

**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 24**

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



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraphs 15 F through H have been added to provide information on Farm Record update notifications stored in the Business File Alert Message System.

Page Control Chart		
TC	Text	Exhibit
	2-25, 2-26 2-27 2-28 (add) 2-29, 2-30 (add) 2-31 (add)	1, pages 1, 2



## \*--15 Business File Alert Message System (Continued)

**B Viewing Business File Alert Messages (Continued)**

The following is an example of Business File Alert Screen BF410 that provides a log of unreviewed Business File alert messages.

To view the details of an individual Business File alert message, CLICK “View”.

**USDA** United States Department of Agriculture  
**Farm Service Agency** Business File System

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

**Links**  
 Welcome: SANDRA GRAYSON  
 User Role: FSACO  
[Customer Search](#)  
[Receipt For Service](#)  
[Business File Alerts \(6\)](#)

**Alerts**

Notification Status: Pending ▼

View	Date	County	Year	Title
<a href="#">View</a>	09-23-2024	Drew - AR	2025	<a href="#">ANY GENERAL PARTNERSHIP</a> - Plan Status Change.
<a href="#">View</a>	09-23-2024	Drew - AR	2025	<a href="#">ANY GENERAL PARTNERSHIP</a> - Plan Status Change.
<a href="#">View</a>	09-23-2024	Drew - AR	2021	<a href="#">ANY3 CORPORATION</a> - Plan Status Change.
<a href="#">View</a>	09-23-2024	Drew - AR	2022	<a href="#">ANY1 PRODUCER</a> - Plan Status Change.
<a href="#">View</a>	09-23-2024	Drew - AR	2025	<a href="#">ANY LLC</a> - Plan Status Change.
<a href="#">View</a>	09-23-2024	Drew - AR	2025	<a href="#">ANY REVOCABLE TRUST EIN</a> - Plan Status Change.

BF410 [Back to Top ^](#)

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**Note:** The customer name displayed in the “Title” column is a hyperlink that will take the user directly to that customer’s Business File Homepage.--\*

## \*--15 Business File Alert Message System (Continued)--\*

**C Details of Business File Alert Message**

After users click “View” on Business File Alert Screen BF410, the details of the selected Business File alert message will display. The following is an example of Business File Alert Detail Screen BF411, “Business File Alert Entry Heading” section.

Alert Details	
<b>Business File Alert Entry Heading</b>	
Date:	09-23-2024
County:	Drew-AR
Title:	ANY GENERAL PARTNERSHIP-Plan Status Change
<b>Details</b>	
The 2025 Plan for ANY GENERAL PARTNERSHIP has been Suspended.	
<input type="button" value="Mark as Reviewed"/> <input type="button" value="Back"/>	

BF411 [Back to Top ^](#)

Users can mark a Business File alert message as “Reviewed” which will archive the message and reduce the unread Business File Alert counter by 1. Business File alert messages will automatically be updated to “Reviewed” status and archived after 90 days of inactivity.

## \*--15 Business File Alert Message System (Continued)--\*

**D Reviewing Archived Business File Alert Messages**

Business File alert messages marked as reviewed by the user or through the automated process remain available to the user as archived messages. The following is an example of Business File Alert Screen BF410 with the notification status toggled to “Archived.”

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Business File System

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**  
Welcome: [User Name]  
User Role: FSACO  
[Customer Search](#)  
[Receipt For Service](#)  
[Business File Alerts \(5\)](#)

**Alerts**

Notification Status: **Archived** ▼

View	Date	County	Year	Title
<a href="#">View</a>	09-23-2024	Drew - AR	2025	<a href="#">ANY LLC</a> - Plan Status Change.

BF410 [Back to Top ^](#)

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**E Details of Archived Business File Alert Messages**

After users click “View” on Business File Screen BF410 with the notification status set to “Archived”, the details of the selected archived Business File alert message will display with no action available to the user. The following is an example of Business File Alert Detail Screen BF411, “Business File Alert Entry Heading” section.

