

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 20

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 9 D has been added to detail a new software validation in the Subsidiary software designed to prevent users from having multiple browser tabs open to Subsidiary. This is to prevent accidental overwriting of data.

Subparagraph 25 C has been amended to provide a handbook reference to 6-CP.

Subparagraph 26 E has been amended to add a new AGI 2014 and 2018 Farm Bills error message which will occur if a user attempts to set AGI flags for a customer with no TIN recorded in Business Partner.

Subparagraph 552 C has been amended to correct the wording of the reminder on when Member Contribution Determinations should be recorded.

Page Control Chart		
TC	Text	Exhibit
	2-2.5, 2-2.6 (add) 3-23, 3-24 3-35, 3-36 10-595, 10-596	1, pages 1, 2

9 Accessing the Web-Based Subsidiary System (Continued)

***--D Restrictions on Multiple Browser Tabs**

Use of multiple tabs open to the Subsidiary Application is not permitted in any internet browser. Multiple Subsidiary tabs with different producers could result in updates (eligibility flags, filing dates, etc) submitted for the wrong producer. Validations are in place to:

- detect if a user has multiple tabs open to Subsidiary in the same browser window
- generate an error message if the user attempts to submit changes to a customer on an inactive (not most recently opened or used) tab open to Subsidiary
- update the tab to the producer from the most recently active tab open to Subsidiary.

A Subsidiary tab becomes “inactive” if the user opens a second tab to Subsidiary and selects a producer through the SCIMS search. The second tab is considered the “active” tab and data submission is permissible in this tab. If the user goes back to the first/inactive tab and tries to record eligibility updates on a producer who was displayed at the time the tab became inactive, they will receive the following error message:



The screenshot displays the USDA Farm Service Agency Subsidiary Eligibility page. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'Subsidiary Eligibility'. Below the header is a navigation bar with links: Subsidiary Home, About Subsidiary, Help, Contact Us, Exit Subsidiary, Logout of eAuth. Below that is another navigation bar with links: Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports. On the left side, there is a 'Links' box with 'Get Change Alerts' and 'Customer Search'. In the center, a red error message reads: 'Error : Use of Browser Buttons And/Or Multiple Subsidiary Tabs is Not Allowed.' Below the error message is 'Screen ID: SUBWEB010'. At the bottom, there is a footer with links: Subsidiary Home, FSA Internet, FSA Intranet, USDA.gov, Site Map, Policies and Links, FOIA, Accessibility Statement, Privacy, Non-Discrimination, Information Quality, USA.gov, White House.

The user should close any other browser tabs open to Subsidiary or use the “Customer Search” function to make the current tab active and access the desired producer record. If the user clicks “Eligibility” the page will update to the producer from the most recent “active” tab, so it is important to verify that any forms match the producer displayed on the screen.--*

25 AD-1026 Certification Information (Continued)

C Fields Applicable to AD-1026 Certifications

The following provides fields applicable to AD-1026 certifications.

Field	Option	Explanation
"Certification"	"Certified"	<p>This option shall be selected when any of the following conditions exist:</p> <ul style="list-style-type: none"> • producer and all affiliates have certified AD-1026 • producer has certified that they are not associated with an ineligible tract • producer is certifying for FCIC provisions only (number 6 of AD-1026 Appendix) • a member of a joint operation has certified on CCC-902 that they do not have any other farming interests and are not associated with any farms (CCC-902 is not required if certifying solely for FCIC). <p>Note: If a producer's only farming interest is an entire farm enrolled in CRP, a signed CRP-817U is considered the same as having certified AD-1026.</p>
	"Not Filed"	<p>This option indicates either of the following:</p> <ul style="list-style-type: none"> • producer has not filed AD-1026 • producer did not certify compliance on AD-1026.
	"Good Faith Determination"	<p>Producer cannot certify compliance with HELC/WC provisions because of a violation but has received a good faith determination reinstating payment eligibility.</p>
	"COC Exemption"	<p>Producer cannot certify compliance with HELC/WC provisions because of a violation but has received an exemption reinstating payment eligibility.</p>
	"Awaiting Affiliate Certification"	<p>This option indicates:</p> <ul style="list-style-type: none"> • producer has certified AD-1026 • all affiliates have not certified to AD-1026 compliance.
	"Affiliate Violation"	<p>This option indicates the producer is an affiliate of a producer who has violated HELC/WC provisions.</p> <p>Note: Tract HELC/WC determinations update the web-based Eligibility System without user intervention. If a producer has a HELC/WC violation and that producer has an affiliate that does not have farming interest on the "violated" tract, then the user of the web-based Subsidiary System must update the "Affiliate Violation" option. FRS will not update the affiliate's eligibility automatically.</p> <p>*--For entities with members or shareholders who violate HELC/WC provisions, resulting in an affiliate violation to the entity, see 6-CP, subparagraph 602 E for additional procedures for affiliate violation partial ineligibility.--*</p>

