

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 2

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

Payment eligibility and payment limitation provisions of the Agricultural Act of 2014 (Pub. L. 113-79) require additional information to provide an accurate COC determination for actively engaged in farming requiring the management and labor hours expended annually for individual members of a joint operation when 1 or more of the individual members does not have a family relationship in the joint operation.

System 36 is being decommissioned and no longer requires eligibility, payment limitation and combined producer updates from the Web-based Subsidiary System.

B Reasons for Amendment

Multiple sections have been amended to remove references to downloading data to System 36.

Subparagraph 21 C has been amended to display the applicable eligibility values in the years 2010 through 2016.

Subparagraphs 523 B and C have been amended to provide a valid list of family member relationships.

Paragraph 536 has been added to provide instructions on recording labor and management hours expended annually for individual members of a joint operation when 1 or more of the individual members does not have a family relationship in the joint operation.

Exhibit 6 has been withdrawn because System 36 is being decommissioned and downloading subsidiary eligibility data to System 36 is no longer required.

Amendment Transmittal (Continued)

| Page Control Chart | | |
|---------------------------|---|--|
| TC | Text | Exhibit |
| 7 | 1-3, 1-4 3-3, 3-4 3-77, 3-78 3-85, 3-86 3-99 through 3-102 4-3 through 4-10 4-37, 4-38 9-1 through 9-8 10-3, 10-4 10-509, 10-510 10-553 through 10-592 10-621 through 10-624 | 2, pages 1, 2 6, pages 1-6 (remove) |

Table of Contents (Continued)

Page No.

Part 10 Web-Based Business File Software (Continued)

Section 3 Interview Screen Flow by Section and Contribution Type (Continued)

Subsection 9 Recording Information for Members of Entities and Joint Operations

| | | |
|---------|--|--------|
| 521 | General Information..... | 10-501 |
| 522 | Select (<i>Member</i>) Page..... | 10-503 |
| 523 | (<i>Member's</i>) General Information Page..... | 10-508 |
| 524 | Minor General Information Page..... | 10-515 |
| 525 | (<i>Member's</i>) Signature Authority Page..... | 10-517 |
| 526 | (<i>Member's</i>) Contributions Page..... | 10-520 |
| 527 | (<i>Member</i>) Capital Contributions Page..... | 10-523 |
| 528 | (<i>Member's</i>) Land Contributions Page..... | 10-527 |
| 529 | (<i>Member</i>) Equipment Contributions Page..... | 10-531 |
| 530 | (<i>Member</i>) Labor Types Page..... | 10-532 |
| 531 | (<i>Member</i>) Labor Contributions Page..... | 10-536 |
| 532 | (<i>Member</i>) Labor Compensation Page..... | 10-540 |
| 533 | (<i>Member</i>) Management Types Page..... | 10-543 |
| 534 | (<i>Member</i>) Management Contributions Page..... | 10-547 |
| 535 | (<i>Member</i>) Management Compensation Page..... | 10-551 |
| 536 | (<i>Member's</i>) Labor and Management Expended Annually Page..... | 10-554 |
| 537-550 | (Reserved) | |

Subsection 10 Recording Determinations

| | | |
|---------|--|--------|
| 551 | General Information..... | 10-591 |
| 552 | Member Contribution / Substantive Change Page..... | 10-593 |
| 553-560 | (Reserved) | |

Subsection 11 Recording Permitted Entity Designations

| | | |
|-----|-------------------------------------|--------|
| 561 | General Information..... | 10-621 |
| 562 | Manage Permitted Entities Page..... | 10-624 |
| 563 | Select Permitted Entities Page..... | 10-628 |

Exhibits

| | |
|------|---|
| 1 | Reports, Forms, Abbreviations, and Redelegations of Authority |
| 2 | Definitions of Terms Used in This Handbook |
| 3 | Menu and Screen Index |
| 4, 5 | (Reserved) |
| 6 | (Withdrawn--Amend. 2) |

2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks (Continued)

| Handbook | Purpose |
|------------------------------|--|
| 1-PL | Provides: <ul style="list-style-type: none"> • instructions and uniform methods for State and County Offices to determine: <ul style="list-style-type: none"> • “persons” for payment limitation purposes • payment eligibility for each program participant • combination policy. |
| * * * | * * * |
| 3-PL | Provides instructions for accessing and updating web-based Subsidiary System files. Subsidiary files are used to assist State and County Offices in recording: <ul style="list-style-type: none"> • COC “person” determination information • information about producer payment eligibility • member information for joint operations and entities. |
| 4-PL | Provides instructions and uniform methods for 2009 through 2013 for State and County Offices to: <ul style="list-style-type: none"> • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant. |
| 5-PL | Provides instructions and uniform methods for 2014 through 2018 for State and County Offices to: <ul style="list-style-type: none"> • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant. |
| Applicable program handbooks | Provides information on how data is used in the subsidiary files to determine producer eligibility and the application of payment limitation provisions. |

3 CCC-770 ELIG 2014

A Background

For 2014 and subsequent years, CCC-770 ELIG 2014 is:

- **not** mandatory
- considered a management tool to help address deficiencies identified by a review or spot check.

