

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Web-Based Subsidiary Files**  
**3-PL**

**Amendment 14**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Background**

The most common suggestion for the web-based eligibility software is to:

- eliminate the requirement to write the date in the format of “mm/dd/yyyy”
- allow the entry of 1 date that will update other date fields.

Implementing these changes will allow for more efficient use of time in loading web-based eligibility files.

**B Reason for Amendment**

Paragraph 11 has been moved to paragraph 22.4.

Paragraph 12 has been moved to paragraph 22.5.

Subparagraph 23 D has been added to provide acceptable date formats for entry in the web-based Eligibility System. The date entry format can be used for any date entered in the web-based Eligibility System.

Paragraph 25 has been amended to provide the following:

- updated “Person Eligibility” section on the Subsidiary Eligibility Screen
- reference to acceptable date formats in subparagraph 23 E.

Paragraph 25.5 has been added to provide instructions about options in the “Person Eligibility” section on the Subsidiary Eligibility Screen to automatically populate dates in other eligibility sections. Options have been added to copy date(s) from “Person Eligibility” section to dates(s) in sections for:

- “Actively Engaged”
- “AD-1026”
- “Adjusted Gross Income”.

## Amendment Transmittal (Continued)

### B Reason for Amendment (Continued)

Subparagraph 26 C has been amended to provide:

- instructions for automatic population of dates to the “Actively Engaged” section when the option is selected in the “Person Eligibility” section of the web-based Eligibility System
- reference to acceptable date formats in subparagraph 23 E.

Subparagraph 29 C has been amended to provide:

- instructions for automatic population of dates to the “AD-1026” section when the option is selected in the “Person Eligibility” section of the web-based Eligibility System
- reference to acceptable date formats in subparagraph 23 E.

Subparagraph 31 D has been amended to provide:

- instructions for automatic population of dates to the “Adjusted Gross Income” section when the option is selected in the “Person Eligibility” section of the web-based Eligibility System
- reference to acceptable date formats in subparagraph 23 E.

Subparagraphs 33 D and 34 D have been amended to provide reference to acceptable date formats in subparagraph 23 E.

Paragraph 153 has been amended to provide updated procedure on security access to the web-based combination software.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1, 2	2-1 through 2-6 2-7 (remove) 3-3, 3-4 3-4.7 through 3-4.12 (add) 3-5 through 3-8 3-11 through 3-16 3-16.5, 3-16.6 (add) 3-17 through 3-20 3-20.5, 3-20.6 (add) 3-29 through 3-32 3-45, 3-46 3-46.5, 3-46.6 (add) 3-55 through 3-58 5-3 through 5-10	1, pages 1, 2

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**Part 2 Web-Based Subsidiary System General Information****11, 12 (Withdrawn--Amend. 14)****13 Get Change Alert Message System****A Change Alert Messages**

A change alert message is generated by the web-based system to notify affected County Offices of changes for a producer. A change alert message can be viewed by clicking the "Get Change Alert" button appearing on the left side in the blue portion of the main screen.

At this time, change alert messages only notify County Offices of recording county changes. When new processes are added to the subsidiary system, then it is anticipated that more change alert messages will be added.

**B Viewing Change Alert Messages**

A message will be generated and sent to affected County Offices when a change to a recording county is made. An icon will be displayed when a new message is received. The icon will continue to be displayed until the message is read by the County Office.

Each county to which the producer is linked in SCIMS will receive this change alert message, to notify all users of this 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.

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.

**C Change Alert Report**

At this time there is no change alert report, however users can print the report by accessing the "Print" option from the "File" menu option at the top of the web page.

**D Deletion of Change Alert**

Users do not have the capability to delete change alert messages. Messages will automatically be removed 30 calendar days after the message was generated.

**14–20 (Reserved)**



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

**D Availability of Subsidiary Eligibility Data**

Under the System 36, space and storage were a major problem and allowed for 5 years to be displayed but only 3 years to be accessible. This factor was a problem in the past, because new programs, which started 3 or 4 years after the current year, needed to access and update records.

In the new system, space and storage are not a problem. As many years as necessary can be saved; however, building up the required number of years is a problem. To start subsidiary years of records will be migrated from the System 36 to the new system. During the transition period as a new FY is added none of the prior years will be archived.

The following table is a guide to show the eligibility value and the years to be displayed. As new programs are announced, they will be added to the system.

<b>Description</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
Foreign Person	X	X	X	X	X	X	X
Person	X	X	X	X	X	X	X
Actively Engaged	X	X	X	X	X	X	X
Cash Rent Tenant and Cropland Factor	X	X	X	X	X	X	X
Permitted Entity	X	X	X	X	X	X	X
AD-1026	X	X	X	X	X	X	X
Conservation Compliance	X	X	X	X	X	X	X
Adjusted Gross Income	X	X	X				
Controlled Substance	X	X	X	X	X	X	X
Gross Revenue for NAP	X	X	X	X	X		
Gross Revenue for Disaster		*--X	X--*	X	X	X	X
NAP Non-Compliance	X	X	X	X	X		
Delinquent Debt	X	X	X	X	X	X	X
FCIC Fraud	X	X	X				
FCI	X	X	X	X	X	X	X

**E BIA ID Number 52-1176810**

An eligibility record will not be created for BIA ID number 52-1176810. 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.

**F Downloading Eligibility Data to System 36**

Eligibility data must be downloaded to System 36 to process program benefits. See Exhibit 6 for information on how data is downloaded from the web-based application.

**\*--22.4 Recording County**

**A Introduction**

Every producer recorded in SCIMS 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. However, there will be an option that will allow the recording county to be changed. When the recording county gives up their responsibility they will lose the right to update that producer record.

Regardless of how the recording county is established, once it is established, only the existing recording county can request a change to assign another county as the recording county.

**B Migrating the Recording County**

During migration eligibility information is being created from SCIMS for every customer who has a link to an FSA county. After the eligibility information is created a recording county will be determined using the following.

<b>IF an FSA customer has...</b>	<b>AND...</b>	<b>AND legacy eligibility...</b>	<b>THEN...</b>
multiple FSA county links in SCIMS	legacy multi-county file contains control county that is 1 of the FSA counties SCIMS has a link with	has the FSA county that legacy multi-county file shows as control-county	control county from legacy multi-county file is the recording county for eligibility.
		does not have the same FSA county that legacy multi-county file shows as control-county	the ZIP code process will be used to determine recording county.
	legacy multi-county file control county is not one SCIMS has a link with	has same FSA counties that SCIMS has links with	
one FSA county link in SCIMS	does not need to look at legacy multi-county file	has same FSA county as SCIMS link	recording county is the FSA county link.
		does not have same FSA county as SCIMS link	

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**\*--22.4 Recording County (Continued)**

**C Recording County for New FSA Customers**

When a new FSA customer is entered in SCIMS, the system must establish a recording county. A new FSA customer is someone added to SCIMS for the 1st time, and linked to a county at that time. The linked county will be the recording county. If a new FSA customer is linked to 2 counties at the same time, the system will use the ZIP Code process to assign the recording county.

<b>IF...</b>	<b>AND is linked to...</b>	<b>THEN...</b>
a new FSA customer is added to SCIMS	a county in SCIMS	that county is assigned as the recording county.
	2 or more counties at the same time in SCIMS	the ZIP code process is used to assign the recording county.