**Links**  
Welcome: [User Name]  
User Role: FSACO  
[Customer Search](#)  
[Receipt For Service](#)  
[Business File Alerts \(5\)](#)

**Alert Details**

Business File Alert Entry Heading

Date: 09-23-2024  
County: Drew-AR  
Title: ANY LLC-Plan Status Change

Details

The 2025 Plan for ANY LLC has been Terminated.

**Mark as Reviewed** [Back](#)

BF411 [Back to Top ^](#)

## 15 Business File Alert Message System (Continued)

**\*--F Farm Record Change Notifications**

Updates in the FRS can impact the data recorded on the farm operating plan in the Business File System. Changes to participants on the farm and tract level as well as changes to the quantity of cropland acres or overall farmland acres may potentially require revised determinations for cash-rent tenant provisions or potentially impact if land may be considered a contribution for the participant.

Further, updates to farms and tracts through the reconstitution and farm transfer processes can make land contribution information recorded on the farm operating plan outdated. Upon notification from participants that farm operating plan changes are needed, users should initiate “Land Only Changes” or “Other Changes” revision according to paragraph 368, depending on whether the farm record changes require updates to the land contribution or a revised determination for cash-rent tenant.

To provide greater awareness between FRS and Business File, alert messages may be generated to the Business File Alert Message System whenever there are changes to:

- Farm Operator
- Owner or Other Tenant on Tracts
- Farm Number
- Tract Number
- Cropland Acres
- Farmland Acres.

Alert messages will only be generated if both of the following occur:

- the affected farm record is associated with a farm operating plan in “Filed” or “Determined” status for the corresponding farm record change year
- the customer has indicated that “Yes” land is a contribution for consideration on the CCC-902.

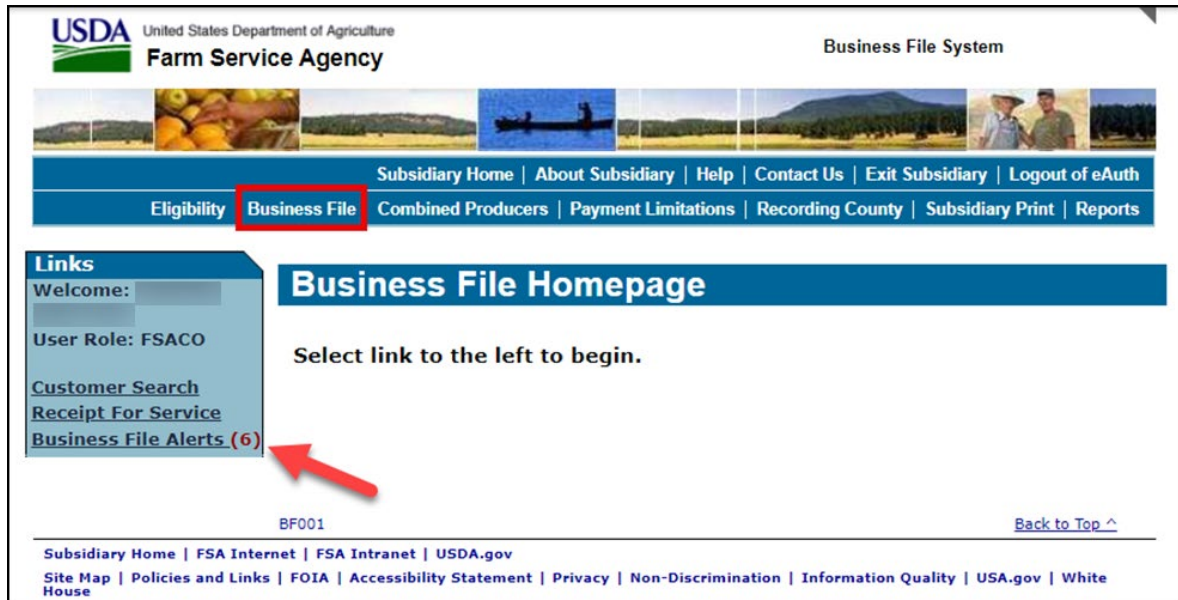
**Important:** The Farm Record Change Alerts are for user awareness and to assist in communication with customers. These alert messages **do not** remove the burden of responsibility from the farm program participant to timely notify FSA in writing of any changes that may affect the representations on the CCC-902 as described on the CCC-902, Part L and 6-PL, paragraph 60.