B CCC-770 ELIG 2014 Payment Eligibility Checklist

CCC-770 ELIG 2014 does **not** supersede or replace procedure. County Offices:

- are **not** mandated to complete CCC-770 ELIG 2014 unless required by SED, STC or designee, DD, or CED
- may use CCC-770 ELIG 2014 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based Subsidiary System
- **must** recognize that the questions asked on CCC-770 ELIG 2014 are very general in nature and may **not** address every conceivable situation about payment eligibility.

21 Web-Based System Eligibility Records (Continued)

C Availability of Subsidiary Eligibility Data

The following is a guide to show the eligibility value and the years to be displayed. As new programs are announced, the system will be updated.

Note: See 3-PL for eligibility values for 2009 and prior years.

*--

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

--*

21 Web-Based System Eligibility Records (Continued)

D BIA ID Number

An eligibility record will **not** be created for BIA with the employer ID number. Indians represented by BIA are the producers requesting program benefits and as such eligibility records should be created and updated for the Indian represented by BIA, **not** BIA. BIA does **not** actually own land or participate in FSA programs. Therefore, there is no reason to create and update eligibility data for BIA.

* * *

31 Conservation Compliance Determination Information (Continued)

F Summarizing CW Eligibility From FRS

The “CW” subsection in the eligibility record determines whether the producer is associated with a tract with a wetland that was converted after November 28, 1990.

CW data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains a CW.

If the data in the Eligibility System is **not** summarized correctly, County Offices:

- shall ensure that the data in MIDAS and FRS applications for the producer is updated properly
- do **not** have the ability to override the summarized eligibility data.

The following provides the process used to determine overall compliance with CW provisions.

| IF... | AND... | THEN the “Converted Wetland” field is updated to... |
|--|---|--|
| the producer is not associated with any farm or tract | | “No Association” |
| no tracts to which the producer is associated have CW | | “Compliant” |
| the producer is associated with 1 or more tracts with CW | any CW producer exception for the producer is equal to “Has Appeal Rights” or “Appeals Exhausted” | “Not Compliant” |
| | All CW producer exceptions for the producer are equal to anything other than “Has Appeal Rights” or “Appeals Exhausted” | “Compliant” |

31 Conservation Compliance Determination Information (Continued)

G Summarizing HELC, PCW, and CW to Determine Overall Eligibility

After the HELC, PCW, and CW information is summarized for the producer, these determinations are used to determine the producer’s overall conservation compliance eligibility. * * *

Data in the “Farm/Tract Eligibility” subsection reflects the producer’s overall eligibility and is determined according to the following.

| IF HELC is... | AND PCW is... | AND CW is... | THEN the farm/tract eligibility is automatically updated to... |
|-----------------------------|----------------------|---------------------|---|
| “No Association” | “No Association” | “No Association” | “No Association”, indicating the producer is not associated with a farm or tract. |
| “Compliant” | “Compliant” | “Compliant” | “In Compliance”, indicating the producer is associated with 1 or more farms and/or tracts and meets the conservation compliance provisions on all farms and tracts. |
| | | “Not Compliant” | “In Violation”, indicating the producer is in violation of the conservation compliance provisions. |
| “Not Compliant” | “Not Compliant” | any option | “In Violation”, indicating the producer is in violation of the conservation compliance provisions. |
| | any option | any option | |
| “Landlord/Tenant Exemption” | “Compliant” | “Compliant” | “Partial Compliance”, indicating the producer is associated with 1 or more farms and/or tracts but does not meet the conservation compliance provisions on all farms and tracts. |
| | | “Not Compliant” | “In Violation”, indicating the producer is in violation of the conservation compliance provisions. |
| “Not Compliant” | “Not Compliant” | any option | “In Violation”, indicating the producer is in violation of the conservation compliance provisions. |
| | any option | any option | |

32 **Controlled Substance Determination Information**

A Overview

Controlled substance * * * is read by several programs for eligibility purposes. This is a year specific flag.

B Business Rule

The rule for controlled substance eligibility is any person who is convicted under Federal or State Law of a controlled substance violation, shall be ineligible for payments or benefits. The general term “growing”, which includes planting, cultivating, growing, producing, harvesting, or storing, has a set violation period of the crop year of violation and 4 succeeding years. For trafficking and possession the violations are at the discretion of the court. The court may determine the conviction to be from 1 year to “permanent” ineligibility of all government program benefits.

See 1-CM, Part 30 for additional information on controlled substance provisions.

C Example of the Subsidiary Eligibility Screen, “Controlled Substance” Section

Following is an example of the “Controlled Substance” section.

The screenshot shows a web form titled "Controlled Substance". Under the heading "Notification of Determination", there are four radio button options: "No Violation" (which is selected), "Growing", "Trafficking", and "Possession". To the right of the "Growing", "Trafficking", and "Possession" options are three dropdown menus, each labeled "Number of Years of Ineligibility". At the bottom of the form is a text input field labeled "Year of Conviction".

