

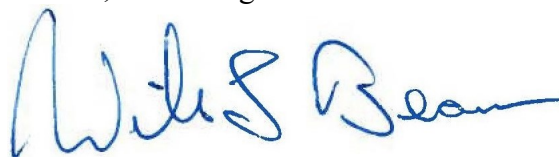
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files
for 2009 and Subsequent Years
3-PL (Revision 2)

Amendment 10

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

7 CFR Part 1400 Subpart F and 5-PL provide policy for annually verifying a person or legal entity's average AGI with IRS. Persons and legal entities submit CCC-941 to FSA, which serves as the producer's certification of eligibility and as a consent to the release of information from IRS. Notice PL-288 announced changes in the requirements for verifying AGI certifications with IRS effective beginning in FY 2020. Producers will continue to annually file CCC-941 according to 5-PL. Beginning with the effective date of the notice (May 21, 2020), CCC-941's submitted to FSA for FY 2020 and subsequent years are **only** required to be submitted to IRS biannually when the customer was not determined by IRS or State Office/SED as compliant in the 3 prior years and is not applying for an FSA or NRCS multi-year conservation program. Subsidiary software has been updated to provide a "Compliant – FSA Determined" determination when the producer files CCC-941 and was determined as compliant by IRS or State Office/SED review in the prior 3 years.

Capital, Land, Equipment, Labor, and/or Management contribution data is essential for a COC determination when producers file CCC-902 and are applying for FSA, CCC or NRCS program benefits that require an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change, or common attribution determination. Business File farm operating plan software will be updated on July 27, 2020, to display the "Applicability of Determinations" question for entities and joint operations.

Amendment Transmittal (Continued)

B Reason for Amendment

Subparagraph 21 C has been amended to include the Subsidiary certification/determinations applicable to year 2021.

Subparagraphs 26 C, 26 D, 26 G, 26 J, 26 K, and 305 G have been amended to include information on the new “Compliant – FSA Determined” determination.

Subparagraph 26 J has been amended to update Step 6 instructions for utilizing EDW for review of customers with a filed CCC-941 and no IRS or State Office/SED determination.

Subparagraphs 29 B and 305 J have been amended to include the current Beginning Farmer or Rancher section in the Subsidiary system.

Subparagraphs 37 B and 305 R have been amended to include the current Limited Resource Farmer or Rancher section in the Subsidiary system.

Subparagraphs 41 B and 305 V have been amended to include the current Socially Disadvantaged Farmer or Rancher section in the Subsidiary system.

Subparagraph 351 D has been amended to provide information regarding the rollover process for farm operating plans in Business File.

Subparagraphs 362 F, 370 C, 378 C, 378 D, 404 A, 404 B, 404 C, 404 E, and 501 C have been amended to update the “Applicability of Determinations” for entities with members and joint operations participating in FSA, CCC, or NRCS programs.

Subparagraphs 379 B, 379 C, 380 B, 402 B, 402 C, 522 B, 522 C, 551 B, and 561 D have been amended to include the customer’s IRS Response Code from Business Partner.

Subparagraph 466 A has been amended with the applicable conditions for recording additional information for hired labor.

Subparagraph 523 C has been amended to include “lineal relative by affinity” as a selection for the family relationship in 2019 and subsequent years.

Amendment Transmittal (Continued)

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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 2009 and prior years.

*--

Description	2009/ 2010	2011	2012	2013	2014/ 2015/ 2016	2017/ 2018	2019/ 2020/ 2021
Actively Engaged	X	X	X	X	X	X	X
Actively Engaged - 2002 Farm Bill	X	X	X	X	X	X	X
Suspended Producer	X	X	X				
AD-1026	X	X	X	X	X	X	X
Adjusted Gross Income - 2002 Farm Bill	X	X	X	X	X	X	X
AGI - 2008 Farm Bill - Commodity Program \$500,000 Nonfarm Income	X	X	X	X			
AGI - 2008 Farm Bill - Direct Payment \$1 Million Total Income			X	X			
AGI - 2008 Farm Bill - Direct Payment \$750,000 Farm Income	X	X	X	X			
AGI - 2008 Farm Bill - Conservation Program \$1 Million Nonfarm Income	X	X	X	X	X	X	X
AGI - 2014 and 2018 Farm Bills		X	X	X	X	X	X
AGI -75% Rule						X	X
Beginning Farmer or Rancher	X	X	X	X	X	X	X
Cash Rent Tenant and Cropland	X	X	X	X	X	X	X
Conservation Compliance	X	X	X	X	X	X	X
Controlled Substance	X	X	X	X	X	X	X
Delinquent Debt	X	X	X	X	X	X	X
Federal Crop Insurance	X	X	X	X	X	X	X
Foreign Person	X	X	X	X	X	X	X
Fraud - including FCIC Fraud	X	X	X	X	X		
Limited Resource Farmer or Rancher	X	X	X	X	X	X	X
NAP Non-Compliance	X	X	X	X	X	X	X
Permitted Entity - 2002 Farm Bill	X	X	X	X	X	X	X
Person Eligibility - 2002 Farm Bill	X	X	X	X	X	X	X
SDA Farmer or Rancher:							
• includes ethnic or racial, but not gender	X	X	X	X	X	X	X
• includes ethnic, racial or gender	X	X	X	X	X	X	X
Veteran Farmer or Rancher							X

--*

21 Web-Based System Eligibility Records (Continued)**D BIA ID Number**

An eligibility record will **not** be created for BIA with the employer 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.

* * *

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

C Example of the Subsidiary Eligibility Screen, “Adjusted Gross Income - 2014 and 2018 Farm Bills” Section

Following is an example of the “Adjusted Gross Income – 2014 and 2018 Farm Bills” section for 2011 and subsequent years.

*--

Adjusted Gross Income - 2014 and 2018 Farm Bills	
\$900,000 Total Income Producer Certification	
<input checked="" type="radio"/> Not Filed	<input type="radio"/> Filed CCC-941
<input type="radio"/> Exempt	<input type="radio"/> Not Met-Producer
Date Documentation Filed by Producer <input type="text"/>	
IRS Verification/Determination	
<input checked="" type="radio"/> Not Processed	<input type="radio"/> Compliant-Producer
<input type="radio"/> Compliant - Less Than 3 Years	<input type="radio"/> Not Compliant
<input type="radio"/> Failed Verification	<input type="radio"/> Compliant - FSA Determined
Date Processed by IRS <input type="text"/>	
State Office/SED Determination	
<input checked="" type="radio"/> No Determination	<input type="radio"/> Compliant-Review
<input type="radio"/> Mismatch Verified	<input type="radio"/> Not Compliant-Review
SED Determination Date <input type="text"/>	

--*

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

D Fields Applicable to AGI - 2014 and 2018 Farm Bills Determinations

The following provides fields applicable to Adjusted Gross Income - 2014 and 2018 Farm Bills Determinations.

Field	Option	Explanation
"\$900,000 Total Income Producer Certification"	"Not Filed"	<p>Producer and/or agent has not filed CCC-941 or prior to December 2014, the eligibility verification has not been received back from IRS.</p> <p>Note: If CCC-941 was filed before December 2014 and an IRS determination was processed, the \$900,000 "Total Income Producer Certification" field will still display "Not Filed". Users are not required to update the producer certification if an IRS determination was previously processed and updated from IRS before December 2014.</p>
	"Filed CCC-941"	Producer and/or agent has filed CCC-941 and certified their average AGI does not exceed \$900,000.
	"Exempt"	Producer is exempt from AGI provisions.
	"Not Met - Producer"	Producer and/or agent has filed CCC-941, but has indicated that their average AGI exceeds \$900,000.
"Date Documentation Filed by Producer"		Date the producer filed all required documentation to determine whether the AGI provisions are met.
"IRS Verification/ Determination"	"Not Processed"	Producer has not been updated through the IRS verification process.
	"Compliant - Producer"	Producer and/or agent has certified their average AGI does not exceed \$900,000 and verification has been received from IRS supporting the certification.
	"Compliant - Less Than 3 Years"	Producer and/or agent has certified their average AGI does not exceed \$900,000 and IRS has verified a match for the customer information; however, 3 years of tax information is not available.
	"Not Compliant"	Producer and/or agent has certified their average AGI does not exceed \$900,000; however, IRS has determined the average AGI exceeds the \$900,000 threshold.
	"Failed Verification"	Producer and/or agent has certified their average AGI does not exceed \$900,000; however, IRS cannot find a customer match and; therefore, cannot determine the average AGI.
	--"Compliant – FSA Determined"	<p>Producer and/or agent has certified their average AGI does not exceed \$900,000 and the system automatically verified the customer was determined as compliant based on IRS and/or State Office/SED Determinations in the 3 prior years.</p> <p>Note: This determination is applicable in 2020 and subsequent years.--</p>

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

G Updating AGI - 2014 and 2018 Farm Bills Producer Certification

Following acceptance of the completed CCC-941 **and** user updating the producer certification to “Filed CCC-941”, the Adjusted Gross Income - 2014 and 2018 Farm Bills IRS determination will automatically update after CCC-941 is processed by IRS. The process will occur on a weekly basis as soon as the IRS file is received. The table in subparagraph D describes the certifications. See 5-PL, Part 6 for additional information on submitting and processing CCC-941’s.

