

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 9

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

Procedure on accessing web-based Subsidiary System and Security was provided in several different paragraphs. This procedure has been added to Part 2 and withdrawn from Parts 3, 4, and 5.

The Navigation Menu at the top of the web-based Subsidiary screens has changed. Modifications have been made to update screens. Changes to the web-based screens in other parts of this handbook will be updated in future amendments.

B Reasons for Amendment

Subparagraph 3 C has been amended to remove reference to AGI Entity Member Report and replace with Entity Ownership Report.

Paragraphs 9, 10, 12, and 13 have been added to provide procedure for updated web-based software.

Paragraphs 22, 23, 73, and 133 have been withdrawn and the content was added to Part 2.

Paragraph 24 has been amended to:

- remove the web-based Subsidiary System access procedure and incorporated the procedure into paragraph 9
- provide updated screens
- clarify update capability for FSA State Office employees, DD's, and National Office employees
- add the "Exempt" option to the table in subparagraph D
- remove date format procedure and incorporate the procedure into paragraph 13.

Amendment Transmittal (Continued)

B Reasons for Amendment (Continued)

Paragraphs 81 and 141 have been amended to remove the web-based Subsidiary System access procedure and incorporated the procedure into paragraph 9.

Part 8 has been amended to:

- clarify the overview of Subsidiary Reports
- modify the introduction of the Subsidiary Print Report
- remove the web-based Subsidiary System access procedure and incorporated the procedure into paragraph 9
- provide updated screens
- remove paragraph 304, “State Committee Eligibility Change Report”, because the report is no longer available.

Part 10 has been added to provide Business File Web Application policy and procedure.

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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-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)

H Example CCC-770 ELIG 2008

The following is an example CCC-770 ELIG 2008.

This form is available electronically. CCC-770 ELIG 2008 U.S. DEPARTMENT OF AGRICULTURE (06-18-09) Commodity Credit Corporation		1. Producer Name	2. ID Number (Last 4 Digits)		
ELIGIBILITY CHECKLIST – 2008 FARM BILL		3. State Name	4. County Office Name		
		5. Subsidiary Year			
Office Staff Actions:		Applicable Handbooks	YES	NO	N/A
6. Does this office serve as the recording county for this producer? If "YES", complete Items 7 through 10 and sign where applicable in Item 11. If "NO", and determinations have not been updated then contact the recording county using a CCC-527.		3-PL (Rev. 1), paragraph 22 and 2-PL, paragraph 107			
7. Actively Engaged Determination: A. Have the applicable CCC-902 (E or I), requisite CCC-901 and/or CCC-903 been completed in their entirety and signed by an authorized individual?		4-PL, Part 2, Section 6, and Part 4			
B. Has the correct determination been entered into the actively engaged section of the web based eligibility system?		3-PL (Rev. 1), paragraph 26			
8. Cash Rent Tenant Rule Determination: A. Has the County Committee determined the applicability of the cash rent tenant rule on the CCC-903 and applied the percent of cropland factor if necessary?		4-PL, paragraph 91 and paragraph 207			
B. Has the correct information been loaded into the cash rent tenant section of the web based eligibility system?		3-PL (Rev. 1), paragraph 28			
9. AD-1026 Certification: A. Have AD-1026s been completed in their entirety for the program applicant and all affiliates with farming interests? Have all AD-1026s been signed by an authorized individual? If there are no affiliates, has "None" been checked on the AD-1026, Item 8?		6-CP, paragraphs 401, 402 and subparagraph 429 C			
B. Has the correct certification been entered into the AD-1026 section of the web based subsidiary files?		3-PL (Rev. 1), paragraph 29			
10. Adjusted Gross Income Certification: A. Has CCC-926 been completed in its entirety and signed by an authorized individual? Notes: <ul style="list-style-type: none"> For entities, a CCC-926 must be received to reach the individual level. FSA-211s executed after March 18, 2003 must allow execution of "All Actions" or specifically allow execution of "AGI Certification". B. Have the correct certifications been entered into the Adjusted Gross Income section of the web based eligibility system?		4-PL, Part 6 1-CM			
3-PL (Rev. 1), paragraph 31					
Certification					
11A. Signature of Preparer(s)		11B. Date (MM-DD-YYYY)	11A. Signature of Preparer(s)		11B. Date (MM-DD-YYYY)
12A. I concur/do not concur the above items have been verified and updated. <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
12B. CED Signature for Spotcheck				12C. Date (MM-DD-YYYY)	
13A. I concur/do not concur the above items have been verified and updated. <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
13B. DD Signature for Spotcheck				13C. Date (MM-DD-YYYY)	
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3 CCC-770 ELIG 2008 (Continued)

H Example CCC-770 ELIG 2008 (Continued)

CCC-770 ELIG 2008 (06-18-09) Page 2

14. Remarks:



4-8 (Reserved)

Part 2 Web-Based Subsidiary System General Information

***--9 Accessing the Web-Based Subsidiary System**

A Overview

The Subsidiary System is a web-based system that includes processes for:

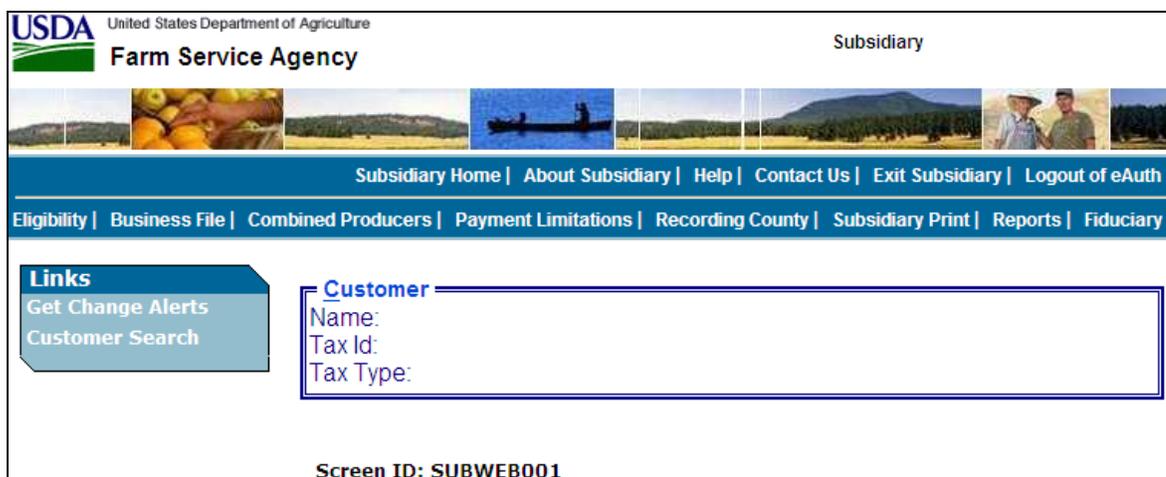
- business file
- combined producers
- eligibility
- payment limitation
- reports.

B Accessing Subsidiary Screen SUBWEB001

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

Step	Action
1	Access the FSA Intranet at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html .
2	Under Common Applications, CLICK “Subsidiary”.
3	On USDA eAuthentication Warning Screen, CLICK “I Agree” to proceed or “Cancel” to end the process.
4	If user clicked “I Agree”, user must : <ul style="list-style-type: none"> • enter eAuthentication user ID • enter eAuthentication password • CLICK “Login”.
5	Subsidiary Screen SUBWEB001 will be displayed. Note: This is where all subsidiary applications begin.

The following is an example of the Subsidiary Screen.



--*

*--9 Accessing the Web-Based Subsidiary System (Continued)

C Top Navigation Menu

The top Navigation Menu will be displayed for all processes within the web-based Subsidiary System. The following table provides an explanation of the links in the top Navigation Menu.

Link	Explanation
“Subsidiary Home”	Returns to Subsidiary Screen SUBWEB001.
“About Subsidiary”	Displays a screen describing the purpose of the Subsidiary System.
“Help”	Displays the Help Screen accessible from the FSA Internet that provides options for: <ul style="list-style-type: none"> • “Ask FSA” • “Site Map” • “Technical Assistance”.
“Contact Us”	Displays a screen with all of the following: <ul style="list-style-type: none"> • who to contact for help • telephone number and e-mail address of ITS Service Desk • hours of operation for the Service Desk • information to include in user’s e-mail or voice mail message.
“Exit Subsidiary”	Returns to the FSA Applications URL in subparagraph B, step 1.
“Logout of eAuth”	The window browser will close and a pop-up window will be displayed with the message, “For security reasons, your browser window will close automatically”. When users click “OK” on the pop-up window, they will be logged off the USDA eAuthentication System.
“Eligibility”	Directs users to the Eligibility System described in Part 3.
“Business File”	This application is under construction and is currently unavailable.
“Combined Producers”	Directs users to the Combined Producers software described in Part 4.
“Payment Limitations”	Directs users to the Payment Limitation System described in Part 5.
“Recording County”	Directs users to the Recording County software described in paragraph 10.
“Subsidiary Print”	Directs users to the Subsidiary Print software described in paragraph 303.
“Reports”	Directs users to the “Reports” options described in Part 8.
“Fiduciary”	Directs users to the Fiduciary System described in 1-CM, Part 25, Section 6.

--*

***--10 Recording County**

A Introduction

Every producer in SCIMS with at least one FSA legacy link will have an eligibility record and recording county. This is important because **only** the recording county will have the ability to update subsidiary customer records with the exception of combined producer records.

Note: Every combined producer record has a combined producer recording county with the ability to update the record. See paragraph:

- 99 for combined producer recording county
- 100 for updating combined producer recording county.

Regardless of how the recording county is established, after it is established, **only** the existing recording county can request a change to assign another county as the recording county.

B Establishing Recording County

When a new FSA customer is entered in SCIMS, the Subsidiary System establishes a recording county. A new FSA customer is someone added to SCIMS for the first time, and linked to 1 or more counties at that time. The following table describes how the Subsidiary System assigns a recording county to a new FSA customer.

IF the new FSA customer is linked to...	THEN...
1 county in SCIMS	that county is assigned as the recording county.
2 or more counties at the same time in SCIMS	the ZIP Code process (subparagraph C) is used to assign the recording county.

--*

***--10 Recording County (Continued)**

C ZIP Code Process

The following steps will be taken when the Subsidiary System must use the ZIP Code process to assign an FSA customer a recording county.

Step	Action	Results
1	From the FSA producer's home address ZIP Code, subtract each County Office ZIP Code with a link to the FSA customer.	Arrange the results in ascending order.
2	Find the result with the smallest difference between ZIP Codes.	This County Office is the recording county.
3	If 2 County Offices have the same result, then find the County Office ZIP Code with the lowest numerical ZIP Code.	

Note: Only 1 county can be assigned as the recording county. CMA counties are ineligible to be the recording county.

D Changing Recording County

There is an option that will allow the recording county to be changed. When the recording county relinquishes their responsibility, the ability to update that producer record will be lost. The recording county user may change the recording county on Subsidiary Recording County Screen SUBWEB009.

The following is an example of Subsidiary Recording County Screen SUBWEB009.

The screenshot shows the 'Subsidiary Recording County' screen. At the top, it features the USDA logo and 'United States Department of Agriculture Farm Service Agency'. A navigation bar contains links: Subsidiary Home, About Subsidiary, Help, Contact Us, Exit Subsidiary, and Logout of eAuth. Below this is another bar with links: Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, and Fiduciary. The main content area has a 'Links' box with 'Get Change Alerts' and 'Customer Search'. A form titled 'Customer' contains the following fields: Name (Any Producer), Tax Id (XXXX), Tax Type (S), and Recording County (Coahoma - Mississippi). Below the form are two radio buttons: 'Coahoma - Mississippi' (selected) and 'Monroe - Arkansas'. There are 'Submit' and 'Reset' buttons. At the bottom, it says 'Screen ID: SUBWEB009'.

--*

***--10 Recording County (Continued)**

D Changing Recording County (Continued)

Change the recording county on Subsidiary Recording County Screen SUBWEB009 according to the following.

Step	Action	Result	
1	Access Subsidiary Screen SUBWEB001 according to paragraph 9.		
2	On Screen SUBWEB001, on the top Navigation Menu, CLICK “Recording County” .	SCIMS Customer Search Screen will be displayed.	
3	Enter information on the SCIMS Customer Search Screen by: <ul style="list-style-type: none"> • name • TIN • type • other. 	SCIMS Search Results Screen will be displayed.	
4	Select the customer on the SCIMS Search Results Screen.	Subsidiary Recording County Screen SUBWEB009 will be displayed. The Customer Section contains the following information for the selected customer: <ul style="list-style-type: none"> • name • tax ID • tax type • recording county. Under the Customer Section, each county/State with a legacy link to the producer in SCIMS will be displayed. The radio button will be selected beside the current recording county.	
5	CLICK “radio button” for the new recording county	The new recording county will be displayed with the radio button selected.	
6	Select 1 of the following options: <ul style="list-style-type: none"> • “Reset” • “Submit”. 	IF user selects...	THEN the system will...
		“Reset”	reset to the original recording county identified in the Customer Section.
		“Submit”	display Subsidiary Recording County Screen SUBWEB003 with the question, “Do you really want to change the recording county for this customer?”.

--*

***--10 Recording County (Continued)**

D Changing Recording County (Continued)

Step	Action	Result	
7	On Subsidiary Recording County Screen SUBWEB003, select 1 of the following options: <ul style="list-style-type: none"> • “Yes” • “No”. 	IF user selects...	THEN the system will...
		“Yes”	update the recording county and return to Subsidiary Recording County Screen SUBWEB009 with the message, “This customer was successfully updated.”. Note: A change alert message will be sent to all counties with a SCIMS legacy link to this producer. See paragraph 11 for information on change alert messages.
		“No”	return to Subsidiary Recording county Screen SUBWEB009 without updating the recording county.

Note: CMA counties are ineligible to be the recording county.

E Error Messages

The error message, “**No changes were submitted for this customer.**”, will be displayed if the user selects “Submit” on Subsidiary Recording County Screen SUBWEB009 without making any changes.--*

11 Get Change Alert Message System

A Change Alert Messages

*--A change alert message is generated by the web-based Subsidiary System to notify affected County Offices of changes to a producer’s recording county. To view a change alert message, on all web-based Subsidiary System screens, under “Links”, CLICK “Get Change Alert”, as displayed on the following example Subsidiary Screen.



Note: The exclamation point icon will be displayed after the link when a new message is received.

B Viewing Change Alert Messages

Change alert messages will be generated and sent to affected County Offices when a change to a recording county is made. An exclamation point icon will be displayed when a new message is received. The exclamation point icon will continue to be displayed until the message is read by the County Office.

Each county to which the producer is linked in SCIMS will receive the change alert message, to notify all users of the recording county change. The only county that can change a--* recording county is the recording county. If the change is not correct, then the new recording county must make the correction.

11 Get Change Alert Message System (Continued)

B Viewing Change Alert Messages (Continued)

After a change alert message is read it will remain in the lists of alerts for 30 calendar days. During the 30 calendar day period the message can be accessed and read as many times as necessary. After the 30 calendar day period the message will automatically disappear.

*--Subsidiary Screen SUBWEB005 will display the following items.

Column	Description
View	Provided for each change alert message. CLICK “View” to display Subsidiary Screen SUBWEB004 with all the details of the change alert message.
Status	Indicates if the message has been viewed by the user. If “Status” column contains: <ul style="list-style-type: none"> , details of the message have not been viewed by the user , details of the message have been viewed by the user.
Date	Date the recording county change was updated.
County	Current recording county.
Title	Customer name and the type of change updated.

The following is an example of Subsidiary Screen SUBWEB005 that provides a log of change alert messages. To view the details of an individual change alert message, CLICK “View”.



The screenshot shows the USDA Farm Service Agency Subsidiary interface. At the top, it says "USDA United States Department of Agriculture Farm Service Agency Subsidiary". Below this is a navigation bar with links: "Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth". A secondary navigation bar includes: "Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports | Fiduciary".

The main content area features a "Links" sidebar with "Get Change Alerts" and "Customer Search". The central part of the screen displays a table with columns: "View Status Date", "County", and "Title". A red arrow points to the "View" button in the first row of the table.

View	Status	Date	County	Title
<input type="button" value="View"/>		03/15/2011	Delaware - Indiana	Any Producer Subsidiary Recording County Change

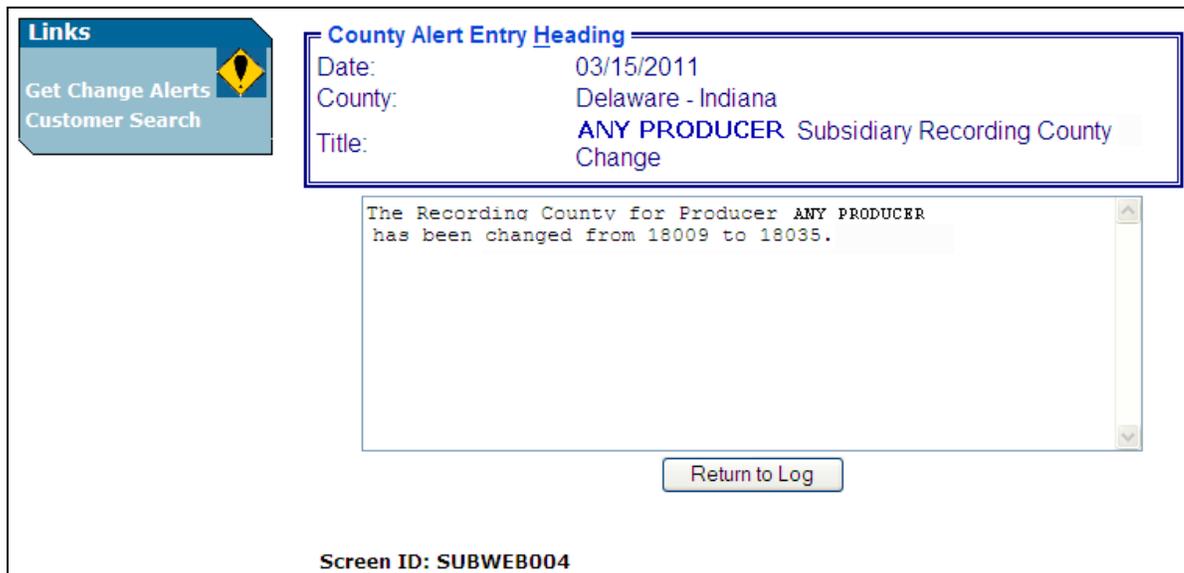
Screen ID: SUBWEB005

--*

11 Get Change Alert Message System (Continued)

*--C Details of Change Alert Message

After users click “View” on Subsidiary Screen SUBWEB005, the details of the selected change alert message will display. The following is an example of Subsidiary Change Alert Message Details Screen SUBWEB004.



Subsidiary Change Alert Message Details Screen SUBWEB004 will display the following items.

Field	Description
Date	Date recording county change was updated.
County	Current recording county.
Title	Customer name and the type of change updated.
Text Box	Details of the changes made to the customer.

--*

D Printing Change Alerts

To print the change alert details, from the Web Page Menu Bar, CLICK “File”, scroll down and CLICK “Print”.

E Deleting Change Alerts

Users **cannot** delete change alert messages. Messages will automatically disappear 30 calendar days after the message was generated.

***--12 Security**

A Overview

Roles are developed in eAuthentication to provide users specific capabilities in the web-based Subsidiary System.

B Determining Access

The following identifies user roles for the web-based Subsidiary System.

IF the user is an employee of...	AND the user is...	THEN access...
FSA	County Office personnel	<ul style="list-style-type: none"> • is update capability for users in the producer’s recording county or combined producer recording county • is view-only for all other users.
	State Office personnel or DD	for web-based: <ul style="list-style-type: none"> • eligibility software is: <ul style="list-style-type: none"> • update capability for producers whose recording county is administered in the user’s State • view-only for producers whose recording county is not administered in the user’s State • combined producer software is: <ul style="list-style-type: none"> • update capability, if the user has requested update capability according to subparagraph C and the producer’s combined producer recording county is administered in the user’s State • view-only for users who have not requested update capability according to subparagraph C • payment limitation software is: <ul style="list-style-type: none"> • update capability, if the user has requested update capability according to subparagraph C and the producer’s recording county is administered in the user’s State • view-only for users who have not requested update capability according to subparagraph C.

--*

*--12 Security (Continued)

B Determining Access (Continued)

IF the user is an employee of...	AND the user is...	THEN access...
FSA (Continued)	National Office personnel	<ul style="list-style-type: none"> • update capability for any producer nationwide for designated personnel • view-only for all other users.
	Kansas City computer personnel	view-only.
NRCS		<ul style="list-style-type: none"> • view-only for eligibility and combined producer software • denied for all other subsidiary processes.
someone other than FSA or NRCS		denied.

C Update Capability for State Office and DD Users

State Office and DD users have update capability to web-based eligibility software when the producer’s recording county is in their State. To request update access to web-based combined producer and 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
- indicate if the employee is requesting update access for 1 or both of the following:
 - web-based combined producer software
 - web-based payment limitation software.--*

***--12 Security (Continued)**

C Update Capability for State Office and DD Users (Continued)

The State Office program specialist in charge of subsidiary shall:

- determine whether the State Office or DD user should be granted update access to the web-based combined producer and/or the web-based payment limitation software
- 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.

Notes: FSA-13-A is **not** required.

Include on the FAX the appropriate statement, as follows”

- “the request is for web-based combined producer software access”
- “the request is for web-based payment limitation software access”
- “the request is for web-based combined producer and web-based payment limitation software access”.

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

--13 Recording Dates--**A Date Format**

All of the following formats will be acceptable date entries in the web-based Eligibility System for all years:

- “mmddyyyy”

Example: “02012008” where “02” represents the month, “01” represents the day of the month, and “2008” represents the year.

- “mm/dd/yyyy”

Example: “02/01/2008” where “02” represents the month, “01” represents the day of the month, and “2008” represents the year.

- “mmddy”

Example: “020108” where “02” represents the month, “01” represents the day of the month, and “08” represents the year.

If data is not entered in 1 of these 3 formats or an invalid date is entered, a validation message will be displayed. After a valid date is entered, the field will automatically update to the “mm/dd/yyyy” format.

Note: Users may also click the arrow beside the date field to display a drop-down calendar for date selection.

--B Future Processes--

Future payment processes will use the dates entered in eligibility to process payments and calculate prompt payment interest, if applicable. Therefore, it is **imperative** the correct date is entered in the date fields.

14-19 (Reserved)

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	2009	*--2010	2011
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	X	X	X
Adjusted Gross Income - Direct Payment	X	X	X
Adjusted Gross Income - Conservation Program	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)

24 Accessing and Updating Eligibility File Records

*--A Accessing the Web-Based Subsidiary Eligibility System

Access the web-based Eligibility system according to the following.

Step	Action	Result
1	Access Subsidiary Screen SUBWEB001 according to paragraph 9.	
2	On Screen SUBWEB001, CLICK “ Eligibility ” link on the top Navigation Menu.	SCIMS Customer Search Screen will be displayed.
3	Enter information on the SCIMS Customer Search Screen by: <ul style="list-style-type: none"> • name • TIN • type • other. 	SCIMS Search Results Screen will be displayed.
4	Select the customer on the SCIMS Search Results Screen.	Subsidiary Eligibility Screen SUBWEB007 will be displayed with the producer’s eligibility record for the current year. The Customer Section contains the following information for the selected customer: <ul style="list-style-type: none"> • name • last 4 digits of TIN • TIN type • recording county • subsidiary year.
5	To select another subsidiary year: <ul style="list-style-type: none"> • CLICK “down arrow” • select the year • CLICK “Go”. 	Subsidiary Eligibility Screen SUBWEB007 will be redisplayed with the producer’s eligibility record for the selected year.

