

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 14

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

The Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. 112-55, included an additional \$1 million average AGI limitation applicable only to 2012 direct payments.

CCC-931 was revised to:

- include the new \$1 million average AGI limitation applicable only to 2012 direct payments
- provide for certifying average AGI compliance and written consent to disclose tax information in a single, 1-page document.

B Reason for Amendment

Subparagraphs 3 C and 31 I have been amended to remove references to obsolete CCC-926 that was replaced by CCC-931.

Subparagraphs 3 C, 21 C, 306 H, 306 I, and 351 D; paragraph 31; and Exhibit 6 have been amended to provide instructions to:

- State and County Office employees for recording producer certifications for the new \$1 million average AGI limitation, applicable only to 2012 direct payments, in the web-based subsidiary system
- State Office employees for recording the SED determination for average AGI compliance reviews in the web-based subsidiary system.

Subparagraph 303 H as been amended to provide an updated example of the Producer Subsidiary Print report.

Part 10, Subsection 10 has been added to provide instructions for recording determinations.

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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-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
- **“No”** if:
 - * * * 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.

3 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

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 \$500,000 Nonfarm Income Certification/COC Determination”
- “Adjusted Gross Income – Direct Payment \$750,000 Farm Income Certification/COC Determination”
- “Adjusted Gross Income – Direct Payment \$1 Million Total Income Certification/COC Determination”
- “Adjusted Gross Income – Conservation Program \$1 Million Nonfarm Income Certification/COC Determination”.--*

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.

21 Web-Based System Eligibility Records (Continued)

C Availability of Subsidiary Eligibility Data

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

Note: See 3-PL for eligibility values for years before 2009.

Description	*--2010	2011	2012--*
Foreign Person	X	X	X
Actively Engaged	X	X	X
Cash Rent Tenant and Cropland Factor	X	X	X
AD-1026	X	X	X
Conservation Compliance	X	X	X
*--Adjusted Gross Income – Commodity Program \$500,000 Nonfarm Income Certification/COC Determination	X	X	X
Adjusted Gross Income – Direct Payment \$750,000 Farm Income Certification/COC Determination	X	X	X
Adjusted Gross Income – Direct Payment \$1 Million Total Income Certification/COC Determination			X
Adjusted Gross Income – Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	X	X	X--*
Controlled Substance	X	X	X
NAP Noncompliance	X	X	X
Delinquent Debt	X	X	X
Socially Disadvantaged Farmer or Rancher:			
• includes ethnic, racial, and gender	X	X	X
• includes ethnic and racial, but not gender.	X	X	X
Beginning Farmer or Rancher	X	X	X
Limited Resource Farmer or Rancher	X	X	X
Fraud - Including FCIC Fraud	X	X	X
FCI	X	X	X
Person Determination - 2002 Farm Bill	X	X	X
Actively Engaged - 2002 Farm Bill	X	X	X
Suspended Producer	X	X	X
Permitted Entity - 2002 Farm Bill	X	X	X
Adjusted Gross Income - 2002 Farm Bill	X	X	X

21 Web-Based System Eligibility Records (Continued)

D BIA ID Number

An eligibility record will not be created for BIA with the employee ID number. Indians represented by BIA are the producers requesting program benefits and as such eligibility records should be created and updated for the Indian represented by BIA, not BIA. BIA does not actually own land or participate in FSA programs. Therefore, there is no reason to create and update eligibility data for BIA.

E Downloading Eligibility Data to System 36

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

22, 23 (Withdrawn--Amend. 9)

31 AGI Determination Information**A Introduction**

The Food, Conservation, and Energy Act of 2008, Section 1604 provides provisions for excluding individuals and entities from:

- *--commodity program \$500,000 nonfarm income certification/COC determination payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$500,000
- direct payment \$750,000 farm income certification/COC determination eligibility, if the average adjusted gross farm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$750,000
- conservation program \$1 million nonfarm income certification/COC determination payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$1,000,000; **unless**, not less than 66.66 percent of the average AGI of the individual or entity is average adjusted gross farm income.

The Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. 112-55, provides for excluding individuals and entities from direct payment \$1 million total income certification/COC determination payment eligibility, if the average adjusted gross total income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$1,000,000.

Note: This applies to 2012 **only**.--*

Data in the Subsidiary Eligibility Screen, Adjusted Gross Income section is used to determine producer eligibility based on the AGI provisions. See 4-PL, Part 6 for additional information for determining producer eligibility with AGI provisions.

31 AGI Determination Information (Continued)

B Exempt Business Types

The AGI software is designed to prevent users from updating the AGI eligibility certification/determination for joint operations and entities that are exempt from the AGI provisions.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally Owned	08
State Owned	09
*--County Owned	11
City Owned	12
Public School	13
BIA and Indian Tribal Venture	14--*
Indian Tribal Venture	20

31 AGI Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, Adjusted Gross Income Section

*--Following is an example of the Adjusted Gross Income section for 2012 and future years.

