

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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

**Amendment 16**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Background**

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

**B Reasons for Amendment**

Subparagraph 9 C has been amended to capture the updated “Logout of eAuth” display message.

Subparagraph 21 C has been amended to include the FSA-510 Pay Limit Exception Request for 2020 and subsequent years.

Subparagraph 25 D has been amended to eliminate an unrelated date in an error message.

Subparagraph 26 D has been amended to clarify that the “Complaint—FSA Determined” option is applicable for 2018 and subsequent years.

Subparagraph 26 E has been amended for clarity.

Subparagraph 26 G has been amended to clarify that if the system determines a customer to be “Complaint—FSA Determined” in 2018 and subsequent years, then users are not required to send the CCC-941 to IRS unless the customer is applying for an FSA or NRCS multi-year Conservation Program.

Subparagraph 26 J has been amended to indicate that the Automatic Compliant FSA Determination is applicable for Subsidiary Year 2018 and subsequent.

## **Amendment Transmittal (Continued)**

### **B Reasons for Amendment (Continued)**

Subparagraph 36 D has been amended to update the RMA fraud point of contact for State Office users.

Subparagraph 42 B has been amended to include the Business Partner Merge eligibility determination rules for the FSA-510 Pay Limit Exception Request.

Subparagraph 45 A has been amended to clarify that AGI is certified using FSA-1123.

Paragraph 46 has been added to reflect the addition of the FSA-510 Pay Limit Exception Request to Subsidiary for Subsidiary Year 2020 and subsequent.

Subparagraph 82 C has been amended to correct the reference for adding a producer to Business Partner.

Subparagraph 84 C has been amended to correct the reference for adding a producer to Business Partner.

Subparagraph 144 D has been amended to replace an obsolete program reference and examples.

Subparagraph 304 B has been amended with updated screenshots.

Subparagraph 305 A has been amended to include “AGI-2020” and “FSA-510” as sections for the County Eligibility Reports.

Subparagraph 305 B has been amended with updated screenshots.

Subparagraph 305 F has been amended with updated screenshots and to update options available for selection for the “Actively Engaged—2002 Farm Bill” eligibility section.

Subparagraph 305 H has been amended with updated screenshots and to update options available for selection for the “Adjusted Gross Income—2008 Farm Bill” eligibility section.

Subparagraph 305 I has been amended with updated screenshots and to update options available for selection for the “Adjusted Gross Income—2002 Farm Bill” eligibility section.

Subparagraph 305 Q has been amended to clarify that the “Fraud—including FCIC Fraud” eligibility section is applicable for 2016 and prior Subsidiary Years.

Subparagraph 305 Y has been updated to contain the “FSA-510 Pay Limit Exception Request” eligibility section.

**Amendment Transmittal (Continued)**

**B Reasons for Amendment (Continued)**

Subparagraph 306 B has been amended with updated screenshots.

Subparagraph 307 B has been amended with updated screenshots.

Subparagraph 351 C has been amended to describe how the FSA-510 Pay Limit Exception Request eligibility field is handled during the Subsidiary rollover process.

Subparagraph 362 D has been amended to replace an obsolete program reference.

Subparagraph 368 A has been amended to remove vague policy language.

Exhibit 2 has been amended to define “Filed Date”.

| <b>Page Control Chart</b> |   |                                |
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**Part 2 Web-Based Subsidiary System General Information**

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

**A Overview**

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

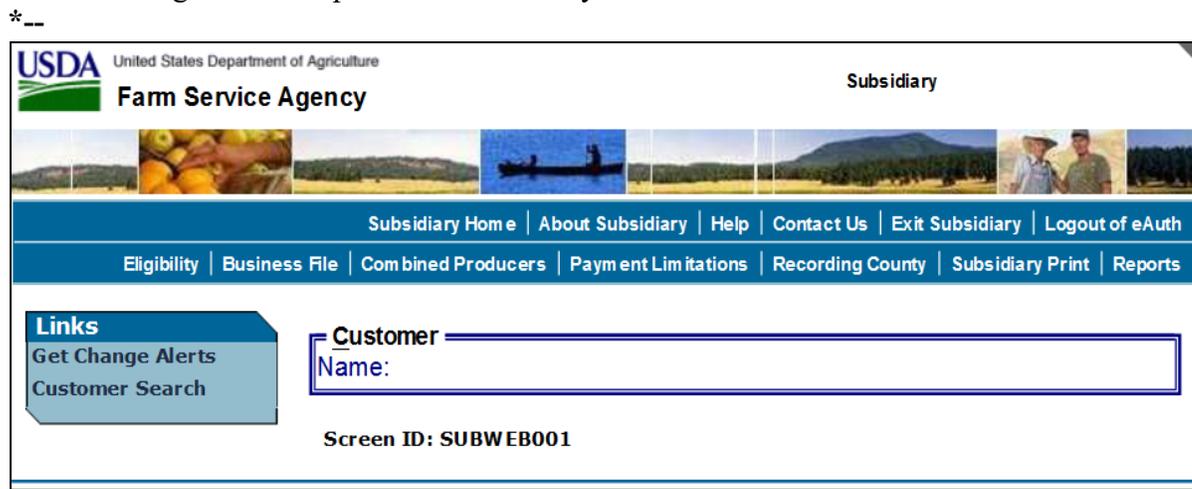
- Business File
- combined producers
- eligibility
- payment limitation
- reports.

**B Accessing Subsidiary Screen SUBWEB001**

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

| Step | Action  |
|------|---|
| 1    | Access the FSA Intranet at <a href="http://intranet.fsa.usda.gov/fsa/applications.asp">http://intranet.fsa.usda.gov/fsa/applications.asp</a> .  |
| 2    | Under FSA Application, Applications Directory, CLICK “P-Z”.   |
| 3    | Under Applications Directory, with names from P to Z, CLICK “Subsidiary”.   |
| 4    | Do either of the following: <ul style="list-style-type: none"> <li>• CLICK “Log In With Your LincPass (PIV)” and enter LincPass ID number</li> <li>• enter eAuthentication user ID and password and CLICK “Login”.</li> </ul> |
| 5    | Subsidiary Screen SUBWEB001 will be displayed.<br><br><b>Note:</b> This is where all Subsidiary System processes begin.   |

The following is an example of the Subsidiary Screen SUBWEB001.



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

## C Top Navigation Menu

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

| Link                  | Explanation  |
|-----------------------|--|
| "Subsidiary Home"     | Returns to Subsidiary Screen SUBWEB001.  |
| "About Subsidiary"    | Displays a screen describing the purpose of the Subsidiary System.   |
| "Help"                | Displays the Help Screen accessible from the FSA Internet that provides options for: <ul style="list-style-type: none"> <li>• "Ask FSA"</li> <li>• "Site Map"</li> <li>• "Technical Assistance".</li> </ul>  |
| "Contact Us"          | Displays a screen with all of the following: <ul style="list-style-type: none"> <li>• who to contact for help</li> <li>• telephone number and e-mail address of ITS Service Desk</li> <li>• hours of operation for the Service Desk</li> <li>• information to include in user's e-mail or voice mail message.</li> </ul> |
| "Exit Subsidiary"     | Returns to the FSA Applications URL in subparagraph B, step 1.   |
| "Logout of eAuth"     | *--Directs users to a Logout Successful screen which displays the message, "You have logged out of eAuthentication. Close your browser to ensure your session is terminated."--*   |
| "Eligibility"         | Directs users to the Eligibility software described in Part 3.   |
| "Business File"       | Directs users to the Business File software described in Part 10.  |
| "Combined Producers"  | Directs users to the Combined Producers software described in Part 4.  |
| "Payment Limitations" | Directs users to the Payment Limitation software described in Part 5.  |
| "Recording County"    | Directs users to the Recording County software described in paragraph 10.  |
| "Subsidiary Print"    | Directs users to the Subsidiary Print software described in paragraph 303.   |
| "Reports"             | Directs users to the "Reports" options described in Part 8.  |

21 Web-Based System Eligibility Records (Continued)

C Availability of Subsidiary Eligibility Data (Continued)

\*--

| Description  | 2009<br>2010 | 2011 | 2012 | 2013 | 2014 | 2015<br>2016 | 2017<br>2018 | 2019 | 2020 | 2021<br>through<br>current year |
|--|--------------|------|------|------|------|--------------|--------------|------|------|---------------------------------|
| AGI - 2008 Farm Bill - Conservation Program \$1 Million Nonfarm Income | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| AGI - 2014 and 2018 Farm Bills   |              | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| AGI -75% Rule  |              |      |      |      |      | X            | X            | X    | X    | X                               |
| AGI - 2020   |              |      |      |      |      |              |              |      | X    |                                 |
| Beginning Farmer or Rancher  | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Cash Rent Tenant and Cropland  | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Conservation Compliance  | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Controlled Substance   | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Delinquent Debt  | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Federal Crop Insurance   | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Foreign Person   | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Fraud - including FCIC Fraud   | X            | X    | X    | X    | X    | X            |              |      |      |                                 |
| FSA-510 Pay Limit Exception Request                                    |              |      |      |      |      |              |              |      | X    | X                               |
| Limited Resource Farmer or Rancher                                     | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| NAP Non-Compliance   | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Permitted Entity - 2002 Farm Bill                                      | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Person Eligibility - 2002 Farm Bill                                    | X            | X    | 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    | X    | X                               |
| • includes ethnic, racial or gender                                    | X            | X    | X    | X    | X    | X            | X            | X    | X    | X                               |
| Veteran Farmer or Rancher  |              |      |      |      |      |              |              | X    | X    | X                               |

