

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 19

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 4 C has been amended to replace obsolete instructions for the Entity Ownership Report in 2-PL with instructions for the Entity Member Report in 12-CM.

Subparagraph 22 B has been amended to clarify that specified National Office employees can only update “Fraud - Including FCIC Fraud” determinations through 2016.

Subparagraph 26 C has been amended to include an example of the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section for 2024 and subsequent years.

Subparagraph 26 D has been amended to add an explanation for the “CPA or Attorney Statement” option.

Subparagraph 26 E has been amended to include a new error message for the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section.

Subparagraph 26 F has been amended to specify the default value for the “CPA or Attorney Statement” field.

Subparagraph 26 H has been amended to:

- update handbook paragraph references
- provide instructions for recording the “CPA or Attorney Statement” checkbox.

Subparagraph 34 A has been amended to clarify that the “Federal Crop Insurance” section was made obsolete for all programs by the Agriculture Improvement Act of 2018.

Subparagraph 36 A has been amended to:

- clarify that the paragraph is for historical reference only
- provide the current handbook reference for handling fraud.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraphs 43 D and 46 D have been amended to correct table headings.

Subparagraph 72 C has been amended to remove an outdated reference to 2-PL about confirmation of combinations.

Subparagraph 142 B has been amended to provide a handbook reference to 11-CM for adding customers to Business Partner.

Subparagraph 142 E has been amended to provide updated instructions for handling an error message identifying that the producer or member is not linked to a county where the entity file data is recorded.

Subparagraph 305 G has been amended to:

- include an updated example of the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section
- provide a description for the “CPA or Attorney Statement” field of the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section.

Subparagraph 305 H has been amended to include an updated example of the “Adjusted Gross Income - 2008 Farm Bill” section.

Subparagraphs 351 C, 405 C, 405 D, 447 C, 457 C, 523 E, and 523 G have been amended to update “SCIMS” to “Business Partner/SCIMS”.

Subparagraph 405 C has been amended to:

- provide a handbook reference to 11-CM for adding or updating Business Partner/SCIMS data
- clarify how Foreign Person and Minor status information is obtained from Business Partner/SCIMS and how it should be handled in the business plan interview process.

Subparagraph 405 D has been amended to provide a handbook reference to 11-CM for adding a customer to Business Partner.

Subparagraph 415 D has been amended to provide a handbook reference to 11-CM.

Subparagraph 447 C has been amended to provide a handbook reference to 11-CM for recording an individual/business in Business Partner/SCIMS.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 523 D has been amended to:

- provide a handbook reference to 11-CM about adding or updating Business Partner data
- clarify how the General Information Page for members of entities should be handled during the business file interview process.

Subparagraph 523 G has been amended to provide a handbook reference to 11-CM for recording the minor's parent/guardian information in Business Partner.

Exhibit 2 has been amended to update "SCIMS" to "Business Partner/SCIMS" in the definition of "producer".

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4 CCC-770 ELIG 2008 (Continued)**C Completing CCC-770 ELIG 2008**

SED, STC or designee, DD, or CED will determine:

- when County Offices are to complete CCC-770 ELIG 2008 if apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- whether the CCC-770 ELIG 2008 is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

As required by SED, STC or designee, DD or CED, County Offices will complete CCC-770 ELIG 2008 for producers who request a payment or members of entities who are required to meet payment eligibility provisions.

Notes: Members of joint operations or entities that have no other farming interest are **not** required to have a separate CCC-770 ELIG 2008. For joint operations or entities that have members that have no other farming interest, County Offices will do either of the following:

- enter the name of **each** member of the joint operation or entity in CCC-770 ELIG 2008, item 14
- ***--**print the Entity Member Report and attach to CCC-770 ELIG 2008.

Note: Print the Entity Member Report according to 12-CM, paragraph 48.--*

4 CCC-770 ELIG 2008 (Continued)

C Completing CCC-770 ELIG 2008 (Continued)

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

- **“Yes”** if:
 - CCC-931 has been completed in its entirety and signed by an authorized individual
 - the correct certifications have been entered into the web-based Eligibility System, “Adjusted Gross Income” section
- **“No”** if:
 - CCC-931 has **not** been completed in its entirety and has been signed by an authorized individual
 - the correct certifications have **not** been entered into the web-based Eligibility System, “Adjusted Gross Income” section.

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2008, item 14.

22 Accessing and Updating Eligibility File Records

A Accessing the Web-Based Subsidiary Eligibility System

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

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

22 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility

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

- FSA County Office employees associated with the producer's recording county
- FSA State Office employees and DD's, when approved according to paragraph 12, in States where the producer's recording county is associated with a County Office
- specified National Office employees have update authority for "Fraud - Including FCIC *--Fraud" determinations (through 2016 only) and nationwide update capability.--*

The following describes the process for updating data in the Eligibility System.

Note: See paragraphs 23 through 41 for additional information about each type of eligibility determination.

| Step | Action |
|------|--|
| 1 | <p>Update the applicable eligibility information and CLICK "Submit" at the bottom of the screen.</p> <p>If the updated data:</p> <ul style="list-style-type: none"> • passes the applicable validations for the eligibility information being updated, proceed to step 2 • does not pass the applicable validations, then an informational message will be displayed at the top of the web page. <p>Note: See paragraphs 23 through 41 for additional information on applicable error messages.</p> |

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 through 2018 years.

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

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

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

Following is an example of the “Adjusted Gross Income - 2014 and 2018 Farm Bills”
 --section for 2019 through 2023 years.--

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

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 (Continued)

*--Following is an example of the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section for 2024 and subsequent years.