--*

24 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility

Any FSA employee can view data in the subsidiary eligibility system. However, **only** the following designated users have the authority to update subsidiary eligibility data:

- FSA County Office employees associated with the producer’s recording county
- *--FSA State Office employees and DD’s, when approved according to paragraph 12, in States where the producer’s recording county is associated with a County Office
- specified National Office employees have update authority for “Fraud – Including FCIC Fraud” determinations and nationwide update capability.--*

The following describes the process for updating data in the subsidiary eligibility system.

Note: See paragraphs 25 through 39 for additional information about each type of eligibility determination.

Step	Action
1	<p>Update the applicable eligibility information and CLICK “Submit” at the bottom of the screen.</p> <p>If the updated data:</p> <ul style="list-style-type: none"> • passes the applicable validations for the eligibility information being updated, proceed to step 2 • does not pass the applicable validations, then an informational message will be displayed at the top of the web page. <p>Note: See paragraphs 25 through 39 for additional information on applicable error messages.</p>

24 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility (Continued)

Step	Action								
2	An informational web page is displayed that summarizes the changes that have been submitted for update. The original information is displayed along with the new information so a comparison can be made to determine if the data being updated is correct.								
	<table border="1"> <thead> <tr> <th data-bbox="380 470 712 506">IF the user wants to...</th> <th data-bbox="712 470 1463 506">THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 506 712 730">accept the changes and continue with the update process</td> <td data-bbox="712 506 1463 730"> <p>“Accept”.</p> <p>The data will be updated to the eligibility database and the message; “This Customer was successfully updated.” will be displayed at the top of the Producer’s Eligibility Screen.</p> </td> </tr> <tr> <td data-bbox="380 730 712 1062">make additional changes for the selected producer or revise the changes that have been made</td> <td data-bbox="712 730 1463 1062"> <p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p>Note: Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p> </td> </tr> <tr> <td data-bbox="380 1062 712 1249">cancel the process and exit without saving the changes</td> <td data-bbox="712 1062 1463 1249"> <p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN CLICK...	accept the changes and continue with the update process	<p>“Accept”.</p> <p>The data will be updated to the eligibility database and the message; “This Customer was successfully updated.” will be displayed at the top of the Producer’s Eligibility Screen.</p>	make additional changes for the selected producer or revise the changes that have been made	<p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p>Note: Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p>	cancel the process and exit without saving the changes	<p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>
IF the user wants to...	THEN CLICK...								
accept the changes and continue with the update process	<p>“Accept”.</p> <p>The data will be updated to the eligibility database and the message; “This Customer was successfully updated.” will be displayed at the top of the Producer’s Eligibility Screen.</p>								
make additional changes for the selected producer or revise the changes that have been made	<p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p>Note: Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p>								
cancel the process and exit without saving the changes	<p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>								

24 Accessing and Updating Eligibility File Records (Continued)

C Quick Access or Shortcut Keys

Quick access or shortcut keys have been created for those users that prefer to move through the Eligibility Screen using the keyboard instead of the mouse. These keys allow the user to “jump” directly to a specific section of the Subsidiary Eligibility Screen by pressing the “Alt” key plus another designated key.

The following defines the shortcut keys available on the Subsidiary Eligibility Screen.

Section	Quick Access/Shortcut Key
Customer	“Alt” + “C”
Foreign Person	“Alt” + “M”
Actively Engaged	“Alt” + “A”
Cash Rent Tenant and Cropland Factor	“Alt” + “H”
AD-1026	“Alt” + “1”
Conservation Compliance	“Alt” + “V”
Adjusted Gross Income	“Alt” + “J”
Controlled Substance	“Alt” + “B”
NAP Noncompliance	“Alt” + “N”
Delinquent Debt	“Alt” + “Q”
Socially Disadvantaged Farmer or Rancher	“Alt” + “D”
Beginning Farmer or Rancher	“Alt” + “F”
Limited Resource Farmer or Rancher	“Alt” + “L”
Fraud - Including FCIC Fraud	“Alt” + “U”
FCI	“Alt” + “I”
Permitted Entity - 2002 Farm Bill	“Alt” + “E”
Actively Engaged - 2002 Farm Bill	“Alt” + “T”
Person Determination - 2002 Farm Bill	“Alt” + “P”
AGI - 2002 Farm Bill	“Alt” + “2”
Reset	“Alt” + “R”
Submit	“Alt” + “S”

37 **Limited Resource Farmer or Rancher**

A Introduction

Data in the Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher section is used to determine whether a producer meets the requirements to be considered a limited resource farmer or rancher. Additional provisions for a limited resource farmer or rancher are applicable to 2008 and subsequent years.

Note: Producers will be required to indicate their limited resource farmer or rancher status on applicable program applications/contracts.

B Example of Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section

Following is an example of the Limited Resource Farmer or Rancher section.

C Fields Applicable to Limited Resource Farmer or Rancher

The following provides fields applicable to a limited resource farmer or rancher.

Option	Explanation
Yes	Producer has certified compliance with limited resource farmer or rancher provisions. Note: For businesses with an employer ID number, this option shall only be selected when all members have certified compliance with the limited resource farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.
No	Producer has not certified compliance with limited resource farmer or rancher provisions.

D New Producer Default Value

When a new producer or a new eligibility record is created, the system will use the default value to establish the record. “No” is the default value for a limited resource farmer or rancher. As soon as the producer’s certification is received, the value must be updated. After the record is created, updates can be made at anytime.

38 **Fraud – Including FCIC Fraud Determination**

A Introduction

The Subsidiary Eligibility Screen, Fraud – including FCIC Fraud section was formerly called the “FCIC Fraud” determination. The Fraud – including FCIC Fraud section is used to record action taken because of a producer or group of producers being disqualified or debarred from participating in FSA- and/or RMA-administered programs.

B Example of Subsidiary Eligibility Screen, Fraud – Including FCIC Fraud Section

Following is an example of the Fraud – including FCIC Fraud section.

C Process

The process for updating fraud determinations is handled by PECD in the National Office. PECD receives a memorandum from ALS about participation eligibility. PECD enters the determination information into the web-based system along with:

- year of disqualification
- number of years that the producer is ineligible for benefits.

Note: The number of years a producer is determined ineligible is based on the information received from ALS and can be for 1 or more years.

Disqualification and ineligibility information is not updated by PECD until ALS notification is received. Once received from ALS, PECD notifies the applicable State Office. State Offices shall notify affected County Offices.

Note: There may be instances where PECD will notify certain State Offices referenced in documentation received from ALS about ineligible producers even though the producers may not be linked in SCIMS to a county in that State.

38 Fraud – Including FCIC Fraud Determination (Continued)

D Who to Contact

If a State Office believes information has not been entered for a producer, contact 1 of the following.

IF the case is a...	THEN the State Office shall contact...
RMA case	Tim Witt by: <ul style="list-style-type: none"> • e-mail at tim.witt@usda.gov • telephone at 816-926-7394.
OIG case	Jack Welch, Director, ALS, by: <ul style="list-style-type: none"> • e-mail at gwen.sellman@wdc.usda.gov • telephone at 202-690-3297.

E Locally Obtained Debarment/Disqualification Information About FCIC Fraud

County Offices provide a vital role in obtaining information about possible debarment or disqualification information. If SED or CED has reason to believe that a producer might be convicted of a crime that would cause that producer to be debarred or disqualified, the following actions should be taken:

- contact the clerk of the court for which the County Office has reason to believe that the producer was convicted and ask for a copy of the court’s decision
- if, **after** reading the decision, CED has reason to believe that the producer might be debarred or disqualified from FSA programs, then forward the court’s decision to *--Jack Welch, Director, ALS, through the State Office using the process in subparagraph D.--*

39 FCI Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Federal Crop Insurance section is used to specify either or both of the following:

- based on review of FCI-12's and other applicable forms, the County Office has determined that the producer has obtained at least catastrophic level coverage on all crops of economic significance in which the producer has an interest
- producer has signed FSA-570.

See 1-CM, paragraph 801 for additional information on linkage requirements and a list of program benefits covered by FCI provisions.

Note: With enactment of the 2002 Farm Bill, FCI eligibility provisions only apply to CRP.

B Example of Subsidiary Eligibility Screen, Federal Crop Insurance Section

Following is an example of the Federal Crop Insurance section.

The image shows a screenshot of a web form. At the top, the title "Federal Crop Insurance" is displayed in blue. Below it, a sub-section titled "Certification/COC Determination" is shown. This section contains two radio button options: "Requirements Met" (which is selected, indicated by a green dot) and "Requirements Not Met" (which is unselected, indicated by a grey dot). The entire form area is enclosed in a blue border.

72 Guidelines for Creating Combinations (Continued)**C Combination Result**

Once the combination has been created, producers will have a combined account number assigned by the Kansas City mainframe computer. Kansas City will download the combined producer account to all counties that have a legacy link in SCIMS for producers in the common attribution combinations. County Offices may verify receiving the validated common attribution combination by printing a MABDIG, according to 2-PL, paragraph 130.

Note: “Person” type combinations are **not** applicable to payment processes remaining on System 36 and will **not** be downloaded to System 36.

D Who Performs Combinations

Any county may create a combination if:

- COC has approved the combination on CCC-503A or CCC-903
- 1 member of the combination is legacy-linked in SCIMS to the combining county.

The County Office whose COC approved CCC-503A or CCC-903:

- should process the combination in the web-based combination software
- would be the combined recording county for:
 - this parent combination
 - all subsequent combinations affecting either producer in this parent combination.

E Recording County When Combining Members of Super Combinations

If 2 members of 2 separate super combinations are combined together and each super combination has a separate combined recording county, then the county processing the combination is designated the combined recording county for the new super combination.

73 (Withdrawn--Amend. 9)

74-80 (Reserved)

Section 2 Creating and Displaying Combined Producer Records

81 Web-Based Combined Producers System

A Overview

The web-based Combined Producers System is a part of the web-based Subsidiary System. Combined records will be updated by County Office employees.

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

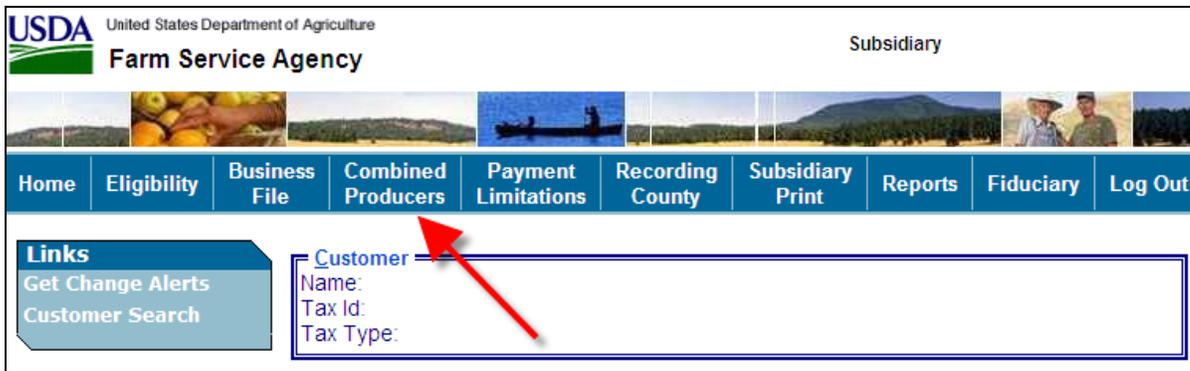
B Accessing the Web-Based Subsidiary System

--Access the web-based Subsidiary System according to paragraph 9.--

***--82 Using the Web-Based Combined Producers System**

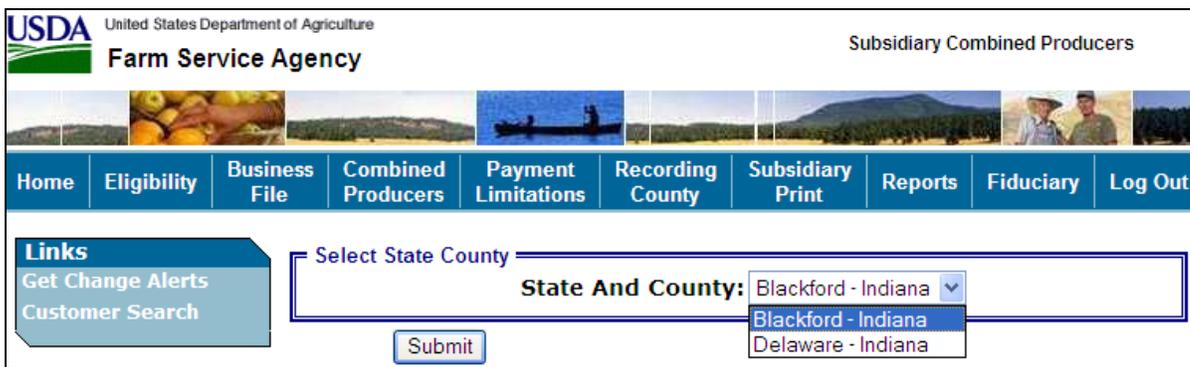
A Entering the Web-Based Combined Producers System

To enter the web-based Combined Producers System, on the Subsidiary Screen, CLICK “**Combined Producers**” tab.



B Users eAuthentication Status

If the user’s eAuthentication ID is linked to more than 1 county, the Subsidiary Combined Producers Screen, Select State County section will be displayed for the user to select which county the combination will be recorded.



--*

99 Combined Producer Recording County

A Background

Centralization of the combined producer database allows an easier system of recording and updating combined producers. Since only 1 county establishes a combination, a need for a combined recording county was developed to control updates to the combined producer account.

B Policies/Guidelines

The combined producer recording county:

- as general rule, is the county where COC approves CCC-503A or CCC-903 and dataloads the combination in the combined software
- is assigned by the Combined Producer System as the county that first processes the combination in the web-based combination software
- is responsible for all actions relating to that combination

Note: Combined nonrecording counties may combine members into a super combination; however, the combined recording county still retains control of the combination.

- is the **only** county that may process a decombination of members in a parent or super combination
- is the **only** county that may update payment limitation allocations for members of “Attribution” type combinations
- is the **only** county that may update the combined producer recording county
- may be updated

Note: Occasionally 2 super combinations, with previously established recording counties, may have members combined. In these cases, the recording county for the new super combination will be the county that processed the combination that created the new super combination. As with other combinations, the combined recording county may be updated.

- *--may not be the same county as the recording county described in paragraph 10.--*

***--100 Updating the Combined Producer Recording County**

A Accessing the Update Combined Producer Recording County Screen

On the Subsidiary Combined Producers Screen, after selecting the year from the All Combinations For Customer - Year drop-down menu (see paragraph 82 for access), CLICK “Update Recording County”.

USDA United States Department of Agriculture
Farm Service Agency Subsidiary Combined Producers

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

Links
Get Change Alerts
Customer Search

All Combinations For Customer - 2009

Customer
Name: JEFF D REDLAN
Tax Id: 2584
Tax Type: S
Recording County: Coahoma - Mississippi

Common Attribution - Direct Combinations

Members	Reason	Determination Date	Detail
JERRY REDLAN	Minor child and Parent/Guardian Direct Attribution Rules	06/23/2009	Detail

Common Attribution - Indirect Combinations

Members	Reason	Determination Date	Detail
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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 (Withdrawn--Amend. 9)

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

--Access the web-based Subsidiary System according to paragraph 9.--

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 SUBWEB001, 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 SCIMS Customer Search Result Screen. If the customer is **not** in SCIMS, the customer **must** be added in SCIMS according to 1-CM.--*

Part 8 Reports

*--302 Subsidiary Reports

A Overview

The web-based Subsidiary System provides 2 links in the top Navigation Menu to access subsidiary reports:

- “Subsidiary Print”, described in paragraph 303
- “Reports”

Note: From the “Reports” link users may access:

- Combined Producer Report, described in paragraph 305
- County Eligibility Reports, described in paragraph 306.--*

303 Subsidiary Print Report

A Introduction

*--The Subsidiary Print selection process allows the user to view and/or print year specific information about a selected producer.

B Accessing Subsidiary Print Selection Screen

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On screen SUBWEB001, CLICK “**Subsidiary Print**” link on the top Navigation Menu to access the web-based Subsidiary Print Report.

The following is an example of Subsidiary Screen SUBWEB001.



--*

303 **Subsidiary Print Report (Continued)**

C Subsidiary Print Selection Process

The Subsidiary Print selection process allows the user to decide the information that will be displayed/printed on the report. The user can select different options based on the following criteria:

- “Number of years to print”
- “Fields to print”.

The user makes selections by clicking on the checkbox next to the desired selection. After an option is selected, a check mark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.

*--

United States Department of Agriculture
Farm Service Agency

Subsidiary Print

[Subsidiary Home](#) | [About Subsidiary](#) | [Help](#) | [Contact Us](#) | [Exit Subsidiary](#) | [Logout of eAuth](#)

[Eligibility](#) | [Business File](#) | [Combined Producers](#) | [Payment Limitations](#) | [Recording County](#) | [Subsidiary Print](#) | [Reports](#) | [Fiduciary](#)

Links

Customer Search

Customer

Customer Name **Any Producer**

Tax Id **XXXX**

Tax Type **S**

Recording County **Coahoma - Mississippi**

Number of years to print, maximum 3 years

<input type="checkbox"/> 1999	<input type="checkbox"/> 2000	<input type="checkbox"/> 2001
<input type="checkbox"/> 2002	<input type="checkbox"/> 2003	<input type="checkbox"/> 2004
<input type="checkbox"/> 2005	<input type="checkbox"/> 2006	<input type="checkbox"/> 2007
<input type="checkbox"/> 2008	<input type="checkbox"/> 2009	<input type="checkbox"/> 2010
<input type="checkbox"/> 2011		

Fields to print

SCIMS

Eligibility

Combined

all Attribution Rules Person Rules

Farm/Tract

all bad tracts tracts with exceptions

Screen ID: SUBPRN001

--*

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		
Farm/Tract Information for All Tracts									
2009									
Coahoma - Mississippi									
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland		
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception	
535	544	Owner	Classified as not HEL	None	None	None	None	None	
535	543	Owner	Classified as not HEL	None	None	None	None	None	
2008									
Coahoma - Mississippi									
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland		
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception	
535	544	Owner	Classified as not HEL	None	None	None	None	None	
535	543	Owner	Classified as not HEL	None	None	None	None	None	
2007									
Coahoma - Mississippi									
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland		
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception	
535	543	Owner	Classified as not HEL	None	None	None	None	None	
535	544	Owner	Classified as not HEL	None	None	None	None	None	

--*

304 (Withdrawn--Am. 8)

305 Combined Producer Report

A Introduction

The Combined Producer Report has been developed to allow County Offices to print a “county specific” Combined Producer Report that will print all producers that are combined in a specific county.

B Accessing the Combined Producer Report

*--Access web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On screen SUBWEB001, CLICK “**Reports**” link on the top Navigation Menu to access the web-based Reports.

The following is an example of Subsidiary Screen SUBWEB001.



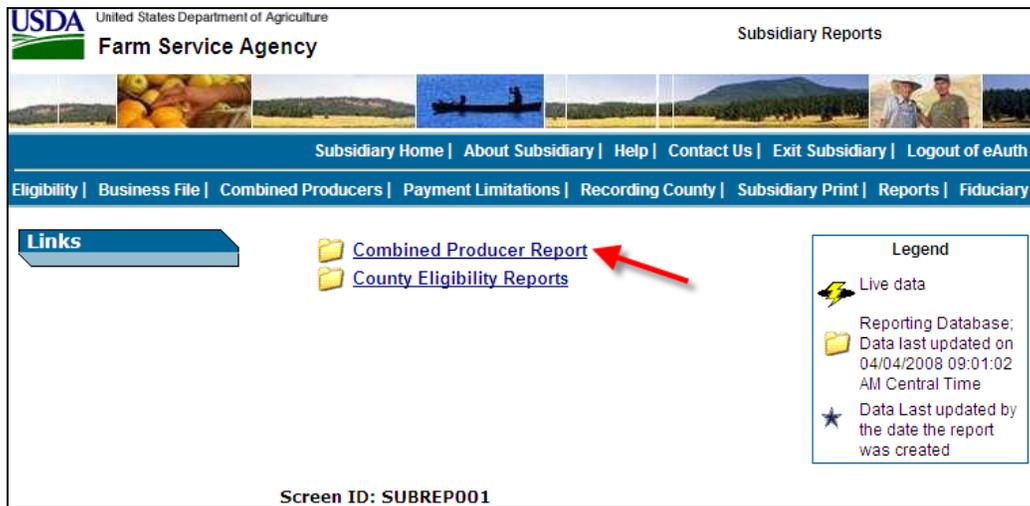
--*

305 Combined Producer Report (Continued)

B Accessing the Combined Producer Report (Continued)

*--After users click “Reports” link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK “**Combined Producer Report**” to access the web-based Combined Producer Report.

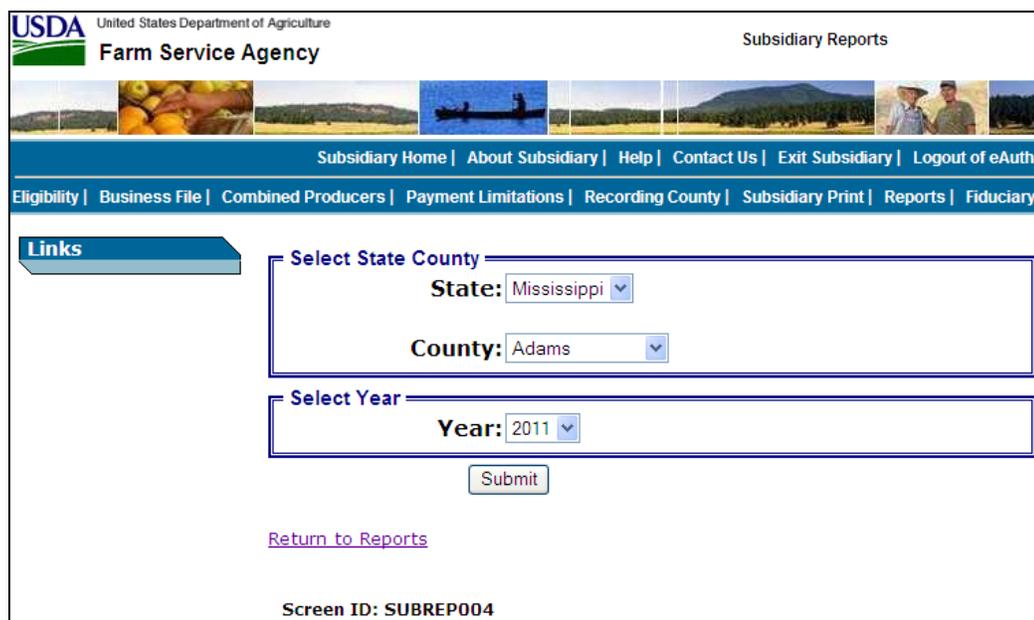
The following is an example of Subsidiary Reports Screen SUBREP001.



C Combined Producer Report Selections

The following is an example of the Subsidiary Reports Screen that will be displayed for the Combined Producer Report that either:

- a State Office employee or DD will view, if approved according to paragraph 12



305 Combined Producer Report (Continued)

*--C Combined Producer Report Selections (Continued)

- a County Office employee will view if that employee’s eAuthentication user ID is only associated with 1 county.

The Combined Producer Report will be displayed in a pop-up window after the:

- County Office user selects the year and CLICKS “**Submit**”
- State Office or DD user selects the State, county, and year and CLICKS “**Submit**”.