--\*

21 Web-Based System Eligibility Records (Continued)

**D BIA ID Number**

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

\* \* \*

25 AD-1026 Certification Information (Continued)

D Error Messages (Continued)

| Message   | Reason for Message   | Corrective Action  |
|---|--|--|
| “Date First Time Producer Filing AD-1026 cannot be prior to 06/30/2014.”  | User entered a date * * * before 06/30/2014 for the “Date First Time Producer Filing AD-1026”.   | Take either of the following actions: <ul style="list-style-type: none"> <li>remove date from “Date First Time Producer Filing AD-1026”</li> <li>update “Date First Time Producer Filing AD-1026” on or after 06/30/2014.</li> </ul> |
| “Must enter the date for the First Time Producer Filing AD-1026.”   | User indicated producer is filing AD-1026 for the first time; however, the “Date First Time Producer Filing AD-1026” was <b>not</b> entered.   | Take either of the following actions: <ul style="list-style-type: none"> <li>update “First Time Producer Filing AD-1026” to “No”</li> <li>update the “Date First Time Producer Filing AD-1026” on or after 06/30/2014.</li> </ul>    |
| “Producers Affiliate Violation applicable to RMA must be “No” when AD-1026 certification is not “Affiliate Violation”.” | User indicated both of the following: <ul style="list-style-type: none"> <li>“Yes” the producer’s affiliate violation is applicable to RMA</li> <li>AD-1026 certification is not “Affiliate Violation”.</li> </ul> | Take either of the following actions: <ul style="list-style-type: none"> <li>update AD-1026 certification to “Affiliate Violation” (if applicable)</li> <li>update the Affiliate Violation applicable to RMA to “No”.</li> </ul>     |

E Field Default Values

When new eligibility records are created, AD-1026 field values are defaulted according to the following.

| Field   | Default Value   |
|---|---|
| “Certification”   | “Not Filed”, indicating the producer has <b>not</b> certified compliance and agreement with HELC/WC provisions. |
| “First Time Producer Filing AD-1026”                          | “No”.   |
| “Is the Producer’s Affiliate Violation Applicable to RMA?”    |   |
| “Referred to NRCS”  |   |
| “Date Referred to NRCS”                                       | “Blank”.  |
| “Date First Time Producer Filing AD-1026”                     |   |
| “AD-1026 Date of Continuous Certification Signed by Producer” |   |

26 AGI - 2014 and 2018 Farm Bills Determination Information

A Introduction

The Agricultural Act of 2014, Pub L. 113-79, and the Agriculture Improvement Act of 2018 stipulate that a person or legal entity will **not** be eligible to receive certain program benefits during a crop, fiscal, or program year, as appropriate, if the average AGI for the 3 preceding tax years for the person or legal entity exceeds \$900,000.

Data in the Eligibility System, “Adjusted Gross Income – 2014 and 2018 Farm Bills” section is used to determine producer eligibility based on the AGI provisions. See 5-PL, Part 6 for additional information about determining producer eligibility with AGI provisions for years \*-2014 through 2020. See 6-PL, Part 8 for additional information about determining producer eligibility with AGI provisions for 2021 and subsequent years.--\*

B Exempt Business Types

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

| Entity                | Entity Type |
|-----------------------|-------------|
| General Partnership   | 02          |
| Joint Venture         | 03          |
| Federally Owned       | 08          |
| State Owned           | 09          |
| Public School         | 13          |
| BIA                   | 14          |
| Indian Tribal Venture | 20          |

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

Not Filed                       Filed CCC-941  
 Exempt                               Not Met-Producer

Date Documentation Filed by Producer

---

IRS Verification/Determination

Not Processed                       Compliant-Producer  
 Compliant - Less Than 3 Years       Not Compliant  
 Failed Verification                       Compliant - FSA Determined

Date Processed by IRS

---

State Office/SED Determination

No Determination                       Compliant-Review  
 Mismatch Verified                       Not Compliant-Review

SED Determination Date

--\*

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 <b>not</b> filed CCC-941 or prior to December 2014, the eligibility verification has <b>not</b> been received back from IRS.</p> <p><b>Note:</b> 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 <b>not</b> 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 <b>not</b> 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 <b>not</b> been updated through the IRS verification process.   |
|   | "Compliant - Producer"          | Producer and/or agent has certified their average AGI does <b>not</b> 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 <b>not</b> exceed \$900,000 and IRS has verified a match for the customer information; however, 3 years of tax information is <b>not</b> available.   |
|   | "Not Compliant"                 | Producer and/or agent has certified their average AGI does <b>not</b> 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 <b>not</b> exceed \$900,000; however, IRS <b>cannot</b> find a customer match and; therefore, <b>cannot</b> determine the average AGI.  |
|   | "Compliant – FSA Determined"    | <p>Producer and/or agent has certified their average AGI does <b>not</b> 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>*--<b>Note:</b> This determination is applicable in 2018 and--* subsequent years.--*</p>   |

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

E Error Messages (Continued)

| Message  | Reason for Message   | Corrective Action  |
|--|--|--|
| <p>“Must enter the date the producer filed the AGI certification.”</p>                     | <p>User selected either of the following for “Producer Certification”, but did <b>not</b> enter a date in the “Date Documentation Filed by Producer” field:</p> <ul style="list-style-type: none"> <li>• “Not Met-Producer”</li> <li>• “Filed CCC-941”.</li> </ul>   | <p>Take either of the following actions:</p> <ul style="list-style-type: none"> <li>• select a different producer certification</li> <li>• enter date for the “Date Documentation Filed by Producer” field.</li> </ul> |
| <p>“Invalid State Office/SED determination selection based on Producer Certification.”</p> | <p>Authorized user selected 1 of the following, for the State Office/SED determination:</p> <ul style="list-style-type: none"> <li>• “Compliant - Review”</li> <li>• “Not Compliant - Review”</li> <li>• “IRS Mismatch”.</li> </ul> <p>However, the producer certification is either of the following:</p> <ul style="list-style-type: none"> <li>• “Exempt”</li> <li>• “Not Met - Producer”.</li> </ul> | <p>Take either of the following actions:</p> <ul style="list-style-type: none"> <li>• select a different Producer Certification</li> <li>• select a different State Office/SED determination.</li> </ul>               |
| <p>“Invalid Producer Certification selection based on IRS Determination.”</p>              | <p>User selected, “Not Met - Producer” for the producer certification; however, the IRS determination is 1 of the following:</p> <ul style="list-style-type: none"> <li>• “Compliant - Producer”</li> <li>• “Compliant - Less Than 3 years”</li> <li>• “Not Compliant”</li> <li>• “Failed Verification”.</li> </ul>  | <p>Select a different producer certification.</p>  |

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

**E Error Messages (Continued)**

| Message  | Reason for Message   | Corrective Action  |
|--|--|--|
| “Date cannot be greater *--than today’s date.”--*                                    | Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “SED Determination Date”.</li> </ul> | Reenter a valid date or select a date using the calendar icon.       |
| “Date entry <b>not</b> formatted correctly. mm/dd/yyyy, mm/dd/yy, mmdyyy, or mmdyy.” | Date entered in either of the following fields is <b>not</b> in an acceptable format: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “SED Determination Date”.</li> </ul>      | Reenter date in an acceptable format according to subparagraph 13 A. |

**F Field Default Values**

When new eligibility records are created, Adjusted Gross Income - 2014 and 2018 Farm Bills field values are defaulted according to the following.

| Field                                  | IF the FSA customer is...                                       | THEN the default value is...  |
|--|---|---|
| “Producer Certification”               | <b>not</b> an exempt business type as defined in subparagraph B | “Not Filed”, indicating producer has <b>not</b> filed all documentation required for AGI determination. |
|  | an exempt business type as defined in subparagraph B            | “Exempt”, indicating producer is exempt from AGI provisions.  |
| “IRS Verification/ Determination”      |   | “Not Processed” indicating an IRS has <b>not</b> verified/made a determination.                         |
| “SED Determination”                    |   | “No Determination” indicating SED has <b>not</b> made a determination                                   |
| “Date Documentation Filed by Producer” |   | “Blank”   |
| “SED Determination Date”               |   |   |
| “Date Processed by IRS”                |   |   |

## 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 for years 2014 through 2020. See 6-PL, Part 8 for additional information on submitting and processing CCC-941’s for 2021 and subsequent years.