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

--*

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

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

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

| Field | Option | Explanation |
|---|----------------------|--|
| "\$900,000 Total Income Producer Certification" | "Not Filed" | <p>Producer and/or agent has not filed CCC-941 or prior to December 2014, the eligibility verification has not been received back from IRS.</p> <p>Note: If CCC-941 was filed before December 2014 and an IRS determination was processed, the \$900,000 "Total Income Producer Certification" field will still display "Not Filed". Users are not required to update the producer certification if an IRS determination was previously processed and updated from IRS before December 2014.</p> |
| | "Filed CCC-941" | Producer and/or agent has filed CCC-941 and certified their average AGI does not exceed \$900,000. |
| | "Exempt" | Producer is exempt from AGI provisions. |
| | "Not Met - Producer" | Producer and/or agent has filed CCC-941, but has indicated that their average AGI exceeds \$900,000. |
| "Date Documentation Filed by Producer" | | *--Date the producer filed according to 1-CM, paragraph 2, all required documentation to determine--* whether the AGI provisions are met. |
| "Date Original Documentation Filed" | | Auto populated from the earliest filed date recorded in the Eligibility system. This field is applicable for 2019 and subsequent years and is read only for County Office users. Authorized State and National Office users can update the field according to paragraph 47. |

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

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

| Field | Option | Explanation |
|----------------------------------|--------------------------------|--|
| "Date Processed by IRS" | | Display only field updated automatically with the date IRS processed the producer's CCC-941. |
| "State Office/SED Determination" | "No Determination" | Case has not been reviewed by the State Office to determine whether AGI provisions have been met. |
| | "Compliant - Review" | Case has been reviewed by the State Office and/or SED and determined the producer meets AGI provisions. |
| | "Mismatch Verified" | State Office and/or SED determined the producer on the IRS Mismatch Report matched the producer in SCIMS and IRS returned "Compliant" or "Compliant - less than 3 years". |
| | "Not Compliant - Review" | Case has been reviewed by the State Office and/or SED and determined the producer does not meet AGI provisions. |
| | *--"CPA or Attorney Statement" | <p>Producer has certified their AGI compliance by a CPA or attorney statement.</p> <p>Note: This checkbox can only be set if the producer has "Compliant – Review" status set.--*</p> |
| "SED Determination Date" | | Date State Office and/or SED determined the producer's AGI eligibility status. |

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)*E Error Messages**

The following provides error messages that may display when updating Adjusted Gross Income - 2014 and 2018 Farm Bills eligibility data.--*

| Message | Reason for Message | Corrective Action |
|---|--|--|
| “Must enter the SED Determination date.” | Authorized user selected 1 of the following as the “State Office/SED Determination”, but did not enter a date in “SED Determination Date” field: <ul style="list-style-type: none"> • “Compliant - Review” • “Not Compliant - Review” • “Mismatch Verified”. | Take either of the following actions: <ul style="list-style-type: none"> • enter date the State Office/SED made the determination • select “No Determination” as the “State Office/SED Determination”. |
| “Must select the applicable State Office/SED determination when recording an SED determination date.” | Authorized user entered a date in the “SED Determination Date” field, but did not select 1 of the following as the “State Office/SED Determination”: <ul style="list-style-type: none"> • “Compliant - Review” • “Not Compliant - Review” • “Mismatch Verified”. | Take either of the following actions: <ul style="list-style-type: none"> • select appropriate State Office/SED determination • remove date from the “SED Determination Date” field. |
| “Date Documentation Filed by Producer not allowed for the selected Producer Certification.” | User entered a date in the “Date Documentation Filed by Producer” field, but did not select 1 of the following for “Producer Certification”: <ul style="list-style-type: none"> • “Not Met-Producer” • “Filed CCC-941”. | Take either of the following actions: <ul style="list-style-type: none"> • select a different producer certification • remove date from the “Date Documentation Filed by Producer” field. |

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

E Error Messages (Continued)

| Message | Reason for Message | Corrective Action |
|---|---|---|
| “Must enter the date the producer filed the AGI certification.” | User selected either of the following for “Producer Certification”, but did not enter a date in the “Date Documentation Filed by Producer” field: <ul style="list-style-type: none"> • “Not Met-Producer” • “Filed CCC-941”. | Take either of the following actions: <ul style="list-style-type: none"> • select a different producer certification • enter date for the “Date Documentation Filed by Producer” field. |
| “Invalid State Office/SED determination selection based on Producer Certification.” | Authorized user selected 1 of the following, for the State Office/SED determination: <ul style="list-style-type: none"> • “Compliant - Review” • “Not Compliant - Review” • “IRS Mismatch”. <p>However, the producer certification is either of the following:</p> <ul style="list-style-type: none"> • “Exempt” • “Not Met - Producer”. | Take either of the following actions: <ul style="list-style-type: none"> • select a different Producer Certification • select a different State Office/SED determination. |
| “Invalid Producer Certification selection based on IRS Determination.” | User selected, “Not Met - Producer” for the producer certification; however, the IRS determination is 1 of the following: <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant - Less Than 3 years” • “Not Compliant” • “Failed Verification”. | Select a different producer certification. |
| “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"> • “Date Documentation Filed by Producer” • “SED Determination Date”. | Re-enter a valid date or select a date using the calendar icon. |
| “Date entry not formatted correctly. mm/dd/yyyy, mm/dd/yy, mmddyyyy, or mmddyy.” | Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> • “Date Documentation Filed by Producer” • “SED Determination Date”. | Re-enter date in an acceptable format according to subparagraph 13 A. |

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

E Error Messages (Continued)

| Message | Reason for Message | Corrective Action |
|--|---|---|
| “Date Documentation Filed by Producer – Date Original Documentation Filed cannot be later than Date Documentation Filed by Producer” | User entered a subsequent certification date that is earlier than a certification date previously recorded. | Work through the State Payment Eligibility specialist to correct the “Date Original Documentation Filed” date. |
| *--“CPA or Attorney Statement cannot be selected if the State Office/SED Determination is not Compliant-Review” | The “CPA or Attorney Statement” checkbox is selected, and the State Office/SED determination is: <ul style="list-style-type: none"> • “No Determination” • “Mismatch Verified” • “Not Compliant – Review”. | Verify that the producer obtained AGI compliance through a CPA or attorney statement and update the State Office/SED determination, or uncheck the “CPA or Attorney Statement” checkbox.--* |

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” | not an exempt business type as defined in subparagraph B | “Not Filed”, indicating producer has not 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 not verified/made a determination. |
| “SED Determination” | | “No Determination” indicating SED has not made a determination. |
| “Date Documentation Filed by Producer” | | “Blank”. |
| “SED Determination Date” | | |
| “Date Processed by IRS” | | |
| “Date Original Documentation Filed” | | |
| *--“CPA or Attorney Statement”--* | | |

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"> • does not exceed \$900,000, CLICK “Filed CCC-941” under “\$900,000 Total Income Producer Certification” • exceeds \$900,000, CLICK “Not Met - Producer” under “\$900,000 Total Income Producer Certification”. <p>Enter the date the producer filed CCC-941 in the “Date Documentation Filed by Producer” field.</p> <p>CLICK “Submit”.</p> |
| 3 | <p>On the Validation Page, verify the changes for the producer are correct, and click 1 of the following:</p> <ul style="list-style-type: none"> • “Accept”, if the changes are correct • “Revise”, if the changes need to be updated • “Cancel”, if the changes should not have been made. |
| 4 | <p>The Eligibility Page will be redisplayed with the updates to the producer.</p> <p>Note: Beginning in Subsidiary year 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> |

H Updating AGI - 2014 and 2018 Farm Bills State Office/SED Determinations

Authorized State Office users have the ability to review and update the State Office/SED determination, when applicable.

