

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files
for 2009 and Subsequent Years
3-PL (Revision 1)

Amendment 10

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

The Business File System was deployed on June 24, 2011, and provided the capability to record CCC-902 information for individual producers. Software will be released on or about November 2011, that will provide the capability to record farm operating plan information for the following business types:

- church, charity, and nonprofit organizations
- public schools
- State and local governments.

B Reason for Amendment

Subparagraph 351 E has been added to provide information on the rollover process for the Business File System.

Subparagraph 361 B has been updated with projected release information for the Business File System.

Paragraph 404 has been amended to include information that is displayed on the General Information Page. The information displayed varies based on the business type for the selected customer.

Paragraph 405 has been amended to indicate the Minor General Information Page is **only** displayed if the customer:

- is an “individual”
- will not be 18 years of age by the status date for the applicable subsidiary year.

Subparagraph 406 A has been amended to specify that the options selected on the Contribution Page should represent the inputs for the farming operation **only**. A separate process allows for the collection of contribution information for members of entities and joint operations.

Amendment Transmittal (Continued)

B Reasons for Amendment (Continued)

Subparagraphs 462 B and C have been amended to indicate that the questions presented on the Labor Types Page vary based on the business type for the selected customer.

Subparagraphs 472 B and C have been amended to indicate that the questions presented on the Management Types Page vary based on the business type for the selected customer.

Paragraphs 504 through 506 have been added to provide guidance for recording fiduciary information for entities and joint operations.

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Part 9 Subsidiary Rollover

351 Subsidiary Rollover Process

A Background

*--Generally, subsidiary records are created for the current subsidiary year during the rollover process on or about mid-September, coinciding with the start of the new FY. During the rollover process, subsidiary records are created for the new subsidiary year based on information contained in the files for the previous subsidiary year.

In the web-based environment, prior subsidiary year records are retained on the system indefinitely.

B Action Required During Rollover

In the web-based environment, the subsidiary rollover process is initiated on or about mid-September of each new FY by KC-ADC. County Office action is **not** required to install software to execute the rollover process.

C Rollover of Data on the Legacy System

Data is automatically downloaded to the legacy system after rollover is completed on the--* centralized system. County Offices shall see 2-PL, Part 1 for additional information on how data is updated to the legacy system during rollover.

351 Subsidiary Rollover Process (Continued)

D How Eligibility Data Is Rolled Over for 2009 and Subsequent Years

This following provides how information will rollover for each new FY.

Eligibility Determination Information	Rollover Provisions	
Foreign Person	Previous year information will rollover to the new FY unless citizenship, originating, and /or legal resident alien information in SCIMS is modified.	
Actively Engaged	Previous year information will rollover to the new FY.	
Cash Rent Tenant/Cropland Factor		
AD-1026		
Conservation Compliance	Data is updated directly from Farm Records.	
AGI: <ul style="list-style-type: none"> • commodity program • direct payment • conservation program. 	Previous year information will not rollover to the new FY.	
Controlled Substance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer...	THEN...
	is not in violation of controlled substance provisions	the current year determination will be rolled to the next FY.
	has a permanent violation because of a trafficking violation	
	has a growing or possession violation	a computation will occur to determine if the violation period is satisfied.
has a trafficking violation, but the “Number of Years of Ineligibility” is not “permanent”	The computation is based on the following variables: <ul style="list-style-type: none"> • year of conviction • number of years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer's eligibility will be reset to “no violation” • not satisfied, the type of violation will be rolled to the next FY. 	

351 Subsidiary Rollover Process (Continued)

D How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination Information	Rollover Provisions	
NAP Noncompliance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer...	THEN...
	is not in violation of NAP provisions	the current year determination will be rolled to the next FY.
	has a NAP violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of violation • 3 years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer’s eligibility will be reset to “Compliant” • not satisfied, “Non-Compliant - COC” will be rolled to the next FY.
Delinquent Debt	Previous year information will rollover to the new FY.	
Socially Disadvantaged Farmer or Rancher: <ul style="list-style-type: none"> • including racial, ethnic, and gender • including racial and ethnic, but not gender. 		
Beginning Farmer or Rancher	Previous year information will not rollover to the new FY.	
Limited Resource Farmer or Rancher		

351 Subsidiary Rollover Process (Continued)

D How Eligibility Data Is Rolled Over for 2009 and Subsequent Years (Continued)

Eligibility Determination Information	Rollover Provisions	
Fraud – Including FCIC Fraud	Eligibility information will rollover to the new FY based on the following.	
	IF the producer...	THEN...
	is not in violation of FCIC Fraud provisions	the current year determination will be rolled to the next FY.
has an FCIC Fraud violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of violation • number of years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer’s eligibility will be reset to “Compliant” • not satisfied, “Non-Compliant - COC” will be rolled to the next FY. 	
FCI Person Determination – 2002 Farm Bill Actively Engaged – 2002 Farm Bill Permitted Entity – 2002 Farm Bill	Previous year information will rollover to the new FY.	
Adjusted Gross Income – 2002 Farm Bill	Previous year information will not rollover to the new FY.	

351 Subsidiary Rollover Process (Continued)

*--E Business File Rollover Process

For the Business File Systems, only the most current farm operating plan is created for the new subsidiary year. The following criteria are used to determine the most current farm operating plan:

- status is “determined”
- no “end date”.

Note: See subparagraphs 366 A and D for additional information on status, start dates, and end dates.

Farm operating plans recorded in the system with any of the following conditions will **not** be rolled to the new subsidiary year.

- status is “initiated” or “filed”
- status is “determined” and the “end date” is **not** “blank”.

For farm operating plans in a “determined” status with no “end date”, the following occurs during rollover:

- plan for new subsidiary year is created based on the data associated with the active current subsidiary year plan
- “end date” is set to “September 30” for the current subsidiary year plan
- new plan for the next subsidiary year is created with:
 - October 1 as the “start date”
 - no “end date” set to designate that the plan is current.--*

351 Subsidiary Rollover Process (Continued)

*--E Business File Rollover Process (Continued)

Example: The following is an example of a farm operating plan that was created for subsidiary year 2012. Before rollover, version 7 of the subsidiary year 2011 plan did **not** have an “end date”, so that plan was used as a source for creating the subsidiary year 2012 plan.

During rollover:

- the end date was set to September 30, 2011, on version 7 of the subsidiary year 2011 plan
- the subsidiary year 2012 plan was created with October 1, 2011, as the start date.

