

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 4

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

**A Background**

Subsidiary software has been modified to allow the following in the web-based Payment Limitation System:

- entering program and inheritance adjustments
- displaying payment limitation reductions.

**B Reason for Amendment**

Paragraph 3 has been amended to provide that CCC-770 ELIG 2008:

- is not mandatory
- may be required by SED, STC or designee, DD, or CED.

Paragraph 71 has been amended to correct a paragraph reference.

Part 5 has been added to provide instructions on using the web-based Payment Limitation System, incorporating Notice PL-196 procedure.

The web-based Payment Limitation System includes:

- displaying reductions to payment limitation
- recording payment limitation adjustments for inheritance provision
- recording payment limitation adjusts for program provisions
- printing payment limitation reports.

Page Control Chart		
TC	Text	Exhibit
1, 2	1-3 through 1-10	1, pages 1, 2
3	4-1, 4-2 4-73, 4-74 5-1 through 5-48 (add)	3, pages 1, 2



## Table of Contents

**Page No.**

**Part 1      General Information**

1	Purpose.....	1-1
2	Sources of Authority and Related Handbooks.....	1-2
3	CCC-770 ELIG 2008 .....	1-4
4-10	(Reserved)	

**Part 2      Web-Based Subsidiary System General Information**

11	Get Change Alert Message System .....	2-1
12-19	(Reserved)	

**Part 3      Producer Eligibility Information**

20	General Information.....	3-1
21	Web-Based System Eligibility Records.....	3-2
22	Recording County .....	3-5
23	Security .....	3-8
24	Accessing and Updating Eligibility File Records.....	3-11
25	Foreign Person Determination Information .....	3-17
26	Actively Engaged Determination Information .....	3-19
27	Options to Populate Dates.....	3-24
28	Cash Rent Tenant Determination Information.....	3-25
29	AD-1026 Certification Information .....	3-29
30	Conservation Compliance Determination Information.....	3-35
31	AGI Determination Information .....	3-47
32	Controlled Substance Determination Information .....	3-56
33	NAP Noncompliance Determination Information .....	3-59
34	Delinquent Debt Determination Information.....	3-61
35	Socially Disadvantaged Farmer or Rancher .....	3-64
36	Beginning Farmer or Rancher.....	3-68
37	Limited Resource Farmer or Rancher.....	3-69
38	Fraud - Including FCIC Fraud Determination .....	3-70
39	FCI Determination Information .....	3-72
40	Person Eligibility - 2002 Farm Bill Determination Information .....	3-74
41	Actively Engaged - 2002 Farm Bill Determination Information.....	3-79
42	Permitted Entity - 2002 Farm Bill Determination Information .....	3-84
43	AGI - 2002 Farm Bill Determination Information .....	3-86
44-70	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 4      Web-Based Combination Software**

**Section 1      General Information**

71	Overview.....	4-1
72	Guidelines for Creating Combinations .....	4-2
73	Security Access to the Web-Based Combination Software.....	4-4
74-80	(Reserved)	

**Section 2      Creating and Displaying Combined Producer Records**

81	Web-Based Combined Producers System .....	4-11
82	Using the Web-Based Combined Producers System.....	4-12
83	CCC-904, Allocation of Payment Limitation Under Common Attribution .....	4-15
84	Creating Combinations .....	4-20
85	Combination Reasons .....	4-29
86-95	(Reserved)	

**Section 3      Combined Producer Payment Limitation Allocations and Recording County**

96	Updating Combined Producer Records .....	4-37
97	Combined Producer Payment Limitation Allocation.....	4-38
98	Updating the Combined Producer Payment Limitation Allocation.....	4-39
99	Combined Producer Recording County .....	4-47
100	Updating the Combined Producer Recording County .....	4-48
101, 102	(Reserved)	
103	Combination Details .....	4-57
104	(Reserved)	
105	Decombinations .....	4-63
106	Decombining Producers.....	4-64
107	Decombination Reasons.....	4-72
108-130	(Reserved)	

**Part 5      Web-Based Payment Limitation System**

131	Nationwide Database .....	5-1
132	Guidelines .....	5-2
133	Security Access to the Payment Limitation Software .....	5-4
134-140	(Reserved)	
141	Accessing the Web-Based Payment Limitation System.....	5-15
142	Using the Web-Based Payment Limitation System.....	5-16
143	Web-Based Payment Limitation System Reports.....	5-33
144	Detailed Prior Payment Report .....	5-41
145-190	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 6 (Reserved)**

191-240 (Reserved)

**Part 7 (Reserved)**

241-301 (Reserved)

**Part 8 Reports**

302	Eligibility Report .....	8-1
303	Subsidiary Print Report.....	8-2
304	State Committee Eligibility Change Report .....	8-10
305	Combined Producer Report.....	8-12
306	County Eligibility Reports .....	8-16
307-350	(Reserved)	

**Part 9 Subsidiary Rollover**

351	Subsidiary Rollover Process .....	9-1
-----	-----------------------------------	-----

**Exhibits**

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4, 5	(Reserved)
6	Downloading Subsidiary Eligibility Data to the System 36



2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks

The following provides FSA handbooks related to subsidiary file applications.

Handbook	Purpose
1-CM	Information for: <ul style="list-style-type: none"> <li>• recording and updating name and address information in SCIMS</li> <li>• controlled substance violations</li> <li>• FCI linkage requirements.</li> </ul>
6-CP	Provides instructions and procedure for administering the highly erodible and wetland conservation provisions.
1-PL	Provides: <ul style="list-style-type: none"> <li>• instructions and uniform methods for State and County Offices to determine:                             <ul style="list-style-type: none"> <li>• “persons” for payment limitation purposes</li> <li>• payment eligibility for each program participant</li> </ul> </li> <li>• combination policy.</li> </ul>
2-PL	Provides instructions for accessing and updating subsidiary files on System 36. Subsidiary files are used to assist State and County Offices with: <ul style="list-style-type: none"> <li>• recording “person” information for payment limitation purposes</li> <li>• recording payment eligibility information</li> <li>• enforcing eligibility and “person” determinations when issuing program payments through automated systems</li> <li>• combining producers in 2005 and 2006.</li> </ul>
3-PL	Provides instructions for accessing and updating web-based subsidiary files. Subsidiary files are used to assist State and County Offices in recording: <ul style="list-style-type: none"> <li>• COC “person” determination information</li> <li>• information about producer payment eligibility</li> <li>• member information for joint operations and entities.</li> </ul>
4-PL	Provides instructions and uniform methods for State and County Offices to: <ul style="list-style-type: none"> <li>• apply direct attribution for payment limitation purposes</li> <li>• determine payment eligibility for each program participant.</li> </ul>
Applicable program handbooks	Provides information on how data is used in the subsidiary files to determine producer eligibility and the application of payment limitation provisions.

### 3 CCC-770 ELIG 2008

#### A Background

County Offices have come under close scrutiny because of audits and reviews:

- performed externally by Price-Waterhouse
- done internally by CORP checking improper payments.

The National Office was mandated to assemble a checklist to assist County Offices in entering determinations into the web-based Subsidiary System. This checklist is CCC-770 ELIG 2008.

\*--For 2009 and subsequent years, CCC-770 ELIG 2008 is:

- **not** mandatory
- considered a management tool to help address deficiencies identified by a review or spot check.

#### B CCC-770 ELIG 2008 Farm Bill Information

CCC-770 ELIG 2008 does **not** supersede or replace procedure. County Offices:

- are not mandated to complete CCC-770 ELIG 2008 unless required by SED, STC or designee, DD, or CED
- may use CCC-770 ELIG 2008 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based subsidiary system
- should recognize that the questions asked on CCC-770 ELIG 2008 are very general in--\* nature and may not address every conceivable situation about eligibility.

## 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 AGI Entity/Member Report and attach to CCC-770 ELIG 2008.

**Note:** To print the AGI Entity/Member Report on Subsidiary Main Menu MAD000:

- ENTER “11”, “Adjusted Gross Income”
- ENTER “2”, “Print Entity/Member Report”.

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

- “Yes” if:
  - CCC-926 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 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.

3 CCC-770 ELIG 2008 (Continued)

**D CED Spot Checks**

\*--SED, STC or designee, or DD may require CED or their designated representative to:

- randomly spot check CCC-770 ELIG 2008--\*
- use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes

\* \* \*

- spot check STC and COC member's and/or employee's CCC-770 ELIG 2008

\* \* \*

- check the "Concur" or "Do Not Concur" box, item 12A, for the randomly selected updated determination or certification changes
- sign and date CCC-770 ELIG 2008, items 12B and 12C
- report to COC and the STC representative any CCC-770 ELIG 2008 that is checked "Do Not Concur".

\* \* \*

3 CCC-770 ELIG 2008 (Continued)

**E STC or Designee Spot Checks**

\*--SED, STC or their designee may require CCC-770 ELIG 2008 to be completed by County Offices when:

- apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- necessary, to avoid findings indicated by CORP reviews
- additional internal controls are necessary to reduce improper payments.