**Note:** If, after migration, a subsidiary customer has a recording county, then adds links or attaches to other counties, the existing recording county will remain the recording county.

**D Changing Recording County**

Change a recording county according to the following.

<b>Step</b>	<b>Action</b>	<b>Result</b>	
1	Recording county calls up the Recording County Screen, which lists all the counties the producer is currently "linked to".	A list of all the counties the producer is linked to will be displayed with the recording county highlighted.	
2	Click on the <b>new</b> recording county to change the recording county.	The new recording county will be highlighted.	
3	Select the update function.	The following message will be displayed, "Is this the new recording county? Yes or No".	
4	Answer either "Yes" or "No".	<b>IF...</b>	<b>THEN the system will...</b>
		yes	automatically update the new county as the recording county.
		no	return to start and wait for action. Go to step 1.
5	Whenever a recording county change is completed, the system will generate a message to be sent out to all the producer's counties on the County Message Log. The notification of an existing message will be displayed on each county's system the message is read.	The following message will be displayed to all counties on the County Message Log.  Message: "Producer's name, SS# and type, Recording County has changed from STCTYA to ST CTYB on __date__."	

**Note:** Only the recording county can make a change. Only 1 county can be selected as the new recording county. A CMA county is ineligible to be the recording county.--\*

**\*--22.4 Recording County (Continued)**

**E ZIP Code Process**

When all other methods fail, the system will use the ZIP code process to assign an FSA customer a recording county according to the following.

<b>Step</b>	<b>Action</b>	<b>Results</b>
1	From the FSA producer’s home address ZIP code subtract individually each County Office ZIP code with a link to the FSA customer.	Arrange the results in ascending order.
2	Find the result with the smallest difference between ZIP codes.	This County Office is the recording county.
3	If 2 County Offices have the same result, then find the County Office ZIP code with the lowest numerical ZIP code.	

Only 1 county can be assigned as the recording county. A CMA county is ineligible to be the recording county.

**F Error Messages**

The following error messages will be displayed if the user does not enter a valid recording county data.

<b>IF the user is...</b>	<b>THEN the following message will be displayed...</b>
making a change and is the current recording county	“This is the current recording county.”
trying to highlight 2 or more counties	“Only 1 county can be recording county.”
a nonrecording county trying to make a change	“Only the recording county can make this change.”

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**\*--22.5 Security****A Overview**

In the new system security is a major issue. Because the data in the FSA subsidiary file is very sensitive, only very limited access is granted. This is an attempt to prevent the release or reading of this sensitive data. Security will determine who:

- can make updates to records
- has view-only authority
- has no access at all.

**B Security Set Up**

All levels within the FSA organization are required to set up security accounts for employees who are to have access to FSA records on the new system. When establishing these security accounts, the level of authority to access data must be considered. The following are the levels of security in the new system:

- full access to update records
- view-only authority
- no access at all.

**C System Security**

In the new system the security level is verified at the time of signing on the system. Immediately, when a user signs on the new system, security goes out and checks the authenticity of the user. When authenticity has been verified, then the security process sends back a code as to the controlled membership group that particular user has been assigned. That code then controls the user allowing access only to their level of security until they sign off.

The security application process provides service access by user group. Currently the following groups have been identified for access control:

- those not allowed any access
- those allowed view-only access
- those that are allowed general update access, if they are the recording county
- those that are allowed general update access, if their State contains the recording county
- those with special update access privilege
- system administrator
- persons with authority to initiate rollover and data migrations.

The system is capable of handling more groups as the need arises.--\*

**\*--22.5 Security (Continued)****D Determining User Update Capability**

All FSA personnel will have some update capability. Only FSA personnel, who are in the recording county for that producer, can change and modify the data. In other words, recording county FSA users have full “update” capability. All non-recording county FSA personnel will only have “view-only” capability.

At the State Office level, selected personnel will have update capability only for those producers whose recording county is in that State. National Office level personnel will have restricted update capability of the FCIC fraud records.

**E Determining View-Only Update Capability**

All FSA and NRCS personnel will have view-only capability. The system will have to authenticate the user as FSA or NRCS personnel.

**F Denied Access**

At this time all other persons will be denied both update and view-only capability. The security system built in the new system is flexible, because other groups may be added to the list of users in the future.

**G User Update Restriction by Level**

For control purposes each level of users will be restricted in their update capability. At the:

- County Office level their authority will be to update records for all producers for whom they are the recording county
- State Office level selected personnel will have the authority to update any producer whose recording county is in their State
- select National Office level personnel will have the authority to update any producer record for FCIC fraud and all personnel will have view-only.--\*

**\*--22.5 Security (Continued)**

**H Security Accessibility Table**

The following is a summary of the approved users that security will check before allowing access.

<b>Group</b>	<b>User</b>	<b>Access Capability</b>
FSA	Recording county personnel.	Update.
	Nonrecording county personnel.	View-only.
	State Office personnel.	Update any producer whose recording county is in the State and view-only.
	National Office personnel.	Update FCIC fraud and view-only.
	Kansas City computer personnel.	View-only.
NRCS	All personnel.	View-only.
Others	CMA employees.	View-only (future).
All	Non-FSA and nongovernment.	Denied.

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## 23 Accessing and Updating Eligibility File Records

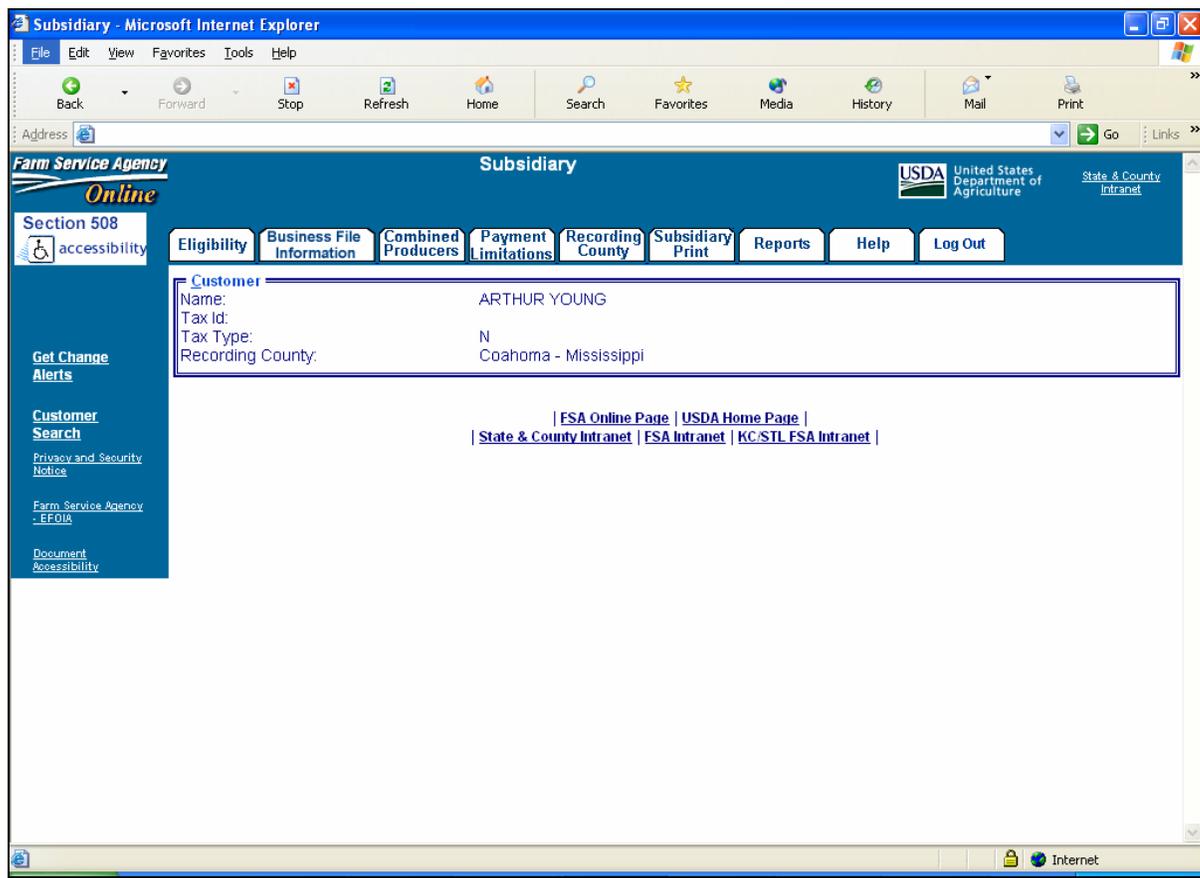
### A Accessing the Subsidiary Eligibility System