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan	Customer					
	CUSTOMER INFORMATION					
	FARMING OPERATION:		Ima Farmer			
	BUSINESS TYPE:		Individual			
Farm Operating Plans						
	Program Year	Status	Version	Start Date	End Date	
	2012	Determined	7	10/01/2011		Revise View 902
	Last Update: 04/29/2011					
	2011	Initiated	10			Revise Record Signatures View 902
	Last Update: 06/08/2011					
	2011	Determined	7	04/29/2011	09/30/2011	Revise View 902
	Last Update: 04/29/2011					
	2011	Determined	1	04/25/2011	04/28/2011	View 902
	Last Update: 04/29/2011					

--*

352-360 (Reserved)

*--Part 10 Business File Web-Based Application

361 Overview

A Introduction

The Business File application automates the processes related to the filing of and determinations for Farm Operating Plans. Not all processes will be available immediately, but the following is a summary of the various efforts under development for the Business File application.

- Allows for all information to be captured in the Business File application that is currently manually recorded on CCC-902I and CCC-902E. The Business File application is designed as an interview-style process that intuitively progresses through each type of contribution based on how questions are answered.

Example: If the producer indicates they are not contributing capital to the farming operation, then questions will not be presented for collecting capital contribution percentages, loan information, etc.

- The questions presented through the interview are dictated by the type of farming operation.

Example: If the farming operation is a revocable or irrevocable trust, then a question is presented asking whether a copy of the trust agreement has been provided. That question is not presented for joint operations or other types of entities.

- When the interview is complete, the automated version of CCC-902 can be printed to be attached to the current CCC-902 on file or for the producer's signature.
- The COC Determination Report summarizes the contribution information recorded through the interview process and identifies potential problematic conditions.

Example: Producer indicates they contribute capital to the farming operation, but elected not to provide information about the sources of capital contributed. This information will be printed on the COC Determination Report for COC review.

- COC determination process automates CCC-903. Like the process for capturing CCC-902 information, the questions presented through this process are predicated on the type of farming operation involved.

Note: Because the determination process is being automated, County Offices will no longer be required to update the web-based Eligibility system for actively engaged in farming, foreign person, and cash rent tenant determinations.--*

361 Overview (Continued)

B Software Release Schedule

The Business File application will be released in phases. The following is the **projected** release schedule.

Phase	Description	Projected Release
1	Allows for collecting information for individual producers filing CCC-902I's. Note: Does not include, "Individual Operating as a Small Business". These business types are treated like entities in the Business File application.	May 2011
2	Allows for collecting information for entities without members, such as nonprofit organizations, filing CCC-902E's.	*--November 2011
3	Allows for collecting information for entities with members, such as corporations, filing CCC-902E's.	January 2012
4	Allows for collecting information for joint operations filing CCC-902E's.	To Be Determined--*
5	Provides a summarized COC Determination Report of the information collected through the interview process for the farming operation. The COC Determination Report includes potential problematic issues that may need further review by COC.	
6	Allows for COC determination to be recorded in the Business File application through an interview-style process.	

362 Dataloading CCC-902's on File in County Offices**A Data Migration**

The current System 36 software does not allow for collecting most information captured on CCC-902's. For entities and joint operations, member information and member ownership shares are recorded; however, this information is only a small amount of the information collected on CCC-902.

As a result, County Offices are required to dataload information from existing CCC-902I's and CCC-902E's.

B Requirement for Obtaining New CCC-902's

The Business File application is a tool that allows for the automated collection of CCC-902 information. The release of the Business File application is not imposing new program or policy requirements. As such, County Offices are **not** required to obtain new CCC-902's.

Recommendation: If a producer is filing CCC-902 and the Business File application is available for the producer's business type, the information should be collected through the automated process. County Offices will save time because the information taken on the manual CCC-902 will eventually have to be dataloaded in the Business File application.

County Offices shall continue to follow 4-PL about requirements for filing CCC-902I's and CCC-902E's.

C Priority Order for Dataloading CCC-902's

--County Offices shall dataload CCC-902's starting with the 2012 subsidiary year.--

Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload CCC-902 for the current subsidiary year.

If there are multiple CCC-902's on file for the applicable customer, County Offices shall dataload the most recent CCC-902 filed by the producer in the Business File application.

Additional options may be available in the future to copy data back to a previous year, but *--the priority for the dataload effort is to record CCC-902 data for the 2012 subsidiary year.--*

--362 Dataloading CCC-902's on File in County Offices (Continued)*D Missing Data on CCC-902**

Depending on the responses recorded through the interview process, some questions may be presented to the user for information that was not provided on the manual CCC-902 filed by the producer. County Offices shall:

- **only** record information that was signed to by the producer on the existing CCC-902 on file in the County Office
- **not** review other documentation on file in the County Office to complete the interview questions presented.

Example: Producer is associated with a farm that is leased, but did not specify whether the land is cash or share leased on CCC-902. A copy of the lease agreement is on file because the farm is enrolled in DCP.

The County Office shall **not**:

- search their files to determine if the lease is on file
- record the lease information through the Business File application because the producer has not signed to that information on the manual CCC-902 that was filed.

E Printing CCC-902's After Dataload Is Completed

County Offices are not required to print an automated CCC-902 unless the producer signature is required. For information dataloaded in the system, County Offices shall verify that the information recorded matches the information on the original manual CCC-902.

Notes: If the automated CCC-902 is not printed following dataload, County Offices can view CCC-902 on screen by accessing the "View 902" option on the Customer page. If CCC-902 is printed following dataload, the automated CCC-902 should be attached to the manual CCC-902 used to record the information in the Business File application.

Producers are not required to sign CCC-902's generated by the Business File application, unless a new or revised CCC-902 is being filed.--*

363, 364 (Reserved)