SED, STC or their designee may:

- require County Offices to complete CCC-770 ELIG 2008
- require CED or designee to randomly spot check CCC-770 ELIG 2008
- spot check CCC-770 ELIG 2008's that were spot checked by CED
- spot check all STC and COC member's and/or FSA employee's CCC-770 ELIG 2008.

For all CCC-770 ELIG 2008's selected for spot check:

- check the "Concur" or "Do Not Concur" box, item 13A for the selected determination or certification changes
- sign and date the CCC-770 ELIG 2008, items 13B and 13C.--\*

\* \* \*

3 CCC-770 ELIG 2008 (Continued)

\*\*\*

F Instructions for CCC-770 ELIG 2008

Use the following instructions to complete CCC-770 ELIG 2008.

Item	Instructions
1	Enter the name of the producer. If this producer is a joint operation that has members with no other farming interest or an entity that has members with no other farming interest, then the preparer shall list all members, including embedded, of the joint operation or entity in item 14. This will serve as CCC-770 ELIG 2008 for those members with no other farming interest.
2	Enter the last 4 digits of the producer's ID number.
3	Enter the applicable State name.
4	Enter the County Office name that is completing CCC-770 ELIG 2008.
5	Enter the applicable subsidiary year (FY).
6	Answer question either "Yes" or "No". If "Yes", then items 7 through 10 must be completed and then signed by a preparer in item 11. If "No", then CCC-770 ELIG 2008 <b>must</b> be completed by the recording county. Requests for CCC-770 ELIG 2008 should be documented on CCC-527, Part C.
7A	Answer questions about actively engaged determination. If "Yes" cannot be answered, then "No" should be checked.
7B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.
8A	Answer questions relating to cash rent tenant. If "Yes" cannot be answered, then "No" should be checked.
8B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.
9A	Answer questions about AD-1026. If "Yes" cannot be answered to all 3 questions, then "No" should be checked.
9B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.
10A	Answer questions about AGI. If "Yes" cannot be answered, then "No" should be checked.
10B	Answer "Yes" or "No" about the completion of entries into the web-based Subsidiary System.

## 3 CCC-770 ELIG 2008 (Continued)

## G Instructions for CCC-770 ELIG 2008 (Continued)

Item	Instructions
11A	Any County Office employee who completes items 7 through 10 shall sign as preparer. By signing as preparer, this does not indicate that an employee checked items 7 through 10; only that this employee completed an item.
11B	The County Office employee who signs in item 11A shall date this item with the current date.
12A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 7 through 10 were completed. See subparagraph D for CED spot check procedure.
12B	CED or designated representative who completed item 12A shall sign in this item.
12C	CED or designated representative who signed item 12B shall date this item with the current date.
13A	When applicable, DD shall indicate whether or not they concur with how items 7 through 10 were completed. See subparagraph E for STC spot check procedure.
13B	DD who completed item 13A shall sign in this item.
13C	DD who signed item 13B shall date this item with the current date.
14	For producers who are joint operations or entities and have members that do not have any other farming interest, enter the name of each member of the joint operation or entity. Beside each member with no other farming interest, ENTER "Yes" or "No" to the answers in items 10A and 10B. If the member with no other farming interest has a "Yes" beside their name, then consider that member's CCC-770 ELIG 2008 complete.

**Note:** A situation may arise when the preparer or the spot checker of CCC-770 ELIG 2008 determines that a question is not relevant to the particular program that needs the web-based Eligibility System to be updated. In those situations, an answer of "NA" would represent a "Not Applicable" response.

**Part 4 Web-Based Combination Software****Section 1 General Information****71 Overview****A Introduction**

This part provides guidance about the following:

- web-based combination software
- creating and viewing a combined producer record
- updating and decombining a combined producer record
- allocating payment limitation
- updating combined producer recording county.

**B Why This Part Is Important**

This part is important because automated payment limitation processes use combined producer data in the web-based combination software to issue payments.

**C Year-Specific File**

The combined producer database is year-specific. County Offices must be sure to select the appropriate year when accessing and updating a combined producer account.

**D Combinations Types**

The web-based combination software is used to record COC determinations for the following 2 different combination types:

- “Attribution” that will record determinations according to 4-PL; see 4-PL, \*--subparagraph 179 D for common attribution procedure--\*
- “Person” that will record person determinations according to 1-PL.

**\*--72 Guidelines for Creating Combinations**

**A Overview**

County Offices shall follow the guidelines in this paragraph when creating or updating combinations.

**Note:** See paragraph 84 for instructions on creating combinations.

**B Valid Combinations**

For a combination to be valid there **must** be:

- a properly completed CCC-503A or CCC-903 on file indicating that COC has combined at least 2 producers for payment limitation purposes
- 2 separate producers
- **only** 2 producers involved in any parent combination.

**Note:** Subsequent combinations involving either producer in a parent combination will create a super combination.--\*

**\*--107 Decombination Reasons (Continued)**

**C Reasons for “Person” Type Combinations**

The following provides Decombine subsection, “Reason” drop-down menu reasons. The information is specific to the combination reason and business type of the selected customer in the “Customer” box.

<b>Combination Reasons</b>	<b>Decombination Reasons</b>
Husband and Wife	No longer married.
	Spouses request separate determination.
	Interest before marriage.
	Deceased.
	Error.
Individual Operating as a Small Business	Inactivated in SCIMS.
	No longer sole owner.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Majority Interest in Entity	No majority shareholders.
	Deleted producer.
	No longer in entity file.
	Error.
	Inactivated in SCIMS.
Sole Beneficiary	No longer in entity file.
	Deleted producer.
	Error.
	Inactivated in SCIMS.
Heir and Estate	Deleted producer.
	Heir and estate are no longer combined.
	Error.
	Inactivated in SCIMS.
Grantor and Revocable Trust	Deleted producer.
	Error.
	Inactivated in SCIMS.
Minor Child and Parent/Guardian	Minor is emancipated.
	Specific minor combination required.
	Deceased.
	Error.
	Inactivated in SCIMS.
Combined State Entity	State affiliation terminated.
	Error.
	Inactivated in SCIMS.

--\*

107 Decombination Reasons (Continued)

C Reasons for “Person” Type Combinations (Continued)

Combination Reasons	Decombination Reasons
Common Members With Majority Interest in Multiple Entities	Multiple entities no longer share majority members.
	Deleted producer.
	Error.
Common Members With Majority Interest in Irrevocable Trust	Inactivated in SCIMS.
	Multiple entities no longer share majority members.
	Deleted producer.
Common Members With Majority Interest in Revocable Trust	Error.
	Inactivated in SCIMS.
	Multiple entities no longer share majority members.
Organization and Parent Organization	Deleted producer.
	Error.
	Inactivated in SCIMS.
Requested “1-Person” Joint Operation	Organization and parent organization no longer affiliated.
	No longer a “1-person” joint operation.
	Deleted producer.
Combined Members Have Majority Interest	Error.
	Inactivated in SCIMS.
	No majority share holders.

**Note:** See Exhibit 2 for definition of deleted producer.

108-130 (Reserved)

**\*--Part 5 Web-Based Payment Limitation System**

**131 Nationwide Database**

**A Introduction**

The web-based Payment Limitation System provides 1 nationwide database to control payment limitation. For multi county producers, this will allow program payments to be issued on a first-come, first- served basis.

This part provides guidance on the following topics:

- reductions to payment limitation
- recording payment limitation adjustments for inheritance provision
- recording payment limitation adjustments for program provisions
- viewing and printing payment limitation reports.

**B Why This Part Is Important**

This part is important because automated payment processes use payment limitation data to issue payments.

**C Year-Specific File**

The payment limitation database is year-specific. County Offices must be sure to select the appropriate year when accessing, viewing, and updating the producer's payment limitation record.--\*

**\*--132 Guidelines**

**A Overview**

County Offices shall follow the guidelines in this paragraph when viewing or updating payment limitation records.

**B Payment Limitation Details**

Payment limitation details may be viewed/printed for:

- producers with a SCIMS legacy link; payment limitation details will be available for individuals, entities, and members of entities/joint operation
- programs when payment limitation is applicable.

Payment limitation is **not** applicable to the following SCIMS business types and **cannot** be viewed/printed:

- BIA
- Federal-owned
- financial institution
- general entity member
- general partnership
- Indian tribal venture
- Indians represented by BIA
- joint venture
- news media
- other
- public body.--\*

**\*--132 Guidelines (Continued)**

**C Payment Limitation Adjustments**

Determine the dollar amount of payment limitation adjustments as follows:

- inheritance adjustments according to inheritance provision in 4-PL, paragraph 178
- program adjustment increase/decrease according to program provisions in applicable program policy.

Payment limitation adjustments may be:

- updated by employees in the producer's eligibility recording county
- updated by State Office employees for producers whose eligibility recording county is in their State
- viewed by all other users.

Use CCC-527 to request the recording county update payment limitation adjustments.--\*

**\*--133 Security Access to the Payment Limitation Software**

**A Overview**

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

**B Roles**

The following identifies user roles for the web-based payment limitation software. The recording county is the producer’s eligibility recording county.