Adjusted Gross Income	
Commodity Program \$500,000 Nonfarm Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Direct Payment \$750,000 Farm Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Direct Payment \$1 Million Total Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Effective Program Year	<input type="text"/>
Date Documentation Filed by Produce	<input type="text"/>
COC Disapproval Date	<input type="text"/>

--*

31 AGI Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, Adjusted Gross Income Section (Continued)

*--Following is an example of the Adjusted Gross Income section for years before 2012.

Adjusted Gross Income	
Commodity Program Certification/COC Determination	
<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Direct Payment Certification/COC Determination	
<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Conservation Program Certification/COC Determination	
<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Effective Program Year	<input type="text"/>
Date Documentation Filed by Producer	<input type="text"/> 
COC Disapproval Date	<input type="text"/> 

--*

31 AGI Determination Information (Continued)

D Fields Applicable to AGI Determinations

--The following provides Adjusted Gross Income section options for “Commodity Program \$500,000 Nonfarm Income”, “Conservation Program \$1 Million Nonfarm Income”, “Direct Payment \$750,000 Farm Income”, and “Direct Payment \$1 Million Total Income” certifications/COC determinations.--

Field	Option	Explanation
Certification/ COC Determination	Compliant - Producer	Producer has filed the required documentation and has certified compliance with AGI provisions.
	Compliant - Agent	Producer has submitted a statement by CPA or an attorney certifying compliance with AGI provisions.
	Exempt	Producer is exempt from AGI provisions. See subparagraph B for additional information on exempt business types.
	Not Filed	Producer has not filed the required documentation to meet the AGI eligibility provisions.
	Not Met - COC	COC has determined that the producer does not meet the AGI eligibility provisions.
	Not Met - Producer	Producer has certified that AGI provisions cannot be met.
*--SED Determination	Not Met - SED	SED has determined that the producer does not meet the AGI eligibility provisions. Note: When applicable, this field may only be updated by authorized State Office Employees.
	“Blank”	SED determination has not been recorded for the producer.
Date of SED Determination		Date SED determined that the producer does not meet the AGI eligibility provisions.
	“Blank”	SED determination has not been recorded for the producer.--*
Effective Program Year		Program year applicable to the certification filed by the producer. An entry is required if any of the following options are selected as the COC determination: <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant - Agent” • “Not Met - COC” • “Not Met - Producer”.

31 AGI Determination Information (Continued)

D Fields Applicable to AGI Determinations (Continued)

Field	Option	Explanation
Date Documentation Filed by Producer		<p>Date producer provided all required documentation to determine whether producer meets AGI provisions. An entry is required if any of the following options are selected as the COC determination:</p> <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant - Agent” • “Not Met - COC” • “Not Met - Producer”. <p>Enter date according to acceptable formats in subparagraph 24 E. The date will automatically populate if “Update Adjusted Gross Income Date Documentation Provided by Producer with above date” field was selected in Actively Engaged section. Verify date entered is the date producer signed AGI certification. If the date was automatically populated, verify the date populated is the date the producer signed AGI certification.</p>
COC Disapproval Date		<p>Date COC determined that the producer does not meet AGI eligibility provisions. An entry is required if “Not Met - COC” is entered as the “Certification/COC Determination”.</p>

31 AGI Determination Information (Continued)

E Error Messages

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

Message	Reason for Message	Corrective Action
Program year must be entered.	User selected 1 of the following as the “Certification/COC Determination”, but did not enter a date in the “Effective Program Year” field: <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. 	Take either of the following actions: <ul style="list-style-type: none"> • enter the effective program year from AGI certification • Select another option as the “Certification/COC Determination”.
Must enter the date the producer filed the AGI certification for years after 2008.	User selected 1 of the following as the “Certification/COC Determination”, but did not enter a date in “Date Documentation Filed by Producer” field: <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. 	Take either of the following actions: <ul style="list-style-type: none"> • enter the date the producer filed AGI certification • select another option as the “Certification/COC Determination”.
--Must enter the SED determination date.	User selected “Not Met-SED” for the SED Determination, but did not enter a date in “Date of SED Determination” field in 1 of the following fields: <ul style="list-style-type: none"> • Commodity Program \$500,000 Nonfarm Income Certification/COC Determination • Direct Payment \$750,000 Farm Income Certification/COC Determination • Direct Payment \$1 Million Total Income Certification/COC Determination • Conservation Program \$1 Million Nonfarm Income Certification/COC Determination. 	Take either of the following actions: <ul style="list-style-type: none"> • Enter the date the SED determined that the producer does not meet the AGI eligibility provisions • Remove the selection of “Not Met-SED” from the SED Determination field.--