The report may be viewed and/or printed from the pop-up window.--*

306 County Eligibility Reports (Continued)

A Introduction (Continued)

- “Controlled Substance” Determination
- “NAP Non Compliance” Determination
- “Delinquent Debt” Determination
- “Socially Disadvantaged Farmer or Rancher” Certification
 - “Includes Racial, Ethnic and Gender”
 - “Includes Racial and Ethnic but not Gender”
- “Limited Resource Farmer or Rancher” Certification
- “Beginning Farmer or Rancher” Certification
- “Fraud – Including FCIC Fraud” Determination
- “Federal Crop Insurance” Determination
- “Person Eligibility – 2002 Farm Bill” Determination
- “Permitted Entity – 2002 Farm Bill” Determination
- “Adjusted Gross Income – 2002 Farm Bill” Certification/COC Determination.

These reports are:

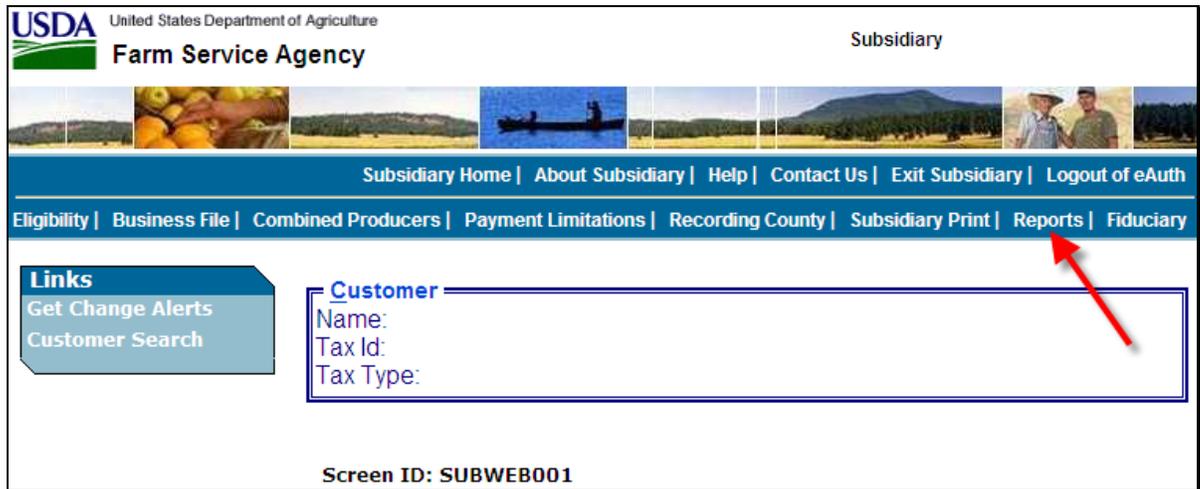
- county specific
- generated using the reporting database.

306 County Eligibility Reports (Continued)

*--B Accessing the Combined Producer Reports

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On screen SUBWEB001, CLICK “**Reports**” link on the top Navigation Menu to access the Subsidiary Reports Screen.

The following is an example of Subsidiary Screen SUBWEB001.



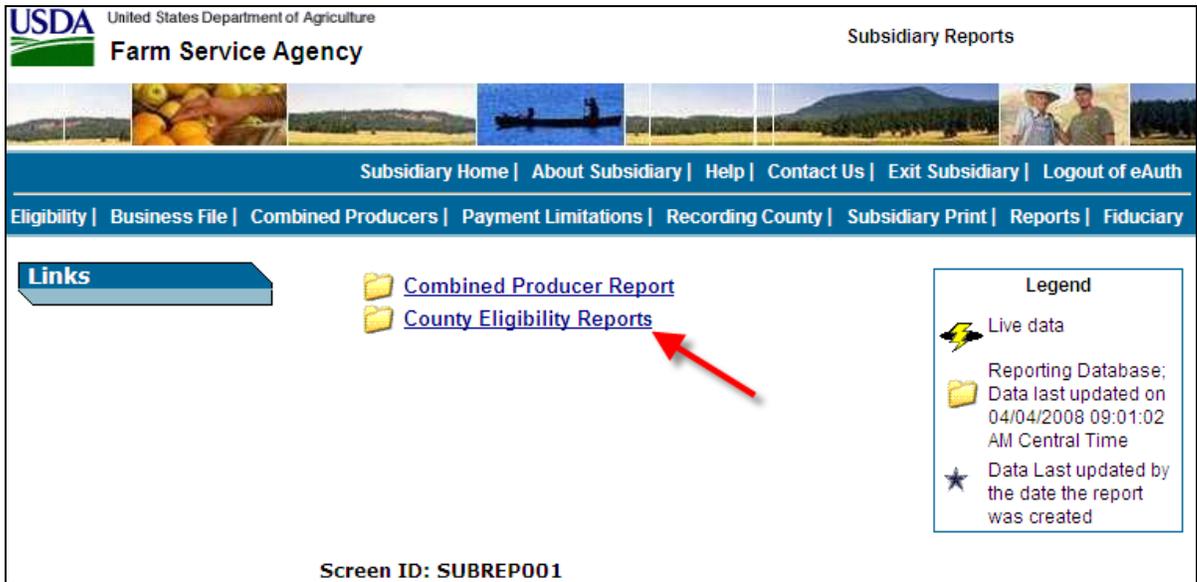
--*

306 County Eligibility Reports (Continued)

*--B Accessing the Combined Producer Reports (Continued)

After users click “Reports” link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK “County Eligibility Reports” to access the web-based County Eligibility Reports.

The following is an example of Subsidiary Reports Screen SUBREP001.



After users click “County Eligibility Reports”, Subsidiary Reports Screen SUBREP005 will be displayed. Subparagraphs C through W provide procedure for selecting eligibility data to be displayed on the report.--*

306 County Eligibility Reports (Continued)

C County Eligibility Reports Screen, Report Selection Criteria Section

The Report Selection Criteria:

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

The following is an example of the Report Selection Criteria section.

The screenshot shows a web form titled "Report Selection Criteria". At the top, there is a "Year:" label followed by a dropdown menu showing "2009" and a "Go" button. Below this is the "Report Output Type" section with two radio buttons: "PDF" (which is selected) and "Spreadsheet". Underneath is a "Select State County" section containing two dropdown menus: "State:" with "Alabama" selected and "County:" with "Autauga" selected. A mouse cursor is visible over the "Spreadsheet" radio button.

The following provides information about the Report Selection Criteria section.

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

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

351 Subsidiary Rollover Process (Continued)

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

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

351 Subsidiary Rollover Process (Continued)

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

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

352-360 (Reserved)

*--Part 10 Business File Web-Based Application

361 Overview

A Introduction

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

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

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

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

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

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

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

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

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

*--361 Overview (Continued)

B Software Release Schedule

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

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

--*

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

A Data Migration

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

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

B Requirement for Obtaining New CCC-902's

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

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

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

C Priority Order for Dataloading CCC-902's

County Offices shall dataload CCC-902's starting with the 2011 subsidiary year.

Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload CCC-902 for the 2011 subsidiary year.

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

Additional options may be available in the future to copy data back to a previous year, but the priority for the dataload effort is to record CCC-902 data for the 2011 subsidiary year.--*

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

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

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

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

The County Office shall **not**:

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

E Printing CCC-902's After Dataload Is Completed

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

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

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

363, 364 (Reserved)

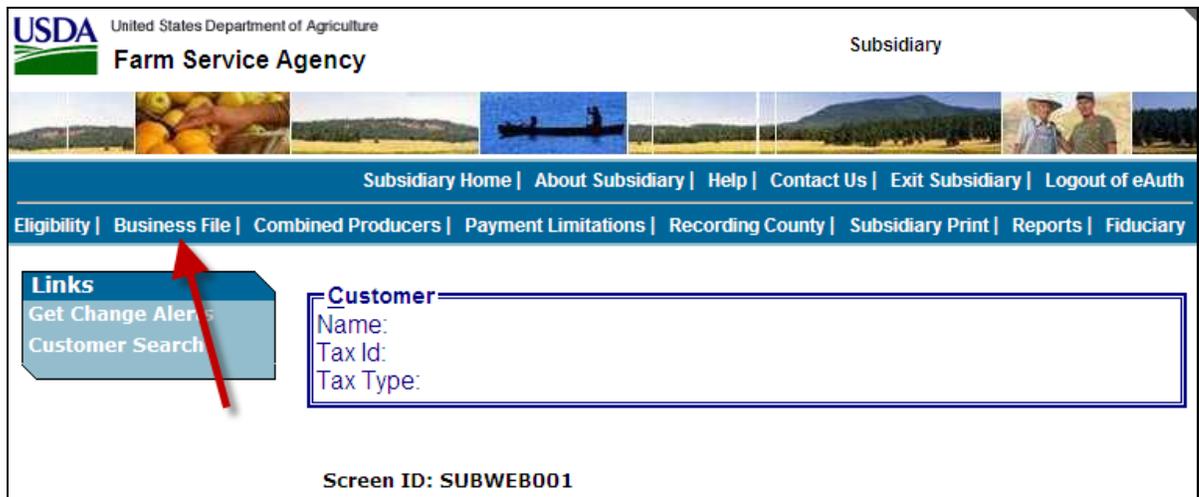
***--Section 1 General Overview of Business File Web-Based Application**

365 Accessing the Business File Application

A Accessing the Business File Application From the Subsidiary Application

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

After successfully logged into the Subsidiary application, the Subsidiary Page is displayed. To access the Business File application, CLICK **“Business File”** tab.



B Selecting a Customer

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

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

--*

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

A Status Categories for Farm Operating Plans

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

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

B Version Numbers

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

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

--366 General Information for Managing Farm Operating Plans (Continued)*C Withdrawing Farm Operating Plans**

CCC-902 that has been signed and received in the County Office must be acted on by COC within 60 calendar days and the producer notified of the determination or a default determination occurs.

To ensure that multiple Farm Operating Plans are not pending COC review at the same time, the producer must withdraw a signed CCC-902 **before** a new Farm Operating Plan can be initiated in the Business File application. Withdrawing the signed CCC-902 stops the 60-calendar-day clock, thereby reducing the possibility of:

- determination for the wrong Farm Operating Plan
- default determination.

CCC-902's can be withdrawn by either of the following methods:

- producer providing a written statement to the County Office indicating the signed CCC-902 is no longer applicable and should be withdrawn

Note: Ideally the statement should include the date CCC-902 was signed and the version number associated with CCC-902, if the signed version was generated by the Business File application.

- marking CCC-902 as "WITHDRAWN" with the initials of the producer making the request and the date the request is made.

Reminder: CCC-902's that have all applicable signatures, but have not been acted on by COC, are in a "filed" status in the system after the signature date is recorded. The requirement to withdraw CCC-902 only applies to "filed" CCC-902's.

***--366 General Information for Managing Farm Operating Plans (Continued)**

D Farm Operating Plan Start and End Dates

Because a producer can have more than one Farm Operating Plan on file for a subsidiary year, the Business File application assigns a start and end date to each Farm Operating Plan in “determined” status. This table describes how the dates are set by the Business File application.

System Date	Description
Start Date	<p>Date COC completed determinations for the applicable Farm Operating Plan that is recorded on the Signature Verification Page.</p> <p>Note: If COC determination date recorded in the Business File application is:</p> <ul style="list-style-type: none"> • before October 1, 2010, then the start date for the 2011 subsidiary year is October 1, 2010 • after October 1, 2010, then the start date is COC determination date for the 2011 subsidiary year. <p>During rollover, Farm Operating Plans in “determined” status are rolled to the new subsidiary year and the start date on Farm Operating Plans for the new subsidiary year is the rollover date.</p>
End Date	<p>Set by the Business File application when COC determination date is recorded in the Business File application for a subsequent Farm Operating Plan filed for the same subsidiary year.</p> <p>Note: If the Farm Operating Plan is in “determined” status and the end date is “blank”, that version is the current CCC-902 applicable for the producer.</p>

Example: CCC-902 is filed by the producer in December 2010 for the 2011 subsidiary year. COC makes all applicable determinations on January 5, 2011.

When filing FSA-578, the Farm Operating Plan is revised to include additional contribution input information. COC reviews the revised CCC-902 and makes all the applicable determinations on August 15, 2011.

- CCC-902 filed in December has a January 5, 2011, start date and an August 14, 2011, end date, indicating that the Farm Operating Plan was effective for that timeframe.
- CCC-902 filed in August has an August 15, 2011, start date and no end date because it is the current CCC-902 for the farming operation.--*

***--367 Recording New Farm Operating Plans**

A Initiating Farm Operating Plans

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

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

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

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

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

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

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

--*

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

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

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

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

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

<p>IF there is an existing Farm Operating Plan in the Business File application in...</p>	<p>THEN the Business File application will display the following warning message...</p>	
<p>“determined” status for the selected customer</p>	<p>“A determination for the selected customer was made on ‘<u>date</u>’. Creating a new farm operating plan will not affect the current determination for this farm operation until the new plan is filed. Are you sure you want to continue?”</p> <p>Note: Producers are not required to withdraw Farm Operating Plans in a “determined” status, because the previous COC determination continues to remain in effect until a new determination is completed.</p>	
	<p>IF the user...</p>	<p>THEN the ...</p>
	<p>selects the option to continue with the new Farm Operating Plan</p>	<ul style="list-style-type: none"> • existing Farm Operating Plan in “determined” status will continue to be effective until COC makes a new determination • next consecutive version number will be assigned to the new Farm Operating Plan • information on the existing Farm Operating Plan will be retained in the Business File application and can be viewed by State and County Office users.
	<p>does not select the option to continue with the new plan</p>	<p>process ends and the Customer Page will be displayed for the selected customer.</p>

--*

***--368 Revising Farm Operating Plans Already Recorded**

A General Policy About Revisions to Farm Operating Plans

4-PL policy allows for “pen & ink” changes on a signed CCC-902 in certain situations. When CCC-902 is recorded in the Business File application, it can be revised by:

- accessing the applicable Farm Operating Plan
- recording the changes
- printing CCC-902 for the producer's signature.

County Offices shall ensure that all changes are recorded in the Business File application; therefore, this process eliminates the need for “pen & ink” changes.

B Impacts of Revising Farm Operating Plans

A Farm Operating Plan may be revised regardless of the current status of the Plan; however, the impact of the revision affects the Plan differently based on the current status of CCC-902 being revised.

This table describes how existing Farm Operating Plans are affected when revised.

IF the Farm Operating Plan being revised has...	THEN the Business File application will display the following warning message...	
an “initiated” status for the selected customer	“The farm operating plan for the selected customer was last updated on ‘date’. Are you sure you want to revise this plan?”	
	IF the user...	THEN...
	selects the option to continue with the revision to the Farm Operating Plan	<ul style="list-style-type: none"> • the existing Farm Operating Plan will automatically be updated with information from the Farm Records System • a new version number will not be assigned to the Farm Operating Plan • the date of the revision will be updated as the last update date. <p>Reminder: The last update date is critical, because an “initiated” Farm Operating Plan will be deleted after 90 calendar days if subsequent action is not taken.</p>
does not select the option to continue with the revision	the process ends and the Customer Page will be displayed for the selected customer.	

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

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has...	THEN the Business File application will display the following warning message...	
"filed" status for the selected customer	"A farm operating plan for the selected customer was filed on 'date'. Revising this plan will result in the previously filed farm operating plan being deleted and will require that signatures be obtained for the new plan. Has the producer provided written notification withdrawing the previously filed farm operating plan?"	
	IF the user...	THEN the...
	indicates the producer has withdrawn the existing CCC-902 Note: County Offices shall not indicate the producer has withdrawn CCC-902 unless subparagraph 366 C conditions have been met.	<ul style="list-style-type: none"> • existing Farm Operating Plan in "filed" status will be copied with an "initiated" status • new "initiated" Farm Operating Plan will automatically be updated with information from the Farm Records System • next consecutive version number will be assigned to the new "initiated" Farm Operating Plan • original Farm Operating Plan in "filed" status will be deleted • deleted Farm Operating Plan information will be retained in the Business File application for historical purposes, but the information cannot be accessed or viewed by State and County Office users.
	has not withdrawn the existing CCC-902	process ends and the Customer Page will be displayed for the selected customer.

--*

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

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has...	THEN the Business File application will display the following warning message...	
"determined" status for the selected customer	"A determination for the selected customer was made on 'date'. Is the current farm operating plan being revised to add or remove land input information only or will other changes be made to the plan?"	
	IF the user... selects the option indicating land changes are the only changes being made	THEN... <ul style="list-style-type: none"> • the original Farm Operating Plan in "determined" status will be: <ul style="list-style-type: none"> • copied and will retain the "determined" status • updated with an "ending date" • retained in the Business File application and can be viewed by State and County Office users • the new "determined" Farm Operating Plan will automatically be updated with information from the Farm Records System • users are allowed to record lease information related to land contributions, but are not allowed to access any other type of contribution • the next consecutive version number will be assigned to the new Farm Operating Plan.

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

B Impacts of Revising Farm Operating Plans (Continued)

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

--*

--369 Other Options for Managing Farm Operating Plans*A Deleting Farm Operating Plans**

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

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

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

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

See paragraphs 366 and 367 for additional information.

B Viewing Existing Farm Operating Plans

To view Farm Operating Plans:

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

See the following paragraphs for additional information:

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

***--370 Navigation**

A Introduction

Because of the amount of data collected on a Farm Operating Plan, numerous options are available to users for navigating through the process, such as:

- following the interview
- selecting an option from the left Navigation Menu to jump to a specific section of the interview.

B Interview Process Overview

The interview process uses information about the type of farming operation, and how questions are answered through the interview, to determine subsequent questions that should be presented.

The following is an example of the typical options available at the bottom of each page when progressing through the interview process and the action that occurs when each option is selected.

Option	Action	Example
“Back”	Returns to the previous page displayed to the user.	
“Save”	Saves the information recorded on the page, but does not advance to the next applicable page.	
“Save & Continue”	Saves the information recorded on the page and advances to the next applicable page, based on the responses recorded through the interview process.	

Recommendation: This method should be used for recording contribution information, especially when:

- dataloading information collected on a manual CCC-902
- collecting the contribution information for the first time.--*

***--370 Navigation (Continued)**

C Left Navigation Menu

The left Navigation Menu options allow the user to select which section of the interview process they want to “jump to” to record information. Essentially, users can jump from 1 section of the interview to the next without going through the entire interview process.

Following is an example of the typical options available on the left Navigation Menu and the action that occurs when each option is selected.

Option	Action	Example
Select Different Customer	Displays the SCIMS Search Page to allow the user to select a new customer.	
Record New Farm Operating Plan	Allows the user to initiate a new Farm Operating Plan for the customer that is currently selected.	
Manage Customer	Displays the Customer Page for the customer currently selected. This page displays all the Farm Operating Plans that are currently recorded for the selected customer.	
The following options are applicable for the selected customer and the Farm Operating Plan that is being recorded. See Section 3 for additional information on each page.		
General	Displays the General Information Page.	
Capital	Displays the Capital Contribution Page.	
Land	Displays the Land Contribution Page.	
Custom Services	Displays the Custom Services Page.	
Equipment	Displays the Equipment Page.	
Labor	Displays the Labor Types Page.	
Management	Displays the Management Types Page.	
Summary	Displays the Farming Operation Summary Page. This page summarizes the information that has been recorded through the interview process for all contribution inputs.	
Remarks	Displays the Remarks Page that allows the user to record additional information about the farming operation.	
Summary	Displays the Farming Operation Summary Page, including any remarks that have been recorded.	
Validations	Displays the Validations Page that identifies potential problematic areas that may need to be addressed before the Farm Operating Plan is filed.	
Record Signatures	Displays the Signature Verification Page that allows the user to specify when the Farm Operating Plan was filed and when COC determinations were completed.	
View 902	Opens a new window displaying the formatted version of CCC-902.	

Warning: Any information recorded that has not been saved when the left Navigation Menu options are selected will be lost and a warning message will **not** be provided.

Recommendation: This method should be used when:

- revising Farm Operating Plans
- jumping to a section to review or correct responses recorded.--*

371-376 (Reserved)

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

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

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

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

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

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

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

*--377 Overview (Continued)

B Interview Process Flow

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

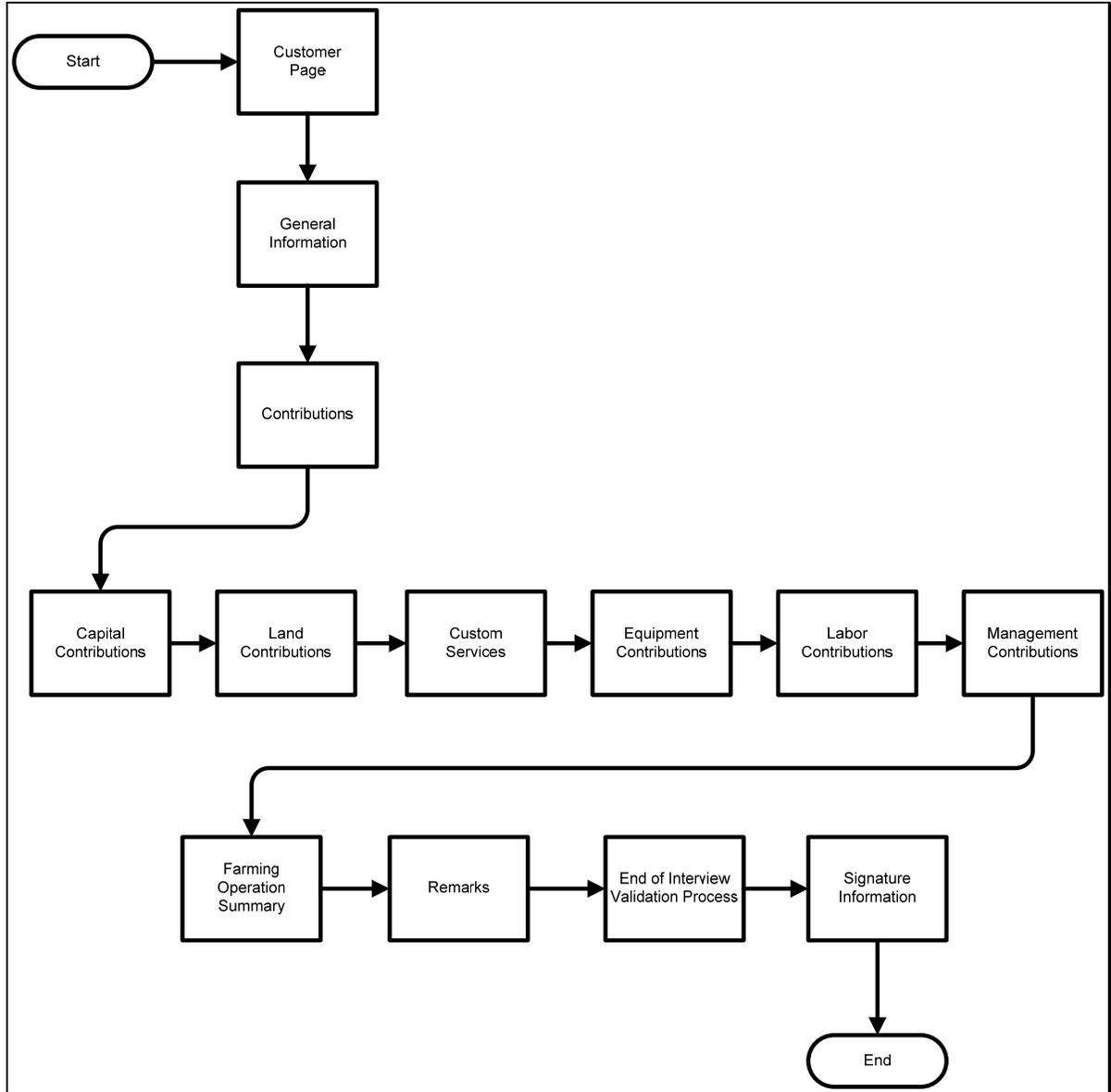
Interview Process Flow	SCIMS Business Type
Individual	Individuals
Entities Without Members	<ul style="list-style-type: none"> • Churches, Charities, and Nonprofit Organizations • State and Local Government • Public Schools
Entities With Members	<ul style="list-style-type: none"> • Corporation • Individual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

--*

*--378 Individuals

A High-Level Overview

The following is the high-level overview of the interview process flow for customers in SCIMS that have an "individual" business type.



