

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files
3-PL

Amendment 13

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 164 B has been amended to allow State and local Governments to be combined using reason code "Sole Beneficiary".

Note: Users will be notified by a forthcoming info bulletin when this application has been updated.

Paragraph 304 has been amended to notify the State and County Offices that the "State Committee Eligibility Change Report" will be provided monthly.

Paragraph 305 has been added to provide instructions on how to print the County Combined Producer Report.

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Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
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6	Downloading Subsidiary Eligibility Data to the System/36

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
	--Sole Beneficiary	363--
Churches, Charities, and Non-Profit Organizations	Organization and Parent Organization	256
	Sole Beneficiary	363

165-175 (Reserved)

304 State Committee Eligibility Change Report

A Introduction

Because of need to develop a system of tracking changes in the web-based subsidiary system, * * * 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	*--Monthly reports are available that will list producers whose eligibility has changed during that specific monthly 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 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							

***--305 County Specific Combined Producer Report**

A Introduction

The web-based combined producer application went online March 19, 2007. County Offices began data-loading combined producer for 2007. 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 the Combined Producer 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 “Combined Producer Report”.
4	Select the desired State, County Office, and year.
5	A report will be generated that displays (and prints if requested) every producer with a combination record in the selected State and county.

--*

***--305 County Specific Combined Producer Report (Continued)**

C Combined Producer Report Selection Screen

The following is an example of the Combined Producer Report Selection Screen that either:

- a State Office employee with proper eAuth credentials will view

USDA United States Department of Agriculture
Farm Service Agency Subsidiary Reports

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

Links

Select State County
State: Arkansas
County: Arkansas

Select Year
Year: 2008

Submit

| FSA Online Page | USDA Home Page | State & County Intranet | FSA Intranet | KC/STL FSA Intranet |
| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

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

USDA United States Department of Agriculture
Farm Service Agency Subsidiary Reports

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

Links

Select Year
Year: 2008

Submit

| FSA Online Page | USDA Home Page | State & County Intranet | FSA Intranet | KC/STL FSA Intranet |
| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

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***--305 County Specific Combined Producer Report (Continued)**

D Example of the Combined Producer Report

The following is an example of the Combined Producer Report.

Beadle South Dakota		United States Department Of Agriculture Farm Service Agency 2007 Combined Producer Report			Prepared: Sep 07, 2007 Time: 09:29 AM Page 1 of 1	
Combined Recording County	Name	ID Number and Type	Name	ID Number and Type	Combination Reason	
Beadle, SD	Cummins, Thomas	1234 S	Haerter, Jane	4321 S	Husband and Wife	
Jackson, IA	Fowler Farms	2345 E	Fowler, Vanessa	9876 S	Requested One Person	
Jackson, IA	Fowler, Vanessa	9876 S	Fowler Farms	2345 E	Requested One Person	
Rapides, LA	Gerald Mott Trust	1212 E	Moody, Cheryl	6667 S	Combined Members Have Majority	
Beadle, SD	Haerter, Jane	4321 S	Cummins, Thomas	1234 S	Husband and Wife	
Rapides, LA	Moody, Cheryl	6667 S	Vanderlaan, Clarence	9898 S	Husband and Wife	
Rapides, LA	Moody, Cheryl	6667 S	Gerald Mott Trust	1212 E	Combined Members Have Majority	
Rapides, LA	Newson Trust	0001 E	Vanderlaan, Clarence	9898 S	Requested One Person	
Rapides, LA	Newson Trust	0001 E	Thompson, Mary	6767 S	Requested One Person	
Rapides, LA	Thompson, Mary	6767 S	W & C Trausch Farm LLC	1010 E	Combined Members Have Majority	
Rapides, LA	Thompson, Mary	6767 S	Newson Trust	0001 E	Requested One Person	
Rapides, LA	Vanderlaan, Clarence	9898 S	Moody, Cheryl	6667 S	Husband and Wife	
Rapides, LA	Vanderlaan, Clarence	9898 S	Newson Trust	0001 E	Requested One Person	
Rapides, LA	W & C Trausch Farm LLC	1010 E	Thompson, Mary	6767 S	Combined Members Have Majority	

Note: The Combined Producer Report has been adjusted so that it will print entirely on 1 page. Reports printed in Adobe will be in landscape format so that proper formatting of large names can be printed.--*

***--305 County Specific Combined Producer Report (Continued)**

E Details of the Combined Producer Report

The following provides information about the Combined Producer Report.

Section	Details
Heading	Displays the county printing the report and the date and time the report was printed.
1 st Name Heading	Displays every producer involved in a combination alphabetically by last name for individuals or name for businesses in the requesting county.
ID Number and Type	Displays the last 4-digits of the tax identification number and the ID type for the listed producers.
2 nd Name Heading	Displays the producer that is combined with the producer listed in the 1 st name heading.
Combination Reason	Displays the reason the 2 producers are combined.

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306-350 (Reserved)

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

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