31 AGI Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Program year not allowed based on certification option selected.	Effective program year was entered by the user, but the “Certification/COC Determination” is either of the following options: <ul style="list-style-type: none"> • “Exempt” • “Not Filed”. 	Take either of the following actions: <ul style="list-style-type: none"> • remove the effective program year • select a different option as the “Certification/COC Determination”.
Invalid AGI determination selection.	User selects “Compliant – Producer” for one AGI Certification/COC Determination and “Compliant – Agent” for another AGI Certification/COC Determination.	If producer certifies compliance, user must select “Compliant – Producer” for all compliant certifications.
	User selects “Compliant – Agent” for one AGI Certification/COC Determination and “Compliant – Producer” for another AGI Certification/COC Determination.	If agent certifies compliance, user must select “Compliant – Agent” for all compliant certifications.
	“Not Filed” is selected by the user OR automatically set by the system for one AGI Certification/COC Determination, but not for all AGI Certifications/COC Determinations.	If “Not Filed” is selected by the user or automatically set by the system for one AGI Certification/COC Determination, it must be selected for all AGI Certifications/COC Determinations.
Date not allowed based on COC determination or certification option selected.	User indicated the producer has not filed the required documentation for an AGI determination; however, a date was entered in the “Date Documentation Filed by Producer”.	Take either of the following actions: <ul style="list-style-type: none"> • remove the date from the “Date Documentation Filed by Producer” field • select a different option as the “Certification/COC Determination”.

31 AGI Determination Information (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Must enter the COC disapproval date.	User indicated producer does not meet AGI provisions by selecting “Not Met – COC” as the “Certification/COC Determination”, but did not enter a date in the “COC Disapproval Date” field.	Take either of the following actions: <ul style="list-style-type: none"> enter the date COC determined the producer was ineligible because of AGI provisions select another option as the “Certification/COC Determination”.
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” *--“Date of SED Determination”.--* 	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	If the FSA customer is...	Default Value
Commodity Program \$500,000 Nonfarm Income Certification/COC Determination	not an exempt business type as defined in subparagraph 31 B	“Not Filed”, indicating producer has not filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph 31 B	“Exempt”, indicating producer is exempt from AGI provisions.
Direct Payment \$750,000 Farm Income Certification/COC Determination	not an exempt business type as defined in subparagraph 31 B	“Not Filed”, indicating producer has not filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph 31 B	“Exempt”, indicating producer is exempt from AGI provisions.
Direct Payment \$1 Million Total Income Certification/COC Determination	not an exempt business type as defined in subparagraph 31 B	“Not Filed”, indicating producer has not filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph 31 B	“Exempt”, indicating producer is exempt from AGI provisions.
Conservation Program \$1 Million Total Income Certification/COC Determination	not an exempt business type as defined in subparagraph 31 B	“Not Filed”, indicating producer has not filed all documentation required for AGI determination.
	an exempt business type as defined in subparagraph 31 B	“Exempt”, indicating producer is exempt from AGI provisions.
Effective Program Year		“Blank”
Date Documentation Filed by Producer		
COC Disapproval Date		
Certification/SED Determination		
Date Determination Made by SED		

--*

31 AGI Determination Information (Continued)

G Updating Web-Eligibility AGI Certification From CCC-931

*--The following table provides instructions for dataloading information captured on the CCC-931 into the web-based eligibility for AGI certification for the commodity program \$500,000 nonfarm income, direct payment \$750,000 farm income, direct payment \$1 million total income, and conservation program \$1 million nonfarm income. 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 \$500,000 Nonfarm Income	8A	“Compliant - Producer”.
	8B or 8C	“Not Met - Producer”.
Direct payment \$750,000 Farm Income	7A	“Compliant - Producer”.
	7B	“Not Met - Producer”.
Direct payment \$1 Million Total Income	5A	“Compliant - Producer”.
	5B	“Not Met - Producer”.
Conservation \$1 Million Nonfarm Income	8A and 6A	“Compliant - Producer”.
	8A and 6B	
	8B and 6A	
	8B and 6B	
	8C and 6A	
	8C and 6B	“Not Met - Producer”.

H 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 \$500,000 nonfarm income, direct payment \$750,000 farm income, direct payment \$1 million total income, and conservation program \$1 million nonfarm income.

