                                                                     |  |  |  |
| entities                        |                                                                                              |                                                |                                                                                                                                     |  |  |  |
|                                 | •                                                                                            | • 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                      |                                                |                                                                                                                                     |  |  |  |
|                                 |                                                                                              |                                                | system-generated designations are incorrect<br>because the system automatically selects all<br>permitted entities when the selected |  |  |  |
|                                 | •                                                                                            | link is ava                                    | ilable to view CCC-501B.                                                                                                            |  |  |  |

## **A** Introduction (Continued)

| IF the selected member is                                      | THEN                                                                                                                                                                                                              |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a member of more than<br>3 permitted entities, but             | the following are applicable:                                                                                                                                                                                     |
| permitted entity designations<br>have <b>not</b> been recorded | • message, "There are no permitted entity designations recorded", will be displayed                                                                                                                               |
|                                                                | • the system has <b>not</b> automatically selected the permitted designations                                                                                                                                     |
|                                                                | • users <b>must</b> record the permitted designations based on<br>the signed CCC-501B by, on the Manage Permitted<br>Entity Page, under "Business File Menu", clicking<br>" <b>Record New Permitted Entity</b> ". |
| a member of more than<br>3 permitted entities and              | the following are applicable:                                                                                                                                                                                     |
| permitted entity designations<br>have been recorded            | • each of the manually selected permitted entities will be displayed                                                                                                                                              |
|                                                                | • an indicator designates that the permitted designations have been manually selected                                                                                                                             |
|                                                                | <ul> <li>link is available to revise the manual permitted designations</li> </ul>                                                                                                                                 |
|                                                                | • link is available to view CCC-501B.                                                                                                                                                                             |

#### **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.

| Business File Menu<br>Welcome:<br>User Role: FSA  | Manage Permitted Entities                               |                |                                                                                                     |           |                                                      |                                  |
|---------------------------------------------------|---------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------|----------------------------------|
| Record New Permitted<br>Entity<br>Manage Customer | FARMING OPERATION: Im a Fam<br>BUSINESS TYPE: Individua |                |                                                                                                     |           |                                                      |                                  |
|                                                   | <b>Year</b><br>2012                                     | Type<br>System | Designated Entity Nam<br>Farmers LP<br>Farmers LLC through F<br>JV through Faarmers L<br>Farmers LP | armers LP | Share<br>Significant<br>Significant<br>Insignificant | <u>Revise</u><br><u>View 501</u> |
|                                                   | BF400                                                   |                |                                                                                                     |           |                                                      | Back to Top                      |

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.

| Business File Menu<br>Welcome:<br>User Role: FSA | Manage Permitted Entities |        |                                                                                                      |           |                                                            |                                  |  |
|--------------------------------------------------|---------------------------|--------|------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------|----------------------------------|--|
|                                                  | CUSTOMER INFORMATION      |        |                                                                                                      |           |                                                            |                                  |  |
| Record New Permitted                             |                           |        | FARMING OPERATION:                                                                                   | Ima Fari  | ner                                                        |                                  |  |
| Entity<br>Manage Customer                        |                           |        | BUSINESS TYPE:                                                                                       | Individua | 1                                                          |                                  |  |
| Planage Customer                                 |                           |        |                                                                                                      |           |                                                            |                                  |  |
|                                                  | Year                      | Туре   | Designated Entity Name                                                                               | Share     |                                                            |                                  |  |
|                                                  | 2012                      | Manual | Ima Farmer<br>V Farmer Estate<br>Farmers LP<br>Farmers LLC<br>JV through Farmers LLC t<br>Farmers LP | hrough    | Significant<br>Significant<br>Significant<br>Insignificant | <u>Revise</u><br><u>View 501</u> |  |
|                                                  | BF400                     |        |                                                                                                      |           |                                                            | Back to Top                      |  |

## **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    | Farming    | Name of selected member.                                                                                                                  |
| Information | Operation  |                                                                                                                                           |
|             | Business   | The current year business type for the selected member                                                                                    |
|             | Туре       | recorded in Business Partner.                                                                                                             |
| Permitted   | Year       | The program year associated with the permitted entity                                                                                     |
| Entity      |            | designations.                                                                                                                             |
| Information | Туре       | 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 | Name of the permitted entities that are designated to receive                                                                             |
|             | Entity     | payment. If the selected member is receiving payment through                                                                              |
|             | Name       | embedded entities, each of the embedded entities is also listed.                                                                          |
|             | Share      | Indicates whether the selected member has a significant or                                                                                |
|             | bildie     | 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.        |

#### **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.        |
|          | 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.

