

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 13

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

This handbook has been updated to include changes made in the Business File Web and Subsidiary Print applications.

B Reasons for Amendment

Subparagraph 21 C has been amended to include 2015 and 2016 as an available option for the AGI 75% rule.

Subparagraph 43:

- A has been amended to include a reference to 5-PL and 6-PL for a list of programs that use the AGI 75% rule
- B has been amended to include 2015 and subsequent years as an available option in Eligibility Web for the AGI 75% rule.

Subparagraph 303

- C has been amended to include a new screenshot showing Business File as an available option for the Subsidiary Print
- E has been amended to include a new field showing Business File as an available option for the Subsidiary Print
- G has been amended to include showing Business File summarized data is available as an option in Subsidiary Print.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
	3-3, 3-4 3-117, 3-118 8-1, 8-2 8-2.5, 8-2.6 8-3 through 8-6 8-10.5, 8-10.6 (add)	

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	X
Actively Engaged - 2002 Farm	X	X	X	X	X	X	X	X
Suspended Producer	X	X	X					
AD-1026	X	X	X	X	X	X	X	X
Adjusted Gross Income - 2002 Farm	X	X	X	X	X	X	X	X
AGI - 2008 Farm Bill - Commodity Program \$500,000	X	X	X	X				
AGI - 2008 Farm Bill - Direct Payment \$1 Million Total			X	X				
AGI - 2008 Farm Bill - Direct Payment \$750,000 Farm Income	X	X	X	X				
AGI - 2008 Farm Bill - Conservation Program \$1	X	X	X	X	X	X	X	X
AGI - 2014 and 2018 Farm Bills		X	X	X	X	X	X	X
AGI -75% Rule						X	X	X
Beginning Farmer or Rancher	X	X	X	X	X	X	X	X
Cash Rent Tenant and Cropland	X	X	X	X	X	X	X	X
Conservation Compliance	X	X	X	X	X	X	X	X
Controlled Substance	X	X	X	X	X	X	X	X
Delinquent Debt	X	X	X	X	X	X	X	X
Federal Crop Insurance	X	X	X	X	X	X	X	X
Foreign Person	X	X	X	X	X	X	X	X
Fraud - including FCIC Fraud	X	X	X	X	X	X		
Limited Resource Farmer or	X	X	X	X	X	X	X	X
NAP Non-Compliance	X	X	X	X	X	X	X	X
Permitted Entity - 2002 Farm	X	X	X	X	X	X	X	X
Person Eligibility - 2002 Farm	X	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	X
• includes ethnic, racial or gender	X	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.

* * *

43 AGI – 75% Rule

A Introduction

The regulations for WHIP stipulate that a person or legal entity will be eligible for a higher WHIP payment limitation if the person or legal entity derives at least 75 percent of their average AGI from farming, ranching, or forestry. Data in the Eligibility System for the “Adjusted Gross Income – 75% Rule” section is used to determine producer eligibility for a higher WHIP payment limitation. See 1-WHIP for additional information for determining producer eligibility for a higher WHIP payment limitation.

The regulations for the 2019 Market Facilitation Program may allow exemptions to producers with an AGI greater than the \$900,000 threshold if the producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry. Data in the Eligibility system for the “Adjusted Gross Income – 75% Rule” section is used to determine whether a producer meets the requirements to be considered exempt from the AGI \$900,000 threshold.

*--See 5-PL or 6-PL, as applicable, for a list of programs that use the 75% rule.

B Example of the Subsidiary Eligibility Screen, “Adjusted Gross Income – 75% Rule” Section

The following is an example of the “Adjusted Gross Income – 75% Rule” section in subsidiary year 2015 and subsequent years.--*

Adjusted Gross Income - 75% Rule

Certification

Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry?

Yes No

Date Documentation Filed by Producer

C Fields Applicable to “Adjusted Gross Income – 75% Rule” Certification

The following provides fields applicable to the “Adjusted Gross Income – 75% Rule” certification.

Field	Option	Explanation
“Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry.”	“Yes”	Producer certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.
	“No”	Producer has not certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.
“Date Documentation Filed by Producer”		Date producer filed documentation indicating that at least 75 percent of their average AGI is derived from farming, ranching, or forestry.

--43 AGI – 75% Rule (Continued)--

D Error Messages

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

Field	Option	Explanation
<p>“Date producer certified at least 75% of their average adjusted gross income was derived from farming, ranching and forestry is required.”</p>	<p>User selected “Yes” indicating the producer certified their average AGI is derived from at least 75 percent farming, ranching, or forestry, but did not enter the date in the “Date Documentation Filed by Producer” field.</p>	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • enter the date the person or legal entity filed the certification * * * indicating at least 75 percent of their average AGI is derived from farming, ranching, or forestry • select “No” for the 75 percent average AGI derived from farming, ranching, or forestry certification.
<p>“Date Documentation Filed by Producer cannot be later than today’s date.”</p>	<p>Date entered or selected for the “Date Documentation Filed by Producer” field is later than the current date.</p>	<p>Re-enter a valid date or select a date using the calendar icon.</p>
<p>“Date Documentation Filed by Producer – Invalid date”</p>	<p>Date entered or selected for the “Date Documentation Filed by Producer” field is not a valid date.</p>	<p>Re-enter a valid date or select a date using the calendar icon. See subparagraph 13 A for acceptable date formats.</p>
<p>“Date Documentation Filed by Producer not formatted correctly. mm/dd/yyyy, mmddyyyy, mmddy.”</p>	<p>Date entered for the “Date Documentation Filed by Producer” field is not in an acceptable format.</p>	<p>Re-enter the date in an acceptable format according to subparagraph 13 A.</p>

Part 8 Reports

302 Subsidiary Reports

A Overview

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

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

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

- Combined Producer Report, described in paragraph 304
- County Eligibility Reports, described in paragraph 305
- IRS Mismatch Report, described in paragraph 306
- *--IRS AGI Not Compliant/Failed Verification Report, described in paragraph 307.--*

303 Subsidiary Print Report

A Introduction

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

B Accessing Subsidiary Print Selection Screen

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

The following is an example of Subsidiary Screen SUBWEB001.