See the following for additional information on FSA reviews and compliance determinations:

- subparagraph I about customers with no match in Business Partner/SCIMS
- *--5-PL, paragraphs 294 and 308 for years 2014 through 2020
- 6-PL, paragraphs 468 and 485 for 2021 and subsequent years.--*

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

H Updating AGI - 2014 and 2018 Farm Bills State Office/SED Determinations (Continued)

Authorized State Office users must access the web-based Eligibility System according to paragraph 22 and perform the following steps when the case has been reviewed by the State Office or SED and a determination has been made.

| Step | Action |
|------|---|
| 1 | On the Eligibility Page, navigate to the “Adjusted Gross Income - 2014 and 2018 Farm Bills” section. |
| 2 | <p>If the determination was made that the producer:</p> <ul style="list-style-type: none"> •*--meets AGI provisions through a review or by a CPA or attorney statement, then under “State Office/SED Determination”, CLICK “Compliant - Review” <p>Note: For 2024 and subsequent years, if the producer has obtained AGI compliance through a CPA or attorney statement, also check the “CPA or Attorney Statement” checkbox.--*</p> <ul style="list-style-type: none"> • does not meet AGI provisions, then under “State Office/SED Determination”, CLICK “Not Compliant - Review” • mismatch is verified and resolved from the IRS Mismatch Report and the report displays the producer as “Compliant - Producer” or “Compliant - Less Than 3 Years”, then under “State Office/SED Determination”, CLICK “Mismatch Verified”. <p>In the “State Office/SED Determination Date” field, enter date the determination was made.</p> <p>CLICK “Submit”.</p> |
| 3 | <p>On the Validation Screen verify the changes for the customer are correct and click 1 of the following:</p> <ul style="list-style-type: none"> • “Accept”, if the changes are correct • “Revise”, if the changes need to be updated • “Cancel”, if the changes should not have been made. |
| 4 | <p>The Eligibility Page will be redisplayed with the updates to the customer.</p> <p>*--Notes: For 2024 and subsequent years, if the authorized State Office user sets the status to “Compliant - Review” with a valid “State Office/SED Determination” date but does not check the “CPA or Attorney Statement” checkbox, the system will display the message, “State Office/SED Determination updated to Compliant-Review. Please verify if the CPA or Attorney Statement checkbox needs to be populated.”</p> <p>This message is a reminder that the “CPA or Attorney Statement” checkbox may need to be updated but is not a hard stop error. The “CPA or Attorney Statement” checkbox should not be populated if a statement was not used for AGI compliance.--*</p> |

--26 AGI - 2014 and 2018 Farm Bills Determination Information (Continued)--**I Customer Data in Business Partner With No Match in IRS**

Customer data in Business Partner that does **not** match IRS data will **not** automatically process. County Offices should ensure that customers recorded in Business Partner contain the same tax ID, tax ID type, customer name as verified from acceptable IRS documentation, IRS Response Code is validated, and Business Partner is updated as needed. If the customer data provided on CCC-941 does **not** match IRS data, the AGI determination will **not** automatically update.

An IRS Mismatch Report is available identifying customers that do **not** match IRS data. State Offices will be responsible for working with their County Offices to correct customers listed on the IRS Mismatch Report by correcting the customer's data in Business Partner and resubmitting CCC-941.

There are valid exceptions on the IRS Mismatch Report for specific types of customers, as follows.

| IF a customer... | THEN Business Partner data will not match IRS data because... |
|---|--|
| recently changed their name | IRS may not have received tax records for the customer using their new name. As such, the name in Business Partner will not match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is not validated in Business Partner with "TIN and Name Match" or "Manually Validated", but the customer is valid in both systems. |
| is a business and files its business taxes on their individual tax return | IRS may return the individual name associated with the business. As such, the name for the business in Business Partner will not match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is not validated in Business Partner with "TIN and Name Match" or "Manually Validated", but the customer is valid in both systems. |

Note: County Offices must:

- ensure that the IRS response Code is validated in Business Partner with "TIN and Name Match" or "Manually Validated"
- **not** update the customer name in Business Partner for these types of customers to try to get the AGI data to update in the web-based Eligibility System.

Customers will be included on the IRS Mismatch Report and an indicator is available to provide the appropriate determination. County Offices are responsible for working with their ***--State Office to update AGI 2014 and 2018 Farm Bills State Office/SED determination.--*** Authorized State Office users will have the ability to update the State Office/SED determination to "Mismatch Verified" or "Not Compliant - Review", based on the information provided on the IRS Mismatch Report.

34 Federal Crop Insurance Determination Information

A Introduction

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

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

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

***--Note:** With enactment of the 2002 Farm Bill, FCI eligibility provisions only applied to CRP. With the enactment of the Agriculture Improvement Act of 2018, FCI eligibility provisions were also removed from CRP. This section is for historical reference only.--*

B Example of Subsidiary Eligibility Screen, “Federal Crop Insurance” Section

Following is an example of the “Federal Crop Insurance” section.



Federal Crop Insurance

Certification/COC Determination

☒ Requirements Met ☐ Requirements Not Met

34 Federal Crop Insurance Determination Information (Continued)

C Fields Applicable to FCI Determinations

The “Certification/COC Determination” field is the only field provided to designate whether the producer is in compliance with the FCI linkage requirements. The following provides options applicable for this field.

| Option | Explanation |
|------------------------|--|
| “Requirements Met” | Producer has met the minimum crop insurance eligibility requirements or has filed FSA-570. |
| “Requirements Not Met” | Producer has not met the minimum crop insurance eligibility requirements and/or has not filed FSA-570. |

D Error Messages

Users are required to select 1 of the displayed options as the certification/COC determination. However, the “Certification/COC Determination” field will initially be set either through the migration process or as a default value and users **cannot** de-select options without selecting another option. Therefore, because an option is always selected, there are **no** error messages applicable to the FCI determination information.