Access producer’s eligibility records according to the following.

Step	Action
1	Access the subsidiary web-based application by either of the following methods: <ul style="list-style-type: none"> <li>enter the URL <a href="https://indianocean.sc.egov.usda.gov/Subsidiary">https://indianocean.sc.egov.usda.gov/Subsidiary</a></li> <li>CLICK “Subsidiary” from the FSA Applications Screen on the FSA Intranet.</li> </ul>
2	CLICK “Customer Search” to access the SCIMS search page.
3	Select a SCIMS customer by entering either of the following and clicking “Search”: <ul style="list-style-type: none"> <li>tax ID number and ID type</li> <li>customer name.</li> </ul>
4	CLICK “Eligibility” at the top of the Subsidiary Screen.

### B Example of Subsidiary Screen

The following is an example of the Subsidiary Screen.



23 Accessing and Updating Eligibility File Records (Continued)

C 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 in which the producer’s recording county is associated with a County Office in their State
- National Office employees have update responsibility for FCIC fraud determinations.

The following describes the process for updating data in the subsidiary eligibility system.

**Note:** See paragraphs 24 through 38 for additional information pertaining to each type of eligibility determination.

Step	Action								
1	<p>Update the applicable eligibility information and CLICK “Submit” at the bottom of the screen.</p> <p>If the updated data:</p> <ul style="list-style-type: none"> <li>• passes the applicable validations for the eligibility information being updated, proceed to step 2</li> <li>• does not pass the applicable validations, then an informational message will be displayed at the top of the web page. See paragraphs 24 through 38 for additional information on applicable error messages.</li> </ul>								
2	<p>An informational web page is displayed that summarizes the changes that have been submitted for update. The original information is displayed along with the new information so a comparison can be made to determine if the data being updated is correct.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the user wants to...</th> <th style="text-align: left;">THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td>accept the changes and continue with the update process</td> <td> <p>“Accept”.</p> <p>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.</p> </td> </tr> <tr> <td>make additional changes for the selected producer or revise the changes that have been made</td> <td> <p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p><b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p> </td> </tr> <tr> <td>cancel the process and exit without saving the changes</td> <td> <p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN CLICK...	accept the changes and continue with the update process	<p>“Accept”.</p> <p>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.</p>	make additional changes for the selected producer or revise the changes that have been made	<p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p><b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p>	cancel the process and exit without saving the changes	<p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>
IF the user wants to...	THEN CLICK...								
accept the changes and continue with the update process	<p>“Accept”.</p> <p>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.</p>								
make additional changes for the selected producer or revise the changes that have been made	<p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p><b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p>								
cancel the process and exit without saving the changes	<p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>								

23 Accessing and Updating Eligibility File Records (Continued)

**D Screen Tips**

The Subsidiary Eligibility Screen uses short definitions for each applicable determination. For example, “Actively Engaged” designates the producer has been determined to be “actively engaged in farming”.

Each field on the Subsidiary Eligibility Screen includes “screen tip” information that further defines the applicable option and/or information that should be recorded in the field. The screen tip:

- can be accessed by placing the mouse over the applicable option
- will be displayed for approximately 5 seconds.

The following are examples of screen tips used on the “Person Eligibility” section of the Subsidiary Eligibility Screen.

Option/Field	Screen Tip
COC Determination Completed	Producer has filed all documentation and COC has completed applicable determinations.
Not Filed	Producer has not filed the required documentation for a person determination.
Awaiting Determination	Producer has filed all the documentation required for a person determination; however the COC determination has not been completed.
Awaiting Revision	Producer has filed all the documentation required for a revised person determination; however the COC determination has not been completed.

**\*--E Date Format**

All of the following formats will be acceptable date entries in the web-based Eligibility System for all years:

- “mmdyyy”

**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.

- “mmdyy”

**Example:** “020108” where “02” represents the month, “01” represents the day of the month, and “08” represents the year.--\*

23 Accessing and Updating Eligibility File Records (Continued)

**\*--E Date Format (Continued)**

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.

**Important:** 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.--\*

**F Quick Access or Shortcut Keys**

Quick access or shortcut keys have been created for those users that prefer to move through the Eligibility Screen using the keyboard instead of the mouse. These keys allow the user to “jump” directly to a specific section of the Subsidiary Eligibility Screen by pressing the “Alt” key plus another designated key.

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

Section	Quick Access/Shortcut Key
Actively Engaged	Alt - A
AD-1026	Alt - I
Adjusted Gross Income	Alt - J
Cash Rent Tenant and Cropland Factor	Alt - H
Conservation Compliance	Alt - V
Controlled Substance	Alt - B
Customer	Alt - C
Delinquent Debt	Alt - Q
FCI	Alt - I
FCIC Fraud	Alt - U
Foreign Person	Alt - M
Gross Revenue for Disaster	Alt - O
Gross Revenue for NAP	Alt - G
NAP Non-Compliance	Alt - N
Permitted Entity	Alt - E
Person	Alt - P
Reset	Alt - R
Submit	Alt - S

## 24 Foreign Person Determination Information

### A Introduction

Data in the “Foreign Person” section of the Subsidiary Eligibility Screen is used to determine producer eligibility based on the foreign person provisions. See 1-PL, subparagraph 16 B for a list of program benefits covered by foreign person provisions.

### B Example of “Foreign Person” Section of Subsidiary Eligibility Screen

Following is an example of the “Foreign Person” section of the Subsidiary Eligibility Screen.