If program is...	AND CPA or attorney statement indicates average adjusted gross...	THEN...
Commodity \$500,000 Nonfarm Income	nonfarm income is less than or equal to \$500,000	update Subsidiary Eligibility AGI to “Compliant - Producer”.
Direct Payment \$750,000 Farm Income	farm income is less than or equal to \$750,000	
Direct Payment \$1 Million Total Income	total income is less than or equal to \$1 million	
Conservation \$1 Million Nonfarm Income	nonfarm income is more than \$500,000, but less than or equal to \$1 million	
	nonfarm income is more than \$1 million and at least 66.66 percent of the total average AGI is from farming, ranching or forestry operations	

--*

31 AGI Determination Information (Continued)

I 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-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

Trafficking Number of Years of Ineligibility

Possession Number of Years of Ineligibility

Year of Conviction

303 Subsidiary Print Report (Continued)

H Example

Following is an example of the Producer Subsidiary Print report.

*--

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print			
Any Producer		Tax ID Number: xxxx S Phone Number: none	
123 Nowhere Street Anywhere, ST 00000-0000			
SCIMS Information			
Business Type Information			
2012 Individual	Citizenship Country - UNITED STATES		
2011 Individual	Resident Alien Flag - N/A		
2010 Individual			
SCIMS Links			
Coahoma - Mississippi			
Summary Eligibility Information			
Recording County: Coahoma - Mississippi		2655 NORTH STATE ST CLARKSDALE, MS 38614	
Office Phone: (662)624-8727 x2			
	2012	2011	2010
AD-1026	Certified	Not Filed	Not Filed
Actively Engaged Determination	Actively Engaged		
Actively Engaged – 2002 Farm Bill	Not Filed	Not Filed	Not Filed
Suspended Producer	Not Suspended	Not Suspended	Not Suspended
AGI – Commodity \$500,000 Nonfarm Income	Compliant - Producer		
SED Determination			
AGI – Direct \$750,000 Farm Income	Compliant - Producer		
SED Determination			
AGI – Direct \$1 Million Total Income	Compliant - Producer		
SED Determination			
AGI – Conservation \$1 Million Nonfarm Income	Compliant - Producer		
SED Determination			
AGI – 2002 Farm Bill	Not Filed	Not Filed	Not Filed
Beginning Farmer or Rancher	No	No	
Cash Rent Tenant Determination	Eligible	Awaiting Determination	Awaiting Determination
Cropland Factor	1.0000	0.0000	0.0000
Conservation Compliance-Farm/Tract	In Compliance	In Compliance	In Compliance
Highly Erodible Land Conservation	Compliant	No HEL	No HEL
Planted Converted Wetland	Compliant	Compliant	Compliant
Converted Wetland	Compliant	Compliant	Compliant
Controlled Substance	No Violation	No Violation	No Violation
Delinquent Debt	No	No	No
Federal Crop Insurance	Requirements Met	Requirements Not Met	Requirements Not Met
Foreign Person	Not Applicable	Not Applicable	Not Applicable
Fraud – including FCIC Fraud	Compliant	Compliant	Compliant
Gross Revenue for Disaster			
Gross Revenue for NAP			Not Filed
Limited Resource Farmer or Rancher	No	No	
NAP Non-Compliance	Compliant	Compliant	Compliant
Permitted Entity – 2002 Farm Bill	Yes	Yes	Yes
Person Eligibility – 2002 Farm Bill	Not Filed	Not Filed	Not Filed
SDA – Racial, Ethnic and Gender	No	No	
SDA – Ethnic and Racial, but not Gender	No	No	
Last Updated	July 16, 2012	September 22, 2011	September 23, 2010

--*

303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print			Date: 03-01-2011
Any Producer 123 Nowhere Street Anywhere, ST 00000-0000		Tax ID Number: XXXX S Phone Number: none	
Combined Producer Information			
2009			
Combined Recording County: Coahoma - Mississippi Office Phone: (662)624-8727 x2		2655 NORTH STATE ST CLARKSDALE, MS 38614	
Common Attribution - Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			
Common Attribution - Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			
Person - Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
IMA Corp	XXXX E	Member's share is greater than 50% in a corporation, limited liability company, limited partnership or irrevocable trust	02/11/2008
Person - Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			
2008			
Common Attribution - Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			
Common Attribution - Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

--*

305 Combined Producer Report (Continued)

D Example of the Combined Producer Report

The following is an example of header and column titles on the Combined Producer Report.

*--

Coahoma Mississippi		United States Department Of Agriculture Farm Service Agency 2011 Combined Producer Report				Prepared: Mar 01, 2011 Time: 12:57 PM Page 1 of 54	
Rule Type	Combined Recording County	Name	ID Number	Name	ID Number	Combination Reason	

--*

* * *

E Details of the Combined Producer Report

The following provides information about the Combined Producer Report.

