

# FSA HANDBOOK

## Web-Based Subsidiary Files

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

3-PL



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Web-Based Subsidiary Files**  
**3-PL**

**Amendment 18**

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



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**Amendment Transmittal**

**A Background**

This amendment redacts changes made by Amendment 17. A new 3-PL revision will be issued for Web-Based Subsidiary Files for 2009 and Subsequent Years.

**B Reasons for Amendment**

Paragraph 3 has been amended to update CCC-770 Eligibility to CCC-770 ELIG 2002.

Subparagraph 21 B has been amended to remove reference to programs added in Amendment 17.

Subparagraph 22 D has been amended to remove eligibility values displayed for 2009.

Subparagraph 23 D has been amended to include an example of the screen tips found on the Subsidiary Eligibility Screen, Person Eligibility Section.

Subparagraph 23 F has been amended to clarify the shortcut key definitions on the Subsidiary Eligibility Screen.

Paragraph 25.5 has been amended to remove reference to “2008 and prior years”.

Paragraph 25.6 has been removed.

Paragraph 26 has been amended to remove all reference to 2008 and 2009, Subsidiary Eligibility Screen, Actively Engaged Section.

Paragraph 28 has been amended to remove the availability of “permitted entity” determination information for 2008 and prior years.

Paragraph 31 has been amended to remove reference to “2008 and prior years”.

## **Amendment Transmittal (Continued)**

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

Paragraph 31.5 has been removed.

Paragraph 33 has been amended to remove the availability of “gross revenue for NAP” determination information for 2008 and prior years.

Subparagraph 303 H has been amended to include a revised example of the Subsidiary Print Report.

Paragraph 305 has been amended to re-title and update the County Specific Combined Producer Report to the Combined Producer Report.

Paragraph 306 has been amended to:

- re-title and update Eligibility Report(s) to County Eligibility Report(s)
- remove the references to 2008 and prior years and 2009 and future years
- provide a revised list of the eligibility determinations/certifications that may be selected to generate a County Eligibility Report
- clarify what is available for prior and future years in web-based eligibility.

Subparagraph 351 D has been removed.

Exhibit 6 has been amended to revise downloading subsidiary eligibility data to System 36.

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**Part 1 General Information**

**1 Purpose**

**A Handbook Purpose**

\*--This handbook provides instructions for Web-Based Subsidiary Applications for 2008 and prior years. Subsidiary files are used to assist State and County Offices in recording:--\*

- COC “person” determination information
- information pertaining to producer payment eligibility
- member information for joint operations and entities.

**B Purpose of Subsidiary Files**

Information recorded in the subsidiary files is used by various processes, especially automated payment processes, to determine whether applicants are eligible for program benefits and the amount of the program benefit that can be issued.

**2 Sources of Authority and Related Handbooks**

**A Sources of Authority**

See 1-PL, paragraph 3 for additional information on the legislative history of payment limitation and payment eligibility provisions.

**B Authority for Payment Limitation and Eligibility Provisions**

Authority for payment limitation and payment eligibility provisions is in Food Security Act of 1985, Sections 1001, 1001A, 1001B, and 1001C, as amended.

**C Authority for HELC and WC Provisions**

Authority for HELC and WC provisions is in the Food Security Act of 1985, as amended by:

- Pub. L. 101-28
- Food, Agriculture, Conservation, and Trade Act of 1990
- Federal Agriculture Improvement and Reform Act of 1996.

**D Authority for Controlled Substance Violations**

Authority for controlled substance violations is provided by Food Security Act of 1985, Section 1764, 99 Stat. 1354, 1652 (21 U.S.C. 881a), as amended.

2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks

This table includes FSA handbooks related to subsidiary file applications.

Handbook	Purpose
1-PL	Provides: <ul style="list-style-type: none"> <li>• instructions and uniform methods for State and County Offices to determine:                             <ul style="list-style-type: none"> <li>• “persons” for payment limitation purposes</li> <li>• payment eligibility for each producer</li> </ul> </li> </ul> •*--combination policy.--*
2-PL	Provides instructions for accessing and updating subsidiary files on System 36. Subsidiary files are used to assist State and County Offices with: <ul style="list-style-type: none"> <li>• recording “person” information for payment limitation purposes</li> <li>• recording payment eligibility information</li> <li>• enforcing eligibility and “person” determinations when issuing program payments through automated systems</li> </ul> •*--combining producers in 2005 and 2006.--*
1-CM	Information for: <ul style="list-style-type: none"> <li>• recording and updating name and address information in SCIMS</li> <li>• controlled substance violations</li> <li>• FCI linkage requirements.</li> </ul>
6-CP	Provides instructions and procedure for administering the highly erodible and wetland conservation provisions.
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 2002, Eligibility Checklist

#### A Background

County Offices have come under close scrutiny because of audits and reviews:

- performed externally by Price-Waterhouse
- done internally by CORP checking improper payments.

The National Office was mandated to assemble a checklist to assist County Offices in entering determinations into the web-based Subsidiary System. This checklist is CCC-770 ELIG 2002.

#### B CCC-770 ELIG 2002 Information

CCC-770 ELIG 2002 does not supersede or replace procedure. County Offices should:

- use CCC-770 ELIG 2002 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based Subsidiary System
- recognize that the questions asked on CCC-770 ELIG 2002 are very general in nature and may not address every conceivable situation as it pertains to eligibility.

### 3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)

#### C Completing CCC-770 ELIG 2002

CCC-770 ELIG 2002 must be completed for every producer who requests a payment or members of entities who are required to meet payment eligibility provisions. If the web-based Subsidiary System is updated, CCC-770 ELIG 2002 shall be on file for the identification number that was updated.

\* \* \*

**Notes:** Members of joint operations or entities who have no other farming interest are not required to have a separate CCC-770 ELIG 2002. For joint operations or entities that have members that have no other farming interest, County Offices shall do either of the following:

- enter the name of **each** member of the joint operation or entity in CCC-770 ELIG 2002, item 15
- print the AGI Entity/Member Report:
  - and attach to CCC-770 ELIG 2002
  - from the Subsidiary Main Menu MAD000 by:
    - entering “11”, “Adjusted Gross Income”
    - entering “2”, “Print Entity/Member Report”.

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

- “Yes” if:
  - CCC-526 has been completed in its entirety
  - CCC-526 has been signed by an authorized individual
  - the correct date/certification has been entered into the web-based Eligibility System, Adjusted Gross Income Section
- “No” if CCC-526 has:
  - **not** been completed in its entirety
  - been signed by an authorized individual
  - **not** had the correct date/certification entered into the web-based Eligibility System, Adjusted Gross Income Section.

If any member is an embedded entity or joint operation, each embedded member **must** be entered in CCC-770 ELIG 2002, item 15.--\*

### 3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)

#### C Completing CCC-770 ELIG 2002 (Continued)

CCC-770 ELIG 2002:--\*

- shall be completed every time a new determination or certification is recorded for a producer in 1 of the following fields:
  - “Person/Actively Engaged”
  - “Cash Rent Tenant”
  - “AD-1026”
  - “Adjusted Gross Income”
  - “Gross Revenue for NAP”

**Note:** If only 1 of these fields has a determination or certification updated, then no entry \*--is required in the other fields on CCC-770 ELIG 2002.--\*

**Example:** A producer files documentation that requires a new person determination, actively engaged determination, and cash rent tenant rule determination. After the determinations are made and entered into the web-based Subsidiary System, an FSA employee is only required \*--to complete CCC-770 ELIG 2002, items 7a, 7b, 8a, and 8b. All other items should be left blank. Enter any remarks in item 15 to clarify.

- shall be completed by the recording county
- shall be maintained in the recording county only
- is **mandatory**
- is **not** required for:
  - 2005 and 2006 counter-cyclical payments
  - producers who are NRCS customers only.

\*--**Note:** CCC-770 ELIG 2002, developed by the National Office, is the required checklist for eligibility. County Offices may supplement CCC-770 ELIG 2002 with additional checklists if approved by the STO.--\*

County Offices:

- are not required to enter the date in any eligibility certification/determination field for 2006 or prior years when the only reason to add this date is for spot-checking procedure \*--in this handbook and/or completing CCC-770 ELIG 2002--\*
- shall continue to update all fields for years 2007 and forward.

## 3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)--\*

**D CED Spot Checks**

CED or their designated representative:

- shall use the State Committee Eligibility Change Report to randomly select spot checks of the updated determination or certification changes
  - shall spot check, at a minimum, the following every FY quarter in each Service Center:
    - \*--five CCC-770 ELIG 2002's if 10 or less CCC-770 ELIG 2002's have been completed
      - ten CCC-770 ELIG 2002's if 11 through 1,000 CCC-770 ELIG 2002's have been completed
      - twenty CCC-770 ELIG 2002's if more than 1,000 CCC-770 ELIG 2002's have been completed
  - shall spot check every STC's, COC's, and/or employee's CCC-770 ELIG 2002
- Note:** Spot checks of STC, COC, and/or employee are in addition to the 5, 10, or 20 selected in this subparagraph.
- shall check the "Concur" or "Do Not Concur" box, item 13A for the randomly selected determination or certification changes
  - shall sign and date CCC-770 ELIG 2002, items 13B and 13C
  - shall report to COC and the STC representative any CCC-770 ELIG 2002 that is checked "Do Not Concur"
  - are not required to spot check every CCC-770 ELIG 2002 completed in their county.--\*

### 3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)--\*

#### E STC or Designee Spot Checks

STC or their designee shall:

- \*--select a minimum of twenty CCC-770 ELIG 2002's to spot check per year
- select a combination of CCC-770 ELIG 2002's that were:
  - spot checked by CED
  - randomly selected, not previously reviewed by CED
- spot check all FSA employee CCC-770 ELIG 2002's

**Note:** These spot checks are in addition to the minimum of 20.

- check the "Concur" or "Do Not Concur" box, item 14A for the selected determination or certification changes
- sign and date CCC-770 ELIG 2002, items 14B and 14C
- submit the results of the spot checks to SED if there are apparent internal control deficiencies

**Note:** SED's may require additional spot check reviews at their discretion provided SED determines there are apparent internal control deficiencies.