The screenshot displays the 'Subsidiary Eligibility' screen on the Farm Service Agency website. The top navigation bar includes 'Farm Service Agency Online', 'USDA United States Department of Agriculture', and 'State & County Intranet'. A secondary navigation bar contains tabs for 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The main content area is divided into two sections: 'Customer' and 'Foreign Person'. The 'Customer' section shows details for ARTHUR YOUNG, including Tax Id, Tax Type (N), Recording County (Coahoma - Mississippi), and Year (2004). Below this are various status links such as 'Active/Engaged', 'Controlled Substance', 'NAP Non-Compliance', etc. The 'Foreign Person' section is titled 'COC Determination' and asks 'Has the producer met the foreign person provision?'. It features three radio button options: 'Yes', 'Pending' (which is selected), and 'No'. A list of links is provided at the bottom of the 'Foreign Person' section, including 'Foreign Person', 'Gross Revenue for NAP', 'NAP Non-Compliance', 'Permitted Entity', and 'Person Eligibility'.

24 Foreign Person Determination Information (Continued)

**F Migrating Eligibility Data From the Legacy System**

Foreign person “COC Determination” will be migrated:

- from the actively engaged data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- only for producers that are defined as foreign persons based on the data recorded in SCIMS.

The following describes how the data is migrated to the foreign person “COC Determination” in the web-based system.

<b>IF the “actively engaged” flag in the producer’s control county record is...</b>	<b>THEN the “COC Determination” field in the web-based system will be set to....</b>
“Blank”, “M”, or “S”	“Pending”, indicating COC has not made a foreign person determination.
“B” or “Y”	“Yes”, indicating COC has determined that the producer is providing land, capital, and active personal labor.
“N”	“No”, indicating COC has determined that the producer is not providing land, capital, and active personal labor.

25 Person Determination Information

A Introduction

Data in the "Person Eligibility" section of the Subsidiary Eligibility Screen is used to determine whether a person determination has been completed for the producer. See 1-PL, subparagraph 16 B for a list of program benefits covered by "person" provisions.

B Example of "Person Eligibility" Section of the Subsidiary Eligibility Screen

The following is an example of the "Person Eligibility" section of the Subsidiary Eligibility Screen.

\*..

The screenshot displays the 'Subsidiary Eligibility' screen for the 'Farm Service Agency'. The top navigation bar includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and Log Out. The main content area is titled 'Customer' and shows details for ARTHUR YOUNG, including Tax Id, Recording County (Coahoma - Mississippi), and Year (2008). Below this, there are links for various categories like 'Actively Engaged', 'Controlled Substance', and 'NAP Non Compliance'. The 'Person Eligibility' section is highlighted with a blue border and contains radio buttons for 'COC Determination Completed', 'Not Filed', 'Awaiting Determination', and 'Awaiting Revision'. It also includes date input fields for 'Date Documentation Filed by Producer' and 'COC Determination Date', along with checkboxes to update these dates.

..\*

25 Person Determination Information (Continued)

C Fields Applicable to Person Determinations

The following lists the fields applicable to “person” determinations.

Field	Option	Explanation
COC Determination	COC Determination Completed	Producer has filed all required documentation and COC has completed applicable determinations.
	Not Filed	Producer has not filed the required documentation for a person determination.
	Awaiting Determination	Producer has filed all documentation required for a person determination; however the COC determination has not been completed.
	Awaiting Revision	Producer has filed all documentation required for a revised person determination; however the COC determination has not been completed.
Date Documentation Filed by Producer	<p>*--See subparagraph 25.5 A for options to populate date for:</p> <ul style="list-style-type: none"> <li>• actively engaged</li> <li>• AD-1026</li> <li>• AGI.</li> </ul>	<p>Date the producer provided all documentation required for a “person” determination. An entry is required if any of the following options are selected as the COC determination:</p> <ul style="list-style-type: none"> <li>• COC Determination Completed</li> <li>• Awaiting Determination</li> <li>• Awaiting Revision.</li> </ul> <p>Enter acceptable date format according to subparagraph 23 E.</p>
COC Determination Date	See subparagraph 25.5 B for options to populate date for actively engaged.	<p>Date the “person” determination is completed by COC. An entry is required if “COC Determination Completed” is selected as the COC determination.</p> <p>Enter acceptable date format according to subparagraph 23 E.--*</p>

## 25 Person Determination Information (Continued)

## D Error Messages

The following provides error messages that may be displayed when updating “person” eligibility data.

Message	Reason for Message	Corrective Action
Must enter the date the producer filed the documentation for a person determination *--for years after 2004.--*	User selected any of the following as the “COC Determination” but did not enter a date in the “Date Documentation Filed by Producer” field. <ul style="list-style-type: none"> <li>• COC Determination Completed</li> <li>• Awaiting Determination</li> <li>• Awaiting Revision.</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date the producer filed the documentation required for a “person” determination.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
Date not allowed based on “COC Determination” option. * * *	User selected “Not Filed” as the “COC Determination” and entered a date in the “Date Documentation Filed by Producer” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the “Date Documentation Filed by Producer” field.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
COC determination *--date is required based on the determination selected for years after 2004.	User selected “COC Determination Completed” as the “COC Determination” but did not enter a date in the “COC Determination Date” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the “COC Determination Date”.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
COC determination has not been completed so a COC determination date is not applicable for years after 2004.--*	User selected “Not Filed” as the “COC Determination” and entered a date in the “COC Determination Date” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the “COC Determination Date” field.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
Date cannot be later than today’s date.	Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the *--calendar icon. See subparagraph 23 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddy.	Date entered in either of the following fields is not in an acceptable date format: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Re-enter date in an acceptable date format according to subparagraph 23 E.--*

25 Person Determination Information (Continued)

**E Field Default Values**

When new eligibility records are created, “person” field values are defaulted according to the following.

Field	Default Value
COC Determination	“Not Filed” indicating the producer has not filed all documentation required for a “person” determination.
Date Documentation Filed by Producer	“Blank”.
COC Determination Date	“Blank”.

**F Migrating Eligibility Data From the Legacy System**

“Person” values will be migrated:

- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- for the “COC Determination” field only.

**Note:** The “Date Documentation Filed by Producer” and “COC Determination Date” fields will be set to “blank” during the migration process. However, users are required to update these fields when the producer’s person eligibility information is updated.

This table describes how the data is migrated to the “person” determination fields in the web-based system.

IF the “person” flag in the producer’s control county record is...	THEN the “COC Determination” field in the web-based system will be set to...
“blank” or “N”	“Not Filed”, indicating the producer has not filed the required documentation for a person determination.
“P”	“Awaiting Determination”, indicating the producer has filed all documentation required for a person determination; however the COC determination has not been completed.
“Y”	“COC Determination Completed”, indicating the producer has filed all required documentation and COC has completed applicable determinations.

**\*--25.5 Options to Populate Dates**

**A Dates for Documentation**

Options are available to populate data entered in the “Date Documentation Filed by Producer” field from the “Person Eligibility” section on the Subsidiary Eligibility Screen to any of the following fields:

- “Actively Engaged Date Documentation Filed by Producer in the Actively Engaged”
- “AD-1026 Date Continuous Certification/Authorization Signed by Producer ”
- “Adjusted Gross Income Date Documentation Provided by Producer”.

An option is also available to populate data entered in the “COC Determination Date” field from the “Person Eligibility” section to “COC Determination Date in the Actively Engaged” section on the “Person Eligibility” section.