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 2018, 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"> <li>• does <b>not</b> exceed \$900,000, CLICK “<b>Filed CCC-941</b>” under “\$900,000 Total Income Producer Certification”</li> <li>• exceeds \$900,000, CLICK “<b>Not Met - Producer</b>” under “\$900,000 Total Income Producer Certification”.</li> </ul> <p>Enter the date the producer filed CCC-941 in the “Date Documentation Filed by Producer” field.</p> <p>CLICK “<b>Submit</b>”.</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"> <li>• “Accept”, if the changes are correct</li> <li>• “Revise”, if the changes need to be updated</li> <li>• “Cancel”, if the changes should <b>not</b> have been made.</li> </ul>   |
| 4    | <p>The Eligibility Page will be redisplayed with the updates to the producer.</p> <p>*--<b>Note:</b> Beginning in Subsidiary year 2018, 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 Automatic Compliant FSA Determination**

\*--Beginning in Subsidiary year 2018, 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"> <li>• “Compliant Review”</li> <li>• “Mismatch – Verified”</li> </ul>         |  | The AGI 2014/2018 Farm Bill IRS Determination is automatically updated to “Compliant – FSA Determined” for the applicable year.<br><br>Do <b>not</b> send CCC-941 to IRS unless the producer is applying for an FSA or NRCS multi-year conservation program. See 6-PL, subparagraph 479 A. |
|   | “No Determination”  | <ul style="list-style-type: none"> <li>• “Compliant – Producer”</li> <li>• “Compliant – Less Than 3 Years”</li> <li>• “Compliant – FSA Determined” in prior year -1 or prior year -2 only</li> </ul> |  |
|   | “Not Compliant – Review”<br>“No Determination”  |  | The AGI 2014/2018 Farm Bill IRS Determination is <b>not</b> automatically updated.<br><br>Send CCC-941 to IRS. See 6-PL, subparagraph 479 A.   |
| “Not Met – Producer”  |   |  | The AGI 2014/2018 Farm Bill IRS Determination is <b>not</b> automatically updated since the customer self-certified to exceeding the \$900,000 threshold.<br><br>Do <b>not</b> send CCC-941 to IRS.  |

**Important:** When a CCC-941 is sent to IRS and an IRS determination is received, the determination will override any previous determination.

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

**\*--J 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** send CCC-941 to IRS unless the producer is applying for FSA or NRCS multi-year conservation program contract; see 6-PL, subparagraph 479 A for additional information.--\*

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.

| <b>IF the case is a...</b> | <b>THEN the State Office shall contact...</b>  |
|----------------------------|--|
| RMA case                   | *--Richard Flournoy by: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:richard.flournoy@usda.gov">richard.flournoy@usda.gov</a>--*</li> <li>• telephone at 816-926-7394.</li> </ul>  |
| OIG case                   | *--Jack Welch, Director, Farm Production and Conservation Business Center Appeals and Litigation Division, by:--* <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:gwen.sellman@wdc.usda.gov">gwen.sellman@wdc.usda.gov</a></li> <li>• telephone at 202-690-3297.</li> </ul> |

**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, Appeals and Litigation Division, 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 <b>not</b> certified compliance with limited resource farmer or rancher provisions. |

42 Eligibility Determinations After Business Partner Merge (Continued)

**B Eligibility Determination Table (Continued)**

| <b>Eligibility Determination</b>                              | <b>Field</b>                         | <b>IF the customer's records do not match, then eligibility is...</b>   | <b>IF the customer's records match, then eligibility is...</b> |
|---|--------------------------------------|---|--|
| Adjusted Gross Income - 2008 Farm Bill – Conservation Program | Determination                        | Not Filed – if the producer is not an Exempt business type.<br><br>Exempt – if the producer is an Exempt business type. | the same value from the merged records.                        |
|   | SED Determination                    | Blank.  |  |
|   | Date of SED Determination            | Blank.  |  |
|   | Date Documentation Filed by Producer | Blank.  |  |
|   | COC Disapproval Date                 | Blank.  |  |
| Adjusted Gross Income – 2014 and 2018 Farm Bills              | Producer Certification               | Winning Producer's Producer Certification.  | the same value from the merged records.                        |
|   | Date Documentation Filed by Producer | Winning Producer's Date Documentation Filed by Producer.  |  |
|   | IRS Verification                     | Winning Producer's IRS Verification.  |  |
|   | Date Processed by IRS                | Winning Producer's Date Processed by IRS.   |  |
|   | State Office/SED Determination       | Winning Producer's State Office/SED Determination.  |  |
|   | SED Determination Date               | Winning Producer's SED Determination Date.  |  |
| Adjusted Gross Income – 75% Rule                              | Certification                        | Winning Producer's Certification.   | the same value from the merged records.                        |
|   | Date Documentation Filed by Producer | Winning Producer's Date Documentation Filed by Producer.  |  |
| 2020 Adjusted Gross Income                                    | Certification                        | *--“Not Filed”--*   | the same value from the merged records.                        |
|   | Date Documentation Filed by Producer | *--Blank--*   |  |
| *--FSA-510 Pay Limit Exception Request                        | Certification                        | “No”  | The same value from the merged records.--*                     |
|   | Date Documentation Filed by Producer | Blank   |  |

42 Eligibility Determinations After Business Partner Merge (Continued)

**B Eligibility Determination Table (Continued)**

| <b>Eligibility Determination</b> | <b>Field</b>                                   | <b>IF the customer's records do not match, then eligibility is...</b>   | <b>IF the customer's records match, then eligibility is...</b>  |
|----------------------------------|--|---|---|
| Beginning Farmer or Rancher      | Certification/COC Determination                | No.   | the same value from the merged records.   |
|                                  | Month and Year Farmer or Rancher began Farming | Blank.  |   |
| Cash Rent Tenant                 | COC Determination                              | Awaiting Determination - if the producer is not an Indian Tribal Venture.                                       | the same value from the merged records.   |
|                                  |  | Exempt -if the producer is an Indian Tribal Venture.  |   |
|                                  | Cropland Factor                                | 0.0000 - if Awaiting Determination.<br>1.0000 - if Exempt.  |   |
| Conservation Compliance          | Highly Erodible Land Conservation              | the summarized data from the farm records system for the customer.  | the summarized data from the farm records system for the customer.  |
|                                  | Planted Converted Wetland                      |   |   |
|                                  | Converted Wetland                              |   |   |
|                                  | Farm/Tract Eligibility                         | the summarized data from:<br><ul style="list-style-type: none"><li>• HELC</li><li>• PCW</li><li>• CW.</li></ul> | the summarized data from:<br><ul style="list-style-type: none"><li>• HELC</li><li>• PCW</li><li>• CW.</li></ul> |
|                                  | Year of Violation                              | blank or the year closest to the current year.  | the same value from the merged records.   |
|                                  | State and County Where Violation Occurred      | blank or the state and county with the lowest FIPS code.  |   |

45 Adjusted Gross Income - 2020

**A Introduction**

Data in the “Adjusted Gross Income – 2020” section is used to determine whether a producer meets the \$900,000 total income certification in the year 2020 only as indicated by filing FSA-1123 according to 1-PDAP, paragraph 367. This field cannot be updated if the AGI-2014/2018 Certification value is “Not Filed” in 2020.

**B Example of Subsidiary Eligibility screen “Adjusted Gross Income – 2020”**

The following is an example of the “Adjusted Gross Income – 2020” section for the 2020 year only.

**C Fields applicable to Adjusted Gross Income – 2020**

The following provides options applicable to Adjusted Gross Income – 2020.

| Field                                  | Option      | Explanation  |
|--|-------------|--|
| 2020 AGI Certification                 | “Yes”       | *--Producer and/or agent has filed FSA-1123 certifying their 2020 AGI does not exceed \$900,000.         |
|  | “No”        | Producer and/or agent has filed FSA-1123 certifying their 2020 AGI exceeds \$900,000.                    |
|  | “Not Filed” | Producer and/or agent has not filed FSA-1123--* certifying their 2020 AGI does not exceed \$900,000.     |
| “Date Documentation Filed by Producer” |             | Date the producer filed all required documentation to determine whether the 2020 AGI provisions are met. |

45 Adjusted Gross Income – 2020 (Continued)

**D Error Messages**

The following provides error messages that may display when updating Adjusted Gross Income – 2020 eligibility data.