32 **Controlled Substance Determination Information (Continued)**

D Values

The following provides options that are provided to update the controlled substance eligibility for producers in the Eligibility System.

| Option | Notification of Determination | Short Form Name | * * * |
|---------------|--|------------------------|--------------|
| “1” | Producer has not been convicted of a controlled substance violation. | No Violation | * * * |
| “2” | Producer has been convicted of planting, cultivating, growing, producing, harvesting, or storing of a controlled substance. | Growing | * * * |
| “3” | Producer was convicted of Federal or State offense consisting of the distribution (trafficking) of a controlled substance. | Trafficking | * * * |
| “4” | Producer was convicted of Federal or State offense for the possession of a controlled substance. | Possession | * * * |
| “5” | Producer had been convicted of a controlled substance violation. Additional information must be entered regarding this violation. | Action Required | * * * |

E Other Required Data

Data from the court records on the conviction of the producer is entered in the Eligibility System. First, the year of conviction as set by the court is required. This year may be before the current system year; however, it **cannot** be later than the current system date. Second, the sentencing period set by the court is required. The length of the sentencing period can be from 1 year to “permanent” ineligibility of all government program benefits. This court record **must** be filed in the County Office as supporting documentation.

If option 2, 3, or 4 is selected, then the starting year of the violation **must** be entered. This starting year is important for the Eligibility System to track the violation period. The year entered **cannot** be greater than the current subsidiary year. The year **must** be entered or the system will **not** allow the user to continue.

Also, if option 3 or 4 is selected, then the number of years the court determined that the producer was ineligible for benefits **must** be entered. Because this ineligibility period is set by the court system, this is a required entry. The Eligibility System will automatically calculate the ineligibility period and change the option at rollover when the ineligible period is over. This is a required entry.

Note: The system will automatically calculate the ineligibility period in option 2, 3, and 4 based on the year and violation period entered.

38 NAP Non-Compliance Determination Information

A Overview

NAP noncompliance * * * is used to show eligibility for NAP. This started with the year 2000. This is a year specific flag.

B Business Rule

The rule for NAP noncompliance eligibility is that any producer who is determined by FSA to **not** be in compliance with NAP procedures is ineligible for NAP benefits. The penalty period is the year of the violation plus 2 years for a total of 3 years.

C Example of the Subsidiary Eligibility Screen, NAP Non Compliance

Following is an example of the “NAP Non Compliance” section.

The screenshot shows a form titled "NAP Non Compliance". It contains a section for "COC Determination" with two radio buttons: "Compliant" (which is selected) and "Not Compliant - COC". Below this is a text box labeled "Year of Violation".

D Values

The following provides options that are provided to update the NAP noncompliance eligibility for producers in the system.

| Option | Notification of Determination | Short Form Name | * * * |
|--------|--|---------------------|-------|
| “1” | Producer is in compliance with NAP procedures. | Certified | * * * |
| “2” | COC has determined that the producer violated NAP compliance provisions. | Not Compliant - COC | * * * |

38 NAP Non-Compliance Determination Information (Continued)

E Other Required Data

If Option 2 is selected, then the starting year of the violation **must** be entered. This starting year is important, for the system to track the violation period. The year entered **cannot** be greater than the current subsidiary year. A year **must** be entered or the system will **not** allow the user to continue.

F Error Messages

If invalid or no data is entered, the following error messages will be displayed.

| IF this message is displayed... | THEN the user entered... |
|---|--|
| “Must enter the COC disapproval year” | “2” and made no entry. |
| “Invalid year” | an invalid year. |
| “Year cannot be later than current year” | a year that is later than the system year. |

G New Producer Default Value

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 1 is the default value for NAP noncompliance eligibility. After the record is created, then updates can be made at any time.

39 Permitted Entity - 2002 Farm Bill Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, “Permitted Entity - 2002 Farm Bill” section is used to specify whether the producer wants to receive payment as an individual. See 1-PL, subparagraph 16 B for a list of program benefits covered by permitted entity provisions.

* * *

B Example of Subsidiary Eligibility Screen, “Permitted Entity - 2002 Farm Bill” Section

Following is an example of the “Permitted Entity - 2002 Farm Bill” section.

Permitted Entity - 2002 Farm Bill

COC Determination

Does the producer wish to receive payment as an individual or through a joint operation?

Yes No

39 Permitted Entity - 2002 Farm Bill Determination Information (Continued)

C Fields Applicable to Permitted Entity - 2002 Farm Bill Designations

The question, “Does the producer wish to receive payment as an individual or through a joint operation?”, is the only field applicable to the Subsidiary Eligibility Screen, “Permitted Entity - 2002 Farm Bill” section.

The following provides the available options for designating whether or **not** the producer wants to receive payment as an individual.

| Option | Explanation |
|--------|---|
| “Yes” | The producer is receiving payment through an individual interest or as a member of a joint operation. Selecting this option allows the producer to designate 2 other entities for payment. Note: This option should always be selected for joint operations and entities. |
| “No” | The producer: <ul style="list-style-type: none"> • is not a member of a joint operation and is not receiving payment as an individual in any county • is a member of 3 entities and is not receiving payment as an individual or member of a joint operation in any county. Selecting this option allows the producer to designate 3 entities for payment. |

D Field Default Value

When new eligibility records are created, the “Permitted Entity” field is defaulted to “Yes” indicating the producer wishes to receive payment as an individual farming interest or as a member of a joint operation.

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

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

* * *

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)

Section 3 Combined Producer Payment Limitation Allocations and Recording County

96 Updating Combined Producer Records

A Overview

A system has been developed to update certain functions of the web-based Combined Producer System.

