

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files
3-PL

Amendment 15

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraph 3 has been amended to reflect updated policy issued in Notices CM-582 and CM-588.

Subparagraph 29 C has been amended to clarify when to use the “Affiliate Violation” option.

Subparagraph 303 G has been amended to remove a reference to the combined producer data not being printed on the Subsidiary Print.

Paragraph 306 has been added to provide instructions on how to access and print Eligibility Reports.

B Obsolete Material

Notices CM-582 and CM-588 are obsolete.

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1	Reports, Forms, Abbreviations, and Redelegations of Authority
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4, 5	(Reserved)
6	Downloading Subsidiary Eligibility Data to the System/36

3 CCC-770 Eligibility, Eligibility Checklist (Continued)

C Completing CCC-770 Eligibility Usage

CCC-770 Eligibility must be completed for every producer who requests a payment or members of entities who are required to meet payment eligibility. If the web-based Subsidiary System is updated, CCC-770 Eligibility shall be on file for the identification number that was updated.

Example: One partnership has 2 corporate members. One corporation has 2 individuals as stockholders. The other corporation has 3 individuals as stockholders. Eight CCC-770 Eligibility's shall be completed.

***--Notes:** Producers who are members of joint operations or entities and have no other farming interest are not required to have a separate CCC-770 Eligibility. For joint operations or entities that have members that have no other farming interest, County Offices shall either:

- enter the name of **each** member of the joint operation or entity in CCC-770 Eligibility, item 15
- print the AGI Entity/Member Report and attach to CCC-770 Eligibility. To print the AGI Entity/Member Report on Subsidiary Main Menu MAD000:
 - ENTER “11”, “Adjusted Gross Income”
 - ENTER “2”, “Print Entity/Member Report”.

Beside each member **that does not have any other farming interest**, ENTER:

- “Yes” if CCC-526 has:
 - been completed in its entirety
 - been signed by an authorized individual
 - the correct date/certification has been entered into the “Adjusted Gross Income” section of the web-based Eligibility System
- “No” if CCC-526 has **not**:
 - been completed in its entirety
 - been signed by an authorized individual
 - had the correct date/certification entered into the “Adjusted Gross Income” section of the web-based Eligibility System.

If any member is an embedded entity or joint operation, each embedded member must be entered in CCC-770 Eligibility, item 15.--*

3 CCC-770 Eligibility, Eligibility Checklist (Continued)

C Completing CCC-770 Eligibility Usage (Continued)

CCC-770 Eligibility:

•*--shall be completed every time a new determination or certification is recorded for a producer in 1 of the following fields:

- “Person/Actively Engaged”
- “Cash Rent Tenant”
- “AD-1026”
- “Adjusted Gross Income”
- “Gross Revenue for NAP”

Note: If only 1 of these fields has a determination or certification updated, then no entry is required in the other fields on CCC-770 Eligibility.

Example: A producer files documentation that requires a new person determination, actively engaged determination, and cash rent tenant rule determination. After the determinations are made and entered into the web-based Subsidiary System, an FSA employee is only required to complete CCC-770 Eligibility, items 7a, 7b, 8a, and 8b. All other items should be left blank. Enter any remarks in item 15 to clarify.

- shall be completed by the recording county
- shall be maintained in the recording county only--*
- is **mandatory**
- is **not** required for:
 - 2005 and 2006 counter-cyclical payments
 - producers who are NRCS customers only.

Note: CCC-770 Eligibility developed by the National Office is the **only** authorized checklist for eligibility. County Offices **shall not** use State or locally generated checklists for eligibility.

*--County Offices:

- are not required to enter the date in any eligibility certification/determination field for 2006 or prior years when the only reason to add this date is for spot-checking procedure in this handbook and/or completing CCC-770 Eligibility
- shall continue to update all fields for years 2007 and forward.--*

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

CED or their designated representative:

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

3 CCC-770 Eligibility, Eligibility Checklist (Continued)

* * *

E STC or Designee Spot Checks

STC or their designee shall:

- *--select a minimum of twenty CCC-770 Eligibility's to spot check per year
- select a combination of CCC-770 Eligibility's that were:
 - spot checked by CED
 - randomly selected, not previously reviewed by CED
- spot check all FSA employee CCC-770 Eligibility's

Note: These spot checks are in addition to the minimum of 20.--*

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

*--**Note:** SED's may require additional spot check reviews at their discretion provided SED determines there are apparent internal control differences.