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379-400 (Reserved)

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

401 Overview

A Introduction

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

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

B Description of Section

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

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

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

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

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***--Subsection 1 Beginning the Farm Operating Plan**

402 Customer Page

A Introduction

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

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

The Customer Page allows the user to:

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

B Example of Customer Page

The following is an example of the Customer Page.

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

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

At the bottom of the page, there is a footer with 'BF002' on the left and 'Back to Top ^' on the right.

*--402 Customer Page (Continued)

C Information on the Customer Page

The Customer Page provides the user with an overview of all Farm Operating Plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected customer.
	Business Type	Current year business type for the selected customer recorded in SCIMS.
Farm Operating Plans	Program Year	Program year associated with the Farm Operating Plan. Date of the last update to the Farm Operating Plan is listed directly below the program year. Reminder: The date the Farm Operating Plan was last updated is important because the Business File application will automatically delete any Farm Operating Plans after 90 calendar days of no activity if the Farm Operating Plan is in “initiated” status.
	Status	Current status of the Farm Operating Plan. See subparagraph 366 A for additional Farm Operating Plan status categories.
	Version	Version number for the Farm Operating Plan. See subparagraph 366 B for additional information on version numbers for the Farm Operating Plan.
	Start Date	Start date is only applicable if: <ul style="list-style-type: none"> • COC has completed determinations associated with CCC-902 • date has been recorded in the Business File application. See subparagraph 366 D for additional information on start dates.
	End Date	End date is only applicable: <ul style="list-style-type: none"> • for Farm Operating Plans that are in “determined” status • when COC has completed determination on a subsequent CCC-902 for the same subsidiary year. See subparagraph 366 D for additional information on end dates.

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***--402 Customer Page (Continued)**

D Page Options

For each Farm Operating Plan recorded for the selected customer, the following links may be available depending on the status of the Plan recorded. This table describes the options that may be available on the Customer Page.

Link	Action
"Revise"	<p>Allows users to revise the selected Farm Operating Plan. Depending on the status of the Plan being revised, different confirmation messages may be displayed.</p> <p>See paragraph 368 for additional information on revising Farm Operating Plans.</p>
"Record Signatures"	<p>Option:</p> <ul style="list-style-type: none"> • will only be displayed if the Farm Operating Plan is in "initiated" status • allows users to record the following signature information: <ul style="list-style-type: none"> • date CCC-902 was filed in the County Office • date COC determinations have been completed for the farming operation.
"Record Determination"	<p>Option:</p> <ul style="list-style-type: none"> • will only be displayed if the Farm Operating Plan is in "filed" status • allows users to record the date COC determinations have been completed for the farming operation.
"View 902"	<p>Opens a new window displaying the formatted version of CCC-902 for the selected Farm Operating Plan.</p>

Note: See subparagraph 370 C for additional information on left Navigation Menu options.--*

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

A Introduction

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

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

The Create New Farm Operating Plan Page allows users to:

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

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

B Example of Create New Farm Operating Plan

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

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

Create New Farm Operating Plan

A new Farm Operating Plan will be initiated for the following producer:

Common Customer Name: Ima Farmer
Business Type: Individual
Tax Id: 6700 S

Select the subsidiary year that this new Farm Operating Plan is applicable for:

Year:

 >

BF004 [Back to Top ^](#)

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***--403 Create New Farm Operating Plan Page (Continued)**

C Interview Questions

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

Question/Field	Description
Year	<p>Drop-down menu that allows users to select the subsidiary year associated with the Farm Operating Plan being recorded. Initially users only have the option of recording information for the 2011 subsidiary year.</p> <p>Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload the Farm Operating Plan for the 2011 subsidiary year.</p>

D Page Options

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

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

--*

***--404 General Information Page**

A Introduction

The General Information Page:

- is only for individual producers or individual members of a joint operation or entity
- will be displayed, if applicable, after the user initiates a new Farm Operating Plan by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page
- is the first page displayed, if applicable, when revising the Farm Operating Plan for an individual producer.

The General Information Page allows users to verify the following information about the individual producer or member:

- citizenship status based on the information recorded in SCIMS
- minor status based on the information recorded in SCIMS.

B Example of General Information Page

The following is an example of the General Information Page.

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

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

General Information

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

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

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

[Read Current Information from SCIMS](#)

< Back Continue >

BF011 [Back to Top ^](#)

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*--404 General Information Page (Continued)

C Information on the Page

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

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

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

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***--404 General Information Page (Continued)**

D Page Options

The following options are available on the General Information Page.

Option	Action
"Back"	Returns to the Contributions Page without saving any data entered.
"Continue"	Saves the data displayed and continues to the next applicable page in the interview process.
"Read Current Information from SCIMS"	Refreshes the page with the current information from SCIMS.
"Read Current Information from Fiduciary"	Refreshes the page with the current information from the Fiduciary application. Note: This option is only displayed if the selected producer is a minor.

E Validation Error Messages

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

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

Error Message	Corrective Action
Parent/guardian information is required for producers that are not 18 years of age by June 1 of the applicable program year.	The selected producer is considered a minor based on the birth date information recording in SCIMS; however, parent/guardian information has not been recorded in the Fiduciary application. Access the Fiduciary application to record the minor's parent/guardian information. Note: See 1-CM and 4-PL for additional information on which parents/guardians should be recorded in the Fiduciary application.

--*

***--405 Minor General Information Page**

A Introduction

The Minor General Information Page:

- will be displayed if the selected producer will not be 18 years of age by the status date for the applicable subsidiary year

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

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

B Example of Minor General Information Page

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

<p>Business File Menu Welcome: Bobbie Butler User Role: FSA</p> <p>Select Different Customer Record New Farm Operating Plan Manage Customer</p> <p>Individual General Contributions Capital Land Custom Services Equipment Labor Management Summary</p> <p>Other Remarks</p> <p>Submit Plan Summary Validations Record Signatures View 902</p>	<p style="text-align: center;">Minor General Information</p> <table border="1"> <tr> <th colspan="2">CUSTOMER INFORMATION</th> </tr> <tr> <td>FARMING OPERATION:</td> <td>Ima Farmer III</td> </tr> <tr> <td>BUSINESS TYPE:</td> <td>Individual</td> </tr> </table> <p>Is the minor a producer on a farm in which the parent or guardian has no interest?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Does the minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Does the minor who is represented by a court-appointed guardian or conservator responsible for the minor a) live in a household other than the parents' household(s), and b) have a vested ownership in the farm?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p style="text-align: center;"> <input style="border: 1px solid black;" type="button" value=" < Back "/> <input style="border: 1px solid black;" type="button" value=" Save "/> <input style="border: 1px solid black;" type="button" value=" Save & Continue > "/> </p> <p style="font-size: small;">BF014 Back to Top ^</p>	CUSTOMER INFORMATION		FARMING OPERATION:	Ima Farmer III	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION							
FARMING OPERATION:	Ima Farmer III						
BUSINESS TYPE:	Individual						

--*

*--405 Minor General Information Page (Continued)

C Interview Questions

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

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

D Page Options

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

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

E Page Error Messages

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

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

--*

*--406 Contributions Page

A Introduction

The Contributions Page:

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

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

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

B Example of Contributions Page

The following is an example of the Contributions Page.

Business File Menu

Welcome: Bobbie Butler
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Individual

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Other

[Remarks](#)

Submit Plan

[Summary](#)

[Validations](#)

[Signatures](#)

[View 902](#)

Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Select the types of contributions provided by the individual.

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

Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?

Yes

No

No Response

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

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

< Back
Save
Save & Continue >

BF019 [Back to Top](#) ^

***--406 Contributions Page (Continued)**

C Interview Questions

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

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

Users shall select “No Response” if:

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

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

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

D Page Options

The following options are available on the Contributions Page.

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

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***--406 Contributions Page (Continued)**

E Page Error Messages

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

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

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407-410 (Reserved)

***--Subsection 2 Capital Contributions**

411 General Information

A Introduction

The Capital Contributions Section of the interview process allows the user to record:

- total percentage of capital contributed to the farming operation
- sources of the capital
- loan information if the a loan was obtained from an individual or business with an interest in the farming operation
- additional capital information from sources other than loans, nonborrowed capital, and/or FSA program payments.

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

B Description of Capital Contribution Pages

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

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Capital Contributions Page	Displayed if the user indicates capital was contributed to the farming operation on the Contributions Page.	<ul style="list-style-type: none"> • Total capital contribution percentage from all sources. • Select the sources of capital. 	412
Interest in Farming Operation – Loans Page	Displayed if the user indicates capital is contributed to the farming operation through either of the following on the Capital Contributions Page: <ul style="list-style-type: none"> • commercial loans/credit • private loans/credit. 	Indicate whether a loan used as a source of capital was obtained from an individual or business that has an interest in the farming operation.	413

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*--411 General Information (Continued)

B Description of Capital Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Loan Summary Page	<ul style="list-style-type: none"> Displayed if the user indicates a loan was obtained from an individual or business with an interest in the farming operation. Summary of all loans recorded. 	<ul style="list-style-type: none"> Review information already recorded. Add a new loan. 	414
Loan Information Page	Displayed when users indicate a commercial or private loan was obtained by an individual or business with an interest in the farming operation.	<ul style="list-style-type: none"> Assets acquired through the loan/credit. How the loan/credit was acquired. Percentage of capital contributed to the farming operation attributable to the loan/credit. Individual or business from which the loan/credit was obtained. 	415
Loan Interest Page	Displayed after the user selects the individual or business from whom the loan/credit was obtained.	Allows for a narrative description of the interest held in the farming operation by the individual or business from which the loan was obtained.	416
Capital List Page	<ul style="list-style-type: none"> Displayed if the user indicates other or additional capital is contributed to the farming operation on the Capital Contributions Page. Summary of all additional capital recorded. 	<ul style="list-style-type: none"> Review information already recorded. Add additional capital. 	417
Additional Capital Contributions Page	Displayed when users click "Add Additional Capital Contribution" on the Capital List Page.	<ul style="list-style-type: none"> Percentage of capital contributed to the farming operation attributable to the additional capital. Narrative description of the source of the additional capital. 	418

--*

***--412 Capital Contributions Page**

A Introduction

The Capital Contributions Page:

- is displayed if the user indicated capital is contributed to the farming operation on the Contributions Page
- is displayed if the user clicks "Capital" from the left navigation menu
- allows users to:
 - record the total capital percentage that is contributed to the farming operation
 - select the sources from which the capital was obtained for the farming operation.

B Example of Capital Contributions Page

The following is an example of the Capital Contributions Page.

--*

***--412 Capital Contributions Page (Continued)**

C Interview Questions

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

Question/Field	Description
Capital Contribution Percentage	<p>The percentage of the total capital the producer contributes to the farming operation from all sources. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p> <p>Note: A percentage field is not provided on CCC-902I; therefore, users shall leave this field “blank” until the Farm Operating Plan is revised. When revised, the percentage can be captured so the producer can sign to the correct information.</p>
Sources of Capital	Select all options applicable to the farming operation. See 4-PL for additional information on sources of capital.

D Page Options

The following options are available on the Capital Contributions Page.

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

--*

***--412 Capital Contributions Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Capital Contributions 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
Capital contribution percentage cannot be greater than 100%.	The capital contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Capital contribution percentage must be greater than 0%.	The capital contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate capital is not contributed or indicate the producer does not want to provide a response to capital contributions.
Capital contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--412 Capital Contributions Page (Continued)**

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that capital is provided to the farming operation; however, the capital contribution percentage was not entered.	<ul style="list-style-type: none"> • Record the capital contribution percentage, if available on CCC-902. • Answer “No” or “No Response” on the Contribution Page, if capital is not contributed to the farming operation or the information is not needed based on the program for which the producer is requesting benefits.
The total contribution for loans and additional capital is greater than the capital contribution percentage.	<p>The total percentages of all loans and additional capital should be equal to or less than the total capital contribution percentage recorded on Capital Contributions Page.</p> <ul style="list-style-type: none"> • Review the information to ensure that all data has been recorded properly as provided by the producer. • Return to the applicable page in the Capital Contribution Section if changes are needed.
A response was entered indicating that capital is provided to the farming operation; however, the source of the capital was not specified.	If the information recorded is incorrect, return to the Capital Contribution Page to select the sources of capital to the farming operation.

--*

***--413 Interest in Farming Operation – Loans Page**

A Introduction

The Interest in Farming Operation – Loans Page will only be displayed if the user indicated that capital is contributed to the farming operation through either of the following on the Capital Contributions Page:

- commercial loans/credit
- private loans/credit.

B Example of Interest in Farming Operation – Loans Page

The following is an example of the Interest in Farming Operation – Loans Page.

Business File Menu

Welcome: Bobbie Butler
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Individual

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Other

[Remarks](#)

Submit Plan

Interest in Farming Operation - Loans

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who:

Shares in the production or proceeds of the production from this farming operation?

Yes
 No
 No Response

Is a landowner or landlord with an interest in this farming operation?

Yes
 No
 No Response

< Back
Save
Save & Continue >

BF060
[Back to Top ^](#)

--*

***--413 Interest in Farming Operation – Loans Page (Continued)**

C Interview Questions

The Interest in Farming Operation – Loans Page is intended to determine if the individual or business that provided the loan has an interest in the farming operation.

This table describes the interview questions presented on the Interest in Farming Operation - Loans Page.

Question/Field	Description
Were any commercial or private loans acquired from, cosigned by, secured by, or guaranteed by an individual or entity that shares in the production or proceeds of the production from this farming operation?	For each question presented, the available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Were any commercial or private loans acquired from, cosigned by, secured by, or guaranteed by an individual or entity that is a landowner or landlord with an interest in this farming operation?	Note: Select “No Response”, if the producer chooses not to respond to the question.

D Page Options

The following options are available on the Interest in Farming Operation – Loans Page.

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

--*

***--413 Interest in Farming Operation – Loans Page (Continued)**

E Validation Error Messages

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

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

Error Message	Corrective Action
Must indicate whether the person or business that the loan was acquired from, secured by, guaranteed by has an interest in the farming operation.	If the information recorded is incorrect, return to the Interest in Farming Operation – Loans Page to specify whether the individual or business that the loan was obtain from has an interest in the farming operation.

--*

***--414 Loan Summary Page**

A Introduction

The Loan Summary Page:

- will be displayed if the user indicated a commercial or private loan/credit was obtained from an individual or business with an interest in the farming operation on the Interest in Farming Operation-Loans Page
- allows users to enter 1 or more loans that are used as a source of capital to the farming operation
- summarizes loan information that has been recorded.

Note: Loan information only needs to be recorded if the individual or business that the loan/credit was obtained from has an interest in the farming operation.

B Example of Loan Summary Page

The following is an example of the Loan Summary Page.

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

Loan Summary

CUSTOMER INFORMATION

FARMING OPERATION: Ima Farmer
 BUSINESS TYPE: Individual

Type of Contribution	Capital Contribution %	How Loan Obtained	Source	Interest in Farming Operation	
Capital	50%		Ima Farmer Sr		Revise Delete

[Add Loan](#)

< Back Continue >

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--*

***--414 Loan Summary Page (Continued)**

C Information on the Page

The Loan Summary Page provides the user with an overview of the loan information that has been recorded for the farming operation.

Note: Loan information displayed on the Loan Summary Page reflects the data recorded or options selected on the Loan Information Page.

This table describes the information displayed on the Loan Summary Page.

Field	Description
Type of Contribution	Specifies the assets acquired through the loan.
Capital Contribution	Percentage of the capital for the farming operation that is attributable to the loan.
How Loan Was Obtained	Describes how the loan was obtained.
Source	Indicates from whom the loan was obtained.
Interest in Farming Operation	Describes the interest in the farming operation by the individual or business from which the loan was obtained.

D Page Options

The following options are available on the Loan Summary Page.

Option	Action
“Add Loan”	Click this option to: <ul style="list-style-type: none"> • display the Loan Information Page • add information for a loan/credit that was obtained from an individual or business that has an interest in the Farming Operation Page.
“Revise”	Returns to the Loan Information Page allowing the user to modify the information previously recorded.
“Delete”	Allows the user to delete the loan information recorded for the selected entry in the summary. A Confirmation Page will be displayed allowing the user to confirm the information should be deleted.
“Back”	Returns to the Interest in Farming Operation – Loans Page without saving any data entered.
Continue	Allows the user to continue to the next applicable page.

--*

***--415 Loan Information Page**

A Introduction

The Loan Information Page:

- will be displayed if the user selected the option to add a loan on the Loan Summary Page
- allows users to record specific information about the loan or credit that was obtained from an individual or business with an interest in the farming operation.

Note: Loan information only needs to be recorded if the individual or business that the loan/credit was obtained from has an interest in the farming operation.

B Example of Loan Information Page

The following is an example of the Loan Information Page.

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Individual General Contributions Capital Land Custom Services Equipment Labor Management Summary Other Remarks Submit Plan Summary Validations Signatures	<div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;"> Loan Information </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #D9E1F2;">CUSTOMER INFORMATION</th> </tr> <tr> <td style="text-align: right; padding: 2px;">FARMING OPERATION:</td> <td style="padding: 2px;">Ima Farmer</td> </tr> <tr> <td style="text-align: right; padding: 2px;">BUSINESS TYPE:</td> <td style="padding: 2px;">Individual</td> </tr> </table> <p>Assets Acquired Through Loan</p> <p>What assets were acquired by this loan?</p> <p> <input type="checkbox"/> Capital <input type="checkbox"/> Land <input type="checkbox"/> Equipment </p> <p>How was the loan obtained?</p> <p> <input type="radio"/> Loan Acquired From <input type="radio"/> Co-Signed By <input type="radio"/> Secured By <input type="radio"/> Guaranteed By </p> <p>What percent of the capital contribution percentage is from this loan?</p> <p><input type="text" value=""/> %</p> <p>Add Individual or Business from SCIMS</p> <hr/> <p style="text-align: center;"> <input style="border: 1px solid #4F81BD;" type="button" value=" < Back "/> <input style="border: 1px solid #4F81BD;" type="button" value=" Save "/> <input style="border: 1px solid #4F81BD;" type="button" value=" Save & Continue > "/> </p> <p style="font-size: small;">BF061 Back to Top ^</p>	CUSTOMER INFORMATION		FARMING OPERATION:	Ima Farmer	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION							
FARMING OPERATION:	Ima Farmer						
BUSINESS TYPE:	Individual						

--*

*--415 Loan Information Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Loan Information Page.

Question/Field	Description
What assets were acquired by this loan?	Select all of the following options that are applicable to the loan being recorded: <ul style="list-style-type: none"> • “Capital” • “Land” • “Equipment”.
How was the loan obtained?	Select only 1 of the following options that best describes how the loan was obtained by the individual or business with an interest in the farming operation: <ul style="list-style-type: none"> • “Loan Acquired From” • “Co-Signed By” • “Secured By” • “Guaranteed By”.
What percent of the capital contribution percentage is from this loan?	The percentage of the capital for the farming operation that is attributable to the loan being recorded. An entry is not required, but if entered, the following validations apply: <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Name of Individual or Entity that obtained the loan	This field will only be displayed after the user has selected a SCIMS customer by clicking on the “Add Individual or Business from SCIMS” link.

--*

*--415 Loan Information Page (Continued)

D Page Options

The following options are available on the Loan Information Page.

Option	Action
"Add Individual or Business from SCIMS"	<p>Allows users to access the SCIMS Search Page to select the individual or business from which the loan was obtained. If the individual or business has an interest in the farming operation, then the individual or business the loan/credit was obtained from must be recorded in SCIMS.</p> <p>Notes: If the loan was obtained from more than 1 individual or business, continue to select this option to add SCIMS customers until everyone with an interest in the farming operation associated with the applicable loan has been selected.</p> <p>If the individual or business is not already in SCIMS, the customer must be added by accessing SCIMS in the normal manner. The customer cannot be added to SCIMS through the Business File application.</p>
"Revise"	Returns to the Loan Interest Page allowing the users to modify the information previously recorded for the individual or business that obtained the loan.
"Delete"	Removes the customer from the applicable loan.
"Back"	Returns to the Loan Summary Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

--*

***--415 Loan Information Page (Continued)**

E Page Error Messages

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

Error Message	Description	Corrective Action
Loan contribution percentage cannot be greater than 100%.	The loan contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Loan contribution percentage must be greater than 0%.	The loan contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage.
Loan contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--415 Loan Information Page (Continued)

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must select which type of contribution was obtained through a loan.	If the information recorded is incorrect, return to the Loan Information Page for the applicable loan to specify whether capital, land, and/or equipment were the assets acquired through the loan.
Cannot designate that land was obtained through loan unless the individual is associated with at least 1 farm.	<p>If the information recorded is incorrect, take either of the following actions:</p> <ul style="list-style-type: none"> • return to the Loan Information Page for the applicable loan to remove the selection that land was acquired through the loan • update the Farm Records System with the applicable information.
Cannot designate that equipment was obtained through a loan unless the equipment contribution is recorded for the individual.	<p>If the information recorded is incorrect, take either of the following actions:</p> <ul style="list-style-type: none"> • return to the Loan Information Page for the applicable loan to remove the selection that equipment was acquired through the loan • return to the Equipment Contribution Section of the interview to record equipment information.
Must specify how the loan was secured.	If the information recorded is incorrect, return to the Loan Information Page for the applicable loan to specify how the loan was obtained.
Must specify the individual or business that secured the loan.	If an individual or business has an interest in the farming operation, they must be recorded in SCIMS before they can be associated to the loan.
Must specify the percentage that the loan contributes toward the overall capital contribution.	If the information recorded is incorrect, return to the Loan Information Page for the applicable loan to specify the percentage of the capital that is contributed through the loan.

--*

***--416 Loan Interest Page**

A Introduction

The Loan Interest Page:

- will be displayed after the user has selected a customer from SCIMS for an individual or business that has an interest in the farming operation
- allows the user to specify the interest in the farming operation held by the individual or business associated with the loan.

B Example of Loan Interest Page

The following is an example of the Loan Interest Page.

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

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

Loan Interest

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Interest in Farming Operation

Specify the individual or entity's interest in the farming operation.

< Back Save Save & Continue >

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C Interview Questions

The “Specify the individual or entity’s interest in the farming operation” field allows the user to record comments on what the interest in the farming operation is for the selected loan.

This is a text field that allows up to 1,000 characters.

Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.--*

***--416 Loan Interest Page (Continued)**

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
"Back"	Returns to the Loan Information Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and returns to the Loan Information Page.

E Validation Error Messages

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

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

Error Message	Corrective Action
Must specify the interest in the farming operation held by the individual or business that secured the loan.	If the information recorded is incorrect, return to the Loan Interest Page to specify the individual's or business' interest in the farming operation.

--*

***--417 Capital List Page**

A Introduction

The Capital List Page:

- will be displayed:
 - if the user selected “Other/Additional” as a source of capital on the Capital Contributions Page
 - after users click “Continue” on the Loan Summary Page, if applicable
- allows users to record any additional capital that may be contributed to the farming operation from sources other than:
 - nonborrowed capital
 - FSA program payments
 - commercial or private loans/credit.

B Example of Capital List Page

The following is an example of the Capital List Page.

--*

***--417 Capital List Page (Continued)**

C Information on the Page

The Capital List Page provides the user with an overview of additional capital information that has been recorded for the farming operation.

After at least 1 source of additional capital has been recorded, a summary section will be displayed allowing the user to view the information recorded. This table describes the summary information displayed on the Capital List Page.

Field	Description
Capital %	Percentage of the capital for the farming operation that is attributable to the each entry of additional capital.
Source	Describes the source of the additional capital that was recorded on the Additional Capital Contributions Page.