B Updating Functions

The web-based combination software update functions available are the combined producer:

- payment limitation allocation (paragraph 98)
- recording county (paragraph 99 and 100).

97 Combined Producer Payment Limitation Allocation

A Background

As a function of the web-based combination software, allocation of a specific program's payment limitation to producers with common attribution will now be available for any combinations with "Attribution" type combination.

Note: Payment limitation allocation is **not** available for "Person" type combinations.

B Policy

When persons and/or legal entities (members) that are subject to common attribution collectively exceed the program's payment limitation, CCC-904 may be filed to allocate a specific share of the program's payment limitation to specific members under common attribution. Payment limitation allocation may be processed if **all** of the following apply:

- persons and/or legal entities (members) under common attribution will receive program payments for which direct attribution is applicable
- all persons and/or legal entities (members) under common attribution agree collectively to divide the program payment limitation by filing CCC-904.

Note: CCC-904 is **not** required when a State drawing is required according to 4-PL, paragraph 119 for 2009 through 2013 and 5-PL, paragraph 174 for 2014 and subsequent years.

C Using Web-Based Payment Limitation Allocation Software

The web-based combination software provides the initial release of the web-based payment limitation allocation software. Persons and/or legal entities (members) under common attribution have the option of allocating a share of the payment limitation to designated persons and/or legal entities (members) by filing CCC-904. If CCC-904 is **not** filed, payments will be processed in the order in which the payments are issued and/or attributed until collectively the members under common attribution reach payment limitation.

Note: This web-based process does **not** allocate payment limitation to counties when a producer is multi-county. Web-based payments will be issued on a first come-first issued basis. * * *

Part 9 Subsidiary Rollover

351 Subsidiary Rollover Process

A Background

Generally, subsidiary records are created for the current subsidiary year during the rollover process on or about mid-September, coinciding with the start of the new FY. During the rollover process, subsidiary records are created for the new subsidiary year based on information contained in the files for the previous subsidiary year.

In the web-based environment, prior subsidiary year records are retained on the system indefinitely.

B Action Required During Rollover

In the web-based environment, the subsidiary rollover process is initiated on or about mid-September of each new FY by KC-ADC. County Office action is **not** required to install software to execute the rollover process.

* * *

351 Subsidiary Rollover Process (Continued)

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

This following provides how information will rollover for each new FY.

| Eligibility Determination Information | Rollover Provisions | | |
|--|---|---|--|
| Actively Engaged | Previous year information will rollover to the new FY. | | |
| Actively Engaged - 2002 Farm Bill | | | |
| AD-1026 | | | |
| AGI - 2014 Farm Bill | Previous year information will not rollover to the new FY. | | |
| AGI - 2008 Farm Bill: <ul style="list-style-type: none"> • Commodity Program \$500,000 Nonfarm Program • Direct Payment \$1 Million Total Income • Direct Payment \$750,000 Farm Income • Conservation Program \$1 Million Income. | | | |
| AGI - 2002 Farm Bill | | | |
| Beginning Farmer or Rancher | Eligibility information will rollover to the new FY based on the following. | | |
| | IF the producer is... | THEN... | |
| | not beginning farmer or rancher | current year determination will be rolled to the next FY. | |
| | a beginning farmer or rancher | if the producer has been a beginning farmer or rancher: | |
| | greater than 10 years | the determination will be reset to "No". | |
| | less than or equal to 10 9years | the determination will be rolled to the next FY. | |
| Cash Rent Tenant Cropland Factor | Previous year information will rollover to the new FY. | | |

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 | a computation will occur to determine if the violation period is satisfied. | |
| has a trafficking violation, but the “Number of Years of Ineligibility” is not “permanent” | 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 SCIMS is modified. | |
| Fraud - including FCIC Fraud | Eligibility information will rollover to the new FY based on the following. | |
| | IF the producer... | THEN... |
| | is not in violation of FCIC Fraud provisions | the current year determination will be rolled to the next FY. |
| has an FCIC Fraud violation | a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of violation • number of years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer’s eligibility will be reset to “Compliant” • not satisfied, “Non-Compliant - COC” will be rolled to the next FY. | |

351 Subsidiary Rollover Process (Continued)

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

| Eligibility Determination Information | Rollover Provisions | |
|---------------------------------------|---|---|
| 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 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 | a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of violation • 3 years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer’s eligibility will be reset to “Compliant” • not satisfied, “Non-Compliant - COC” will be rolled to the next FY. |

351 Subsidiary Rollover Process (Continued)

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

| Eligibility Determination Information | Rollover Provisions |
|--|--|
| Permitted Entity - 2002 Farm Bill | Previous year information will rollover to the new FY. |
| Person Determination - 2002 Farm Bill | |
| Planted Converted Wetland | Reset to "Compliant". |
| SDA Farmer or Rancher: <ul style="list-style-type: none"> • including racial, ethnic, and gender • including racial and ethnic, but not gender. | Previous year information will rollover to the new FY. |

D Business File Rollover Process

For the Business File software, only the most current farm operating plan is created for the new subsidiary year. The following criteria are used to determine the most current farm operating plan:

- status is "determined"
- no "end date".

Note: See subparagraphs 366 A and D for additional information on status, start dates, and end dates.