County Office users:

- are responsible for updating customers who file CCC-941
- are responsible for sending CCC-941 to IRS for processing if the customer certifies they do **not** exceed \$900,000
- must **not** send CCC-941 to IRS for processing for the following:
 - customer certifies they exceed \$900,000
 - “Exempt” type customers as described in subparagraph B
 - Indians represented by BIA with no tax ID.

***--Exception:** Beginning in Subsidiary year 2020, if the system automatically determines the customer as “Compliant – FSA Determined” when the producer certification is updated to “Filed CCC-941”, users are not required to send CCC-941 to IRS unless the customer is applying for an FSA or NRCS multi-year Conservation Program.--*

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

G Updating AGI - 2014 and 2018 Farm Bills Certification/COC Determination (Continued)

- will access the web-based Eligibility System according to paragraph 22 and perform the following steps.

Step	Action
1	On the Eligibility Page, navigate to the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section.
2	<p>If the producer’s and/or agent’s certification of average AGI indicated:</p> <ul style="list-style-type: none"> • does not exceed \$900,000, CLICK “Filed CCC-941” under “\$900,000 Total Income Producer Certification” • exceeds \$900,000, CLICK “Not Met - Producer” under “\$900,000 Total Income Producer Certification”. <p>Enter the date the producer filed CCC-941 in the “Date Documentation Filed by Producer” field.</p> <p>CLICK “Submit”.</p>
3	<p>On the Validation Page, verify the changes for the producer are correct, and click 1 of the following:</p> <ul style="list-style-type: none"> • “Accept”, if the changes are correct • “Revise”, if the changes need to be updated • “Cancel”, if the changes should not have been made.
4	<p>The Eligibility Page will be redisplayed with the updates to the producer.</p> <p>*--Note: Beginning in Subsidiary year 2020, a message will indicate the IRS Determination was automatically updated or not updated to “Compliant – FSA Determined”. The message will also indicate whether CCC-941 should be sent to IRS.--*</p>

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

J Steps for Timely AGI Determination

County Offices will ensure that an IRS determination or State Office/SED determination is received within 180 days of the producer certifying to not exceeding the \$900,000 threshold.

Producers who filed CCC-941 are AGI eligible for 180 days from the producer certification date while waiting on the IRS determination or State Office/SED determination.

Producers will be determined AGI ineligible for programs that are mandated under the 2014 and 2018 Farm Bills when the producer has filed CCC-941, and has not received an IRS determination or State Office/SED determination within 180 days of their certification date. If the producer previously received payments for programs mandated under the 2014 and 2018 Farm Bills, the producer's payment will automatically be displayed on the Pending Overpayment Report after 180 days. If a payment is attempted for the producer, the producer's payment will be displayed on the Nonpayment Report.

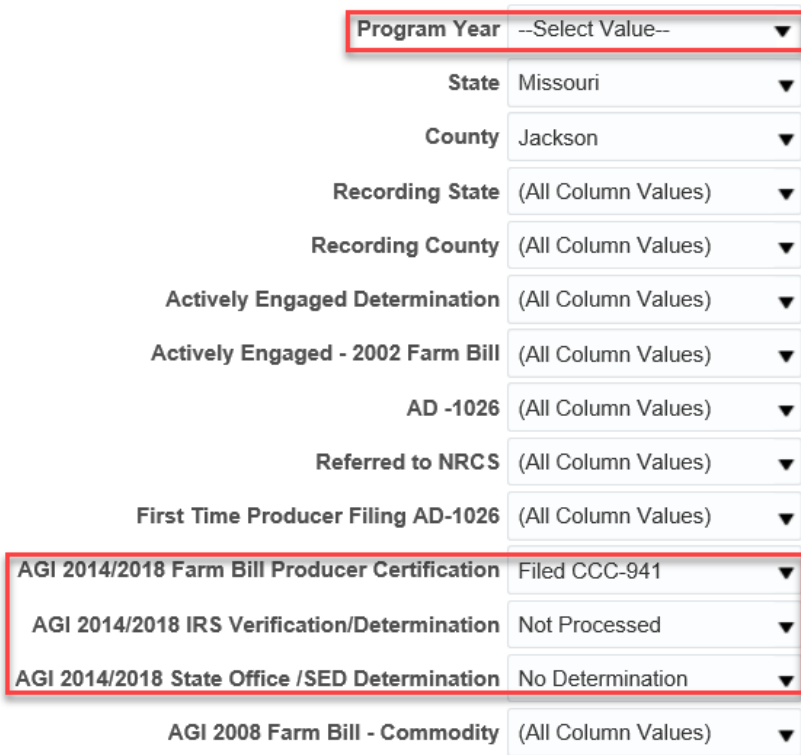
County Offices are responsible for performing the following steps when a producer provides CCC-941 to ensure a timely AGI determination.

Step	Action
1	Ensure that the customer name and tax ID are legible and match how the customer files taxes.
2	<p>Ensure that the customer name and tax ID in Business Partner match CCC-941.</p> <p>Reminder: The TIN verification process through MIDAS/Business Partner is separate from the AGI compliance verification process.</p> <p>Generate reports from Business Partner to identify customers where the IRS Tax ID verification response returned an error. Business Partner also identifies whether the customer record is the "paying entity" (DPE Flag). Use Business Partner to assist in determining what actions should be taken to resolve records of AGI mismatches or failed verifications.</p>
3	Ensure that the AGI 2014 and 2018 Farm Bills producer certification in Subsidiary is updated as described in subparagraph G prior to mailing CCC-941 to IRS.
4	Ensure that the AGI 2014 and 2018 Farm Bills producer certification date is entered accurately in Subsidiary with the date the producer filed CCC-941.
5	<p>Send CCC-941 and IRS-3210 to IRS. See 5-PL for additional information.</p> <p>*--Note: Beginning in Subsidiary year 2020, if the system automatically determines the customer as "Compliant – FSA Determined", users are not required to send CCC-941 to IRS unless the customer is applying for an FSA or NRCS multi-year Conservation Program.--*</p>

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

J Steps for Timely AGI Determination (Continued)

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Step	Action
6	<p>Review the “Common Producer Eligibility” report in Enterprise Data Warehouse (EDW) weekly to determine if a producer has filed CCC-941 and has not received an IRS determination or State Office/SED determination for all years applicable to the AGI 2014 and 2018 Farm Bills.</p> <p>Select the following filters on the Common Producer Eligibility Report to determine if a producer has not received a determination:</p> <ul style="list-style-type: none"> • Program Year = empty/select value or select the specific year • AGI 2014/2018 Farm Bill Producer Certification = “Filed CCC-941” • AGI 2014/2018 IRS Verification/Determination = “Not Processed” • AGI 2014/2018 State Office/SED Determination = “No Determination” <p>Click “Apply” to generate the report. An option is available to “Export” the report to a CSV file. See 12-CM for additional information regarding EDW.</p> <div style="text-align: center;">  </div> <p>Note: The “County Eligibility Report” is also available under the Subsidiary Reports tab in the Subsidiary system to filter reports (See paragraph 305). However, utilizing the EDW report will provide additional information for producers regarding the date AGI 2014/2018 Farm Bill documentation was filed.</p>

--*

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

***--K Automatic Compliant FSA Determination**

Beginning in Subsidiary year 2020, the system will perform a process to automatically determine if the customer is compliant based on the IRS and/or State Office/SED Determination in the three prior years.

The following provides a table describing when the AGI 2014/2018 Farm Bill IRS Determination is automatically updated to “Compliant – FSA Determined”.

WHEN the AGI 2014/ 2018 Farm Bill Producer Certification is updated to...	AND the AGI 2014/2018 Farm Bill State Office/ SED Determination is any of the following in the 3 prior years...	AND the AGI 2014/2018 Farm Bill IRS Determination is any of the following in the prior 3 years...	THEN...
“Filed CCC-941”	<ul style="list-style-type: none"> • “Compliant Review” • “Mismatch – Verified” 		The AGI 2014/2018 Farm Bill IRS Determination is automatically updated to “Compliant – FSA Determined”. Do not send CCC-941 to IRS unless the producer is applying for an FSA or NRCS multi-year conservation program.
	“No Determination”	<ul style="list-style-type: none"> • “Compliant – Producer” • “Compliant – Less Than 3 Years” • “Compliant – FSA Determined” in prior year -1 or prior year -2 only 	
	“Not Compliant – Review”		The AGI 2014/2018 Farm Bill IRS Determination is not automatically updated. Send CCC-941 to IRS.
	“No Determination”	<ul style="list-style-type: none"> • “Not Processed” • “Not Compliant” • “Failed Verification” • “Compliant – FSA Determined” in prior year only 	
“Not Met – Producer”			The AGI 2014/2018 Farm Bill IRS Determination is not automatically updated since the customer self-certified to exceeding the \$900,000 threshold. Do not send CCC-941 to IRS.

--*

26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)

***--K Automatic Compliant FSA Determination (Continued)**

Example: AGI 2014/2018 Farm Bill Producer Certification is updated for producer John Farmer to “Filed CCC-941 in year 2020”:

- Year 2019 – IRS Determination = “Compliant - Producer” and State Office/SED Determination = “No Determination”
- Year 2018 – IRS Determination = “Compliant – Less than 3 years” and State Office/SED Determination = “No Determination”
- Year 2017 – IRS Determination = “Not Processed” and State Office/SED Determination = “Compliant - Review”.