| CUSTOMER INF  | ORMATION                       |                                                               |                    |            |             |
|---------------|--------------------------------|---------------------------------------------------------------|--------------------|------------|-------------|
|               | FARMING OPERATION: Im a Farmer |                                                               | r                  |            |             |
|               | BI                             | JSINESS TYPE:                                                 | Individual         |            |             |
| receive payme |                                | embedded ent                                                  | ities, if any, thr | ough which | you wish to |
| The States    | y Year : 2012<br>Insignificant | Entities with<br>Entities                                     | Embedded           | Tax ID     | Share %     |
|               |                                | Ima Farmer                                                    |                    | 1111 S     | 100.0000%   |
|               |                                | Farmers JV th<br>Farmers LLC t<br>Farmers LP                  |                    | 2222 E     | 5.0000%     |
|               |                                | V Farmer Esta<br>Farmer                                       | ate % Ima          | 3333 E     | 50.0000%    |
| Г             |                                | Farmers LP                                                    |                    | 4444 E     | 25.0000%    |
|               |                                | Farmers LLC t<br>Farmers LP                                   | hrough             | 9999 E     | 10.0000%    |
|               | F                              | Farmers Trust<br>Farmers JV th<br>Farmers LLC t<br>Farmers LP | rough              | 5555 E     | 2.5000%     |

### 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  | Field         | Description                                                                                                                                                                                                                                                                                 |
|-------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Page        | Field         | Description                                                                                                                                                                                                                                                                                 |
| Customer    | Farming       | Name of selected member.                                                                                                                                                                                                                                                                    |
| Information | Operation     |                                                                                                                                                                                                                                                                                             |
|             | Business Type | The current year business type for the selected member                                                                                                                                                                                                                                      |
|             |               | recorded in Business Partner.                                                                                                                                                                                                                                                               |
| Permitted   | Significant   | Check box is listed in this column if the selected member                                                                                                                                                                                                                                   |
| Entity      |               | has a significant interest in the farming operation. Users                                                                                                                                                                                                                                  |
| Information |               | can select up to 3 significant permitted entities.                                                                                                                                                                                                                                          |
|             |               | <b>Note:</b> 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.                                                                                                                                                                                                                                       |
|             |               | <b>Note:</b> 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 | Name of the permitted entities that the selected member                                                                                                                                                                                                                                     |
|             | Embedded      | is associated with based on information recorded through                                                                                                                                                                                                                                    |
|             | Entities      | 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                                                                                                                                                                                                                                        |
|             | Share percent | the applicable permitted entity.                                                                                                                                                                                                                                                            |
|             |               | <b>Note:</b> 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 &   | Saves the designations recorded and returns to the Manage Permitted    |  |
| Continue" | 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                                                     | • Select at least 1 permitted entity.                                                                                      |
|                                                                                                                                 | designating any permitted                                                                 | enary.                                                                                                                     |
|                                                                                                                                 | entities.                                                                                 | • CLICK " <b>Back</b> " to return                                                                                          |
|                                                                                                                                 |                                                                                           | to the Manage Permitted Entities Page.                                                                                     |
| "3 permitted entities have <b>not</b><br>been selected. Are you sure<br>you want to continue without<br>designating all allowed | significant interest in 3 or<br>more permitted entities and<br>less than 3 permitted have | It is acceptable to designate<br>less than 3 permitted entities<br>especially if:                                          |
| permitted entities?<br>Do you want to save this<br>permitted entity                                                             | been designated for payment.                                                              | <ul> <li>selected member has not<br/>designed 3 permitted<br/>entities</li> </ul>                                          |
| designation?"                                                                                                                   |                                                                                           | • all the permitted entities<br>are <b>not</b> participating in<br>conservation programs<br>subject to 1-PL<br>provisions. |
|                                                                                                                                 |                                                                                           | County Offices shall verify                                                                                                |
|                                                                                                                                 |                                                                                           | that the permitted entities designated on CCC-501B                                                                         |
|                                                                                                                                 |                                                                                           | have been selected.                                                                                                        |

## Par. 563

## 563 Select Permitted Entities Page (Continued)

# **E** Page Error Messages (Continued)

| Error Message                        | Description                         | Corrective Action                |
|--------------------------------------|-------------------------------------|----------------------------------|
| "Producer has an                     | Selected member has an              | It is acceptable to <b>not</b>   |
| insignificant share in               | insignificant interest in 1 or      | designate all the permitted      |
| businesses that have <b>not</b> been | more permitted entities that        | entities in which the selected   |
| designated. Are you sure you         | have <b>not</b> been designated for | member has an insignificant      |
| want to continue without             | payment.                            | interest if the:                 |
| designating these entities?          |                                     |                                  |
|                                      |                                     | • COC has determined the         |
| Do you want to save this             |                                     | selected member's                |
| permitted entity                     |                                     | interest is significant          |
| designation?"                        |                                     |                                  |
|                                      |                                     | • permitted entity is <b>not</b> |
|                                      |                                     | 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.         |
| "Must enter the date the             | Users click "Save &                 | Record the date from             |
| CCC-501B was filed by the            | Continue", but did not              | CCC-501B filed by the            |
| producer."                           | record a valid date the             | selected member.                 |
| "Invalid date."                      | designations were submitted.        |                                  |

## **Reports, Forms, Abbreviations, and Redelegations of Authority**

## Reports

None

## Forms

This table lists all forms referenced in this handbook.