<b>Group</b>	<b>IF user is...</b>	<b>THEN access capability is...</b>
FSA	personnel in the producer’s eligibility recording county	update in counties where user’s eAuthentication is linked.
	nonrecording county personnel	view-only.
	specified State Office personnel and DD’s	update-override for user’s State <b>only</b> . See subparagraph C.
	other State Office personnel	view-only.
	specified National Office personnel	update-override.
	other National Office personnel	view-only.
	Kansas City computer personnel	view-only.
NRCS	an NRCS employee	denied.
All	anyone not listed in this table	denied.

--\*

**\*--133 Security Access to the Payment Limitation Software (Continued)****C State Office and DD Users**

To request update-override access to the web-based payment limitation software, State Office employees and DD's shall provide the following to the State Office program specialist in charge of subsidiary:

- State Office name
- employee's legal first and last name
- employee's job title
- employee's USDA eAuthentication user ID.

The State Office program specialist in charge of subsidiary shall determine whether the State Office or DD user should be granted update-override access to the web-based payment limitation software and do either of the following:

- disapprove and return the request to the State Office or DD user
- approve the request and send the information to SLR.

SLR shall do either of the following:

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

**Note:** Include on the FAX that "the request is for web-based payment limitation software access". FSA-13-A is **not** required.

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

**Note:** Additional State Office employees and DD's can be added any time by requesting access according to this subparagraph.--\*

**\*--133 Security Access to the Payment Limitation Software (Continued)**

**D User Update Restriction by Level**

For control purposes, each level of FSA users will be restricted in their update capability; however, all FSA personnel will have view-only capability. At the:

- County Office level, personnel will have the authority to update records for all producers for whom they are the eligibility recording county
- State Office level, select personnel will have the authority to update any producer whose eligibility recording county is in their State
- National Office level, select personnel will have the authority to update any producer record.--\*

**134–140 (Reserved)**

**\*--141 Accessing the Web-Based Payment Limitation System**

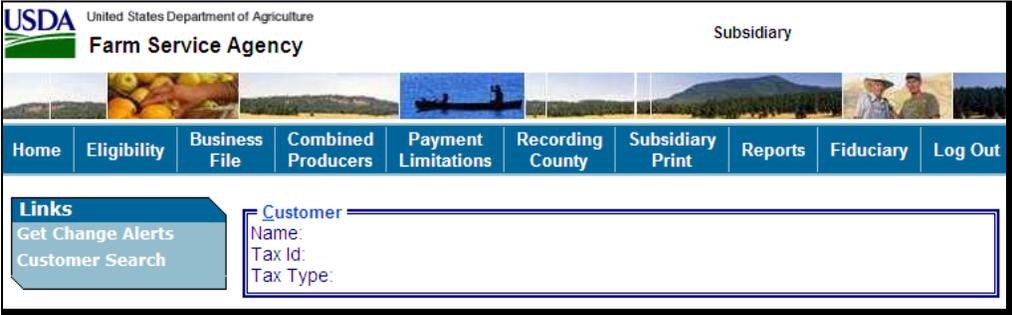
**A Overview**

The web-based Payment Limitation System is part of the web-based Subsidiary System.

In this part, user means County Office employees **except** where specifically noted.

**B Accessing the Web-Based Subsidiary System**

The following table provides steps to access the web-based Subsidiary System.

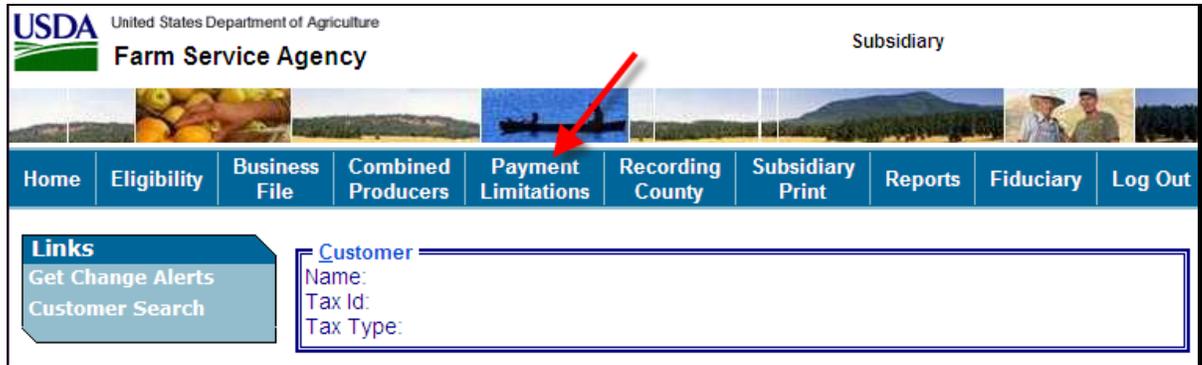
Step	Action
1	Access the FSA Intranet at <b>http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html</b> .
2	Under Common Applications, CLICK <b>“Subsidiary”</b> .
3	On USDA eAuthentication Warning Screen, CLICK <b>“I Agree”</b> to proceed or <b>“Cancel”</b> to end the process.
4	If user clicked <b>“I Agree”</b> , user <b>must</b> : <ul style="list-style-type: none"> <li>• enter eAuthentication user ID</li> <li>• enter eAuthentication password</li> <li>• CLICK <b>“Login”</b>.</li> </ul>
5	The Subsidiary Screen will be displayed.  <b>Note:</b> This is where all subsidiary applications begin.  

--\*

## \*--142 Using the Web-Based Payment Limitation System

### A Entering the Web-Based Payment Limitation System

To enter the web-based Payment Limitation System, on the Subsidiary Screen, CLICK “Payment Limitations” tab.



### B Selecting the Producer

After users CLICK “Payment Limitations”, the SCIMS Customer Search Screen will be displayed. Enter information in SCIMS on the Customer Search Screen by:

- name
- TIN
- type
- other.

Select the customer on the subsequent Search Results Screen. If the producer is **not** in SCIMS, the producer **must** be added in SCIMS according to 1-CM.--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

C Payment Limitation Web Screen PLM-001

After a customer is selected on the SCIMS Customer Search Results Screen, Payment Limitation Web Screen PLM-001 will be displayed.

USDA United States Department of Agriculture  
Payment Limitation Web

Payment Limitation

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary Log Out

**Links**  
[Customer Search](#)  
[Reports](#)

**Info**  
Please Select Program and Year.

**Customer**  
Customer Name ANY PRODUCER  
Tax Id XXXX  
Tax Type S  
Recording County Coahoma - Mississippi

**Selection Criteria**  
Year Selection 2010  
Program Selection -----SELECT-----  
Type of Action  Display Information  Print Report

Submit

Screen Id:PLM-001

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**D Fields on Payment Limitation Web Screen PLM-001**

Payment Limitation Web Screen PLM-001:

- is the beginning point for actions relative to the web-based Payment Limitation System
- displays the following items.

Section/ Options	Field	Description
Info		Provides information error messages about Payment Limitation Web Screen PLM-001. See subparagraph E for a list of error messages.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer’s eligibility recording county.
Selection Criteria	Year Selection	Allows users to select the year to update/view payment limitation information. A drop-down menu will be displayed with the available years. Click the applicable year to select.  <b>Note:</b> System defaults to the current year.
	Program Selection	Allows users to select a program to update/view payment limitation information. A drop-down menu will be displayed with the effective programs for the selected year. Click the applicable program to select.
	Type of Action	Allows users to select either of the following: <ul style="list-style-type: none"> <li>• “Display Information” allows users to view the selected producer’s payment limitation details; if user is an employee from the eligibility recording county, user will be allowed to update payment limitation adjustments; for all other users payment limitation adjustments will be view-only</li> <li>• “Print Report” displays the selected producer’s payment limitation details in PDF format for printing (see paragraph 143 to print the Payment Limitation Details Report).</li> </ul> <b>Note:</b> System defaults to “Display Information”.
Submit		CLICK <b>“Submit”</b> to continue to the customer’s Payment Limitation Web Screen PLM-002 with the selected criteria.

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**E Error Messages**

The business type of the selected customer determines if:

- the customer is eligible to receive payments for the selected year and program
- payment limitation is applicable for the selected customer, year, and program.

Error messages will be displayed according to the following table.

<b>IF the selected customer has a business type of...</b>	<b>AND...</b>	<b>THEN the system will display the error message...</b>
General Partnership		Payment limitation is not applicable for General Partnerships.
Joint Venture		Payment limitation is not applicable for Joint Ventures.
Indians Represented by Bureau of Indian Affairs		Payment limitation is not applicable for Indians Represented by Bureau of Indian Affairs
Indian Tribal Ventures		Payment limitation is not applicable for Indian Tribal Ventures
Public School	public school entities are not eligible for payments for the selected year and program	Customer has a business type that is not eligible for payment for the selected program.
	public school entities are: <ul style="list-style-type: none"> <li>• eligible for payments for the selected year and program</li> <li>• located in a State with a population of less than 1.5 million</li> </ul>	Payment limitation is not applicable because the selected customer has a SCIMS link to a state with unlimited payment limitation for Public Schools.
Federal Owned Entity	Federal-owned entities are not eligible for payments for the selected year and program	Customer has a business type that is not eligible for payment for the selected program.
State and Local Government	State and local government entities are not eligible for payments for the selected year and program	
Bureau of Indian Affairs		
News Media		
Public Body		
Other		
General Entity Member		
Financial Institution		

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**E Error Messages (Continued)**

Additional error messages will be displayed when payment limitation cannot be calculated, even though the selected customer is eligible for payment and payment limitation is applicable to the selected program and year. Error messages will be displayed according to the following table.