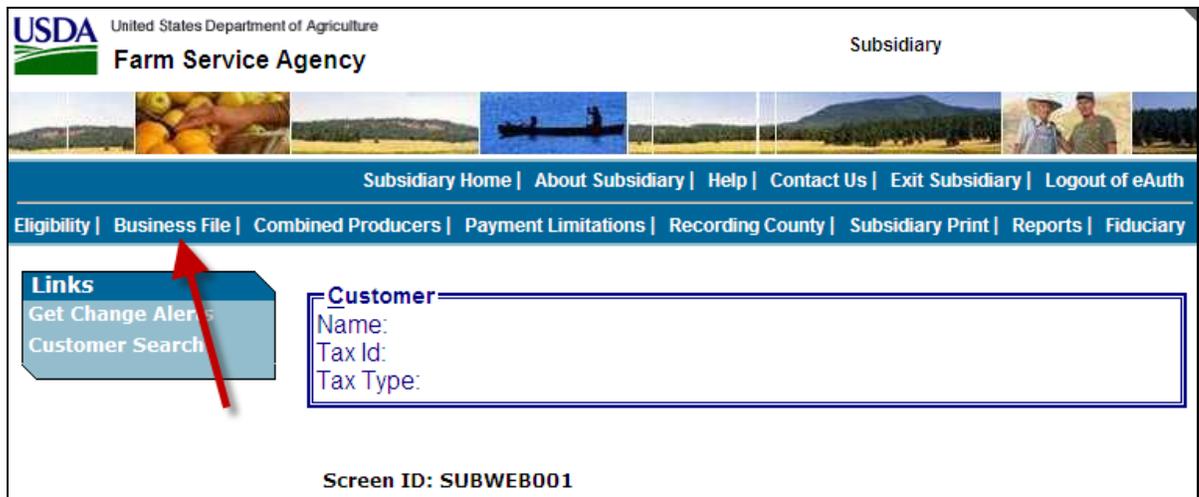
Section 1 General Overview of Business File Web-Based Application

365 Accessing the Business File Application

A Accessing the Business File Application From the Subsidiary Application

The Business File application is included in the Subsidiary application. See paragraph 9 for information on accessing the Subsidiary application.

--After successfully logging into the Subsidiary application, the Subsidiary Page will be-- displayed. To access the Business File application, CLICK **“Business File”** tab.



B Selecting a Customer

This table specifies which page will be displayed after users click **“Business File”** tab.

IF users click “Business File” tab...	AND CCC-902 has...	THEN...
before a customer has been selected		SCIMS Search Page will be displayed requiring the user to select a customer from SCIMS.
after a customer has been selected	been recorded for the selected customer for any year	Customer Page will be displayed listing Farm Operating Plans already recorded.
	not been recorded for the selected customer	Create New Farm Operating Plan Page will be displayed.

***--366 General Information for Managing Farm Operating Plans**

A Status Categories for Farm Operating Plans

There are 4 status categories that may be associated with Farm Operating Plans.

Status	Definition
Initiated	<p>The Farm Operating Plan is considered “initiated” when information has been recorded, but the County Office has not indicated that all signatures have been obtained and/or CCC-902 has not been received in the County Office.</p> <p>Note: Farm Operating Plans in “initiated” status will remain in the Business File application for 90 calendar days from the date of the last update. On the 91st calendar day, the “initiated” Farm Operating Plan will automatically be deleted from the Business File application.</p>
Filed	<p>The Farm Operating Plan is considered “filed” when CCC-902 is received in the County Office and all valid signatures have been obtained. The date Farm Operating Plan is filed is the later of the date:</p> <ul style="list-style-type: none"> • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office.
Determined	<p>The Farm Operating Plan is considered “determined” when:</p> <ul style="list-style-type: none"> • COC determinations have been completed for the farming operation • date the determinations were completed is recorded in the Business File application.
Terminated	<p>The Farm Operating Plan is automatically terminated when the following conditions occur in SCIMS:</p> <ul style="list-style-type: none"> • business type for the customer is changed • resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status • birth date is added or changed making the customer a minor when they were previously considered an adult.

B Version Numbers

Version numbers are automatically assigned anytime a new Farm Operating Plan is created in the Business File application. The version number is also printed at the top of CCC-902 generated by the Business File application.

The version number provides users with a reference for ensuring that signatures dates are recorded for the correct, signed version of CCC-902 and will be used by COC Determination process when fully implemented.--*

367 Recording New Farm Operating Plans

A Initiating Farm Operating Plans

A Farm Operating Plan is “initiated” when both of the following conditions occur:

- customer is selected from SCIMS
- users click “Save & Continue” on the Create New Farm Operating Plan Page.

The Farm Operating Plan will stay in the Business File application in “initiated” status until a County Office user indicates the signatures have been obtained by recording the date CCC-902 was filed in the County Office.

Note: CCC-902’s in an “initiated” status remain in the system for 90 calendar days from the date of the last update. On the 91st calendar day, the “initiated” plan is automatically deleted from the system.

B Impact of Initiating Farm Operating Plans If Other Plans Are Recorded

Initiating a new Farm Operating Plan may impact other Plans already recorded in the Business File application. This table describes how existing Farm Operating Plans are affected when a new Plan is initiated.

<p>IF there is an existing Farm Operating Plan in the Business File application in...</p>	<p>THEN the Business File application will display the following warning message...</p>	
<p>“initiated” status for the selected customer</p>	<p>“A farm operating plan for the selected customer was last updated on ‘date’. Creating a new farm operating plan will result in that plan being deleted. Are you sure you want to continue?”</p>	
	<p>IF user...</p>	<p>THEN the...</p>
	<p>selects the option to continue with the new Farm Operating Plan</p>	<ul style="list-style-type: none"> • existing Farm Operating Plan in “initiated” status is deleted • next consecutive version number will be assigned to the Farm Operating Plan being created • information associated with the deleted Farm Operating Plan cannot be accessed or viewed.
	<p>does not select the *--option to continue--*</p>	<p>process ends and the Customer Page will be displayed for the selected customer.</p>

*--367 Recording New Farm Operating Plans (Continued)

B Impacts of Initiating Farm Operating Plans If Other Plans Are Recorded (Continued)

<p>IF there is an existing Farm Operating Plan in the Business File application in...</p>	<p>THEN the Business File application will display the following warning message...</p>	
<p>“filed” status for the selected customer</p>	<p>“A farm operating plan for the selected customer was filed on ‘date’. Creating a new farm operating plan will result in that plan being deleted. Has the producer provided written notification withdrawing the previously filed farm operating plan?”</p>	
	<p>IF the user...</p>	<p>THEN the...</p>
	<p>indicates the producer has withdrawn the existing CCC-902</p> <p>Note: County Offices shall not indicate the producer has withdrawn CCC-902 unless subparagraph 366 C conditions have been met.</p>	<ul style="list-style-type: none"> • existing Farm Operating Plan in “filed” status will be deleted • next consecutive version number will be assigned to the new Farm Operating Plan • information will be retained in the Business File application for historical purposes, but the information associated with the deleted Farm Operating Plan cannot be accessed or viewed by State and County Office users.
	<p>has not withdrawn the existing CCC-902</p>	<p>process ends and the Customer Page will be displayed for the selected customer.</p>

--*

***--368 Revising Farm Operating Plans Already Recorded (Continued)**

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has...	THEN the Business File application will display the following warning message...	
a “determined” status for the selected customer	“A determination for the selected customer was made on ‘date’. Is the current farm operating plan being revised to add or remove land input information only or will other changes be made to the plan?”	
	IF the user...	THEN...
	selected the option indicating additional changes will be made to the Farm Operating Plan	<ul style="list-style-type: none"> • the original Farm Operating Plan in “determined” status will be: <ul style="list-style-type: none"> • copied with an “initiated” status • not be updated with an “ending date” until COC acts on the new Farm Operating Plan • retained in the Business File application and can be viewed by State and County Office users • the new “initiated” Farm Operating Plan will automatically be updated with information from the Farm Records System • users are allowed to update information related to all types of contributions for the new “initiated” Farm Operating Plan • the next consecutive version number will be assigned to the new “initiated” Farm Operating Plan.
	does not select the option to continue with the revision	end the process and display the existing Farm Operating Plan for the selected customer.