303 Subsidiary Print Report (Continued)

C Subsidiary Print Selection Process

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

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

Users make selections by clicking the checkbox next to the desired selection. After users click an option, a checkmark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.

*--

--*

303 Subsidiary Print Report (Continued)

D Number of Years to Print Option

The “Number of years to print” option allows the user to select to print 1999 through current year data. At least 1 year, but no more than 3 years, **must** be selected. The selected years do **not** have to be consecutive.

E Fields to Print Option

The “Fields to print” option allows the user to select the data that will be printed. Users can select from the following:

- “SCIMS”
- “Eligibility”
- *--“Business File”--*
- “Combined”
- “Farm/Tract”.

Type of Information	What Will Be Displayed/Printed	Default Information
SCIMS	<ul style="list-style-type: none"> • Producer’s business type for each year selected under “Number of years to print” option. • Citizenship Country/Originating County. • Resident Alien flag. • SCIMS legacy links. 	<p>SCIMS is the default.</p> <p>Note: To remove the selection, the user must click on the checkbox to remove the checkmark.</p>
Eligibility	<ul style="list-style-type: none"> • Recording county name, address, and telephone number. • Eligibility certifications and determinations for each year selected under “Number of years to print” option. <p>Note: See Part 3 for additional information on eligibility certifications and determinations.</p>	<p>Eligibility is the default.</p> <p>Note: To remove the selection, the user must click on the checkbox to remove the checkmark.</p>

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

*--

Type of Information	What Will Be Displayed/Printed	Default Information
Business File	<ul style="list-style-type: none"> • Farm Operating Plan information for the customer and its members including: <ul style="list-style-type: none"> • Farm Operating plan status • Filed and COC Determination dates • Members including their: <ul style="list-style-type: none"> • Member share percentage • Member Contribution • Substantive Change • Permitted Designation • Signature Authority • AD-1026 • AGI 2014/2018. • Other Farming Interests the customer has in other businesses including their: <ul style="list-style-type: none"> • Member share percentage • Member Contribution • Substantive Change • Permitted Designation • Signature Authority • Farm Operating plan status of the business. 	

--*

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

Type of Information	What Will Be Displayed/Printed	Default Information
Combined	<ul style="list-style-type: none"> • Combined recording county name, address, and telephone number. • All direct combinations associated with the selected producer. If there are no direct combinations, then “None” will be displayed. Direct combination information displayed includes: <ul style="list-style-type: none"> • producer <li style="text-align: center;">* * * • combination reason • determination date (entry will be blank if record was loaded during dataload of combined producers). • All indirect combinations associated with the selected producer. If there are no indirect combinations, then “None” will be displayed. Indirect combination information displayed includes: <ul style="list-style-type: none"> • producer <li style="text-align: center;">* * * • combination reason • determination date (entry will be blank if record was loaded during data load of combined producers). 	<p>“Combined” is not a default selection. Users must click “Combined” radio button to have the combined information displayed.</p>

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

Type of Information	What Will Be Displayed/Printed		Default Information
Farm/Tract	IF...	THEN...	“Bad tracts” is the default. Note: To change the selection, the user must click “all” radio button.
	“all” is selected	all nationwide farm and tract information applicable to the selected producer for each year selected under “Number of years to print” option will be displayed and/or printed.	
	“bad tracts” is selected	only farm and tract information for farms and/or tracts with a producer exception of “appeal rights” or “appeal rights exhausted” in FRS for each year selected under “Number of years to print” option will be displayed and/or printed.	
“tracts with exceptions” is selected	only farm and tract information for farms and/or tracts with any producer exception in FRS for each year selected under “Number of years to print” option will be displayed and/or printed.		

Note: In some situations producer tract level and farm level exceptions can be different. A line will print on the Subsidiary Print for each tract associated with each producer selected that shows farm level exceptions.

F Printing the Subsidiary Print

After selections are complete, CLICK “Submit” to display the report.

Note: The speed and time to display a report will vary based on the options that were selected. The more complex the request, the more time required for the report to be displayed.

Print the report using either of the following methods:

- CLICK “Print” at the bottom of the report
- CLICK “File” on the tool bar and CLICK “Print”.

303 Subsidiary Print Report (Continued)

G Additional Data for Payment Limitation and Business File

Payment limitation reports may be printed according to Part 5.

Business File data is available through the web-based Business File software according to Part 10. Members of a business will display on the automated CCC-902 for the business.

--Summarized Business File data is also an available option in Subsidiary Print. See subparagraph E for the fields available in Subsidiary Print.--

303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print			Date: 05-25-2021				
PRODUCER, ANY1 PO BOX ZZ SAN DIEGO, CA 92169-9998				Phone Number: (913) 111-1111			
Business File Information 2017							
Farm Operating Plan Information							
Status	Date Documentation Filed	COC Determination Date					
Determined	05/25/2021	05/25/2021					
Member Data							
Member Name	Member Share	Member Contribution	Substantive Change	Permitted Designation	Signature Authority	AD-1026	AGI 2014/2018
Other Farming Interest Information							
Business Name	Member Share	Member Contribution	Substantive Change	Permitted Designation	Signature Authority	Farm Operating Plan Status	
ANY CORPORATION -- PRODUCER, ANY1	100.00 %	Determination Not Completed	None	No	Yes	Approved	