- spot check additional CCC-770 ELIG 2002 checklists, if required by SED.

#### F National Report

SED shall submit the National Report in the format provided by the National Office no later than October 31 each year. The report will be completed as a State summary of CCC-770 ELIG 2002's completed within the State.--\*

3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)

**G CCC-770 ELIG 2002 Instructions**

Use the following instructions to complete CCC-770 ELIG 2002.--\*

Item	Instructions
1	Insert the name of the producer. If this producer is a joint operation that has members with no other farming interest or an entity that has members with no other farming interest, then the preparer shall list all members, including embedded, of the joint *--operation or entity in item 15. This will serve as CCC-770 ELIG 2002 for--* those members with no other farming interest.
2	Insert the last 4 digits of the producer’s ID number.
3	Insert the applicable State name.
4	*--Insert the County Office name that is completing CCC-770 ELIG 2002.--*
5	Insert the applicable subsidiary year (FY).
6	Answer question either “Yes” or “No”. If “Yes”, then items 7 through 11 must be completed and then signed by a preparer in item 12. If “No”, then *--CCC-770 ELIG 2002 must be completed by the recording county. Requests for CCC-770 ELIG 2002 should be documented on CCC-527, Part C.--*
7 a	Answer questions relating to person and actively engaged determinations. If “Yes” cannot be answered, then “No” should be checked. * * *
7 b	Answer “Yes” or “No” relating to the completion of entries into the web-based Subsidiary System.
8	Answer questions relating to cash rent tenant. If “Yes” cannot be answered, then “No” should be checked. * * *
8 b	Answer “Yes” or “No” relating to the completion of entries into the web-based Subsidiary System.
9 a	Answer questions relating to AD-1026. If “Yes” cannot be answered to all 3 questions, then “No” should be checked. * * *
9 b	Answer “Yes” or “No” relating to the completion of entries into the web-based Subsidiary System.
10a	Answer questions relating to Adjusted Gross Income. If “Yes” cannot be answered, then “No” should be checked. * * *
10 b	Answer “Yes” or “No” relating to the completion of entries into the web-based Subsidiary System.

## 3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)

## G CCC-770 ELIG 2002 Instructions (Continued)--\*

Item	Instructions
11 a	Answer questions about Gross Revenue for NAP, if applicable. If “Yes” cannot be answered to both questions, then “No” should be checked. * * *
11 b	Answer “Yes” or “No”, about completing entries into the web-based Subsidiary System.
12A	Any County Office employee who initials in items 7 through 11 shall sign as *--preparer. By signing as preparer, this does not indicate that an employee--* checked items 7 through 11; only that this employee completed an item. * * *
12B	The County Office employee who signs in item 12A shall date this item with the current date.
13A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 7 through 11 were completed. See subparagraph D for CED spot check procedure.
13B	CED or designated representative who completed item 13A shall sign in this item.
13C	CED or designated representative who signed item 13B shall date this item with the current date.
14A	When applicable, DD shall indicate whether or not they concur with how items *--7 through 11 were completed. See subparagraph E for STC spot check --* procedure.
14B	DD who completed item 14A shall sign in this item.
14C	DD who signed item 14B shall date this item with the current date.
15	For producers who are joint operations or entities and have members that do not have any other farming interest, enter the name of each member of the joint operation or entity. Beside each member with no other farming interest, ENTER “Yes” or “No” to the answers in items 10 a and 10 b. If the member with no other farming interest has a “Yes” beside their name, then consider that member’s *--CCC-770 ELIG 2002 complete.--*

**Note:** \* \* \* A situation may arise when the preparer or the spot checker of \*--CCC-770 ELIG 2002 deem that a question is not relevant to the particular program that needs the web-based Eligibility System to be updated. In those situations, an answer of “NA” would represent a “Not Applicable” response.--\*

3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)

H Example of CCC-770 ELIG 2002

The following is an example of CCC-770 ELIG 2002.

This form is available electronically.

<b>CCC-770 ELIG 2002</b> (06-18-09)	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation	1. Producer Name		2. ID Number (Last 4 Digits)	
		3. State Name		4. County Office Name	
		5. Subsidiary Year			
<b>ELIGIBILITY CHECKLIST - 2002 Farm Bill</b>					
<b>Office Staff Actions:</b>		<b>Applicable Handbooks</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6. Does this office serve as the recording county for this producer?  If "YES", complete Items 7 through 11 and sign where applicable in Item 12. If "NO", and determinations have not been updated then contact the recording county using a CCC-527.		3-PL, paragraph 22.4 and 2-PL, paragraph 107			
7. Person/Actively Engaged Determination		1-PL, Part 2, Section 6, and Part 4			
a. Have the applicable CCC-502 (A, B, C, D, EZ), requisite CCC-501A and/or CCC-501B, and CCC-503A been completed in their entirety and signed by an authorized individual?					
b. Have the correct determinations been entered into the actively engaged and person determination sections of the web based eligibility system?		3-PL, paragraphs 25 and 26			
8. Cash Rent Tenant Rule Determination		1-PL, paragraph 172 and subparagraph 394D			
a. Has the County Committee determined the applicability of the cash rent tenant rule on the CCC-503A and applied the percent of cropland factor if necessary?					
b. Has the correct information been loaded into the cash rent tenant section of the web based eligibility system?		3-PL, paragraph 27			
9. AD-1026 Certification		6-CP, paragraphs 401, 402 and subparagraph 429C			
a. Have AD-1026s been completed in their entirety for the program applicant and all affiliates with farming interests? Have all AD-1026s been signed by an authorized individual? If there are no affiliates, has "None" been entered in Item 8?					
b. Has the correct certification been entered into the AD-1026 section of the web based subsidiary files?		3-PL, paragraph 29			
10. Adjusted Gross Income Certification		1-PL, Part 6.5			
a. Has the CCC-526 been completed in its entirety and signed by an authorized individual?					
<b>Notes:</b> <ul style="list-style-type: none"> <li>For entities, a CCC-526 must be received to reach the individual level.</li> <li>FSA-211s executed after March 18, 2003 must allow execution of "All Actions" or specifically allow execution of "AGI Certification".</li> </ul>					
b. Has the correct certification been entered into the Adjusted Gross Income section of the web based eligibility system?		3-PL, paragraph 31			
11. Gross Revenue for NAP Certification		1-NAP, paragraph 33			
a. Has the CCC-441 Income been completed in its entirety and signed by an authorized representative?					
b. Has the correct information been entered into the Gross Revenue for NAP section of the web based eligibility system?		3-PL, paragraph 33			
<b>Certification</b>					
12A. Signature of Preparer(s)		12B. Date (MM-DD-YYYY)		12A. Signature of Preparer(s)	
13A. I concur/do not concur the above items have been verified and updated.			<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur		
13B. CED Signature for Spotcheck			13C. Date (MM-DD-YYYY)		
14A. I concur/do not concur the above items have been verified and updated.			<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur		
14B. DD Signature for Spotcheck			14C. Date (MM-DD-YYYY)		

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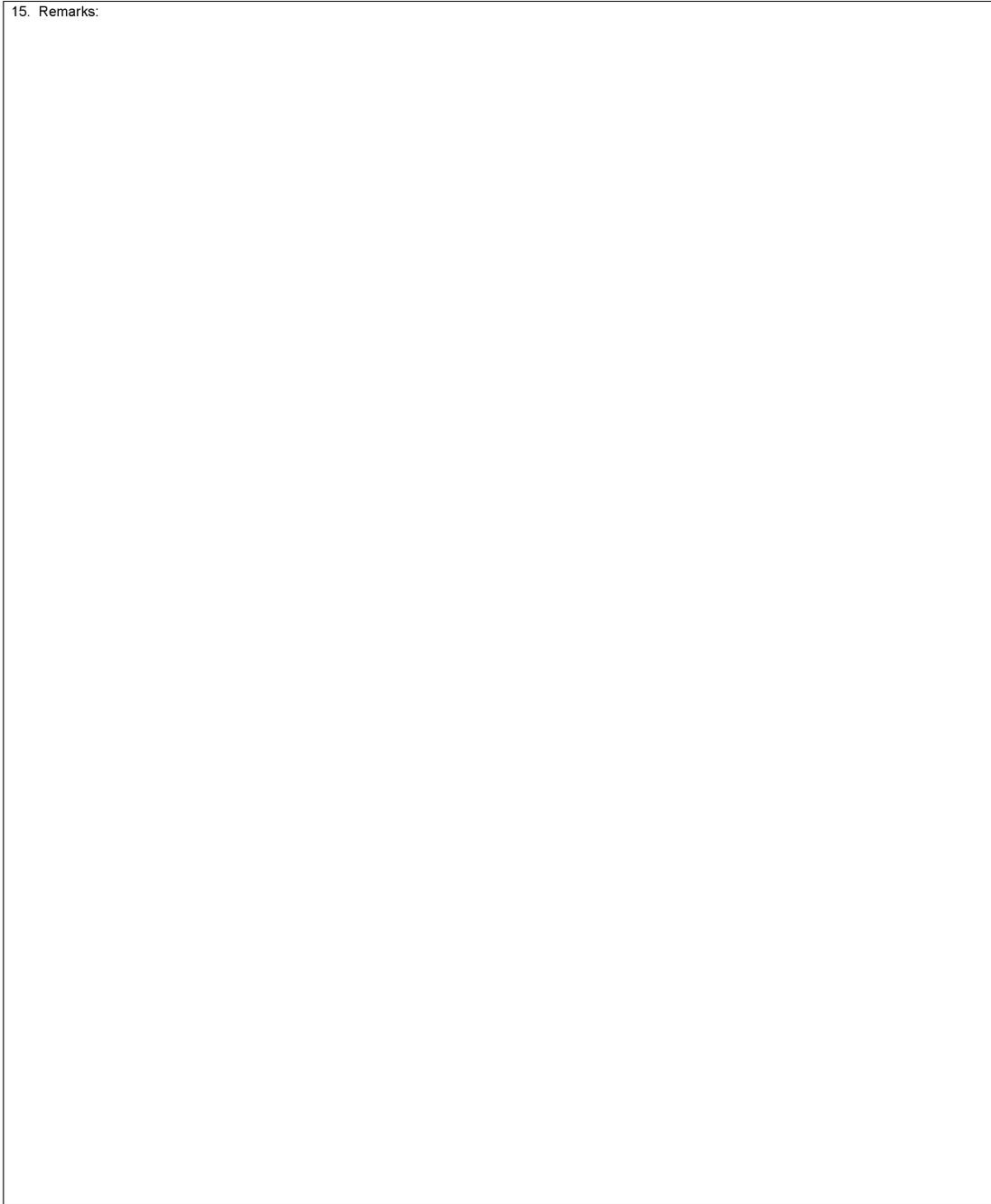
--\*