- spot check additional CCC-770 Eligibility's if required by SED.--*

G National Report

*--A report shall be submitted to the National Office as of September 30 of each FY, by Service Center. The report will require the total number of:

- CCC-770 Eligibility's completed
- CCC-770 Eligibility's selected for spot check by CED or designee
- "Concur" CCC-770 Eligibility's spot checked by CED or designee
- "Do Not Concur" CCC-770 Eligibility's spot checked by CED or designee
- CCC-770 Eligibility's selected for spot check by STC or designee
- "Concur" CCC-770 Eligibility's spot checked by STC or designee
- "Do Not Concur" CCC-770 Eligibility's spot checked by STC or designee.

Reports are due to the National Office by October 31 of each FY. The report shall include all CCC-770 Eligibility's completed during FY.--*

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"> • 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> <p>*--Note: Tract HELC/WC determinations update the web-based Eligibility System without user intervention. If a producer has a HELC/WC violation and that producer has an affiliate that does not have farming interest on the “violated” tract, then the user of the web-based Subsidiary System must update the “Affiliate Violation” option. FRS will not update the affiliate’s eligibility automatically.--*</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"> • “Certified” • “Awaiting Affiliate Certification” • “Affiliate Violation”.
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"> • date the producer signed AD-1026, item 12 • date AD-1026 is received in the County Office. An entry is required if either of the following options are selected as the "Certification": <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> <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>

303 Subsidiary Print Report (Continued)

G Future Additions

Currently, payment limitation * * * 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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***--306 Eligibility Reports**

A Introduction

Eligibility reports have been developed to assist users in tracking eligibility changes. The eligibility reports provide a means for State and County Offices to generate a list of producers that have had determinations/certifications updated in 1 or more of the following categories:

- “foreign person” determination
- “person eligibility” determination
- “actively engaged” determination
- “cash rent tenant” determination
- “permitted entity” determination
- “AD-1026” certification
- “conservation compliance” determination
- “adjusted gross income” certification
- “controlled substance” determination
- “gross revenue for NAP” certification
- “NAP noncompliance” determination
- “delinquent debt” determination
- “fraud - including FCIC fraud” determination
- “Federal Crop Insurance” determination.

These reports are:

- county specific
- generated using the reporting database.

B Accessing the Eligibility Reports

Access eligibility reports 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 the FSA Applications web page on the FSA Intranet.
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “County Eligibility Reports”.

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***--306 Eligibility Reports (Continued)**

C “Report Selection Criteria” Section

The “Report Selection Criteria”:

- section will be at the top of the Eligibility Reports Screen
- allows the user to select the year and format of the County Eligibility Report.

The following is an example of the “Report Selection Criteria” section on the Eligibility Reports Screen.

The following provides information about the “Report Selection Criteria” section.

Field/Button	Description
Year	Allows the user to select the year of the eligibility report to be run.
Report Output Type	Allows the user to select the format of the eligibility report to be run. <ul style="list-style-type: none"> • If “PDF” is selected, the report will be generated in Adobe Acrobat format. • If “Spreadsheet” is selected, the report will be generated in Excel format.
Select State County	Users with more than 1 county attached to their eAuthentication user ID (combined County Office users or State Office users) will be required to select a county in which eligibility reports will be run. Users with only 1 county attached to their eAuthentication user ID will not be required to make a selection.

Note: Certain fields will give the user an option of adding a date or year. If the user does not input the year or date, the returned report will identify **all** producers. To receive a valid report, the user **must** input a date or year.--*

***--306 Eligibility Reports (Continued)**

D “Foreign Person” Section

Reports may be generated that will provide the user information on who has a “foreign person” determination recorded in the web-based Eligibility System. The following is an example of the “Foreign Person” section on the Subsidiary Reports Screen.