25 AD-1026 Certification Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
“AD-1026 Date of Continuous Certification *--Filed--* By Producer”		<p>*--According to 1-CM, paragraph 2, the later of the--* following:</p> <ul style="list-style-type: none"> • date the producer signed AD-1026, item 12 • date AD-1026 is received in the County Office. <p>Note: If AD-1026 is mailed, the post mark date should be used.</p> <p>An entry is required if either of the following options are selected as the “Certification”:</p> <ul style="list-style-type: none"> • “Certified” • “Awaiting Affiliate Certification”. <p>Note: For affiliates that are not required to file AD-1026, County Offices shall enter the date from AD-1026 filed by the entity/joint operation requesting benefits. County Offices are not required to change information previously entered in the web-based Subsidiary System.</p> <p>Enter date according to acceptable formats in subparagraph 13 A. The date will automatically populate if “Update AD-1026 Date Continuous Certification/ *--Authorization Filed by Producer with above date” was selected in the “Actively Engaged” section. Verify the date entered is the date producer filed AD-1026. If the date was automatically populated, verify the date populated is the date the producer filed AD-1026.--*</p>
--Date Original Documentation Filed		<p>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 the County Office users. Authorized State and National Office users can update the field according to paragraph 47.--</p>

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

E Error Messages (Continued)

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

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.
_“CCC-941 cannot be recorded for Customers with no TIN recorded. Please verify the Entity Type, TIN and SSN Family settings.”	User attempted to set “Producer Certification” for a customer who: <ul style="list-style-type: none"> • does not have a TIN recorded in Business Partner • is the non-DPE customer in an SSN Family. 	Verify that TIN is recorded and the DPE flag is set to correct SSN Family member according to 11-CM Part 3 . Ensure that form is filed/Producer Certification is updated for customer with DPE flag.--

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”		

552 Member Contribution / Substantive Change Page (Continued)

C Recording Member Contribution Determinations

The Member Contribution / Substantive Change Page is similar to the Select (*Member*) Page, in that the entire ownership structure will be displayed. This table describes the information available on the Member Contribution / Substantive Change Page, based on the example in subparagraph B.

Section	Description
Member Contribution/ Substantive Change Toggle	<p>The Member Contribution / Substantive Change Page is defaulted to member contribution determinations * * * . To switch to the substantive change determination options, CLICK “Substantive Change” radio button in the top right section of the page.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Stockholder List <input checked="" type="radio"/> Member Contribution <input type="radio"/> Substantive Change</p> </div>
<i>(Member)</i> List	<ul style="list-style-type: none"> • Lists all the (<i>members</i>) that have been added to the farming operation. • The (<i>members</i>) will be displayed in a “tree” structure with each member level indented slightly. • A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows users to expand or collapse the information for display. • Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.

552 Member Contribution / Substantive Change Page (Continued)

C Recording Member Contribution Determinations (Continued)

Section	Description	
Member Contribution Determination	Drop-down list that allows users to select the member contribution determination applicable for each (<i>member</i>) of the entity or joint operation. The following options are available.	
	<p>Reminder: County Offices shall only record the actual determinations made by COC. In the example in subparagraph B, COC should not make a determination for Farmer Brothers because member contribution provisions are not applicable *--to a joint operation, unless the joint operation includes an embedded legal entity.--*</p>	
	Option	Description
	“Determination Not Complete”	Default option indicating COC determination has not been completed for the farming operation.
	“Eligible”	Selected if COC has determined that the (<i>member</i>) fully meets member contribution provisions.
	“Not Applicable”	Selected if member contribution provisions are not applicable to the selected (<i>member</i>). Note: Should be selected for Farmer Brothers in the example in subparagraph B.
	“Not Eligible”	Selected if COC has determined that the (<i>member</i>) does not meet member contribution provisions.
“Partially Eligible”	Selected if COC has determined that the (<i>member</i>) partially meets member contribution provisions.	
Partial Member Contribution Percentage	“Percentage”	Only displayed if the selected member contribution determination is “partially eligible”. Field allows users to record the eligible contribution percentage as determined by COC for the selected (<i>member</i>).

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text
AD-1026 Appendix	Appendix to Form AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		25
CCC-501B	Designation of "Permitted Entities"		24, 561-563
CCC-502	Farm Operating Plan for Payment		561
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		72, 84, 99, 103, 106, 563
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		28, 305, Ex. 6
CCC-527	Request for Action for Subsidiary/Payment Limitation	133	3, 4, 132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	4	
CCC-770 ELIG 2014	Eligibility Checklist - Agricultural Act of 2014	3	
CCC-860	Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer or Rancher Certification		42, 48, 305
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		25, 303, 351, Part 10
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		23, Part 10
CCC-902I	Farm Operating Plan for an Individual - 2009 and Subsequent Program Years		Part 10
CCC-903	Worksheet For Payment Eligibility and Payment Limitation Determinations		23, 72, 84, 99, 103, 106, 361
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		4, 27

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information – Agricultural Act of 2014 and Agriculture Improvement Act of 2018		3, 26
CRP-817U	Certification of Compliance for CRP		25
FCI-12	Crop Insurance Application		34
FSA-13-A	Data Security Access Authorization Form		12, 133
FSA-510	Pay Limit Exception Request		21, 42, 46, 351
FSA-570	Waiver of Eligibility for Emergency Assistance		34
FSA-578	Report of Acreage		366
FSA-1123	Certification of 2020 Adjusted Gross Income (AGI)		45

Abbreviations Not Listed in 1-CM

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

Approved Abbreviation	Term	Reference
AUM	animal unit months	428, 429, 431
DPE	Designated Payment Entity	26, 368
FCI	Federal Crop Insurance	2, 34, Ex. 6
FRS	Farm Records System	Text
PCW	Planted Converted Wetland	31, 351, Ex. 6
WHIP	Wildfires and Hurricanes Indemnity Program	43

Re delegations of Authority

None