3 \*--CCC-770 ELIG 2002, Eligibility Checklist (Continued)

H Example of CCC-770 ELIG 2002 (Continued)

CCC-770 ELIG 2002 (06-18-09) Page 2

15. Remarks:



--\*

4-10 (Reserved)

**Part 2 Web-Based Subsidiary System General Information****11, 12 (Withdrawn--Amend. 14)****13 Get Change Alert Message System****A Change Alert Messages**

A change alert message is generated by the web-based system to notify affected County Offices of changes for a producer. A change alert message can be viewed by clicking the “Get Change Alert” button appearing on the left side in the blue portion of the main screen.

At this time, change alert messages only notify County Offices of recording county changes. When new processes are added to the subsidiary system, then it is anticipated that more change alert messages will be added.

**B Viewing Change Alert Messages**

A message will be generated and sent to affected County Offices when a change to a recording county is made. An icon will be displayed when a new message is received. The icon will continue to be displayed until the message is read by the County Office.

Each county to which the producer is linked in SCIMS will receive this change alert message, to notify all users of this recording county change. The only county that can change a recording county is the recording county. If the change is not correct, then the new recording county must make the correction.

After a change alert message is read it will remain in the lists of alerts for 30 calendar days. During the 30 calendar day period the message can be accessed and read as many times as necessary. After the 30 calendar day period the message will automatically disappear.

**C Change Alert Report**

At this time there is no change alert report, however users can print the report by accessing the “Print” option from the “File” menu option at the top of the web page.

**D Deletion of Change Alert**

Users do not have the capability to delete change alert messages. Messages will automatically be removed 30 calendar days after the message was generated.

**14–20 (Reserved)**



**Part 3 Producer Eligibility Information****21 General Information****A Introduction**

This part provides information and procedure for accessing and updating the web-based Eligibility System.

**B Purpose of the Data in the Eligibility System**

The eligibility system is designed to record information needed to ensure that only producers who comply with applicable program provisions receive USDA program benefits.

Therefore, it is critical that information in the eligibility system be updated properly. Data in the eligibility system is used to determine producer program benefit eligibility for, but not limited to, the following programs:

- ad-hoc disaster programs
- \* \* \*
- CRP
- DCP
- \* \* \*
- NAP
- price support loans and LDP's
- \* \* \*
- \*--farm loans.--\*

22 **Web-Based System Eligibility Records**

**A Introduction**

In the web-based system, an eligibility record is created for each customer recorded in SCIMS that is also linked to at least 1 FSA County Office. Like SCIMS, only 1 eligibility record will exist for each customer in the new web-based environment.

**B Migrating Current Eligibility Records to the Web-Based System**

Current eligibility data from the legacy system will be migrated to the new system for each eligibility determination. When the new web-based Eligibility System is deployed, eligibility records will be created and updated according to this table.

**Note:** See each applicable paragraph for information on how the existing eligibility values are migrated to the web-based system.

<b>IF the SCIMS customer...</b>	<b>THEN...</b>
has an eligibility record in only 1 county	data from that county will be migrated to the new web-based system for: <ul style="list-style-type: none"> <li>• current year (2005)</li> <li>• 6 previous years.</li> </ul>
has an eligibility record in more than 1 county	data from all counties will be compared to determine what values should be migrated to the new web-based system for: <ul style="list-style-type: none"> <li>• current year (2005)</li> <li>• 6 previous years.</li> </ul>
does not have an existing eligibility record but the customer is linked to at least 1 FSA County Office	an eligibility record will be created for the customer with default values applicable for each determination for: <ul style="list-style-type: none"> <li>• current year (2005)</li> <li>• 6 previous years.</li> </ul>

**C Creating Eligibility Records for New FSA Customers After Migration**

Eligibility records will be created with default values for new FSA customers when the required name and address information is updated in SCIMS. This process occurs automatically when “Submit” is clicked and the record information is updated in SCIMS.

**Note:** An eligibility record will not be created unless the customer is linked to at least 1 FSA County Office.

See each applicable paragraph for information on the default values for each eligibility determination.

22 Web-Based System Eligibility Records (Continued)

**D Availability of Subsidiary Eligibility Data**

Under System 36, space and storage were a major problem and allowed for 5 years to be displayed but only 3 years to be accessible. This factor was a problem in the past, because new programs, which started 3 or 4 years after the current year, needed to access and update records.

In the new system, space and storage are not a problem. As many years as necessary can be saved.

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

\*--

Description	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999
Foreign Person	X	X	X	X	X	X	X	X	X	X
Person Eligibility	X	X	X	X	X	X	X	X	X	X
Actively Engaged	X	X	X	X	X	X	X	X	X	X
Suspended Producer	X	X	X	X	X	X	X	X	X	X
Cash Rent Tenant and Cropland Factor	X	X	X	X	X	X	X	X	X	X
Permitted Entity	X	X	X	X	X	X	X	X	X	X
AD-1026	X	X	X	X	X	X	X	X	X	X
Conservation Compliance	X	X	X	X	X	X	X	X	X	X
Adjusted Gross Income	X	X	X	X	X	X				
Controlled Substance	X	X	X	X	X	X	X	X	X	X
Gross Revenue for NAP	X	X	X	X	X	X	X	X		
Gross Revenue for Disaster					X	X	X	X	X	X
NAP Non-Compliance	X	X	X	X	X	X	X	X		
Delinquent Debt	X	X	X	X	X	X	X	X	X	X
Socially Disadvantaged Farmer or Rancher:										
• includes Ethnic, Racial and Gender	X									
• includes Ethnic and Racial but <b>not</b> Gender.	X									
Beginning Farmer or Rancher	X									
Limited Resource Farmer or Rancher	X									
Fraud – Including FCIC Fraud					X	X				
FCI	X	X	X	X	X	X	X	X	X	X

--\*

**E BIA ID Number 52-1176810**

An eligibility record will not be created for BIA ID number 52-1176810. 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.

**F Downloading Eligibility Data to System 36**

Eligibility data must be downloaded to System 36 to process program benefits. See Exhibit 6 for information on how data is downloaded from the web-based application.

**\*--22.4 Recording County**

**A Introduction**

Every producer recorded in SCIMS will have an eligibility record and recording county. This is important because only the recording county will have the ability to update subsidiary customer records. However, there will be an option that will allow the recording county to be changed. When the recording county gives up their responsibility they will lose the right to update that producer record.

Regardless of how the recording county is established, once it is established, only the existing recording county can request a change to assign another county as the recording county.

**B Migrating the Recording County**

During migration eligibility information is being created from SCIMS for every customer who has a link to an FSA county. After the eligibility information is created a recording county will be determined using the following.

<b>IF an FSA customer has...</b>	<b>AND...</b>	<b>AND legacy eligibility...</b>	<b>THEN...</b>
multiple FSA county links in SCIMS	legacy multi-county file contains control county that is 1 of the FSA counties SCIMS has a link with	has the FSA county that legacy multi-county file shows as control-county	control county from legacy multi-county file is the recording county for eligibility.
		does not have the same FSA county that legacy multi-county file shows as control-county	the ZIP code process will be used to determine recording county.
	legacy multi-county file control county is not one SCIMS has a link with	has same FSA counties that SCIMS has links with	
one FSA county link in SCIMS	does not need to look at legacy multi-county file	has same FSA county as SCIMS link	recording county is the FSA county link.
		does not have same FSA county as SCIMS link	

--\*

**\*--22.4 Recording County (Continued)**

**C Recording County for New FSA Customers**

When a new FSA customer is entered in SCIMS, the system must establish a recording county. A new FSA customer is someone added to SCIMS for the 1st time, and linked to a county at that time. The linked county will be the recording county. If a new FSA customer is linked to 2 counties at the same time, the system will use the ZIP Code process to assign the recording county.

<b>IF...</b>	<b>AND is linked to...</b>	<b>THEN...</b>
a new FSA customer is added to SCIMS	a county in SCIMS	that county is assigned as the recording county.
	2 or more counties at the same time in SCIMS	the ZIP code process is used to assign the recording county.

**Note:** If, after migration, a subsidiary customer has a recording county, then adds links or attaches to other counties, the existing recording county will remain the recording county.

**D Changing Recording County**

Change a recording county according to the following.

<b>Step</b>	<b>Action</b>	<b>Result</b>	
1	Recording county calls up the Recording County Screen, which lists all the counties the producer is currently "linked to".	A list of all the counties the producer is linked to will be displayed with the recording county highlighted.	
2	Click on the <b>new</b> recording county to change the recording county.	The new recording county will be highlighted.	
3	Select the update function.	The following message will be displayed, "Is this the new recording county? Yes or No".	
4	Answer either "Yes" or "No".	<b>IF...</b>	<b>THEN the system will...</b>
		yes	automatically update the new county as the recording county.
		no	return to start and wait for action. Go to step 1.
5	Whenever a recording county change is completed, the system will generate a message to be sent out to all the producer's counties on the County Message Log. The notification of an existing message will be displayed on each county's system the message is read.	The following message will be displayed to all counties on the County Message Log.  Message: "Producer's name, SS# and type, Recording County has changed from ST CTYA to ST CTYB on __date__."	