E Field Default Values

When new eligibility records are created, the FCI “Certification/COC Determination” field will be set to “Requirements Not Met” indicating the producer has **not** met the minimum crop insurance eligibility requirements and/or has **not** filed FSA-570.

35 Foreign Person Determination Information (Continued)

D Fields Applicable to Foreign Person Determinations

The following provides the fields applicable to foreign person determinations.

| Option | Explanation |
|------------------|--|
| “Yes” | Foreign person provisions are applicable and the producer has filed the required documentation. Based on the documentation filed the COC has determined that the producer meets the foreign person provisions by providing land, capital, and active personal labor. |
| “No” | Foreign person provisions are applicable and the COC has determined the producer does not meet the foreign person provisions because the producer is not providing land, capital, and active personal labor. |
| “Pending” | Foreign person provisions are applicable; however, the COC has not made a foreign person determination for either of the following reasons: <ul style="list-style-type: none"> • Producer has not filed the documentation necessary for a foreign person determination • Producer has filed the required documentation; however, COC has not completed their determination. |
| “Not Applicable” | Foreign person provisions are not applicable. |

Users will be allowed to change foreign person COC determinations to any value for all years. Web-based eligibility **must** be set to accurately reflect COC determinations for foreign person.

E Error Messages

Users are required to select 1 of the displayed options as the COC determination. The COC determination will initially be set as a default value and users **cannot** de-select options without selecting another option. Because an option is always selected, there are **no** error messages applicable to the foreign person determination information.

--36 Fraud - Including FCIC Fraud Determination (2016 and Prior Years)--**A Introduction**

The “Fraud - including FCIC Fraud” section available through subsidiary year 2016 is used to record action taken because of a producer or group of producers being disqualified or debarred from participating in FSA- and/or RMA-administered programs.

***--Note:** The information in this paragraph is for historical reference only. Current provisions for handling fraud are in 1-CM, Part 29.--*

B Example of Subsidiary Eligibility Screen, “Fraud - Including FCIC Fraud” Section

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

C Process

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

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

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

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

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

--36 Fraud - Including FCIC Fraud Determination (2016 and Prior Years) (Continued)--**D Who to Contact**

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

| IF the case is a... | THEN the State Office will contact... |
|----------------------------|---|
| RMA case | Richard Flournoy by: <ul style="list-style-type: none"> • email to richard.flournoy@usda.gov • telephone at 816-926-7394. |
| OIG case | Jack Welch, Director, Farm Production and Conservation Business Center, Appeals and Litigation Division, by: <ul style="list-style-type: none"> •*--email to jack.welch@usda.gov--* • telephone at 202-690-3297. |

E Locally Obtained Debarment/Disqualification Information About FCIC Fraud

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

- contact the clerk of the court for which the County Office has reason to believe that the producer was convicted and ask for a copy of the court's decision
- if, **after** reading the decision, CED has reason to believe that the producer might be debarred or disqualified from FSA programs, then forward the court's decision to Jack Welch, Director, 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

--The following is an example of the “Limited Resource Farmer or Rancher” section for 2008 through 2018 years.--

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 is an example of the “Limited Resource Farmer or Rancher” section for 2019 and subsequent years.

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

CCC-860 Date Documentation Filed by Producer

Original CCC-860 Date Documentation Filed by Producer

--*

43 AGI – 75% Rule

A Introduction


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

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


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

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

--The following is an example of the “Adjusted Gross Income – 75% Rule” section for subsidiary years 2015 through 2018.--

| Adjusted Gross Income - 75% Rule | |
|---|-------------------------------------|
| Certification | |
| Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry? | |
| <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Date Documentation Filed by Producer <input type="text"/>  | |

*--The following is an example of the “Adjusted Gross Income—75% Rule” section for 2019 and subsequent years.

| Adjusted Gross Income - 75% Rule | |
|---|-------------------------------------|
| Certification | |
| Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry? | |
| <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Date Documentation Filed by Producer <input type="text"/>  | |
| Date Original Documentation Filed <input type="text"/> | |

--*

43 AGI – 75% Rule (Continued)

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

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

| Field | Option | Explanation |
|--|--------|--|
| “Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry.” | “Yes” | Producer certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| | “No” | Producer has not certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Documentation Filed by Producer” | | Date producer filed documentation indicating that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Original Documentation Filed” | | Auto populated with the earliest date the producer filed documentation indicating that at least 75 percent of their average AGI is derived from farming, ranching, or forestry for the year. This field is applicable for 2019 and subsequent years and is read only for County Office users. Authorized State and National Office users can update the field according to paragraph 47. |

D Error Messages

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

| *--Message | Reason for Message | Corrective Action--* |
|--|--|---|
| “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 not enter the date in the “Date Documentation Filed by Producer” field. | Take either of the following actions: <ul style="list-style-type: none"> enter the date the person or legal entity filed the certification indicating at least 75 percent of their average AGI is derived from farming, ranching, or forestry select “No” for the 75 percent average AGI derived from farming, ranching, or forestry certification. |
| “Date Documentation Filed by Producer cannot 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. |

43 AGI – 75% Rule (Continued)

D Error Messages (Continued)

| *--Message | Reason for Message | Corrective Action--* |
|---|---|--|
| “Date Documentation Filed by Producer – Invalid date” | Date entered or selected for the “Date Documentation Filed by Producer” field is not 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, mmddyyyy, mmddy.” | Date entered for the “Date Documentation Filed by Producer” field is not in an acceptable format. | Re-enter the date in an acceptable format according to subparagraph 13 A. |
| “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"> • 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 • remove the date the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Documentation Filed by Producer – Date Original Documentation Filed cannot be later than Date Documentation Filed by Producer.” | User entered a subsequent certification date that is earlier than a certification date previously recorded. | Work through the State Payment Eligibility specialist to correct the “Date Original Documentation Filed” date. |

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.