| <b>Message</b>   | <b>Reason for Message</b>   | <b>Corrective Action</b>   |
|--|---|--|
| Adjusted Gross Income – 2014 and 2018 Farm Bills   \$900,000 Total Income Producer Certification – 2014/2018 AGI must be filed before 2020 AGI can be selected.            | User selected “Yes” or “No” for 2020 AGI Certification but customer’s 2014/2018 AGI is “Not Filed”.                                     | Producer and/or agent must file CCC-941 for 2020 AGI to be updated.  |
| Adjusted Gross Income – 2020   \$900,000 Total Income Certification – Must enter the Date Documentation Filed by Producer if the 2020 AGI field selected is “Yes” or “No”. | User selected “Yes” or “No” for 2020 AGI Certification but did not enter a value into the “Date Documentation Filed by Producer” field. | Take either of the following actions: <ul style="list-style-type: none"> <li>• select a different producer certification</li> <li>• enter date for the 2020 AGI “Date Documentation Filed by Producer” field.</li> </ul> |
| “Adjusted Gross Income – 2020   Date Documentation Filed by Producer – Date cannot be later than today’s date”.  | Date entered in the “Date Documentation Filed by Producer” field is later than the current date.  | Reenter a valid date or select a date using the calendar icon.   |
| “Adjusted Gross Income – 2020   Date Documentation Filed by Producer – Invalid date”.  | Date entered in the “Date Documentation Filed by Producer” field is not in an acceptable format.  | Reenter date in an acceptable format according to subparagraph 13 A.   |

**E Field Default Values**

When new eligibility records are created, AGI 2020 field values are defaulted according to the following.

| <b>Field</b>                           | <b>Default Value</b> |
|--|----------------------|
| “\$900,000 Total Income Certification” | “Not Filed”          |
| “Date Documentation Filed By Producer” | “Blank”              |

**\*--46 FSA-510 – Payment Limitation Exception Request**

**A Introduction**

The regulations for price support and ad hoc disaster programs allow an applicant to request an exception to the \$125,000 payment limitation for a crop or program year by completing FSA-510 and providing certification from a licensed CPA or attorney certifying that 75 percent of the person’s or legal entity’s AGI is derived from farming, ranching, or forestry operations. The payment limitation exception form is optional.

See 6-PL for a list of programs that use FSA-510.

**B Example of the Subsidiary Eligibility Screen, “FSA-510 – Pay Limit Exception Request” Section**

The following is an example of the “FSA-510 – Pay Limit Exception Request” section in subsidiary year 2020 and subsequent years.

**FSA-510 Pay Limit Exception Request**

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 “FSA-510 – Pay Limit Exception Request” Certification**

The following provides fields applicable to the “FSA-510 – Pay Limit Exception Request” 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 <b>not</b> 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. |

--\*

\*--46 FSA-510 – Payment Limitation Exception Request (Continued)

**D Error Messages**

The following provides error messages that may be displayed when updating the Pay Limit Exception eligibility data.

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

--\*

\*--46 FSA-510 – Payment Limitation Exception Request (Continued)

**D Error Messages (Continued)**

| Field   | Option   | Explanation  |
|---|--|--|
| “Date producer certified at least 75% of their average adjusted gross income was derived from farming, ranching or forestry is not allowed if certification is “No”.” | User entered the “Date Documentation Filed by Producer” but did not select “Yes” to indicate the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry. | Take either of the following actions: <ul style="list-style-type: none"> <li>• select “Yes” for the 75 percent average AGI derived from farming, ranching, or forestry certification if the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry</li> <li>• remove the date the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry.</li> </ul> |

**E Field Default Values**

When new eligibility records are created, FSA-510 field values are defaulted according to the following.

| Field                                  | Default Value  |
|--|--|
| “Certification”                        | “No”, indicating producer has <b>not</b> filed certification that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Documentation Filed by Producer” | “Blank”.   |

47-70 (Reserved)



82 Using the Web-Based Combined Producers System (Continued)

C Selecting the Producer

If the user’s eAuthentication ID is linked to only 1 county, or after a multi-county user has selected a county, the SCIMS Customer Search Screen will be displayed so users can enter a producer to process in the Combine Producers System. Enter information in SCIMS on the Customer Search Screen by:

- type
- name
- tax ID
- other.

Select the customer on the subsequent Search Results Screen. If producer is **not** in Business \*--Partner, the producer **must** be added in Business Partner according to 11-CM, Part 3.--\*

After selecting a producer in SCIMS, the Subsidiary Combined Producers Screen, “All Combinations For Customer - Year” drop-down list and “Customer” section will be displayed.

The screenshot shows the USDA Farm Service Agency Subsidiary Combined Producers interface. At the top, there are navigation links: Subsidiary Home, About Subsidiary, Help, Contact Us, Exit Subsidiary, and Logout of eAuth. Below this is a secondary navigation bar with links for Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, and Reports. The main content area features a search section titled "All Combinations For Customer - 2017" with a "Go" button. Below the search, there is a "Customer" section with a form containing "Name: ANY1 PRODUCER" and "Recording County: Drew - Arkansas". There are three buttons: "New Combination", "Allocations", and "Update Recording County". The page then displays four tables of combinations:

- Common Attribution - Direct Combinations:** A table with columns: Members, Reason, Determination Date, and Detail.
- Common Attribution - Indirect Combinations:** A table with columns: Members, Reason, Determination Date, and Detail.
- Person - Direct Combinations:** A table with columns: Members, Reason, Determination Date, and Detail. It contains one record for "ANY3 CORPORATION" with a reason "Member's share is greater than 50% in a corporation, limited liability company, limited partnership or irrevocable trust" and a determination date of "01/01/2017".
- Person - Indirect Combinations:** A table with columns: Members, Reason, Determination Date, and Detail.

At the bottom of the screen, it displays "Screen ID: COMWEB003" and a "Back to Top" link.

## 82 Using the Web-Based Combined Producers System (Continued)

## D “All Combinations For Customer - Year” Drop-Down List and “Customer” Section

The Subsidiary Combined Producers Screen, “All Combinations For Customer - Year” drop-down list and “Customer” section:

- is the beginning point for actions relative to the web-based Combined Producers System
- will display the following items.

| Field/Button              | Description   | Action   |
|---------------------------|---|--|
| “Year”                    | The Web-Based Combined Producers System is year specific.   | Use “All Combinations For Customer - Year” drop-down list to select the applicable year. |
| “Customer”                | Identifies the selected customer.   |  |
| “New Combination”         | Begins the process of combining the selected producer. See paragraph 84 for creating combinations.  | “Add Combination” section will be displayed.   |
| “Allocations”             | Begins the recording allocated payment limitation shares to designated persons and/or legal entities (members) under common attribution.<br><br><b>Note:</b> Persons and/or legal entities (members) under common attribution <b>must</b> file CCC-904 (subparagraph 83 C). Designated shares from CCC-904 will be recorded in the allocation process. See paragraph 98 for updating allocations. | “Allocations” section will be displayed.   |
| “Update Recording County” | Begins the process of updating the combined recording county for a customer. See paragraphs 99 and 100 for updating the recording county of a combination.  | “Update Recording County” section will be displayed.                                     |

## 84 Creating Combinations (Continued)

## A New Combination Option (Continued)

| Field/Button | Description  | Action   |
|--------------|--|--|
| “Add Member” | Allows users to select the second member of the combination to be processed. | SCIMS Selection Screen will be displayed to select the second member of the combination. After the second member is selected, this option is <b>not</b> available. |
| “Submit”     |  | Subsidiary Combined Producers Screen, “Add Combination” section will be displayed with the question, “Are you sure you want to create this combination?”           |
| “Cancel”     |  | Subsidiary Combined Producers Screen, “Add Combination” section will be displayed without processing the combination.  |
| “Reset”      |  | Clears the “Reason” and “Determination Date” fields.   |

## B Selecting Combination Type

On the Add Combination For Customer Screen, select the applicable combination type as follows:

- “Attribution” when COC or designee signed CCC-903 determining common attribution is applicable
- “Person” when COC or designee signed CCC-503A determining multiple producers are considered 1 person.

**Note:** Combination type will default to “Attribution”.

84 Creating Combinations (Continued)

C Selecting Combined Producer

After the user selects a combination type, CLICK “Add Member” to add the second member of the combination. The SCIMS Customer Search Page will be displayed. User will enter information by the following:

- type
- name
- TIN
- other.

Select the customer on the subsequent Search Results Screen. If customer is **not** in Business \*--Partner, the customer **must** be added in Business Partner according to 11-CM, Part 3.--\*

When the second member has been selected, the following screen will be displayed with both members of the combination listed in the “Add Combination” section, under “Members of Combination”.