**Note:** Only the recording county can make a change. Only 1 county can be selected as the new recording county. A CMA county is ineligible to be the recording county.--\*

**\*--22.4 Recording County (Continued)**

**E ZIP Code Process**

When all other methods fail, the system will use the ZIP code process to assign an FSA customer a recording county according to the following.

<b>Step</b>	<b>Action</b>	<b>Results</b>
1	From the FSA producer’s home address ZIP code subtract individually each County Office ZIP code with a link to the FSA customer.	Arrange the results in ascending order.
2	Find the result with the smallest difference between ZIP codes.	This County Office is the recording county.
3	If 2 County Offices have the same result, then find the County Office ZIP code with the lowest numerical ZIP code.	

Only 1 county can be assigned as the recording county. A CMA county is ineligible to be the recording county.

**F Error Messages**

The following error messages will be displayed if the user does not enter a valid recording county data.

<b>IF the user is...</b>	<b>THEN the following message will be displayed...</b>
making a change and is the current recording county	“This is the current recording county.”
trying to highlight 2 or more counties	“Only 1 county can be recording county.”
a nonrecording county trying to make a change	“Only the recording county can make this change.”

--\*

## 22.5 Security

### A Overview

\*--In the new system, security is a major issue. Only very limited access to the system is granted because the data in the FSA subsidiary file is very sensitive. This is an attempt to--\* prevent the release or reading of this sensitive data. Security will determine who:

- can make updates to records
- has view-only authority
- has no access at all.

### B Security Set Up

All levels within the FSA organization are required to set up security accounts for employees who are to have access to FSA records on the new system. When establishing these security accounts, the level of authority to access data must be considered. The following are the levels of security in the new system:

- full access to update records
- view-only authority
- no access at all.

### C System Security

In the new system, the security level is verified at the time of signing on the system.

\*--When a user signs on the new system, security checks the authenticity of the user. When authenticity has been verified, then the security process sends back a code as to the controlled membership group that particular user has been assigned. That code then controls the user's access only to their level of security until they sign off.--\*

The security application process provides service access by user group. Currently, the following groups have been identified for access control:

- those not allowed any access
- those allowed view-only access
- those that are allowed general update access, if they are the recording county
- those that are allowed general update access, if their State contains the recording county
- those with special update access privilege
- system administrator
- persons with authority to initiate rollover and data migrations.

The system is capable of handling more groups as the need arises.

## 22.5 Security (Continued)

### D Determining User Update Capability

\* \* \* Only FSA personnel who are in the recording county for that producer can change and modify the data. In other words, recording county FSA users have full “update” capability. All non-recording county FSA personnel will have “view-only” capability.

At the State Office level, selected personnel will have update capability only for those producers whose recording county is in that State. National Office level personnel will have restricted update capability of the Fraud – Including FCIC Fraud records.

### E Determining View-Only Update Capability

All FSA and NRCS personnel will have view-only capability. The system will have to authenticate the user as FSA or NRCS personnel.

### F Denied Access

At this time, all other persons will be denied both “update” and “view-only” capability. The security system built in the new system is flexible, because other groups may be added to the list of users in the future.

### G User Update Restriction by Level

For control purposes, each level of users will be restricted in their update capability. At the:

- County Office level, their authority will be to update records for all producers for whom they are the recording county
- \*--State Office level, select personnel will have the authority to update any producer--\* whose recording county is in their State
- National Office level, select personnel will have the authority to update any producer record for Fraud – Including FCIC Fraud and all personnel will have “view-only” capability.

22.5 Security (Continued)

H Security Accessibility Table

The following is a summary of the approved users that security will check before allowing access.

Group	User	Access Capability
FSA	Recording county personnel.	Update
	Nonrecording county personnel.	View-Only
	State Office personnel.	*--View-Only  <b>Note:</b> Select employees may be granted permissions to update any producer whose recording county is in the State.
	National Office personnel.	View-Only  <b>Note:</b> Select employees may be granted permissions to update any producer nationwide and have the capability to update Fraud – Including FCIC Fraud flag.--*
	Kansas City computer personnel.	View-Only
NRCS	All personnel.	View-Only
Others	CMA employees.	View-Only (future)
All	All non-FSA and nongovernment.	Denied

23 Accessing and Updating Eligibility File Records

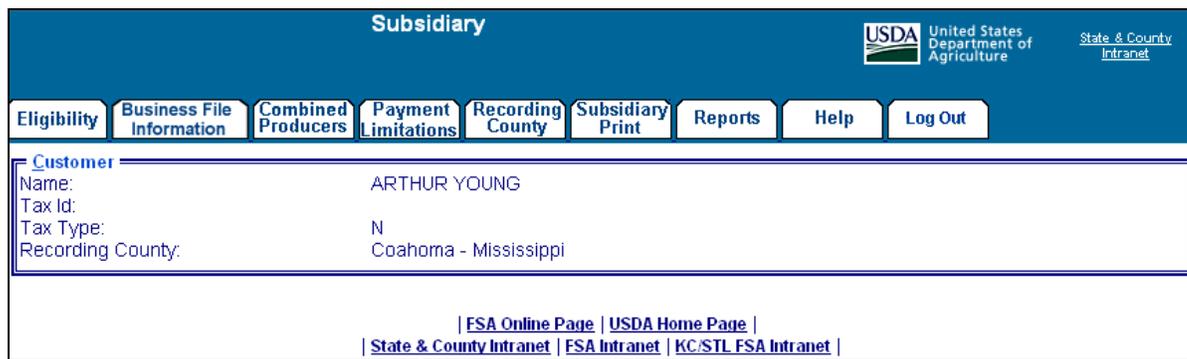
A Accessing the Subsidiary Eligibility System

Access producer’s eligibility records according to the following.

Step	Action
1	Access the subsidiary web-based application by either of the following methods: <ul style="list-style-type: none"> <li>• ENTER “<a href="https://indianocean.sc.egov.usda.gov/Subsidiary">https://indianocean.sc.egov.usda.gov/Subsidiary</a>”, PRESS “Enter”</li> <li>• from the FSA Intranet, FSA Applications Screen, CLICK “Subsidiary”.</li> </ul>
2	CLICK “Customer Search” to access the SCIMS search page.
3	Select a SCIMS customer by entering either of the following and clicking “Search”: <ul style="list-style-type: none"> <li>• tax ID number and ID type</li> <li>• customer name.</li> </ul>
4	At the top of the Subsidiary Screen, CLICK “Eligibility”.

B Example of Subsidiary Screen

The following is an example of the Subsidiary Screen.



23 Accessing and Updating Eligibility File Records (Continued)

C Viewing and/or Updating Eligibility

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

- FSA County Office employees associated with the producer’s recording county
- FSA State Office employees in which the producer’s recording county is associated with a County Office in their State
- \*--National Office employees have update responsibility for Fraud – Including FCIC--\*  
Fraud determinations.

The following describes the process for updating data in the subsidiary eligibility system.

**Note:** See paragraphs 24 through 38 for additional information pertaining to each type of eligibility determination.

Step	Action								
1	<p>Update the applicable eligibility information and CLICK “Submit” at the bottom of the screen.</p> <p>If the updated data:</p> <ul style="list-style-type: none"> <li>• passes the applicable validations for the eligibility information being updated, proceed to step 2</li> <li>• does not pass the applicable validations, then an informational message will be displayed at the top of the web page. See paragraphs 24 through 38 for additional information on applicable error messages.</li> </ul>								
2	<p>An informational web page is displayed that summarizes the changes that have been submitted for update. The original information is displayed along with the new information so a comparison can be made to determine if the data being updated is correct.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the user wants to...</th> <th style="text-align: left;">THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">accept the changes and continue with the update process</td> <td> <p>“Accept”.</p> <p>The data will be updated to the eligibility database and the message; “This Customer was successfully updated.” will be displayed at the top of the Producer’s Eligibility Screen.</p> </td> </tr> <tr> <td style="vertical-align: top;">make additional changes for the selected producer or revise the changes that have been made</td> <td> <p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p><b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p> </td> </tr> <tr> <td style="vertical-align: top;">cancel the process and exit without saving the changes</td> <td> <p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN CLICK...	accept the changes and continue with the update process	<p>“Accept”.</p> <p>The data will be updated to the eligibility database and the message; “This Customer was successfully updated.” will be displayed at the top of the Producer’s Eligibility Screen.</p>	make additional changes for the selected producer or revise the changes that have been made	<p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p><b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p>	cancel the process and exit without saving the changes	<p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>
IF the user wants to...	THEN CLICK...								
accept the changes and continue with the update process	<p>“Accept”.</p> <p>The data will be updated to the eligibility database and the message; “This Customer was successfully updated.” will be displayed at the top of the Producer’s Eligibility Screen.</p>								
make additional changes for the selected producer or revise the changes that have been made	<p>“Revise”.</p> <p>The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.</p> <p><b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p>								
cancel the process and exit without saving the changes	<p>“Cancel”.</p> <p>The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</p>								

23 Accessing and Updating Eligibility File Records (Continued)

**D Screen Tips**

The Subsidiary Eligibility Screen uses short definitions for each applicable determination. For example, “Actively Engaged” designates the producer has been determined to be “actively engaged in farming”.

Each field on the Subsidiary Eligibility Screen includes “screen tip” information that further defines the applicable option and/or information that should be recorded in the field. The screen tip:

- can be accessed by placing the mouse over the applicable option
- will be displayed for approximately 5 seconds.

\*--The following are examples of screen tips used on the Subsidiary Eligibility Screen, “Person Eligibility” Section.