AGI 2014/2018 Bill IRS Determination for producer John Farmer is automatically updated to “Compliant – FSA Determined” in year 2020 and a message will display on the Subsidiary page, “AGI 2014/2018 Farm Bill IRS Determination was automatically determined as “Compliant” by FSA based on the prior 3 years. **Do not** mail CCC-941 to IRS unless the producer is applying for FSA or NRCS multi-year conservation program contract.--*

28 AGI - 2002 Farm Bill Determination Information (Continued)

K Example 4

In this example, both members:

- have designated H & W Farming for payment
- meet the AGI eligibility requirements.

However, H & W Farming does **not** meet the AGI eligibility requirements.

Regardless of whether permitted entity rules apply, when AGI is checked for H & W Farming, the payment share is 0.0000 because the entity does **not** meet the AGI eligibility requirements. In this example, the member information is **not** read because the entity is **not** eligible.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	1.0000	N	0.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

29 Beginning Farmer or Rancher

A Introduction

Data in the Subsidiary Eligibility Screen, “Beginning Farmer or Rancher” section is used to determine whether a producer meets the requirements to be considered a beginning farmer or rancher. Additional provisions for a beginning farmer or rancher are applicable to 2008 and future years.

See 1-CM for additional information on the beginning farmer or rancher provisions.

B Example of Subsidiary Eligibility Screen, “Beginning Farmer or Rancher” Section

Following is an example of the “Beginning Farmer or Rancher” section for 2008 through 2013.

*__

Beginning Farmer or Rancher	
Certification	
The producer, legal entity or joint operation certified BOTH of the following statements are true:	
<ul style="list-style-type: none"> The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years. The producer, legal entity or joint operation substantially participates in the operation. 	
<input type="radio"/> Yes	<input checked="" type="radio"/> No

--*

Following is an example of the “Beginning Farmer or Rancher” section for 2014 and subsequent years.

*__

Beginning Farmer or Rancher	
Certification	
The producer, legal entity or joint operation certified BOTH of the following statements are true:	
<ul style="list-style-type: none"> The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years. The producer, legal entity or joint operation substantially participates in the operation. 	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Month and Year Farmer Or Rancher began Farming <input type="text"/> (mm/yyyy)	

--*

36 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 to tim.witt@usda.gov • telephone at 816-926-7394.
OIG case	Jack Welch, Director, ALS, by: <ul style="list-style-type: none"> • e-mail to 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.

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.

See 1-CM for additional information on the limited resource farmer or rancher provisions.

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

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

*__

Limited Resource Farmer or Rancher

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true:

- The direct or indirect gross farm sales do not exceed the amount identified in the Limited Resource Farmer/Rancher Self-Determination Tool for the 2 calendar years that precede the complete taxable year before the relevant program year, adjusted upwards in later years for any general inflation.
- Total household income was at or below the national poverty level for a family of four in each of the same 2 previous years.

☐ Yes
 ☒ No

--*

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.
“No”	Producer has not certified compliance with limited resource farmer or rancher provisions.

41 SDA Farmer or Rancher (Continued)

B Example of the Subsidiary Eligibility Screen, “Socially Disadvantaged Farmer or Rancher” Section

Following is an example of the “Socially Disadvantaged Farmer or Rancher” section.

*--

Socially Disadvantaged Farmer or Rancher	
<input type="radio"/> Includes Racial, Ethnic or Gender	<p>The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities:</p> <ul style="list-style-type: none"> • Women • American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>
<input type="radio"/> Includes Racial or Ethnic but NOT Gender	<p>The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial or ethnic (NOT gender) prejudice because of their identity as members of a group without regard to their individual qualities:</p> <ul style="list-style-type: none"> • American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>

--*

41 SDA Farmer or Rancher (Continued)

C Fields Applicable to SDA Farmer or Rancher

The following provides fields applicable to a SDA farmer or rancher.




Field	Option	Explanation
“Includes Racial, Ethnic or Gender”	“Yes”	Producer has certified compliance with SDA farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, or gender). * * *
	“No”	Producer has not certified compliance with SDA farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, or gender).
“Includes Racial or Ethnic but NOT Gender”	“Yes”	Producer has certified compliance with SDA farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial or ethnic, but not gender). * * *
	“No”	Producer has not certified compliance with SDA farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial or ethnic, but not gender).

305 County Eligibility Reports (Continued)

G County Eligibility Reports Screen, “Adjusted Gross Income – 2014 and 2018 Farm Bills” Section

Reports may be generated that will provide the user information on who has an “adjusted gross income” certification, as it applies to the 2014 and 2018 Farm Bills provisions, recorded in the web-based eligibility files. The following is an example of the “Adjusted Gross Income – 2014 and 2018 Farm Bills” section.

*--

Adjusted Gross Income - 2014 and 2018 Farm Bills	
<input type="checkbox"/> \$900,000 Total Income Producer Certification	
<input type="checkbox"/> Not Filed	<input type="checkbox"/> Filed CCC-941
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Met-Producer
<input type="checkbox"/> Date Documentation Filed by Producer <input type="text"/> 	
<input type="checkbox"/> IRS Verification/Determination	
<input type="checkbox"/> Not Processed	<input type="checkbox"/> Compliant-Producer
<input type="checkbox"/> Compliant - Less Than 3 Years	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Failed Verification	<input type="checkbox"/> Compliant - FSA Determined
<input type="checkbox"/> Date Processed by IRS <input type="text"/> 	
<input type="checkbox"/> State Office/SED Determination	
<input type="checkbox"/> No Determination	<input type="checkbox"/> Compliant-Review
<input type="checkbox"/> Mismatch Verified	<input type="checkbox"/> Not Compliant-Review
<input type="checkbox"/> SED Determination Date <input type="text"/> 	

--*

305 County Eligibility Reports (Continued)

***--G County Eligibility Reports Screen, “Adjusted Gross Income - 2014 and 2018 Farm Bills” Section (Continued)**

The following provides information about the “Adjusted Gross Income – 2014 and 2018 Farm Bills” section.

Field/Button	Description
“Not Filed”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Filed” checked.
“Filed CCC-941”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Filed CCC-941” checked.
“Exempt”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Exempt” checked.
“Not Met - Producer”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Met - Producer” checked.
“Date Documentation Filed by Producer”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify all producers.
“Not Processed”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Processed” checked.
“Compliant - Producer”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant - Producer” checked.
“Compliant - Less Than 3 Years”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant – Less Than 3 Years” checked.

--*

305 County Eligibility Reports (Continued)

G County Eligibility Reports Screen, “Adjusted Gross Income - 2014 and 2018 Farm Bills” Section (Continued)

Field/Button	Description
“Not Compliant”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Compliant” checked.
“Failed Verification”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Failed Verification” checked.
--“Compliant – FSA Determined”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income – 2014 and 2018 Farm Bills” section that has “Compliant – FSA Determined” checked.--
“Date Processed by IRS”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date Processed by IRS” for that date. If a date is not entered, the report will identify all producers.
“No Determination”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “No Determination” checked.
“Compliant - Review”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant - Review” checked.
“Mismatch Verified”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Mismatch Verified” checked.
“Not Compliant - Review”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Compliant - Review” checked.
“SED Determination Date”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date of SED Determination” for that date. If a date is not entered, the report will identify all producers.

--*

305 County Eligibility Reports (Continued)

H County Eligibility Reports Screen, “Adjusted Gross Income - 2008 Farm Bill” Section

Reports may be generated that will provide the user information on who has an “AGI - 2008 Farm Bill” certification recorded in the web-based eligibility files. The following is an example of the “Adjusted Gross Income - 2008 Farm Bill” section.

Adjusted Gross Income - 2008 Farm Bill	
Commodity Program \$500,000 Nonfarm Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
Direct Payment \$750,000 Farm Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
Direct Payment \$1 Million Total Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	
<input type="checkbox"/> Compliant - Producer	<input type="checkbox"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Not Met - Producer
SED Determination	
<input type="checkbox"/> Not Met-SED	<input type="checkbox"/> Date of SED Determination <input type="text"/> 
<input type="checkbox"/> Effective Program Year <input type="text"/>	
<input type="checkbox"/> Date Documentation Filed by Producer <input type="text"/> 	
<input type="checkbox"/> COC Disapproval Date <input type="text"/> 	

305 County Eligibility Reports (Continued)

J County Eligibility Reports Screen, Beginning Farmer or Rancher

Reports may be generated that will provide the user information on who has a “Beginning Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the “Beginning Farmer or Rancher” section.

*--

Beginning Farmer or Rancher

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true:

- The producer, legal entity or joint operation has not operated a farm or ranch for more than 10 years.
- The producer, legal entity or joint operation substantially participates in the operation.

☐ Yes ☐ No

☐ Month and Year Farmer Or Rancher began Farming

--*

The following provides information about the “Beginning Farmer or Rancher” section.

