

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 11
---	---------------------

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraphs 3 and 31 have been amended to provide reference to CCC-931.

Subparagraph 351 D has been amended to provide the correct rollover provisions for “Adjusted Gross Income - 2002 Farm Bill”.

Page Control Chart		
TC	Text	Exhibit
	1-5, 1-6 3-53 through 3-56 9-3, 9-4	1, pages 1, 2

3 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete CCC-770 ELIG 2008 if apparent internal control deficiencies are found during CED, STC representative, or DD Reviews
- whether the CCC-770 ELIG 2008 is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

As required by SED, STC or designee, DD or CED, County Offices shall complete CCC-770 ELIG 2008 for producers who request a payment or members of entities who are required to meet payment eligibility provisions.

Notes: Members of joint operations or entities that have no other farming interest are not required to have a separate CCC-770 ELIG 2008. For joint operations or entities that have members that have no other farming interest, County Offices shall do either of the following:

- enter the name of **each** member of the joint operation or entity in CCC-770 ELIG 2008, item 14
- print the Entity Ownership Report and attach to CCC-770 ELIG 2008.

Note: Print the Entity Ownership Report according to 2-PL, subparagraph 414 L.

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

- “Yes” if:
 - *--CCC-926 or CCC-931 has been completed in its entirety and signed by an--* authorized individual
 - the correct certifications have been entered into the web-based Eligibility System, Adjusted Gross Income section

3 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

- “No” if:
 - *--CCC-926 or CCC-931 has not been completed in its entirety and has been--* signed by an authorized individual
 - the correct certifications have **not** been entered into the web-based Eligibility System, Adjusted Gross Income section.

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2008, item 14.

SED, STC or designee, DD, or CED may require CCC-770 ELIG 2008 to be completed every time a new determination or certification is recorded for a producer in 1 of the following fields:

- “Actively Engaged”
- “Cash Rent Tenant”
- “AD-1026”
- “Adjusted Gross Income – Commodity Program”
- “Adjusted Gross Income – Direct Payment”
- “Adjusted Gross Income – Conservation Program”.

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 ELIG 2008.

Example: A producer files documentation that requires a new 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 ELIG 2008, items 7A, 7B, 8A, and 8B. All other items should be left blank. Enter any remarks in item 14 to clarify.

When required by SED, STC or designee, DD, or CED, CCC-770 ELIG 2008:

- shall be completed by the recording county
- shall be maintained in the recording county only
- is **not** required for producers who are NRCS customers only.

Important: CCC-770 ELIG 2008 was developed by the National Office. County Offices may supplement CCC-770 ELIG 2008 with additional checklists if approved by the State Office.

31 AGI Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Year cannot be later than the current subsidiary year.	Program year entered is later than the current subsidiary year.	Year entered cannot be later than the current subsidiary year. Re-enter a valid year.
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> • "Date Documentation Filed by Producer" • "COC Disapproval Date". 	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date: <ul style="list-style-type: none"> • "Date Documentation Filed by Producer" • "COC Disapproval Date". 	Re-enter a valid date or select a date using the calendar icon. See subparagraph 24 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmdyyy, mmdyy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> • "Date Documentation Filed by Producer" • "COC Determination Date". 	Re-enter date in an acceptable format according to subparagraph 24 E.

31 AGI Determination Information (Continued)

F Field Default Values

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

Field	Default Value
Commodity Program Certification/COC Determination	“Not Filed”, indicating producer has not filed all documentation required for AGI determination.
Direct Payment Certification/COC Determination	
Conservation Program Certification/COC Determination	
Effective Program Year	“Blank”.
Date Documentation Filed by Producer	
COC Disapproval Date	

G Updating Web-Eligibility AGI Certification From CCC-926

The following table provides instructions for dataloading information captured on CCC-926 into the web-based eligibility for AGI certification for the commodity program, direct *-payment, and conservation program. Load data for the year designated in CCC-926, item 4.--*

IF program is...	AND producer completed CCC-926 as...	THEN update Subsidiary Eligibility AGI to...
commodity	6A	Compliant - Producer.
	6B or 6C	Not Met - Producer.
direct	5A	Compliant - Producer.
	5B	Not Met - Producer.
conservation	6C and 7B	Compliant - Producer.
	6C and 7A	Not Met - Producer.