*--

Column Heading	Explanation
Rule Type	Rule Type of: <ul style="list-style-type: none"> • “A” indicates the combination is an “Attribution” type combination • “P” indicates the combination is a “Person” type combination. All Rule Type “A” combinations will be listed first, followed by all Rule Type “P” combinations.
Combined Recording County	Identifies the current combination recording county.
Name (Column 3)	Displays producers in the requesting county that are involved in a combination. The names are listed alphabetically by: <ul style="list-style-type: none"> • last name for individuals • name for businesses.
ID Number	Displays the last 4-digits of TIN and TIN type for the producer listed in the previous column.
Name	Displays the producer that has a direct combination with the producer listed in column 3.
ID Number	Displays the last 4-digits of TIN and TIN type for the producer listed in the previous column.
Combination Reason	Displays the reason the 2 producers are combined.

Note: See paragraph 85 for more information on combination types and reasons.--*

306 County Eligibility Reports**A Introduction**

County eligibility reports have been developed to assist users in tracking eligibility changes. The county 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
- “Actively Engaged” Determination
- “Cash Rent Tenant” Determination
- “AD-1026” Certification
- “Conservation Compliance” Determination
- “Adjusted Gross Income”
 - *--“Commodity Program \$500,000 Nonfarm Income” Certification/COC Determination
 - “Direct Payment \$750,000 Farm Income” Certification/COC Determination
 - “Direct Payment \$1 Million Total Income” Certification/COC Determination
 - “Conservation Program \$1 Million Nonfarm Income” Certification/COC Determination--*

306 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, Conservation Compliance Section (Continued)

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

306 County Eligibility Reports (Continued)

I County Eligibility Reports Screen, 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.

*--

Adjusted Gross Income	
Commodity Program \$500,000 Nonfarm Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Direct Payment \$750,000 Farm Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Direct Payment \$1 Million Total Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	
<input type="radio"/> Compliant-Producer	<input type="radio"/> Compliant-Agent
<input checked="" type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
SED Determination	
<input checked="" type="checkbox"/> Not Met-SED	Date of SED Determination <input type="text"/>
Effective Program Year	<input type="text"/>
Date Documentation Filed by Produce	<input type="text"/>
COC Disapproval Date	<input type="text"/>

--*

306 County Eligibility Reports (Continued)

I County Eligibility Reports Screen, Adjusted Gross Income Section (Continued)

The following provides information about the Adjusted Gross Income section.

Field/Button	Description
Compliant – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Compliant – Producer” checked.
Compliant – Agent	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Compliant – Agent” checked.
Exempt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Exempt” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Not Filed” checked.
Not Met – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Not Met – COC” checked.
Not Met – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Not Met – Producer” checked.
Effective Program Year	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has an “Effective Program Year” for that year.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has a “Date Documentation Filed by Producer” for that date. 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 in the web-based Eligibility System, Adjusted Gross Income section that has a “COC Disapproval Date” for that date. If a date is not entered, the report will identify all producers.
*--Not Met - SED	<p>Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has “Not Met – SED” checked.</p> <p>Note: When applicable, the “Not Met – SED” field may only be updated by authorized State Office employees.</p>
Date of SED Determination	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income section that has a “Date of SED Determination” for that date. If a date is not entered, the report will identify all producers.--*

306 County Eligibility Reports (Continued)

J County Eligibility Reports Screen, 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.

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

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.

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 Cash Rent Tenant/Cropland Factor AD-1026	Previous year information will rollover to the new FY.
Conservation Compliance	Data is updated directly from Farm Records.

351 Subsidiary Rollover Process (Continued)

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

Eligibility Determination Information	Rollover Provisions	
AGI: <ul style="list-style-type: none"> • Commodity Program *--\$500,000 Nonfarm Program • Direct Payment \$1 Million Total Income • Direct Payment \$750,000 Farm Income • Conservation Program \$1 Million Income.--* 	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... is not in violation of controlled substance provisions has a permanent violation because of a trafficking violation	THEN... the current year determination will be rolled to the next FY.
	has a growing or possession violation has a trafficking violation, but the “Number of Years of Ineligibility” is not “permanent”	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 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.

***--534 (Member's) Management Compensation Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the (Member's) Management Compensation Page.

Question/Field	Description
Does this (<i>member</i>) receive any compensation from the (<i>joint operation</i>) as payment for management contributions?	The available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
What payments are received by this (<i>member</i>) from the (<i>joint operation</i>) over and above their share in the (<i>joint operation's</i>) profits and losses?	This field is only presented if “Yes” was selected to the question “Does this (<i>member</i>) receive any compensation from the (<i>joint operation</i>) as payment for management contributions?” The amount recorded in this field is: <ul style="list-style-type: none"> • not required • if entered, must be: <ul style="list-style-type: none"> • a numeric value in whole dollars • greater than \$0. <p style="text-align: right;">Examples: \$50, \$150, \$1000, etc.</p>

D Page Options

The following options are available on the (Member's) Management Compensation Page.

Option	Action
“Back”	Returns to the (Member) Management Types 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 (Member's) Summary Page.