351 Subsidiary Rollover Process (Continued)

D Business File Rollover Process (Continued)

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

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

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

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

Farm operating plans recorded in Business File for the current year for programs that do **not** require an “actively engaged in farming” will be active in the new Subsidiary year, if the plan indicated “No” to seeking benefits for any program requiring an “actively engaged in farming” determination and are in a “filed” status. The farm operating plan is **not** rolled to the new Subsidiary year, but the member data is available for usage in that year by programs **not** requiring actively engaged, cash rent tenant, or member contribution determinations.

County Offices are **not** required to record member data for the new Subsidiary year, if there is an active plan in a “filed” status for the current year. Revisions should only be made if the producer reports changes to the farming operation or it is determined the data recorded in the system does **not** match the information the producer has signed to on CCC-902.

351 **Subsidiary Rollover Process (Continued)**

D Business File Rollover Process (Continued)

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

During rollover:

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

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

352-360 (Reserved)

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

A Data Migration

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

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

B Requirement for Obtaining New CCC-902's

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

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

County Offices shall continue to follow 4-PL for FY 2009 through 2013 and 5-PL for FY 2014 and subsequent years about requirements for filing CCC-902E's and CCC-902I's.

C Priority Order for Dataloading CCC-902's

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

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

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

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

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

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

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

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

The County Office shall **not**:

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

E Printing CCC-902's After Dataload Is Completed

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

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

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

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

B Example of Page

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

*--

| | | |
|---|---|---------------------|
| <p>Business File Menu</p> <p>Welcome: TRACEY SMITH User Role: FSA</p> <p>Select Different Customer</p> <p>Record New Farm Operating Plan</p> <p>Manage Customer</p> <p>Corporation</p> <p>Seeking Benefits</p> <p>General</p> <p>Contributions</p> <p>Capital</p> <p>Land</p> <p>Custom Services</p> <p>Equipment</p> <p>Labor</p> <p>Management</p> <p>Summary</p> <p>Stockholder</p> <p>Select Stockholder</p> <p>Other</p> <p>Remarks</p> <p>Submit Plan</p> <p>Summary</p> <p>Validations</p> <p>Record Signatures</p> <p>View 902</p> | Stockholder's General Information | |
| | CUSTOMER INFORMATION | |
| | FARMING OPERATION: | FARMERS CORPORATION |
| | BUSINESS TYPE: | Corporation |
| | STOCKHOLDER: | JAMES FARMER |
| | BUSINESS TYPE: | Individual |
| | Share | |
| | Enter this stockholder's share of the corporation. | |
| | <input type="text"/> | % |
| | Family Member Relationship | |
| | If this stockholder is related to other stockholders of the corporation, select relationship. | |
| | <input type="text"/> | |
| | Is this stockholder a U.S. citizen or alien lawfully admitted into the U.S.? | |
| | Yes - The stockholder is a United States citizen or a legal resident alien. | |
| | Will this stockholder be 18 years of age by June 1 of the current program year? | |
| Yes - The stockholder is or will be 18 years of age by the applicable status date. | | |
| Read Current Information from SCIMS | | |
| <input style="margin-right: 20px;" type="button" value=" < Back "/> <input style="margin-right: 20px;" type="button" value=" Save "/> <input style="margin-right: 20px;" type="button" value=" Save & Continue > "/> | | |
| BF110 | Back to Top ^ | |

--*

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

C Interview Questions

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

| Question/Field | Description |
|---|--|
| <p>“Enter this (<i>member’s</i>) share of the (<i>entity/joint operation</i>).”</p> | <p>Record the member’s direct ownership share in the specified entity/joint operation. The following validations apply to the share entered:</p> <ul style="list-style-type: none"> • an entry is required • must be greater than 0 percent • cannot be greater than 100 percent • percentage shall be entered in a percentage with up to 4 decimal places. <p>Examples: 100%, 25.25%, 66.6667%, etc.</p> |
| <p>“If this (<i>member</i>) is related to other (<i>members</i>) of the (<i>entity/joint operation</i>), specify relationship.”</p> | <p>*--The drop-down list that allows users to select the family member relationship of the member. A selection is not required.</p> <p>The following is a list of valid family relationships:</p> <ul style="list-style-type: none"> • child • grandchild • grandparent • great grandchild • great grandparent • parent • sibling • spouse.--* <p>Note: Field is not displayed if the member is an entity or joint operation.</p> |
| <p>“Designate (<i>name of member’s</i>) liability status for (<i>name of limited partnership</i>).”</p> | <p>Question is only displayed when adding partners of limited partnerships. Available options are:</p> <ul style="list-style-type: none"> • “General Partner” • “Limited Partner” • “General and Limited Partner”. |

535 (Member’s) Management Compensation Page (Continued)

E Page Error Messages

The following error messages may be displayed on the (Member’s) Management Compensation 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 |
|---|---|---|
| “Compensation must be greater than \$0.” | The user entered \$0 as the compensation received by the (member) from the (joint operation). | Take either of the following options: <ul style="list-style-type: none"> • enter an amount greater than \$0 • indicate the (member) is not receiving compensation for management duties performed. |
| “Compensation must be numeric.” | The user entered something other than a numeric value. | Enter the amount of compensation received by the (member) in whole dollars. |

