

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files
3-PL

Amendment 11

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 3 D and F have been amended to clarify CCC-770 Eligibility spot checks of STC, COC, and/or employees.

Subparagraph 3 G has been amended to change the report date.

Subparagraph 37 C has been amended to clarify who State Offices should contact concerning submission of information on fraud.

Subparagraph 37 D has been added to provide procedure for gathering information for possible FCIC debarment/disqualifications of producers.

Subparagraph 164 B has been amended to add additional possible combination reasons and correct 1-PL paragraph references.

Subparagraph 187 B has been amended to add an additional decombination reason.

Page Control Chart		
TC	Text	Exhibit
	1-5, 1-6 3-63, 3-64 3-64.5, 3-64.6 (add) 5-25 through 5-36 5-71, 5-72	

3 CCC-770 Eligibility, Eligibility Checklist (Continued)**D CED Spot Checks**

CED or their designated representative:

- shall use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes
 - shall spot check, at a minimum, the following every FY quarter in each Service Center:
 - five CCC-770 Eligibility's if 10 or less CCC-770 Eligibility's have been completed
 - ten CCC-770 Eligibility's if 11 through 1,000 CCC-770 Eligibility's have been completed
 - twenty CCC-770 Eligibility's if more than 1,000 CCC-770 Eligibility's have been completed
 - shall spot check every STC's, COC's, and/or employee's CCC-770 Eligibility
- *--Note:** Spot checks of STC, COC, and/or employee are in addition to the 5, 10, or 20 selected in this subparagraph.--*
- shall sign CCC-770 Eligibility, item 13 and check the "Concur" or "Do Not Concur" box for the randomly selected determination or certification changes
 - shall report to COC and the STC representative any CCC-770 Eligibility that is checked "Do Not Concur"
 - are not required to spot check every CCC-770 Eligibility completed in their county.

3 CCC-770 Eligibility, Eligibility Checklist (Continued)

E State Office Spot Check Selection

The State Office shall select the following for spot check by STC or their representative, at a minimum, every FY quarter in each Service Center:

- three CCC-770 Eligibility's, if 10 or less CCC-770 Eligibility's have been completed
- five CCC-770 Eligibility's, if 11 through 1,000 CCC-770 Eligibility's have been completed
- ten CCC-770 Eligibility's, if more than 1,000 CCC-770 Eligibility's have been completed.

F STC or Designee Spot Checks

STC or their designee shall:

- spot check determinations selected by the State Office
- spot check, at a minimum, 50 percent of the CED's spot checks in subparagraph D, which must include the required STC, COC, and employee spot checks

***--Note:** Spot checks of STC, COC, and/or employee are in addition to the 50 percent of CED's spot checks.--*

- sign CCC-770 Eligibility, item 14 and check the "Concur" or "Do Not Concur" box for the selected determination or certification changes
- submit the results of the spot checks to SED.

G National Report

SED's shall report the following to the National Office as of September 30 of each FY by county:

- the number of CCC-770 Eligibility's spot-checked by CED
- the number of CCC-770 Eligibility's spot-checked by STC or designee
- the number of "Do Not Concur" signed by CED
- the number of "Do Not Concur" signed by STC or designee.

SED shall e-mail the report to brent.orr@wdc.usda.gov. Reports are due to the National *--Office by the 4th Monday of the new FY.--*

36 Delinquent Debt Determination Information (Continued)

E Field Default Values

When new eligibility records are created, delinquent debt field values are defaulted according to this table.

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

F Migrating Eligibility Data from the Legacy System

Delinquent debt values will not be migrated because there is not any data in the existing System 36. As a result, default values will be set for all producers with existing eligibility records.

37 Information About “Fraud – including FCIC Fraud” Determination

A Introduction

The “Fraud – including FCIC Fraud” section of the web-based eligibility system was formerly called the “FCIC Fraud Determination.” This section is used to record action taken as a result of a producer or group of producers being disqualified or debarred from participating in FSA- and/or RMA-administered programs.

B Process

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

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

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

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

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

C Who to Contact

The following table provides contacts if a State Office believes information has not been entered for a producer.