--*

534 (Member’s) Management Compensation Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (Member’s) Management Compensation 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
Compensation must be greater than \$0.	The user entered \$0 as the compensation received by the (member) from the (joint operation).	Take either of the following options: <ul style="list-style-type: none"> enter an amount greater than \$0 indicate the (member) is not receiving compensation for management duties performed.
Compensation must be numeric.	The user entered something other than a numeric value.	Enter the amount of compensation received by the (member) in whole dollars.

F 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. The Farm Operating Plan 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 whether the (member) is receiving compensation or a salary over and above their share in the (joint operation) for management contributions.	Return to the (Member’s) Management Compensation Page and indicate whether the member is receiving compensation for management duties performed. If the member does not want to provide the information, select “No Response”.
Amount of compensation must be entered for (member) if they are receiving a salary or bonus for management contributions.	If the member: <ul style="list-style-type: none"> is receiving compensation for management duties performed, the amount of compensation is required does not want to provide the information, leave the field blank.

535-550 (Reserved)

--Subsection 10 Recording Determinations*551 General Information****A Introduction**

After CCC-902 is signed by the producer, COC or their designee makes all applicable determinations for the Farm Operating Plan. The following determinations are recorded in the Subsidiary Eligibility web-based system according to Part 3.

- Actively Engaged in Farming
- Cash Rent Tenant
- Foreign Person.

Combined attribution determinations are recorded according to Part 4. Member contribution and substantive change determinations shall be recorded according to the following:

- 2-PL for 2012 and prior years
- the remainder of this subsection for 2011 and 2012 after CCC-902 has been dataloaded in the Business File application for the applicable year.

Note: County Offices shall continue to update System 36 for 2011 and 2012, even if the Farm Operating Plan is recorded in the Business File application.--*

*--551 General Information (Continued)

B Accessing the Determination Process in Business File

To access the process to record member contribution and substantive change determinations, County Offices shall, on the Customer Page, CLICK “**Record Determinations**”.

Note: “**Record Determinations**” is only available if the COC determination date has been recorded for the selected Farm Operating Plan.

The following is an example of the Customer Page.

The screenshot displays a web interface for a 'Customer' page. On the left is a 'Business File Menu' with options: 'Welcome: Bobbie Butler', 'User Role: FSA', 'Select Different Customer', and 'Record New Farm Operating Plan'. The main content area is titled 'Customer' and contains 'CUSTOMER INFORMATION' with fields for 'FARMING OPERATION: Farmers Corporation' and 'BUSINESS TYPE: Corporation'. Below this is a 'Farm Operating Plans' table with columns for Program Year, Status, Version, Start Date, End Date, and actions. A single row is shown for the year 2012, with status 'Determined', version '8', and start date '03/30/2012'. The 'Last Update' is also '03/30/2012'. Action links include 'Revise', 'View 902', and 'Record Determinations'. The footer shows 'BF002' and a 'Back to Top' link.

Program Year	Status	Version	Start Date	End Date	
2012	Determined	8	03/30/2012		Revise View 902 Record Determinations

--*

--552 Member Contribution/Substantive Change Page*A Introduction**

The Member Contribution/Substantive Change Page:

- is displayed after, on the Customer Page, users click “Record Determinations”
- allows users to record member contribution and substantive change determinations completed by COC for applicable farming operations.

Note: This page is displayed for all types of entities with members and joint operations. However, County Offices shall only record the actual determinations that have been completed by COC. See 4-PL for additional information on member contribution and substantive change determinations.

Example: Member contribution determinations are only completed for members of entities, so member contribution determinations shall **not** be recorded for joint operations unless the joint operation includes an embedded entity. Then the member contribution determination shall only be recorded for the members of the embedded entity.--*

*--552 Member Contribution/Substantive Change Page (Continued)

B Example of Page

The following is an example of the Member Contribution/Substantive Change Page.

Business File Menu

Welcome: Bobble Butler
User Role: FSA

Member Contribution / Substantive Change

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Corporation
BUSINESS TYPE:	Corporation

Stockholder List

Member Contribution
 Substantive Change

	Share	Member Contribution Determination	Partial Member Contribution Percentage
<ul style="list-style-type: none"> ■ Farmers Corporation 0000 100.0000\$ ■ John Farmer 1111 50.0000\$ ■ Farmer Brothers 0000 E 50.0000\$ ■ Daniel Farmer 0000 S 50.0000\$ ■ Sam Farmer 0000 50.0000\$ 		<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Determination Not Complete ▼</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Determination Not Complete ▼</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Determination Not Complete ▼</div> <div style="border: 1px solid #ccc; padding: 2px;">Determination Not Complete ▼</div>	

< Back
Save
Save & Continue >

BF102
[Back to Top ^](#)

--*

***--552 Member Contribution/Substantive Change Page (Continued)**

C Recording Member Contribution Determinations

The Member Contribution/Substantive Change Page is similar to the Select (*Member*) Page, in that the entire ownership structure will be displayed. This table describes the information available on the Member Contribution/Substantive Change Page, based on the example in subparagraph B.