Foreign Person

- COC Determination

Has the producer met the foreign person provision?

Yes No

Pending

The following provides information about the “Foreign Person” section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person that has “Yes” checked in the “Foreign Person” section of the web-based Eligibility System.
No	Checking this box will generate a report that will list every person that has “No” checked in the “Foreign Person” section of the web-based Eligibility System.
Pending	Checking this box will generate a report that will list every person that has “Pending” checked in the “Foreign Person” section of the web-based Eligibility System.

E “Person Eligibility” Section

Reports may be generated that will provide the user information on who has “person eligibility” determinations recorded in the web-based Eligibility System. The following is an example of the “Person Eligibility” section on the Eligibility Reports Screen.

Person Eligibility

- COC Determination

COC Determination Completed Not Filed

Awaiting Determination Awaiting Revision

Date Documentation Filed by Producer ▾

COC Determination Date ▾

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*--306 Eligibility Reports (Continued)

E “Person Eligibility” Section (Continued)

The following provides information about the “Person Eligibility” section.

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

F “Actively Engaged” Section

Reports may be generated that will provide the user information on who has an “actively engaged” determination recorded in the web-based Eligibility System. The following is an example of the “Actively Engaged” section on the Eligibility Reports Screen.

Actively Engaged

COC Determination

Actively Engaged Not Filed

Awaiting Determination Awaiting Revision

Not Actively Engaged

Date Documentation Filed by Producer ▼

COC Determination Date ▼

Suspended Producer

Not Suspended Suspended

***--306 Eligibility Reports (Continued)**

F “Actively Engaged” Section (Continued)

The following provides information about the “Actively Engaged” section.

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

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***--306 Eligibility Reports (Continued)**

G “Cash Rent Tenant” Section

Reports may be generated that will provide the user information on who has a “cash rent tenant” determination recorded in the web-based Eligibility System. The following is an example of the “Cash Rent Tenant” section on the Eligibility Reports Screen.

Cash Rent Tenant

COC Determination

Does the producer meet the cash rent tenant provisions?

Eligible
 Partially Eligible
 Ineligible
 Not Applicable
 Awaiting Determination

Cropland Factor

The following provides information about the “Cash Rent Tenant” section.

Field/Button	Description
Eligible	Checking this box will generate a report that will list every person that has “Eligible” checked in the “Cash Rent Tenant” section of the web-based Eligibility System.
Partially Eligible	Checking this box will generate a report that will list every person that has “Partially Eligible” checked in the “Cash Rent Tenant” section of the web-based Eligibility System.
Ineligible	Checking this box will generate a report that will list every person that has “Ineligible” checked in the “Cash Rent Tenant” section of the web-based Eligibility System.
Not Applicable	Checking this box will generate a report that will list every person that has “Not Applicable” checked in the “Cash Rent Tenant” section of the web-based Eligibility System.
Awaiting Determination	Checking this box will generate a report that will list every person that has “Awaiting Determination” checked in the “Cash Rent Tenant” section of the web-based Eligibility System.
Cropland Factor	Checking this box and inserting a factor will generate a report that will list every person that has a “Cropland Factor” with that factor in the “Cash Rent Tenant” section of the web-based Eligibility System. If a factor is not entered, then the report will not be accurate.

--*

***--306 Eligibility Reports (Continued)**

H “Permitted Entity” Section

Reports may be generated that will provide the user information on who has a “permitted entity” determination recorded in the web-based eligibility files. The following is an example of the “Permitted Entity” section on the Eligibility Reports Screen.

Permitted Entity

— COC Determination —

Does the producer wish to receive payment as an individual or through a joint operation?

Yes No

The following provides information about the “Permitted Entity” section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person that has “Yes” checked in the “Permitted Entity” section of the web-based Eligibility System.
No	Checking this box will generate a report that will list every person that has “No” checked in the “Permitted Entity” section of the web-based Eligibility System.