<b>IF error message is...</b>	<b>THEN payment limitation cannot be calculated because...</b>	<b>Action</b>
No eligibility record on file for selected customer	there is no active eligibility record on file for: <ul style="list-style-type: none"> <li>• the selected customer</li> <li>• at least 1 member of the selected entity or joint operation</li> </ul>	Review paragraph 21. An eligibility record is created when the customer is linked in SCIMS to at least 1 FSA County Office.
Joint operation or entity file data has not been recorded for the selected customer	the selected customer is an entity or joint operation that has <b>not</b> been recorded in the joint operation or entity file in the county listed as the "Rc St & Cty" in the Multi County Information section of the selected customer's MABDIG.	Update the joint operation/entity file in the county listed as the "Rc St & Cty" in the Multi County Information section of the MABDIG.
Entity or joint operation data is recorded on the entity file, but the accumulated member shares do not equal 100% and the discrepancy exceeds 1%	the selected customer is recorded in the county listed as the "Rc St & Cty" in the Multi County Information section of the selected customer's MABDIG; however, the sum of the members actual shares meets either of the following conditions: <ul style="list-style-type: none"> <li>• greater than 101 percent</li> <li>• less than 99 percent.</li> </ul>	Verify the shares and update the joint operation/entity file with the correct shares. If the correct shares are present, report this condition to your subsidiary State Office specialist.
Customer or a member of the joint operation/entity does not have a valid ID number eligible for payment	a valid TIN and/or type are not on file for: <ul style="list-style-type: none"> <li>• the selected customer</li> <li>• at least 1 member of the selected entity or joint operation.</li> </ul>	Verify TIN and/or type and update SCIMS with the correct TIN and/or type.

--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

E Error Messages (Continued)

IF error message is...	THEN payment limitation cannot be calculated because...	Action
Customer has a business type that is not eligible for payment for the selected program	the business type of the selected customer is not eligible for payment for the selected program and year.	Verify all business types are correct. If the business type is: <ul style="list-style-type: none"> <li>• not correct, update SCIMS with the correct business type</li> <li>• correct, the customer is not eligible for payment</li> </ul>
Customer or a member of the joint operation/entity has a business type in SCIMS that does not match the entity type on the joint operation/entity file	the entity type in the joint operation/entity file does <b>not</b> match the business type in SCIMS for: <ul style="list-style-type: none"> <li>• the selected customer</li> <li>• at least 1 member of the selected entity or joint operation.</li> </ul>	Verify which business type is correct and update the incorrect business type.
Customer is not linked in SCIMS. If the customer is a joint operation/entity, then the customer must be linked in SCIMS to the county where the entity file data is recorded	there is no SCIMS legacy link to the county listed as the "Rc St & Cty" in the multi county section of the MABDIG for: <ul style="list-style-type: none"> <li>• the selected customer</li> <li>• at least 1 member of the selected entity or joint operation.</li> </ul>	Establish a SCIMS legacy link, for the joint operation/entity, to the county listed as the "Rc St & Cty" in the multi county section of the MABDIG.
Payment Limitation could not be determined because there is at least one member with a condition making the selected customer ineligible	the selected customer is an entity that has an embedded entity with a condition preventing the system from calculating payment limitation.	Access the embedded entity to view the error message and follow the action described for the error message.

--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

**F Completed Payment Limitation Web Screen PLM-001**

This is an example of the Payment Limitation Selection Page after users select year “2009”, program “DCP-DIR/ACRE DIR”. If users CLICK “Submit”, Payment Limitation Web Screen PLM-002 will be displayed.

USDA United States Department of Agriculture  
**Payment Limitation** Payment Limitation Web

Home Eligibility Business File Combined Producers **Payment Limitations** Recording County Subsidiary Print Reports Fiduciary Log Out

**Links**  
[Customer Search](#)  
[Reports](#)

**Info**  
 Please Select Program and Year.

**Customer**  
 Customer Name ANY PRODUCER  
 Tax Id XXXX  
 Tax Type S  
 Recording County Coahoma - Mississippi

**Selection Criteria**  
 Year Selection 2009  
 Program Selection DCP-DIR/ACRE DIR  
 Type of Action  Display Information  Print Report

Submit

Screen Id:PLM-001

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**G Payment Limitation Web Screen PLM-002**

After users select the criteria and CLICK “**Submit**” on Payment Limitation Web Screen PLM-001, Payment Limitation Web Screen PLM-002 will be displayed.

USDA United States Department of Agriculture  
**Payment Limitation** Payment Limitation Web

Home Eligibility Business File Combined Producers **Payment Limitations** Recording County Subsidiary Print Reports Fiduciary Log Out

**Links**  
[Customer Search](#)  
[Reports](#)

**Customer**  
 Customer Name ANY PRODUCER  
 Tax Id XXXX  
 Tax Type S  
 Recording County Coahoma - Mississippi

**Year and Program**  
 Year Selection 2009  
 Program Selection DCP-DIR/ACRE DIR

**Payment Limitation Details**

Program Limitation	40,000
Common Attribution Adjustment	0
Program Adjustment Decrease	<input type="text"/>
Gross Payment Limitation	40,000
AGI Reduction	0
Member Contribution Reduction	0
Substantive Change Reduction	0
Member Level Reduction	0
Cropland Factor	0
Inheritance Adjustment	<input type="text"/>
Effective Payment Limitation	40,000
Prior Payments Issued/Attributed	0 <a href="#">Detail</a>
Prior Payments Issued/Attributed to Combined Producers	0 <a href="#">Detail</a>
Available Balance	40,000
Remarks	<input type="text"/>

Prior payments displayed are a summary from live data last updated 03/23/2010 at 05:35:44 AM CDT. Details of prior payments will not display live data.

Screen Id:PLM-002

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**H Fields on Payment Limitation Web Screen PLM-002**

Payment Limitation Web Screen PLM-002 will be displayed with the following items.

<b>Section/ Options</b>	<b>Field/Options</b>	<b>Description</b>
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Program and Year	Year Selection	Identifies year selected by the user.
	Program Selection	Identifies program name selected by the user.
Payment Limitation Details	Program Limitation	Will be displayed with payment limitation for the program and year selected by the user.
	Common Attribution Adjustment	<p>Will be displayed when a payment limitation allocation share has been entered for the producer according to paragraph 98. The dollar amount displayed is the result of the following calculation:</p> <ul style="list-style-type: none"> <li>• program limitation times</li> <li>• percent allocated to the producer according to paragraph 98.</li> </ul> <p><b>Note:</b> This will become the producer's program limitation.</p>

--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Program Adjustment Increase	<p>Allows users to enter program adjustment increases according to applicable policy, as follows:</p> <ul style="list-style-type: none"> <li>• will only be displayed when applicable to the program and year selected</li> <li>• may only be updated by the producer’s eligibility recording county; all other counties will have view-only access</li> <li>• shall only be updated according to applicable policy</li> <li>• will allow entering numeric value in whole dollars, commas are <b>not</b> required</li> <li>• dollar amount entered will increase the selected producer’s program payment limitation</li> <li>• shall be the sum of all program adjustment increases.</li> </ul> <p><b>Important:</b> County Offices <b>shall not</b> enter program adjustment increases unless specifically authorized by program policy.</p> <p><b>Note:</b> If program adjustment increase is not applicable to the selected program and year, the field will <b>not</b> be displayed.</p>
	Program Adjustment Decrease	<p>Allows users to enter program adjustment decreases according to applicable policy, as follows:</p> <ul style="list-style-type: none"> <li>• will only be displayed when applicable to the program and year selected</li> <li>• may only be updated by the producer’s eligibility recording county; all other counties will have view-only access</li> <li>• shall only be updated according to applicable policy</li> <li>• will allow entering numeric value in whole dollars, commas are <b>not</b> required</li> <li>• dollar amount entered will decrease the selected producer’s payment limitation</li> <li>• shall be the sum of all program adjustment decreases.</li> </ul> <p><b>Important:</b> County Offices <b>shall not</b> enter program adjustment decreases unless specifically authorized by program policy.</p> <p><b>Note:</b> If program adjustment decrease is not applicable to the selected program and year, the field will <b>not</b> be displayed.</p>

--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Program Factor	<p>When applicable, will be displayed with a dollar amount by which the program limitation is reduced because a factor was applied to all payments for the selected program and year.</p> <p><b>Example:</b> When funds allocated for a program are limited and payments for the approved applications are greater than the allocated funds, a factor is determined and applied to the program limitation.</p> <p><b>Note:</b> If a program factor is not applicable to the selected program and year, the field will <b>not</b> be displayed.</p>
	Gross Payment Limitation	<p>Will be displayed with the result of the following calculation:</p> <ul style="list-style-type: none"> <li>• program limitation or common attribution adjustment if applicable</li> <li>• plus program adjustment increase</li> <li>• minus program adjustment decrease</li> <li>• minus program factor reduction.</li> </ul>
	Permitted Reduction	Will be displayed with the dollar amount of reduction to the program payment when permitted entity rules apply.
	AGI Reduction	Will be displayed with the dollar amount of reduction when the applicable AGI provisions are not met.
	Foreign Person	Will be displayed with the dollar amount of reduction when Foreign Person provisions are not met.
	Member Contribution Reduction	Will be displayed with the dollar amount of reduction when the applicable substantive change provisions are not met.
	Substantive Change Reduction	Will be displayed with the dollar amount of reduction when the applicable substantive change provisions are not met.
	Member Level Reduction	Will be displayed with the dollar amount of reduction when payments are not issued because the producer is an embedded member of an entity below the third level.
	Cropland Factor	Will be displayed with the dollar amount of reduction when payments were reduced due to cropland factor.