Field/Button	Description
“Yes”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Beginning Farmer or Rancher” section that has “Yes” checked.
“No”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Beginning Farmer or Rancher” section that has “No” checked.
“Month and Year Farmer Or Rancher began Farming”	In 2014 and subsequent years, checking this box and entering a month and year will generate a report that will list every person in the web-based Eligibility System, “Beginning Farmer or Rancher” section that has “Month and Year Farmer Or Rancher began Farming” checked for that month and year. If a month and year is not entered, then the report will not be accurate.

305 County Eligibility Reports (Continued)

K County Eligibility Reports Screen, “Cash Rent Tenant” Section

Reports may be generated that will provide the user information on who has a “cash rent tenant” determination recorded in the web-based Eligibility System. The following is an example of the “Cash Rent Tenant” section.

Cash Rent Tenant

COC Determination

Does the producer meet the cash rent tenant provisions?

<input type="checkbox"/> Eligible	<input type="checkbox"/> Partially Eligible
<input type="checkbox"/> Ineligible	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Awaiting Determination	<input type="checkbox"/> Exempt

☐ Cropland Factor

305 County Eligibility Reports (Continued)

Q County Eligibility Reports Screen, “Fraud - including FCIC Fraud” Section

Reports may be generated that will provide the user information on who has a Fraud - including FCIC Fraud determination recorded in the web-based eligibility files. The following is an example of the “Fraud - including FCIC Fraud” section.

Fraud - including FCIC Fraud

Notification of FCIC Determination

☐ Compliant ☐ Not Compliant

☐ Year of Violation

☐ Years of No Program Benefits

The following provides information about the “Fraud - including FCIC Fraud” section.

Field/Button	Description
“Compliant”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Fraud - including FCIC Fraud” section that has “Compliant” checked.
“Not Compliant”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Fraud - including FCIC Fraud” section that has “Not Compliant” checked.
“Year of Violation”	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, “Fraud - including FCIC Fraud” section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.
“Years of No Program Benefits”	Checking this box and entering a number of years will generate a report that will list every person in the web-based Eligibility System, “Fraud - including FCIC Fraud” section that has a “Years of No Program Benefits” for a certain number of years entered. If years are not entered, then the report will not be accurate.

305 County Eligibility Reports (Continued)

R County Eligibility Reports Screen, “Limited Resource Farmer or Rancher” Section

Reports may be generated that will provide the user information on who has a “Limited Resource Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the “Limited Resource Farmer or Rancher” section.

*--

Limited Resource Farmer or Rancher

Certification

The producer, legal entity or joint operation certified BOTH of the following statements are true:

- The direct or indirect gross farm sales do not exceed the amount identified in the Limited Resource Farmer/Rancher Self-Determination Tool for the 2 calendar years that precede the complete taxable year before the relevant program year, adjusted upwards in later years for any general inflation.
- Total household income was at or below the national poverty level for a family of four in each of the same 2 previous years.

☐ Yes ☐ No

--*

The following provides information about the “Limited Resource Farmer or Rancher” section.

Field/Button	Description
“Yes”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Limited Resource Farmer or Rancher” section that has “Yes” checked.
“No”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Limited Resource Farmer or Rancher” section that has “No” checked.

305 County Eligibility Reports (Continued)

U County Eligibility Reports Screen, “Person Eligibility - 2002 Farm Bill” Section

Reports may be generated that will provide the user information on who has “person eligibility” determinations, as it applies to the 2002 Farm Bill provisions, recorded in the web-based Eligibility System. The following is an example of the “Person Eligibility - 2002 Farm Bill” section.

Person Eligibility - 2002 Farm Bill

COC Determination

☐ COC Determination Completed
☐ Awaiting Determination

☐ Not Filed
☐ Awaiting Revision

☐ Date Documentation Filed by

Producer

☐ COC Determination Date

The following provides information about the “Person Eligibility - 2002 Farm Bill” section.

Field/Button	Description
“COC Determination Completed”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Person Eligibility - 2002 Farm Bill” section that has “COC Determination Completed” checked.
“Not Filed”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Person Eligibility - 2002 Farm Bill” section that has “Not Filed” checked.
“Awaiting Determination”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Person Eligibility - 2002 Farm Bill” section that has “Awaiting Determination” checked.
“Awaiting Revision”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Person Eligibility - 2002 Farm Bill” section that has “Awaiting Revision” checked.
“Date Documentation Filed by Producer”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Person Eligibility - 2002 Farm Bill” section that has “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify all producers.
“COC Determination Date”	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Person Eligibility - 2002 Farm Bill” section that has a “COC Determination Date” for that date. If a date is not entered, the report will identify all producers.

305 County Eligibility Reports (Continued)

V County Eligibility Reports Screen, “Socially Disadvantaged Farmer or Rancher” Section

Reports may be generated that will provide the user information on who has a “Socially Disadvantaged Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the “Socially Disadvantaged Farmer or Rancher” section.

*--

Socially Disadvantaged Farmer or Rancher	
Includes Racial, Ethnic or Gender	
The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities:	
<ul style="list-style-type: none"> • Women • American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics 	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Includes Racial or Ethnic but NOT Gender	
The producer, legal entity or joint operation certified they are a member of a group listed below whose members have been subject to racial or ethnic (NOT gender) prejudice because of their identity as members of a group without regard to their individual qualities:	
<ul style="list-style-type: none"> • American Indians or Alaskan Natives, Asians or Asian Americans, Black or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics 	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

--*

305 County Eligibility Reports (Continued)**V County Eligibility Reports Screen, “Socially Disadvantaged Farmer or Rancher”
Section (Continued)**

The following provides information about the “Socially Disadvantaged Farmer or Rancher” section.

Certification	Field/Button	Description
“Includes Racial, Ethnic and Gender”	“Yes”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Socially Disadvantaged Farmer or Rancher” section that has the “Yes” checked for “Includes Racial, Ethnic and Gender”.
	“No”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Socially Disadvantaged Farmer or Rancher” section that has the “N” checked for “Includes Racial, Ethnic and Gender”.
“Includes Racial and Ethnic but NOT Gender”	“Yes”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Socially Disadvantaged Farmer or Rancher” section that has the “Y” checked for “Includes Racial and Ethnic but NOT Gender”.
	“No”	Checking this box will generate a report that will list every person in the web-based Eligibility System, “Socially Disadvantaged Farmer or Rancher” section that has the “No” checked for “Includes Racial and Ethnic but NOT Gender”.

351 Subsidiary Rollover Process (Continued)**D Business File Rollover Process (Continued)**

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

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

***--Note:** If a customer is updated in Business Partner with a deceased date of death and death confirmation, the current year farm operating plan(s) for the customer and any business where the customer is a member will automatically update with an end date set to the end of the subsidiary year to ensure that the farm operating plan(s) does not rollover to the next year.--*

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

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

* * *

351 Subsidiary Rollover Process (Continued)

D Business File Rollover Process (Continued)

Example: The following is an example of a farm operating plan that was created for subsidiary year 2015. Before rollover, version 10 of the subsidiary year 2014 plan did **not** have an “end date”, so that plan was used as a source for creating the subsidiary year 2015 plan.

During rollover:

- the end date was set to September 30, 2014, on version 10 of the subsidiary year 2014 plan
- the subsidiary year 2015 plan was created with October 1, 2014, as the start date.

Farm Operating Plans					
Program Year	Status	Version	Start Date	End Date	
2015 Last Update: 09/26/2014	Determined	10	10/01/2014		Revise View 902 View Members Record Determinations Delete
2014 Last Update: 09/26/2014	Determined	10	10/01/2013	09/30/2014	Revise Copy Plan View 902 View Members Record Determinations Delete
2014 Last Update: 09/26/2014	Determined	8	10/01/2013	09/30/2013	View 902 View Members Delete
2013 Last Update: 07/09/2014	Determined	7	12/04/2012	09/30/2013	Revise Copy Plan View 902 View Members Record Determinations Delete

352-360 (Reserved)

362 Dataloading CCC-902's on File in County Offices (Continued)**F Coordinating With NRCS**

For customers participating in NRCS programs **only**, NRCS is still required to obtain farm ~~operating plans~~. NRCS must provide the farm operating plan to FSA, and the County Office will perform the following in the Business File software:

- respond to the question, “Is the farm operation applying for a FSA, CCC, or NRCS program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination?”
 - select “Yes” if the customer is applying for an NRCS program requiring a determination
 - select “No” if the customer is not applying for an NRCS program requiring a determination
- record the:
 - contributions provided to the farm operation (if “Yes” was selected as indicated above)
 - member, member shares, and member signature authority information
 - producer signature date from CCC-902.

Note: COC determination date must be recorded if COC has made an actively engaged, cash rent tenant, foreign person, member contribution, substantive change, or common attribution determination.--*

363 Updating Member Data in Subsidiary Years 2009 and 2010**A Overview**

Member data was migrated from System 36 for entities and joint operations with members.

Users are not required to record farm operating plans in 2009 and 2010 unless a change or correction to members is needed in 2009 or 2010.

--363 Updating Member Data in Subsidiary Years 2009 and 2010*B Recording 2009 and 2010 Farm Operating Plans**

If an update is required to the members of an entity or joint operation in 2009 or 2010, users will record or revise the 2009 or 2010 farm operating plan.

When a farm operating plan is recorded or revised in 2009 or 2010:

- contribution data will not be collected in the system
- the “Select Member” page will be displayed to update the members of the joint operation or entity.