IF the case is an...	THEN the State Office shall contact...
RMA case	Tim Witt by: <ul style="list-style-type: none"> • e-mail at tim.witt@usda.gov • telephone at 816-926-7394.
OIG case	*--Jack Welch, Director, ALS, by: <ul style="list-style-type: none"> • e-mail at gwen.sellman@wdc.usda.gov • telephone at 202-690-3297.--*

37 Information About “Fraud – including FCIC Fraud” Determination (Continued)

***--D Locally Obtained Debarment/Disqualification Information Concerning FCIC Fraud**

County Offices provide a vital role in obtaining information about possible debarment or disqualification information. If a State or County Office 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, the County Office has reason to believe that the producer might be debarred or disqualified from FSA programs, then forward the court’s decision to Jack Welch, Director, ALS, through the State Office using the process in subparagraph C.--*

164 Combination Reasons (Continued)

B Reason Codes

The following provides:

- Add Combination For Customer Screen “Reason” drop-down box codes
- 1-PL paragraph references that contain the reasons for combinations.

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

Selected Customer	Possible Combination Reason	1-PL Paragraph Reference
Individual	Husband and Wife	253
	Individual Operating as a Small Business	113
	Majority Interest in an Entity	313 * * *
	Sole Beneficiary (in a Trust)	363
	Heir and Estate	332
	Grantor and Revocable Trust	363
	Minor Child and Parent/Guardian	254
	Requested “1 Person” Joint Operation	293
	*--Combined Members Have Majority Interest	313
Individual Operating as a Small Business	Individual Operating as a Small Business	113
Corporations, Limited Liability Company, Limited Partnership	Majority Interest in an Entity	313
	Common Members with Majority Interest in Multiple Entities	313
	Requested “1 Person” Joint Operation	293
	Sole Beneficiary	363
	Combined Members Have Majority Interest	313
Trust Revocable	Sole Beneficiary	363
	Grantor and Revocable Trust	363
	Requested “1 Person” Joint Operation	293
	Majority Interest in an Entity	313
	Combined Members Have Majority Interest	313
Trust Irrevocable	Sole Beneficiary	363
	Requested “1 Person” Joint Operation	293
	Combined Members Have Majority Interest	313
Estate	Heir and Estate	332
	Requested “1 Person” Joint Operation	293
	Majority Interest in an entity	313
	Sole Beneficiary	363
	Combined Members Have Majority Interest	313
State and Local Government	Combined State Entity	256
Churches, Charities, and Non-Profit Organizations	Organization and Parent Organization	256
	Sole Beneficiary	363--*

165-175 (Reserved)

187 Decombination Reasons

B Reasons

The following table details the reason codes that will populate the “Reason” drop-down box on the Decombine a Producer Screen. Information is specific to the business type of the selected customer in the “Customer” box.

Reasons to Combine Producers	Possible Decombination Reasons
Husband and Wife	No Longer Married
	Spouses Request Separate Determination
	Interest Prior to Marriage
	Error
Individual Operating as a Small Business	No Longer Sole Owner
	Deleted Producer
	Error
Majority Interest in Entity	No Majority Shareholders
	Deleted Producer
	Error
Sole Beneficiary	Deleted Producer
	Error
Heir and Estate	Deleted Producer
	Heir and Estate are No Longer Combined
	Error
Grantor and Revocable Trust	Deleted Producer
	Error
Minor Child and Parent/Guardian	Minor is Emancipated
	Specific Minor Combination Required
	Error
Combined State Entity	State Affiliation Terminated
	Error
Common Members with Majority Interest in Multiple Entities	Multiple Entities No Longer Share Majority Members
	Deleted Producer
	Error
Common Members with Majority Interest in Irrevocable Trust	Multiple Entities No Longer Share Majority Members
	Deleted Producer
	Error
Common Members with Majority Interest in Revocable Trust	Multiple Entities No Longer Share Majority Members
	Deleted Producer
	Error
Organization and Parent Organization	Organization and Parent Organization No Longer Affiliated
	Error
Requested ‘1 Person’ Joint Operation	No Longer a “1 Person” Joint Operation
	Deleted Producer
	Error
*--Combined Members Have Majority Interest	No Majority Share Holders
	Error--*

Note: See Exhibit 2 for definition of deleted producer.

***--188 Automatic Decombination**

A Background

Occasionally, a producer that producer has CCC-503A approved by COC or designee that has been combined with another producer, will no longer have farming interest.

B Automatic Decombination

The web-based combination system will automatically decombine a producer, if that producer's legacy link in SCIMS is removed for all counties.

IF all of a producer's legacy links in SCIMS are removed and the other producer in the combination has...	THEN the combination is automatically...
no other direct or indirect combinations	decombined.
other direct or indirect combinations	<ul style="list-style-type: none"> • decombined • if necessary, the combined recording county is re-assigned to the county with the lowest State and county code.

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189-200 (Reserved)

Part 6 (Reserved)

201-300 (Reserved)