--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Inheritance Adjustment	<p>Allows users to enter inheritance adjustments according to 4-PL, paragraph 178. The “Inheritance Adjustment” field:</p> <ul style="list-style-type: none"> <li>• will only be displayed when applicable to the program and year selected</li> <li>• may only be updated by the producer’s eligibility recording county; all other counties will have view-only access</li> <li>• shall only be updated according to 4-PL, paragraph 178</li> <li>• will allow entering numeric value in whole dollars, commas are <b>not</b> required</li> <li>• dollar amount entered will increase the selected producer’s program payment limitation.</li> </ul> <p><b>Important:</b> County Offices <b>shall not</b> enter inheritance adjustments unless specifically authorized by program policy.</p> <p><b>Note:</b> If inheritance adjustment is not applicable to the selected program and year, the field will <b>not</b> be displayed.</p>
	Effective Payment Limitation	<p>Will be displayed with the dollar amount resulting from the following calculation:</p> <ul style="list-style-type: none"> <li>• Gross Payment Limitation minus the sum of the following, if applicable: <ul style="list-style-type: none"> <li>• Permitted Reduction</li> <li>• AGI Reduction</li> <li>• Foreign Person Reduction</li> <li>• Member Contribution Reduction</li> <li>• Substantive Change Reduction</li> <li>• Member Level Reduction</li> <li>• Cropland Factor Reduction</li> </ul> </li> <li>• plus Inheritance Adjustment.</li> </ul>
	Prior Payments Issued/ Attributed	<p>Will be displayed with the dollar amount of payments issued or attributed to the selected producer.</p> <p>The “Details” link will display the Payment Limitation Details Report according to paragraph 143.</p>

--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

H Fields on Payment Limitation Web Screen PLM-002 (Continued)

Section/ Options	Field/ Options	Description
Payment Limitation Details (Continued)	Prior Payments Issued/ Attributed to Combined Producers	<p>Will be displayed with the dollar amount of program payments issued or attributed to members of:</p> <ul style="list-style-type: none"> <li>• combinations for person rules found in 1-PL</li> <li>• common attribution for direct attribution rules found in 4-PL.</li> </ul> <p>The “Details” link will display the Payment Limitation Details Report according to paragraph 143.</p>
	Available Balance	<p>Will be displayed with the result of Effective Payment Limitation minus the sum of the following:</p> <ul style="list-style-type: none"> <li>• Prior Payments Issued/Attributed</li> <li>• Prior Payment Issued/Attributed to Combined Producers.</li> </ul> <p><b>Note:</b> This may be a negative number when changes are made to the record of the selected customer/member of the selected customer that would result in the Effective Payment Limitation being less than the Prior Payments Issued/Attributed. Changes to the following may result in changes to Effective Payment Limitation:</p> <ul style="list-style-type: none"> <li>• AGI</li> <li>• common attribution adjustment</li> <li>• cropland factor</li> <li>• foreign person</li> <li>• inheritance adjustment</li> <li>• member contribution</li> <li>• permitted entity</li> <li>• program adjustment</li> <li>• program factor</li> <li>• substantive change.</li> </ul>
	Remarks	<p>Free form field that may be used to document details of adjustments.</p> <p><b>Caution:</b> Core PII and/or identity verification PII shall <b>not</b> be entered in free form data fields, such as <b>no</b> producer names or TIN’s.</p>
Submit		Updates producer’s payment limitation record with the adjustments entered by the user.
Return to Selection Criteria		Payment Limitation Web Screen PLM-001 will be redisplayed.

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**H Fields on Payment Limitation Web Screen PLM-002 (Continued)**

Data on the Payment Limitation Details screens and reports is compiled from live data; however, data on the Detailed Prior Payments Report is compiled from a reporting database. As a result, the sum of program payments from the Detailed Prior Payments Report may **not** equal the prior payments displayed on the Payment limitation Details screens and reports.

The following statement is provided at the bottom of the Payment Limitation Details Screen to provide the date and time data was compiled.

“Prior payments displayed are a summary from live data last updated MM/DD/YYYY at hh:mm:ss XM CST. Details of prior payments will **not** display live data.”--\*

\*--142 Using the Web-Based Payment Limitation System (Continued)

I Completed Payment Limitation Web Screen PLM-002

This is an example of Payment Limitation Web Screen PLM-002 after entering the following for 2009 DCP-DIR/ACRE DIR:

- program adjustment decrease because of provisions in 1-DCP (Rev. 3), paragraph 10
- inheritance adjustment because of meeting provisions in 4-PL, subparagraph 178 A
- remarks. Remarks shall **not** contain PII.

The screenshot displays the USDA Payment Limitation Web interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the title 'Payment Limitation' and 'Payment Limitation Web'. A navigation menu includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and Log Out. On the left, a 'Links' box contains 'Customer Search' and 'Reports'. The main content area is divided into three sections: 'Customer', 'Year and Program', and 'Payment Limitation Details'. The 'Customer' section shows 'Customer Name ANY PRODUCER', 'Tax Id XXXX', 'Tax Type S', and 'Recording County Coahoma - Mississippi'. The 'Year and Program' section shows 'Year Selection 2009' and 'Program Selection DCP-DIR/ACRE DIR'. The 'Payment Limitation Details' section is a table with various fields and values, including 'Program Limitation 40,000', 'Common Attribution Adjustment 0', 'Program Adjustment Decrease 2,175', 'Gross Payment Limitation 37,825', 'AGI Reduction 0', 'Member Contribution Reduction 0', 'Substantive Change Reduction 0', 'Member Level Reduction 0', 'Cropland Factor 0', 'Inheritance Adjustment 40,000', 'Effective Payment Limitation 77,825', 'Prior Payments Issued/Attributed 1,381', 'Prior Payments Issued/Attributed to Combined Producers 0', and 'Available Balance 76,444'. The 'Remarks' field contains 'Inheritance from Lafloure Co' and 'Decrease from Scott Co \$2175'. At the bottom, there are 'Submit' and 'Return to Selection Criteria' buttons, and a footer note: 'Prior payments displayed are a summary from live data last updated 03/23/2010 at 05:35:44 AM CDT. Details of prior payments will not display live data.' The screen ID 'PLM-002' is also visible.

Customer	
Customer Name	ANY PRODUCER
Tax Id	XXXX
Tax Type	S
Recording County	Coahoma - Mississippi

Year and Program	
Year Selection	2009
Program Selection	DCP-DIR/ACRE DIR

Payment Limitation Details	
Program Limitation	40,000
Common Attribution Adjustment	0
Program Adjustment Decrease	2,175
Gross Payment Limitation	37,825
AGI Reduction	0
Member Contribution Reduction	0
Substantive Change Reduction	0
Member Level Reduction	0
Cropland Factor	0
Inheritance Adjustment	40,000
Effective Payment Limitation	77,825
Prior Payments Issued/Attributed	1,381 <a href="#">Detail</a>
Prior Payments Issued/Attributed to Combined Producers	0 <a href="#">Detail</a>
Available Balance	76,444
Remarks	Inheritance from Lafloure Co Decrease from Scott Co \$2175

Prior payments displayed are a summary from live data last updated 03/23/2010 at 05:35:44 AM CDT. Details of prior payments will not display live data.

Buttons:

Screen Id: PLM-002

\*--142 Using the Web-Based Payment Limitation System (Continued)

**J Payment Limitation Web Screen PLM-003**

After users enter payment limitation adjustments and CLICK “Submit” on Payment Limitation Web Screen PLM-002, Payment Limitation Web Screen PLM-003 will be displayed.

**USDA** United States Department of Agriculture Payment Limitation Web

**Payment Limitation**

Home Eligibility Business File Combined Producers **Payment Limitations** Recording County Subsidiary Print Reports Fiduciary Log Out

**Links**  
[Customer Search](#)  
[Reports](#)

**Info**  
 Program Adjustment Decrease amount has been successfully updated.  
 Inheritance Adjustment amount has been successfully updated.