F Validation Error Messages

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

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. 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 |
|---|---|
| “Must specify whether the (member) is receiving compensation or a salary over and above their share in the (joint operation) for management contributions.” | Return to the (Member’s) Management Compensation Page and indicate whether the member is receiving compensation for management duties performed. If the member does not want to provide the information, select “No Response”. |
| “Amount of compensation must be entered for (member) if they are receiving a salary or bonus for management contributions.” | If the member: <ul style="list-style-type: none"> • is receiving compensation for management duties performed, the amount of compensation is required • does not want to provide the information, leave the field blank. |

--536 (Member's) Labor and Management Expended Annually Page*A Introduction**

The *(Member's)* Labor and Management Expended Annually Page will be displayed after the user clicks "Continue" on the Select *(Member)* Page if all of the following conditions are met:

- the business is a joint operation
- the farm operating plan being updated is in FY 2016 or a subsequent year
- the *(member)* is an individual
- one or more of the individuals *(members)* in the joint operation do not have a family relationship
- the *(member)* has active personal management and/or active personal labor.

This page allows users to record the *(Member's)*:

- management percentage or number of hours expended annually if the *(member)* has active personal management
- labor number of hours expended annually if the *(member)* has active personal labor.--*

***--536 (Member's) Labor and Management Expended Annually Page (Continued)**

B Example of Page

The following is an example of the (Member's) Labor and Management Expended Annually Page.

| Business File Menu Welcome: TRACEY SMITH User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Partner | <div style="background-color: #005696; color: white; padding: 10px; text-align: center;"> <h2>Partner's Labor and Management Expended Annually</h2> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9E1F2;"> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">FARMING OPERATION:</td> <td>FARMERS PARTNERSHIP</td> </tr> <tr> <td style="text-align: center;">BUSINESS TYPE:</td> <td>General Partnership</td> </tr> </tbody> </table> <p style="margin-top: 20px;">JAMES FARMER</p> <p>Labor Activities Time Expended Annually</p> <p>Hours: <input style="width: 50px;" type="text"/></p> <p>Management Activities Time Expended Annually</p> <p>Hours: <input style="width: 50px;" type="text"/> or Percentage: <input style="width: 50px;" type="text"/></p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> < Back Save Save & Continue > </div> <p style="font-size: small; margin-top: 10px;">BF409 Back to Top ^</p> | CUSTOMER INFORMATION | | FARMING OPERATION: | FARMERS PARTNERSHIP | BUSINESS TYPE: | General Partnership |
|---|--|----------------------|--|--------------------|---------------------|----------------|---------------------|
| CUSTOMER INFORMATION | | | | | | | |
| FARMING OPERATION: | FARMERS PARTNERSHIP | | | | | | |
| BUSINESS TYPE: | General Partnership | | | | | | |

--*

***--536 (Member's) Labor and Management Expended Annually Page (Continued)**

C Interview Questions

This table describes the interview questions displayed on the (Member's) Labor and Management Expended Annually Page.

| Question/Field | Description |
|---|--|
| <p>“Labor Activities Time Expended Annually - Hours”</p> | <p>The number of hours the selected member contributes annually to the farming operation for active personal labor. The following validations apply to the hours entered:</p> <ul style="list-style-type: none"> • an entry is not required • if entered, the number of hours: <ul style="list-style-type: none"> • may be greater than or equal to 0 • cannot be greater than 8760 • shall be entered as a whole number with no decimal places. |
| <p>“Management Activities Time Expended Annually - Hours”</p> | <p>The number of hours the selected member contributes annually to the farming operation for active personal management. The following validations apply to the hours entered:</p> <ul style="list-style-type: none"> • an entry is not required • if entered, the number of hours: <ul style="list-style-type: none"> • may be greater than or equal to 0 • cannot be greater than 8760 • shall be entered as a whole number with no decimal places. <p>If:</p> <ul style="list-style-type: none"> • Labor Activities Time Expended Annually in Hours is entered, the Management Activities Time Expended Annually must be entered in Hours • Management Activities Time Expended Annually is entered as a percentage, the number of hours shall not be entered. |

--*

***--536 (Member's) Labor and Management Expended Annually Page (Continued)**

C Interview Questions (Continued)

| Question/Field | Description |
|---|--|
| "Management Activities Time Expended Annually - Percentage" | <p>The percentage of hours the selected member contributes annually to the farming operation for active personal management. The following validations apply to the percentage entered.</p> <ul style="list-style-type: none"> • an entry is not required • if entered, the percentage of hours: <ul style="list-style-type: none"> • may be greater than or equal to 0% • cannot be greater than 100% • shall be entered as a percentage with up to 2 decimal places. <p style="text-align: center;">Example: 100.00%, 25.25%, etc.</p> <p>If Labor Activities Time Expended Annually in Hours is entered, the Management Activities Time Expended Annually must be entered in Hours.</p> <p>If the Management Activities Time Expended Annually is entered in hours, the percentage of hours shall not be entered.</p> |

D Page Options

The following options are available on the (Member's) Labor and Management Expended Annually Page.