Note: If members were originally recorded in System 36 and are still active in Business Partner/SCIMS, the members will automatically be displayed on the Select Member page.

- users must update the producer filed and COC determination dates based on the documentation provided for the plan after the members are updated.--*

364 (Reserved)

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.	<div>Business File Menu</div> <div>Welcome: Tracey Smit User Role: FSA</div> <div>Select Different Customer</div> <div>Record New Farm Operating Plan</div> <div>Manage Customer</div> <div>Lmt'd Liability</div> <div>Seeking Benefits</div> <div>General Contributions</div> <div>Capital Land</div> <div>Custom Services</div> <div>Equipment</div> <div>Labor Management</div> <div>Summary</div> <div>Member</div> <div>Select Member</div> <div>Other</div> <div>Remarks</div> <div>Submit Plan</div> <div>Summary</div> <div>Validations</div> <div>Record Signatures</div> <div>View 902</div>
“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.		
“Seeking Benefits”	*--Displays the Applicability of Determinations Page.--*	
“General”	Displays the General Information Page.	
“Contributions”	Displays the Contributions 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.	

370 Navigation (Continued)

C Left Navigation Menu (Continued)

Option	Action	Example
“Select (Member)”	Displays the Select (<i>Member</i>) Page. Note: The name of the page may change depending on the business type for the operation. For example, the option will be “Select Stockholder”, if the farming operation is a corporation.	Business File Menu Welcome: Tracey Smit User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer
“Remarks”	Displays the Remarks Page that allows the user to record additional information about the farming operation.	Lmted Liability Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary
“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.	Member Select Member Other Remarks Submit Plan Summary Validations Record Signatures View 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: The left navigation menu should be used when:

- revising farm operating plans
- jumping to a section to review or correct responses recorded.

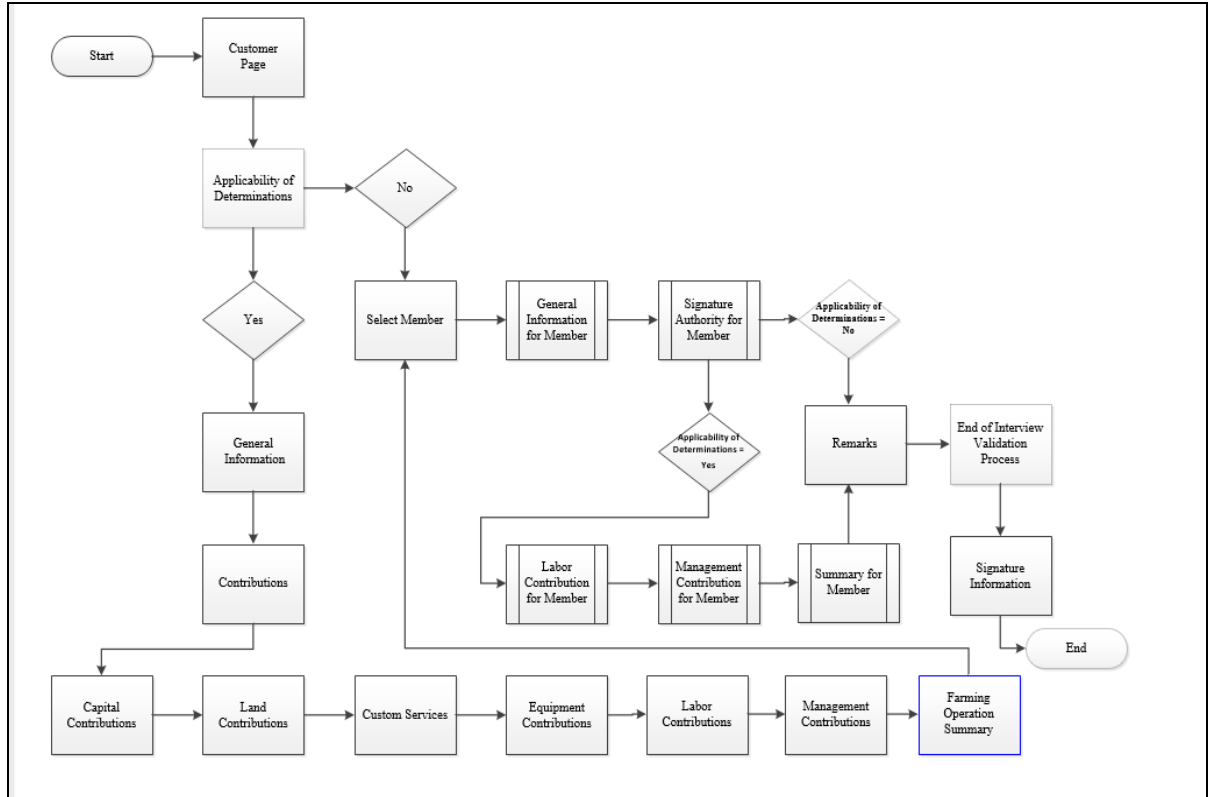
371-376 (Reserved)

378 Business Type Interview Process Flow Charts (Continued)

C Flow Chart for “Entities With Members” Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have an “Entities With Members” business type.

*--



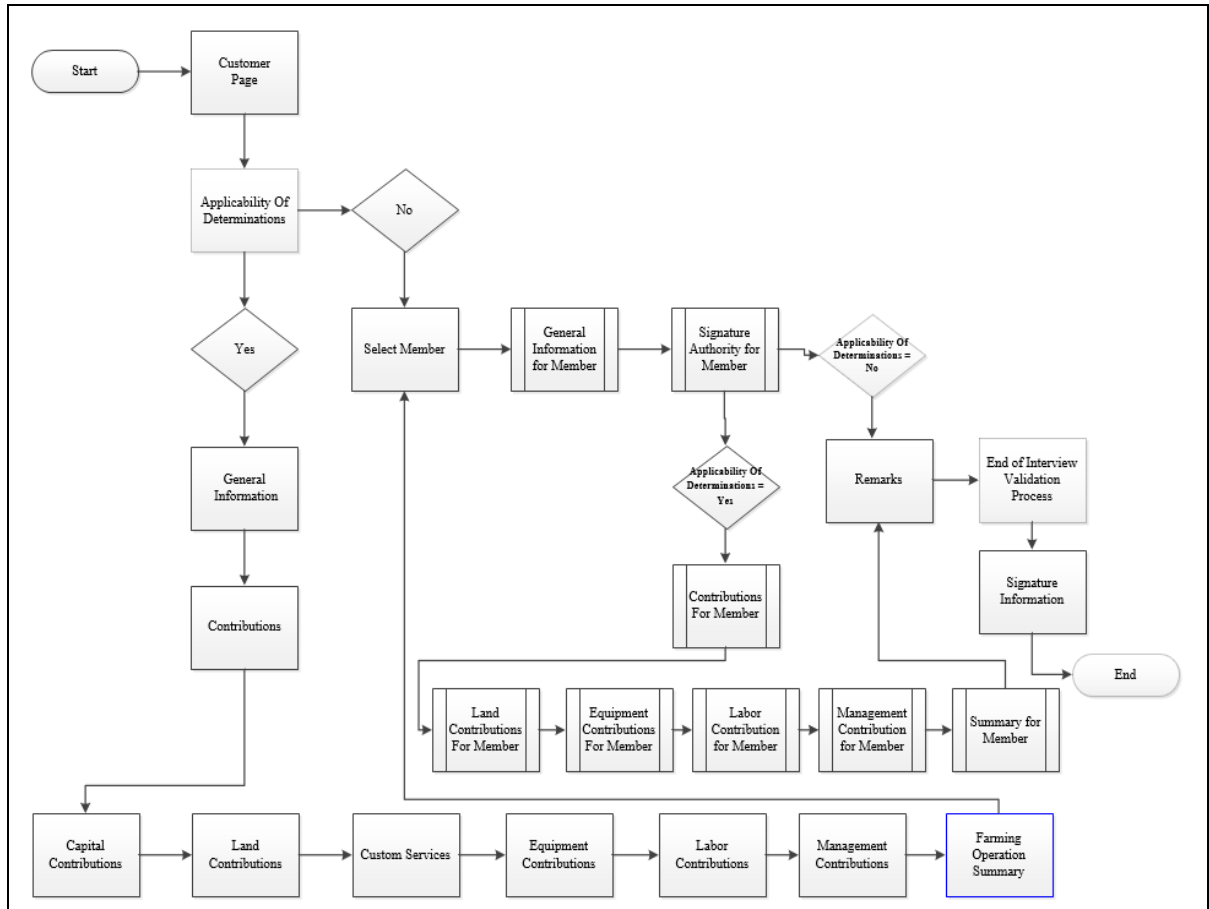
--*

378 Business Type Interview Process Flow Charts (Continued)

D Flow Chart for “Joint Operation” Business Type

The following is the high-level overview of the interview process flow for customers in SCIMS that have a “Joint Operation” business type.

*--



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379 Farm Operating Plan History

A Farm Operating Plan History Overview

The Farm Operating Plan History Page allows users to display all farm operating plans recorded for the producer.

B Accessing the Farm Operating Plan History Page

On Customer Page BF002, CLICK “View Farm Operating Plan History”.