--*

369 Other Options for Managing Farm Operating Plans

A Deleting Farm Operating Plans

Users do **not** have an option for deleting Farm Operating Plans recorded in the Business File application.

A Farm Operating Plan in “initiated” status remains in the Business File application for 90 calendar days from the date it was last updated. The Business File application automatically deletes Farm Operating Plans on the 91st calendar day following the last update.

When deleted, any data previously recorded for Farm Operating Plans **cannot** be viewed or retrieved.

Farm Operating Plans with a “filed” or “determined” status shall **not** be deleted from the Business File application, because they represent CCC-902’s that have been signed by the producer. These Farm Operating Plans will remain in the Business File application with the applicable status until a new Farm Operating Plan is initiated or an existing Plan is revised.

See paragraphs 366 and 367 for additional information.

B Viewing Existing Farm Operating Plans

To view Farm Operating Plans:

- *--at anytime during the interview process, under “Submit Plan” on the left navigation menu, CLICK “**View 902**”--*
- after the information has been recorded, from the Customer Page, CLICK “**View 902**”.

See the following paragraphs for additional information:

- paragraph 370, for information on navigation options
- paragraph 402, for information on the Customer Page.

Section 2 Recording Farm Operating Plan Information by Customer Type**377 Overview****A Introduction**

Information collected for a Farm Operating Plan is contingent on many factors, such as:

- type of farming operation
- inputs provided to the farming operation by the producer and/or its members.

--**Although some information is applicable for certain types of businesses that is **not-- applicable for others, generally there are 4 categories that determine the flow of the interview process and which questions are presented to the user, as follows:

- individuals
- entities without members
- entities with members
- joint operations.

This section provides a description of the interview process flow, based on the type of farming operation for which CCC-902 is being filed.

Note: This section describes the process of collecting information and what information is required, based on the business type of the farming operation. See Section 3 for detailed information and the available options on each page that are presented through the interview process.

*--377 Overview (Continued)

B Interview Process Flow

The Business File application reads the business type for the selected year from SCIMS to determine the interview process flow. The following table identifies which process flow is applicable for each business type in SCIMS.

Interview Process Flow	SCIMS Business Type
Individual	Individuals
Entities Without Members	<ul style="list-style-type: none"> • Churches, Charities, and Nonprofit Organizations • State and Local Government • Public Schools
Entities With Members	<ul style="list-style-type: none"> • Corporation • Individual Operating as a Small Business • Limited Liability Company • Limited Partnership • Estate • Irrevocable Trust • Revocable Trust
Joint Operations	<ul style="list-style-type: none"> • General Partnership • Joint Venture
Business Types Not Recorded Though the Business File Process	<ul style="list-style-type: none"> • Indians Represented by BIA • Indian Tribal Venture • Federally Owned

--*

***--Section 3 Interview Screen Flow by Section and Contribution Type**

401 Overview

A Introduction

The interview process is designed to first determine the questions applicable to the type of farming operation. When in the interview, questions are presented to the user based on the responses provided.

Example: If the producer indicates they are not contributing capital to the farming operation, then questions will not be presented for collecting capital contribution percentages, loan information, etc.

B Description of Section

This section describes each page that may be presented to the user through the normal interview process and how the Business File application will respond based on the answers provided to each question presented.

Note: See Section 2 to determine which pages are applicable based on the type of farming operation.

This table provides an overview of the information contained in this section. See the paragraph for each page for a complete description of the options available.

Subsection	Description	Paragraphs
1	Includes all pages applicable to general information about the producer, questions on minor status, and selection of the contributions provided to the farming operation.	402 through 410
2	Includes all pages applicable to recording capital contribution information.	411 through 424
3	Includes all pages applicable to recording land contribution information.	425 through 240
4	Includes all pages applicable to recording equipment contribution information.	441 through 454
5	Includes all pages applicable to recording custom service information.	455 through 460
6	Includes all pages applicable to recording labor contribution information.	461 through 470
7	Includes all pages applicable to recording management contribution information.	471 through 500
8	Includes the end of interview pages.	501 through 503

--*

Subsection 1 Beginning the Farm Operating Plan

402 Customer Page

A Introduction

The Customer Page is the main page for the Business File application and will be displayed for the selected customer when both of the following conditions apply:

- users click “**Business File**” tab from the Subsidiary application
- **at least one** Farm Operating Plan has been recorded for the selected customer.

The Customer Page allows the user to:

- record a new Farm Operating Plan for the selected customer
- *--review the Farm Operating Plans recorded for the selected customer--*
- take the option to:
 - revise an existing Farm Operating Plan
 - record the date the Farm Operating Plan was filed in the County Office
 - record the date COC determinations were completed
 - view CCC-902’s.

B Example of Customer Page

The following is an example of the Customer Page.

The screenshot shows the 'Business File Menu' on the left with options: 'Welcome: Bobbie Butler', 'User Role: FSA', 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Customer'. The main content area is titled 'Customer' and includes 'CUSTOMER INFORMATION' with fields for 'FARMING OPERATION: Ima Farmer' and 'BUSINESS TYPE: Individual'. Below this is a table titled 'Farm Operating Plans' with columns for Program Year, Status, Version, Start Date, End Date, and actions (Revise, Record Signatures, View 902, Record Determination). The table lists four records for the year 2011 with various statuses and dates.

Program Year	Status	Version	Start Date	End Date	
2011	Initiated	6			Revise Record Signatures View 902
Last Update: 03/17/2011					
2011	Initiated	5			Revise Record Signatures View 902
Last Update: 03/31/2011					
2011	Filed	4			Revise Record Determination View 902
Last Update: 03/18/2011					
2011	Determined	3	10/01/2010		Revise View 902
Last Update: 03/10/2011					

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***--403 Create New Farm Operating Plan Page**

A Introduction

The Create New Farm Operating Plan Page will be displayed if:

- selected customer does not have a Farm Operating Plan recorded in the Business File application
- users click “Record New Farm Operating Plan” from the left Navigation Menu.