D Page Options

The following options are available on the Capital List Page.

Option	Action	
“Add Additional Capital Contribution”	Displays the Additional Capital Contributions Page so the user can record detailed information regarding the additional capital. Users can continue to select this link until all additional capital has been recorded.	
“Revise”	Returns to the Additional Capital Contributions Page allowing the user to modify the information previously recorded.	
“Delete”	Allows the user to delete the additional capital information recorded for the selected entry in the summary. A confirmation page will be displayed allowing the user to confirm the information should be deleted.	
“Back”	IF the user indicated on the Capital Contributions Page that loans are...	THEN returns to...
	not a source of capital to the farming operation	Capital Contributions Page.
	a source of capital to farming operation	Loan Summary Page.
“Continue”	Continues to the next applicable page in the interview process.	

--*

***--418 Additional Capital Contributions Page**

A Introduction

The Additional Capital Contributions Page will be displayed:

- if the user selected “Other/Additional” as a source of capital on the Capital Contributions Page
- after the user clicked the “Add Additional Capital Contribution” link on the Capital List Page.

The Additional Capital Contributions Page allows the user to record detailed information about the additional capital contributed to the farming operation.

B Example of Additional Capital Contributions Page

The following is an example of the Additional Capital Contributions Page.

--*

***--418 Additional Capital Contributions Page (Continued)**

C Interview Questions

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

Question/Field	Description
Additional Capital Contribution Percentage	<p>The percentage of the capital for the farming operation attributable to the additional source being recorded. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Additional Capital Information	<p>Text field that allows users to record comments about the additional capital contribution. Up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

D Page Options

The following options are available on the Additional Capital Contributions Page.

Option	Action
“Back”	Returns to the Capital List 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 returns to the Capital List Page to display the information recorded.

--*

***--418 Additional Capital Contributions Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Additional Capital Contributions 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
Capital contribution percentage cannot be greater than 100%.	The additional capital contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional capital contribution percentage must be greater than 0%.	The capital contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage.
Capital contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Capital contribution percentage must be entered if additional capital is contributed to the farming operation.	If the information recorded is incorrect, return to the Additional Capital Contributions Page for the applicable additional capital entry to specify the percentage of the capital.
A description of the additional capital is required.	If the information recorded is incorrect, return to the Additional Capital Contributions Page for the applicable additional capital entry to specify the source of the additional capital contributed to the farming operation.

--*

419-424 (Reserved)

***--Subsection 3 Land Contributions**

425 General Information

A Introduction

The Land Contributions Section of the interview process:

- retrieves farm and tract information from the Farm Records System for all land associated with the selected producer nationwide
- allows the user to record lease information for each tract the producer is associated with, if applicable.

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

B Description of Land Contribution Pages

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

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Land Contributions	Displayed if the user indicated land is contributed to the farming operation on the Contributions Page.	Allows the user to select the farm and tract for which the lease information should be recorded.	426
Land Record Leased To	Displayed when both of the following occur on the Land Contributions Page: <ul style="list-style-type: none"> • users select a farm • users click “Record ‘Lease To’ Information”. 	Allows the user to record all details related to the lease including: <ul style="list-style-type: none"> • type of lease agreement • number of acres associated with the lease 	427
Land Record Leased From	Displayed when both of the following occur on the Land Contributions Page: <ul style="list-style-type: none"> • users select a farm • users click “Record ‘Lease From’ Information”. 	<ul style="list-style-type: none"> • whether the producer had an interest in the land in the previous year • name of the producers from/to which the land is leased. 	428

--*

*--425 General Information (Continued)

B Description of Land Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Recorded Leases for Tract	Displayed when the user selects the tract number link for farms listed in the Tracts with Lease Information Recorded Section of the Land Contributions Page.	Allows the user to: <ul style="list-style-type: none"> • view a summary of all leases recorded for a specific tract • select options to revise or delete lease information. 	429
Land Revise Lease	Displayed when users click “Revise” link on either of the following: <ul style="list-style-type: none"> • Recorded Leases for Tract Page • Recorded Leases for Farming Operation Page. 	<ul style="list-style-type: none"> • Displays the details of the lease previously recorded. • Allows the user to revise the details of the lease information. 	430
Recorded Leases for Farming Operation	Displayed when users click “View Recorded Leases For this Farming Operation” on the Land Contributions Page.	Allows the user to: <ul style="list-style-type: none"> • view a summary of all leases recorded for the farming operation • select options to revise or delete lease information for a specific farm and tract. 	431

--*

***--426 Land Contributions Page**

A Introduction

The Land Contributions Page:

- is displayed if the user indicated land is contributed to the farming operation on the Contributions Page

Note: Even if the producer is associated with land in the Farm Records System, this page is not displayed unless “Yes” is selected for land contributions on the Contributions Page.

- is displayed if the user clicks "Land" on the left navigation menu
- displays information retrieved from the Farm Records System
- allows users to select a farm or tract to record lease information
- summarizes lease information recorded by farm and tract.

B Example of Land Contributions Page

The following is an example of the Land Contributions Page.

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

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

Other
[Remarks](#)

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

Land Contributions

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

To view the leases for a tract, click on the "Tract Number" link or [View Recorded Leases For this Farming Operation](#)

Tracts with Lease Information Recorded

Farm	Tract	Relationship to Tract	Farmland Acres	Cropland Acres	Leased To Acres	Leased From Acres	
Tracts Without Any Lease Information Recorded							
			Farm	Tract	Relationship to Tract	Farmland Acres	Cropland Acres
Coahoma, Mississippi							
<input type="radio"/>	373	1375	Other Tenant	579.0	549.8		
<input type="radio"/>	639	1273	Operator	150.3	140.3		
<input type="radio"/>	1147	6686	Owner	320.0	304.2		
<input type="radio"/>	3975	1376	Operator	81.0	79.1		
<input type="radio"/>	4212	1269	Operator	39.0	33.0		
<input type="radio"/>	4213	1270	Owner-Operator	59.0	49.2		
		1271	Owner-Operator	58.0	53.0		
		1272	Owner-Operator	78.0	64.0		

To record lease information for one or more tracts, please select only one farm and click on either the "Record 'Lease To' Information" or "Record 'Lease From' Information" button

[Read information from Farm Records](#)

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***--426 Land Contributions Page (Continued)**

C Information on the Page

The Land Contributions Page is:

- the main page that displays all land associated with the farming operation
- separated into 2 sections, as follows:
 - Tracts With Lease Information Recorded
 - Tracts Without Any Lease Information Recorded.

All farms and tracts associated with the selected producer are retrieved from the Farm Records System if the user indicated the producer is contributing land to the farming operation on the Contributions Page.

The Business File application determines which section of the page each farm and tract is listed based on the producer’s relationship to the farm and tract. This table indicates how farms and tracts are initially retrieved from the Farm Records System.

IF the selected producer is...	AND...	THEN the farm/tract is listed in the...
the operator of the farm	<ul style="list-style-type: none"> • is also the sole owner of all tracts associated with the farm, and • there are not any other tenants associated with a tract 	Tracts With Lease Information Recorded Section of the page. Because the producer is the operator of the farm, the owner of all tracts and there are no other tenants, it is not possible to have a lease agreement. So the farm is listed in this section of the page effectively indicating that no action is required for recording lease information. Note: A radio button is also not provided by the farm number which would allow the farm to be selected for recording lease information.
	<ul style="list-style-type: none"> • is not the sole owner of all tracts associated with the farm, or • there is an other tenant on a tract 	Tracts Without Lease Information Recorded Section of the page. A radio button is provided by each farm number allowing the user to select the farm to record lease information.
an owner		
an other tenant		

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*--426 Land Contributions Page (Continued)

C Information on the Page (Continued)

This table describes other information displayed on the Land Contributions Page.

Section of Page	Description		
Tracts with Lease Information Recorded	Farm	Farm number retrieved from the Farm Records System.	
	Tract	Tract number retrieved from the Farm Records System that also has lease information recorded. When lease information has been recorded for the tract, the tract number is changed to a link which allows the user to access the lease information. See paragraph 429 for additional information on viewing and revising lease information already recorded.	
		Relationship to Tract	Indicates the customer's relationship to the farm and/or tract as recorded in the Farm Records System. IF the producer is... THEN the producer is associated with the...
	operator		farm.
	owner-operator		farm and all tracts associated with the farm.
	owner other tenant		applicable tract.
	Farmland Acres	Farmland acres retrieved from the Farm Records System for the specified tract.	
	Cropland Acres	Cropland acres retrieved from the Farm Records System for the specified tract.	
	Leased To Acres	Number of acres leased to another producer as recorded on the Land Record Lease To Page.	
	Leased From Acres	Number of acres leased from another producer as recorded on the Land Record Lease From Page.	
Tracts Without Any Lease Information Recorded	Farm	Farm and tract number retrieved from the Farm Records System.	
	Tract		
	Relationship to Tract	Indicates the customer's relationship to the farm and/or tract as recorded in the Farm Records System. IF the producer is... THEN the producer is associated with the...	
		operator	farm.
		owner-operator	farm and all tracts associated with the farm.
		owner other tenant	applicable tract.
	Farmland Acres	Farmland acres retrieved from the Farm Records System for the specified tract.	
Cropland Acres	Cropland acres retrieved from the Farm Records System for the specified tract.		

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***--426 Land Contributions Page (Continued)**

D Page Options

When recording lease information, users should select the farm by clicking the radio button next to the farm number and then select click of the following:

- “Record ‘Lease To’ Information”
- “Record ‘Lease From’ Information”.

The producer’s relationship on the farm and tracts determines whether that producer can lease land to or from another producer. This table illustrates options applicable, based on the producer’s relationship to the farm.

IF the producer associated with the Farm Operating Plan is...	THEN for...	THE following types of leases can be recorded...		
		Lease To	Lease From	None
operator on the farm	owners on the tract		✓.	
	any other tenants associated with the tract	✓	✓.	
owner on the farm/tract	the operator associated with the farm	✓.		
	the other tenants associated with the tract	✓.		
	other owners on the tract	✓	✓.	
owner-operator on the farm/tract	other owners associated with the tract	✓	✓.	
	other tenants associated with the tract	✓		
	situations where there are not any other owners or other tenants on any tract associated with the farm			✓.
other tenant on the farm/tract	the operator on the farm	✓	✓.	
	the owners on the tract		✓.	

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*--426 Land Contributions Page (Continued)

D Page Options (Continued)

The following additional options are available on the Land Contributions Page.

Option	Action
“View Recorded Leases For this Farming Operation”	Displays the Recorded Leases For Farming Operation Page. See paragraph 431 for additional information.
“Read information from Farm Records”	<p>Refreshes the page with the current information from the Farm Records System.</p> <p>Primarily needed if users leave the Business File application to make a change in the Farm Records System. If the user opens a new window to make the change in farm records, then returns to the Business File window, this link should be selected to refresh the page.</p> <p>Note: If the user exits out of the Business File application to access the Farm Records System, then information from the Farm Records System is automatically retrieved when the Farm Operating Plan is re-accessed.</p>
“Back”	Returns to the previous page displayed to the user.
“Continue”	Continues to the Land Summary Page that summarizes all lease information recorded for the selected producer.

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*--426 Land Contributions Page (Continued)

E Page Error Messages

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

Error Message	Description	Corrective Action
Must select a farm to record the lease on.	User selected either of the following, but did not select the farm for which the lease is being recorded: <ul style="list-style-type: none"> • “Record Leased From Information” • “Record Leased To Information”. 	Select the farm number the lease is being recorded for by clicking the radio button next to the farm number.
The selected farm does not contain any tracts that can be leased to another party.	The producer is the operator of the farm and the option to “Record ‘Lease To’ Information” was selected. However, there is not a tenant associated with any tract on the farm.	The operator can only lease land to an other tenant; therefore, take 1 of the following options: <ul style="list-style-type: none"> • access the Farm Records System to add the other tenant to the applicable tract • select another farm to which the land is leased • click “Record ‘Lease From’ Information” to record lease information for land leased from another producer.
The selected farm does not contain any tracts that can be leased from another party.	The producer is the owner of the farm and the option to “Record ‘Lease From’ Information” was selected. However, there is not another owner associated with any tract on the farm.	The owner can only lease land from another owner on a tract associated with the farm; therefore, take 1 of the following options: <ul style="list-style-type: none"> • access the Farm Records System to add the other owner to the applicable tract • select another farm from which the land is leased • click “Record ‘Lease To’ Information” to record lease information for land leased to an operator or other tenants.

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***--427 Land Record Lease To Page**

A Introduction

The Land Record Leased To Page:

- will be displayed if users click “**Record ‘Lease To’ Information**” on the Land Contributions Page
- displays information retrieved from the Farm Records System for the farm/tracts
- allows users to record details related to the lease agreement.

B Example of Land Record Lease To Page

The following is an example of the Land Record Lease To Page.

C Who Can Lease Land To Another Producer

The producer’s relationship on the farm and tracts determines whether that producer can lease land to another producer.

IF producer associated with the Farm Operating Plan is...	THEN they can lease land to...
operator	an other tenant.
owner	another owner, operator, and/or an other tenant.
tenant	the operator.

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*--427 Land Record Lease To Page (Continued)

D Information on the Page

This table describes other the information displayed on the Land Record Lease To Page.

Section of Page	Field	Description
Recorded Leases on Farm		This section of the page displays if at least 1 lease has been recorded for the applicable farm and tract. For each lease, the following information will be displayed.
	Leased	Indicates whether the land is leased to or leased from another producer.
	Name	Name of the producer selected that the land is being leased to or leased from when the lease information was recorded.
	Tract	Tract number for which the lease is recorded.
	Total Acres	Number of acres associated with the applicable lease.
	Type of Acres	Specifies the lease was recorded for "farmland" or "cropland".
	Lease Terms	Specifies the type of lease selected when the lease was recorded.
Lease Information		This section displays the information pulled from the Farm Records System for the tracts associated with the selected farm number.
	Farm Number	Farm number selected on the Land Contributions Page.
	Tract	Each tract associated with the selected farm number.
	Acres	Farmland or cropland acres retrieved from the Farm Records System for the specified tract. Notes: The farmland acres are the default value. If the type of acres is changed to "cropland", the cropland acres are displayed. If multiple leases are recorded for the same tract, the acres are reduced by the number of acres associated with the previous leases.
	Name	Name of any other producer associated with each applicable tract. The name of the producer is listed along with their relationship to the tract. Example: If Ima Farmer is the operator of the farm, then the following is listed in this field: Ima Farmer – OP. The names listed in this field are contingent on the relationship to the farm/tract and whether the land is leased to/from another producer. See subparagraph C.

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*--427 Land Record Lease To Page (Continued)

E Interview Questions

This table describes the interview questions presented on the Land Record Lease To Page.

Question/Field	Description
Type of Lease	<p>Allows the user to select the type of lease agreement for the applicable farm/tract. Available options are:</p> <ul style="list-style-type: none"> • “Cash” • “Cash and Share” • “Share” • “Grazing/AUM”.
Does the lease include a crop share guarantee?	<p>This field will only be displayed if the type of lease selected is “Cash and Share”. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Share Lease Percentage	<p>This field will only be displayed if the type of lease selected is either of the following:</p> <ul style="list-style-type: none"> • “Share” • “Cash and Share”. <p>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Tract	<p>Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the check box next to the tract number.</p>
Type of Acres	<p>This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:</p> <ul style="list-style-type: none"> • farmland • cropland. <p>Note: If the lease includes both farmland and cropland, the leases shall be recorded separately.</p>

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*--427 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
Acres	<p>The farmland acres retrieved from the Farm Records System are displayed in the “acres” field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.</p> <p>The following applies to the acres displayed:</p> <ul style="list-style-type: none"> • acres cannot be reduced to 0.0 • farmland/cropland acres cannot be increased • acres are displayed in tenths but can be recorded in hundredths • acres displayed can be decreased so only the number of acres associated with the lease is recorded. <p>If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.</p> <p>Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.</p> <p>If the lease specifies more acres than the acres displayed, then:</p> <ul style="list-style-type: none"> • lease agreement may cover land associated with other tracts • farmland/cropland acres may not be correct. <p>Additional review may be needed to determine which information is correct.</p>
IF...	THEN...
farmland/cropland acres are incorrect	<p>Farm Records System must be corrected before the information can be retrieved for the Farm Operating Plan.</p> <p>Note: See 3-CM before making any changes to farm records data.</p>
lease covers multiple tracts	the number of acres associated with each tract should be recorded for the lease.
lease includes the wrong number of acres	the maximum acres that can be recorded are the farmland/cropland acres.

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*--427 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
Is the land interest the same as last year?	<p>Allows the user to specify whether the producer’s interest in the land is new for the current subsidiary year or was held in a previous year. This field defaults to “blank” and the available options are:</p> <ul style="list-style-type: none"> • “Yes”, indicating the producer had an interest in the land in the previous year • “No”, indicating the interest in the land is new for the applicable subsidiary year • “No Response”, indicating the producer does not want to respond to the question.
Name	<p>Name of other producers associated with the applicable tract. The names displayed are contingent on whether a lease can be recorded.</p> <p>Example: If the producer is the operator of the farm and the option to record a lease to another producer was selected, then the names of the owners are not displayed because an operator cannot lease acreage to an owner.</p> <p>Users should select all parties to the lease agreement by using the following:</p> <ul style="list-style-type: none"> • select all producers in the list by clicking the first producer then holding the “Shift” key down and selecting the last producer (this option selects all producers between the first and last producers selected). • select specific producers in the list by clicking the first producer then holding the “Control” key down to select each additional producer (this option just selects the specific producers selected while the “Control” key is pressed).

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*--427 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

Question/Field	Description	
Do you want to record additional To leases on this farm?	<p>Allows the user to specify if additional leases need to be record to another producer on the any of the tracts associated with the selected farm.</p> <p>Note: “Yes” should only be selected if additional land is leased TO another producer. If land on the farm is leased from another producer, then select “No” to return to the Land Contributions Page, then reselect the farm, and take the option to “Record ‘Lease From’ Information”.</p>	
	IF...	THEN...
	“Yes” is selected	<ul style="list-style-type: none"> • the Land Record Lease To Page is redisplayed • a message will be displayed indicating the lease was recorded • the farmland/cropland acres are reduced to reflect the number of acres recorded for the first lease • users can record the details of the next lease.
	“No” is selected	<ul style="list-style-type: none"> • the lease information is saved • Land Contributions Page is redisplayed.

F Page Options

The following options are available on the Land Record Lease To Page.

Option	Action
“Revise”	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
“Delete”	Displayed for any lease recorded on the selected farm. After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
“Back”	Returns to the Land Contributions Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page based on the response to the “Do you want to record additional To leases on this farm?” question.
“Select All”	Selects all tracts on the farm. Use this option if the lease agreement includes acreage for all tracts.
“Clear All”	Clears the selection of all tracts selected.

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*--427 Land Record Lease To Page (Continued)

G Page Error Messages

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

Error Message	Description	Corrective Action
Must select tract(s) to record lease(s) on.	At least 1 tract was not selected.	Select the tracts from which the leased acreage is associated.
Must select name(s) for each selected tract.	The producers the land is leased to were not selected.	Select the producers to which the land is leased.
Acres cannot be increased above the available farmland/cropland on the farm and tract.	<p>The number of acres recorded for the lease exceeds the available farmland/cropland acres.</p> <p>If multiple leases are recorded on the tract, the total acres for all leases exceed the farmland/cropland on the tract.</p>	<p>Take 1 of the following actions:</p> <ul style="list-style-type: none"> • update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. <p>If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.</p>
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		

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*--427 Land Record Lease To Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

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*--427 Land Record Lease To Page (Continued)

H Validation Error Messages

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

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

Note: The farm number is not included in the validation error messages, but users can view CCC-902 by clicking “View 902” on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
Must designate the type of lease agreement for any land that is leased to or leased from another producer.	A type of lease was not selected for a farm/tract. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.
Share percentage must be entered for share lease agreements.	<p>The type of lease selected is “Share” or “Cash and Share”, but a share percentage was not recorded.</p> <p>If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.</p> <p>Note: The share percentage is not required for share leases, but is available if needed.</p>
A response was not provided indicating whether or not a crop share guarantee is included in the lease agreement.	<p>The type of lease selected is “Cash and Share”, but a response was not provided as to whether a crop share guarantee is included in the lease agreement.</p> <p>If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to respond to the question.</p>
A response was not provided indicating whether or not the land interest is the same as the previous year for the applicable farm.	If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to indicate if the producer had an interest in the land during the previous year.

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*--428 Land Record Lease From Page

A Introduction

The Land Record Lease From Page:

- will be displayed if users click “**Record ‘Lease From’ Information**” on the Land Contributions Page
- displays information retrieved from the Farm Records System
- allows users to record details related to the lease agreement.

B Example of Land Record Lease From Page

The following is an example of the Land Record Lease From Page.

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

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

Other
[Remarks](#)

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

Land Record Lease From

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Type of Lease
 What type of lease agreement is applicable to this lease?
 Cash and Share ▾

Does the lease include a crop share guarantee?
 Yes
 No
 No Response

Share Lease
 Specify the share percentage:
 %

Farm 2994
 Select the tracts included in this lease.

Tract	Type of Acres	Acres	Is the land interest the same as last year?	Name
<input type="checkbox"/> 712	▾	167.0	▾	Any Farmer - OW
<input type="checkbox"/> 6675	▾	180.0	▾	Ima Farmer Sr - OW

[Select All](#) | [Clear All](#)

Do you wish to record additional From leases on this farm?
 Yes No

>

BF042 [Back to Top ^](#)

--*

***--428 Land Record Lease From Page (Continued)**

C Who Can Lease Land From Another Producer

The producer's relationship on the farm and tracts determines whether that producer can lease land from another producer.

IF producer associated with the Farm Operating Plan is...	THEN they can lease land from...
operator	<ul style="list-style-type: none"> • an owner • an other tenant.
owner	another owner.
tenant	<ul style="list-style-type: none"> • an owner • the operator.

D Information on the Page

This table describes other information displayed on the Land Record Lease From Page.

Section of Page	Field	Description
Recorded Leases on Farm		This section of the page displays if at least 1 lease has been recorded for the applicable farm and tract. For each lease, the following information will be displayed.
	Leased	Indicates whether the land is leased to or leased from another producer.
	Name	Name of the producer selected that the land is being leased to or leased from when the lease information was recorded.
	Tract	Tract number for which the lease is recorded.
	Total Acres	Number of acres associated with the applicable lease.
	Type of Acres	Specifies the lease was recorded for "farmland" or "cropland".
	Lease Terms	Specifies the type of lease selected when the lease was recorded.

--*

*--428 Land Record Lease From Page (Continued)

D Information on the Page (Continued)

Section of Page	Field	Description
Lease Information		This section displays the information pulled from the Farm Records System for the tracts associated with the selected farm number.
	Farm Number	Farm number selected on the Land Contributions Page.
	Tract	Each tract associated with the selected farm number.
	Acres	<p>Farmland/cropland acres retrieved from the Farm Records System for the specified tract.</p> <p>Notes: The farmland acres are the default value. If the type of acres is changed to "cropland", the cropland acres are displayed.</p> <p>If multiple leases are recorded for the same tract, the farmland acres are reduced by the number of acres associated with the previous leases.</p>
	Name	<p>Name of any other producer associated with each applicable tract. The name of the producer is listed along with their relationship to the tract.</p> <p>Example: If Ima Farmer is the operator of the farm, then the following is listed in this field:</p> <p style="text-align: center;">Ima Farmer – OP.</p> <p>The names listed in this field are contingent on the relationship to the farm/tract and whether the land is leased to/from another producer. See subparagraph C.</p>

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*--428 Land Record Lease From Page (Continued)

E Interview Questions

This table describes the interview questions presented on the Land Record Leased From Page.