*--

Business File Menu
Welcome:

User Role: FSACO

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

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY3 CORPORATION
BUSINESS TYPE:	Corporation
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2017 Last Update: 05/11/2020	Initiated	1			Revise Record Signatures View 902 View Members
2016 Last Update: 05/11/2020	Filed	2			Revise Record COC Date View 902 View Members
2015 Last Update: 05/11/2020	Determined	3	01/02/2015	09/30/2015	Revise Copy Plan View 902 View Members Record Determinations

[View Farm Operating Plan History](#)

BF002 [Back to Top](#)

--*

379 Farm Operating Plan History (Continued)

B Accessing the Farm Operating Plan History Page (Continued)

The Farm Operating Plan History Page will display information on all farm operating plans recorded for the producer.

This is an example of the Farm Operating Plan History Page.

*--

Business File Menu
Welcome:

User Role: FSACO

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

Farm Operating Plan History

CUSTOMER INFORMATION						
FARMING OPERATION:				ANY3 CORPORATION		
BUSINESS TYPE:				Corporation		
Year	Version	Status	Filed Date	Determined Date	Record Status	Last Update Date
2017	1	Initiated			Active	05/11/2020
2016	2	Filed	09/01/2015		Active	05/11/2020
2015	3	Determined	01/02/2015	01/02/2015	Active	05/11/2020

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BF002b
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379 Farm Operating Plan History (Continued)

C Information on Farm Operating Plan History Page

The Farm Operating Plan History 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	Field	Description
“Customer Information”	“Farming Operation”	Name of selected customer.
	“Business Type”	Current year business type for the selected customer recorded in SCIMS.
	--“IRS Response Code”	Name and Tax ID Validation Response from IRS.--
“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.
	“Version”	Version number for the farm operating plan. See subparagraph 366 B for additional information on version numbers for the farm operating plan.
	“Status”	Current status of the farm operating plan. See subparagraph 366 A for additional farm operating plan status categories.
	“Filed Date”	Date the farm operating plan is filed with the Producer Signatures. See subparagraph 366 A for additional information on Filed Plans.
	“Determined Date”	Date the farm operating plan is determined when the COC determination is complete. See subparagraph 366 A for additional information on Determined Plans.
	“Record Status”	Current active or deleted status of the farm operating plan.
	“Last Update Date”	Date the farm operating plan was last updated.

380 Copy Plan

A Copy Plan Overview

*--The link to “Copy Plan” will be displayed if the farm operating plan is:

- the latest active plan in the year
- in a “Determined” Status
- in fiscal year 2012 or subsequent year.

The Copy Plan link allows users to copy the latest active “Determined” farm operating plan to the year immediately before or after the selected plan if:

- a plan is **not** already recorded in the selected year to copy the plan to for the producer
- the producer is **not** a business recorded as a member on another farm operating plan in the selected year to copy the plan to
- the plan is later than the 2011 fiscal year.

When the farm operating plan is copied:

- the new plan will be updated to an “Initiated” status
- land contribution will **not** be copied to the new plan

Note: Access land contribution according to Part 10, Section 3, Subsection 3.

- users will review the Contribution, Member, and Validation Pages to ensure that the--* farm operating plan is updated correctly.

380 Copy Plan (Continued)

B Accessing the Copy Plan Page

On the Customer Page, CLICK “Copy Plan” link for the determined plan.

*__

Customer					
CUSTOMER INFORMATION					
FARMING OPERATION:			ANY1 PRODUCER		
BUSINESS TYPE:			Individual		
IRS RESPONSE CODE:			TIN and Name match		
Farm Operating Plans					
Program Year	Status	Version	Start Date	End Date	Option
2017 Last Update: 02/26/2018	Initiated	5			Revise Record Signatures View 902
2016 Last Update: 02/22/2018	Filed	4			Revise Record COC Date View 902
2015 Last Update: 02/22/2018	Determined	3	10/01/2014	09/30/2015	Revise Copy Plan View 902
2015 Last Update: 02/22/2018	Determined	2	10/01/2014	09/30/2014	View 902
View Farm Operating Plan History					
BF002 Back to Top ^					

--*

380 Copy Plan (Continued)

***--B Accessing the Copy Plan Page (Continued)**

The Copy Plan Page will be displayed with information for the farm operating plan selected to copy.

This is an example of the Copy Plan Page.

Copy Plan				
CUSTOMER INFORMATION				
FARMING OPERATION:			ANY1 PRODUCER	
BUSINESS TYPE:			Individual	
PLAN YEAR:			2015	
Program Year	Status	Version	Start Date	End Date
2015	Determined	3	10/01/2014	09/30/2015
Last Update: 02/22/2018				
Select the subsidiary year that you want to copy this Farm Operating Plan to:				
Year: <input type="text" value="2014"/> ▼				
<div> <input style="border: 1px solid black; padding: 2px 10px;" type="button" value=" < Back "/> <input style="border: 1px solid black; padding: 2px 10px;" type="button" value=" Save & Continue > "/> </div>				
<div> BF005 Back to Top ^ </div>				

--*

402 Customer Page (Continued)

B Example of Customer Page

The following is an example of the Customer Page.

*__

Business File Menu		Customer					
Welcome:							
User Role: FSACO							
Select Different Customer							
Record New Farm Operating Plan							
		CUSTOMER INFORMATION					
		FARMING OPERATION:		ANY3 CORPORATION			
		BUSINESS TYPE:		Corporation			
		IRS RESPONSE CODE:		TIN and Name match			
		Farm Operating Plans					
Program Year	Status	Version	Start Date	End Date	Option		
2017	Initiated	1			Revise Record Signatures View 902 View Members		
Last Update: 05/11/2020							
2016	Filed	2			Revise Record COC Date View 902 View Members		
Last Update: 05/11/2020							
2015	Determined	3	01/02/2015	09/30/2015	Revise Copy Plan View 902 View Members Record Determinations		
Last Update: 05/11/2020							
View Farm Operating Plan History							
BF002		Back to Top ^					

--*

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	Field	Description
“Customer Information”	“Farming Operation”	Name of selected customer.
	“Business Type”	Current year business type for the selected customer recorded in SCIMS.
	--“IRS Response Code”	Name and Tax ID Validation Response from IRS.--
“Farm Operating Plans”	Program Year	<p>Program year associated with the farm operating plan.</p> <p>Date of the last update to the farm operating plan is listed directly below the program year.</p> <p>Reminder: The date the farm operating plan was last updated is important because the Business File software will automatically delete any farm operating plans after 90 calendar days of no activity if the farm operating plan is in “initiated” status.</p>
	“Status”	<p>Current status of the farm operating plan.</p> <p>See subparagraph 366 A for additional farm operating plan status categories.</p>
	“Version”	<p>Version number for the farm operating plan.</p> <p>See subparagraph 366 B for additional information on version numbers for the farm operating plan.</p>
	“Start Date”	<p>Start date is only applicable if:</p> <ul style="list-style-type: none"> • COC has completed determinations associated with CCC-902 • date has been recorded in the Business File software. <p>See subparagraph 366 D for additional information on start dates.</p>
	“End Date”	<p>End date is only applicable:</p> <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. <p>See subparagraph 366 D for additional information on end dates.</p>

*--404 Applicability of Determinations

A Introduction

The Applicability of Determinations Page will be displayed:--*

- for entities with members and joint operations
- after the user initiates a new farm operating plan for a business by selecting the subsidiary year and continuing on the Create New Farm Operating Plan Page
- is the first page displayed when revising the farm operating plan for entities with members and joint operations.

--The Applicability of Determinations Page requires a “Yes” response if the producer is-- applying for a program requiring any of the following determinations:

- Actively Engaged
- Foreign Person
- Minor Child
- Member Contribution
- Substantive Change.

Important: Users do not have the ability to record contributions on the farm operating plan

-- if “No” is selected for a farm operation applying for FSA, CCC, or NRCS programs requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination.-- As such, “Yes” should be selected if the producer is applying for programs requiring any of these determinations. A COC determination must be made on the farm operating plan if the producer is applying for a program requiring any of the determinations.

*--B Example of Applicability of Determinations Page

The following is an example of the Applicability of Determinations Page.

Business File Menu		Applicability of Determinations									
Welcome: User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Corporation Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary		<table border="1"> <thead> <tr> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td>FARMING OPERATION:</td> <td>FARMERS CORPORATION</td> </tr> <tr> <td>BUSINESS TYPE:</td> <td>Corporation</td> </tr> <tr> <td>PLAN YEAR:</td> <td>2020</td> </tr> </tbody> </table> <p>Is the farm operation applying for a FSA, CCC or NRCS program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p> <input data-bbox="565 1837 665 1864" type="button" value=" < Back "/> <input data-bbox="716 1837 787 1864" type="button" value=" Save "/> <input data-bbox="837 1837 1107 1864" type="button" value=" Save & Continue > "/> </p> <p>BFO 10 Back to Top ^</p>		CUSTOMER INFORMATION		FARMING OPERATION:	FARMERS CORPORATION	BUSINESS TYPE:	Corporation	PLAN YEAR:	2020
CUSTOMER INFORMATION											
FARMING OPERATION:	FARMERS CORPORATION										
BUSINESS TYPE:	Corporation										
PLAN YEAR:	2020										

--*

*--404 Applicability of Determinations (Continued)

C Interview Questions

This table describes the interview question displayed on the Applicability of Determinations Page.