I “AD-1026” Section

Reports may be generated that will provide the user information on who has an “AD-1026” certification recorded in the web-based Eligibility System. The following is an example of the “AD-1026” section on the Eligibility Reports Screen.

AD-1026

— Certification —

Certified Not Filed

Good Faith Determination COC Exemption

Awaiting Affiliate Certification Affiliate Violation

— Referred to NRCS —

Yes No

Date Referred to NRCS ▼

Date Continuous Certification/Authorization Signed By ▼

Producer

--*

*--306 Eligibility Reports (Continued)

I “AD-1026” Section (Continued)

The following provides information about the “AD-1026” section.

Field/Button	Description
Certified	Checking this box will generate a report that will list every person that has “Certified” checked in the “AD-1026” section of the web-based Eligibility System.
Not Filed	Checking this box will generate a report that will list every person that has “Not Filed” checked in the “AD-1026” section of the web-based Eligibility System.
Good Faith Determination	Checking this box will generate a report that will list every person that has “Good Faith Determination” checked in the “AD-1026” section of the web-based Eligibility System.
COC Exemption	Checking this box will generate a report that will list every person that has “COC Exemption” checked in the “AD-1026” section of the web-based Eligibility System.
Awaiting Affiliate Certification	Checking this box will generate a report that will list every person that has “Awaiting Affiliate Certification” checked in the “AD-1026” section of the web-based Eligibility System.
Affiliate Violation	Checking this box will generate a report that will list every person that has “Affiliate Violation” checked in the “AD-1026” section of the web-based Eligibility System.
Referred to NRCS – Yes	Checking this box will generate a report that will list every person that has “Referred to NRCS - Yes” checked in the “AD-1026” section of the web-based Eligibility System.
Referred to NRCS – No	Checking this box will generate a report that will list every person that has “Referred to NRCS - No” checked in the “AD-1026” section of the web-based Eligibility System.
Date Referred to NRCS	Checking this box and entering a date will generate a report that will list every person that has a “Date Referred to NRCS” for that date in the “AD-1026” section of the web-based Eligibility System. If a date is not entered, the report will identify all producers.
Date Continuous Certification/Authorization Signed by Producer	Checking this box and entering a date will generate a report that will list every person that has a “Date Continuous Certification/Authorization Signed by Producer” for that date in the “AD-1026” section of the web-based Eligibility System. If a date is not entered, the report will identify all producers.

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*--306 Eligibility Reports (Continued)

J “Conservation Compliance” Section

Reports may be generated that will provide the user information on how “conservation compliance” determinations are recorded in the web-based Eligibility System. The following is an example of the “Conservation Compliance” section on the Eligibility Reports Screen.

Conservation Compliance	
Highly Erodible Land Conservation	
<input type="checkbox"/> No HEL	<input type="checkbox"/> Compliant
<input type="checkbox"/> Not Compliant	<input type="checkbox"/> Pending Determination
<input type="checkbox"/> Landlord/Tenant Exemption	<input type="checkbox"/> Good Faith
<input type="checkbox"/> Appeal Rights Exhausted	<input type="checkbox"/> No Association
Planted Converted Wetland	
<input type="checkbox"/> Compliant	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Good Faith	<input type="checkbox"/> No Association
Converted Wetland	
<input type="checkbox"/> Compliant	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Good Faith	<input type="checkbox"/> Restored Wetland
<input type="checkbox"/> Appeal Rights Exhausted	<input type="checkbox"/> No Association
Farm/Tract Eligibility	
<input type="checkbox"/> In Compliance	<input type="checkbox"/> Partial Compliance
<input type="checkbox"/> In Violation	<input type="checkbox"/> No Association
<input type="checkbox"/> Past Violation	<input type="checkbox"/> Reinstated
<input type="checkbox"/> Year of Violation	<input type="text"/>
<input type="checkbox"/> State and County Where Violation Occurred	<input type="text"/>

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*--306 Eligibility Reports (Continued)

J “Conservation Compliance” Section (Continued)

The following provides information about the “Conservation Compliance” section.