Option/Field	Screen Tip
COC Determination Completed	Producer has filed all documentation and COC has completed applicable determinations.
Not Filed	Producer has not filed the required documentation for a person determination.
Awaiting Determination	Producer has filed all the documentation required for a person determination; however, the COC determination has not been completed.
Awaiting Revision	Producer has filed all the documentation required for a revised person determination, however, the COC determination has not been completed.

--\*

**E Date Format**

All of the following formats will be acceptable date entries in the web-based Eligibility System for all years:

- “mmddyyyy”

**Example:** “02012008” where “02” represents the month, “01” represents the day of the month, and “2008” represents the year.

- “mm/dd/yyyy”

**Example:** “02/01/2008” where “02” represents the month, “01” represents the day of the month, and “2008” represents the year.

- “mmddyy”

**Example:** “020108” where “02” represents the month, “01” represents the day of the month, and “08” represents the year.

## 23 Accessing and Updating Eligibility File Records (Continued)

**E Date Format (Continued)**

If data is not entered in 1 of these 3 formats or an invalid date is entered, a validation message will be displayed. After a valid date is entered, the field will automatically update to the “mm/dd/yyyy” format.

**Note:** Users may also click the arrow beside the date field to display a drop-down calendar for date selection.

**Important:** Future payment processes will use the dates entered in eligibility to process payments and calculate prompt payment interest, if applicable. Therefore it is **imperative** the correct date is entered in the date fields.

**F Quick Access or Shortcut Keys**

Quick access or shortcut keys have been created for those users that prefer to move through the Eligibility Screen using the keyboard instead of the mouse. These keys allow the user to “jump” directly to a specific section of the Subsidiary Eligibility Screen by pressing the “Alt” key plus another designated key.

The following defines the shortcut keys available on Subsidiary Eligibility Screen.

\*--

Section	Quick Access/Shortcut Key
Actively Engaged	Alt – A
AD-1026	Alt – 1
Adjusted Gross Income	Alt – J
Cash Rent Tenant and Cropland Factor	Alt – H
Conservation Compliance	Alt – V
Controlled Substance	Alt – B
Customer	Alt – C
Delinquent Debt	Alt – Q
FCI	Alt – I
Fraud - Including FCIC Fraud	Alt – U
Foreign Person	Alt – M
Gross Revenue for Disaster	Alt – O
Gross Revenue for NAP	Alt – G
NAP Non-Compliance	Alt – N
Permitted Entity	Alt – E
Person Eligibility	Alt – P
Socially Disadvantaged Farmer or Rancher	Alt – D
Limited Resource Farmer or Rancher	Alt – L
Beginning Farmer or Rancher	Alt – F
Reset	Alt – R
Submit	Alt – S

--\*

24 Foreign Person Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Foreign Person Section is used to determine producer eligibility based on the foreign person provisions. See 1-PL, subparagraph 16 B for a list of program benefits covered by foreign person provisions.

B Example of Subsidiary Eligibility, Screen Foreign Person Section

Following is an example of the Foreign Person Section.

The screenshot displays the 'Subsidiary Eligibility' screen from the Farm Service Agency. The top navigation bar includes 'Section 508 accessibility', 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The 'Customer' section shows details for ARTHUR YOUNG, including Tax Id, Tax Type (N), Recording County (Coahoma - Mississippi), and Year (2004). Below this, a grid of links lists various compliance and eligibility categories such as 'Actively Engaged', 'Controlled Substance', 'NAP Non Compliance', 'AD1026', 'Delinquent Debt', 'Permitted Entity', 'Adjusted Gross Income', 'Federal Crop Insurance', 'Person Eligibility', 'Cash Rent Tenant', 'Federal Crop Insurance Corporation Fraud', 'Conservation Compliance', and 'Gross Revenue for NAP'. The 'Foreign Person' section is highlighted, showing a 'COC Determination' with the question 'Has the producer met the foreign person provision?' and radio button options for 'Yes', 'Pending' (selected), and 'No'. A 'Document Accessibility' link is also visible in the left sidebar.

24 Foreign Person Determination Information (Continued)

**C Fields Applicable to Foreign Person Determinations**

Foreign person provisions do not apply to producers that meet the following conditions:

- individuals that are United States citizens
- individuals that are legal resident aliens
- businesses that originate in the United States.

As a result, the foreign person section will only be displayed on the eligibility determination web page if both of the following conditions are met:

- citizenship or originating country in SCIMS is anything other than “United States”
- resident alien indicator in SCIMS is “No” or “Unknown”.

Based on the data in SCIMS, the foreign person section will be displayed for applicable producers. If the foreign person section is not displayed for the applicable producer, then it is assumed that the foreign person provisions have been met. Therefore, it is imperative that County Offices shall ensure the citizenship country, originating country, and resident alien data is recorded accurately in SCIMS.

This table lists the options applicable to the “COC Determination” field applicable to foreign person determinations.

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

24 Foreign Person Determination Information (Continued)

**D Error Messages**

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

**E Field Default Values**

When new eligibility records are created, the foreign person “COC Determination” is defaulted according to this table.

<b>IF the SCIMS customer’s ...</b>	<b>AND the SCIMS customer’s “Resident Alien” flag is...</b>	<b>THEN...</b>
“Citizenship Country” is “United States” or “Unknown”		foreign person provisions do not apply to the producer.
“Citizenship Country” is anything other than “United States” or “Unknown”	“Yes”	foreign person provisions do not apply to the producer.
	“No”	the COC determination is defaulted to “Pending” indicating that COC has not made a foreign person determination.
	“Unknown or N/A”	
“Originating Country” is “United States” or “Unknown”		foreign person provisions do not apply to the producer.
“Originating Country” is anything other than “United States” or “Unknown”		the COC determination is defaulted to “Pending” indicating that COC has not made a foreign person determination.

24 Foreign Person Determination Information (Continued)

**F Migrating Eligibility Data From the Legacy System**

Foreign person “COC Determination” will be migrated:

- from the actively engaged data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- only for producers that are defined as foreign persons based on the data recorded in SCIMS.

The following describes how the data is migrated to the foreign person “COC Determination” in the web-based system.

<b>IF the “actively engaged” flag in the producer’s control county record is...</b>	<b>THEN the “COC Determination” field in the web-based system will be set to....</b>
“Blank”, “M”, or “S”	“Pending”, indicating COC has not made a foreign person determination.
“B” or “Y”	“Yes”, indicating COC has determined that the producer is providing land, capital, and active personal labor.
“N”	“No”, indicating COC has determined that the producer is not providing land, capital, and active personal labor.

25 Person Determination Information

A Introduction

Data in the “Person Eligibility” section of the Subsidiary Eligibility Screen is used to determine whether a person determination has been completed for the producer. See 1-PL, subparagraph 16 B for a list of program benefits covered by “person” provisions.

B Example of “Person Eligibility” Section of the Subsidiary Eligibility Screen

The following is an example of the “Person Eligibility” section of the Subsidiary Eligibility Screen.

\*..

The screenshot shows the USDA Farm Service Agency Subsidiary Eligibility screen. At the top, there is a navigation bar with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Fiduciary, and Log Out. The main content area is titled "Customer" and displays the following information:

- Name: ARTHUR YOUNG
- Tax Id: S
- Recording County: Coahoma - Mississippi
- Year: 2008 (with a dropdown arrow) and a "Go" button.

Below the customer information, there are several links for compliance areas:

- Actively Engaged
- AD-1026
- Adjusted Gross Income
- Cash Rent Tenant
- Conservation Compliance
- Controlled Substance
- Delinquent Debt
- Federal Crop Insurance
- Fraud - including FCIC Fraud
- Gross Revenue for NAP
- NAP Non Compliance
- Permitted Entity
- Person Eligibility

The "Person Eligibility" section is highlighted with a blue border and contains the following options:

- COC Determination
  - COC Determination Completed
  - Not Filed
  - Awaiting Determination
  - Awaiting Revision
- Date Documentation Filed by Producer [ ] [v]
- Update "Actively Engaged Date Documentation Filed by Producer" with above date
- Update "AD-1026 Date Continuous Certification/Authorization Signed by Producer" with above date
- Update "Adjusted Gross Income Date Documentation Provided by Producer" with above date
- COC Determination Date [ ] [v]
- Update "Actively Engaged COC Determination Date" with above date

At the bottom of the "Person Eligibility" section, there are links for "Top" and "Bottom".

..\*

25 Person Determination Information (Continued)

C Fields Applicable to Person Determinations

The following lists the fields applicable to “person” determinations.

Field	Option	Explanation
COC Determination	COC Determination Completed	Producer has filed all required documentation and COC has completed applicable determinations.
	Not Filed	Producer has not filed the required documentation for a person determination.
	Awaiting Determination	Producer has filed all documentation required for a person determination; however the COC determination has not been completed.
	Awaiting Revision	Producer has filed all documentation required for a revised person determination; however the COC determination has not been completed.
Date Documentation Filed by Producer	<p>*--See subparagraph 25.5 A for options to populate date for:</p> <ul style="list-style-type: none"> <li>• actively engaged</li> <li>• AD-1026</li> <li>• AGI.</li> </ul>	<p>Date the producer provided all documentation required for a “person” determination. An entry is required if any of the following options are selected as the COC determination:</p> <ul style="list-style-type: none"> <li>• COC Determination Completed</li> <li>• Awaiting Determination</li> <li>• Awaiting Revision.</li> </ul> <p>Enter acceptable date format according to subparagraph 23 E.</p>
COC Determination Date	See subparagraph 25.5 B for options to populate date for actively engaged.	<p>Date the “person” determination is completed by COC. An entry is required if “COC Determination Completed” is selected as the COC determination.</p> <p>Enter acceptable date format according to subparagraph 23 E.--*</p>

## 25 Person Determination Information (Continued)

## D Error Messages

The following provides error messages that may be displayed when updating “person” eligibility data.