The Create New Farm Operating Plan Page allows users to:

- verify the correct customer has been selected **before** initiating the Farm Operating Plan
- specify the year for which the Farm Operating Plan is being recorded.

Reminder: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall record the Farm Operating Plan for the 2011 subsidiary year for data load purposes.

B Example of Create New Farm Operating Plan Page

The following is an example of the Create New Farm Operating Plan Page.

--*

403 Create New Farm Operating Plan Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Create New Farm Operating Plan Page.

Question/Field	Description
Year	Drop-down menu that allows users to select the subsidiary year associated with the Farm Operating Plan being recorded. * * * Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload the Farm Operating Plan *--for the current subsidiary year.--*

D Page Options

The following options are available on the Create New Farm Operating Plan Page.

Option	Action
"Back"	Returns to the Customer Page without saving any data entered.
"Save & Continue"	Initiates the Farm Operating Plan by saving the basic data about the selected customer. Note: After the Farm Operating Plan is "initiated", it cannot be deleted by the user. County Office users shall use the information displayed on the page to ensure that the correct producer is selected before continuing to the next page.

404 General Information Page

A Introduction

The General Information Page:

- *--varies based on the business type for the selected customer--*
- will be displayed * * * after the user initiates a new Farm Operating Plan by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page
- is the first page displayed * * * when revising the Farm Operating Plan. * * *

The General Information Page allows users to:

- *--verify the following information about the individual producer or member:
 - citizenship status based on the information recorded in SCIMS
 - minor status of the producer or member based on the information recorded in SCIMS
- record basic information about an entity or joint operation.

B Examples of General Information Page

The following is an example of the General Information Page for an individual producer.--*

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA

[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)

Individual
[General](#)
[Contributions](#)
[Capital](#)
[Land](#)
[Custom Services](#)
[Equipment](#)
[Labor](#)
[Management](#)
[Summary](#)

General Information

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?
 Yes - The individual is a United States citizen or a legal resident alien.

Will the individual be 18 years of age by June 1 of the current program year?
 Yes - The individual is or will be 18 years of age by the applicable status date.

[Read Current Information from SCIMS](#)

< Back Continue >

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404 General Information Page (Continued)

B Examples of General Information Page

*--The following is an example of the General Information Page for an entity.

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Churches General Contributions Capital Land Custom Services Equipment Labor Management Summary Other Remarks Fiduciaries	General Information
	CUSTOMER INFORMATION
	FARMING OPERATION: Farmers Non-Profit
	BUSINESS TYPE: Churches, Charities, and Non-Profit Organizations
	Was the church, charity, or non-profit organization formed within the past 24 months? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response
	What is the date that this church, charity, or non-profit organization was formed? <input type="text"/> 
	Is more than one signature required for the church, charity, or non-profit organization? <input type="radio"/> Yes <input type="radio"/> No
	<input type="button" value=" < Back"/> <input type="button" value=" Save"/> <input type="button" value=" Save & Continue >"/>

--*

404 General Information Page (Continued)

C Information on the Page

The General Information Page displays information that is currently recorded in SCIMS. Information displayed on this page cannot be corrected through the Business File application. If the information is incorrect, County Office users shall access SCIMS to update the incorrect information.

This table describes the information displayed on the General Information Page and how the information is derived from SCIMS.

*--

Business Type	Question/Field	Description	
Individual	Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?	This information is derived from the resident alien field in SCIMS.	
		IF the SCIMS resident alien field is set to...	THEN message...
		“N/A” or “Yes”	“Yes – The individual is a United States citizen or a legal resident alien.” will be displayed.
		“No”	“No – The individual is not a legal resident alien.” will be displayed.
	Will the individual be 18 years of age by June 1 of the current program year?	This information is derived from the birth date field in SCIMS.	
		If a birth date has been entered in SCIMS for the selected producer or member, the system computes the producer/member’s age. The system displays the following messages based on the computation. Note: If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult.	
		IF the computed age is...	THEN message...
		18 before the status date of the selected subsidiary year	“Yes – The individual is or will be 18 years of age by the applicable status date.” will be displayed.
not 18 by the status date of the selected subsidiary year	“No – The individual will not be 18 years of age by the applicable status date.” will be displayed.		
Parents/Guardians Name.	Name and last 4 digits of the tax ID number of the parent/guardian for the selected customer retrieved from the Fiduciary system.		
Parents/Guardians Tax ID.	Note: If the information is incorrect, County Office users shall access the Fiduciary application to update the incorrect information.		

--*

404 General Information Page (Continued)

C Information on the Page (Continued)

*--

Business Type	Question/Field	Description
Entities and Joint Operations	Was the (type of entity/joint operation) formed within the last 24 months?	<p>Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Notes: If the producer does not wish to respond, select “No Response”.</p> <p>This question is not applicable if the business type for the selected customer is “state and local government”.</p>
	What is the date the (type of entity/joint operation) was formed?	If the entity or joint operation was formed within the last 24 months, the date the operation was formed is required.
	Is more than one signature required for the (type of entity/joint operation)?	<p>Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: If the producer does not wish to respond, select “No Response”.</p>
	Number of required signatures.	<p>If more than one signature is required for the entity or joint operation:</p> <ul style="list-style-type: none"> • an entry is required • number entered must be greater than 1 • number must be a whole number.
State and Local Government	Type of government entity.	<p>This question is only presented if the business type for the customer is “State and Local Government”. The available options are:</p> <ul style="list-style-type: none"> • “State-owned” • “county-owned” • “city-owned”.

--*

404 General Information Page (Continued)

D Page Options

The following options are available on the General Information Page.

***--Note:** The options available on this page vary based on the business type for the selected customer.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Continue”	Saves the data displayed and continues to the next applicable page in the interview process.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and advances to the Contributions Page.--*
“Read Current Information from SCIMS”	Refreshes the page with the current information from SCIMS.
“Read Current Information from Fiduciary”	Refreshes the page with the current information from the Fiduciary application. Note: This option is only displayed if the selected producer is a minor.