**Customer**  
 Customer Name ANY PRODUCER  
 Tax Id XXXX  
 Tax Type S  
 Recording County Coahoma - Mississippi

**Year and Program**  
 Year Selection 2009  
 Program Selection DCP-DIR/ACRE DIR

**Updated Payment Limitation Adjustments**

Program Limitation	40,000
Common Attribution Adjustment	0
Program Adjustment Decrease	2,175
Gross Payment Limitation	37,825
AGI Reduction	0
Member Contribution Reduction	0
Substantive Change Reduction	0
Member Level Reduction	0
Cropland Factor	0
Inheritance Adjustment	40,000
Effective Payment Limitation	77,825
Prior Payments Issued/Attributed	1,381 <a href="#">Detail</a>
Prior Payments Issued/Attributed to Combined Producers	0 <a href="#">Detail</a>
Available Balance	76,444
Remarks	Inheritance from Laflore Co Decrease from Scott Co \$2175

Prior payments displayed are a summary from live data last updated 03/23/2010 at 07:46:43 AM CDT. Details of prior payments will not display live data.

[Return to Selection Criteria](#) [Return to PL Details](#)

Screen Id:PLM-003

--\*

**\*--142 Using the Web-Based Payment Limitation System (Continued)**

**K Fields on Payment Limitation Web Screen PLM-003**

Payment Limitation Web Screen PLM-003 will be displayed with the following information/options.

<b>Section</b>	<b>Fields/Options</b>	<b>Description</b>
Info		Provides informational messages. After payment limitation adjustments are successfully submitted on Payment Limitation Web Screen PLM-002, the following applicable messages will be displayed: <ul style="list-style-type: none"> <li>• “Program Adjustment Decrease amount has been successfully updated.”</li> <li>• “Program Adjustment Increase amount has been successfully updated.”</li> <li>• “Inheritance Adjustment amount has been successfully updated.”</li> </ul>
Return to Selection Criteria		Payment Limitation Web Screen PLM-001 will be redisplayed.
Return to PL Details		Payment Limitation Web Screen PLM-002 will be redisplayed.
Customer Search		Payment Limitation Web Screen PLM-001 will be redisplayed, allowing users to select another customer.

--\*

## \*--143 Web-Based Payment Limitation System Reports

### A Available Reports

The web-based Payment Limitation System provides reports as follows:

- Payment Limitation Details Report
- Detailed Prior Payment Report.

The reports will be displayed in a pop-up window in PDF format.

### B Accessing the Payment Limitation Details Report

The user has 2 options to access the Payment Limitation Details Report:

- on Payment Limitation Web Screen PLM-001, under Selection Criteria, CLICK **“Print Report”** (see subparagraph C)
- on Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under “Links”, CLICK **“Reports”**--\*

**\*--143 Web-Based Payment Limitation System Reports (Continued)**

**C Printing From Payment Limitation Web Screen PLM-001**

Access Payment Limitation Web Screen PLM-001 according to paragraph 142. On Screen PLM-001 take the following action:

- from the drop-down menu, select the applicable year
- from the drop-down menu, select the applicable program
- for Type of Action, CLICK **“Print Report”** radio button
- CLICK **“Submit”**.

This is an example of Payment Limitation Web Screen PLM-001.

The screenshot shows the USDA Payment Limitation Web Screen PLM-001. At the top left is the USDA logo and the text "United States Department of Agriculture". To the right is "Payment Limitation Web". Below this is a navigation menu with buttons for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and Log Out. The main content area is divided into three sections: "Info" with the instruction "Please Select Program and Year.", "Customer" with fields for Customer Name (ANY PRODUCER), Tax Id (XXXX), Tax Type (S), and Recording County (Coahoma - Mississippi), and "Selection Criteria" with dropdown menus for Year Selection (2009) and Program Selection (DCP-DIR/ACRE DIR), and radio buttons for Type of Action (Display Information and Print Report). A red arrow points to the "Print Report" radio button. Below the Selection Criteria section is a "Submit" button. At the bottom left of the screen is the text "Screen Id:PLM-001".

--\*

**\*--143 Web-Based Payment Limitation System Reports (Continued)**

**D Printing From “Reports” Link**

The Payment Limitation Details Report may be accessed on any of the following Payment Limitation Web Screens:

- PLM-001
- PLM-002
- PLM-003.

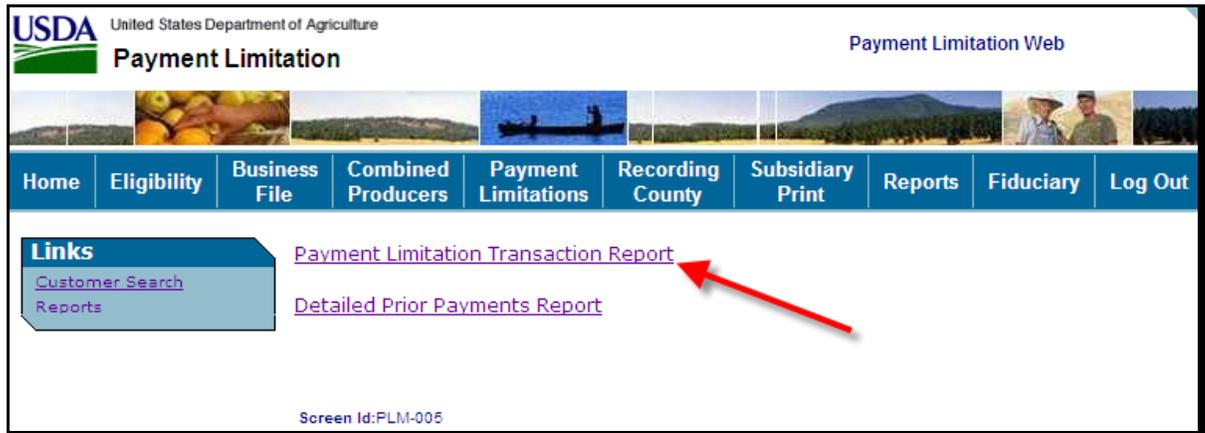
This is an example of Payment Limitation Web Screen PLM-001. To access reports, under “Links”, CLICK “**Reports**”.

--\*

**\*--143 Web-Based Payment Limitation System Reports (Continued)**

**D Printing From “Reports” Link (Continued)**

After clicking “**Reports**” on Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under “Links”, Payment Limitation Web Screen PLM-005 will be displayed. **CLICK “Payment Limitation Transaction Report”**; Payment Limitation Web Screen PLM-004 will be displayed.



--\*

\*--143 Web-Based Payment Limitation System Reports (Continued)

D Printing From "Reports" Link (Continued)

This is an example Payment Limitation Web Screen PLM-004.

The screenshot displays the USDA Payment Limitation Web interface. At the top left is the USDA logo and the text "United States Department of Agriculture". To the right is "Payment Limitation Web". Below this is a navigation bar with tabs: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and Log Out. A sidebar on the left contains a "Links" section with "Customer Search" and "Reports". The main content area has three sections: "Info" with instructions to select a program and year; "Customer" with fields for Customer Name (ANY PRODUCER), Tax Id (XXXX), Tax Type (S), and Recording County (Coahoma - Mississippi); and "Payment Limitation Details Report Selection Criteria" with a "Year Selection" grid of checkboxes for years from 1996 to 2019 and a "Program Selection" dropdown menu. A "Submit" button is located below the selection criteria. At the bottom left of the screen is the text "Screen Id: PLM-004".

--\*

**\*--143 Web-Based Payment Limitation System Reports (Continued)**

**D Printing From “Reports” Link (Continued)**

Payment Limitation Web Screen PLM-004 will display the following items.

<b>Section/ Options</b>	<b>Field</b>	<b>Description</b>
Info		Provides information and error messages about Payment Limitation Web Screen PLM-004.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer’s eligibility recording county.
Payment Limitation Details Report Selection Criteria	Year Selection	Allows users to select from 1 to 3 years to view/print the Payment Limitation Details Report. A drop-down menu will be displayed with the available years. Click the applicable years to select. At least 1 year must be selected.  <b>Note:</b> 1996 and future years are displayed because they must be available for some programs.
	Program Selection	Allows users to select a program to view/print the Payment Limitation Details Report. A drop-down menu will be displayed with the effective programs for the selected year. Click the applicable program to select.
Submit		CLICK “ <b>Submit</b> ”, a pop-up window will be displayed to view/print the Payment Limitation Details Report.

--\*

**\*--143 Web-Based Payment Limitation System Reports (Continued)**

**E Fields on Payment Limitation Details Report**

The Payment Limitation Details Report will display the following items.