<b>Dates for Producer Documentation</b>		
<b>Option</b>	<b>IF...</b>	<b>THEN...</b>
Update “Actively Engaged Date Documentation Filed by Producer” with above date.	the producer filed actively engaged documentation the same date documentation was filed for person eligibility	select this option to have the date loaded in the “Person Eligibility” section automatically populated to the “Actively Engaged” section. The “COC Determination for Actively Engaged” section must be manually updated with 1 of the following: <ul style="list-style-type: none"> <li>• “Actively Engaged”</li> <li>• “Awaiting Determination”</li> <li>• “Awaiting Revision”</li> <li>• “Not Actively Engaged”.</li> </ul>
	the actively engaged documentation was not filed the same date as the documentation for person eligibility	do not select this option. Update the “Actively Engaged” section according to paragraph 26.
Update “AD-1026 Date Continuous Certification/Authorization Signed by Producer” with above date.	the producer signed AD-1026 continuous certification/authorization on the same date documentation was filed for person eligibility	select this option to have the date loaded in the “Person Eligibility” section automatically populated to the “AD-1026” section. The “COC Determination for AD-1026” must be manually updated with 1 of the following: <ul style="list-style-type: none"> <li>• “Certified”</li> <li>• “Awaiting Affiliate Certification”.</li> </ul>
	the AD-1026 continuous certification/authorization was not signed on the same date documentation was filed for person eligibility	do not select this option. Update the “AD-1026” section according to paragraph 29.

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**\*--25.5 Options to Populate Dates (Continued)**

**A Dates for Producer Documentation (Continued)**

<b>Dates for Producer Documentation (Continued)</b>		
<b>Option</b>	<b>IF...</b>	<b>THEN...</b>
Update "Adjusted Gross Income Date Documentation Provided by Producer" with above date.	the producer provided documentation for AGI on the same date documentation was filed for person eligibility	select this option to have the date loaded in the "Person Eligibility" section automatically populated to the "Adjusted Gross Income" section. The "COC Determination for Adjusted Gross Income" must be manually updated with 1 of the following: <ul style="list-style-type: none"> <li>• "Compliant – CCC-526"</li> <li>• "Compliant – Agent"</li> <li>• "Not Met – COC"</li> <li>• "Not Met – Producer".</li> </ul>
	AGI documentation was not provided on the same date documentation was filed for person eligibility	do not select this option. Update the "Adjusted Gross Income" section according to paragraph 31.
<b>Dates for COC Determination</b>		
Update "Actively Engaged COC Determination Date" with above date.	the COC determination date for actively engaged is the same as the COC determination date for person eligibility	select this option to have the date loaded in the "Person Eligibility" section automatically populated to the "Actively Engaged" section. The "COC Determination for Actively Engaged" must be manually updated with 1 of the following: <ul style="list-style-type: none"> <li>• "Actively Engaged"</li> <li>• "Not Actively Engaged".</li> </ul>
	the actively engaged COC determination date is not the same as the person eligibility COC determination date	do not select this option. Update the "Actively Engaged" section according to paragraph 26.

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26 Actively Engaged Determination Information

A Introduction

Data in the “Actively Engaged” section of the Subsidiary Eligibility Screen is used to determine producer eligibility based on the “actively engaged in farming” provisions. See 1-PL, subparagraph 16 B for a list of program benefits covered by “actively engaged in farming” provisions.

B Example of “Actively Engaged” Section of Subsidiary Eligibility Screen

The following is an example of the “Actively Engaged” section of the Subsidiary Eligibility Screen.

The screenshot displays the 'Subsidiary Eligibility' screen for a customer named ARTHUR YOUNG. The customer's tax ID is N, and they are located in Coahoma - Mississippi. The year is set to 2004. The 'Actively Engaged' section shows 'Not Filed' as the selected option, with 'Not Actively Engaged' also visible. There are input fields for 'Date Documentation Filed by Producer' and 'COC Determination Date'. The 'Suspended Producer' section shows 'Not Suspended' as the selected option.

**Customer Information:**  
 Name: ARTHUR YOUNG  
 Tax Id: N  
 Tax Type: N  
 Recording County: Coahoma - Mississippi  
 Year: 2004

**Actively Engaged Section:**  
 COC Determination:  
 Not Filed  
 Awaiting Determination  
 Awaiting Revision  
 Not Actively Engaged  
 Date Documentation Filed by Producer: [ ]  
 COC Determination Date: [ ]

**Suspended Producer Section:**  
 Not Suspended  
 Suspended

26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations

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

Field	Option	Explanation
COC Determination	Actively Engaged	Producer has filed the required documentation and COC has determined the producer meets the “actively engaged in farming” provisions.
	Not Filed	Producer has not filed the documentation necessary for an “actively engaged in farming” determination.
	Awaiting Determination	Producer has filed all documentation required for an actively engaged in farming determination, however the COC determination has not been completed.
	Awaiting Revision	Producer has revised the documentation required for an “actively engaged in farming” determination, however COC has not completed the new “actively engaged in farming” determination.
	Not Actively Engaged	COC has determined the producer does not meet the “actively engaged in farming” provisions.
Date Documentation Filed by Producer		<p>Date the producer provided all required documentation required to determine whether the producer is “actively engaged in farming”. An entry is required if any of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>● “Actively Engaged”</li> <li>● “Awaiting Determination”</li> <li>● “Awaiting Revision”</li> <li>● “Not Actively Engaged”.</li> </ul> <p>*--Enter date according to acceptable formats in subparagraph 23 E. The date will automatically populate if the “Update Actively Engaged Date Documentation Filed by Producer with above date” was selected in “Person Eligibility” section. Verify the date entered is the date the producer filed actively engaged documentation. If the date was populated by selecting the option in the “Person Eligibility” section, verify the date populated is the date the producer filed actively engaged documentation.--*</p>
COC Determination Date		<p>Date the “actively engaged in farming” determination is made by COC. An entry is required if either of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>● “Actively Engaged”</li> <li>● “Not Actively Engaged”.</li> </ul> <p>*--Enter date according to acceptable formats in subparagraph 23 E. The date will automatically populate if “Update Actively Engaged COC Determination Date with above date” was selected in the “Person Eligibility” section. Verify the date entered is the date COC made the actively engaged determination. If the date was populated by selecting the option in the “Person Eligibility” section, verify the date populated is the date COC made the actively engaged determination.--*</p>

26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations (Continued)

Field	Option	Explanation
Suspended Producer  <b>Note:</b> See subparagraph G for additional information.	Not Suspended	Producer/member has not designated more than 3 entities for payment.
	Suspended	Producer/member has designated more than 3 entities for payment.