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

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth

Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

**Links**  
 Get Change Alerts  
 Customer Search

**Add Combination For Customer - 2017**

**Customer**  
 Name: ANY1 PRODUCER  
 Recording County: Drew - Arkansas

**Add Combination**  
 Combination: Drew - Arkansas  
 Recording County: Drew - Arkansas  
 Combination Type:  Attribution  Person  
 Reason: Select One  
 Determination Date:

**Members of Combination**

| Name          | BusinessType |
|---------------|--------------|
| ANY1 PRODUCER | Individual   |
| ANY2 PRODUCER | Individual   |

Add Member

Submit Cancel Reset

Screen ID: COMWEB001

144 Detailed Prior Payment Report (Continued)

C Printing From “Reports” Link (Continued)

Payment Limitations Screen PLM-004 will display the following items.

| Section/<br>Option                                  | Field                  | Description  |
|---|------------------------|--|
| “Info”  |                        | Provides information and error messages about Payment Limitations Screen PLM-004.  |
| “Customer”  | “Customer Name”        | Identifies selected customer.  |
|   | “Recording County”     | Identifies county assigned as the selected customer’s eligibility recording county.  |
|   | *--“IRS Response Code” | Identifies if IRS has verified the customer’s TIN and name.--*   |
| “Detailed Prior Payments Report Selection Criteria” | “Year Selection”       | Allows users to select the year to view/print the Detailed Prior Payments Report. A drop-down list will be displayed with the available years. Click the applicable years to select.<br><br><b>Note:</b> System defaults to the current year.  |
|   | *--“Program Area”      | Allows users to filter the program results by narrowing the programs to the following 4 categories: <ul style="list-style-type: none"> <li>• Conservation</li> <li>• Disaster</li> <li>• Income Support</li> <li>• Price Support.</li> </ul> The user must select a Program Area before the “Program Selection” list will populate.--* |
|   | “Program Selection”    | Allows users to select a program to view/print the Detailed Prior Payments Report. A drop-down list will be displayed with the effective programs for the selected year. Click the applicable program to select.   |
| “Submit”  |                        | CLICK “ <b>Submit</b> ”, a pop-up window will be displayed to view/print the Detailed Prior Payments Report.   |

144 Detailed Prior Payment Report (Continued)

**D Fields on Detailed Prior Payment Report**

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

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

144 Detailed Prior Payment Report (Continued)

D Fields on Detailed Prior Payment Report (Continued)

| Field                      | Description   |
|----------------------------|---|
| "Program Code"             | <p>In some cases, payments from multiple programs are applied to 1 payment limitation. Field will identify the program connected with the dollar amount identified in the "Amount Issued/Attributed". The program code display will be the alpha accounting program code used to issue the program payment.</p> <p><b>*--Example:</b> If the selected payment limitation program name is ARC/PLC and the payment issued is for :</p> <ul style="list-style-type: none"> <li>• ARC County, the program code will be "ARCPCO"</li> <li>• PLC, the program code will be "PLCP".--*</li> </ul> <p style="text-align: center;">* * *</p>                         |
| "Amount Issued/Attributed" | <p>Field will display the sum of:</p> <ul style="list-style-type: none"> <li>• payments issued and/or attributed to the selected producer using the following sort criteria</li> <li>• receivables created for the selected producer using the following sort criteria.</li> </ul> <p>The amount displayed in this column will be sorted and summarized by:</p> <ul style="list-style-type: none"> <li>• date</li> <li>• State and county</li> <li>• contract, application, or farm number, if applicable</li> <li>• business attributed from, if applicable</li> <li>• common attribution or combination member attributed from, if applicable.</li> </ul> |

144 Detailed Prior Payment Report (Continued)

D Fields on Detailed Prior Payment Report (Continued)

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

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

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

### 304 Combined Producer Report

#### A Introduction

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

#### B Accessing the Combined Producer Report

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

The following is an example of Subsidiary Screen SUBWEB001.

\*--



--\*

304 Combined Producer Report (Continued)

B Accessing the Combined Producer Report (Continued)

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

The following is an example of Subsidiary Reports Screen SUBREP001.

\*--



--\*

304 Combined Producer Report (Continued)

**D Example of the Combined Producer Report**

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

\*--

|                    |                           |   |      |   |
|--------------------|---------------------------|---|------|---|
| Autauga<br>Alabama |                           | United States Department Of Agriculture<br>Farm Service Agency<br>2017 Combined Producer Report |      | Prepared: Apr 04, 2017<br>Time: 12:20 PM<br>Page 1 of 3 |
| Rule Type          | Combined Recording County | Name  | Name | Combination Reason                                      |

--\*

**E Details of the Combined Producer Report**

The following provides information about the Combined Producer Report.

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

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

## 305 County Eligibility Reports

### A Introduction

County eligibility reports have been developed to assist users in tracking eligibility changes. The county eligibility reports provide a means for State and County Offices to generate a list of producers that have had certifications and/or determinations updated in 1 or more of the following categories:

- “AD-1026”
- “Actively Engaged Determination”
- “Actively Engaged - 2002 Farm Bill”
- \*--“AGI – 2020” (Program Year 2020 only)--\*
- “AGI - 75% Rule”
- “AGI - 2014 and 2018 Farm Bills”
- “AGI - 2008 Farm Bill”:
  - “Commodity”
  - “Direct \$750,000”
  - “Direct \$1 Million”
  - “Conservation”
- “AGI - 2002 Farm Bill”
- “Beginning Farmer or Rancher”
- “Cash Rent Tenant Determination”
- “Conservation Compliance”
- “Controlled Substance”

**305 County Eligibility Reports (Continued)**

**A Introduction (Continued)**

- “Delinquent Debt”
- “Federal Crop Insurance”
- “Foreign Person”
- \*--“Fraud - including FCIC Fraud” (2016 and prior years)
- “FSA-510 Pay Limit Exemption Report” (2020 and subsequent years)--\*
- “Limited Resource Farmer or Rancher”
- “NAP Non-Compliance”
- “Permitted Entity - 2002 Farm Bill”
- “Person Eligibility - 2002 Farm Bill”
- “SDA - Racial, Ethnic and Gender”
- “SDA - Ethnic and Racial but NOT Gender”
- Veteran Farmer or Rancher”.

These reports are:

- county specific
- generated using the reporting database.

305 County Eligibility Reports (Continued)

B Accessing the County Eligibility Reports

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

The following is an example of Subsidiary Screen SUBWEB001.

\*--

USDA United States Department of Agriculture  
Farm Service Agency Subsidiary

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth

Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

**Links**  
Get Change Alerts  
Customer Search

Customer Name:

Screen ID: SUBWEB001

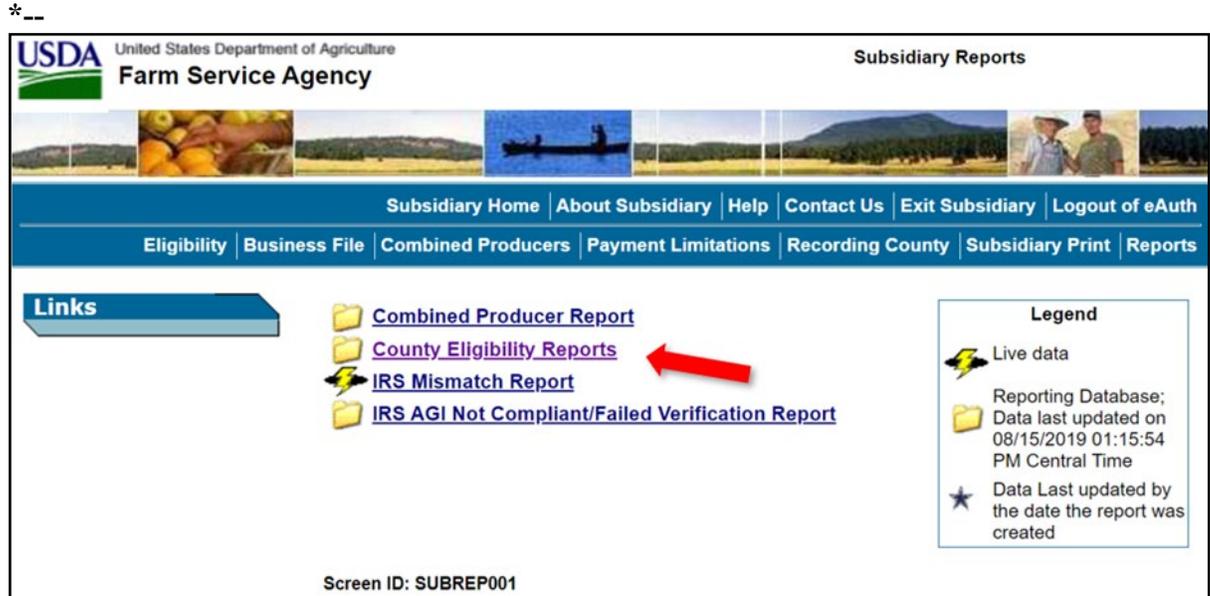
--\*

305 County Eligibility Reports (Continued)

B Accessing the County Eligibility Reports (Continued)

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

The following is an example of Subsidiary Reports Screen SUBREP001.



--\*

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

305 County Eligibility Reports (Continued)

C County Eligibility Reports Screen, “Report Selection Criteria” Section

The Report Selection Criteria:

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

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

The following provides information about the “Report Selection Criteria” section.

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

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



305 County Eligibility Reports (Continued)

F County Eligibility Reports Screen, “Actively Engaged – 2002 Farm Bill” Section (Continued)

The following provides information about the “Actively Engaged – 2002 Farm Bill” section.