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

--*

--536 (Member's) Labor and Management Expended Annually Page (Continued)*E Page Error Messages**

The following error messages may be displayed on the (*Member's*) Labor and Management Expended Annually 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 |
|--|--|--|
| "Labor Activities Time Expended Annually Hours must be numeric" | The Labor Activities Time Expended Annually was not entered as a numeric number. | Correct the hours recorded to a whole number. |
| "Labor Activities Time Expended Annually Hours must be less than 8761" | The Labor Activities Time Expended Annually is greater than 8760 hours. | Correct the hours recorded to a number less than 8761. |
| "Labor Activities Time Expended Annually Hours must be a whole number with no decimal places" | The Labor Activities Time Expended Annually was not entered as a whole number. | Correct the hours recorded to a whole number. |
| "Management Activities Time Expended Annually Hours must be numeric" | The Management Activities Time Expended Annually in hours was not entered as a numeric number. | Correct the hours recorded to a whole number. |
| "Management Activities Time Expended Annually Hours must be a whole number with no decimal places" | The Management Activities Time Expended Annually in hours was not entered as a whole number. | Correct the hours recorded to a whole number. |
| "Management Activities Time Expended Annually Hours must be less than 8761" | The Management Activities Time Expended Annually in hours is greater than 8760 hours. | Correct the hours recorded to a number less than 8761. |
| "Management Activities Time Expended Annually Percentage must be numeric" | The Management Activities Time Expended Annually Percentage was not entered as a number. | Correct the percentage recorded to a number with up to 2 decimal places. |
| "Management Activities Time Expended Annually Percentage shall not exceed 100%" | The Management Activities Time Expended Annually Percentage entered is greater than 100%. | Correct the percentage recorded to a percentage less than 100%. |

--*

*--536 (Member's) Labor and Management Expended Annually Page (Continued)

E Page Error Messages (Continued)

| Error Message | Description | Corrective Action |
|---|---|---|
| "Management Activities Time Expended Annually Percentage shall not exceed 2 decimal places" | The Management Activities Time Expended Annually Percentage exceeds 2 decimal places. | Correct the percentage recorded to a percentage with 2 or less decimal places. |
| "Management Time Expended Annually entry not allowed for both hours and percentage" | The Management Activities Time Expended Annually was entered for both the number of hours and percentage. | Perform 1 of the following. <ul style="list-style-type: none"> • Remove the Management Time Expended Annually in hours. • Remove the Management Time Expended Annually. |
| "Percentage of Management Time Expended Annually entry not allowed when Hours of Labor Activities Time Expended Annually is recorded" | The Labor Time Expended Annually in hours was entered and the Management Time Expended Annually percentage was entered. | Remove the Management Time Expended Annually percentage and enter the Management Time Expended Annually in hours. |

--*

***--536 (Member's) Labor and Management Expended Annually Page (Continued)**

F Validation Error Messages

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

Reminder: The validation error messages are informational and intended to identify potential problematic conditions. 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 |
|---|---|
| "Must specify Labor Activities Time Expended Annually" | If the information recorded is incorrect, return to the (Member's) Labor and Management Expended Annually Page to specify the Labor Activities Time Expended Annually for the farming operation. |
| "Must specify Management Activities Time Expended Annually" | If the information recorded is incorrect, return to the (Member's) Labor and Management Expended Annually Page to specify the Management Activities Time Expended Annually for the farming operation. |

--*

537-550 (Reserved)

Subsection 10 Recording Determinations

551 General Information

A Introduction

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

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

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

* * *

551 General Information (Continued)

B Accessing the Determination Process in Business File

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

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

The following is an example of the Customer Page.

| Welcome: Tracey Smith User Role: FSA Select Different Customer Record New Farm Operating Plan | <h2 style="margin: 0;">Customer</h2> | | | | | | | | | | | | | | | | | | |
|--|--------------------------------------|---------------------------|---------------------|-----------------------|--|----------|--|--|------------|---|------------|--|--|--|------------|---|------------|------------|--|
| CUSTOMER INFORMATION | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding: 2px;">FARMING OPERATION:</td> <td style="padding: 2px;">Farmers Corporation</td> </tr> <tr> <td style="text-align: right; padding: 2px;">BUSINESS TYPE:</td> <td style="padding: 2px;">Corporation</td> </tr> </table> | | FARMING OPERATION: | Farmers Corporation | BUSINESS TYPE: | Corporation | | | | | | | | | | | | | | |
| FARMING OPERATION: | Farmers Corporation | | | | | | | | | | | | | | | | | | |
| BUSINESS TYPE: | Corporation | | | | | | | | | | | | | | | | | | |
| <h3>Farm Operating Plans</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 5px;">Program Year</th> <th style="padding: 5px;">Status</th> <th style="padding: 5px;">Version</th> <th style="padding: 5px;">Start Date</th> <th style="padding: 5px;">End Date</th> <th style="padding: 5px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2015 Last Update: 11/20/2014</td> <td style="padding: 5px;">Determined</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">10/01/2014</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"> Revise Copy Plan View 902 View Members Record Determinations </td> </tr> <tr> <td style="padding: 5px;">2014 Last Update: 12/09/2014</td> <td style="padding: 5px;">Determined</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">01/02/2014</td> <td style="padding: 5px;">09/30/2014</td> <td style="padding: 5px;"> Revise Copy Plan View 902 View Members Record Determinations </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">View Farm Operating Plan History</p> | | Program Year | Status | Version | Start Date | End Date | | 2015 Last Update: 11/20/2014 | Determined | 1 | 10/01/2014 | | Revise Copy Plan View 902 View Members Record Determinations | 2014 Last Update: 12/09/2014 | Determined | 2 | 01/02/2014 | 09/30/2014 | Revise Copy Plan View 902 View Members Record Determinations |
| Program Year | Status | Version | Start Date | End Date | | | | | | | | | | | | | | | |
| 2015 Last Update: 11/20/2014 | Determined | 1 | 10/01/2014 | | Revise Copy Plan View 902 View Members Record Determinations | | | | | | | | | | | | | | |
| 2014 Last Update: 12/09/2014 | Determined | 2 | 01/02/2014 | 09/30/2014 | Revise Copy Plan View 902 View Members Record Determinations | | | | | | | | | | | | | | |
| BF002 Back to Top ^ | | | | | | | | | | | | | | | | | | | |