**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-502B for each member of the joint operation, and the determination for the members from the corresponding CCC-503A 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 date the producer filed the documentation for an actively engaged determination *--for years after 2004.--*	User selected any of the following as the “COC Determination” but did not enter a date in the “Date Documentation Filed by Producer” field.  <ul style="list-style-type: none"> <li>“Actively Engaged”</li> <li>“Awaiting Determination”</li> <li>“Awaiting Revision”</li> <li>“Not Actively Engaged”.</li> </ul>	Take either of the following actions.  <ul style="list-style-type: none"> <li>Enter the date the producer filed the documentation required for an “actively engaged in farming” determination.</li> <li>Select another option as the “COC Determination”.</li> </ul>
Date not allowed based on “COC Determination” option.	User indicated the producer has not filed the required documentation for an “actively engaged in farming” determination, however a date was entered in the “Date Documentation Filed by Producer” field.	Take either of the following actions.  <ul style="list-style-type: none"> <li>Remove the date from the “Date Documentation Filed by Producer” field.</li> <li>Select a different option as the “COC Determination”.</li> </ul>
Date cannot be later than today’s date.	Date entered or selected in either of the following fields is later than the current date.  <ul style="list-style-type: none"> <li>“Date Documentation Filed by Producer”</li> <li>“COC Determination Date”.</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date.  <ul style="list-style-type: none"> <li>“Date Documentation Filed by Producer”</li> <li>“COC Determination Date”.</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon.  *--See subparagraph 23 E for acceptable date formats.--*

26 Actively Engaged Determination Information (Continued)

**D Error Messages (Continued)**

\*--

Message	Reason for Message	Corrective Action
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Re-enter date in an acceptable date format according to subparagraph 23 E.

--\*

**E Field Default Values**

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

Field	Default Value
COC Determination	“Not Filed” indicating the producer has not filed all documentation required for an actively engaged in farming determination.
Date Documentation Filed by Producer	“Blank”.
COC Determination Date	“Blank”.
Suspended Producer	“Not Suspended” indicating the producer/member has not designated more than three entities for payment.

26 **Actively Engaged Determination Information (Continued)**

**F Migrating Eligibility Data From the Legacy System**

Actively engaged values will be migrated:

- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- for the “COC Determination” and “Suspended Producer” fields only.

**Note:** The “Date Documentation Filed by Producer” and “COC Determination Date” fields will be set to “blank” during the migration process. However, users are required to update these fields when the producer’s actively engaged eligibility information is updated.

The following describes how the data is migrated to the actively engaged determination fields in the web-based system.

<b>IF the “actively engaged” flag in the producer’s control county record is...</b>	<b>THEN the “COC Determination” field in the web-based system will be set to...</b>	<b>AND the “Suspended Producer” field in the web-based system will be set to...</b>
“Blank” or “M”	“Not Filed”, indicating the producer has not filed all documentation required for an actively engaged in farming determination	“Not Suspended”, indicating producer or member has not designated more than three entities for payment.
“B”	“Actively Engaged”, indicating the producer has been determined to be actively engaged in farming	
“Y”		
“N”	“Not Actively Engaged”, indicating the producer is not actively engaged in farming on the entire farming operation	“Suspended”, indicating producer or member has designated more than three entities for payment.
“S”	“Not Filed”, indicating the producer has not filed all documentation required for an actively engaged in farming determination	

## 26 Actively Engaged Determination Information (Continued)

**G Correcting Suspended Producer Situations**

The KC-ADC mainframe sets the “Suspended Producer” option based on the number of permitted entities counted on the mainframe. 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

**Note:** Corrected data will be uploaded to the KC-ADC mainframe and the permitted entity count process will run again. However the updates will not be immediate because the upload/download process for the permitted entity file will continue to occur bi-weekly.

- update the “Suspended Producer” option to “Not Suspended” in the web-based subsidiary application.

**Warning:** If the permitted entity count on the mainframe continues to exceed 3, the eligibility application will be automatically updated back to “Suspended” and any payments issued to the producer will be listed on applicable overpayment registers.



29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications

The following 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"> <li>• producer and all affiliates have certified AD-1026</li> <li>• producer has certified that they are not associated with an ineligible tract</li> <li>• 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.</li> </ul> <p><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.</p>
	Not Filed	<p>This option indicates either of the following:</p> <ul style="list-style-type: none"> <li>• producer has not filed AD-1026</li> <li>• producer did not certify compliance on AD-1026.</li> </ul>
	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"> <li>• producer has certified AD-1026</li> <li>• all affiliates have not certified to AD-1026 compliance.</li> </ul>
	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 No	Used to indicate whether AD-1026 for the applicable producer has been referred to NRCS.  An option must be selected if any of the following options are selected as the “certification”:  <ul style="list-style-type: none"> <li>• “Certified”</li> <li>• “Awaiting Affiliate Certification”</li> <li>• “Affiliate Violation”.</li> </ul>
Date Referred to NRCS		Date the County Office referred the AD-1026 to NRCS for a technical determination.  A date is required if “Yes” was selected for “Referred to *--NRCS”. Enter date according to acceptable formats according to subparagraph 23 E.--*
Date Continuous Certification/ Authorization Signed By Producer		The later of the following:  <ul style="list-style-type: none"> <li>• date the producer signed AD-1026, item 12</li> <li>• date AD-1026 is received in the County Office.</li> </ul> An entry is required if either of the following options are selected as the "Certification":  <ul style="list-style-type: none"> <li>• “Certified”</li> <li>• “Awaiting Affiliate Certification”.</li> </ul> <p><b>Note:</b> 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> <p>*--Enter date according to acceptable formats in subparagraph 23 E. The date will automatically populate if “Update AD-1026 Date Continuous Certification/Authorization Signed by Producer with above date” was selected in the “Person Eligibility” 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.--*</p>

29 AD-1026 Determination Information (Continued)

D Error Messages

The following provides a list of error messages that may be displayed when updating AD-1026 eligibility data.

Message	Reason for Message	Corrective Action
*--Certification must specify the date the producer signed the certification for years after 2004.	User selected 1 of the following options as the "Certification" but did not enter a "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer": <ul style="list-style-type: none"> <li>• "Certified"</li> <li>• "Awaiting Affiliate Certification".</li> </ul>	Take either of the following options. <ul style="list-style-type: none"> <li>• Enter the date in the "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer" fields.</li> <li>• Select a different option as the "Certification".</li> </ul>
Date not allowed based on COC determination or certification option--* selected.	User selected 1 of the following options as the "Certification" and entered a date in the "Date Continuous Certification/Authorization Signed By Producer" field: <ul style="list-style-type: none"> <li>• "Not Filed"</li> <li>• "Good Faith Determination"</li> <li>• "COC Exemption".</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the "Date Continuous Certification/Authorization Signed By Producer" field.</li> <li>• Select a different option as the "Certification".</li> </ul>
Must specify whether AD-1026 is being referred to NRCS.	User did not specify whether AD-1026 is or is not being referred to NRCS.	Indicate whether or not AD-1026 is being referred to NRCS.
Must specify the date the AD-1026 was referred to *--NRCS for years after 2004.--*	User indicated AD-1026 is being referred to NRCS, however the referral date was not entered.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date AD-1026 was referred to NRCS.</li> <li>• Select "No" in the "Referred to NRCS" field.</li> </ul>
Invalid date.	Date entered or selected in either of the following fields is not a valid date: <ul style="list-style-type: none"> <li>• "Date Referred to NRCS"</li> <li>• "Date Continuous Certification/Authorization Signed By Producer".</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon.
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> <li>• "Date Referred to NRCS"</li> <li>• "Date Continuous Certification/Authorization Signed By Producer".</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon. *--See subparagraph 23 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> <li>• "Date Documentation Filed by Producer"</li> <li>• "COC Determination Date".</li> </ul>	Re-enter date in an acceptable format according to subparagraph 23 E.--*

29 AD-1026 Determination Information (Continued)

**E Field Default Values**

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

<b>Field</b>	<b>Default Value</b>
Certification	"Not Filed" indicating the producer has not certified compliance and agreement with HELC/WC provisions.
* * *	* * *
Referred to NRCS	"No".
Date Referred to NRCS	"Blank".
Date Continuous AD-1026 *--Certification/Authorization--* Signed by Producer	"Blank".