Question/Field	Description
“Is the farm operation applying for a FSA, CCC or NRCS program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination?”	<p>For the question displayed, the available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: If the producer does not want to respond, select “No Response”.</p>

D Page Options

The following options are available on the Applicability of Determinations Page.--*

Option	Action
“Back”	Returns to the Customer 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 benefits are being requested for a program requiring an actively engaged, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution determination.”	If the information recorded is incorrect, return to the Applicability of Determinations Page to specify whether the business is applying for a program requiring a determination.--*

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.

* * *

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.

466 Additional Information for Hired Labor Page (Continued)

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	<h2 style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">Additional Information For Hired Labor</h2>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="text-align: left; padding: 2px;">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <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> </tbody> </table> <p style="margin-top: 10px;">Is the additional equipment used for this farming operation provided by the same individual or entity that was hired for labor?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Do separate contracts exist for the hired labor and equipment?</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; margin-top: 10px;"> BF309 Back to Top ^ </div>		CUSTOMER INFORMATION		FARMING OPERATION:	Ima Farmer	BUSINESS TYPE:
CUSTOMER INFORMATION							
FARMING OPERATION:	Ima Farmer						
BUSINESS TYPE:	Individual						

Subsection 8 Finalizing Farm Operating Plans**501 Other Pages Presented For Completing the Interview****A Introduction**

After all the questions have been displayed based on the contributions selected on the Contributions Page, various pages are displayed to the user to complete the interview including:

- Farm Operation Summary Page
- Remarks Page
- validation process (paragraph 502)
- Signature Verification Page (paragraph 503).

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.

501 Other Pages Presented For Completing the Interview (Continued)

C Remarks Page

The following is an example of the Remarks Page.

*--

--*

The Remarks Page will be displayed:

- after users click “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, cash rent tenant/cropland factor, foreign person, substantive change and/or common attribution 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.

The following options are available on the Remarks 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 End Of Interview Page.

522 Select (*Member*) Page**A Introduction**

The Select (*Member*) Page is the primary page for adding or deleting members in the farming operation. This page:

- is organized into 3 sections
- is organized in a “tree” structure that allows the organizational structure to be expanded or collapsed, as needed, by the user
- lists all members associated with the farming operation
- allows members to be added, modified, or deleted to/from the farming operation.

522 Select (Member) Page (Continued)

B Example of Page

The following is an example of the Select (Member) Page.

*__

Business File Menu Welcome: User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Partner Select Partner Other Remarks Submit Plan Summary Validations Record Signatures View 902	Select Partner																	
	CUSTOMER INFORMATION																	
	FARMING OPERATION:	ANY FAMILY PARTNERSHIP																
	BUSINESS TYPE:	General Partnership																
	PLAN YEAR:	2020																
	Partner List <input type="checkbox"/> Shares display left																	
	<table border="1"> <tr> <td>ANY FAMILY PARTNERSHIP</td> <td>100.0000% (TIN and Name match)</td> </tr> <tr> <td>ANY A PRODUCER</td> <td>33.0000% (IRS not validated)</td> </tr> <tr> <td>ANY B PRODUCER</td> <td>33.0000% (Waiting for IRS response)</td> </tr> <tr> <td>ANY Z CORPORATION</td> <td>34.0000% (TIN and Name match)</td> </tr> <tr> <td>ANY C PRODUCER</td> <td>50.0000% (TIN and Name match)</td> </tr> <tr> <td>ANY D PRODUCER ESTATE</td> <td>50.0000% (TIN and Name match)</td> </tr> <tr> <td>ANY A PRODUCER TRUST</td> <td>50.0000% (Waiting for IRS response)</td> </tr> <tr> <td>ANY E PRODUCER</td> <td>50.0000% (TIN and Name match)</td> </tr> </table>		ANY FAMILY PARTNERSHIP	100.0000% (TIN and Name match)	ANY A PRODUCER	33.0000% (IRS not validated)	ANY B PRODUCER	33.0000% (Waiting for IRS response)	ANY Z CORPORATION	34.0000% (TIN and Name match)	ANY C PRODUCER	50.0000% (TIN and Name match)	ANY D PRODUCER ESTATE	50.0000% (TIN and Name match)	ANY A PRODUCER TRUST	50.0000% (Waiting for IRS response)	ANY E PRODUCER	50.0000% (TIN and Name match)
	ANY FAMILY PARTNERSHIP	100.0000% (TIN and Name match)																
	ANY A PRODUCER	33.0000% (IRS not validated)																
	ANY B PRODUCER	33.0000% (Waiting for IRS response)																
ANY Z CORPORATION	34.0000% (TIN and Name match)																	
ANY C PRODUCER	50.0000% (TIN and Name match)																	
ANY D PRODUCER ESTATE	50.0000% (TIN and Name match)																	
ANY A PRODUCER TRUST	50.0000% (Waiting for IRS response)																	
ANY E PRODUCER	50.0000% (TIN and Name match)																	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Section 1</div>																		
<table border="1"> <tr> <td>SELECTED FARMING OPERATION</td> <td>TOTAL SHARES</td> </tr> <tr> <td>ANY FAMILY PARTNERSHIP</td> <td>100.0000%</td> </tr> </table>		SELECTED FARMING OPERATION	TOTAL SHARES	ANY FAMILY PARTNERSHIP	100.0000%													
SELECTED FARMING OPERATION	TOTAL SHARES																	
ANY FAMILY PARTNERSHIP	100.0000%																	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Section 2</div>																		
<div style="border: 1px solid black; padding: 5px; text-align: center;">Section 3</div>																		
<div style="border: 1px solid black; padding: 5px; text-align: center;">Add Partner</div>																		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> < Back Continue > </div>																		
<div style="display: flex; justify-content: space-between;"> BF100 Back to Top ^ </div>																		

--*

522 Select (*Member*) Page (Continued)**C Information on the Page**

The Select (*Member*) Page is divided into 3 sections. This table describes the information available on the page, based on the example in subparagraph B.

Warning: The most important aspect of recording member information correctly is to ensure that the correct producer, embedded entity, or member is selected before proceeding.

Section	Description
1	<p data-bbox="415 583 1289 619">Lists all the members that have been added to the farming operation.</p> <ul data-bbox="415 657 1419 989" style="list-style-type: none"> <li data-bbox="415 657 1419 730">• The members are displayed in a “tree” structure with each member level indented slightly. <li data-bbox="415 768 1419 877">• A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows the user to expand or collapse the information for display. <li data-bbox="415 915 1419 989">• Following the name of the producer/member is the last 4 digits of TIN, the *--shares recorded, and the IRS Response code. <p data-bbox="415 993 1446 1102">The “shares display left” option allows users to display the producer/member information by share, producer name, last 4 digits of TIN, and the IRS Response code.--*</p> <p data-bbox="415 1140 959 1171">CLICK “checkbox” to change the display.</p>
2	<p data-bbox="415 1182 1463 1291">Provides information about the selected producer or member in section 1. The producer or member name that is highlighted in section 1 will be listed along with their share in the operation.</p> <p data-bbox="415 1329 1377 1402">This information is helpful in determining the overall shares that have been recorded for the parent entity or an embedded entity.</p> <p data-bbox="415 1440 1398 1549">Example: Using the example in subparagraph B, before members Any C Producer and Any D Estate are added to the organizational structure, the information in section 2 would be listed as follows:</p> <ul data-bbox="561 1587 1463 1766" style="list-style-type: none"> <li data-bbox="561 1587 1463 1696">• 66 percent for Any Family Partnership; because members have not yet been added for Any Z Corporation, the total ownership share recorded is only 66 percent <li data-bbox="561 1734 1419 1766">• 0 percent for Any Z Corporation because there are no members.

522 Select (*Member*) Page (Continued)

C Information on the Page (Continued)

Section	Description											
2 (Cntd)	<p>As members are added to the organizational structure, the shares for entities and joint operations change to reflect each change. To determine the shares recorded for the parent and embedded entities, click the producer name listed in section 1.</p> <p>In the example in subparagraph B, Any Family Partnership is selected, as indicated, by the name in section 2 and 100 percent of the shares have been recorded.</p>											
3	<p>Provides the options available for the selected producer/member. The options change based on the actions that can be taken for the selected customer. The following provides the options available.</p>											
	FOR...	THEN the...										
	the parent entity	<p>only option available is to “Add (<i>Member</i>)”.</p> <p>Click this option to display the SCIMS Search Page and select the member to be added.</p>										
	an “individual” member	<p>following options are available:</p> <table><tr><th>Option</th><th>Action</th></tr><tr><td>“Delete”</td><td>Select to delete the member from the organizational structure.</td></tr><tr><td>“Edit Share/Signature”</td><td>Select to edit the member’s share or signature authority.</td></tr><tr><td>“Edit Contribution”</td><td>Select to modify contribution information.</td></tr></table>	Option	Action	“Delete”	Select to delete the member from the organizational structure.	“Edit Share/Signature”	Select to edit the member’s share or signature authority.	“Edit Contribution”	Select to modify contribution information.		
Option	Action											
“Delete”	Select to delete the member from the organizational structure.											
“Edit Share/Signature”	Select to edit the member’s share or signature authority.											
“Edit Contribution”	Select to modify contribution information.											
	an embedded entity	<p>following options are available:</p> <table><tr><th>Option</th><th>Action</th></tr><tr><td>“Delete”</td><td>Select to delete the member from the organizational structure.</td></tr><tr><td>“Edit Share”</td><td>Select to edit the embedded entity’s share.</td></tr><tr><td>“Add (<i>Member</i>)”</td><td>Select to display the SCIMS Search Page and select the member to be added to the embedded entity.</td></tr><tr><td>“Edit Contributions”</td><td>Select to modify the contribution information for an embedded entity of a joint operation.</td></tr></table>	Option	Action	“Delete”	Select to delete the member from the organizational structure.	“Edit Share”	Select to edit the embedded entity’s share.	“Add (<i>Member</i>)”	Select to display the SCIMS Search Page and select the member to be added to the embedded entity.	“Edit Contributions”	Select to modify the contribution information for an embedded entity of a joint operation.
Option	Action											
“Delete”	Select to delete the member from the organizational structure.											
“Edit Share”	Select to edit the embedded entity’s share.											
“Add (<i>Member</i>)”	Select to display the SCIMS Search Page and select the member to be added to the embedded entity.											
“Edit Contributions”	Select to modify the contribution information for an embedded entity of a joint operation.											