*--

--*

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 not certified that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Documentation Filed by Producer” | | Date producer filed documentation indicating that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| *--“Date Original Documentation Filed” | | Auto populated with the earliest date the producer filed CCC-510 for the year. This field is read only for County Office users. Authorized State and National Office users can update the field according to paragraph 47.--* |

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.

| *--Message | Reason for Message | Corrective Action--* |
|--|--|---|
| “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 not enter the date in the “Date Documentation Filed by Producer” field. | Take either of the following actions: <ul style="list-style-type: none"> enter the date the person or legal entity filed the certification indicating at least 75 percent of their average AGI is derived from farming, ranching, or forestry select “No” for the 75 percent average AGI derived from farming, ranching, or forestry certification. |
| “Date Documentation Filed by Producer cannot 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 not 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, mmddyyyy, mmddyy.” | Date entered for the “Date Documentation Filed by Producer” field is not 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)

| *--Message | Reason for Message | Corrective Action--* |
|---|--|--|
| “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"> • 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 • remove the date the producer certified at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Documentation Filed by Producer – Date Original Documentation Filed cannot be later than Date Documentation Filed by Producer.” | User entered a subsequent certification date that is earlier than a certification date previously recorded. | Work through the State Payment Eligibility specialist to correct the “Date Original Documentation Filed” date. |

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 not filed certification that at least 75 percent of their average AGI is derived from farming, ranching, or forestry. |
| “Date Documentation Filed by Producer” | “Blank”. |
| “Date Original Documentation Filed by Producer” | |

--47 Date Original Documentation Filed Fields*A Introduction**

The Eligibility system maintains the earliest date a producer filed certain eligibility forms to assist with program specific filing deadlines for 2019 and subsequent years. An example of a program specific eligibility deadline is the requirement to have all eligibility documents filed by the second March 1 following the end of the applicable ARC and PLC contract period according to 1-ARCPLC (Rev. 1).

The eligibility sections utilizing original filing tracking include:

- AD-1026
- Adjusted Gross Income – 2014 and 2018 Farm Bills
- Adjusted Gross Income—2020
- Adjusted Gross Income – 75% Rule
- Beginning Farmer or Rancher
- FSA-510 Pay Limit Exception Request
- Limited Resource Farmer or Rancher
- Socially Disadvantaged Farmer or Rancher
- Veteran Farmer or Rancher.

The Eligibility system automatically populates the “Date Original Documentation Filed” or “Original CCC-860 Date Documentation Filed by Producer” with the first date input by the user for the form filing date. For eligibility sections corresponding to the CCC-860, both the “CCC-860 Date Documentation Filed by Producer” and “Original CCC-860 Date Documentation Filed by Producer” date fields will be automatically populated by a 1-time process using the earliest date the certification flag was set for the producer, if previously filed.--*

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

*--Once the combination has been created, producers will be combined into a single account for payments. County Offices may verify the common attribution combination by either of the following:

- accessing the producer's combinations according to this part
- running the Combined Producer Report according to paragraph 304.--*

D Who Performs Combinations

Any county may create a combination if:

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

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

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

E Recording County When Combining Members of Super Combinations

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

73-80 (Reserved)

141 Accessing the Web-Based Payment Limitation System

A Overview

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

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

B Accessing the Web-Based Subsidiary System

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

142 Using the Web-Based Payment Limitation System

A Entering the Web-Based Payment Limitation System

To enter the web-based Payment Limitation System, on the Subsidiary Screen SUBWEB001, CLICK “**Payment Limitations**” tab.

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

B Selecting the Producer

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

- name
- TIN
- type
- other.

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

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

E Error Messages (Continued)

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

| IF error message is... | THEN payment limitation cannot be calculated because... | Action |
|---|---|---|
| “No eligibility record on file for selected customer.” | there is no active eligibility record on file for: <ul style="list-style-type: none"> the selected customer at least 1 member of the selected entity or joint operation | Review paragraph 21. An eligibility record is created when the customer is linked in Business Partner to at least one FSA County Office. |
| “Entity or joint operation data is recorded on the entity file, but the accumulated member shares do not equal 100% and the discrepancy exceeds 1%.” | the selected customer is recorded in Business File; however, the sum of the members actual shares meets either of the following conditions: <ul style="list-style-type: none"> greater than 101 percent less than 99 percent. | Verify the shares and update the Business File with the correct shares. If the correct shares are present, report this condition to users State Office subsidiary specialist. |
| “Customer or a member of the joint operation/entity does not have a valid ID number eligible for payment.” | a valid TIN and/or type are not on file for: <ul style="list-style-type: none"> the selected customer at least 1 member of the selected entity or joint operation. | Verify TIN and/or type and update Business Partner with the correct TIN and/or type. |

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

E Error Messages (Continued)

| IF error message is... | THEN payment limitation cannot be calculated because... | Action |
|---|--|---|
| “Customer has a business type that is not eligible for payment for the selected program.” | the business type of the selected customer is not eligible for payment for the selected program and year. | Verify all business types are correct. If the business type is: <ul style="list-style-type: none"> • not correct, update Business Partner with the correct business type • correct, the customer is not eligible for payment. |
| “Customer or a member of the joint operation/entity has a business type in SCIMS that does not match the entity type on the joint operation/entity file.” | the entity type in Business File does not match the business type in SCIMS for: <ul style="list-style-type: none"> • the selected customer • at least 1 member of the selected entity or joint operation. | Verify which business type is correct and update the incorrect business type. |
| “Customer is not linked in SCIMS. If the customer is a joint operation/entity, then the customer must be linked in SCIMS to the county where the entity file data is recorded.” | there is no SCIMS legacy link to the *--county recorded in Business Partner for: <ul style="list-style-type: none"> • the selected customer • at least 1 member of the selected entity or joint operation. | Establish a Business Partner associated county, for the joint operation/entity, to the county according to 11-CM, paragraph 74.--* |
| “Payment Limitation could not be determined because there is at least one member with a condition making the selected customer ineligible.” | the selected customer is an entity that has an embedded entity with a condition preventing the system from calculating payment limitation. | Access the embedded entity to view the error message and follow the action described for the error message. |