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

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*--306 Eligibility Reports (Continued)

J “Conservation Compliance” Section (Continued)

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

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*--306 Eligibility Reports (Continued)

J “Conservation Compliance” Section (Continued)

Field/Button	Description
Farm/Tract Eligibility – In Violation	Checking this box will generate a report that will list every person that has “Farm/Tract Eligibility – In Violation” checked in the “Conservation Compliance” section of the web-based Eligibility System.
Farm/Tract Eligibility – No Association	Checking this box will generate a report that will list every person that has “Farm/Tract Eligibility – No Association” checked in the “Conservation Compliance” section of the web-based Eligibility System.
Farm/Tract Eligibility – Past Violation	Checking this box will generate a report that will list every person that has “Farm/Tract Eligibility – Past Violation” checked in the “Conservation Compliance” section of the web-based Eligibility System.
Farm/Tract Eligibility – Reinstated	Checking this box will generate a report that will list every person that has “Farm/Tract Eligibility – Reinstated” checked in the “Conservation Compliance” section of the web-based Eligibility System.
Year of Violation	Checking this box and entering a year will generate a report that will list every person that has a “Year of Violation” for that year in the “Conservation Compliance” section of the web-based Eligibility System. If a year is not entered, then the report will not be accurate.
State and County Where Violation Occurred	Checking this box and entering a State and county code will generate a report that will list every person that has an entry in the “State and County Where Violation Occurred” for that State and county in the “Conservation Compliance” section of the web-based Eligibility System. If a State and county code is not entered, then the report will not be accurate.

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***--306 Eligibility Reports (Continued)**

K “Adjusted Gross Income” Section

Reports may be generated that will provide the user information on who has an “adjusted gross income” certification recorded in the web-based eligibility files. The following is an example of the “Adjusted Gross Income” section on the Eligibility Reports Screen.

Adjusted Gross Income

- Certification/COC Determination

<input type="checkbox"/> Compliant - CCC-526 <input type="checkbox"/> Exempt <input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Compliant - Agent <input type="checkbox"/> Not Filed <input type="checkbox"/> Not Met - Producer
---	---

Effective Program Year

Date Documentation Filed by Producer ▼

COC Disapproval Date ▼

The following provides information about the “Adjusted Gross Income” section.

Field/Button	Description
Compliant – CCC-526	Checking this box will generate a report that will list every person that has “Compliant – CCC-526” checked in the “Adjusted Gross Income” section of the web-based Eligibility System.
Compliant – Agent	Checking this box will generate a report that will list every person that has “Compliant – Agent” checked in the “Adjusted Gross Income” section of the web-based Eligibility System.
Exempt	Checking this box will generate a report that will list every person that has “Exempt” checked in the “Adjusted Gross Income” section of the web-based Eligibility System.
Not Filed	Checking this box will generate a report that will list every person that has “Not Filed” checked in the “Adjusted Gross Income” section of the web-based Eligibility System.
Not Met – COC	Checking this box will generate a report that will list every person that has “Not Met – COC” checked in the “Adjusted Gross Income” section of the web-based Eligibility System.

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*--306 Eligibility Reports (Continued)

K “Adjusted Gross Income” Section (Continued)

Field/Button	Description
Not Met – Producer	Checking this box will generate a report that will list every person that has “Not Met – Producer” checked in the “Adjusted Gross Income” section of the web-based Eligibility System.
Effective Program Year	Checking this box and entering a year will generate a report that will list every person that has an “Effective Program Year” for that year in the “Adjusted Gross Income” section of the web-based Eligibility System.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person that has a “Date Documentation Filed by Producer” for that date in the “Adjusted Gross Income” section of the web-based Eligibility System. If a date is not entered, the report will identify all producers.
COC Disapproval Date	Checking this box and entering a date will generate a report that will list every person that has a “COC Disapproval Date” for that date in the “Adjusted Gross Income” section of the web-based Eligibility System. If a date is not entered, the report will identify all producers.