County Office users must **not** initiate farm operating plan revisions without written notification from the affected customer.--\*

## 15 Business File Alert Message System (Continued)

### \*--G Viewing Farm Records Business File Alert Messages

Alert messages generated after changes are made in the FRS may be accessible from Business File Homepage BF001. This is the same location where Business File Alert messages are stored.



The recording county for the producer will receive the Business File alert message for farm record changes made in all applicable administrative counties. Users associated with the recording county's OIP will be able to view and mark alert messages as "Reviewed".--\*

## 15 Business File Alert Message System (Continued)

**\*--G Viewing Farm Records Business File Alert Messages (Continued)**

The following is an example of the Business File Alert Screen BF410. In the example configuration, alert messages are filtered to “Pending” with a notification type of “Farm Record Change.” The Business File Alert notification status may be filtered to “Pending” or “Archived” and the notification type may be filtered to “Plan Status Change” or “Farm Record Change”.

To view the details of an individual Business File Farm Records alert message, CLICK “View”.

**USDA** United States Department of Agriculture  
**Farm Service Agency** Business File System

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

**Links**  
Welcome: [User]  
User Role: FSA  
[Customer Search](#)  
[Receipt For Service](#)  
[Business File Alerts \(13\)](#)

**Alerts**

Notification Status: Pending ▼  
Notification Type: Farm Record Change ▼

View	Date	County	Year	Title
<a href="#">View</a>	03-14-2025	Adair - IA	2025	[Customer Name] - Farm Record Change.
<a href="#">View</a>	03-14-2025	Adair - IA	2025	[Customer Name] - Farm Record Change.
<a href="#">View</a>	03-14-2025	Adair - IA	2025	[Customer Name] - Farm Record Change.
<a href="#">View</a>	03-14-2025	Adair - IA	2025	[Customer Name] - Farm Record Change.
<a href="#">View</a>	03-12-2025	Adair - IA	2025	[Customer Name] - Farm Record Change.

**Note:** The customer name displayed in the “Title” column is a hyperlink which will take the user directly to that customer’s Business File Homepage.--\*



## 15 Business File Alert Message System (Continued)

### \*--H Details of Business File Alert Message – Farm Records

After users click “View” on the Business File Alert Screen BF410, the details of the selected Business File Farm Records alert message will display. The following is an example of Business File Alert Detail Screen BF411, Business File Alert Entry Heading section.

**Links**  
Welcome: [redacted]  
User Role: FSA  
[Customer Search](#)  
[Receipt For Service](#)  
[Business File Alerts \(13\)](#)

**Alert Details**

**Business File Alert Entry Heading**

Date: 03-14-2025  
County: Adair - IA  
Title: [redacted] - Farm Record Change

**Details**

Cropland acres for Tract [redacted] on Farm [redacted] has changed from 63.15 acres to 20.62 acres. The 2025 farm operating plan for [redacted] may need to be revised to reflect this farm record change.

[Mark as Reviewed](#) [Back](#)

BF411 [Back to Top ^](#)

Users can mark a message as “Reviewed” which will archive the message and reduce the unread Business File Alerts counter by 1. Messages will automatically be updated to “Reviewed” status and archived after 90 days of inactivity.

Users may review previously archived messages following the steps in subparagraph 15 D.--\*

## 16-19 (Reserved)



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

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	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-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		14, 28, 305
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		Text
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		Text
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, 14, 27

## Reports, Forms, Abbreviations, and Delegations 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
CCC-942	Certification of Incoming from Farming, Ranching, and Forestry Operations		14
CCC-943	75% Average Gross Income from Farming, Ranching, or Forestry Certification		14, 42, 47, 49, 305
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		Text
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
OIP	Office Information Profile	15
PCW	Planted Converted Wetland	31, 351, Ex. 6
WHIP	Wildfires and Hurricanes Indemnity Program	43

## Delegations of Authority

None