305 County Eligibility Reports (Continued)

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

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

*--

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

--*

305 County Eligibility Reports (Continued)

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

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

| Field/Button | Description |
|--|---|
| “Not Filed” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Filed” checked. |
| “Filed CCC-941” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Filed CCC-941” checked. |
| “Exempt” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Exempt” checked. |
| “Not Met - Producer” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Met - Producer” checked. |
| “Date Documentation Filed by Producer” | Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has a “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify all producers. |
| *--“Date Original Documentation Filed” | In 2019 and subsequent years, 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 Original Documentation Filed” for that date. If a date is not entered, the report will identify all producers.--* |
| “Not Processed” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Not Processed” checked. |
| “Compliant - Producer” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant - Producer” checked. |
| “Compliant - Less Than 3 Years” | Checking this box will generate a report that will list every person in the web-based Eligibility System, “Adjusted Gross Income - 2014 and 2018 Farm Bills” section that has “Compliant – Less Than 3 Years” checked. |

305 County Eligibility Reports (Continued)

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

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

305 County Eligibility Reports (Continued)

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

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

*--

Adjusted Gross Income - 2008 Farm Bill

Conservation Program \$1 Million Nonfarm Income Certification/COC Determination

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

SED Determination

☐ Not Met-SED

☐ Date of SED Determination

☐ Date Documentation Filed by Producer

☐ COC Disapproval Date

--*

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. | |
| | IF the producer... | THEN... |
| | is not 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 has a trafficking violation, but the "Number of Years of Ineligibility" is not "permanent" | a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of conviction • number of years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer's eligibility will be reset to "no violation" • not satisfied, the type of violation will be rolled to the next FY. |

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. Exception: 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 unless citizenship, originating, and/or legal resident alien *--information in Business Partner/SCIMS is modified.--* | |
| FSA-510 Pay Limit Exception Request | Previous year information will not rollover to the new FY. | |
| HELC | Previous year information will rollover to the new FY. | |
| Limited Resource Farmer or Rancher | Previous year information will not rollover to the new FY. | |
| NAP Automatic Enrollment Opt Out | Previous year information will rollover to the new FY. | |
| NAP Non-Compliance | Eligibility information will rollover to the new FY based on the following. | |
| | IF the producer... | THEN... |
| | is not in violation of NAP provisions | the current year determination will be rolled to the next FY. |
| | has a NAP violation | <p>a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables:</p> <ul style="list-style-type: none"> • year of violation • 3 years of ineligibility. <p>If the violation period is:</p> <ul style="list-style-type: none"> • satisfied, then the producer’s eligibility will be reset to “Compliant” • not satisfied, “Non-Compliant - COC” will be rolled to the next FY. |

405 General Information Page (Continued)

C Information on the Page (Continued)

This table describes the information displayed on the General Information Page and how the *--information is derived from Business Partner/SCIMS.

| Business Type | Question/Field | Description | |
|--|---|---|--|
| Individual and Individual Members of Entities/Joint Operations | “Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?” | This information is derived from the resident alien field in Business Partner/SCIMS. | |
| | | IF the Business Partner/SCIMS--* “Resident Alien” field is set to... | THEN message... |
| | | “N/A” or “Yes” | “Yes - The individual is a United States citizen or a legal resident alien.” will be displayed. |
| | | “No” | “No - The individual is not a legal resident alien.” will be displayed. |
| | “Will the individual be 18 years of age by June 1 of the current program year?” | This information is derived from the birth date field in *--Business Partner/SCIMS. | |
| | | If a birth date has been entered in Business Partner/SCIMS for the selected producer or member according to 11-CM, paragraph 60, the system computes the--* producer/member’s age. The following messages will be displayed based on the computation. | |
| | | Note: If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult. | |
| | | IF the computed age is... | THEN message... |
| | | 18 before the status date of the selected subsidiary year | “Yes - The individual is or will be 18 years of age by the applicable status date.” will be displayed. |
| | | not 18 by the status date of the selected subsidiary year | “No - The individual will not be 18 years of age by the applicable status date.” will be displayed. |

405 General Information Page (Continued)

C Information on the Page (Continued)

| Business Type | Question/Field | Description |
|--|--|--|
| Individual and Individual Members of Entities/Joint Operations (Continued) | "Parents/Guardians Name?" | Name and last 4 digits of the tax ID number of the parent/guardian for the selected customer retrieved from Business Partner. |
| | "Parents/Guardians Tax ID" | Note: If the information is incorrect, County Office users will access Business Partner to update the incorrect information. |
| | *--Foreign Producer and Minor statuses are read only from Business Partner/SCIMS. However, these statuses should be verified for each producer or member with the producer or representative before proceeding with the business plan interview. If changes are needed, save the plan and make updates according to 11-CM.--* | |
| Entities and Joint Operations | "Was the (type of entity/joint operation) formed within the last 24 months?" | Available options are: <ul style="list-style-type: none"> • "Yes" • "No" • "No Response". Notes: If the producer does not want to respond, select "No Response". Question is not applicable if the business type for the selected customer is "state and local government". |
| | "What is the date the (type of entity/joint operation) was formed?" | If the entity or joint operation was formed within the last 24 months, the date the operation was formed is required. |

405 General Information Page (Continued)

C Information on the Page (Continued)

| Business Type | Question/Field | Description |
|---|---|---|
| Entities and Joint Operations (Continued) | “Is more than one signature required for the (entity)?” | <p>Question is only displayed for entities, because all members of joint operations are required to sign CCC-902. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: If the producer does not want to respond, select “No Response”.</p> |
| | “Number of required signatures.” | <p>If more than 1 signature is required for the entity or joint operation:</p> <ul style="list-style-type: none"> • an entry is required • number entered must be greater than 1 • number must be a whole number. |
| State and Local Government | “Type of government entity.” | <p>Question is only displayed if the business type for the customer is “State and Local Government”. The available options are:</p> <ul style="list-style-type: none"> • “State-owned” • “county-owned” • “city-owned”. |

405 General Information Page (Continued)

C Information on the Page (Continued)

| Business Type | Question/Field | Description |
|----------------------|--|---|
| Revocable Trust | “Has the grantor provided a copy of the trust agreement? “ | Available options are: <ul style="list-style-type: none"> • “Yes” • “No”. |
| Irrevocable Trust | “Has the grantor provided a copy of the trust agreement?” | Available options are: <ul style="list-style-type: none"> • “Yes” • “No”. |
| Estates | “What is the date that this estate was formed?” | Date the estate was formed will automatically update from the deceased date of death. |
| | “Select Deceased from SCIMS.” | Displays the SCIMS Search Page so that the deceased individual associated with the estate can be selected. After the deceased individual has been selected from *--Business Partner/SCIMS, the system will retrieve the following information from Business Partner/SCIMS:--* <ul style="list-style-type: none"> • deceased individual’s name • last 4 digits of the deceased individual’s SSN • date of death. |

405 General Information Page (Continued)

D Page Options

The following options are available on the General Information Page.