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

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 <b>not</b> entered, the report will identify <b>all</b> 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 <b>not</b> entered, the report will identify <b>all</b> producers. |

--\*



305 County Eligibility Reports (Continued)

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

The following provides information about the “Adjusted Gross Income - 2008 Farm Bill” section.

| Field/Button           | Description   |
|------------------------|---|
| “Compliant - Producer” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Compliant - Producer” checked. |
| “Compliant - Agent”    | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Compliant - Agent” checked.    |
| “Exempt”               | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Exempt” checked.               |
| “Not Filed”            | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Not Filed” checked.            |
| “Not Met - COC”        | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Not Met - COC” checked.        |
| “Not Met - Producer”   | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Not Met - Producer” checked.   |
| * * *                  | * * *   |

305 County Eligibility Reports (Continued)

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

| Field/Button                           | Description   |
|--|---|
| “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 - 2008 Farm Bill” section that has a “Date Documentation Filed by Producer” for that date. If a date is <b>not</b> entered, the report will identify <b>all</b> producers. |
| “COC Disapproval Date”                 | Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has a “COC Disapproval Date” for that date. If a date is <b>not</b> entered, the report will identify <b>all</b> producers.                 |
| “Not Met - SED”                        | <p>Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has “Not Met - SED” checked.</p> <p><b>Note:</b> When applicable, the “Not Met - SED” field may only be updated by authorized State Office employees.</p>    |
| “Date of SED Determination”            | Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2008 Farm Bill” section that has a “Date of SED Determination” for that date. If a date is <b>not</b> entered, the report will identify <b>all</b> producers.            |

305 County Eligibility Reports (Continued)

I County Eligibility Reports Screen, “Adjusted Gross Income - 2002 Farm Bill” Section

Reports may be generated that will provide the user information on who has an “adjusted gross income” certification, as it applies to the 2002 Farm Bill provisions, recorded in the web-based eligibility files. The following is an example of the “Adjusted Gross Income - 2002 Farm Bill” section.

\*--

**Adjusted Gross Income - 2002 Farm Bill**

Certification/COC Determination

|  |   |
|--|---|
| <input type="checkbox"/> Compliant - CCC-526C<br><input type="checkbox"/> Exempt<br><input type="checkbox"/> Not Met - COC | <input type="checkbox"/> Compliant - Agent<br><input type="checkbox"/> Not Filed<br><input type="checkbox"/> Not Met - Producer |
|--|---|

Date Documentation Filed by Producer

COC Disapproval Date

--\*

The following provides information about the “Adjusted Gross Income - 2002 Farm Bill” section.

| Field/Button           | Description   |
|------------------------|---|
| “Compliant - CCC-526C” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” section that has “Compliant - CCC-526C” checked. |
| “Compliant - Agent”    | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” section that has “Compliant - Agent” checked.    |
| “Exempt”               | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” section that has “Exempt” checked.               |
| “Not Filed”            | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” section that has “Not Filed” checked.            |
| “Not Met - COC”        | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” section that has “Not Met - COC” checked.        |

305 County Eligibility Reports (Continued)

I County Eligibility Reports Screen, “Adjusted Gross Income - 2002 Farm Bill” Section (Continued)

| Field/Button                           | Description  |
|--|--|
| “Not Met - Producer”                   | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” 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 - 2002 Farm Bill” section that has a “Date Documentation Filed by Producer” for that. If a date is <b>not</b> entered, the report will identify <b>all</b> producers. |
| “COC Disapproval Date”                 | Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2002 Farm Bill” section that has a “COC Disapproval Date” for that date. If a date is <b>not</b> entered, the report will identify <b>all</b> producers.            |

305 County Eligibility Reports (Continued)

**\*--Q County Eligibility Reports Screen, “Fraud - including FCIC Fraud” Section (2016 and prior years)--\***

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 <b>not</b> entered, then the report will <b>not</b> 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 <b>not</b> entered, then the report will <b>not</b> 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)

X County Eligibility Reports Screen, Veteran Farmer or Rancher (Continued)

| Field/Button   | Description   |
|--|---|
| Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years certification/ "Yes" | Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "Yes" for "Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years" certification.   |
| Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years certification/ "No"  | Checking this box generates a report of every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who checked "No" for "Farmer or rancher who served in the Armed Forces farming or ranching less than 10 years" certification.  |
| "Month and Year farmer or rancher who served in Armed Forces began farming"                                  | Checking this box and entering a month and year generates a report for every producer in the web-based Eligibility System "Veteran Farmer or Rancher" section who recorded "Month and Year farmer or rancher who served in the Armed Forces began farming" for that month and year. If a month and year is <b>not</b> entered, then the report will <b>not</b> be accurate. |

\*--Y County Eligibility Reports Screen, "FSA-510 Pay Limit Exception Request" Section

Reports may be generated that will provide the user information on who has an "FSA-510 Pay Limit Exception Request" certification recorded in the web-based eligibility files. The following is an example of the "FSA-510 Pay Limit Exception Request" section.

**FSA-510 Pay Limit Exception Request**

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

--\*

**305 County Eligibility Reports (Continued)**

**\*--Y County Eligibility Reports Screen, “FSA-510 Pay Limit Exception Request” Section (Continued)**

The following provides information about the “FSA-510 Pay Limit Exception Request” section.

| <b>Field/Button</b>                    | <b>Description</b>  |
|--|---|
| “Yes”                                  | Checking this box will generate a report that will list every person in the web-based Eligibility System, “FSA-510 Pay Limit Exception Request” section that has “Yes” checked.   |
| “No”                                   | Checking this box will generate a report that will list every person in the web-based Eligibility System, “FSA-510 Pay Limit Exception Request” section that has “No” 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, “FSA-510 Pay Limit Exception Request” section that has the “Date Documentation Filed by Producer” recorded for that date. If a date is not entered, the report will identify all producers. |

--\*

**Z Options**

The following provides information about the options available on the County Eligibility Reports Screen.

| <b>Option/Button</b> | <b>Results</b>   |
|----------------------|--|
| “Submit”             | A validation screen for the County Eligibility Report Selection Criteria Screen will be displayed. |
| “Reset”              | All selected items will be removed.  |
| “Return to Reports”  | The Subsidiary Reports Screen will be displayed.   |

305 County Eligibility Reports (Continued)

AA Validation Screen

On the County Eligibility Report Selection Criteria Screen, after users CLICK “Submit”, a Validation Screen will be displayed. The following is an example of the Validation Screen.

|   |                                   |
|---|-----------------------------------|
| <b>Report Selection Criteria</b>  |                                   |
| Year:   | 2008                              |
| Report Output Type:   | PDF                               |
| List Output Type:   | County      Coahoma - Mississippi |
| <b>Actively Engaged</b>   |                                   |
| <b>Fields Selected</b>  | <b>Values Entered</b>             |
| COC Determination   | Not Filed                         |
| <b>Person Eligibility</b>   |                                   |
| <b>Fields Selected</b>  | <b>Values Entered</b>             |
| COC Determination   | Not Filed                         |
| <input type="button" value="Accept"/> <input type="button" value="Revise"/> <input type="button" value="Cancel"/> |                                   |

The following provides descriptions of the fields/buttons on the Validation Screen.

| Field/Button                               | Description   |
|--|---|
| “Year”                                     | Will display the year of the eligibility report to be generated.  |
| “Report Output Type”                       | Will display the format of the eligibility report to be generated.  |
|  | <b>IF user selects...</b> <b>THEN the report will be generated in...</b>  |
|  | “PDF”      Adobe Acrobat format.  |
| “Spreadsheet”      Microsoft Excel format. |   |
| “List Output Type”                         | Will display the county and State for which the eligibility report will be generated.                                       |
| “Individual Sections for Categories”       | Will display categories, fields, and values selected on the Eligibility Reports Screen.                                     |
| “Accept”                                   | Will generated the report with the criteria listed.   |
| “Revise”                                   | Eligibility Reports Screen will be displayed without generating the report to allow the user to modify selected criteria.   |
| “Cancel”                                   | Eligibility Reports Screen will be displayed without generating the report. All fields previously selected will be removed. |



305 County Eligibility Reports (Continued)

**BB PDF Report Format**

The following is an example of the County Eligibility Report in PDF format. The first page of the report will identify the fields requested in the eligibility search criteria. The second and succeeding pages will list the producers meeting all of the selected fields.