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Parent/guardian information is required for producers that are not 18 years of age by June 1 of the applicable program year.	The selected producer is considered a minor based on the birth date information recording in SCIMS; however, parent/guardian information has not been recorded in the Fiduciary application. Access the Fiduciary application to record the minor’s parent/guardian information. Note: See 1-CM and 4-PL for additional information on which parents/guardians should be recorded in the Fiduciary application.
--Must specify whether the government is State-owned, county-owned, or city-owned.	A response is required indicating the level of government represented by selection 1 of the following: <ul style="list-style-type: none"> • “State-owned” • “county-owned” • “city-owned”.--

405 Minor General Information Page

A Introduction

The Minor General Information Page:

•*--is only displayed if the selected customer:

- is an individual--*
- will not be 18 years of age by the status date for the applicable subsidiary year

Notes: The status date is June 1 of the applicable subsidiary year.

--The birth date is retrieved from SCIMS for the selected customer.--

- allows users to answer a series of questions so COC can determine if the minor can be considered separate from their parent and/or guardian.

B Example of Minor General Information Page

The following is an example of the Minor General Information Page.

Business File Menu

Welcome: Bobbie Butler
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Individual

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Other

[Remarks](#)

Submit Plan

[Summary](#)

[Validations](#)

[Record Signatures](#)

[View 902](#)

Minor General Information

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer III
BUSINESS TYPE:	Individual

Is the minor a producer on a farm in which the parent or guardian has no interest?

Yes
 No
 No Response

Does the minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?

Yes
 No
 No Response

Does the minor who is represented by a court-appointed guardian or conservator responsible for the minor a) live in a household other than the parents' household(s), and b) have a vested ownership in the farm?

Yes
 No
 No Response

< Back
Save
Save & Continue >

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405 Minor General Information Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Minor General Information Page.

Question/Field	Available Options
Is the minor a producer on a farm in which the parent or guardian has no interest?	For each question presented, the available options are:
Does the minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor’s farming operation, including maintaining separate accounting?	<ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Does the minor who is represented by a court-appointed guardian or conservator responsible for the minor a) live in a household other than the parents’ household(s), and b) have a vested ownership in the farm?	<p>Note: If the producer does not want to respond to 1 or more questions, select “No Response”.</p>

D Page Options

The following options are available on the Minor General Information Page.

Option	Action
“Back”	Returns to the General Information Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and advances to the Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Minor General Information Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response is required to each of the questions to determine if the minor can be considered separate from their parent/guardian.	A response was not selected for at least 1 of the 3 questions presented about the status of a minor.	<p>Select 1 of the following options:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.

406 Contributions Page

A Introduction

The Contributions Page:

- will be displayed when the user clicks:
 - “Continue” on the General Information Page
 - “Save & Continue” on the Minor General Information Page
 - “Contributions”, from the left Navigation Menu
- *--allows users to select which inputs are contributed to the farming operation by the individual, entity, or joint operation.

Notes: A separate process is provided to collect member contributions.--*

Responses on this page dictate which questions are subsequently presented through the interview.

Example: If the user indicates that capital is not contributed to the farming operation, none of the capital contribution questions or pages described in Subsection 2 will be presented to the user.

B Example of Contributions Page

The following is an example of the Contributions Page.

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA
[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)

Individual
[General](#)
[Contributions](#)
[Capital](#)
[Land](#)
[Custom Services](#)
[Equipment](#)
[Labor](#)
[Management](#)
[Summary](#)

Other
[Remarks](#)
[Submit Plan](#)
[Summary](#)
[Validations](#)
[Signatures](#)
[View 902](#)

Contributions

CUSTOMER INFORMATION

FARMING OPERATION: Ima Farmer
 BUSINESS TYPE: Individual

Select the types of contributions provided by the individual.

Contribution Type	Selection		
Capital	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No Response
Land	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No Response
Equipment	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No Response
Labor	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No Response
Management	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No Response

Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?
 Yes
 No
 No Response

Note: Custom services is defined as the hiring of a contractor or vendor that is in the business of providing specialized services or to perform services in exchange for the payment of a fee, such as tillage, seeding, spraying, pest scouting, fertilizing, harvesting, mowing, irrigation, handling, pruning, thinning, hauling, feeding, wrangling, branding, and any other farm or ranch activity that can be hired.

The contractor or vendor hired must provide both equipment and labor through the same contract or agreement in order for the service to be considered a custom service.

< Back Save Save & Continue >

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406 Contributions Page (Continued)

C Interview Questions

The Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable to the farming operation.

Example: If a producer is a landowner only, then there may not be a need to collect contribution information for labor and management.

Users shall select “No Response” if:

- producer does not want to provide the contribution information
- the information is not required based on the circumstances related to the producer and/or the programs for which the producer is applying.

This table describes the interview questions presented on the Contributions Page.

Question/Field	Description
Select the types of contributions provided by the customer.	For each contribution/question presented, the available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. The interview process proceeds to the next applicable section of the interview process based on the responses recorded on this page.
Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?	

D Page Options

The following options are available on the Contributions Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

406 Contributions Page (Continued)

E Page Error Messages

The following error messages are displayed on the Contributions Page if an option is not selected for each type of contribution.

Error Message	Description	Corrective Action
A response is required to indicate whether the producer is contributing capital to the farming operation.	A response was not selected indicating whether capital is contributed to the farming operation.	Select 1 of the following options: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
A response is required to indicate whether the producer is contributing land to the farming operation.	A response was not selected indicating whether land is contributed to the farming operation.	
A response is required to indicate whether the producer is contributing equipment to the farming operation.	A response was not selected indicating whether equipment is contributed to the farming operation.	
A response is required to indicate whether the producer is contributing labor to the farming operation.	A response was not selected indicating whether labor is contributed to the farming operation.	
A response is required to indicate whether the producer is contributing management to the farming operation.	A response was not selected indicating whether management is contributed to the farming operation.	
A response is required to indicate whether custom services are utilized in the farming operation.	A response was not selected indicating whether custom services are used by the farming operation.	

407-410 (Reserved)

***--Subsection 6 Labor Contributions**

461 General Information

A Introduction

The Labor Contributions Section of the interview process allows the user to record information related to:

- active personal labor
- hired labor
- other or additional labor that may be contributed to the farming operation.

The remainder of this subsection provides detailed information related to the labor contribution pages that may be displayed through the interview process.

B Description of Labor Contribution Pages

This table provides a general description of each page that may be displayed through the labor contribution section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Labor Types Page	Displayed if the user indicates labor was contributed to the farming operation.	Allows the user to indicate which types of labor are contributed to the farming operation.	462
Labor Contributions Page	<ul style="list-style-type: none"> • Displayed with fields corresponding to the types of labor specified on Labor Types Page. • Summarizes information recorded for additional labor, if applicable. 	<ul style="list-style-type: none"> • Record the active personal and hired labor contribution percentages, as applicable. • Select the option to record information about additional labor contributed to the farming operation, if applicable. 	463
Additional Labor Page	Displayed if users click “Add Additional Labor” on the Labor Contributions Page.	Record information about additional labor contributed to the farming operation.	464
Labor Contributions in Hours Page	Displayed if either of the following conditions exist: <ul style="list-style-type: none"> • active personal labor is less than 50 percent • active personal labor is “blank” 	Specify whether the producer contributes 1,000 hours or more of active labor.	465

--*

462 Labor Types Page

A Introduction

The Labor Types Page:

- is displayed if the user indicated labor is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks “Labor” from the left navigation menu
- allows users to specify the types of labor that are used by the farming operation.