Note: The options available on this page vary based on the business type for the selected customer.

| Option | Action |
|---|---|
| “Back” | Returns to the previous page without saving any data entered. |
| “Save” | Allows the user to save the information recorded without continuing to the next applicable page. |
| “Save & Continue” | Saves the data recorded and advances to the Contributions Page. |
| “Read Current Information from SCIMS” | *--Refreshes the page with the current information from Business Partner/SCIMS.--* |
| “Read Current Information from Fiduciary” | Refreshes the page with the current information from Business Partner. Note: This option is only displayed if the selected producer is a minor or estate. |
| “Select Deceased From SCIMS” | Allows the user to access the Business Partner Search Page to select the deceased individual. If the individual or business is not already in Business Partner, the *--customer must be added according to 11-CM, Part 3. The customer cannot be added to Business Partner/SCIMS through the--* Business File software. |

405 General Information Page (Continued)

E Page Error Messages

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

| Error Message | Description | Corrective Action |
|---|---|--|
| "A Farm Operating plan cannot be recorded when the Date of Death for the Deceased Individual is later than the Subsidiary year selected." | User selected a deceased individual with a date of death before the farm operating plan year being updated. | Estates shall not be recorded in subsidiary years before the date of death for the deceased individual. |
| "A Farm Operating plan cannot be recorded when the Date of Death for the Deceased Individual is not recorded." | User selected a deceased individual that is not recorded in Business Partner with a date of death. | Access Business Partner and update the fiduciary information for the deceased individual. |
| "Date the (<i>entity/joint operation</i>) was formed cannot be later than today's date." | The date recorded as the date the entity or joint operation was formed is a future date. | Reenter the correct date the entity or joint operation was formed. Reminder: The date the operation was formed is not a required entity unless it was formed within the last 24 months. |

415 Loan Information Page (Continued)

D Page Options

The following options are available on the Loan Information Page.

| Option | Action |
|---|---|
| “Add Individual or Business from SCIMS” | <p>Allows users to access the SCIMS Search Page to select the individual or business from which the loan was obtained. If the individual or business has an interest in the farming operation, then the individual or business the loan/credit was obtained from must be record in Business Partner.</p> <p>Notes: If the loan was obtained from more than 1 individual or business, continue to select this option to add Business Partner customers until everyone with an interest in the farming operation associated with the applicable loan has been selected.</p> <p>If the individual or business is not already in Business Partner, the customer must be added by accessing Business Partner *--according to 11-CM. The customer cannot be added to--* Business Partner through the Business File software.</p> |
| “Revise” | Returns to the Loan Interest Page allowing the users to modify the information previously recorded for the individual or business that obtained the loan. |
| “Delete” | Removes the customer from the applicable loan. |
| “Back” | Returns to the Loan Summary Page without saving any data entered. |
| “Save” | Allows the user to save the information recorded without continuing to the next applicable page. |
| “Save & Continue” | Saves the data recorded and continues to the next applicable page in the interview process. |

415 Loan Information Page (Continued)

E Page Error Messages

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

| Error Message | Description | Corrective Action |
|--|---|--|
| "Loan contribution percentage cannot be greater than 100%." | The loan contribution percentage entered exceeds 100 percent. | Correct the percentage recorded to 100 percent or less. |
| "Loan contribution percentage must be greater than 0%." | The loan contribution percentage entered is 0 percent. | Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage. |
| "Loan contribution percentage must be numeric." | Something other than a numeric value was entered. | Correct the value entered to a percentage. |
| "Contribution percentage is limited to 2 decimal places." | Loan contribution percentage entered is more than 2 decimal places. | Correct the percentage recorded to 2 or less decimal places. |

447 Leased Equipment From Another Producer Page (Continued)

B Example of Leased Equipment From Another Producer Page

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

| | | |
|--|--|------------|
| Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Individual General Contributions Capital Land Custom Services Equipment Labor Management Summary Other Remarks Submit Plan Summary Validations | Leased Equipment From Another Producer | |
| | CUSTOMER INFORMATION | |
| | FARMING OPERATION: | Ima Farmer |
| | BUSINESS TYPE: | Individual |
| | Leased From Equipment Percentage | |
| | Enter the percentage of equipment that is leased from another source: <input type="text"/> % | |
| | Individual or Business Whom Equipment Is Leased From <div> <input type="text"/> </div> | |
| | Enter any additional information about this equipment: <div> <input type="text"/> </div> | |
| | <div> <input data-bbox="565 1094 672 1129" type="button" value=" < Back "/> <input data-bbox="722 1094 805 1129" type="button" value=" Save "/> <input data-bbox="855 1094 1151 1129" type="button" value=" Save & Continue > "/> </div> | |
| | BF052 Back to Top ^ | |

447 Leased Equipment From Another Producer Page (Continued)

C Interview Questions

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

Note: Since the individual or business that the equipment is leased from has an interest in the farming operation, that individual/business should be recorded in Business Partner/SCIMS according to 11-CM, Part 3. However, the producer could have other leased equipment where the lessor does **not** have an interest in the farming operation and would **not** be recorded in Business Partner/SCIMS.--*

Example: Producer leases the following equipment:

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

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

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

457 Custom Services Information Page

A Introduction

The Custom Service Information Page:

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

B Example of Custom Service Information Page

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

| Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Individual General Contributions Capital Land Custom Services Equipment Labor Management Summary Other Remarks Submit Plan Summary Validations Record Signatures View 902 | <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> Custom Service Information </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="text-align: left; padding: 2px;">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; padding: 2px;">FARMING OPERATION:</td> <td style="padding: 2px;">Ima Farmer</td> </tr> <tr> <td style="text-align: right; padding: 2px;">BUSINESS TYPE:</td> <td style="padding: 2px;">Individual</td> </tr> </tbody> </table> <p>Number of Acres/Description</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Name of Provider</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <div style="text-align: center; margin-top: 20px;"> < Back Save Save & Continue > </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> BF022 Back to Top ^ </div> | CUSTOMER INFORMATION | | FARMING OPERATION: | Ima Farmer | BUSINESS TYPE: | Individual |
|---|---|----------------------|--|--------------------|------------|----------------|------------|
| CUSTOMER INFORMATION | | | | | | | |
| FARMING OPERATION: | Ima Farmer | | | | | | |
| BUSINESS TYPE: | Individual | | | | | | |

457 Custom Services Information Page (Continued)

C Interview Questions

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

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

D Page Options

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

| Option | Action |
|-------------------|--|
| “Back” | Returns to the Custom Services List Page without saving any data entered. |
| “Save” | Allows the user to save the information recorded without continuing to the next applicable page. |
| “Save & Continue” | Saves the data recorded and returns to the Custom Services List Page. |

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

D Information on the Page

The (Member's) General Information Page displays information that is currently recorded in Business Partner. Information displayed on this page **cannot** be corrected through the Business File software. If the information is incorrect, County Office users will access *--Business Partner to update the incorrect information according to 11-CM, Part 3. This information is received from Business Partner, but should be verified with the producer or representative for each member before proceeding with the business file interview.--*

This table describes the information displayed on the (Member's) General Information Page and how the information is derived from Business Partner.

Note: This information is **not** displayed if the member is an entity or joint operation.

| Question/Field | Description | |
|--|---|--|
| “Is this (member) a U.S. citizen or alien lawfully admitted into the U.S.?” | This information is derived from the Business Partner “Resident Alien” field. | |
| | IF the Business Partner “Resident Alien” field is set to... | THEN message... |
| | “N/A” or “Yes” | “Yes - The (member) is a United States citizen or a legal resident alien.” will be displayed. |
| | “No” | “No - The (member) is a United States citizen or a legal resident alien.” will be displayed. |
| “Will this (member) be 18 years of age by June 1 of the current program year?” | This information is derived from the birth date field in Business Partner. | |
| | If a birth date has been entered in Business Partner for the selected producer or member, the system computes the producer/member's age. The system displays the following messages based on the computation. | |
| | Note: If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult. | |
| | IF the computed age is... | THEN message... |
| | 18 before the status date of the selected subsidiary year | “Yes - The (member) is or will be 18 years of age by the applicable status date.” will be displayed. |
| | not 18 by the status date of the selected subsidiary year | “No - The (member) will not be 18 years of age by the applicable status date.” will be displayed. |

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

D Information on the Page (Continued)

| Question/Field | Description |
|----------------------------|--|
| "Parents/Guardians Name" | Name and last 4 digits of TIN of the parent/guardian for the selected customer retrieved from Business Partner. Note: If the information is incorrect, County Office users will access Business Partner to update the incorrect information. |
| "Parents/Guardians Tax ID" | |

E Page Options

The following options are available on the General Information Page.

| Option | Action |
|---|--|
| "Back" | Returns to the Select (<i>Member</i>) Page without saving any data entered. |
| "Save" | Allows the user to save the information recorded without continuing to the next applicable page. |
| "Save & Continue" | Saves the data recorded and continues to the next applicable page in the interview process. |
| "Read Current Information from SCIMS" | Refreshes the page with the current information from *--Business Partner/SCIMS.--* |
| "Read Current Information from Fiduciary" | Refreshes the page with the current information from Business Partner. |

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

F Page Error Messages

The following error message may be displayed on the (Member's) General Information Page if the data recorded does **not** meet the applicable validations. Users **must** correct this condition before proceeding to the next applicable page.

| Error Message | Description | Corrective Action |
|--|--|--|
| "Partner share cannot be 100%." | The farming operation or embedded entity is a limited partnership, general partnership, or joint venture, and the user entered a 100 percent share for the selected (member). A (member) in a limited partnership or joint operation cannot be the sole (member) in the partnership. | Correct the share according to the (member's) ownership interest in the entity or joint operation. |
| "(Member's) share must be numeric." | Something other than a numeric value was entered. | Correct the value entered to a percentage. |
| "(Member's) share cannot be greater than 100%." | Share percentage entered exceeds 100 percent. | Correct the percentage recorded to 100 percent or lower. |
| "(Member's) share cannot be 0%." | Share percentage entered is 0 percent. | Take either of the following actions: <ul style="list-style-type: none"> correct the percentage recorded to a value greater than 0 percent go back to (member) list pages, because (member) was not added. |
| "(Member's) share must be entered for (members) of the business." | Share percentage was not entered. | |
| "(Member's) share must contain a maximum of 4 decimal places." | Share percentage entered is more than 4 decimal places. | Correct the percentage recorded to 4 or less decimal places. |

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

G Validation Error Messages

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

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

| Error Message | Corrective Action |
|---|--|
| "Parent/guardian information is required for producers that are not 18 years of age by June 1 of the applicable program year." | <p>The selected producer is considered a minor based on the birth *--date information recorded in Business Partner/SCIMS; however, parent/guardian information has not been recorded in Business Partner.</p> <p>Access Business Partner to record the minor's parent/guardian information according to 11-CM, Part 3.--*</p> <p>Note: See 1-CM, 4-PL, 5-PL, or 6-PL for additional information on which parents/guardians should be recorded in Business Partner.</p> |
| "At least one general partner and at least one limited partner must be designated for limited partnerships." | <p>User did not indicate whether 1 or more of the partners is a general or limited partner. Select 1 of the following options:</p> <ul style="list-style-type: none"> • "General Partner" • "Limited Partner" • "General and Limited Partner". |
| "Must select at least 2 (<i>members</i>) for (<i>joint operation</i>)." | <p>The farming operation or embedded entity is a joint operation and only 1 member has been recorded.</p> <p>Return to the Select Partner Page and add the additional partners.</p> |
| "The total shares for all (<i>members</i>) must equal 100%." | <p>The total shares recorded for (<i>members</i>) with an ownership interest in the farming operation do not equal 100 percent.</p> <p>Return to the Select Partner Page to add additional (<i>members</i>), delete (<i>members</i>), or correct the shares recorded, as applicable.</p> |

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 Business Partner/-- 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.