\* \* \*

31 AGI Determination Information (Continued)

**D Fields Applicable to AGI Determinations**

This table lists the fields applicable to AGI determinations.

Field	Option	Explanation
COC Determination	Compliant - CCC-526	Producer has filed CCC-526 and has certified compliance with AGI provisions.
	Compliant - Agent	Producer has submitted a statement by CPA or an attorney certifying compliance with AGI provisions.
	Exempt	Producer is exempt from AGI provisions. See subparagraph B for additional information on exempt business types.
	Not Filed	Producer has not filed the required documentation to meet the AGI eligibility provisions.
	Not Met - COC	COC has determined that the producer does not meet the AGI eligibility provisions.
	Not Met - Producer	Producer has certified that AGI provisions cannot be met.
Effective Program Year		<p>Program year from CCC-526, item 3 or year applicable to the certification filed by the producer. An entry is required if any of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>• “Compliant - CCC-526”</li> <li>• “Compliant –Agent”</li> <li>• “Not Met – COC”</li> <li>• “Not Met – Producer”.</li> </ul>
Date Documentation Filed by Producer		<p>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.</p> <ul style="list-style-type: none"> <li>• “Compliant - CCC-526”</li> <li>• “Compliant –Agent”</li> <li>• “Not Met – COC”</li> <li>• “Not Met – Producer”.</li> </ul> <p>*--Enter date according to acceptable formats in subparagraph 23 E. The date will automatically populate if the “Update Adjusted Gross Income Date Documentation Provided by Producer with above date” was selected in “Person Eligibility” section. Verify the date entered is the date the producer signed the CCC-526. If the date was automatically populated, verify the date populated is the date the producer signed CCC-526.--*</p>
COC Disapproval Date		Date the COC determined that the producer does not meet the AGI eligibility provisions. An entry is required if “Not Met – COC” is entered as the “Certification/COC Determination”.

31 AGI Determination Information (Continued)

E Error Messages

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

Message	Reason for Message	Corrective Action
Program year must be selected.	<p>*--User selected any of the following as the "Certification/COC Determination" but did not enter a date in the "Effective Program Year" field.</p> <ul style="list-style-type: none"> <li>• "Compliant - CCC-526"</li> <li>• "Compliant –Agent"</li> <li>• "Not Met – COC"</li> <li>• "Not Met – Producer".</li> </ul>	<p>Take either of the following actions.</p> <ul style="list-style-type: none"> <li>• Enter the effective program year from CCC-526.</li> <li>• Select another option as the "Certification/COC Determination".</li> </ul>
Must enter the date the producer filed the AGI certification for years after 2004.--*	<p>User selected any of the following as the "Certification/COC Determination" but did not enter a date in the "Date Documentation Filed by Producer" field.</p> <ul style="list-style-type: none"> <li>• "Compliant - CCC-526"</li> <li>• "Compliant –Agent"</li> <li>• "Not Met – COC"</li> <li>• "Not Met – Producer".</li> </ul>	<p>Take either of the following actions.</p> <ul style="list-style-type: none"> <li>• Enter the date the producer filed CCC-526 or certification.</li> <li>• Select another option as the "Certification/COC Determination".</li> </ul>
Program year not allowed based on certification option selected.	<p>Effective program year was entered by the user, but the "Certification/COC Determination" is either of the following options.</p> <ul style="list-style-type: none"> <li>• "Exempt"</li> <li>• "Not Filed".</li> </ul>	<p>Take either of the following actions.</p> <ul style="list-style-type: none"> <li>• Remove the effective program year.</li> <li>• Select a different option as the "Certification/COC Determination".</li> </ul>
Date not allowed *--based on COC determination or certification--* option selected.	<p>User indicated the producer has not filed the required documentation for an AGI determination, however a date was entered in the "Date Documentation Filed by Producer".</p>	<p>Take either of the following actions.</p> <ul style="list-style-type: none"> <li>• Remove the date from the "Date Documentation Filed by Producer" field.</li> <li>• Select a different option as the "Certification/COC Determination".</li> </ul>
Must enter the COC disapproval date.	<p>User indicated the producer does not meet the AGI provisions by selecting "Not Met – COC" as the "Certification/COC Determination" but did not enter a date in the "COC Disapproval Date" field.</p>	<p>Take either of the following actions.</p> <ul style="list-style-type: none"> <li>• Enter the date the COC determined the producer was ineligible due to AGI provisions.</li> <li>• Select another option as the "Certification/COC Determination".</li> </ul>
* * * Year cannot be later than the current subsidiary year.	<p>*--Program year entered is later than the--* current subsidiary year.</p>	<p>Year entered cannot be later than the current subsidiary year. Re-enter a valid year.</p>

## 31 AGI Determination Information (Continued)

## E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date. <ul style="list-style-type: none"> <li>• "Date Documentation Filed by Producer"</li> <li>• "COC Disapproval Date".</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date. <ul style="list-style-type: none"> <li>• "Date Documentation Filed by Producer"</li> <li>• "COC Disapproval Date".</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the *--calendar icon. See subparagraph 23 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmdyyy, mmdyy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> <li>• "Date Documentation Filed by Producer"</li> <li>• "COC Determination Date".</li> </ul>	Re-enter date in an acceptable format according to subparagraph 23 E.--*



**33 Gross Revenue for NAP Determination Information**

**A Overview**

Gross Revenue for NAP Eligibility, which is the NAP Gross Income flag in the System 36, 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 gross revenue for NAP eligibility is that any producer certifying on CCC-441 Income to more than \$2 million in gross revenue for the previous year is ineligible for NAP benefits. The County Office is required to keep the producer’s signed eligibility certification on file.

**C Values**

The following is a list of the options that are provided to update the gross revenue for NAP eligibility producer certification in the system.

<b>Option</b>	<b>Notification of Determination</b>	<b>Short Form Name</b>	<b>Legacy Flag Value</b>
1	Producer has filed CCC-441 Income and has certified compliance with NAP gross revenue provisions.	Certified	Y
2	Producer has not filed the required documentation to meet the NAP gross revenue eligibility provisions.	Not Filed	N
3	COC has determined that the producer does not meet the NAP gross revenue eligibility provisions.	Not Compliant - COC	
4	The producer certified over the NAP gross revenue amount.	Not Compliant - Producer	

**D Other Required Data**

The date the gross revenue for NAP eligibility certification was received in the County Office is entered in the system. This date can be before the current date; however, it cannot be later than the current system date. A date must be entered or the system will not allow the \*--user to update. Enter date according to acceptable formats in subparagraph 23 E.--\*

**33 Gross Revenue for NAP Determination Information (Continued)**

**E Error Messages**

If invalid or no data is entered the following error messages are displayed.