Message	Reason for Message	Corrective Action
Must enter the date the producer filed the documentation for a person determination *--for years after 2004.--*	User selected any of the following as the “COC Determination” but did not enter a date in the “Date Documentation Filed by Producer” field. <ul style="list-style-type: none"> <li>• COC Determination Completed</li> <li>• Awaiting Determination</li> <li>• Awaiting Revision.</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date the producer filed the documentation required for a “person” determination.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
Date not allowed based on “COC Determination” option. * * *	User selected “Not Filed” as the “COC Determination” and entered a date in the “Date Documentation Filed by Producer” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the “Date Documentation Filed by Producer” field.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
COC determination *--date is required based on the determination selected for years after 2004.	User selected “COC Determination Completed” as the “COC Determination” but did not enter a date in the “COC Determination Date” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the “COC Determination Date”.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
COC determination has not been completed so a COC determination date is not applicable for years after 2004.--*	User selected “Not Filed” as the “COC Determination” and entered a date in the “COC Determination Date” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the “COC Determination Date” field.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
Date cannot be later than today’s date.	Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the *--calendar icon. See subparagraph 23 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddy.	Date entered in either of the following fields is not in an acceptable date format: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Re-enter date in an acceptable date format according to subparagraph 23 E.--*

25 Person Determination Information (Continued)

**E Field Default Values**

When new eligibility records are created, “person” field values are defaulted according to the following.

Field	Default Value
COC Determination	“Not Filed” indicating the producer has not filed all documentation required for a “person” determination.
Date Documentation Filed by Producer	“Blank”.
COC Determination Date	“Blank”.

**F Migrating Eligibility Data From the Legacy System**

“Person” values will be migrated:

- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- for the “COC Determination” field only.

**Note:** The “Date Documentation Filed by Producer” and “COC Determination Date” fields will be set to “blank” during the migration process. However, users are required to update these fields when the producer’s person eligibility information is updated.

This table describes how the data is migrated to the “person” determination fields in the web-based system.

<b>IF the “person” flag in the producer’s control county record is...</b>	<b>THEN the “COC Determination” field in the web-based system will be set to...</b>
“blank” or “N”	“Not Filed”, indicating the producer has not filed the required documentation for a person determination.
“P”	“Awaiting Determination”, indicating the producer has filed all documentation required for a person determination; however the COC determination has not been completed.
“Y”	“COC Determination Completed”, indicating the producer has filed all required documentation and COC has completed applicable determinations.

**25.5 Options to Populate Dates \* \* \***

**A Dates for Producer Documentation**

Options are available to populate data entered in the Subsidiary Eligibility Screen, Person Eligibility Section, “Date Documentation Filed by Producer” field.

**B Available Fields**

“Date Documentation Field by Producer” field data can be populated to the following fields:

- Update “Actively Engaged Date Documentation Filed by Producer” with above date
- Update “AD-1026 Date Continuous Certification/Authorization Signed by Producer ” with above date
- Update “Adjusted Gross Income Date Documentation Provided by Producer” with above date.

An option is also available to populate data entered in the Person Eligibility Section, “COC Determination Date” field to the Actively Engaged Section, “COC Determination Date” field.

<b>Dates for Producer Documentation</b>		
<b>Option</b>	<b>IF the...</b>	<b>THEN...</b>
Update “Actively Engaged Date Documentation Filed by Producer” with above date	producer filed actively engaged documentation the same date documentation was filed for person eligibility	select this option to have the date loaded in the Person Eligibility Section automatically populated to the Actively Engaged Section. The Actively Engaged Section, COC Determination field <b>must</b> be manually updated with 1 of the following: <ul style="list-style-type: none"> <li>• “Actively Engaged”</li> <li>• “Awaiting Determination”</li> <li>• “Awaiting Revision”</li> <li>• “Not Actively Engaged”.</li> </ul>
	actively engaged documentation was not filed the same date as the documentation for person eligibility	do not select this option. Update the Actively Engaged Section according to paragraph 26.

25.5 Options to Populate Dates \* \* \* (Continued)

B Available Fields (Continued)

<b>Dates for Producer Documentation (Continued)</b>		
<b>Option</b>	<b>IF...</b>	<b>THEN...</b>
Update “AD-1026 Date Continuous Certification/ Authorization Signed by Producer” with above date	producer signed AD-1026 continuous certification/authorization on the same date documentation was filed for person eligibility	select this option to have the date loaded in the Person Eligibility Section automatically populated to the AD-1026 Section. The “COC Determination for Adjusted Gross Income” field <b>must</b> be manually updated with either of the following: <ul style="list-style-type: none"> <li>• “Certified”</li> <li>• “Awaiting Affiliate Certification”.</li> </ul>
	AD-1026 continuous certification/authorization was not signed on the same date documentation was filed for person eligibility	do not select this option. Update the AD-1026 Section according to paragraph 29.
Update “Adjusted Gross Income Date Documentation Provided by Producer” with above date	producer provided documentation for AGI on the same date documentation was filed for person eligibility	select this option to have the date loaded in the Person Eligibility Section automatically populated to the Adjusted Gross Income Section. The “COC Determination for Adjusted Gross Income” field <b>must</b> be manually updated with 1 of the following: <ul style="list-style-type: none"> <li>• “Compliant – CCC-526”</li> <li>• “Compliant – Agent”</li> <li>• “Not Met – COC”</li> <li>• “Not Met – Producer”.</li> </ul>
	AGI documentation was not provided on the same date documentation was filed for person eligibility	do not select this option. Update the Adjusted Gross Income Section according to paragraph 31.
<b>Dates for COC Determination</b>		
Update “Actively Engaged COC Determination Date” with above date.	COC determination date for actively engaged is the same as the COC determination date for person eligibility	select this option to have the date loaded in the Person Eligibility Section automatically populated to the Actively Engaged Section. The “COC Determination for Actively Engaged” field <b>must</b> be manually updated with either of the following: <ul style="list-style-type: none"> <li>• “Actively Engaged”</li> <li>• “Not Actively Engaged”.</li> </ul>
	actively engaged COC determination date is not the same as the person eligibility COC determination date	do not select this option. Update the Actively Engaged Section according to paragraph 26.



25.6 (Withdrawn—Amend. 18)

26 Actively Engaged Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, Actively Engaged Section is used to determine producer eligibility based on the actively engaged in farming provisions. See 1-PL, subparagraph 16 B for a list of program benefits covered by actively engaged in farming provisions.

B Example of Subsidiary Eligibility Screen, Actively Engaged Section

The following is an example of the Actively Engaged Section \* \* \*.

The screenshot displays the 'Subsidiary Eligibility' screen on the Farm Service Agency website. The top navigation bar includes 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The 'Customer' information for ARTHUR YOUNG is shown, with a recording county of Coahoma - Mississippi and a year of 2004. The 'Actively Engaged' section is expanded, showing radio button options for 'Actively Engaged', 'Awaiting Determination', 'Not Actively Engaged', 'Not Filed', and 'Awaiting Revision'. Below these are input fields for 'Date Documentation Filed by Producer' and 'COC Determination Date'. A 'Suspended Producer' section shows radio button options for 'Not Suspended' and 'Suspended'. The bottom of the screen features a grid of links for various program categories like 'Controlled Substance', 'Delinquent Debt', and 'NAP Non Compliance'.



26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations

The following lists the fields applicable to “actively engaged in farming” determinations.

Field	Option	Explanation
“COC Determination”	Actively Engaged	Producer has filed the required documentation and COC has determined the producer meets the “actively engaged in farming” provisions.
	Not Filed	Producer has not filed the documentation necessary for an “actively engaged in farming” determination.
	Awaiting Determination	Producer has filed all documentation required for an actively engaged in farming determination, however the COC determination has not been completed.
	Awaiting Revision	Producer has revised the documentation required for an “actively engaged in farming” determination, however COC has not completed the new “actively engaged in farming” determination.
	Not Actively Engaged	COC has determined the producer does not meet the “actively engaged in farming” provisions.
“Date Documentation Filed by Producer”		<p>Date the producer provided all required documentation required to determine whether the producer is “actively engaged in farming”. An entry is required if any of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>• “Actively Engaged”</li> <li>• “Awaiting Determination”</li> <li>• “Awaiting Revision”</li> <li>• “Not Actively Engaged”.</li> </ul> <p>Enter date according to acceptable formats in subparagraph 23 E. * * *                      The date will automatically populate if the Person Eligibility Section, “Update Actively Engaged Date Documentation Filed by Producer with above date” field was selected. Verify the date entered is the date the producer filed actively engaged documentation. If the date was populated by selecting the option in the Person Eligibility Section, verify the date populated is the date the producer filed actively engaged documentation.</p> <p>* * *</p>
“COC Determination Date”		<p>Date the “actively engaged in farming” determination is made by COC. An entry is required if either of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>• “Actively Engaged”</li> <li>• “Not Actively Engaged”.</li> </ul> <p>Enter date according to acceptable formats in subparagraph 23 E. * * *                      The date will automatically populate if the Person Eligibility Section, “Update Actively Engaged COC Determination Date with above date” field was selected. Verify the date entered is the date COC made the actively engaged determination. If the date was populated by selecting the option in the Person Eligibility Section, verify the date populated is the date COC made the actively engaged determination.</p> <p>* * *</p>

26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations (Continued)

Field	Option	Explanation
“Suspended Producer”  <b>Notes:</b> See subparagraph G for additional information.  * * *	Not Suspended	Producer/member has not designated more than 3 entities for payment.
	Suspended	Producer/member has designated more than 3 entities for payment.

**Note:** For members of a joint operation that do not have an interest outside of the joint operation, update the members eligibility records based on the information filed on CCC-502B for each member of the joint operation, and the determination for the members from the corresponding CCC-503A for the joint operation.

D Error Messages

The following provides a list of error messages that may be displayed when updating actively engaged eligibility data.