| Number    | Title                                                   | Display<br>Reference | Reference    |
|-----------|---------------------------------------------------------|----------------------|--------------|
| AD-1026   | Appendix to Form for AD-1026 Highly Erodible Land       |                      | Text         |
|           | Conservation (HELC) and Wetland Conservation            |                      |              |
|           | (WC) Certification                                      |                      |              |
| 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        |                      | 72, 84, 99,  |
|           | in Farming" and "Person" Determinations                 |                      | 103, 106,    |
|           |                                                         |                      | 563          |
| CCC-526C  | Payment Eligibility - Average Adjusted Gross Income     |                      | 28, 305,     |
|           | Certification For Certain Conservation Reserve          |                      | Ex. 6        |
|           | Program Contracts Approved Before October 1, 2008       |                      |              |
| CCC-527   | Request For Action For Subsidiary/Payment<br>Limitation | 133                  | 3, 4, 132    |
| CCC-770   | Eligibility Checklist - 2008 Farm Bill                  | 4                    |              |
| ELIG 2008 |                                                         |                      |              |
| CCC-770   | Eligibility Checklist - Agricultural Act of 2014        | 3                    |              |
| ELIG 2014 |                                                         |                      |              |
| CCC-902   | Farm Operating Plan for Payment Eligibility 2009 and    |                      | 25, 303,     |
|           | Subsequent Program Years                                |                      | 351, Part 10 |
| CCC-902E  | Farm Operating Plan for an Entity -                     |                      | 23, Part 10  |
|           | 2009 and Subsequent Program Years                       |                      |              |
| CCC-902I  | Farm Operating Plan for an Individual -                 |                      | Part 10      |
|           | 2009 and Subsequent Program Years                       |                      |              |
| CCC-903   | Worksheet For Payment Eligibility and Payment           |                      | 23, 72, 84,  |
|           | Limitation Determinations                               |                      | 99, 103,     |
|           |                                                         |                      | 106, 361     |
| CCC-904   | Allocation of Payment Limitation Under Common           | 83                   | 82, 97, 98   |
|           | Attribution                                             |                      |              |
| CCC-931   | Average Adjusted Gross Income (AGI) Certification       |                      | 4, 27        |
|           | and Consent to Disclosure of Tax Information            |                      |              |
| CCC-941   | Average Adjusted Gross Income (AGI) Certification       |                      | 3, 26        |
|           | and Consent to Disclosure of Tax Information –          |                      |              |
|           | Agricultural Act of 2014 and Agriculture                |                      |              |
|           | Improvement Act of 2018                                 |                      |              |

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

|          |                                                   | Display   |                    |
|----------|---------------------------------------------------|-----------|--------------------|
| Number   | Title                                             | 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-510  | Pay Limit Exception Request                       |           | 21, 42, 46,<br>351 |
| FSA-570  | Waiver of Eligibility for Emergency Assistance    |           | 34                 |
| FSA-578  | Report of Acreage                                 |           | 366                |
| FSA-1123 | Certification of 2020 Adjusted Gross Income (AGI) |           | 45                 |

## Forms (Continued)

## 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

### **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**

<u>Cropland factor</u> 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**

<u>Deleted producer</u> means a producer that has been removed or deleted from Business File; therefore, is **not** a member of any entity.

## \*--Filed Date

<u>Filed date</u> means the date a form or application is considered filed in the County Service Center. See 1-CM, paragraph 2.--\*

## **Foreign Entity**

<u>Foreign entity</u> 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**

<u>Recording county</u> 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**

<u>Subsidiary year</u> 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 so | creens displayed in this handbook. |
|--------------------------------------------|------------------------------------|
|--------------------------------------------|------------------------------------|

| Menu or |                                                     |                         |
|---------|-----------------------------------------------------|-------------------------|
| Screen  | Title                                               | Reference               |
|         | Farm Operating Plan History Page                    | 379                     |
|         | Member Contribution / Substantive Change Page       | 552                     |
|         | Minor General Information Page                      | 524                     |
|         | Subsidiary Combined Producers Screen                | 103                     |
| BF002   | Customer Page                                       | 379, 380, 402, 551, 561 |
| BF004   | Create New Farm Operating Plan Page                 | 403                     |
| BF005   | Copy Plan Backwards to Prior Year Page              | 380                     |
| BF010   | *Applicability of Determinations Page*              | 404                     |
| BF011   | General Information Page                            | 405                     |
| BF014   | Minor General Information Page                      | 406                     |
| BF019   | Contributions Page                                  | 407                     |
| BF020   | Custom Services Page                                | 455                     |
| BF021   | Custom Services List Page                           | 456                     |
| BF022   | Custom Service Information Page                     | 457                     |
| BF031   | Capital Contributions Page                          | 412                     |
| BF032   | Additional Capital Contributions Page               | 418                     |
| BF033   | Capital List Page                                   | 417                     |
| BF040   | Land Contributions Page                             | 427                     |
| BF042   | Land Record Lease From Page                         | 429                     |
| BF042   | Land Record Lease To Page                           | 428                     |
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