<b>Field</b>	<b>Description</b>
Date	Date the report was printed.
Time	Time the report was printed (c.t.).
Producer Name	Producer for which the report was requested.
Tax ID Number	Last 4 digits of selected producer's TIN and TIN type.
Recording County	Eligibility recording county and State.
Program Name	Selected program.
Year	Selected year.
Program Limitation	Payment limitation for program and year selected.
Common Attribution Adjustment	Will be displayed with dollar amounts as described in paragraph 142.
Program Adjustment - Increase	
Program Adjustment - Decrease	
Adjusted Payment Limitation	
Program Factor Reduction	
Gross Payment Limitation	
Permitted Share Reduction	
AGI Share Reduction	
Member Contribution Reduction	
Substantive Change Reduction	
Member Level Share Reduction	
Cropland Factor Reduction	
Inheritance Adjustment	
Effective Payment Limitation	
Prior Payments Issued/Attributed to Producer	
Prior Payments Issued/Attributed to Combined/Common Attribution Members	
Available Payment Limitation Balance	

--\*

**\*--143 Web-Based Payment Limitation System Reports (Continued)**

**F Example of Payment Limitation Details Report**

This is an example of a Payment Limitation Details Report for a single year.

United States Department of Agriculture Farm Service Agency Payment Limitation Details Report		Date: 04/27/2010  Time: 04:24:26 PM CDT
Producer Name: <b>ANY PRODUCER</b>		Tax ID Number: XXXXS
Recording County: Coahoma, Mississippi		
Program Name: <b>DCP-DIR/ACRE DIR</b>		<b>2009</b>
Program Limitation		40,000
Common Attribution Adjustment		0
Program Adjustment - Decrease		-2,175
Adjusted Payment Limitation		37,825
Program Factor Reduction		0
Gross Payment Limitation		37,825
Permitted Share Reduction		0
AGI Share Reduction		0
Foreign Person Reduction		0
Member Contribution Reduction		0
Substantive Change Reduction		0
Member Level Share Reduction		0
Cropland Factor Reduction		0
Inheritance Adjustment		40,000
Effective Payment Limitation		77,825
Prior Payments Issued/Attributed to Producer		1,381
Prior Payments Issued/Attributed to Combined/Common Attribution Members		0
Available Payment Limitation Balance		76,444
Prior payments displayed are a summary from live data last updated on 04/27/2010 04:24:26 PM Central Time.		

--\*

**\*--144 Detailed Prior Payment Report**

**A Overview**

A detailed prior payment report may be printed from Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003; under “Links”, CLICK “**Reports**”.

**B Printing From Payment Limitation Web Screen PLM-002**

Access Payment Limitation Web Screen PLM-002 according to paragraph 142. On Payment Limitation Web Screen PLM-002, in the “Payment Limitation Details” section, CLICK “**Detail**” link for either of the following:

- “Prior Payments Issued/Attributed”
- “Prior Payments Issued/Attributed to Combined Producers”.--\*

\*--144 Detailed Prior Payment Report (Continued)

C Printing From "Reports" Link

On Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under "Links", CLICK "Reports".

USDA United States Department of Agriculture  
Payment Limitation Web

Payment Limitation

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary Log Out

**Links**  
[Customer Search](#)  
[Reports](#)

**Info**  
Please Select Program and Year.

**Customer**  
Customer Name ANY PRODUCER  
Tax Id XXXX  
Tax Type S  
Recording County Coahoma - Mississippi

**Selection Criteria**  
Year Selection 2009  
Program Selection DCP-DIR/ACRE DIR  
Type of Action  Display Information  Print Report

Submit

Screen Id:PLM-001

--\*

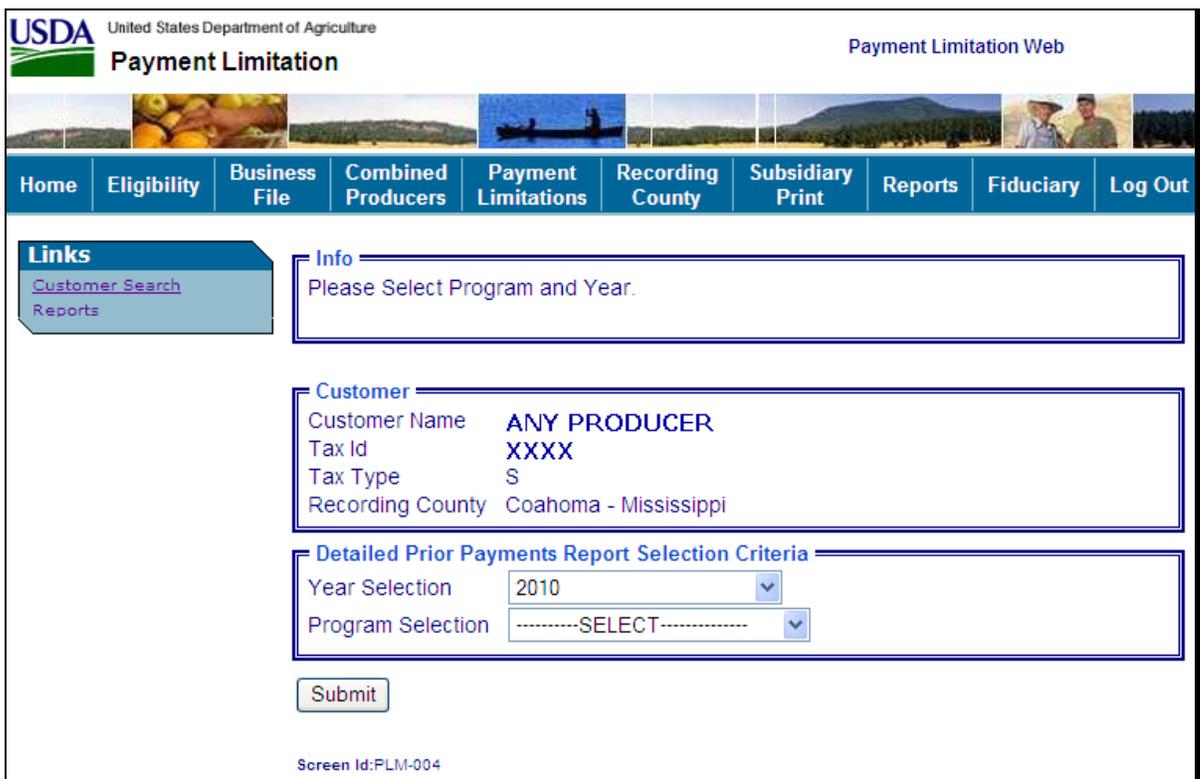
\*--144 Detailed Prior Payment Report (Continued)

C Printing From “Reports” Link (Continued)

After clicking “**Reports**” on Payment Limitation Web Screen PLM-001, PLM-002, or PLM-003, under “Links”, Payment Limitation Web Screen PLM-005 will be displayed.



On Payment Limitation Web Screen PLM-005, CLICK “**Detailed Prior Payments Report**”; Payment Limitation Web Screen PLM-004 will be displayed.



--\*

**\*--144 Detailed Prior Payment Report (Continued)**

**C Printing From “Reports” Link (Continued)**

Payment Limitation Web Screen PLM-004 will display the following items.

<b>Section/ Options</b>	<b>Field</b>	<b>Description</b>
Info		Provides information and error messages about Payment Limitation Web Screen PLM-004.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer’s eligibility recording county.
Detailed Prior Payments Report Selection Criteria	Year Selection	Allows users to select the year to view/print the Detailed Prior Payments Report. A drop-down menu will be displayed with the available years. Click the applicable years to select.  <b>Note:</b> System defaults to the current year.
	Program Selection	Allows users to select a program to view/print the Detailed Prior Payments Report. A drop-down menu will be displayed with the effective programs for the selected year. Click the applicable program to select.
Submit		CLICK “ <b>Submit</b> ”, a pop-up window will be displayed to view/print the Detailed Prior Payments Report.

--\*

**\*--144 Detailed Prior Payment Report (Continued)**

**D Fields on Detailed Prior Payment Report**

The Detailed Prior Payment Report will generate with the following fields for the producer and year selected.