Subsection 11 Recording Permitted Entity Designations

561 General Information

A Introduction

For producers enrolled in conservation programs, such as CRP, that are subject to 1-PL provisions, the permitted entity provisions continue to be applicable. Therefore, members of entities and joint operations that are embedded entities **must** designate the 3 entities through which they want to receive payment.

Note: This subsection is **not** applicable for producers and/or members that are **not** enrolled in CRP or any other program that is still subject to 1-PL provisions through any farming operation.

This subsection provides information for handling permitted entity designations in the Business File software.

B When to Record Permitted Entity Designations in Business File

Permitted entity designations are only applicable for producers enrolled in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.

The Business File software is designed to:

- “count” the number of permitted entity designations associated with a member
- group the applicable joint operations and combined producers into the “individual” designation

Note: Combinations and decombinations recorded in the Combined Producer system are **not** reflected in the permitted entity process until the next workday.

- list all operations with which the member is associated
- automatically select the permitted designations if there are 3 or less permitted entities.

County Offices shall only update permitted designations:

- for members that are associated with more than 3 permitted entities
- if any of the operations the member is associated with is participating in conservation programs subject to 1-PL provisions
- if designations are revised on CCC-501B by the member.

561 General Information (Continued)

* * *

C Who Can Update Permitted Designations

Users in Recording County associated with the member **must** update permitted entity designations.

Reminder: The Recording County for the member may be different than the Recording County for the entity/joint operation with which the member is associated.

561 General Information (Continued)

D Accessing the Permitted Entity Designation Process in Business File

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

The following is an example of the Customer Page.

| Welcome: User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Permitted Entity Designations | <h2>Customer</h2> | | | | | | | | | | | | | | | | | | |
|---|-------------------|---------------------------|------------|-----------------------|---|----------|--|------------------------------------|------------|---|------------|--|---|------------------------------------|------------|---|------------|------------|---|
| CUSTOMER INFORMATION | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%;"> <tr> <td style="text-align: right;">FARMING OPERATION:</td> <td>Ima Farmer</td> </tr> <tr> <td style="text-align: right;">BUSINESS TYPE:</td> <td>Individual</td> </tr> </table> | | FARMING OPERATION: | Ima Farmer | BUSINESS TYPE: | Individual | | | | | | | | | | | | | | |
| FARMING OPERATION: | Ima Farmer | | | | | | | | | | | | | | | | | | |
| BUSINESS TYPE: | Individual | | | | | | | | | | | | | | | | | | |
| <h3>Farm Operating Plans</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e6f2ff;">Program Year</th> <th style="background-color: #e6f2ff;">Status</th> <th style="background-color: #e6f2ff;">Version</th> <th style="background-color: #e6f2ff;">Start Date</th> <th style="background-color: #e6f2ff;">End Date</th> <th style="background-color: #e6f2ff;"></th> </tr> </thead> <tbody> <tr> <td>2015 Last Update: 12/09/2014</td> <td>Determined</td> <td>8</td> <td>10/01/2014</td> <td></td> <td> Revise Copy Plan View 902 </td> </tr> <tr> <td>2014 Last Update: 10/31/2014</td> <td>Determined</td> <td>5</td> <td>10/01/2013</td> <td>09/30/2014</td> <td> Revise Copy Plan View 902 </td> </tr> </tbody> </table> <p style="text-align: center;">View Farm Operating Plan History</p> | | Program Year | Status | Version | Start Date | End Date | | 2015 Last Update: 12/09/2014 | Determined | 8 | 10/01/2014 | | Revise Copy Plan View 902 | 2014 Last Update: 10/31/2014 | Determined | 5 | 10/01/2013 | 09/30/2014 | Revise Copy Plan View 902 |
| Program Year | Status | Version | Start Date | End Date | | | | | | | | | | | | | | | |
| 2015 Last Update: 12/09/2014 | Determined | 8 | 10/01/2014 | | Revise Copy Plan View 902 | | | | | | | | | | | | | | |
| 2014 Last Update: 10/31/2014 | Determined | 5 | 10/01/2013 | 09/30/2014 | Revise Copy Plan View 902 | | | | | | | | | | | | | | |
| BF002 Back to Top ^ | | | | | | | | | | | | | | | | | | | |

562 Manage Permitted Entities Page

A Introduction

The Manage Permitted Entities Page:

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

This table describes the information displayed in various situations.

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

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.

Foreign Entity

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

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

* * *

Definitions of Terms Used in This Handbook (Continued)

Producer

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

Recording County

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

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

Subsidiary Year

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