B Example of Labor Types Page

*--The following is an example of the Labor Types Page for an individual producer.

Note: The questions presented on this page vary based on the business type for the selected customer.--*

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA

[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)

Individual
[General](#)
[Contributions](#)
[Capital](#)
[Land](#)
[Custom Services](#)
[Equipment](#)
[Labor](#)
[Management](#)
[Summary](#)

Other
[Remarks](#)

Submit Plan
[Summary](#)
[Validations](#)

Labor Types

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Does this individual contribute active personal labor to the farming operation?

Yes
 No
 No Response

Is any of the labor contributed to the farming operation hired?

Yes
 No
 No Response

Is any additional labor contributed to the farming operation?

Yes
 No
 No Response

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462 Labor Types Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Labor Types Page.

***--Note:** The questions presented on this page vary based on the business type for the selected customer.

Question/Field	Applicable To	Description
Does this individual contribute active personal labor to the farming operation?	Individuals	For each question presented, the available options are: • “Yes”
Is any of the labor contributed to the farming operation hired?	<ul style="list-style-type: none"> • Individuals • Entities • Joint Operations 	<ul style="list-style-type: none"> • “No” • “No Response”.
Is any additional labor contributed to the farming operation?	<ul style="list-style-type: none"> • Individuals • Entities • Joint Operations 	The interview process will proceed to the: <ul style="list-style-type: none"> • Labor Contributions Page, if “Yes” is selected for at least one question • next applicable section of the interview process, if “No” or “No Response” is selected for all questions.

--*

D Page Options

The following options are available on the Labor Types Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

*--462 Labor Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the type of labor contributed to the farming operation.	<p>A response was not selected indicating the types of labor contributed to the farming operation. Return to the Types of Labor Page and select 1 of the following options for each type of labor:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: Select “No Response”, if the producer chooses not to respond to the question.</p>

--*

***--Subsection 7 Management Contributions**

471 General Information

A Introduction

The Management Contributions Section of the interview process allows the user to record information related to:

- active personal management
- hired management
- other or additional management that may be contributed to the farming operation.

The remainder of this subsection provides detailed information related to the management contribution pages that may be displayed through the interview process.

B Description of Management Contribution Pages

This table provides a general description of each page that may be displayed through the Management Contribution Section of the interview process. See the paragraph for each page for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options	Paragraph.
Management Types Page	Displayed if the user indicates management is contributed to the farming operation.	Allows the user to indicate which types of management are contributed to the farming operation.	472
Management Contributions Page	<ul style="list-style-type: none"> • Displayed with fields corresponding to the types of management specified on Management Types Page. • Summarizes information recorded for additional management, if applicable. 	<ul style="list-style-type: none"> • Record the active personal and hired management contribution percentages, as applicable • Select the option to record information about additional management contributed to the farming operation, if applicable. 	473
Additional Management Page	Displayed if users click “Add Additional Management” on the Management Contributions Page.	Record information about additional management contributed to the farming operation.	474

--*

472 Management Types Page

A Introduction

The Management Types Page:

- is displayed if the user indicated management is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks “Management” from the left navigation menu
- allows users to specify the types of management that are used by the farming operation.

B Example of Management Types Page

*--The following is an example of the Management Types Page for an individual producer.

Note: The questions presented on this page vary based on the business type for the selected customer.--*

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA
[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)
Individual
[General](#)
[Contributions](#)
[Capital](#)
[Land](#)
[Custom Services](#)
[Equipment](#)
[Labor](#)
[Management](#)
[Summary](#)
Other
[Remarks](#)
Submit Plan
[Summary](#)
[Validations](#)

Management Types

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Does this individual contribute active personal management to the farming operation?

Yes
 No
 No Response

Is any of the management contributed to the farming operation hired?

Yes
 No
 No Response

Is any additional management contributed to the farming operation?

Yes
 No
 No Response

< Back Save Save & Continue >

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472 Management Types Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Management Types Page.

*--Note: The questions presented on this page vary based on the business type for the selected customer.

Question/Field	Applicable To	Description
Does this individual contribute active personal management to the farming operation?	Individuals	For each question presented, the available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. The interview process will proceed to: <ul style="list-style-type: none"> • Management Contributions page, if “Yes” is selected for at least one question • Farming Operation Summary page, if “No” or “No Response” is selected for all questions.
Is any of the management contributed to the farming operation hired?	<ul style="list-style-type: none"> • Individuals • Entities • Joint Operations 	
Is any additional management contributed to the farming operation?	<ul style="list-style-type: none"> • Individuals • Entities • Joint Operations 	

--*

D Page Options

The following options are available on the Management Types Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

*--472 Management Types Page (Continued)

E Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the type of management contributed to the farming operation.	<p>A response was not selected indicating the types of management contributed to the farming operation. Return to the Types of Management Page and select 1 of the following options for each type of labor:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: Select “No Response”, if the producer chooses not to respond to the question.</p>

--*

***--503 Signature Verification Page (Continued)**

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
“Back”	Returns to the Validations Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded, exits the process, and returns to the Customer Page.

E Page Error Messages

The following error messages may be displayed on the Signature Verification Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date cannot be later than today’s date.	A date later than today’s date was entered for either: <ul style="list-style-type: none"> • date CCC-902 was filed • COC determination date. 	Correct the applicable date.
Date must be later than October 1, 2008.	The date CCC-902 was filed is earlier than October 1, 2008.	The CCC-902 was not applicable before October 1, 2008. Correct the date CCC-902 was filed in the County Office.
Invalid date.	An invalid date was entered.	Date format is either of the following: <ul style="list-style-type: none"> • mm/dd/yyyy • mmdyyyy. Users can also select the date using the calendar icon.
Date cannot be earlier than the date the documentation was filed.	COC determination date is earlier than the date CCC-902 was filed.	COC determination date cannot be earlier than the date CCC-902 is filed. Correct the applicable date.