Section	Description
Member Contribution/Substantive Change Toggle	<p>The Member Contribution/Substantive Change Page is defaulted to member contribution determinations. To switch to the substantive change determination options, CLICK “Substantive Change” radio button in the top right section of the page.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Stockholder List <input checked="" type="radio"/> Member Contribution <input type="radio"/> Substantive Change</p> </div>
<i>(Member)</i> List	<ul style="list-style-type: none"> • Lists all the (<i>members</i>) that have been added to the farming operation. • The (<i>members</i>) will be displayed in a “tree” structure with each member level indented slightly. • A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows users to expand or collapse the information for display. • Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.

--*

*--552 Member Contribution/Substantive Change Page (Continued)

C Recording Member Contribution Determinations (Continued)

Section	Description	
Member Contribution Determination	Drop-down menu that allows users to select the member contribution determination applicable for each (<i>member</i>) of the entity or joint operation. The following options are available. Reminder: County Offices shall only record the actual determinations made by COC. In the example in subparagraph B, COC should not make a determination for Farmer Brothers because member contribution provisions are not applicable to an entity.	
	Option	Description
	Determination Not Complete	Default option indicating COC determination has not been completed for the farming operation.
	Eligible	Selected if COC has determined that the (<i>member</i>) fully meets member contribution provisions.
	Not Applicable	Selected if member contribution provisions are not applicable to the selected (<i>member</i>). Note: Should be selected for Farmer Brothers in the example in subparagraph B.
	Not Eligible	Selected if COC has determined that the (<i>member</i>) does not meet member contribution provisions.
Partially Eligible	Selected if COC has determined that the (<i>member</i>) partially meets member contribution provisions.	
Partial Member Contribution Percentage	Percentage	Only displayed if the selected member contribution determination is “partially eligible”. This field allows users to record the eligible contribution percentage as determined by COC for the selected (<i>member</i>).

--*

--552 Member Contribution/Substantive Change Page (Continued)*D Recording Substantive Change Determinations**

As with member contributions, a drop-down menu is provided that allows users to select the substantive change determination applicable for each (*member*) for joint operations.

Note: Substantive change determinations are not applicable to (*members*) of entities.

This table describes the information available when the “Substantive Change” option is selected.

Option	Description
Eligible	Selected if COC has determined that the (<i>member</i>) meets substantive change provisions.
Not Applicable	Default option that indicates substantive change provisions are not applicable for the (<i>member</i>).
Not Eligible	Selected if COC has determined that the (<i>member</i>) does not meet substantive change provisions.

E Page Options

The following options are available on the Member Contribution/Substantive Change Page.

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

--*

***--552 Member Contribution/Substantive Change Page (Continued)**

F Page Error Messages

The following error messages may be displayed on the Member Contribution/Substantive Change Page, if 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
Member contribution percentage must be entered if the member partially meets the member contribution provisions.	“Partially Eligible” was selected for at least 1 (<i>member</i>), but a partial member contribution was not entered.	Take either of the following actions: <ul style="list-style-type: none"> • record the member contribution percentage as determined by COC or their designee • change the member contribution determination to another value.
Member contribution percentage cannot be greater than or equal to 100%.	The partial member contribution percentage entered exceeds 100 percent.	Correct the member contribution percentage recorded. The following validations apply to the percentage entered: <ul style="list-style-type: none"> • an entry is required, if “partially eligible” is selected for the member contribution determination • must be greater than 0 percent • must be less than 100 percent • percentage shall be entered in a percentage with up to 2 decimal places. Examples: 25.25%, 66.67% , etc.
Member contribution percentage must be greater than 0%.	The partial member contribution percentage entered is 0 percent.	
Member contribution percentage must be numeric.	Something other than a numeric value was entered for the partial member contribution percentage.	
Partial member contribution percentage should be a whole percentage with no more than 2 decimal places.	User entered a percentage with more than 2 decimal places.	

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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-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

Downloading Subsidiary Eligibility Data to System 36

A Introduction

Data from the centralized database is downloaded from web-based subsidiary to System 36 and users have the ability to view data on System 36; however, that data cannot be updated on System 36.

B Reason Data is Downloaded from the Central Database to System 36

Data must be downloaded to System 36 for use by applications that have not been reengineered to the web-based environment. This ensures that current payment processes are not interrupted until those applications are reengineered to the new platform.

When applications are deployed in the web-based environment, they will be programmed to read eligibility data from the centralized database.