Question/Field	Description
Type of Lease	<p>Allows the user to select the type of lease agreement for the applicable farm/tract. The following options are available:</p> <ul style="list-style-type: none"> • “Cash” • “Cash and Share” • “Share” • “Grazing/AUM”.
Does the lease include a crop share guarantee?	<p>This field will only be displayed if the type of lease selected is “Cash and Share”. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Share Lease Percentage	<p>This field will only be displayed if the type of lease selected is either of the following:</p> <ul style="list-style-type: none"> • “Share” • “Cash and Share”. <p>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Tract	<p>Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the check box next to the tract number.</p>
Types of Acres	<p>This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:</p> <ul style="list-style-type: none"> • farmland • cropland. <p>Note: If the lease includes both farmland and cropland, the leases shall be recorded separately.</p>

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*--428 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
Acres	<p>The farmland acres retrieved from the Farm Records System are displayed in the “acres” field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.</p> <p>The following applies to the acres displayed:</p> <ul style="list-style-type: none"> • acres cannot be reduced to 0.0 • farmland/cropland acres cannot be increased • acres are displayed in tenths but can be recorded in hundredths • acres displayed can be decreased so only the number of acres associated with the lease is recorded. <p>If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.</p> <p>Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.</p> <p>If the lease specifies more acres than the acres displayed, then:</p> <ul style="list-style-type: none"> • lease agreement may cover land associated with other tracts • farmland/cropland acres may not be correct. <p>Additional review may be needed to determine which information is correct.</p>
IF...	THEN...
farmland/cropland acres are incorrect	<p>Farm Records System must be corrected before the information can be retrieved for the Farm Operating Plan.</p> <p>Note: See 3-CM before making any changes to farm records data.</p>
lease covers multiple tracts	the number of acres associated with each tract should be recorded for the lease.
lease includes the wrong number of acres	the maximum acres that can be recorded are the farmland/cropland acres.

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*--428 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
Is the land interest the same as last year?	<p>Allows the user to specify whether the producer’s interest in the land is new for the current subsidiary year or was held in a previous year. This field defaults to “blank” and the available options are:</p> <ul style="list-style-type: none"> • “Yes”, indicating the producer had an interest in the land in the previous year • “No”, indicating the interest in the land is new for the applicable subsidiary year • “No Response”, indicating the producer does not want to respond to the question.
Name	<p>Name of other producers associated with the applicable tract. The names displayed are contingent on whether a lease can be recorded.</p> <p>Example: If the producer is the owner of the tract and the option to record a lease from another producer was selected, then the names of the operator and/or other tenants are not be displayed because an owner cannot lease acreage from an operator or other tenant.</p> <p>Users should select all parties to the lease agreement by using the following:</p> <ul style="list-style-type: none"> • select all producers in the list by clicking the first producer then holding the “Shift” key down and selecting the last producer (this option selects all producers between the first and last producers selected) • select specific producers in the list by clicking the first producer then holding the “Control” key down to select each additional producer (this option just selects the specific producers selected while the “Control” key is pressed).

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*--428 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description	
Do you want to record additional From leases on this farm?	Allows the user to specify if additional leases need to be recorded from another producer on the any of the tracts associated with the selected farm. Note: “Yes” should only be selected if additional land is leased from another producer. If land on the farm is leased to another producer, then select “No” to return to the Land Contributions Page, then reselect the farm, and take the option to “Record ‘Lease To’ Information”.	
	IF...	THEN...
	“Yes” is selected	<ul style="list-style-type: none"> • the Land Record Lease From Page is redisplayed • a message will be displayed indicating the lease was recorded • the farmland/cropland acres are reduced to reflect the number of acres recorded for the first lease • users can record the details of the next lease.
	“No” is selected	<ul style="list-style-type: none"> • the lease information is saved • Land Contributions Page is redisplayed.

F Page Options

The following options are available on the Land Record Lease From Page.

Option	Action
“Revise”	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
“Delete”	Displayed for any lease recorded on the selected farm. After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
“Back”	Returns to the Land Contributions Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page based on the response to the “Do you want to record additional To leases on this farm?” question.
“Select All”	Selects all tracts on the farm. Use this option if the lease agreement includes acreage for all tracts.
“Clear All”	Clears the selection of all tracts selected.

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*--428 Land Record Lease From Page (Continued)

G Page Error Messages

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

Error Message	Description	Corrective Action
Must select tract(s) to record lease(s) on.	At least 1 tract was not selected.	Select the tracts from which the leased acreage is associated.
Must select name(s) for each selected tract.	The producers the land was leased from were not selected.	Select the producers from which the land is leased.
Acres cannot be increased above the available farmland/cropland on the farm and tract.	The number of acres recorded for the lease exceeds the available farmland/cropland acres. If multiple leases are recorded on the tract, the total acres for all leases exceed the farmland/cropland on the tract.	Take 1 of the following actions: <ul style="list-style-type: none"> • update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.

--*

*--428 Land Record Lease From Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

H Validation Error Messages

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

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

Note: Since the farm number is not included in the following validation error messages, users can view CCC-902 by clicking “View 902” on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
Must designate the type of lease agreement for any land that is leased to or leased from another producer.	A type of lease was not selected for a farm/tract. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.
Share percentage must be entered for share lease agreements.	The type of lease selected is “Share” or “Cash and Share”, but a share percentage was not recorded. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement. Note: The share percentage is not required for share leases, but is available if needed.
A response was not provided indicating whether or not a crop share guarantee is included in the lease agreement.	The type of lease selected is “Cash and Share”, but a response was not provided as to whether a crop share guarantee is included in the lease agreement. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to respond to the question.
A response was not provided indicating whether or not the land interest is the same as the previous year for the applicable farm.	If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to indicate if the producer had an interest in the land during the previous year.

--*

***--429 Recorded Leases for Tract Page**

A Introduction

The Recorded Leases for Tract Page:

- will be displayed if the user clicked on a tract number listed in Tracts With Lease Information Recorded Section of the Land Contributions Page
- displays information associated with the farm and tract
- summarizes lease information recorded for applicable tracts
- provides users with the option to revise or delete lease information.

B Example of Recorded Leases For Tract Page

The following is an example of the Recorded Leases For Tract Page.

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

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

Other
[Remarks](#)
[Submit Plan](#)

Recorded Leases For Tract

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Farm Tract Information

Farm:	321	County/State:	Coahoma, Mississippi
Tract:	8252	Relationship to Farm:	Owner
Farmland Acres:	386.0	Cropland Acres:	324.1

Leased	Name	Total Acres	Type of Acres	Lease Terms
<input type="checkbox"/> To	Ima Farmer Sr	200.0	Cropland	Share Revise

[Select All](#) | [Clear All](#)

[Delete Leases](#)

[< Back](#) [Continue >](#)

BF049 [Back to Top ^](#)

--*

***--429 Recorded Leases for Tract Page (Continued)**

C Information on the Page

This table describes information displayed on the Recorded Leases for Tract Page.

Section of Page	Field	Description
Farm Tract Information	This section of the page displays information for the selected farm and tract retrieved from the Farm Records System.	
	Farm	Farm associated with the tract selected on the Land Contributions Page.
	Tract	Tract number selected on the Land Contributions Page.
	Farmland Acres	Farmland acres for the selected farm and tract.
	County/State	State and county name responsible for maintaining the farm and tract data.
	Relationship to Farm	The selected producer's relationship to the selected farm and tract.
	Cropland Acres	Cropland acres for the selected farm and tract.
Lease Information	This section of the page displays each lease that has been recorded for the selected farm and tract. For each lease, the following information will be displayed.	
	Leased	Indicates whether the land is leased to or leased from another producer.
	Name	Name of the producer from/to which the land is leased.
	Total Acres	Number of acres recorded for the applicable lease.
	Type of Acres	Specifies the lease was recorded for "farmland" or "cropland" acres.
	Lease Terms	Specifies the type of lease selected when the lease was recorded.

--*

***--429 Recorded Leases for Tract Page (Continued)**

D Page Options

The following options are available on the Recorded Leases for Tract Page.

Option	Action
“Revise”	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
“Back”/“Continue”	Returns to the Land Contributions Page.
“Delete Leases”	Allows the user to delete 1 or more leases recorded for the farm and tract. Users should select the lease or leases to be deleted by clicking the check box for the lease, then clicking “Delete Leases”. After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
“Select All”	Selects all leases displayed for the selected farm and tract.
“Clear All”	Clears the selection of all leases selected.

E Page Error Messages

The following error messages may be displayed on the Recorded Leases for Tract Page.

Error Message	Description	Corrective Action
Must select at least 1 lease to be deleted.	“Delete Leases” was clicked, but at least 1 lease was not selected for deletion.	Select the leases to be deleted by clicking the check box next to the applicable lease.

--*

***--430 Land Revise Lease Page**

A Introduction

The Land Revise Lease Page:

- will be displayed if users click “**Revise**” link on the Recorded Leases for Tract Page
- displays lease information previously recorded for farm and tract
- allows users to revise the lease details related to the lease agreement.

B Example of Land Revise Lease Page

The following is an example of the Land Revise Lease Page.

The screenshot shows a web application interface for "Land Revise Lease". On the left is a "Business File Menu" with options like "Select Different Customer", "Record New Farm Operating Plan", and "Manage Customer". The main content area is titled "Land Revise Lease" and includes a "CUSTOMER INFORMATION" section with "FARMING OPERATION:" and "BUSINESS TYPE: Individual". Below this is a "Type of Lease" section with a dropdown menu set to "Share" and a "Share Lease" section with a text input for "Specify the share percentage:". A table titled "Farm 321" lists tracts with columns for "Tract", "Type of Acres", "Acres", "Is the land interest the same as last year?", and "Name". The table contains one row for tract 8252, which is "Farmland" (200.0 acres) with a "Yes" response and owner "Ima Farmer Sr". At the bottom are buttons for "< Back", "Save", and "Save & Continue >".

C Information on the Page

All information previously recorded for the selected lease agreement is redisplayed on the Land Revise Lease Page.--*

*--430 Land Revise Lease Page (Continued)

D Interview Questions

This table describes the interview questions presented on the Land Revise Lease Page.

Question/Field	Description
Type of Lease	<p>Allows the user to select the type of lease agreement for the applicable farm/tract. Available options are:</p> <ul style="list-style-type: none"> • “Cash” • “Cash and Share” • “Share” • “Grazing/AUM”.
Does the lease include a crop share guarantee?	<p>This field will only be displayed if the type of lease selected is “Cash and Share”. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Share Lease Percentage	<p>This field will only be displayed if the type of lease selected is either of the following:</p> <ul style="list-style-type: none"> • “Share” • “Cash and Share”. <p>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Tract	The tract number associated with the lease being revised.
Type of Acres	<p>This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:</p> <ul style="list-style-type: none"> • farmland • cropland.

--*

*--430 Land Revise Lease Page (Continued)

D Interview Questions (Continued)

Question/Field	Description
Acres	<p>The number of acres originally recorded for the lease will be displayed. The acres recorded:</p> <ul style="list-style-type: none"> • should reflect the number of acres associated with the applicable lease • can be changed • cannot exceed the farmland/cropland on the tract. <p>Note: If there are other leases recorded for the tract, then the acres recorded for all leases are accumulated and the total cannot exceed the farmland/cropland on the tract.</p> <p>The following applies to the acres displayed:</p> <ul style="list-style-type: none"> • acres cannot be reduced to 0.0 • acres are displayed in tenths but can be recorded in hundredths.
Is the land interest the same as last year?	<p>Allows the user to specify whether the producer’s interest in the land is new or was held in a previous year. Available options are:</p> <ul style="list-style-type: none"> • “Yes”, indicating the producer had an interest in the land in the previous year • “No”, indicating the interest in the land is new for the applicable subsidiary year • “No Response”, indicating the producer does not want to respond to the question.
Name	<p>Name of other producers associated with the applicable tract. The producers originally selected for the lease agreement are highlighted.</p> <p>Users should select all parties to the lease agreement by using the following:</p> <ul style="list-style-type: none"> • select all producers in the list by clicking the first producer then holding down the “Shift” key and selecting the last producer (this option selects all producers between the first and last producers selected) • select specific producers in the list by clicking the first producer then holding down the “Control” key to select each additional producer (this option just selects the specific producers selected while the “Control” key is pressed).

--*

***--430 Land Revise Lease Page (Continued)**

E Page Options

The following options are available on the Land Revise Lease Page.

Option	Action
“Back”	Returns to the Land Contributions 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 returns to the Land Contributions Page.

F Page Error Messages

The following error messages may be displayed on the Land Revise Lease 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
Acres cannot be increased above the available farmland/cropland on the farm and tract.	The number of acres recorded for the lease exceeds the available farmland/cropland acres.	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • update the farmland/cropland acres according to 3-CM, if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. <p>If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease.</p> <p>See subparagraph D for additional information on leased acres.</p>
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		

--*

***--430 Land Revise Lease Page (Continued)**

F Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank, if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

431 Recorded Leases for Farming Operation Page

A Introduction

The Recorded Leases for Farming Operation Page:

- will be displayed if the user clicked the “View Recorded Leases for this Farming Operation” link on the Land Contributions Page
- displays all farms and tracts for which lease information has been recorded
- summarizes the lease information recorded for applicable farms and tracts
- provides users with the option to revise or delete lease information.--*

***--431 Recorded Leases for Farming Operation Page (Continued)**

B Example of Recorded Leases For Farming Operation Page

The following is an example of the Recorded Leases For Farming Operation Page.

C Information on the Page

This page displays each lease that has been recorded for the selected producer. This table describes information displayed for each lease listed on the Recorded Leases for Farming Operation Page.

Field	Description
Leased	Indicates whether the land associated with the applicable farm and tract is leased to or leased from another producer.
Name	Name of the producer from/to which the land is leased.
Farm	Farm number associated with the applicable lease information.
Tract	Tract number associated with the applicable lease information.
Total Acres	Number of acres recorded for the applicable lease.
Type of Acres	Specifies the lease was recorded for "farmland" or "cropland" acres.
Lease Terms	Type of lease agreement for the applicable lease.

--*

***--431 Recorded Leases for Farming Operation Page (Continued)**

D Page Options

The following options are available on the Recorded Leases for Farming Operation Page.

Option	Action
Revise	Displayed for each lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
"Back"/"Continue"	Returns to the Land Contributions Page.
"Delete Leases"	Allows the user to delete 1 or more leases recorded for the farming operation. Users should select the lease or leases to be deleted by clicking the check box for the lease, then clicking "Delete Leases". After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
"Select All"	Selects all leases displayed for the farming operation.
"Clear All"	Clears the selection of all leases recorded for the farming operation.

E Page Error Messages

The following error messages may be displayed on the Recorded Leases for Farming Operation Page.

Error Message	Description	Corrective Action
Must select at least 1 lease to be deleted.	"Delete Leases" was clicked, but at least 1 lease was not selected.	Select the leases to be deleted by clicking the check box next to the applicable lease.

--*

*--432 Land Summary Page

A Introduction

The Land Summary Page:

- will be displayed when “Continue” is selected from the Land Contributions Page
- displays all farms and tracts associated with the producer regardless of whether there is lease information recorded
- summarizes the lease information recorded for applicable farms and tracts.

B Example of Land Summary Page

The following is an example of the Land Summary Page.

Business File Menu						
Welcome: Bobbie Butler User Role: FSA						
Select Different Customer						
Record New Farm Operating Plan						
Manage Customer						
Individual						
General						
Contributions						
Capital						
Land						
Custom Services						
Equipment						
Labor						
Management						
Summary						
Other						
Remarks						
Submit Plan						
Summary						
Validations						
Record Signatures						
View 902						

Land Summary						
CUSTOMER INFORMATION						
FARMING OPERATION:			Ima Farmer			
BUSINESS TYPE:			Individual			
Farm	Tract	Farmland		Lease Terms	Leased To/From	
		Owned	Leased			
Coahoma, Mississippi						
321	8252	386.0	386.0	Cash	To: Ima Farmer III	
2402	1251	141.0	100.0	Share	To: Farmers Inc	
	1252	50.0	25.0	Share	To: Farmers Inc	
	1253	342.0	250.0	Share	To: Farmers Inc	
			50.0		To: Ima Farmer III	
2976	649		550.0	Cash and Share	From: Ima Farmer Sr	
2994	712					
	6675					
3205	1246	41.0				
3623	1250	559.0				
3639	125	40.0				
Total:		1559.0	1361.0	Leased From: 550.0 Leased To: 811.0		

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*--432 Land Summary Page (Continued)

C Information on the Page

This page displays all land that is associated from the Farm Records System that is associated with the producer. This table describes information displayed for each lease listed on the Land Summary Page.

Field	Description
Farm	Farm and tract number from the Farm Records System.
Tract	
Farmland – Owned	The farmland acres from the Farm Records System are displayed in this column if the producer is the owner of the applicable tract.
Farmland – Leased	The acres leased to or from another producer for the applicable farm and tract as recorded through the Land Contribution Section of the Business File application. Note: This field is blank if a lease has not been recorded for the applicable farm and tract.
Lease Terms	Type of lease agreement for the applicable lease. Note: This field is blank if a lease has not been recorded for the applicable farm and tract.
Leased To/From	Name of the producer from/to which the land is leased. Note: This field is blank if a lease has not been recorded for the applicable farm and tract.
Total - Owned Farmland Acres	Total acres for all farms and tracts nationwide owned by the selected producer.
Total – Leased Acres	Total number of leased acres, including a breakdown of the total: <ul style="list-style-type: none"> • leased from another producer • leased to another producer.
Total – Leased From Acres	
Total – Lease To Acres	

D Page Options

The following options are available on the Recorded Leases for Farming Operation Page.

Option	Action
“Back”/“Continue”	Returns to the Land Contributions Page.
“Continue”	Advances to the next applicable page based on the responses recorded on the Contributions Page.

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433-440 (Reserved)

***--Subsection 4 Equipment Contributions**

441 General Information

A Introduction

The Equipment Contributions Section of the interview process allows the user to record:

- information for owned equipment
- information for leased equipment
- additional equipment information from other sources.

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

B Description of Equipment Contribution Pages

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

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Equipment Page	Displayed if the user indicates equipment was contributed to the farming operation.	Select the types of equipment used by the farming operation.	442
Equipment Contributions Page	Summary page that: <ul style="list-style-type: none"> • allows the user to select which type of equipment to record for the farming operation • displays general information about equipment that has been recorded for the farming operation 	<ul style="list-style-type: none"> • Add equipment information for the farming operation. • Review information already recorded. 	443
Owned Equipment Page	<ul style="list-style-type: none"> • Displayed if the user indicates owned equipment is contributed to the farming operation. • Allows the user to specify the percentage of the overall equipment that is attributable to the owned equipment. 	Record information about owned equipment contributed to the farming operation.	444

--*

*--441 General Information (Continued)

B Description of Equipment Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Lessor Interest Page	<ul style="list-style-type: none"> • Displayed if the user indicates equipment is leased from another producer. • Allows the user to specify if the individual or business that the equipment is leased from has an interest in the farming operation. 	Specify whether the individual or business that the equipment is leased from: <ul style="list-style-type: none"> • shares in the production or proceeds of the production of the farming operation • is a landowner or landlord with an interest in the farming operation. 	445
Total Percentage For All Leased Equipment From Page	Displayed if the user answered “No” to both questions on the Lessor Page.	Record the percentage of the overall equipment that is attributable to the equipment leased from another source.	446
Leased Equipment From Another Producer Page	<ul style="list-style-type: none"> • Displayed if the user indicates equipment is contributed to the farming operation that is leased from another source that has an interest in the farming operation. • Allows the user to record information about the leased equipment. 	Record information about equipment leased from another source that is contributed to the farming operation.	447
Leased Equipment to Another Producer Page	<ul style="list-style-type: none"> • Displayed if the user indicates equipment is contributed to the farming operation that is leased to another producer. • allows the user to record information about the leased equipment. 	Record information about equipment leased to another producer.	448
Additional Equipment Page	<ul style="list-style-type: none"> • Displayed if the user indicates equipment other than owned or leased equipment is contributed to the farming operation. • Allows the user to record information about the additional equipment. 	Record information about the additional equipment.	449

--*

***--442 Equipment Page**

A Introduction

The Equipment Page:

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

B Example of Equipment Page

The following is an example of the Equipment Page.

Business File Menu

Welcome: Bobbie Butler
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Individual

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Other

[Remarks](#)

Submit Plan

[Summary](#)

[Validations](#)

[Signatures](#)

[View 902](#)

Equipment

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Does the individual own any equipment contributed to this farming operation?

Yes
 No
 No Response

Does the individual lease any equipment from another producer that is contributed to this farming operation?

Yes
 No
 No Response

Does the individual lease any equipment to another producer or producer(s) that is contributed to the farming operation?

Yes
 No
 No Response

Is there any additional equipment contributed to the farming operation?

Yes
 No
 No Response

< Back
Save
Save & Continue >

BF050 [Back to Top ^](#)

--*

*--442 Equipment Page (Continued)

C Interview Questions

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

Question/Field	Description
Does the individual own any equipment contributed to this farming operation?	For each question presented, the available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. The interview process will proceed to the next applicable: <ul style="list-style-type: none"> • question of the Equipment Section, if “Yes” is selected for at least 1 question • Contribution Section, if “No” or “No Response” is selected for all questions.
Does the individual lease any equipment from another producer that is contributed to this farming operation?	
Does the individual lease any equipment to another producer or producer(s) that is contributed to the farming operation	
Is there any additional equipment contributed to the farming operation?	

D Page Options

The following options are available on the Equipment Page.

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

--*

*--442 Equipment Page (Continued)

E Validation Error Messages

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

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

Error Message	Corrective Action
A response was not provided indicating whether or not any owned equipment is being contributed to the farming operation.	A response was not selected indicating whether the specified type of equipment is contributed to the farming operation.
A response was not provided indicating whether any equipment leased from another producer is being contributed to the farming operation.	Return to the Equipment Page and select 1 of the following options:
A response was not provided indicating whether any equipment contributed to the farming operation is being leased to another producer.	<ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
A response was not provided indicating whether any additional equipment is being contributed to the farming operation.	Note: Select “No Response”, if the producer chooses not to respond to the question.

--*

***--443 Equipment Contributions Page**

A Introduction

The Equipment Contributions Page:

- will be displayed if the user indicated equipment is contributed to the farming operation on the Equipment Page
- allows users to select the type of equipment so detailed information can be recorded about that type of equipment
- summarizes the equipment information that has been recorded.

B Examples of Page

The following is an example of the Equipment Contributions Page.

The screenshot shows the 'Equipment Contributions' page. On the left is a 'Business File Menu' with options like 'Welcome: Bobbie Butler', 'User Role: FSA', and 'Individual Contributions'. The main content area has a blue header 'Equipment Contributions' and a section for 'CUSTOMER INFORMATION' with fields for 'FARMING OPERATION: Ima Farmer' and 'BUSINESS TYPE: Individual'. Below this are links for 'Add Owned Equipment', 'Add Leased Equipment from Another Producer', 'Add Leased Equipment to Another Producer', and 'Add Additional Equipment'. At the bottom are '< Back' and 'Continue >' buttons, and a 'Back to Top' link.

The following is an example of the Equipment Contributions Page after detailed equipment information has been recorded.

This screenshot shows the 'Equipment Contributions' page after data entry. It includes the same 'Business File Menu' and 'CUSTOMER INFORMATION' section as the previous screenshot. Below the customer information is a table with the following data:

Percentage of Total	Details	Additional Info	
25%	Owned		Revise Delete
60%	Leased From - Ima Farmer Sr		Revise Delete
10%	Leased To - Farmers Inc		Revise Delete
15%	Additional - Any Farmer	Borrowed	Revise Delete

Below the table are links for 'Add Leased Equipment from Another Producer', 'Add Leased Equipment to Another Producer', and 'Add Additional Equipment'. At the bottom are '< Back' and 'Continue >' buttons, and a 'Back to Top' link.