31 AGI Determination Information (Continued)

***--H Updating Web-Eligibility AGI Certification From CCC-931**

The following table provides instructions for dataloading information captured on CCC-931 into the web-based eligibility for AGI certification for the commodity program, direct payment, and conservation program. Load data for the year designated in CCC-931, item 4.

IF program is...	AND producer completed CCC-931 as...	THEN update Subsidiary Eligibility AGI to...
commodity	7A	Compliant - Producer.
	7B or 7C	Not Met - Producer.
direct	6A	Compliant - Producer.
	6B	Not Met - Producer.
conservation	5A and 7C	Compliant - Producer.
	5B and 7C	Not Met - Producer.

--*

I Updating Web-Eligibility AGI Certification From CPA or Attorney Statement

The following table provides instructions for dataloading information according to 4-PL, subparagraph 189 B, captured on CPA or Attorney Statement, into the web-based eligibility for AGI certification for the commodity program, direct payment, and conservation program certification.

IF program is...	AND CPA or Attorney Statement indicates average adjusted gross...	THEN update Subsidiary Eligibility AGI to...
commodity	nonfarm income is less than or equal to \$500,000	Compliant – Agent.
direct	farm income is less than or equal to \$750,000	
conservation	nonfarm income is more than \$500,000, but less than or equal to \$1,000,000	
	nonfarm income is more than \$1,000,000 and at least 66.66 percent of the total average AGI is from farming, ranching or forestry operations	

J Recording COC Determinations for AGI

COC determinations reflecting that the producer has **not** met AGI provisions shall be recorded in the COC minutes according to 4-PL, subparagraph 189 D. COC determinations ***--are not** captured on CCC-926 or CCC-931; however, web-eligibility **must** be updated to**--*** reflect the specific AGI determination recorded in the COC minutes for each specific determination made. See subparagraph 31 A and 4-PL, Part 6 for descriptions of AGI limitations.

32 **Controlled Substance Determination Information**

A Overview

Controlled substance eligibility, which is the Controlled Substance FSA flag in System 36, is read by several programs for eligibility purposes. This is a year specific flag.

B Business Rule

The rule for controlled substance eligibility is any person who is convicted under Federal or State Law of a controlled substance violation, shall be ineligible for payments or benefits. The general term “growing”, which includes planting, cultivating, growing, producing, harvesting, or storing, has a set violation period of the crop year of violation and 4 succeeding years. For trafficking and possession the violations are at the discretion of the court. The court may determine the conviction to be from 1 year to “permanent” ineligibility of all government program benefits.

See 1-CM, Part 30 for additional information on controlled substance provisions.

C Example of the Subsidiary Eligibility Screen, Controlled Substance Section

Following is an example of the Controlled Substance section.

Controlled Substance

Notification of Determination

No Violation

Growing Number of Years of Ineligibility [dropdown]

Trafficking Number of Years of Ineligibility [dropdown]

Possession Number of Years of Ineligibility [dropdown]

Year of Conviction [text input]

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	<p>a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables:</p> <ul style="list-style-type: none"> • year of violation • number of years of ineligibility. <p>If the violation period is:</p> <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	Previous year information will rollover to the new FY. * * *	
Person Determination – 2002 Farm Bill		
Actively Engaged – 2002 Farm Bill		
Permitted Entity – 2002 Farm Bill		
Adjusted Gross Income – 2002 Farm Bill		

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Text
CCC-501B	Designation of "Permitted Entities"		41
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		41
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		41, 72, 84, 99, 103, 106
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		43, 306
CCC-527	Request For Action For Subsidiary/Payment Limitation		132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	3	
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		26, Part 10
CCC-902I	Farm Operating Plan for an Individual - 2009 and Subsequent Program Years		Part 10
CCC-903	Worksheet For Payment Eligibility and Payment Limitation Determinations		26, 72, 84, 99, 103, 106
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-926	Average Adjusted Gross Income (AGI) Statement		3, 31
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		3, 31
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		39
FSA-13-A	Data Security Access Authorization Form		12, 133
FSA-570	Waiver of Eligibility for Emergency Assistance		39
FSA-578	Report of Acreage		366

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CC	counter-cyclical	98
ALS	Appeals and Litigation Staff	38
AUM	animal unit months	427, 428, 430
FCI	Federal Crop Insurance	2, 21, 24, 39, 351, Ex. 6
FRS	Farm Records Management System	29, 30, 303
SLR	Security Liaison Representative	12, 73, 133

Delegations of Authority

None