<b>Field</b>	<b>Description</b>
Date	Date the report was printed
Time	Time the report was printed (c.t.).
Producer Name	Producer for which the report was requested.
Tax ID number	Last four digits of the selected producers ID and the ID type.
Recording County	Eligibility recording county and state.
Program Name	Selected payment limitation program name.
Subsidiary Year	Selected year.
Date	Date the payment was processed.  <b>Note:</b> This may <b>not</b> be the same day the payment was issued.
Issuing State	State from which the payment was issued/attributed.
Issuing County	County from which the payment was issued/attributed.
Contract/ Application/ Farm	When the program payments are issued by: <ul style="list-style-type: none"> <li>• contract number, the contract number for which payments were issued will be displayed  <b>Example:</b> CRP payments.</li> <li>• application number, the application number for which payments were issued will be displayed  <b>Example:</b> LFP payments.</li> <li>• farm number, the farm number for which payments were issued will be displayed.  <b>Example:</b> DCP payments.</li> </ul> <p><b>Note:</b> If payments are <b>not</b> issued by contract, application, or farm number this column will be left blank.</p>

--\*

\*--144 Detailed Prior Payment Report (Continued)

**D Fields on Detailed Prior Payment Report (Continued)**

Field	Description
Program Code	<p>In some cases, payments from multiple programs are applied to 1 payment limitation. This field will identify the program connected with the dollar amount identified in the “Amount Issued/Attributed”. The program code display will be the alpha accounting program code used to issue the program payment.</p> <p><b>Examples:</b> If the selected payment limitation program name is:</p> <ul style="list-style-type: none"> <li>• DCP-DIR/ACRE DIR and the payment issued is for :               <ul style="list-style-type: none"> <li>• DCP Direct, the program code will be EDCPDP</li> <li>• ACRE Direct, the program code will be ACREDP</li> </ul> </li> <li>• SURE/LIP/LFP/ELAP and the payment is for:               <ul style="list-style-type: none"> <li>• SURE, the program code will be SURETF</li> <li>• 2008 SURE stimulus (Recovery Act), the program code will be SURERA</li> </ul> </li> </ul> <p><b>Note:</b> When automated LIP, LFP and ELAP payments are released the program codes for the automated payments will display.</p> <ul style="list-style-type: none"> <li>• CRP the program code will be ECRP.</li> </ul>
Amount Issued/Attributed	<p>This field will display the sum of:</p> <ul style="list-style-type: none"> <li>• payments issued and/or attributed to the selected producer using the following sort criteria</li> <li>• receivables created for the selected producer using the following sort criteria.</li> </ul> <p>The amount displayed in this column will be sorted and summarized by:</p> <ul style="list-style-type: none"> <li>• date</li> <li>• State and county</li> <li>• contract, application, or farm number, if applicable</li> <li>• business attributed from, if applicable</li> <li>• common attribution or combination member attributed from, if applicable.</li> </ul>

--\*

\*--144 Detailed Prior Payment Report (Continued)

**D Fields on Detailed Prior Payment Report (Continued)**

Field	Description
Business Attributed From	If payments were: <ul style="list-style-type: none"> <li>• not attributed to the selected producer, the field will be blank indicating the payment was issued to the selected producer</li> <li>• issued to a business and attributed to the selected producer, the name of the business for which the payment was issued will be identified</li> <li>• issued to a business and attributed to a producer that is combined with the selected producer, the name of the business for which the payment was issued will be identified.</li> </ul>
Common Attribution Member/Combination Member Attributed From	When the selected producer is a direct or indirect member of common attribution/combination and payments are issued/attributed to a member of the combination that is <b>not</b> the selected producer, the other member's name will be displayed.

The data on the Payment Limitation Details screens and reports are compiled from live data; however, data on the Detailed Prior Payments Report is not compiled from live data. Data on the Detailed Prior Payments Report is gathered from a reporting database. A statement is provided at the bottom of the report to provide the date and time from which the data is gathered.

**Example:** "Note:Data on this report is from a Reporting Database. Data was last updated on MM/DD/YYYY at hh:mm:ss XM central time."--\*

**\*--144 Detailed Prior Payment Report (Continued)**

**E Example of Detailed Prior Payments Report**

This is an example of the 2009 DCP-DIR/ACRE-DIR Detailed Prior Payments Report for any producer.

United States Department of Agriculture Farm Service Agency Detailed Prior Payments Report							Date: 05/25/2010
Producer Name: <b>ANY PRODUCER</b>							Time: 08:42:56 AM CDT
Recording County: Coahoma, Mississippi							Tax ID Number: XXXXS
Program Name: DCP-DIR/ACRE DIR						Subsidiary Year: 2009	
Date	Issuing		Contract/Application/Farm	Program Code	Amount Issued/Attributed	Business Attributed From	Common Attribution Member/Combination Member Attributed From
	State	County					
10/28/2009	MS	Coahoma	000XXX1	EDCPDP	1,061	IMA JV	
10/28/2009	MS	Coahoma	000XXX2	ACREDP	320	IMA JV	

Note: Data on this report is from a Reporting Database. Data was last updated on 05/25/2010 7:45:48 AM Central Time. Page 1 of 1

In this example, on October, 28, 2009, Coahoma County, Mississippi, processed the following payments involving Any Producer. A payment was processed on farm number:

- 000XXX1 for a DCP direct payment in the amount of \$1,061; the payment was issued to IMA JV and attributed to Any Producer
- 000XXX2 for an ACRE direct payment in the amount of \$320; the payment was issued to IMA JV and attributed to Any Producer.--\*

**145-190 (Reserved)**

**Part 6 (Reserved)**

**191-240 (Reserved)**

**Part 7 (Reserved)**

**241-301 (Reserved)**

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		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-527	Request For Action For Subsidiary/Payment Limitation		132
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		26
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		31
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		43, 306
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	3	
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		39
FSA-13-A	Data Security Access Authorization Form		133
FSA-570	Waiver of Eligibility for Emergency Assistance		39

**Reports, Forms, Abbreviations, and Delegations of Authority (Continued)****Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
CC	counter-cyclical	98
ALS	Appeals and Litigation Staff	38
FCI	Federal Crop Insurance	2, 21, 24, 39, 351, Ex. 6
FRS	Farm Records Management System	29, 30, 303
SLR	Security Liaison Representative	73, 133

**Delegations of Authority**

None

## Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

Menu or Screen	Title	Reference
	Subsidiary Combined Producers Screen, Add Combination Section	84
	Subsidiary Combined Producers Screen, Allocations Program Selection Section	98
	Subsidiary Combined Producers Screen, Allocations Selected Program Section	98
	Subsidiary Combined Producers Screen, Combination Details Combination Section	103, 106
	Subsidiary Combined Producers Screen, Customer Section	82, 84, 98, 100, 103, 106
	Subsidiary Combined Producers Screen, Decombine a Producer Combination Section, Decombine Subsection	106
	Subsidiary Combined Producers Screen, Select State County Section	82
	Subsidiary Combined Producers Screen, Update Recording County Members of Combination Section	100
	Subsidiary Eligibility Screen, Actively Engaged – 2002 Farm Bill Section	41
	Subsidiary Eligibility Screen, Actively Engaged Section	26
	Subsidiary Eligibility Screen, AD-1026 Section	29
	Subsidiary Eligibility Screen, Adjusted Gross Income – 2002 Farm Bill Section	43
	Subsidiary Eligibility Screen, Adjusted Gross Income Section	31
	Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section	36
	Subsidiary Eligibility Screen, Cash Rent Determination Section	28
	Subsidiary Eligibility Screen, Conservation Compliance Section	30
	Subsidiary Eligibility Screen, Controlled Substance Section	32
	Subsidiary Eligibility Screen, Delinquent Debt Section	34
	Subsidiary Eligibility Screen, Federal Crop Insurance Section	39
	Subsidiary Eligibility Screen, Foreign Person Section	25
	Subsidiary Eligibility Screen, Foreign Person Section	24
	Subsidiary Eligibility Screen, Fraud – Including FCIC Fraud Section	38
	Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section	37
	Subsidiary Eligibility Screen, Permitted Entity – 2002 Farm Bill Section	42

## Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
	Subsidiary Eligibility Screen, Person Eligibility – 2002 Farm Bill Section	40
	Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section	35
	Subsidiary Print Selection Screen	303
	Subsidiary Reports Screen, Actively Engaged – 2002 Farm Bill Section	306
	Subsidiary Reports Screen, Actively Engaged Section	306
	Subsidiary Reports Screen, AD-1026 Section	306
	Subsidiary Reports Screen, Adjusted Gross Income – 2002 Farm Bill Section	306
	Subsidiary Reports Screen, Adjusted Gross Income Section	306
	Subsidiary Reports Screen, Beginning Farmer or Rancher	306
	Subsidiary Reports Screen, Cash Rent Tenant Section	306
	Subsidiary Reports Screen, Conservation Compliance Section	306
	Subsidiary Reports Screen, Controlled Substance Section	306
	Subsidiary Reports Screen, Delinquent Debt Section	306
	Subsidiary Reports Screen, Federal Crop Insurance Section	306
	Subsidiary Reports Screen, Foreign Person Section	306
	Subsidiary Reports Screen, Fraud – Including FCIC Fraud Section	306
	Subsidiary Reports Screen, Limited Resource Farmer or Rancher Section	306
	Subsidiary Reports Screen, NAP Non Compliance Section	306
	Subsidiary Reports Screen, Permitted Entity - 2002 Farm Bill Section	306
	Subsidiary Reports Screen, Person Eligibility Section – 2002 Farm Bill	306
	Subsidiary Reports Screen, Report Selection Criteria Section	306
	Subsidiary Reports Screen, Select State County Section	305
	Subsidiary Reports Screen, Select Year Section	305
	Subsidiary Reports Screen, Socially Disadvantaged Farmer or Rancher Section	306
	Subsidiary Screen, Customer Section	81, 82, 141, 142
	Validation Screen	306
PLM-001	Payment Limitation Web	142, 143, 144
PLM-002	Payment Limitation Web	142
PLM-003	Payment Limitation Web	142
PLM-004	Payment Limitation Web	143, 144
PLM-005	Payment Limitation Web	143, 144