**Example Page 1:**

|   |  |                                  |  |
|---|--|----------------------------------|--|
|  |  | <b>County Eligibility Report</b> |  |
| 2017  |  | 28027 Coahoma - Mississippi      |  |
|   |  | 4/4/17 12:29 PM                  |  |
| <b>Eligibility Search Criteria</b>  |  |                                  |  |
| <b>Name</b>   |  | <b>Value</b>                     |  |
| AD-1026   |  |                                  |  |
| Certification   |  | Certified                        |  |
| Actively Engaged  |  |                                  |  |
| COC Determination   |  | Actively Engaged                 |  |

**Example Page 2:**

| Name   |
|--|
| 1874 FARMS                                   |
| 4 GIRLS INC                                  |
| A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP |
| A D CARTWRIGHT JR IRREVOCABLE FLP TRUST      |
| A D CARTWRIGHT JR MARITAL TRUST 2            |
| A R CARR/SUSAN CARR INC                      |
| A R CARR/VIRGINIA C FARRIS INC               |
| ABBAY, ROBERT I                              |
| ABBY INC                                     |

305 County Eligibility Reports (Continued)

CC Spreadsheet Report Format

The following is an example of the County Eligibility Report in the “Spreadsheet” format. This format may be saved as an Excel document.

|  |                             |       |                       |                              |  |
|--|-----------------------------|-------|-----------------------|------------------------------|--|
|  | COUNTY ELIGIBILITY REPORT   |       |                       |                              |  |
|  | 2017                        | 28027 | Coahoma - Mississippi | Tue Apr 04 12:33:24 CDT 2017 |  |
|  | Eligibility Search Criteria |       |                       |                              |  |
| AD-1026                                      | Certification               |       |                       | Certified                    |  |
| Actively Engaged                             | COC Determination           |       |                       | Actively Engaged             |  |
| LAST NAME OR BUSINESS NAME                   | FIRST NAME                  |       |                       |                              |  |
| 1874 FARMS                                   |                             |       |                       |                              |  |
| 4 GIRLS INC                                  |                             |       |                       |                              |  |
| A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP |                             |       |                       |                              |  |
| A D CARTWRIGHT JR IRREVOCABLE FLP TRUST      |                             |       |                       |                              |  |
| A D CARTWRIGHT JR MARITAL TRUST 2            |                             |       |                       |                              |  |
| A R CARR/SUSAN CARR INC                      |                             |       |                       |                              |  |
| A R CARR/VIRGINIA C FARRIS INC               |                             |       |                       |                              |  |
| ABBAY  | ROBERT I                    |       |                       |                              |  |
| ABBY INC                                     |                             |       |                       |                              |  |

306 IRS Mismatch Report (Continued)

B Accessing the IRS Mismatch Report (Continued)

After users click “Reports” from the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On Subsidiary Reports Screen SUBREP001, CLICK “**IRS Mismatch Report**” to access the web-based IRS Mismatch Report Criteria Screen SUBREP008.

The following is an example of Subsidiary Reports Screen SUBREP001.

\*--



--\*

**306 IRS Mismatch Report (Continued)**

**C IRS Mismatch Report Criteria Screen**

The IRS Mismatch Report Criteria Screen SUBREP008 allows users to select:

- “Report Output Type”, “Display on Screen” or “Excel Spreadsheet”
- State and county, date range, and mismatch resolution to display the IRS Mismatch Report for multiple customers
- a specific customer for which to search on the IRS Mismatch Report.

### 307 IRS AGI Not Compliant/Failed Verification Report

#### A Introduction

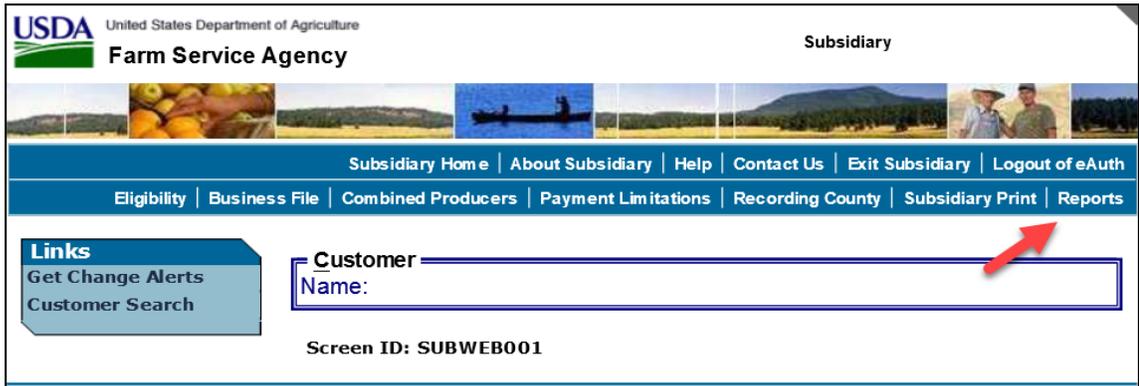
Adjusted Gross Income Not Compliant and Failed Verification Reports have been developed to assist users in tracking customers IRS has determined as AGI “Not Compliant” or “Failed Verification”.

State Offices are required to review the report weekly and notify customers IRS determined \*--as “not compliant” according to 6-PL, Part 8.--\*

#### B Accessing the IRS AGI Not Compliant/Failed Verification Report

Access the web-based Subsidiary System according to paragraph 9. On the Subsidiary Home Page, CLICK “Reports” on the top navigation menu to access the web-based reports.

The following is an example of the Subsidiary Home Page.

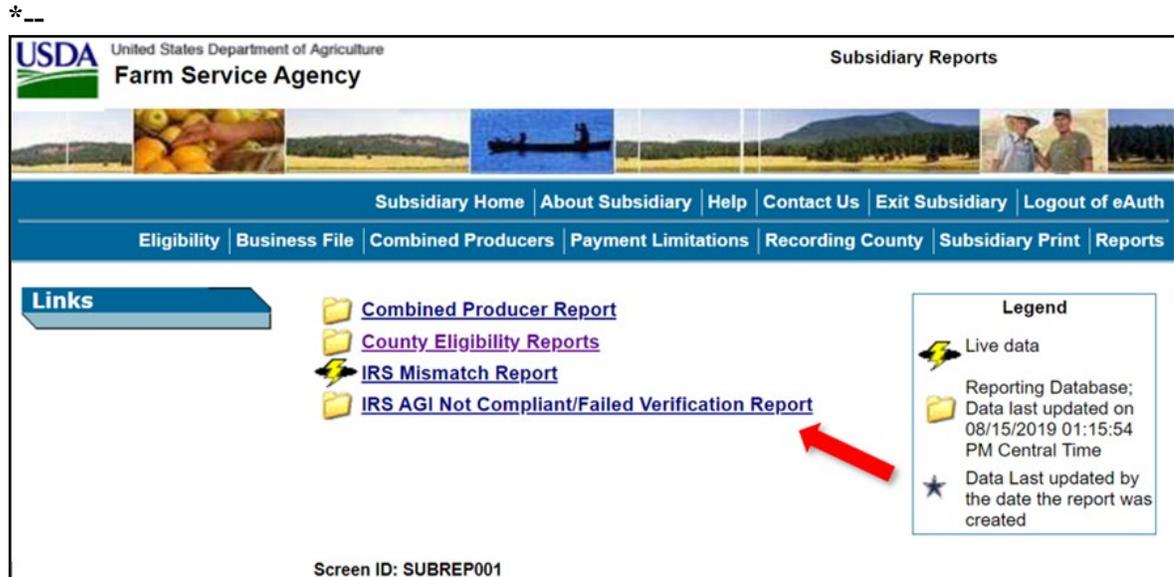


307 IRS AGI Not Compliant/Failed Verification Report (Continued)

**B Accessing the IRS AGI Not Compliant/Failed Verification Report (Continued)**

After users CLICK “Reports”, the Subsidiary Reports Page will be displayed. On the Subsidiary Reports Page, CLICK “IRS AGI Not Compliant/Failed Verification Report” to access the web-based IRS AGI Not Compliant/Failed Verification Report Page.

The following is an example of the Subsidiary Reports Page.



\*\_\*

**C IRS AGI Not Compliant/Failed Verification Report Page**

The IRS AGI Not Compliant/Failed Verification Report Page allows users to select the following:

- program year
- report output type (PDF or spreadsheet)
- State and county
- date range.

**Note:** Data on the IRS AGI Not Compliant/Failed Verification Report is obtained from a reporting database that is refreshed nightly.