<b>IF this message is displayed...</b>	<b>THEN the user...</b>
Must enter the date documentation filed by producer	Selected option 1 or 4 as the “Certification/COC Determination “, then a date documentation filed by producer is required.
Date not allowed based on certification option selected	Selected option 2 or 3, then no date is required.
Invalid date	Entered an invalid date.
Date cannot be later than today’s date	Entered a date that is equal to or less than the system date.

**F 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 2 is the default value for gross revenue for NAP eligibility. As soon as the producer’s certification is received, then the value and date must be updated. After the record is created, then updates can be made at anytime.

**G Migrating Data from the System 36**

In the System 36 only 2 flags are used for gross revenue for NAP eligibility. “Y” flag will migrate as an Option 1. “N” flag will migrate as an Option 2. Once the migration is complete, then the values can be updated.

**34 Gross Revenue for Disaster Determination Information**

**A Overview**

Gross revenue for disaster eligibility, which is the disaster gross income flag in the System 36, is used to show eligibility for disaster programs. This started with the year 2000. This is a year specific flag.

**B Business Rule**

The rule for gross revenue for disaster eligibility is that any producer certifying on CCC-565 to over \$2.5 million in gross revenue for the year before the disaster is ineligible for disaster program benefits. The County Office is required to keep the producer’s signed eligibility certification on file.

**C Values**

The following is a list of the options that are provided to update the gross revenue for disaster eligibility producer certification in the system.

<b>Option</b>	<b>Notification of Determination</b>	<b>Short Form Name</b>	<b>Legacy Flag Value</b>
1	Producer has certified compliance of disaster gross revenue provisions.	Certified	Y
2	Producer has not filed the required documentation to meet the disaster gross revenue eligibility provisions.	Not Filed	N
3	COC has determined that the producer does not meet the disaster gross revenue eligibility provisions.	Not Compliant - COC	
4	The producer has certified that disaster gross revenue provisions cannot be met.	Not Compliant - Producer	

**D Other Required Data**

The date the gross revenue for disaster eligibility certification was received in the County Office is entered in the system. This date can be before the current date; however, it cannot be later than the current system date. A date must be entered or the system will not allow the \*--user to update. Enter date according to acceptable formats in subparagraph 23 E.--\*

**34 Gross Revenue for Disaster Determination Information (Continued)**

**E Error Messages**

If invalid or no data is entered the following error messages are displayed.

<b>IF this message is displayed...</b>	<b>THEN the user...</b>
Must enter the date documentation filed by producer	selected option 1 or 4 as the “Certification/COC Determination “, and the date documentation filed by producer is required.
Date not allowed based on certification option selected	selected option 2 or 3, and no date is required.
Invalid date	entered an invalid date.
Date cannot be later than today’s date	entered a date that is equal to or less than the system date

**F 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 2 is the default value for gross revenue for disaster eligibility. As soon as the producer’s certification is received, then the value and date must be updated. After the record is created, then updates can be made at anytime.

**G Migrating Data from the System 36**

In the System 36 only 2 flags are used for gross revenue for disaster eligibility. The “Y” flag will migrate as an Option 1. The “N” flag will migrate as an Option 2. Once the migration is complete, the values can be updated.

**\*--152 Guidelines for Creating Combinations (Continued)****D 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 the producers in the combination are linked in SCIMS. County Offices may verify receiving the validated combination by printing a MABDIG, according to 2-PL, paragraph 130.

**E Who Performs Combinations**

Any county may create a combination if:

- COC has approved the combination on CCC-503A
- 1 member of the combination is legacy-linked in SCIMS to the combining county.

The County Office whose COC approved CCC-503A should process the combination in the web-based combined software. That County Office would be the combined recording county for:

- this parent combination
- all subsequent combinations affecting either producer in this parent combination.

**F 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.--\*

153 Security Access to the Web-Based Combination Software

**A Overview**

Roles are developed in eAuthentication to provide users specific capabilities in the web-based combination software.

**B Roles**

The following identifies user roles for the web-based combination software.

<b>Group</b>	<b>User</b>	<b>Access Capability</b>
FSA	Recording County Personnel	Update ability in counties where user's eAuthentication is linked.
	Non-recording County Personnel	View Only
	*--Specified State Office Personnel and DD's	Update-Override for user's State Only (see subparagraph C and D).--*
	Other State Office Personnel	View Only
	Specified National Office Personnel	Update-Override
	Other National Office Personnel	View Only
	Kansas City Computer Personnel	View Only
NRCS	All	View Only
All	Anyone Not Listed Above	Denied

**\*--C State Office Users**

State Office users may obtain update access to web-based combination software according to the following:

- provide the State Office program specialist in charge of subsidiary all State Office employees who are to have update access, and include the following:
  - State Office name
  - employee's legal first and last name
  - employee's job title
  - employee's USDA eAuthentication user ID
- the State Office program specialist in charge of subsidiary shall do 1 of the following:
  - disapprove and return the request to the State Officer user
  - approve and send the information to SLR--\*

## 153 Security Access to the Web-Based Combination Software (Continued)

**\*--C State Office Users (Continued)**

- SLR shall do 1 of the following:
  - disapprove and return the request to the State Office program specialist in charge of subsidiary
  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that “the request is for web-based combination software access”.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional State Office employees can be added any time by requesting access according to this subparagraph.

**D DD Users**

DD’s may obtain update access to web-based combination software according to the following:

- provide the State Office program specialist in charge of subsidiary with a request to have update access, and include the following:
  - State Office name
  - employee’s legal first and last name
  - employee’s job title
  - employee’s USDA eAuthentication user ID
- the State Office program specialist in charge of subsidiary shall do 1 of the following:
  - disapprove and return the request to DD
  - approve and send the information to SLR--\*

**153 Security Access to the Web-Based Combination Software (Continued)**

**\*--D DD Users (Continued)**

- SLR shall do 1 of the following:
  - disapprove and return the request to the State Office program specialist in charge of subsidiary
  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that “the request is for web-based combination software access”.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional DD’s can be added any time by requesting access according to this subparagraph.

**E User Update Restriction by Level**

For control purposes each level of users will be restricted in their update capability. At the:

- County Office level their authority will be to update records for all producers for whom they are the recording county
- State Office level selected personnel will have the authority to update any producer whose recording county is in their State
- select National Office level personnel will have the authority to update any producer record for FCIC fraud and all personnel will have view-only.--\*

**154-160 (Reserved)**

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		3, 22, 23, 29, 351, Ex. 6
CCC-441 Income	Noninsured Crop Disaster Assistance Program Certification of Income Eligibility		33
CCC-501B	Designation of "Permitted Entities"		26
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		26, 29
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		Part 5, Ex. 2
CCC-503B	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		26
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		3, Ex. 6
CCC-565	Disaster Assistance Gross Revenue Certification Statement		34
CCC-770 Eligibility	Eligibility Checklist	3	
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		38
FSA-570	Waiver of Eligibility for Emergency Assistance		38

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	25, 31
AISCRG	Audits, Investigations, and State and County Review Group	37
ALS	Appeals and Litigation Staff	37
CNVRT	Converted	30
CW	converted wetlands	30
FCI	federal crop insurance	2, 22, 23, Ex. 6
FRS	farm records management system	30
PCW	prior converted wetlands	30
SCIMS	Service Center Information Management System	Text
SLR	Security Liaison Representative	153
URL	Uniform Resource Locator	23

Re delegations of Authority

None