

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files 3-PL	Amendment 12
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 29 C has been amended to include all affiliates that are **not** required to file AD-1026's.

Paragraph 303 has been amended to update the Subsidiary Print to include Combined Producer information.

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2	Definitions of Terms Used in This Handbook
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6	Downloading Subsidiary Eligibility Data to the System/36

29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications

This table lists the fields applicable to AD-1026 certifications.

Field	Option	Explanation
Certification	Certified	<p>*--This option shall be selected when any of the following conditions exist:</p> <ul style="list-style-type: none"> • producer and all affiliates have certified AD-1026 • producer has certified that they are not associated with an ineligible tract • a member of a joint operation has certified on CCC-502B that they do not have any other farming interests and are not associated with any farms. <p>Note: If a producer's only farming interest is an entire farm enrolled in CRP, a signed CRP-817U is considered the same as having certified AD-1026.--*</p>
	Not Filed	<p>This option indicates either of the following:</p> <ul style="list-style-type: none"> • producer has not filed AD-1026 • producer did not certify compliance on AD-1026.
	Good Faith Determination	<p>Producer cannot certify compliance with HELC/WC provisions because of a violation but has received a good faith determination reinstating payment eligibility.</p>
	COC Exemption	<p>Producer cannot certify compliance with HELC/WC provisions because of a violation but has received an exemption reinstating payment eligibility.</p>
	Awaiting Affiliate Certification	<p>This option indicates:</p> <ul style="list-style-type: none"> • producer has certified AD-1026 • all affiliates have not certified to AD-1026 compliance.
	Affiliate Violation	<p>This option indicates the producer is an affiliate of a producer who has violated HELC/WC provisions.</p>

29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
Referred to NRCS	Yes	Used to indicate whether AD-1026 for the applicable producer has been referred to NRCS.
	No	<p>An option must be selected if any of the following options are selected as the "certification":</p> <ul style="list-style-type: none"> • Certified • Awaiting Affiliate Certification • Affiliate Violation.
Date Referred to NRCS		<p>Date the County Office referred the AD-1026 to NRCS for a technical determination.</p> <p>A date is required if "Yes" was selected for "Referred to NRCS".</p>
Date Continuous Certification/ Authorization Signed By Producer		<p>The later of the following:</p> <ul style="list-style-type: none"> • date the producer signed AD-1026, item 12 • date AD-1026 is received in the County Office. <p>An entry is required if either of the following options are selected as the "Certification":</p> <ul style="list-style-type: none"> • Certified • Awaiting Affiliate Certification. <p>*--Note: For affiliates that are not required to file an AD-1026, County Offices shall enter the date from AD-1026 filed by the entity/joint operation requesting benefits. County Offices are not--* required to change information previously entered in the web-based subsidiary system.</p>

303 **Subsidiary Print Report (Continued)**

C Subsidiary Print Selection Process

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

- “Number of years to print”
- “Fields to print”.

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

Following is an example of the Subsidiary Print Selection Screen.

*..

..*

303 **Subsidiary Print Report (Continued)**

D Number of Years to Print Option

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

***--Note:** Combined producer information before 2007 is not available in the web-based subsidiary system. See 2-PL for combined information before 2007.--*

E Fields to Print Option

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

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

Type of Information	What Will Be Displayed/Printed	Default Information
SCIMS	<ul style="list-style-type: none"> • Producer’s business type for each year selected under “Number of years to print” option. • Citizenship Country/Originating County. • Resident Alien flag. • SCIMS legacy links. 	<p>SCIMS is the default.</p> <p>Note: To remove the selection, the user must CLICK on the checkbox to remove the check mark.</p>
Eligibility	<ul style="list-style-type: none"> • Recording county name, address, and telephone number. • Eligibility certifications and determinations for each year selected under “Number of years to print” option. <p>Note: See Part 3 for additional information on eligibility certifications and determinations.</p>	<p>Eligibility is the default.</p> <p>Note: To remove the selection, the user must CLICK on the checkbox to remove the check mark.</p>

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

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Type of Information	What Will Be Displayed/Printed	Default Information
Combined	<ul style="list-style-type: none"> • Combined recording county name, address, and telephone number. • All direct combinations associated with the selected producer. If there are no direct combinations, then “None” will be displayed. Direct combination information displayed includes: <ul style="list-style-type: none"> • producer • last 4 digits of tax ID and tax ID type • combination reason • determination date (entry will be blank if record was loaded during dataload of combined producers). • All indirect combinations associated with the selected producer. If there are no direct combinations, then “None” will be displayed. Direct combination information displayed includes: <ul style="list-style-type: none"> • producer • last 4 digits of tax ID and tax ID type • combination reason • determination date (entry will be blank if record was loaded during data load of combined producers). <p>Note: If a year is selected before 2007, then the Direct and Indirect Combination box will be displayed with the message “Not Available” as all records before 2007 are maintained in System 36. See 2-PL for this information.</p>	<p>“Combined” is not a default selection. Users must CLICK “Combined” radio button to have the combined information displayed.</p>

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303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

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

Note: Until Farm Records Management Systems has resolved a problem that causes some producer tract level and farm level exceptions to 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 then CLICK "Print".

303 Subsidiary Print Report (Continued)

G Future Additions

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

H Example

*--Following is an example of the Producer Subsidiary Print report.