C What Data is Downloaded to System 36

Only the data that corresponds to the data currently on System 36 will be downloaded. New information captured in the web-based environment, such as dates producer filed applicable documentation, will not be downloaded to System 36.

Note: See subparagraphs D through S for additional information on how data is downloaded to System 36.

Downloading Subsidiary Eligibility Data to System 36 (Continued)

D Actively Engaged Download Information

Determinations for actively engaged, cash rent tenant and foreign person will be consolidated into 1 determination **before** the data is downloaded to System 36. The following describes how the following Subsidiary Eligibility Screen section options are downloaded to System 36.

IF Foreign Person is 1 of the following...	AND Actively Engaged is 1 of the following...	AND Cash Rent Tenant is 1 of the following...	THEN the “Actively Engaged” flag will download as...	
<ul style="list-style-type: none"> • “Yes” • “Not Applicable” 	<ul style="list-style-type: none"> • “Actively Engaged” • “Exempt” 	“Eligible”	“Y”.	
		“Not Applicable”	“Y”.	
		“Exempt”	“Y”.	
		“Partially Eligible”	“B”.	
		“Ineligible”	“N”.	
		“Awaiting Determination”	“N”.	
		“Not Filed”	any option	“blank”.
		“Awaiting Determination”	any option	“blank”.
		“Awaiting Revision”	any option	“blank”.
		“Not Actively Engaged”	any option	“N”.
“No”	any option	any option	“N”.	
“Pending”	any option	any option	“N”.	

E AGI Download Information

The following provides how the Subsidiary Eligibility Screen, Adjusted Gross Income section options are downloaded to System 36.

--IF “AGI - Commodity Program \$500,000 Nonfarm Income Certification/COC Determination” is...--	THEN the “AGI - COMMODITY” flag will download as...
“Compliant - Producer”	“Y”.
“Compliant - Agent”	
“Exempt”	
“Not Filed”	“N”.
“Not Met – COC”	
“Not Met - Producer”	

Downloading Subsidiary Eligibility Data to System 36 (Continued)

E AGI Download Information (Continued)

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IF “AGI - Direct Payment \$750,000 Farm Income Certification/COC Determination” is...	THEN the “AGI - DIRECT” flag will download as...
“Compliant - Producer”	“Y”.
“Compliant - Agent”	
“Exempt”	
“Not Filed”	“N”.
“Not Met – COC”	
“Not Met - Producer”	

IF “AGI - Direct Payment \$1 Million Total Income Certification/COC Determination” is...	THEN the “AGI - DIRECT” flag will download as...
“Compliant - Producer”	“Y”.
“Compliant - Agent”	
“Exempt”	
“Not Filed”	“N”.
“Not Met – COC”	
“Not Met - Producer”	

IF “AGI - Conservation Program \$1 Million Nonfarm Income Certification/COC Determination” is...	THEN the “AGI - CONSERVATION” flag will download as...
“Compliant - Producer”	“Y”.
“Compliant - Agent”	
“Exempt”	
“Not Filed”	“N”.
“Not Met – COC”	
“Not Met - Producer”	

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F AD-1026 Download Information

The following provides how the Subsidiary Eligibility Screen, AD-1026 section options are downloaded to System 36.

IF the AD-1026 “Certification” is...	THEN the “AD-1026” flag will download as...
“Certified”	“Y”.
“Not Filed”	“N”.
“Good Faith Determination”	“Y”.
“COC Exemption”	
“Awaiting Affiliate Certification”	“A”.
“Affiliate Violation”	

Downloading Subsidiary Eligibility Data to System 36 (Continued)

G Conservation Compliance Download Information

The following provides how the Subsidiary Eligibility Screen, Conservation Compliance section options are downloaded to System 36.

IF the conservation compliance “Farm/Tract Eligibility” is...	THEN the “6-CP” flag will download as...
“In Compliance”	“Y”.
“Partial Compliance”	“B”.
“In Violation”	“N”.
“No Association”	“Y”.
“Past Violation”	“N”.
“Reinstated”	“Y”.

H Controlled Substance Download Information

The following provides how the Subsidiary Eligibility Screen, Controlled Substance section options are downloaded to System 36.

IF the controlled substance “Notification of Determination” is...	THEN the “CONTROLLED SUBSTANCE FSA” flag will download as...
“No Violation”	“Y”.
“Growing”	“N”.
“Trafficking”	
“Possession”	

I Delinquent Debt Download Information

The following provides how the Subsidiary Eligibility Screen, Delinquent Debt section options are downloaded to System 36.

IF the person “COC Determination/Certification” is...	THEN the “Delinquent Debt” flag will download as...
“No”, indicating the producer does not have a delinquent nontax Federal debt	“Y”.
“Yes”, indicating the producer has a delinquent nontax Federal debt	“N”.