L “Controlled Substance” Section

Reports may be generated that will provide the user information on who has a “controlled substance” determination recorded in the web-based Eligibility System. The following is an example of the “Controlled Substance” section on the Eligibility Reports Screen.

Controlled Substance

Notification of Determination

No Violation

Growing Number of Years of Ineligibility

Trafficking Number of Years of Ineligibility

Possession Number of Years of Ineligibility

Year of Conviction

--*

***--306 Eligibility Reports (Continued)**

L “Controlled Substance” Section (Continued)

The following provides information about the “Controlled Substance” section.

Field/Button	Description
No Violation	Checking this box will generate a report that will list every person that has “No Violation” checked in the “Controlled Substance” section of the web-based Eligibility System.
Growing	Checking this box along with inputting a specific number of years will generate a report that will list every person that has “Growing” checked with the associated number of years identified in the “Controlled Substance” section of the web-based Eligibility System.
Trafficking	Checking this box along with inputting a specific number of years will generate a report that will list every person that has “Trafficking” checked with the associated number of years identified in the Controlled Substance section of the web-based Eligibility System.
Possession	Checking this box along with inputting a specific number of years will generate a report that will list every person that has “Possession” checked with the associated number of years identified in the “Controlled Substance” section of the web-based Eligibility System.
Year of Conviction	Checking this box and entering a year will generate a report that will list every person that has that year of conviction entered in the “Controlled Substance” section of the web-based Eligibility System. If a year is not entered, then the report will not be accurate.

M “Gross Revenue for NAP” Section

Reports may be generated that will provide the user information on who has a “gross revenue for NAP” certification recorded in the web-based eligibility files. The following is an example of the “Gross Revenue for NAP” section on the Eligibility Reports Screen.

Gross Revenue for NAP

Certification/COC Determination

Certified
 Not Filed

Not Compliant - COC
 Not Compliant - Producer

Date Documentation Filed by Producer ▼

--*

*--306 Eligibility Reports (Continued)

M “Gross Revenue for NAP” Section (Continued)

The following provides information about the “Gross Revenue for NAP” section.

Field/Button	Description
Certified	Checking this box will generate a report that will list every person that has “Certified” checked in the “Gross Revenue for NAP” section of the web-based Eligibility System.
Not Filed	Checking this box will generate a report that will list every person that has “Not Filed” checked in the “Gross Revenue for NAP” section of the web-based Eligibility System.
Not Compliant – COC	Checking this box will generate a report that will list every person that has “Not Compliant – COC” checked in the “Gross Revenue for NAP” section of the web-based Eligibility System.
Not Compliant – Producer	Checking this box will generate a report that will list every person that has “Not Compliant – Producer” checked in the “Gross Revenue for NAP” section of the web-based Eligibility System.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person that has a “Date Documentation Filed by Producer” for that date in the “Gross Revenue for NAP” section of the web-based Eligibility System. If a date is not entered, the report will identify all producers.

N “NAP Non Compliance” Section

Reports may be generated that will provide the user information on who has a “NAP noncompliance” determination recorded in the web-based eligibility files. The following is an example of the “NAP Non Compliance” section on the Eligibility Reports Screen.

NAP Non Compliance

COC Determination

Compliant
 Not Compliant - COC

Year of Violation

--*

***--306 Eligibility Reports (Continued)**

N “NAP Non Compliance” Section (Continued)

The following provides information about the “NAP Non Compliance” section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person that has “Compliant” checked in the “NAP Non Compliance” section of the web-based Eligibility System.
Not Compliant – COC	Checking this box will generate a report that will list every person that has “Not Compliant – COC” checked in the “NAP Non Compliance” section of the web-based Eligibility System.
Year of Violation	Checking this box and entering a year will generate a report that will list every person that has a “Year of Violation” for that year in the “NAP Non Compliance” section of the web-based Eligibility System. If a year is not entered, then the report will not be accurate.

O “Delinquent Debt” Section

Reports may be generated that will provide the user information on who has a “delinquent debt” determination recorded in the web-based eligibility files. The following is an example of the “Delinquent Debt” section on the Eligibility Reports Screen.