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print		Date: 04-27-2007
JOHN SMITH 1234 MAIN STREET SOMEWHERE, MS 22222		Tax ID Number: 7777 S Phone Number: none
SCIMS Information		
Business Type Information		
2007 Individual	Citizenship Country - CANADA Resident Alien Flag - N/A	
SCIMS Links		
Merced - California	Coahoma - Mississippi	
Summary Eligibility Information		
Recording County: Coahoma - Mississippi	2655 NORTH STATE ST CLARKSDALE, MS 38614	
Office Phone: (662)624-8727 x2		
	2007	
AD-1026	Certified	
Actively Engaged-Determination	Actively Engaged	
Suspended Producer	Not Suspended	
Adjusted Gross Income	Not Filed	
Cash Rent Tenant-Determination	Awaiting Determination	
Cropland Factor	0.0000	
Conservation Compliance-Farm/Tract	In Compliance	
Highly Erodible Land Conservation	Compliant	
Planted Converted Wetland	Compliant	
Converted Wetland	Compliant	
Controlled Substance	No Violation	
Delinquent Debt	No	
Federal Crop Insurance	Requirements Not Met	
Foreign Person	Pending	
Fraud - including FCIC Fraud	Compliant	
Gross Revenue for Disaster		
Gross Revenue for NAP	Not Filed	
NAP Non Compliance	Compliant	
Permitted Entity Designation	Yes	
Person Eligibility	Not Filed	

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303 Subsidiary Print Report (Continued)

H Example (Continued)

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Date: 04-27-2007

**United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print**

JOHN SMITH
1234 MAIN STREET
SOMEWHERE, MS 22222

Tax ID Number: 7777 S
Phone Number: none

Combined Producer Information

2007

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

2655 NORTH STATE ST
CLARKSDALE, MS 38614

Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
JONES, CYNDY	9999S	Husband And Wife	04/25/2007

Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH JONES FARMS	6789E	Majority Interest in Entity	02/15/2007

Farm/Tract Information for All Tracts

2007

Coahoma, MS

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
4006		Operator		None		None		None
4006	8228	Owner	HEL: Determinations not complete	None	None	None	None	None
4078		Other Tenant		None		None		None
4078	8586	Other Tenant	HEL: Conservation system is not required - no agricultural commodity	None	None	None	None	None
4080		Operator		None		None		None
4080	8603	Owner	HEL: Conservation system is not required - no agricultural commodity	None	None	None	None	None

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304 State Committee Eligibility Change Report

A Introduction

Because of need to develop a system of tracking changes in the web-based subsidiary system for 2007, the State Committee Eligibility Change Report:

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

B Accessing the State Committee Eligibility Change Report

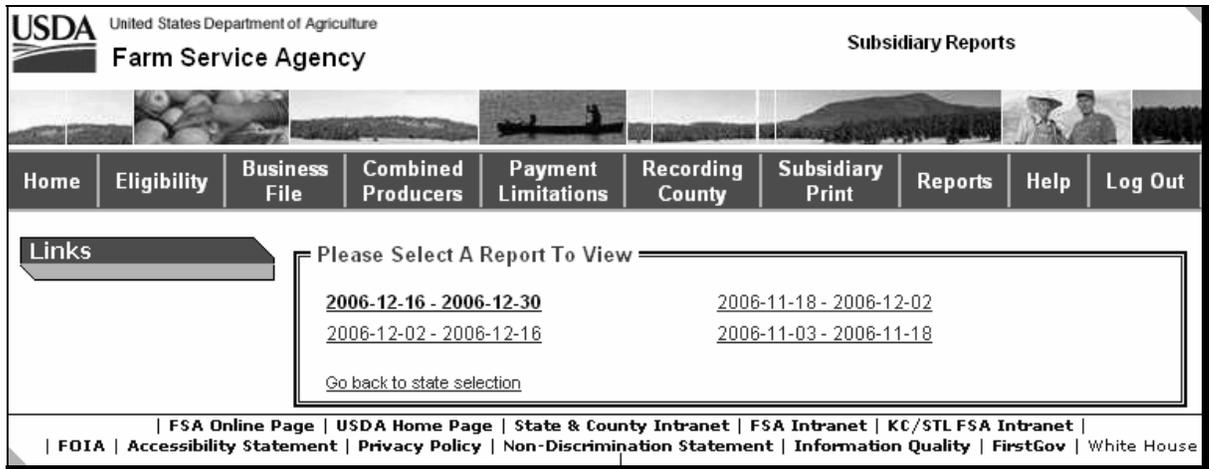
Access the State Committee Eligibility Change Report according to the following.

Step	Action
1	Access the web-based subsidiary system by either of the following methods: <ul style="list-style-type: none"> • type URL https://indianocean.sc.egov.usda.gov/Subsidiary • CLICK “Subsidiary” from FSA’s Applications Web Page on FSA’s Intranet.
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “State Committee Eligibility Change Report”.
4	CLICK desired State.
5	Bi-weekly reports are available that will list producers whose eligibility has changed during that specific 2-week period. Producers are listed in order of: <ul style="list-style-type: none"> • State • county • last name or business name, if a business • last 4 digits of the tax ID number. <p>Note: Businesses and producers will be listed separately by county.</p>

304 State Committee Eligibility Change Report (Continued)

C State Committee Eligibility Change Report Selection Screen

Following is an example of the State Committee Eligibility Change Report Selection Screen.



D Example of the State Committee Eligibility Change Report

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

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

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305-350 (Reserved)