523 (Member's) General Information Page (Continued)

B Example of Page

The following is an example of the (Member's) General Information Page.

*--

Business File Menu Welcome: TRACEY SMITH User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Corporation Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Stockholder Select Stockholder Other Remarks Submit Plan Summary Validations Record Signatures View 902	<h2 style="background-color: #005596; color: white; padding: 5px;">Stockholder's General Information</h2> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #d9e1f2;">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">FARMING OPERATION:</td> <td>FARMERS CORPORATION</td> </tr> <tr> <td style="text-align: right;">BUSINESS TYPE:</td> <td>Corporation</td> </tr> <tr> <td style="text-align: right;">STOCKHOLDER:</td> <td>JAMES FARMER</td> </tr> <tr> <td style="text-align: right;">BUSINESS TYPE:</td> <td>Individual</td> </tr> </tbody> </table> Share Enter this stockholder's share of the corporation. <div style="border: 1px solid #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> %	CUSTOMER INFORMATION		FARMING OPERATION:	FARMERS CORPORATION	BUSINESS TYPE:	Corporation	STOCKHOLDER:	JAMES FARMER	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION											
FARMING OPERATION:	FARMERS CORPORATION										
BUSINESS TYPE:	Corporation										
STOCKHOLDER:	JAMES FARMER										
BUSINESS TYPE:	Individual										

Family Member Relationship If this stockholder is related to other stockholders of the corporation, select relationship. <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div>	Is this stockholder a U.S. citizen or alien lawfully admitted into the U.S.? Yes - The stockholder is a United States citizen or a legal resident alien.
Will this stockholder be 18 years of age by June 1 of the current program year? Yes - The stockholder is or will be 18 years of age by the applicable status date.	Read Current Information from SCIMS

< Back

Save

Save & Continue >

[Back to Top ^](#)

BF110

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523 (Member's) General Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (Member's) General Information Page.

Question/Field	Description																										
"Enter this (<i>member's</i>) share of the (<i>entity/joint operation</i>)."	<p>Record the member's direct ownership share in the specified entity/joint operation. The following validations apply to the share entered:</p> <ul style="list-style-type: none"> • an entry is required • must be greater than 0 percent • cannot be greater than 100 percent • percentage must be entered in a percentage with up to 4 decimal places. <p>Examples: 100%, 25.25%, 66.6667%, etc.</p>																										
"If this (<i>member</i>) is related to other (<i>members</i>) of the (<i>entity/joint operation</i>), specify relationship."	<p>The drop-down list that allows users to select the family member relationship of the member. A selection is not required.</p> <p>The following is a list of valid family relationships.</p> <table border="1"> <thead> <tr> <th>2018 and Prior Years</th><th>2019 and Subsequent Years</th></tr> </thead> <tbody> <tr><td>child</td><td>child</td></tr> <tr><td>grandchild</td><td>grandchild</td></tr> <tr><td>grandparent</td><td>grandparent</td></tr> <tr><td>great grandchild</td><td>great grandchild</td></tr> <tr><td>great grandparent</td><td>great grandparent</td></tr> <tr><td>parent</td><td>parent</td></tr> <tr><td>sibling</td><td>sibling</td></tr> <tr><td>spouse</td><td>spouse</td></tr> <tr><td></td><td>aunt/uncle</td></tr> <tr><td></td><td>niece/nephew</td></tr> <tr><td></td><td>first cousin</td></tr> <tr><td></td><td>*--lineal relative by affinity (example, in-laws)--*</td></tr> </tbody> </table> <p>Note: This field is not displayed if the member is an entity or joint operation.</p>	2018 and Prior Years	2019 and Subsequent Years	child	child	grandchild	grandchild	grandparent	grandparent	great grandchild	great grandchild	great grandparent	great grandparent	parent	parent	sibling	sibling	spouse	spouse		aunt/uncle		niece/nephew		first cousin		*--lineal relative by affinity (example, in-laws)--*
2018 and Prior Years	2019 and Subsequent Years																										
child	child																										
grandchild	grandchild																										
grandparent	grandparent																										
great grandchild	great grandchild																										
great grandparent	great grandparent																										
parent	parent																										
sibling	sibling																										
spouse	spouse																										
	aunt/uncle																										
	niece/nephew																										
	first cousin																										
	--lineal relative by affinity (example, in-laws)--																										
"Designate (<i>name of member's</i>) liability status for (<i>name of limited partnership</i>)."	<p>Question is only displayed when adding partners of limited partnerships. Available options are:</p> <ul style="list-style-type: none"> • "General Partner" • "Limited Partner" • "General and Limited Partner". 																										

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

After CCC-902 is signed by the producer, COC or their designee makes all applicable determinations for the farm operating plan. The following determinations are recorded in the web-based Eligibility System according to Part 3:

- actively engaged in farming
- cash rent tenant
- foreign person.

Combined attribution determinations are recorded according to Part 4. Member contribution and substantive change determinations shall be recorded according to the remainder of this subsection for 2011 and subsequent years after CCC-902 has been dataloaded in the Business File software for the applicable year.

* * *

551 General Information (Continued)

B Accessing the Determination Process in Business File

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

Note: **“Record Determinations”** is only available if the COC determination date has been recorded for the selected farm operating plan.

The following is an example of the Customer Page.

*--

Business File Menu		Customer					
Welcome:							
User Role: FSA							
Select Different Customer							
Record New Farm Operating Plan							
		CUSTOMER INFORMATION					
		FARMING OPERATION:		FARMERS CORPORATION			
		BUSINESS TYPE:		Corporation			
		IRS RESPONSE CODE:		Waiting for IRS response			
		Farm Operating Plans					
Program Year	Status	Version	Start Date	End Date	Option		
2020	Determined	1	10/01/2019		Revise Copy Plan View 902 View Members Record Determinations Delete		
Last Update: 05/18/2020							
2019	Determined	2	10/01/2018	09/30/2019	Revise Copy Plan View 902 View Members Record Determinations Delete		
Last Update: 05/18/2020							
View Farm Operating Plan History							
BF002		Back to Top ^					

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561 General Information (Continued)

D Accessing the Permitted Entity Designation Process in Business File

For County Offices to access the process to record permitted entity designations, from the Customer Page, under “Business File Menu”, CLICK “**Manage Permitted Entity Designations**”.

The following is an example of the Customer Page.

*--

Business File Menu		Customer					
Welcome:		CUSTOMER INFORMATION					
User Role: FSA		FARMING OPERATION:			IMA FARMER		
Select Different Customer		BUSINESS TYPE:			Individual		
Record New Farm Operating Plan		IRS RESPONSE CODE:			TIN and Name match		
Manage Permitted Entity Designations							
		Farm Operating Plans					
Program Year	Status	Version	Start Date	End Date	Option		
2020	Determined	1	05/20/2020	09/30/2020	Revise Copy Plan View 902		
Last Update: 05/20/2020							
2019	Determined	2	10/01/2018	09/30/2019	Revise Copy Plan View 902		
Last Update: 05/20/2020							
View Farm Operating Plan History							
BF002							
Back to Top ^							

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562 Manage Permitted Entities Page**A Introduction**

The Manage Permitted Entities Page:

- will be displayed after users click “**Manage Permitted Entity Designations**” from the Customer Page
- will be displayed differently depending on the number of entities/joint operations with which the selected member is associated.

This table describes the information displayed in various situations.

IF the selected member is...	THEN...
not associated with any farm operating plans for entities or joint operations	message, “There are no Permitted Entity Designations recorded”, will be displayed.
a member of 3 or less permitted entities	<p>the following are applicable:</p> <ul style="list-style-type: none"> • each of the permitted entities are displayed • an indicator designates that the permitted designations have been determined by the system • link is available that allows users to revise the system designations <p>Caution: A new CCC-501B may be needed if the system-generated designations are incorrect because the system automatically selects all permitted entities when the selected individual is associated with 3 or less.</p> <ul style="list-style-type: none"> • link is available to view CCC-501B.

Menu and Screen Index

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