***--443 Equipment Contributions Page (Continued)**

C Information on the Page

The Equipment Contributions Page provides the user with an overview of all equipment that has been recorded for the farming operation.

This table describes the information displayed on the Equipment Contributions Page.

Field	Description
Percentage of Total	Percentage of the contribution for the specified type of equipment that is attributable to the overall equipment contribution for the farming operation.
Details	Indicates whether the equipment is: <ul style="list-style-type: none"> • owned • leased from an individual or business • lease to another producer • additional equipment.
Additional Info	Additional information recorded about the specified type of equipment.

D Page Options

For each question that was answered “Yes” on the Equipment Page, a link will be displayed on the Equipment Contribution Page.

Example: If the user indicates that owned equipment is the only type of equipment contributed to the farming operation, then the only link displayed on Equipment Contribution Page is “Add Owned Equipment”.

This table describes the options that may be available on the Equipment Contribution Page.

Note: With the exception of adding owned equipment, each link can be selected multiple times if equipment is leased by the farming operation to or from multiple sources.

Link	Action
“Add Owned Equipment”	<ul style="list-style-type: none"> • Displayed if the user indicated owned equipment is contributed to the farming operation. • Displays the Owned Equipment Page so information can be recorded about equipment that is owned by the farming operation.

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*--443 Equipment Contributions Page (Continued)

D Page Options (Continued)

Link	Action
<p>“Add Leased Equipment from Another Producer”</p>	<ul style="list-style-type: none"> • Displayed if the user indicated equipment is contributed to the farming operation that is leased from another individual or business that has an interest in the farming operation. <p>Note: If the user indicated the individual or business that the equipment is leased from does not have an interest in the farming operation, then the user will be prompted to enter the total percentage of equipment leased from another source on the Leased Equipment From Another Producer Page. After this percentage is recorded, the information will be displayed on the Equipment Contributions Page.</p> <ul style="list-style-type: none"> • Displays the Leased Equipment From Another Producer Page to record information about equipment that is leased by the farming operation. <p>Note: If equipment is leased by the farming operation from multiple sources, this link can be selected multiple times to record the equipment from each source.</p>
<p>“Add Leased Equipment to Another Producer”</p>	<ul style="list-style-type: none"> • Displayed if the user indicated equipment is contributed to the farming operation that is also leased to another individual or business. • Displays the Leased Equipment To Another Producer Page to record information about equipment that is leased to another producer by the farming operation. <p>Note: If equipment is leased by the farming operation to multiple sources, this link can be selected multiple times to record the equipment leased to other producers.</p>

--*

*--443 Equipment Contributions Page (Continued)

D Page Options (Continued)

Link	Action
"Add Additional Equipment"	<ul style="list-style-type: none"> • Displayed if the user indicated other or additional equipment is contributed to the farming operation that is not owned or leased. • Displays the Additional Equipment Page to record information about equipment other or additional equipment used by the farming operation. <p>Note: If other or additional equipment is used by the farming operation from multiple sources, this link can be selected multiple times to record the additional equipment from each source.</p>
"Revise"	Allows the user to revise the equipment information recorded for the selected entry in the summary. When this link is selected, the page will be displayed with the information recorded for that equipment entry.
"Delete"	Allows the user to delete the equipment information recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.

E Validation Error Messages

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

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

Error Message	Corrective Action
The total contributions for equipment that is owned, leased from, and any additional equipment exceeds 100%.	<p>The sum of the following information recorded for equipment exceeds 100 percent.</p> <ul style="list-style-type: none"> • owned equipment • equipment leased from all sources • additional equipment. <p>If the information is recorded is incorrect, return to the Equipment Contributions Page to add equipment information and/or modify the existing information recorded.</p>

--*

***--444 Owned Equipment Page**

A Introduction

The Owned Equipment Page:

- will be displayed after users click “**Add Owned Equipment**” link on the Equipment Contribution Page
- allows users to record:
 - the total percentage of equipment that is contributed to the farming operation that is owned by the farming operation
 - additional information about the owned equipment.

B Example of Owned Equipment Page

The following is an example of the Owned Equipment Page.

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

Owned Equipment

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Owned Equipment Percentage

Enter the percentage of equipment that is owned by the individual:

%

Enter any additional information about this equipment:

< Back Save Save & Continue >

BF051 [Back to Top ^](#)

--*

*--444 Owned Equipment Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Owned Equipment Page.

Question/Field	Description
Owned Equipment Percentage	<p>The percentage of all equipment contributed to the farming operation that is owned by the farming operation. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Enter any additional information about this equipment	<p>Text field that allows users to record comments about the owned equipment. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

D Page Options

The following options are available on the Owned Equipment Page.

Option	Action
“Back”	Returns to the Equipment Contributions 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 Equipment Contributions Page.

--*

***--444 Owned Equipment Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Owned Equipment 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
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that owned equipment is provided to the farming operation; however, the percent of owned equipment was not entered.	If the information is incorrect, return to the Owned Equipment Page to specify the total percentage of all equipment owned by the farming operation.

--*

***--445 Lessor Interest Page**

A Introduction

The Lessor Interest Page:

- will only be displayed if the user indicated that some of the equipment contributed to the farming operation is leased from another producer
- allows users to specify whether the individual or business the equipment is leased from has an interest in the farming operation.

B Example of Lessor Interest Page

The following is an example of the Lessor Interest Page.

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Individual General Contributions Capital Land Custom Services Equipment Labor Management Summary Other Remarks Submit Plan	<div style="background-color: #4F81BD; color: white; padding: 5px;">Lessor Interest</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #D9E1F2;">CUSTOMER INFORMATION</th> </tr> <tr> <td style="text-align: right; padding: 2px;">FARMING OPERATION:</td> <td style="padding: 2px;">Ima Farmer</td> </tr> <tr> <td style="text-align: right; padding: 2px;">BUSINESS TYPE:</td> <td style="padding: 2px;">Individual</td> </tr> </table> <p>Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who:</p> <p>Shares in the production or proceeds of the production from this farming operation?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Is a landowner or landlord with an interest in this farming operation?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <div style="text-align: center; margin-top: 10px;"> < Back Save Save & Continue > </div> <div style="display: flex; justify-content: space-between; font-size: small;"> BF059 Back to Top ^ </div>	CUSTOMER INFORMATION		FARMING OPERATION:	Ima Farmer	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION							
FARMING OPERATION:	Ima Farmer						
BUSINESS TYPE:	Individual						

--*

*--445 Lessor Interest Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Lessor Interest Page.

Question/Field	Description
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who shares in the production or proceeds of the production from this farming operation?	Select the appropriate answer to the question.
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a landowner or landlord with an interest in the farming operation?	Note: Select “No Response”, if the producer chooses not to respond to the question.

D Page Options

The following options are available on the Lessor Interest Page.

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

E Validation Error Messages

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

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

Error Message	Corrective Action
A response was not provided indicating whether the individual or business that the equipment is leased from has an interest in the farming operation.	If the information recorded is incorrect, return to the Lessor Interest Page to specify whether the individual or business that the equipment is leased from has an interest in the farming operation.

--*

***--446 Total Percentage For All Leased Equipment From Page**

A Introduction

The Total Percentage For All Leased Equipment From Page:

- will only be displayed if the user indicated the individual or business that the equipment is leased from does not have an interest in the farming operation by answering “No” to both questions on the Lessor Interest Page
- allows users to record the total percentage of equipment contributed to the farming operation that is leased from another source.

Note: Because the equipment is leased from a sources that does not have an interest in the farming operation, only the accumulated percentage all leased equipment used by the farming operation is needed. Information as to who the equipment is leased from is only needed if they have an interest in the farming operation.

B Example of Total Percentage For All Leased Equipment From Page

The following is an example of the Total Percentage For All Leased Equipment From Page.

The screenshot shows a web application interface. On the left is a vertical menu titled "Business File Menu" with the following items: "Welcome: Bobbie Butler", "User Role: FSA", "Select Different Customer", "Record New Farm Operating Plan", "Manage Customer", "Individual" (highlighted), "General", "Contributions", "Capital", "Land", "Custom Services", and "Equipment". The main content area has a blue header "Total Percentage For All Leased Equipment From". Below this is a table for "CUSTOMER INFORMATION":

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Below the table is the section "Leased From Equipment Percentage" with the instruction "Enter the percentage of equipment that is leased from another source:" followed by an input field and a "%" symbol. At the bottom of the form are three buttons: "< Back", "Save", and "Save & Continue >". The footer of the page contains "BF052" on the left and "Back to Top ^" on the right.

--*

***--446 Total Percentage For All Leased Equipment From Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Total Percentage For All Leased Equipment From Page.

Question/Field	Description
Leased From Equipment Percentage	<p>The percentage of the total equipment that is leased from another source or sources. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>

D Page Options

The following options are available on the Total Percentage For All Leased Equipment From Page.

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

--*

***--446 Total Percentage For All Leased Equipment From Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the Total Percentage For All Leased Equipment From 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
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Contributions Page and indicate equipment leased from another source is not contributed or indicate the producer does not want to provide a response to question regarding equipment leased from another source.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--446 Total Percentage For All Leased Equipment From Page (Continued)**

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that equipment leased from another producer is provided to the farming operation; however, the percent of leased equipment was not entered.	If the information recorded is incorrect, return to either of the following pages, as applicable, to record the equipment contribution percentage for equipment leased from other sources: <ul style="list-style-type: none"> • Total Percentage For All Leased Equipment From Page • Leased Equipment From Another Source Page.

447 Leased Equipment From Another Producer Page

A Introduction

The Leased Equipment From Another Producer Page:

- will only be displayed if the user indicated the individual or business that the equipment is leased from has an interest in the farming operation by answering “Yes” to at least 1 of the questions on the Lessor Interest Page
- allows users to:
 - record the percentage of equipment that is leased from another producer that is contributed to the farming operation
 - specify the individual or business from which the equipment is leased
 - record additional information about the leased equipment.--*

***--447 Leased Equipment From Another Producer Page (Continued)**

B Example of Leased Equipment From Another Producer Page

The following is an example of the Leased Equipment From Another Producer Page.

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Individual General Contributions Capital Land Custom Services Equipment Labor Management Summary Other Remarks Submit Plan Summary Validations	Leased Equipment From Another Producer	
	CUSTOMER INFORMATION	
	FARMING OPERATION:	Ima Farmer
	BUSINESS TYPE:	Individual
	Leased From Equipment Percentage	
	Enter the percentage of equipment that is leased from another source:	
	<input type="text"/> %	
	Individual or Business Whom Equipment Is Leased From	
	<input type="text"/>	
	Enter any additional information about this equipment:	
<input type="text"/>		
<input style="margin-right: 20px;" type="button" value=" < Back "/> <input style="margin-right: 20px;" type="button" value=" Save "/> <input style="margin-right: 20px;" type="button" value=" Save & Continue > "/>		
BF052	Back to Top ^	

--*

***--447 Leased Equipment From Another Producer Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Leased Equipment From Another Producer Page.

Note: Since the individual or business that the equipment is leased from has an interest in the farming operation, that individual/business should be recorded in SCIMS. However, the producer could have other leased equipment where the lessor does not have an interest in the farming operation and would not be recorded in SCIMS.

Example: Producer leases the following equipment:

- 50 percent from the landowner on the farm
- 25 percent of the John Deere.

The total equipment being leased from other sources is 75 percent, but only 50 percent is from another producer with an interest in the farming operation. County Offices have the option of recording the leased information as follows:

- 1 record for 75 percent, then specify 50 percent from the landowner and 25 percent from John Deere in the “Individual or Business whom Equipment Is Leased From” field
- two records, 1) 50 percent for the landowner, and 2) 25 percent from John Deere.

Question/Field	Description
Leased From Equipment Percentage	<p>The percentage of the equipment that is leased from an individual or business that has an interest in the farming operation. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Individual or Business Whom Equipment Is Leased From	<p>Text field that allows the user to specify from whom the equipment is leased. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>
Enter any additional information about this equipment	<p>Text field that allows users to record comments about the leased equipment. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

--*

--447 Leased Equipment From Another Producer Page (Continued)*D Page Options**

The following options are available on the Leased Equipment From Another Producer Page.

Option	Action
“Back”	Returns to the Equipment Contributions 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 returns to the Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Leased Equipment From Another Producer 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
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--447 Leased Equipment From Another Producer Page (Continued)**

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that equipment leased from another producer is provided to the farming operation; however, the percent of leased equipment was not entered.	If the information recorded is incorrect, return to either of the following pages, as applicable, to record the equipment contribution percentage for equipment leased from other sources: <ul style="list-style-type: none"> • Total Percentage For All Leased Equipment From Page • Leased Equipment From Another Source Page.
A response was not provided identifying the individual or business that the equipment is leased from and that has an interest in the farming operation.	The individual or business that the equipment is leased from should be recorded if they have an interest in the farming operation. If the producer does not want to provide the information, leave this field “blank”; otherwise, specify the name of the individual or business from which the equipment is leased.

--*

***--448 Leased Equipment To Another Producer Page**

A Introduction

The Leased Equipment To Another Producer Page:

- will only be displayed if the user indicated equipment contributed to the farming operation is leased to another producer on the Equipment Page
- allows users to:
 - record the percentage of equipment contributed to the farming operation that is also leased to another producers
 - specify the individual or business to which the equipment is leased
 - record additional information about the leased equipment.

B Example of Leased Equipment To Another Producer Page

The following is an example of the Leased Equipment To Another Producer Page.

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

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

Other
[Remarks](#)

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

Leased Equipment To Another Producer

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Leased To Equipment Percentage

Enter the percentage of equipment that is leased to another farming operation:
 %

Individual or Business Whom Equipment Is Leased To:

Enter any additional information about this equipment:

< Back Save Save & Continue >

BF056 [Back to Top ^](#)

--*

***--448 Leased Equipment To Another Producer Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Leased Equipment To Another Producer Page.

Note: If equipment is leased to multiple producers, County Offices have either of the following options:

- record 1 record with the total percentage, but each producer that equipment is being leased to should be specified in the “Individual or Business Whom Equipment Is Leased To” field
- record separate records with the percentage applicable to each producer.

Question/Field	Description
Leased To Equipment Percentage	<p>The percentage of the equipment used by the farming operation that is also leased to another producer or producers. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Individual or Business Whom Equipment Is Leased To	<p>Text field that allows the user to specify to whom the equipment was leased. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>
Enter any additional information about this equipment	<p>Text field that allows users to record comments about the leased equipment. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

--*

***--448 Leased Equipment To Another Producer Page (Continued)**

D Page Options

The following options are available on the Leased Equipment To Another Producer Page.

Option	Action
“Back”	Returns to the Equipment Contributions 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 returns to the Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Leased Equipment From Another Producer 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
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--448 Leased Equipment To Another Producer Page (Continued)**

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that equipment is being leased to another producer; however, the percent of leased equipment was not entered.	If the information recorded is incorrect, return to the Leased Equipment To Another Producer Page to record the equipment contribution percentage for equipment leased to other producer.
A response was not provided identifying the individual or business that the equipment is leased to and that has an interest in the farming operation.	If the producer does not want to provide the information, leave this field “blank”; otherwise, specify the name of the individual or business to which the equipment is leased.

449 Additional Equipment Page

A Introduction

The Additional Equipment Page:

- will only be displayed if the user indicated equipment is contributed to the farming operation that is not owned or leased from another producer on the Equipment Page.
- allows users to:
 - record the percentage of equipment contributed to the farming operation that is from additional or other sources
 - specify the individual or business providing the additional equipment
 - record additional information about the equipment.--*

*--449 Additional Equipment Page (Continued)

B Example of Additional Equipment Page

The following is an example of the Additional Equipment Page.

Business File Menu
Welcome: Bobbie Butler
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer

Individual
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Other
Remarks

Submit Plan
Summary
Validations

Additional Equipment

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Additional Equipment Percentage
Enter the percentage of additional equipment used by the farming operation:
 %

Individual or Business Providing Additional Equipment:

Enter any additional information about this equipment:

< Back Save Save & Continue >

BF053 [Back to Top ^](#)

--*

*--449 Additional Equipment Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Additional Equipment Page.

Note: If additional equipment is acquired from multiple sources, County Offices have either of the following options:

- record 1 record with the total percentage, but each producer that is providing the additional equipment should be recorded in the “Individual or Business Providing Additional Equipment” field
- record separate records with the percentage applicable to each source.

Question/Field	Description
Additional Equipment Percentage	<p>The percentage of the equipment used by the farming operation that is not owned or leased from another producer. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Individual or Business Providing the Additional Equipment	<p>Text field that allows the user to specify the source of the additional equipment. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>
Enter any additional information about this equipment	<p>Text field that allows users to record comments about the additional equipment. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

--*

--449 Additional Equipment Page (Continued)*D Page Options**

The following options are available on the Additional Equipment Page.

Option	Action
“Back”	Returns to the Equipment Contributions 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 Equipment Contributions Page in the interview process.

E Page Error Messages

The following error messages may be displayed on the Additional Equipment 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
Equipment contribution percentage cannot be greater than 100%.	The equipment contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Equipment contribution percentage must be greater than 0%.	The equipment contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Equipment contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--449 Additional Equipment Page (Continued)**

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that additional equipment is provided to the farming operation; however the percent of equipment was not entered.	If the information recorded is incorrect, return to the Additional Equipment Page to record the additional equipment contribution percentage.
A response was not provided identifying the individual or business that is providing additional equipment and that has an interest in the farming operation.	If the producer does not want to provide the information, leave this field "blank"; otherwise, specify the name of the individual or business that is providing the additional equipment.

--*

450-454 (Reserved)

***--Subsection 5 Custom Services**

455 Custom Services Page

A Introduction

The Custom Services Page:

- is displayed if the user indicated custom services are used by the farming operation on the Contributions Page
- is displayed if the user clicks "Custom Services" from the left navigation menu
- allows users to select the types of custom services provided to the farming operation.

Custom services is defined as the hiring of a contractor or vendor that is in the business of providing specialized services or to perform services in exchange for the payment of a fee, such as:

- branding
- feeding
- fertilizing
- handling
- harvesting
- hauling
- irrigation
- mowing
- pest scouting
- pruning
- seeding
- spraying
- thinning
- tillage
- wrangling
- any other farm or ranch activity that can be hired.

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

B Example of Custom Services Page

The following is an example of the Custom Services Page.

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

Custom Services

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Types of Custom Services

- Tillage Activities
- Seeding
- Crop Growing and Protection
- Harvesting and Handling
- Marketing and Disposition
- Other

< Back Save Save & Continue >

BF020 [Back to Top](#) *

*--455 Custom Services Page (Continued)

C Interview Questions

Due to the number of types of services that could apply, custom services have been grouped into 5 categories.

- crop growing and protection
- marketing and disposition
- tillage.
- harvesting and handling
- seeding

Users shall select:

- type of service that most closely fits into 1 of these 5 general categories of services
- “other” if the type of service does not fit into 1 of the 5 general types of services
- **all** options that represent the types of custom services used by the farming operation.

D Page Options

The following options are available on the Capital Contributions Page.

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

E Validation Error Messages

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

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

Error Message	Corrective Action
Must select the type of custom service being provided to the farming operation.	<p>A response was not selected indicating the type of custom services used by the farming operation. Return to the Custom Services Page and select the type of custom service.</p> <p>Note: Do not select any option if the producer chooses not to respond to the question.</p>

--*

***--456 Custom Services List Page**

A Introduction

The Custom Services List Page:

- will be displayed if the user indicated at least 1 type of custom service is being used by the farming operation on the Custom Services Page
- allows users to add entries for types of custom services
- summarizes the custom service detailed information that has been recorded.

B Examples of Page

The following is an example of the Custom Services List Page.

The screenshot shows the 'Custom Services List' page for user Bobbie Butler. The left sidebar contains a 'Business File Menu' with options like 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Customer'. Under the 'Individual' section, 'Custom Services' is selected. The main content area displays 'CUSTOMER INFORMATION' with 'FARMING OPERATION: Ima Farmer' and 'BUSINESS TYPE: Individual'. Below this, there are links for 'Tillage Activities' and 'Seeding', each with an 'Add Entry' link. At the bottom, there are '< Back' and 'Continue >' buttons. The footer shows 'BF021' and a 'Back to Top' link.

The following is an example of the Custom Services List Page after detailed custom service information has been recorded.

This screenshot shows the 'Custom Services List' page after data entry. The sidebar is identical to the previous screenshot. The main content area now includes two data tables. The first table, under 'Tillage Activities', has columns for 'Number of Acres/Description' and 'Name of Provider', with one entry: 500 acres, XYZ Custom Services, and links for 'Revise' and 'Delete'. The second table, under 'Seeding', has the same columns and one entry: 500 acres, XYZ Custom Seeding Services, and links for 'Revise' and 'Delete'. The rest of the page layout, including the sidebar and footer, remains the same.

***--456 Custom Services List Page (Continued)**

C Information on the Page

The Custom Services List Page provides the user with an overview of all the custom services that have been recorded for the farming operation.

This table describes the information displayed on the Custom Services List Page.

Field	Description
Number of Acres/Description	Displays the detailed information recorded on the Custom Services Information Page.
Name of Provider	

D Page Options

For each option that was selected on the Custom Services Page, an “Add Entry” link will be displayed on the Custom Services List Page.

This table describes the options that may be available on the Custom Services List Page.

Note: Multiple entries can be recorded for the same custom service general category if services are provided by multiple sources.

Link	Action
“Add Entry”	<ul style="list-style-type: none"> Displayed for each type of custom service category selected on the Custom Services Page. Advances to the Custom Services Information Page where additional information can be recorded about the type of service provided.
“Revise”	Allows the user to revise the detailed custom service information recorded for the selected entry in the summary. When this link is selected, the Custom Services Information Page will be displayed with the information recorded for that custom service entry.
“Delete”	Allows the user to delete the custom service information recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
“Back”	Returns to the Custom Services Page.
“Continue”	Continues to the next applicable page in the interview process.

--*

***--457 Custom Services Information Page**

A Introduction

The Custom Service Information Page:

- will be displayed after users click “**Add Entry**” link on the Custom Services List Page
- allows users to:
 - record detailed information about the number of acres affected and the type of custom service provided
 - specify the custom service provider.

B Example of Custom Service Information Page

The following is an example of the Custom Service Information Page.

The screenshot displays the 'Custom Service Information' page. On the left is a 'Business File Menu' sidebar with options like 'Welcome: Bobbie Butler', 'User Role: FSA', and various menu items such as 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Customer'. The main content area has a blue header 'Custom Service Information'. Below the header is a 'CUSTOMER INFORMATION' table with fields for 'FARMING OPERATION:' (Ima Farmer) and 'BUSINESS TYPE:' (Individual). Underneath is a 'Number of Acres/Description' section with a large text input field. Below that is a 'Name of Provider' section with another large text input field. At the bottom of the form are three buttons: '< Back', 'Save', and 'Save & Continue >'. The footer includes the code 'BF022' and a 'Back to Top ^' link.

--*

*--457 Custom Services Information Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Custom Service Information Page.

Question/Field	Description
Number of Acres/Description	Text field that allows users to record comments related to the number of acres affected and a description of the service provided. Up to 1,000 characters are allowed. Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.
Name of Provider	Text field that allows users to specify the individual or business that is providing the custom service. The provider does not have to be recorded in SCIMS. Up to 1,000 characters are allowed. Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the Custom Service Information Page.

Option	Action
“Back”	Returns to the Custom Services List 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 returns to the Custom Services List Page.