351 Subsidiary Rollover Process (Continued)

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

| Eligibility Determination Information   | Rollover Provisions   |   |
|---|---|---|
| Controlled Substance  | Eligibility information will rollover to the new FY based on the following.   |   |
|   | <b>IF the producer...</b>   | <b>THEN...</b>  |
|   | is <b>not</b> in violation of controlled substance provisions   | the current year determination will be rolled to the next FY. |
|   | has a permanent violation because of a trafficking violation  |   |
| has a growing or possession violation   | a computation will occur to determine if the violation period is satisfied.   |   |
| has a trafficking violation, but the “Number of Years of Ineligibility” is <b>not</b> “permanent” | The computation is based on the following variables: <ul style="list-style-type: none"> <li>• year of conviction</li> <li>• number of years of ineligibility.</li> </ul> If the violation period is: <ul style="list-style-type: none"> <li>• satisfied, then the producer's eligibility will be reset to “no violation”</li> <li>• <b>not</b> satisfied, the type of violation will be rolled to the next FY.</li> </ul> |   |

351 Subsidiary Rollover Process (Continued)

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

| Eligibility Determination Information  | Rollover Provisions  |   |
|--|--|---|
| Converted Wetland                      | Previous year information will rollover to the new FY.   |   |
| Delinquent Debt                        |  |   |
| Farm and/or Tract Eligibility          | Previous year information will rollover to the new FY.<br><br><b>Exception:</b> If PCW is reset to “Compliant”, the new FY value will be set based on determinations and producer exceptions in FRS. |   |
| Federal Crop Insurance                 | Previous year information will rollover to the new FY.   |   |
| Foreign Person                         | Previous year information will rollover to the new FY <b>unless</b> citizenship, originating, and/or legal resident alien information in SCIMS is modified.  |   |
| *--FSA-510 Pay Limit Exception Request | Previous year information will <b>not</b> rollover to the new FY.--*   |   |
| HELIC                                  | Previous year information will rollover to the new FY.   |   |
| Limited Resource Farmer or Rancher     | Previous year information will <b>not</b> rollover to the new FY.  |   |
| NAP Non-Compliance                     | Eligibility information will rollover to the new FY based on the following.  |   |
|  | <b>IF the producer...</b>  | <b>THEN...</b>  |
|  | is <b>not</b> in violation of NAP provisions   | the current year determination will be rolled to the next FY.   |
|  | has a NAP violation  | a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> <li>• year of violation</li> <li>• 3 years of ineligibility.</li> </ul> If the violation period is: <ul style="list-style-type: none"> <li>• satisfied, then the producer’s eligibility will be reset to “Compliant”</li> <li>• <b>not</b> satisfied, “Non-Compliant - COC” will be rolled to the next FY.</li> </ul> |

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

### A Data Migration

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

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

### B Requirement for Obtaining New CCC-902's

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

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

\*--County Offices must continue to follow 4-PL for FY 2009 through 2013, 5-PL for FY 2014 through 2020, and 6-PL for FY 2021 and subsequent years about requirements for filing--\* CCC-902E's and CCC-902I's.

### C Priority Order for Dataloading CCC-902's

County Offices must dataload CCC-902's for 2012 subsequent subsidiary years.

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

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

**Note:** There is **not** a requirement to dataload 2011 farm operating plans for entities and joint operations unless a revised farm operating plans is filed for the 2011 subsidiary year. All revisions shall be recorded in the Business File software for 2011 and subsequent years.

## 362 Dataloading CCC-902's on File in County Offices (Continued)

**D Missing Data on CCC-902**

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

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

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

The County Office shall **not**:

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

**E Printing CCC-902's After Dataload Is Completed**

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

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

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

367 Recording New Farm Operating Plans (Continued)

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

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

368 Revising Farm Operating Plans Already Recorded

**A General Policy About Revisions to Farm Operating Plans**

\* \* \* When CCC-902 is recorded in the Business File software, it can be revised by:

- accessing the applicable farm operating plan
- recording the changes
- printing CCC-902 for the producer’s signature.

County Offices shall ensure that all changes are recorded in the Business File software \* \* \*.

**B Impacts of Revising Farm Operating Plans**

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

This table describes how existing farm operating plans are affected when revised.

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

**Subsection 2 Capital Contributions**

**411 General Information**

**A Introduction**

The “Capital Contributions” portion of the interview process allows the user to record:

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

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

**B Description of Capital Contribution Pages**

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

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

## 411 General Information (Continued)

**B Description of Capital Contribution Pages (Continued)**

| Name of Page          | Description of Page   | Data Recorded/Options   | Paragraph |
|-----------------------|---|---|-----------|
| Loan Summary Page     | <ul style="list-style-type: none"> <li>• Displayed if the user indicates a loan was obtained from an individual or business with an interest in the farming operation.</li> <li>• Summary of all loans recorded.</li> </ul> | <ul style="list-style-type: none"> <li>• Review information already recorded.</li> <li>• Add a new loan.</li> </ul>   | 414       |
| Loan Information Page | Displayed when users indicate a commercial or private loan was obtained by an individual or business with an interest in the farming operation.   | <ul style="list-style-type: none"> <li>• Assets acquired through the loan/credit.</li> <li>• How the loan/credit was acquired.</li> <li>• Percentage of capital contributed to the farming operation attributable to the loan/credit.</li> <li>• Individual or business from which the loan/credit was obtained.</li> </ul> | 415       |

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

| Number               | Title   | Display Reference | Reference                     |
|----------------------|---|-------------------|-------------------------------|
| AD-1026              | Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification  |                   | Text                          |
| CCC-501B             | Designation of "Permitted Entities"   |                   | 24, 561-563                   |
| CCC-502              | Farm Operating Plan for Payment   |                   | 561                           |
| CCC-503A             | County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations  |                   | 72, 84, 99, 103, 106, 563     |
| CCC-526C             | Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008              |                   | 28, 305, Ex. 6                |
| CCC-527              | Request For Action For Subsidiary/Payment Limitation  | 133               | 3, 4, 132                     |
| CCC-770<br>ELIG 2008 | Eligibility Checklist - 2008 Farm Bill  | 4                 |                               |
| CCC-770<br>ELIG 2014 | Eligibility Checklist - Agricultural Act of 2014  | 3                 |                               |
| CCC-902              | Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years   |                   | 25, 303, 351, Part 10         |
| CCC-902E             | Farm Operating Plan for an Entity - 2009 and Subsequent Program Years   |                   | 23, Part 10                   |
| CCC-902I             | Farm Operating Plan for an Individual - 2009 and Subsequent Program Years   |                   | Part 10                       |
| CCC-903              | Worksheet For Payment Eligibility and Payment Limitation Determinations   |                   | 23, 72, 84, 99, 103, 106, 361 |
| CCC-904              | Allocation of Payment Limitation Under Common Attribution   | 83                | 82, 97, 98                    |
| CCC-931              | Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information  |                   | 4, 27                         |
| CCC-941              | Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information – Agricultural Act of 2014 and Agriculture Improvement Act of 2018 |                   | 3, 26                         |

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

| Number   | Title   | Display Reference | Reference       |
|----------|---|-------------------|-----------------|
| CRP-817U | Certification of Compliance for CRP               |                   | 25              |
| FCI-12   | Crop Insurance Application                        |                   | 34              |
| FSA-13-A | Data Security Access Authorization Form           |                   | 12, 133         |
| FSA-510  | Pay Limit Exception Request                       |                   | 21, 42, 46, 351 |
| FSA-570  | Waiver of Eligibility for Emergency Assistance    |                   | 34              |
| FSA-578  | Report of Acreage                                 |                   | 366             |
| FSA-1123 | Certification of 2020 Adjusted Gross Income (AGI) |                   | 45              |

Abbreviations Not Listed in 1-CM

The following abbreviations are **not** listed in 1-CM.

| Approved Abbreviation | Term                                       | Reference      |
|-----------------------|--|----------------|
| AUM                   | animal unit months                         | 428, 429, 431  |
| FCI                   | Federal Crop Insurance                     | 2, 34, Ex. 6   |
| FRS                   | Farm Records System                        | Text           |
| PCW                   | Planted Converted Wetland                  | 31, 351, Ex. 6 |
| WHIP                  | Wildfires and Hurricanes Indemnity Program | 43             |

Delegations of Authority

None

## Definitions of Terms Used in This Handbook

### Combination Recording County

Combination recording county means:

- the county assigned by the system as the County Office initiating the combination
- the County Office assigned the specific responsibility for updating or deleting a combination
- combined recording county.

**Note:** There is a separate designated recording county for eligibility and payment limitation.

### Cropland Factor

Cropland factor means the percentage of the farming operation on which the producer is ineligible for payment.

A percentage less than 100 percent is determined when a producer:

- does **not** provide a significant contribution of active personal labor or active personal management to the entire farming operation
- is “actively engaged in farming” and eligible for payment on a portion of the land in the farming operation because of the landowner provision
- is a cash-rent tenant and is ineligible for payment for the cash-rented land.

### Deleted Producer

Deleted producer means a producer that has been removed or deleted from Business File; therefore, is **not** a member of any entity.

### \*--Filed Date

Filed date means the date a form or application is considered filed in the County Service Center. See 1-CM, paragraph 2.--\*

### Foreign Entity

Foreign entity means a corporation, trust, estate, or other similar organization that has more than 10 percent of its beneficial interest held by individuals who are **not**:

- citizens of the U.S.
- lawful aliens possessing a valid Alien Registration Receipt Card.

## Definitions of Terms Used in This Handbook (Continued)

### Producer

Producer means any entity, joint operation, or individual that is loaded in SCIMS.

### Recording County

Recording county means the County Office assigned the specific responsibilities for updating the eligibility and payment limitation data for a FSA customer. The recording county **cannot** be a CMA or LSA county and the producer **must** be linked to the county in SCIMS.

**Note:** There is a separate designated recording county for a combined producer.

### Subsidiary Year

Subsidiary year means the year subsidiary files are created during the rollover process for the next fiscal, program, and/or crop year. Subsidiary rollover usually occurs in October in conjunction with the start of FY. The Subsidiary System operates on a FY basis from October 1 to September 30.