--*

*--504 Fiduciaries Page

A Introduction

The Business File application Fiduciaries Page allows users to indicate whether other individuals or businesses, excluding members, have authority act on behalf of the entity or joint operation. As such, a fiduciary shall only be recorded through the interview process if the individual or business has signature authority for the entity or joint operation.

Example: Corporate papers indicate that all of the officers have signature authority.

Note: The Fiduciaries Page **shall not** be used to record power-of-attorney signatory information. County Offices shall continue to follow 1-CM for recording power-of-attorney information.

For entities and joint operations, the Fiduciaries Page will be displayed if users:

- click “**Save & Continue**” on the Remarks Page
- click “**Fiduciaries**” from the left navigation menu.

B Example of Fiduciaries Page

The following is an example of the Fiduciaries Page.

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA

Select Different Customer
 Record New Farm Operating Plan
 Manage Customer

Churches
 General
 Contributions
 Capital
 Land
 Custom Services
 Equipment
 Labor

Fiduciaries

CUSTOMER INFORMATION

FARMING OPERATION:	Farmers Non-Profit
BUSINESS TYPE:	Churches, Charities, and Non-Profit Organizations

Are there any fiduciaries that have authority to act on behalf of the church, charity, or non-profit organization ?

Yes
 No
 No Response

< Back Save Save & Continue >

BF221 [Back to Top ^](#)

--*

***--504 Fiduciaries Page (Continued)**

C Interview Questions

This table describes the interview questions displayed on the Fiduciaries Page.

Question/Field	Description
Are there any fiduciaries that have authority to act on behalf of the church, charity, or nonprofit organization?	Select 1 of the following options: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: Select “No Response”, if the producer chooses not to respond to the question.</p>

D Page Options

The following options are available on the Fiduciaries Page.

Option	Action
“Back”	Returns to the Remarks Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Fiduciaries Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response was not provided indicating whether any fiduciaries have authority to act on behalf of the (entity/joint operation).	A response was not selected indicating whether a fiduciary has authority to act on behalf of the farming operation.	Return to the Fiduciaries Page and select 1 of the following options: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: Select “No Response”, if the producer chooses not to respond to the question.</p>

--*

***--505 Add Fiduciaries Page**

A Introduction

The Add Fiduciaries Page:

- displays if the user indicated that a fiduciary has authority to act on behalf of the entity or joint operation
- allows users to add 1 or more fiduciaries with authority to act on behalf of the entity or joint operation
- summarizes fiduciary information that has been recorded.

B Example of Add Fiduciaries Page

The following is an example of the Add Fiduciaries Page.

C Information on Add Fiduciaries Page

The Add Fiduciaries Page provides the user with an overview of fiduciary information that has been recorded for the farming operation.

This table describes the information displayed on the Add Fiduciaries Page.

Field	Description
Name	Name and last 4 digits of TIN of the individual or business that has fiduciary authority for the selected entity or joint operation.
Tax ID	
Fiduciary Capacity	Indicates the type of fiduciary capacity selected on the Fiduciary Information Page.
Signature Authority	Indicates whether the selected fiduciary has signature authority for the entity or joint operation.

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***--505 Add Fiduciaries Page (Continued)**

D Page Options

The following options are available on the Add Fiduciaries Page.

Option	Action
"Add Fiduciary"	CLICK " Add Fiduciary " to: <ul style="list-style-type: none"> • add a fiduciary for the entity or joint operation • display the SCIMS Search Page so the fiduciary can be selected. <p>Note: The fiduciary must be recorded in SCIMS to be added to the farm operating plan.</p>
"Revise"	Returns to the Fiduciary Information Page allowing the user to modify the information previously recorded.
"Delete"	Allows the user to delete the fiduciary information recorded for the selected entry in the summary. When users click "Delete", a Confirmation Page is displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Fiduciaries Page without saving any data entered.
"Continue"	Allows the user to continue to the next applicable page.

E Page Error Messages

The following error messages may be displayed on the Add Fiduciaries Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
Invalid fiduciary selected.	The customer selected from SCIMS must meet the following criteria: <ul style="list-style-type: none"> • individual • any business other than "general entity member". 	Verify the correct customer has been selected from SCIMS. If the correct customer was selected, check the SCIMS data to ensure that the business type is recorded properly.

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***--506 Fiduciary Information Page**

A Introduction

The Fiduciary Information Page is displayed if the user selected the option to add a fiduciary on the Add Fiduciary Page.

The Fiduciary Information Page allows users to:

- specify the title or capacity that the fiduciary has in relation to the entity or joint operation
- designate whether the fiduciary has signature authority to act on behalf of the entity or joint operation.

B Example of Fiduciary Information Page

The following is an example of the Fiduciary Information Page.

--*

***--506 Fiduciary Information Page (Continued)**

C Interview Questions

This table describes the interview questions displayed on the Fiduciary Information Page.

Question/Field	Description
What is the representative capacity held by (<i>name of fiduciary</i>)?	Select the option provided that best describes the relationship of the fiduciary to the entity or joint operation. The following are a list of the options that may be displayed. <ul style="list-style-type: none"> • “Administrator” • “Agent” • “Director” • “Executor” • “Manager” • “Officer” • “Trustee”. <p>Note: The options provided change depending on the type of farming operation.</p>
Does (<i>name of fiduciary</i>) have signature authority for the (<i>type of entity or joint operation</i>)?	Select either of the following options: <ul style="list-style-type: none"> • “Yes” • “No”.

D Page Options

The following options are available on the Fiduciary Information Page.

Option	Action
“Back”	Returns to the Add Fiduciaries Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

--*

***--506 Fiduciary Information Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Fiduciary Information Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions **before** proceeding to the next applicable page.

Error Message	Description	Corrective Action
Must indicate the representative capacity or position held by the fiduciary for the <i>(entity/joint operation)</i>	One of the available options was not selected indicating the fiduciary's representative relationship to the farming operation.	Select the option that best describes the relationship of the fiduciary to the entity or joint operation.
Must indicate whether or not the fiduciary has signature authority for the <i>(entity/joint operation)</i> .	A response was not selected indicating whether the fiduciary has signature authority for the farming operation.	Select either of the following options: <ul style="list-style-type: none"> • "Yes" • "No".
Cannot add fiduciary unless the fiduciary has signature authority for the church, charity, or nonprofit organization	"No" was selected indicating the fiduciary does not have signature authority for the entity/joint operation.	The fiduciary cannot be added to the farm operating plan unless they have signature authority for the farming operation. If the selected customer does not have signature authority, do the following: <ul style="list-style-type: none"> • CLICK "Back" to return to the Add Fiduciaries Page • delete the fiduciary recorded from the Add Fiduciaries Page.

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