Delinquent Debt

– COC Determination/Certification –

Does the producer have an outstanding delinquent Federal non-tax debt?

No Yes

– Source of Delinquent Debt Determination –

Producer Certified FSA Debt

Credit Report CAIVRS

TOPS Other

Not applicable

Additional Information

--*

***--306 Eligibility Reports (Continued)**

O “Delinquent Debt” Section (Continued)

The following provides information about the “Delinquent Debt” section.

Field/Button	Description
No	Checking this box will generate a report that will list every person that has “No” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Yes	Checking this box will generate a report that will list every person that has “Yes” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Source of Delinquent Debt Determination – Producer Certified	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – Producer Certified” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Source of Delinquent Debt Determination – FSA Debt	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – FSA Debt” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Source of Delinquent Debt Determination – Credit Report	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – Credit Report” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Source of Delinquent Debt Determination – CAIVERS	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – CAIVERS” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Source of Delinquent Debt Determination – TOPS	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – TOPS” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Source of Delinquent Debt Determination – Other	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – Other” checked in the “Delinquent Debt” section of the web-based Eligibility System.

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*--306 Eligibility Reports (Continued)

O “Delinquent Debt” Section (Continued)

Field/Button	Description
Source of Delinquent Debt Determination – Not Applicable	Checking this box will generate a report that will list every person that has “Source of Delinquent Debt Determination – Not Applicable” checked in the “Delinquent Debt” section of the web-based Eligibility System.
Additional Information	<p>Checking this box will generate a report that will list every person that has “Additional Information” checked and information entered in the “Delinquent Debt” section of the web-based Eligibility System.</p> <p>Note: If a user has typed a “space” in the “Additional Information” field, then the producer will be listed on the report; however, the field would appear empty.</p>

P “Fraud – Including FCIC Fraud” Section

Reports may be generated that will provide the user information on who has a “fraud – including FCIC fraud” determination recorded in the web-based eligibility files. The following is an example of the “Fraud – Including FCIC Fraud” section on the Eligibility Reports Screen.

Fraud - including FCIC Fraud

Notification of FCIC Determination

Compliant Not Compliant

Year of Violation

Years of No Program Benefits

--*

***--306 Eligibility Reports (Continued)**

P “Fraud – Including FCIC Fraud” Section (Continued)

The following provides information about the “Fraud – including FCIC Fraud” section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person that has “Compliant” checked in the “Fraud – including FCIC Fraud” section of the web-based Eligibility System.
Not Compliant	Checking this box will generate a report that will list every person that has “Not Compliant” checked in the “Fraud – including FCIC Fraud” section of the web-based Eligibility System.
Year of Violation	Checking this box and entering a year will generate a report that will list every person that has a “Year of Violation” for that year in the “Fraud – including FCIC Fraud” section of the web-based Eligibility System. If a year is not entered, then the report will not be accurate.
Years of No Program Benefits	Checking this box and entering a number of years will generate a report that will list every person that has a “Years of No Program Benefits” for a certain number of years entered in the “Fraud – including FCIC Fraud” section of the web-based Eligibility System. If years are not entered, then the report will not be accurate.

Q “Federal Crop Insurance” Section

Reports may be generated that will provide the user information on who has a “federal crop insurance” certification or determination recorded in the web-based eligibility files. The following is an example of the “Federal Crop Insurance” section on the Eligibility Reports Screen.

Federal Crop Insurance

Certification/COC Determination

Requirements Met Requirements Not Met

--*

***--306 Eligibility Reports (Continued)**

Q “Federal Crop Insurance” Section (Continued)

The following provides information about the “Federal Crop Insurance” section.

Field/Button	Description
Requirements Met	Checking this box will generate a report that will list every person that has “Requirements Met” checked in the “Federal Crop Insurance” section of the web-based Eligibility System.
Requirements Not Met	Checking this box will generate a report that will list every person that has “Requirements Not Met” checked in the “Federal Crop Insurance” section of the web-based Eligibility System.