Message	Reason for Message	Corrective Action
Must enter the date the producer filed the documentation for an actively engaged determination for years after 2004.	User selected any of the following as the “COC Determination” but did not enter a date in the “Date Documentation Filed by Producer” field. <ul style="list-style-type: none"> <li>• “Actively Engaged”</li> <li>• “Awaiting Determination”</li> <li>• “Awaiting Revision”</li> <li>• “Not Actively Engaged”.</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date the producer filed the documentation required for an “actively engaged in farming” determination.</li> <li>• Select another option as the “COC Determination”.</li> </ul>
Date not allowed based on “COC Determination” option selected.	User indicated the producer has not filed the required documentation for an “actively engaged in farming” determination; however, a date was entered in the “Date Documentation Filed by Producer” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the “Date Documentation Filed by Producer” field.</li> <li>• Select a different option as the “COC Determination”.</li> </ul>
Date cannot be later than today’s date.	Date entered or selected in either of the following fields is later than the current date. <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date. <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon.  See subparagraph 23 E for acceptable date formats.

26 Actively Engaged Determination Information (Continued)

**D Error Messages (Continued)**

Message	Reason for Message	Corrective Action
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Re-enter date in an acceptable date format according to subparagraph 23 E.

**E Field Default Values**

When new eligibility records are created, actively engaged field values are defaulted according to the following.

Field	Default Value
“COC Determination”	“Not Filed” indicating the producer has not filed all documentation required for an actively engaged in farming determination.
“Date Documentation Filed by Producer”	“Blank”.
“COC Determination Date”	“Blank”.
“Suspended Producer”	“Not Suspended” indicating the producer/member has not designated more than 3 entities for payment.
* * *	

26 Actively Engaged Determination Information (Continued)

**F Migrating Eligibility Data From the Legacy System**

Actively engaged values will be migrated:

- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- for the “COC Determination” and “Suspended Producer” fields only.

**Note:** The “Date Documentation Filed by Producer” and “COC Determination Date” fields will be set to “blank” during the migration process. However, users are required to update these fields when the producer’s actively engaged eligibility information is updated.

The following describes how the data is migrated to the actively engaged determination fields in the web-based system.

<b>IF the “actively engaged” flag in the producer’s control county record is...</b>	<b>THEN the “COC Determination” field in the web-based system will be set to...</b>	<b>AND the “Suspended Producer” field in the web-based system will be set to...</b>
“Blank” or “M”	“Not Filed”, indicating the producer has not filed all documentation required for an actively engaged in farming determination	“Not Suspended”, indicating producer or member has not designated more than three entities for payment.
“B”	“Actively Engaged”, indicating the producer has been determined to be actively engaged in farming	
“Y”		
“N”	“Not Actively Engaged”, indicating the producer is not actively engaged in farming on the entire farming operation	“Suspended”, indicating producer or member has designated more than three entities for payment.
“S”	“Not Filed”, indicating the producer has not filed all documentation required for an actively engaged in farming determination	

## 26 Actively Engaged Determination Information (Continued)

**G Correcting Suspended Producer Situations \* \* \***

The KC-ADC mainframe sets the “Suspended Producer” option based on the number of permitted entities counted on the mainframe. To correct a suspended producer situation, the recording county shall compare the data recorded in the system to CCC-501B filed by the producer to ensure that the designations are recorded properly.

**After** the review and any applicable updates and/or deletions are completed, the recording county shall:

- contact all counties in which the producer is active to ensure that each county has recorded the information correctly in the permitted entity files

**Note:** Corrected data will be uploaded to the KC-ADC mainframe and the permitted entity count process will run again. However, the updates will not be immediate because the upload/download process for the permitted entity file will continue to occur bi-weekly.

- update the “Suspended Producer” option to “Not Suspended” in the web-based subsidiary application.

**Warning:** If the permitted entity count on the mainframe continues to exceed 3, the eligibility application will be automatically updated back to “Suspended” and any payments issued to the producer will be listed on applicable overpayment registers.



27 Cash Rent Tenant Determination Information

A Introduction

The legacy system eligibility file does not include a separate field for recording cash rent determinations. Instead the cash rent determination was included in the flag values used to update the actively engaged flag. In the web-based system, data has been added to record the cash rent determination information.

Data in the cash rent determination section of the eligibility web page is used to determine producer eligibility based on the cash rent provisions. See 1-PL, subparagraph 16 B for a list of program benefits covered by cash rent provisions.

B Example of Cash Rent Determination Section of Eligibility Web-Page

Following is an example of the Cash Rent Determination Section of the Eligibility Web Page.

The screenshot displays the 'Farm Service Agency Online Subsidiary Eligibility' web page. The top navigation bar includes 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The 'Customer' information section shows: Name: ARTHUR YOUNG, Tax Id: [blank], Tax Type: N, Recording County: Coahoma - Mississippi, and Year: 2004. Below this is a grid of links for various compliance and reporting categories. The 'Cash Rent Tenant' section is highlighted, showing a 'COC Determination' form with the question 'Does the producer meet the cash rent tenant provisions?'. The form has four radio button options: 'Eligible', 'Partially Eligible', 'Ineligible', and 'Awaiting Determination' (which is selected). Below the radio buttons is a 'Cropland Factor' input field with the value '0.0000'. The bottom of the page features a 'Top' and 'Bottom' navigation link.

27 Cash Rent Tenant Determination Information (Continued)

C Fields Applicable to Cash Rent Determinations

This table lists the fields applicable to cash rent tenant determinations.

Field	Option	Explanation	
COC Determination	Eligible	COC has determined that the producer fully meets the cash rent tenant provisions on all acreage in the farming operation.	
	Partially Eligible	COC has determined that the producer does not meet the cash rent tenant provisions, however the producer is eligible on land that is owned.	
	Ineligible	COC has determined that the producer does not meet the cash rent tenant provisions on any acreage in the farming operation.	
	Not Applicable	Producer has filed the required documentation and the COC has determined the cash rent provisions do not apply because the producer does not cash rent any land.	
	Awaiting Determination	Producer has filed the required documentation, however a COC determination has not been completed.	
Cropland Factor		Initially the cropland factor will be established during the migration process based on data in the legacy system. Once set, the cropland factor may need to be changed based on the "COC Determination" option selected.	
		<b>Note:</b> See 1-PL, paragraph 134 for additional information about computing cropland factors.	
		<b>IF the "COC Determination" selected is...</b>	<b>THEN the cropland factor must be...</b>
		"Eligible"	1.0000.
		"Partially Eligible"	<ul style="list-style-type: none"> <li>• greater than 0.0000</li> <li>• less than 1.0000.</li> </ul>
		"Ineligible"	0.0000.
		"Not Applicable"	1.0000.
"Awaiting Determination"	0.0000.		

## 27 Cash Rent Tenant Determination Information (Continued)

**D Error Messages**

This table provides a list of error messages that may be displayed when updating cash rent tenant eligibility data.

<b>Message</b>	<b>Reason for Message</b>	<b>Corrective Action</b>
Cropland factor cannot be overridden based on the COC determination selected.	User attempted to change the cropland factor from 1.0000 or 0.0000 but did not select "Partially Eligible" as the "COC Determination".	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter a cropland factor of 1.0000 or 0.0000 based on the provisions of subparagraph C.</li> <li>• Select "Partially Eligible" as the "COC Determination".</li> </ul>
Cropland factor not applicable for the COC determination selected.	User selected an option other than "Partially Eligible" as the "COC Determination" but the cropland factor is: <ul style="list-style-type: none"> <li>• greater than zero</li> <li>• less than 1.0000.</li> </ul>	
Cropland factor must be manually computed and entered based on the COC determination selected.	User selected "Partially Eligible" as the "COC Determination" but did not change the cropland factor from 1.0000 or 0.0000.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Compute the cropland factor according to 1-PL and enter the result in the "cropland factor" field.</li> <li>• Select an option other than "Partially Eligible" as the "COC Determination".</li> </ul>
Cropland factor cannot be greater than 1.0000 or less than zero	User entered a cropland factor that is: <ul style="list-style-type: none"> <li>• greater than 1.0000</li> <li>• less than 0.0000.</li> </ul>	Enter the correct cropland factor based on the provisions of subparagraph C.

**E Field Default Values**

When new eligibility records are created, cash rent tenant field values are defaulted according to this table.

<b>Field</b>	<b>Default Value</b>
COC Determination	"Awaiting Determination" indicating the COC determination has not been completed.
Cropland Factor	"0.0000".

27 Cash Rent Tenant Determination Information (Continued)

**F Migrating Eligibility Data from the Legacy System**

Cash rent tenant values will be migrated:

- from the legacy system’s actively engaged flag
- from the data residing on the KC-ITSD mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- for both the “COC Determination” and “Cropland Factor” fields.

This table describes how the data is migrated to the cash rent tenant determination fields in the web-based system.

<b>IF the “actively engaged” flag in the producer’s control county record is...</b>	<b>THEN the following option will be set as for the cash rent tenant “COC Determination” field in the web-based system.</b>	<b>AND the cropland factor will be set to...</b>
“Blank”, “M”, “N”, or “S”	“Awaiting Determination” indicating the COC determination has not been completed.	“0.0000”.
“B”	“Partially Eligible” indicating the COC has determined that the producer does not meet the cash rent tenant provisions on all acreage that is cash rented.	the value of the cropland factor determined from the control county office’s eligibility record.
“Y”	“Eligible” indicating the COC has determined that the producer fully meets the cash rent tenant provisions on all acreage that is cash rented.	“1.0000”.

28 Permitted Entity Determination Information \* \* \*

**A Introduction**

The legacy system eligibility file does not include a separate field for recording permitted entity determinations. Instead the permitted entity designation was included in the flag values used to update the actively engaged flag. In the legacy system, an “M” value for actively engaged:

- indicates the producer does not wish to receive payment as an individual
- ensures that the individual designation is not included in the permitted entity count on the mainframe.

Data in the Subsidiary Eligibility Screen, Permitted Entity 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 Section**

Following is an example of the Permitted Entity Section.