--*

***--457 Custom Services Information Page (Continued)**

E Validation Error Messages

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

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

Error Message	Corrective Action
Must provide additional information regarding the type of custom service being provided to the farming operation.	A response was not provided specifying the number of acres and a description of the custom service being provided. Return to the Custom Service Information Page and record information about the custom service. Note: Do not record any information if the producer chooses not to respond to the question.
Must provide additional information regarding the individual or business providing the custom service to the farming operation.	A response was not provided specifying the provider of the custom service being provided. Return to the Custom Service Information Page and record information about the custom service. Note: Do not record any information if the producer chooses not to respond to the question.

--*

458-460 (Reserved)

***--Subsection 6 Labor Contributions**

461 General Information

A Introduction

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

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

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

B Description of Labor Contribution Pages

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

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

--*

***--462 Labor Types Page**

A Introduction

The Labor Types Page:

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

B Example of Labor Types Page

The following is an example of the Labor Types Page.

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA

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

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

Other
[Remarks](#)

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

Labor Types

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

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

Yes
 No
 No Response

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

Yes
 No
 No Response

Is any additional labor contributed to the farming operation?

Yes
 No
 No Response

< Back Save Save & Continue >

BF070 [Back to Top ^](#)

--*

***--462 Labor Types Page (Continued)**

C Interview Questions

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

Question/Field	Description
Does this individual contribute active personal labor to the farming operation?	For each question presented, the available options are: <ul style="list-style-type: none"> • “Yes” • “No”
Is any of the labor contributed to the farming operation hired?	<ul style="list-style-type: none"> • “No Response”. The interview process will proceed to:
Is any additional labor contributed to the farming operation?	<ul style="list-style-type: none"> • Labor Contributions Page, if “Yes” is selected for at least 1 question • next applicable section of the interview process, if “No” or “No Response” is selected for all questions.

D Page Options

The following options are available on the Labor Types Page.

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

--*

*--462 Labor Types Page (Continued)

E Validation Error Messages

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

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

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

--*

***--463 Labor Contributions Page**

A Introduction

The Labor Contributions Page:

- will be displayed if the user indicated at least 1 type of labor is contributed to the farming operation on the Labor Types Page
- only displays the fields corresponding to the types of labor selected on the Labor Types Page

Example: The user selected “Yes” indicating the producer is providing active personal labor, but selected “No” for hired and other/additional labor.

Fields will not be displayed related to hired or other/additional labor.

- allows users to record contribution percentages for active personal and hired labor
- allows users to record other/additional labor contributed to the farming operation
- displays information recorded for other/additional labor.

B Example of Labor Contributions Page

The following is an example of the Labor Contributions Page.

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

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

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

Labor Contributions

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Active Personal Labor
 Enter the percentage of active personal labor contributed by this individual:
 %

Hired Labor Percentage
 Specify the percentage of hired labor contributed to the farming operation by the individual:
 %

Additional Labor Percentage

Percentage of Total	Type of Labor

[Add Additional Labor](#)

< Back Save Save & Continue >

BF071 Back to Top ^

*--463 Labor Contributions Page (Continued)

C Interview Questions

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

Question/Field	Description
Active Personal Labor Percentage	The percentage of active personal and/or hired labor the producer contributes to the farming operation. An entry is not required, but if entered, the following validations apply:
Hired Labor Percentage	
	<ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>

D Page Options

The following options are available on the Labor Contributions Page.

Option	Action
“Add Additional Labor”	Displays the Additional Labor Page where information can be recorded about any labor provided to the farming operation that does not fall into the category of active personal or hired labor.
“Revise”	Allows the user to revise the detailed additional labor information recorded for the selected entry in the summary. When this link is selected, the Additional Labor Page will be displayed with the information previously recorded.
“Delete”	Allows the user to delete the additional labor information previously recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
“Back”	Returns to the Labor 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 next applicable page in the interview process.

--*

***--463 Labor Contributions Page (Continued)**

E Information on the Page

If additional labor has been recorded for the farming operation, a summary of the information recorded will be displayed.

This table describes the information displayed on the Labor Contributions Page.

Field	Description
Percentage of Total	Displays the contribution percentage attributable to the additional labor recorded on the Additional Labor Page.
Type of Labor	Displays the description of the additional labor recorded on the Additional Labor Page.

F Page Error Messages

The following error messages may be displayed on the Labor Contributions 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
Active personal labor contribution percentage cannot be greater than 100%. Hired labor contribution percentage cannot be greater than 100%.	The specified contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Active personal labor contribution percentage must be greater than 0%. Hired labor contribution percentage must be greater than 0%.	The specified contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate labor is not contributed or indicate the producer does not want to provide a response to labor contributions.
Active personal labor contribution percentage must be numeric. Hired labor contribution percentage must be numeric.	Something other than a numeric value was entered for the specified contribution percentage.	Correct the value entered to a percentage.

--*

*--463 Labor Contributions Page (Continued)

G Validation Error Messages

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

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

Error Message	Corrective Action
Total labor contribution percentage for the individual must equal 100%.	The sum of the following information recorded for labor does not equal 100 percent: <ul style="list-style-type: none"> • active personal labor • hired labor • additional labor. If the information is recorded is incorrect, return to the Labor Contributions Page to add labor information and/or modify the existing information recorded.
Active personal labor contribution percentage must be entered if provided to the farming operation.	<ul style="list-style-type: none"> • If the information recorded is incorrect, return to the Labor Contributions Page to specify the percentage of active personal and/or hired labor that is contributed to the farming operation. • Answer “No” or “No Response” on the Types of Labor Page, if active personal and/or hired labor is not contributed to the farming operation or the producer chooses not to respond to the question.
Hired labor contribution percentage must be entered if labor is hired for the farming operation.	
Additional labor contribution percentage must be entered if additional labor is contributed to the farming operation.	

--*

***--464 Additional Labor Page**

A Introduction

The Additional Labor Page:

- will only be displayed after users click “**Add Additional Labor**” link on the Labor Contributions Page
- allows users to record:
 - the percentage of the additional labor contributed to the farming operation
 - additional information about the labor being used by the farming operation.

B Example of Additional Labor Page

The following is an example of the Additional Labor Page.

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

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

Other
[Remarks](#)

Additional Labor

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Additional Labor Percentage
 Specify the percentage of additional labor contributed to the farming operation:
 %

Type of Additional Labor
 Enter the type of labor contributed to the farming operation:

< Back Save Save & Continue >

BF072 [Back to Top ^](#)

--*

*--464 Additional Labor Page (Continued)

C Interview Questions

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

Question/Field	Description
Additional Labor Percentage	<p>The percentage of the labor used by the farming operation that is not active personal or hired labor. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Enter the type of labor contributed to the farming operation	<p>Text field that allows users to record comments about the source of the additional labor. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

D Page Options

The following options are available on the Additional Labor Page.

Option	Action
“Back”	Returns to the Labor Contributions 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 returns to the Labor Contributions Page.

--*

*--464 Additional Labor Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Labor 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
Additional type labor contribution percentage cannot be greater than 100%.	The additional labor contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional labor contribution percentage must be greater than 0%.	The additional labor contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.
Additional type of labor contribution percentage must be numeric.	Something other than a numeric value was entered for the additional labor contribution percentage.	Correct the value entered to a percentage.

--*

*--464 Additional Labor Page (Continued)

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Additional labor contribution percentage must be entered if additional labor is contributed to the farming operation.	<ul style="list-style-type: none"> • If the information recorded is incorrect, return to the Additional Labor Page to specify the percentage of additional labor that is contributed to the farming operation. • Answer “No” or “No Response” on the Types of Labor Page if additional labor is not contributed to the farming operation or the producer chooses not to respond to the question.
Must specify the type of labor contributed to the farming operation.	<p>A response was not provided describing the additional labor contributed to the farming operation. Return to the Additional Labor Page and record information about the additional labor.</p> <p>Note: Do not record any information if the producer chooses not to respond to the question.</p>

--*

***--465 Labor Contribution in Hours Page**

A Introduction

The Labor Contribution in Hours Page:

- will only be displayed if either the following are applicable:
 - active personal labor contribution percentage is less than 50 percent
 - user indicated active personal labor is contributed to the farming operation, but the contribution percentage is “blank”
- allows users to specify whether at least 1,000 hours of active personal labor are contributed to the farming operation.

B Example of Labor Contribution in Hours Page

The following is an example of the Labor Contribution in Hours Page.

--*

***--465 Labor Contribution in Hours Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Labor Contribution in Hours Page.

Question/Field	Options
Does this individual contribute at least 1,000 hours of active personal labor to this farming operation?	Available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. Note: If the producer does not want to respond to 1 or more questions, select “No Response”.

D Page Options

The following options are available on the Labor Contribution in Hours Page.

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

E Validation Error Messages

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

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

Error Message	Corrective Action
Must specify whether 1,000 or more hours are contributed to the farming operation when active personal labor is less than 50%.	If the information recorded is incorrect, return to the Labor Contribution Page to indicate if at least 1,000 hours are contributed to the farming operation.

--*

***--466 Additional Information for Hired Labor Page**

A Introduction

The Additional Information for Hired Labor Page will only be displayed if **all** the following conditions apply:

- producer is leasing land from another producer and the lease is “Cash” and/or “Cash and Share”
- owned equipment contribution percentage is less than 50 percent
- active personal labor contribution percentage is less than 50 percent
- at least 1,000 hours of active personal labor is not being contributed to the farming operation.

The Additional Information for Hired Labor Page allows users to specify whether:

- leased equipment and hired labor are contributed by the same individual/business
- if separate contracts exist for the labor and equipment.

B Example of Additional Information For Hired Labor Page

The following is an example of the Additional Information For Hired Labor Page.

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

Additional Information For Hired Labor

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Is the additional equipment used for this farming operation provided by the same individual or entity that was hired for labor?

Yes
 No
 No Response

Do separate contracts exist for the hired labor and equipment?

Yes
 No
 No Response

[< Back](#) [Save](#) [Save & Continue >](#)

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--*

***--466 Additional Information for Hired Labor Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Additional Information for Hired Labor Page.

Question/Field	Description
Is the additional equipment used for this farming operation provided by the same individual or entity that was hired for labor?	Available options are:
Do separate contracts exist for the hired labor and equipment?	<ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Note: This question is only presented if the answer to the previous question is “Yes”.	Note: If the producer does not want to respond to 1 or more questions, select “No Response”.

D Page Options

The following options are available on the Additional Information for Hired Labor Page.

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

E Validation Error Messages

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

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

Error Message	Corrective Action
A response was not provided indicating whether equipment and labor is being provided by the same individual.	If the information recorded is incorrect, return to the Additional Information for Hired Labor Page to respond to the applicable questions.
A response was not provided indicating whether separate contracts exist for the hired labor and equipment.	

--*

467-470 (Reserved)

***--Subsection 7 Management Contributions**

471 General Information

A Introduction

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

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

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

B Description of Management Contribution Pages

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

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

--*

***--472 Management Types Page**

A Introduction

The Management Types Page:

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

B Example of Management Types Page

The following is an example of the Management Types Page.

Business File Menu

Welcome: Bobbie Butler
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Individual

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Other

[Remarks](#)

Submit Plan

[Summary](#)

[Validations](#)

Management Types

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

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

Yes
 No
 No Response

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

Yes
 No
 No Response

Is any additional management contributed to the farming operation?

Yes
 No
 No Response

< Back
Save
Save & Continue >

BF080 [Back to Top ^](#)

--*

***--472 Management Types Page (Continued)**

C Interview Questions

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

Question/Field	Description
Does this individual contribute active personal management to the farming operation?	For each question presented, the available options are: <ul style="list-style-type: none"> • “Yes” • “No”
Is any of the management contributed to the farming operation hired?	<ul style="list-style-type: none"> • “No Response”. The interview process will proceed to:
Is any additional management contributed to the farming operation?	<ul style="list-style-type: none"> • Management Contributions Page, if “Yes” is selected for at least 1 question • Farming Operation Summary Page, if “No” or “No Response” is selected for all questions.

D Page Options

The following options are available on the Management Types Page.

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

--*

*--472 Management Types Page (Continued)

E Validation Error Messages

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

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

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

--*

--473 Management Contributions Page*A Introduction**

The Management Contributions Page:

- will be displayed if the user indicated at least 1 type of management is contributed to the farming operation on the Management Types Page
- only displays the fields corresponding to the types of management selected on the Management Types Page

Example: The user selected “Yes” indicating the producer is providing active personal management, but selected “No” for hired and other/additional management.

Fields will not be displayed related to hired or other/additional management.

- allows users to record contribution percentages for active personal and hired management
- allows users to record other/additional management contributed to the farming operation
- displays information recorded for other/additional management.--*

*--473 Management Contributions Page (Continued)

B Example of Management Contributions Page

The following is an example of the Management Contributions Page.

Business File Menu

Welcome: Bobbie Butler
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Individual

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Other

[Remarks](#)

Submit Plan

[Summary](#)

[Validations](#)

[Record Signatures](#)

[View 902](#)

Management Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Active Personal Management

Enter the individual 's active personal management contribution percentage:

%

What type of active management duties are performed by this individual?

Hired Management

Enter the hired management contribution percentage:

%

What type of hired management duties are performed by this individual?

Additional Management

Percentage of Total	Type of Management	

[Add Additional Management](#)

< Back
Save
Save & Continue >

BF081 [Back to Top ^](#)

--*

*--473 Management Contributions Page (Continued)

C Interview Questions

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

Question/Field	Description
Active Personal Management Percentage	The percentage of active personal and/or hired management the producer contributes to the farming operation. An entry is not required, but if entered, the following validations apply:
Hired Management Percentage	
Type of Duties Performed	Text field that allows users to record comments about the types of management duties performed for each type of management provided. Data is not required, but if entered, up to 1,000 characters are allowed. <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

D Page Options

The following options are available on the Management Contributions Page.

Option	Action
“Add Additional Management”	Displays the Additional Management Page where information can be recorded about any management provided to the farming operation that does not fall into the category of active personal or hired management.
“Revise”	Allows the user to revise the detailed additional management information recorded for the selected entry in the summary. When this link is selected, the Additional Management Page will be displayed with the information previously recorded.
“Delete”	Allows the user to delete the additional management information previously recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
“Back”	Returns to the 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 next applicable page in the interview process.

--*

*--473 Management Contributions Page (Continued)

E Information on the Page

If additional management has been recorded for the farming operation, a summary of the information recorded will be displayed.

This table describes the information displayed on the Management Contributions Page.

Field	Description
Percentage of Total	Displays the contribution percentage attributable to the additional management recorded on the Additional Management Page.
Type of Management	Displays the description of the additional management recorded on the Additional Management Page.

F Page Error Messages

The following error messages may be displayed on the Management Contributions 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
Active personal management contribution percentage cannot be greater than 100%. Hired management contribution percentage cannot be greater than 100%.	The specified contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Active personal management contribution percentage must be greater than 0%. Hired management contribution percentage must be greater than 0%.	The specified contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate management is not contributed or indicate the producer does not want to provide a response to management contributions.
Active personal management contribution percentage must be numeric. Hired management contribution percentage must be numeric.	Something other than a numeric value was entered for the specified contribution percentage.	Correct the value entered to a percentage.

--*

*--473 Management Contributions Page (Continued)

G Validation Error Messages

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

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

Error Message	Corrective Action
Total management contribution percentage for the individual must equal 100%.	<p>The sum of the following information recorded for management does not equal 100 percent:</p> <ul style="list-style-type: none"> • active personal management • hired management • additional management. <p>If the information is recorded is incorrect, return to the Management Contributions Page to add management information and/or modify the existing information recorded.</p>
Active personal management contribution percentage must be entered if provided to the farming operation.	<ul style="list-style-type: none"> • If the information recorded is incorrect, return to the Management Contributions Page to specify the percentage of active personal and/or hired management that is contributed to the farming operation.
A response was entered indicating that hired management is contributed to the farming operation; however, the contribution percentage was not entered.	<ul style="list-style-type: none"> • Answer “No” or “No Response” on the Management Types Page if active personal and/or hired management is not contributed to the farming operation or the producer chooses not to respond to the question.
Must specify the type of duties performed for active personal management.	Text field that allows users to specify the types of active personal and/or hired management duties performed. Data is not required, but if entered, up to 1,000 characters are allowed.
Must specify the type of duties performed for hired management.	<p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

--*

*--474 Additional Management Page

A Introduction

The Additional Management Page:

- will only be displayed if the user indicated that management other than active personal and/or hired management is contributed to the farming operation on the Management Contributions Page
- allows users to:
 - record the percentage of the additional management contributed to the farming operation
 - record additional information about the management being used by the farming operation.

B Example of Additional Management Page

The following is an example of the Additional Management Page.

--*

*--474 Additional Management Page (Continued)

C Interview Questions

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

Question/Field	Description
Additional Management Percentage	<p>The percentage of the management used by the farming operation that is not active personal or hired management. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
What type of additional management duties are performed by this individual?	<p>Text field that allows users to record comments about the source of the additional management. Data is not required, but if entered, up to 1,000 characters are allowed.</p> <p>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

D Page Options

The following options are available on the Additional Management Page.

Option	Action
"Back"	Returns to the Management Contributions 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 returns to the Management Contributions Page.

--*

*--474 Additional Management Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Additional Management 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
Additional management contribution percentage cannot be greater than 100%.	The additional management contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional management contribution percentage must be greater than 0%.	The additional management contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate management is not contributed or indicate the producer does not want to provide a response to the management question.
Additional management contribution percentage must be numeric.	Something other than a numeric value was entered for the additional management contribution percentage.	Correct the value entered to a percentage.

--*

*--474 Additional Management Page (Continued)

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that additional management is contributed to the farming operation; however, the contribution percentage was not entered.	<ul style="list-style-type: none"> • If the information recorded is incorrect, return to the Additional Management Page to specify the percentage of additional management that is contributed to the farming operation. • Answer “No” or “No Response” on the Management Types Page if additional management is not contributed to the farming operation or the producer chooses not to respond to the question.
Must specify the type of duties performed for additional management.	<p>A response was not provided describing the duties performed through the additional management. Return to the Additional Management Page and record information about the duties performed.</p> <p>Note: Do not record any information if the producer chooses not to respond to the question.</p>

--*

475-500 (Reserved)

--Subsection 8 Finalizing Farm Operating Plans*501 End of Interview – Other Pages****A Introduction**

After all the questions have been presented based on the contributions selected on the Contributions Page, various pages are presented to the user to complete the interview including:

- Farm Operation Summary Page
- Remarks Page
- validation process
- Signature Verification Page.

B Farming Operation Plan Summary Page

The Farming Operation Plan Summary Page will be displayed:

- after the last applicable contribution question has been answered based on the options selected on the Contribution Page
- if users click “Summary” link from the left Navigation Menu.

This page allows the user to:

- review the information recorded for all contribution sections of the interview
- navigates back to the applicable section of the interview to record additional information or revise incorrect information.

C Remarks Page

The Remarks Page will be displayed:

- after users click “Save & Continue” on the Farm Operation Plan Summary Page
- if users click “Remarks” link from the left Navigation Menu.

This page allows the user to record any other pertinent remarks about the farming operation, if applicable.

If CCC-902 is being filed for a program that does not require an “actively engaged in farming” or cash-rent tenant determination, then this field can be used to indicate the reason the Farm Operating Plan is being filed.

Example: Filed for Disaster program purposes only.--*

***--502 End Of Interview Page – Validation Process**

A Introduction

The End of Interview Page:

- will be displayed after the user continues from the Remarks Page
- allows the user to validate the Farm Operating Plan
- allows the user to exit.

B Page Options

The following options are available on the End of Interview Page.

Option	Action
“Back”/“Continue”	Returns to the Remarks Page.
“Validate Farm Operating Plan”	Validates the data recorded for all contributions to determine if potential errors exist or information may have been omitted.
“Exit Plan”	Ends the process and returns to the Customer Page.

C Handling Validation Error Messages

The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question.

Based on the error messages displayed, County Offices shall:

- work with producers to ensure that all questions are answered accurately based on the information provided by the producer
- **not** insist or imply that failure to provide the information will result in an adverse determination if the information is not provided
- **not** record information in the Business File application if the producer has not provided the information.--*

***--503 Signature Verification Page**

A Introduction

The Signature Verification Page will be displayed if users:

- click “**Continue**” from Validation Error Message Page
- click “**Record Signatures**” link from the left Navigation Menu
- click “**Record Signatures**” link from the Customer Page for the applicable version of CCC-902.

B Example of Signatures Verification Page

The following is an example of the Signatures Verification Page.

The screenshot displays a web application interface for signature verification. On the left is a vertical navigation menu with the following items: Business File Menu (Welcome: Bobbie Butler, User Role: FSA), Select Different Customer, Record New Farm Operating Plan, Manage Customer, Individual (General, Contributions, Capital, Land, Custom Services, Equipment, Labor, Management, Summary), Other (Remarks), and Submit Plan. The main content area is titled "Signatures Verification" and contains a "CUSTOMER INFORMATION" table with the following data:

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Below the table, there are two questions with radio button options:

Has a valid signature been obtained from the producer?
 Yes
 No

Enter the date the Farm Operating Plan was filed in the service center:

Enter the determination date:

At the bottom of the form are three buttons: "< Back", "Save", and "Save & Continue >". The footer of the page includes the text "BF323" on the left and a "Back to Top ^" link on the right.

--*

*--503 Signature Verification Page (Continued)

C Interview Questions

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

Question/Field	Description
Has a valid signature been obtained from the producer?	<p>Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No”. <p>See 1-CM, Part 25 for additional information on signature authority.</p>
Enter the date the Farm Operating Plan was filed in the service center.	<p>This field is only accessible after “Yes” has been selected indicating CCC-902 has valid signatures.</p> <p>The Farm Operating Plan is considered “filed” when CCC-902 is received in the County Office and all valid signatures have been obtained. The date the Farm Operating Plan is filed is the later of the date:</p> <ul style="list-style-type: none"> • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office. <p>If the manual CCC-902 was revised with pen & ink changes for changes to the CCC-902 for contributions other than land, the date the revisions were made should be considered the producer signature date.</p> <p>Note: If the pen & ink changes were for land only, the original producer signature date remains effective.</p> <p>The date recorded cannot be:</p> <ul style="list-style-type: none"> • earlier than October 1, 2008 • later than the current date.
Enter the determination date.	<p>The date COC or an authorized representative:</p> <ul style="list-style-type: none"> • completed the applicable determinations for CCC-902 • affirmed the original determinations continue to be effective after CCC-902 was revised. <p>Note: If the changes are for land only, then the original COC determination date remains effective.</p> <p>The date recorded cannot be:</p> <ul style="list-style-type: none"> • earlier than the date the Farm Operating Plan was filed • later than the current date.

--*

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

D Page Options

The following options are available on the Capital Contributions Page.

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

E Page Error Messages

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

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

--*

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Text
CCC-501B	Designation of "Permitted Entities"		41
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		41
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		41, 72, 84, 99, 103, 106
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		43, 306
CCC-527	Request For Action For Subsidiary/Payment Limitation		132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	3	
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		26, Part 10
CCC-902I	Farm Operating Plan for an Individual - 2009 and Subsequent Program Years		Part 10
CCC-903	Worksheet For Payment Eligibility and Payment Limitation Determinations		26, 72, 84, 99, 103, 106
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-926	Average Adjusted Gross Income (AGI) Statement		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

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	Subsidiary Combined Producers Screen, Decombine a Producer Combination Section, Decombine Subsection	106
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	Subsidiary Combined Producers Screen, Update Recording County Members of Combination Section	100
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	Subsidiary Eligibility Screen, Conservation Compliance Section	30
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	Subsidiary Eligibility Screen, Delinquent Debt Section	34
	Subsidiary Eligibility Screen, Federal Crop Insurance Section	39
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	Subsidiary Eligibility Screen, Foreign Person Section	25
	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

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	Subsidiary Reports Screen, Report Selection Criteria Section	306
	Subsidiary Reports Screen, Socially Disadvantaged Farmer or Rancher Section	306
	Subsidiary Screen, Customer Section	82
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