R Options

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

Option	Results
Submit	A validation screen for the Eligibility Report Selection Criteria Screen will be displayed.
Reset	All selected items will be removed.
Return to Reports	The Subsidiary Reports Screen will be displayed.

S Validation Screen

After clicking “Submit” on the Eligibility Report Selection Criteria screen, a validation screen will be displayed. The following is an example of the validation screen.

Report Selection Criteria

Year: 2008
 Report Output Type: PDF
 List Output Type: County Coahoma - Mississippi

Actively Engaged	Fields Selected	Values Entered
	COC Determination	Not Filed

Person Eligibility	Fields Selected	Values Entered
	COC Determination	Not Filed

--*

*--306 Eligibility Reports (Continued)

S Validation Screen (Continued)

Field/Button	Description
Year	Will display the year of the eligibility report to be generated.
Report Output Type	Will display the format of the eligibility report to be generated. <ul style="list-style-type: none"> • If “PDF” was selected, the report will be generated in an Adobe Acrobat format. • If “Spreadsheet” was selected, the report will be generated in a Microsoft Excel format.
List Output Type	Will display the county and State for which the eligibility report will be generated.
Individual Sections for Categories	Will display categories, fields, and values selected on the Eligibility Reports Screen.
Accept	Will generated the report with the criteria listed.
Revise	Will return back to the Eligibility Reports Screen without generating the report to allow the user to modify the selected criteria.
Cancel	Will return back to the Eligibility Reports Screen without generating the report. All fields previously selected will be removed.

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*--306 Eligibility Reports (Continued)

T PDF Report Format

The following is an example of the County Eligibility Report in the “PDF” format. The first page of the report will identify the fields requested in the eligibility search criteria. The second and succeeding pages will list the producers meeting all of the selected fields.

Page 1:

		County Eligibility Report 28027 Coahoma - Mississippi	Mon Apr 14 12:40:34
Eligibility Search Criteria			
Name	Value		
Actively Engaged			
COC Determination	Not Filed		
Person Eligibility			
COC Determination	Not Filed		
			Page : 1

Page 2:

Tax Id/Type	Name
1111/E	3-WAY FARMS
1111/E	A & J FARMS
1111/E	A & V COMPANY
1111/E	A & W FARMS
1111/E	A & W FARMS / A PARTNERSHIP
1111/E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP
1111/E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST
1111/E	A D CARTWRIGHT JR REVOCABLE TRUST
1111/E	A F S I INC
1111/E	A L FRANKLIN FARMS INC
None	AARON COLVIN ESTATE
1111/E	ABRAHAM, CHET
1111/E	ADAMS, DEBRA

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***--306 Eligibility Reports (Continued)**

U Spreadsheet Report Format

The following is an example of the County Eligibility Report in the "Spreadsheet" format. This format may be saved as an Excel document.

COUNTY ELIGIBILITY REPORT			
2008	28027 Co; Mon Apr 28 12:17:34 CDT 2008		
Eligibility Search Criteria			
Actively Engaged			
COC Determination			
Not Filed			
Person Eligibility			
COC Determination			
Not Filed			
TAX ID	TYPE	LAST NAME OR BUSINESS NAME	FIRST NAME
1111	E	3-WAY FARMS	
1111	E	A & J FARMS	
1111	E	A & V COMPANY	
1111	E	A & W FARMS	
1111	E	A & W FARMS / A PARTNERSHIP	
1111	E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP	
1111	E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST	
1111	E	A D CARTWRIGHT JR REVOCABLE TRUST	
1111	E	A F S I INC	
1111	E	A L FRANKLIN FARMS INC	
None		AARON COLVIN ESTATE	
1111	S	ABRAHAM	CHET
1111	S	ADAMS	DEBRA
None		ADAMS	KATIE
1111	S	ADAMS	MYLTREE
1111	S	ADAMS	RANDY
1111	S	ADERHOLDT	HELEN
1111	S	ADERHOLDT	MARION
None		AGNEW	J
None		AGNEW	MERLE
1111	S	AGNEW	W

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307-350 (Reserved)

Menu and Screen Index

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