The screenshot displays the 'Subsidiary Eligibility' screen in the Farm Service Agency Online system. The page header includes the USDA logo and 'United States Department of Agriculture'. The main navigation bar contains tabs for Eligibility, Business File Information, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. The left sidebar features links for Section 508 accessibility, Get Change Alerts, and Customer Search. The central content area is divided into two sections: 'Customer' and 'Permitted Entity'. The 'Customer' section shows details for ARTHUR YOUNG, including a dropdown for the year (2004) and a 'Go' button. The 'Permitted Entity' section contains a question: 'Does the producer wish to receive payment as an individual or through a joint operation?' with radio buttons for 'Yes' (selected) and 'No'. A footer area contains various links such as 'Actively Engaged', 'Controlled Substance', and 'NAP Non Compliance'.

28 Permitted Entity Determination Information \* \* \* (Continued)

**C Fields Applicable to Permitted Entity Designations**

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 Section.

This table lists the available options for designating whether or **not** the producer wants to receive payment as an individual.

Option	Explanation
Yes	<p>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.</p> <p><b>Note:</b> This option should always be selected for joint operations and entities.</p>
No	<p>The producer:</p> <ul style="list-style-type: none"> <li>• is a member of a joint operation, but is not receiving payment as an individual in any county</li> <li>• has a CRP contract that is under 5-CM rules and does not own land in any county for which an actively engaged determination is required</li> <li>• is a member of 3 entities and is not receiving payment as an individual or member of a joint operation in any county.</li> </ul> <p>Selecting this option allows the producer to designate 3 entities for payment.</p>

**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.

28 Permitted Entity Determination Information \* \* \* (Continued)

**E Migrating Eligibility Data From the Legacy System**

Permitted entity data will be migrated:

- from the legacy system’s actively engaged flag
- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years.

This table describes how the data is migrated for the permitted entity designation in the web-based system.

<b>IF the “actively engaged” flag in the producer’s control county record is...</b>	<b>THEN the permitted entity designation in the web-based system will be set to...</b>
“Blank”, “B”, “N”, “S”, or “Y”	“Yes”, indicating the producer has elected to receive payment as an individual and/or as a member of a joint operation.
“M”	“No”, indicating the producer does not wish to receive payment as an individual or as a member of a joint operation.

29 AD-1026 Determination Information

A Introduction

Data in the Subsidiary Eligibility Screen, AD-1026 Section:

- includes information concerning the AD-1026 certification for the producer and any affiliates
- is used to determine producer eligibility.

Producers are required to certify their compliance with HELC and WC provisions on AD-1026 for all programs in which conservation compliance provisions apply. See 6-CP, \*--paragraph 3 for programs covered by HELC and WC provisions.--\*

B Example of Subsidiary Eligibility Screen, AD-1026 Section

Following is an example of the AD-1026 Section.

USDA United States Department of Agriculture  
 Farm Service Agency Subsidiary Eligibility

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 777667777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi  
 Year: 2006 [Go]

[Actively Engaged](#)      [Controlled Substance](#)      [NAP Non Compliance](#)  
[AD-1026](#)      [Delinquent Debt](#)      [Permitted Entity](#)  
[Adjusted Gross Income](#)      [Federal Crop Insurance](#)      [Person Eligibility](#)  
[Cash Rent Tenant](#)      [Fraud - including FCIC Fraud](#)  
[Conservation Compliance](#)      [Gross Revenue for NAP](#)

**AD-1026**

**Certification**  
 Certified       Not Filed  
 Good Faith Determination       COC Exemption  
 Awaiting Affiliate Certification       Affiliate Violation

**Referred to NRCS**  
 Yes       No

Date Referred to NRCS [ ] [v]  
 Date Continuous Certification/Authorization Signed By Producer [ ] [v]

29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications

The following lists the 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"> <li>• producer and all affiliates have certified AD-1026</li> <li>• producer has certified that they are not associated with an ineligible tract</li> <li>• a member of a joint operation has certified on CCC-502B that they do not have any other farming interests and are not associated with any farms.</li> </ul> <p><b>Note:</b> 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"> <li>• producer has not filed AD-1026</li> <li>• producer did not certify compliance on AD-1026.</li> </ul>
	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"> <li>• producer has certified AD-1026</li> <li>• all affiliates have not certified to AD-1026 compliance.</li> </ul>
	Affiliate Violation	<p>This option indicates the producer is an affiliate of a producer who has violated HELC/WC provisions.</p> <p><b>*--Note:</b> 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>

29 AD-1026 Determination Information (Continued)

C Fields Applicable to AD-1026 Certifications (Continued)

Field	Option	Explanation
Referred to NRCS	Yes No	Used to indicate whether AD-1026 for the applicable producer has been referred to NRCS.  An option must be selected if any of the following options are selected as the “certification”:  <ul style="list-style-type: none"> <li>• “Certified”</li> <li>• “Awaiting Affiliate Certification”</li> <li>• “Affiliate Violation”.</li> </ul>
Date Referred to NRCS		Date the County Office referred the AD-1026 to NRCS for a technical determination.  A date is required if “Yes” was selected for “Referred to *--NRCS”. Enter date according to acceptable formats according to subparagraph 23 E.--*
Date Continuous Certification/ Authorization Signed By Producer		The later of the following:  <ul style="list-style-type: none"> <li>• date the producer signed AD-1026, item 12</li> <li>• date AD-1026 is received in the County Office.</li> </ul> An entry is required if either of the following options are selected as the "Certification":  <ul style="list-style-type: none"> <li>• “Certified”</li> <li>• “Awaiting Affiliate Certification”.</li> </ul> <p><b>Note:</b> For affiliates that are not required to file an 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 23 E. The date will automatically populate if “Update AD-1026 Date Continuous Certification/Authorization Signed by Producer with above date” was selected in the “Person Eligibility” section. Verify the date entered is the date producer signed AD-1026. If the date was automatically populated, verify the date populated is the date the producer signed AD-1026.--*</p>

29 AD-1026 Determination Information (Continued)

D Error Messages

The following provides a list of error messages that may be displayed when updating AD-1026 eligibility data.

Message	Reason for Message	Corrective Action
*--Certification must specify the date the producer signed the certification for years after 2004.	User selected 1 of the following options as the "Certification" but did not enter a "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer": <ul style="list-style-type: none"> <li>• "Certified"</li> <li>• "Awaiting Affiliate Certification".</li> </ul>	Take either of the following options. <ul style="list-style-type: none"> <li>• Enter the date in the "Date AD-1026 Filed" and/or "Date Continuous Certification/Authorization Signed by Producer" fields.</li> <li>• Select a different option as the "Certification".</li> </ul>
Date not allowed based on COC determination or certification option--* selected.	User selected 1 of the following options as the "Certification" and entered a date in the "Date Continuous Certification/Authorization Signed By Producer" field: <ul style="list-style-type: none"> <li>• "Not Filed"</li> <li>• "Good Faith Determination"</li> <li>• "COC Exemption".</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the "Date Continuous Certification/Authorization Signed By Producer" field.</li> <li>• Select a different option as the "Certification".</li> </ul>
Must specify whether AD-1026 is being referred to NRCS.	User did not specify whether AD-1026 is or is not being referred to NRCS.	Indicate whether or not AD-1026 is being referred to NRCS.
Must specify the date the AD-1026 was referred to *--NRCS for years after 2004.--*	User indicated AD-1026 is being referred to NRCS, however the referral date was not entered.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date AD-1026 was referred to NRCS.</li> <li>• Select "No" in the "Referred to NRCS" field.</li> </ul>
Invalid date.	Date entered or selected in either of the following fields is not a valid date: <ul style="list-style-type: none"> <li>• "Date Referred to NRCS"</li> <li>• "Date Continuous Certification/Authorization Signed By Producer".</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon.
Date cannot be later than today's date.	Date entered or selected in either of the following fields is later than the current date: <ul style="list-style-type: none"> <li>• "Date Referred to NRCS"</li> <li>• "Date Continuous Certification/Authorization Signed By Producer".</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon. *--See subparagraph 23 E for acceptable date formats.
Date entry not formatted correctly. mm/dd/yyyy, mmddyyyy, or mmddy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> <li>• "Date Documentation Filed by Producer"</li> <li>• "COC Determination Date".</li> </ul>	Re-enter date in an acceptable format according to subparagraph 23 E.--*

29 AD-1026 Determination Information (Continued)

**E Field Default Values**

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

<b>Field</b>	<b>Default Value</b>
Certification	"Not Filed" indicating the producer has not certified compliance and agreement with HELC/WC provisions.
* * *	* * *
Referred to NRCS	"No".
Date Referred to NRCS	"Blank".
Date Continuous AD-1026 *--Certification/Authorization--* Signed by Producer	"Blank".

\* \* \*

30 Conservation Compliance Determination Information

A Introduction

Data in the conservation compliance section of the eligibility web page is used to determine producer eligibility based on compliance with the HELC and WC provisions. This section includes information from the farm and tract files to determine eligibility for HEL and wetland determinations provided by NRCS. The data for each type of violation is summarized into one overall eligibility determination for conservation compliance.

\*--See 6-CP, Part 5, for additional information on HELC and WC provisions.--\*

B Example of Conservation Compliance Section of Eligibility Web Page

Following is an example of the Conservation Compliance Section of the Eligibility Web Page.

The screenshot displays the 'Farm Service Agency Online Subsidiary Eligibility' web page. The top navigation bar includes 'Section 508 accessibility', 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The main content area shows customer information for ARTHUR YOUNG, including Name, Tax Id, Tax Type (N), Recording County (Coahoma - Mississippi), and Year (2004). Below this is a 'Conservation Compliance' section with four sub-sections: 'Highly Erodible Land Conservation' (with options: No HEL, Compliant, Not Compliant, Pending Determination, Landlord/Tenant Exemption, Good Faith, Appeal Rights Exhausted, No Association), 'Planted Converted Wetland' (with options: Compliant, Not Compliant, Good Faith, No Association), 'Converted Wetland' (with options: Compliant, Not Compliant, Good Faith, Restored Wetland, Appeal Rights Exhausted, No Association), and 'Farm/Tract Eligibility' (with options: In Compliance, Partial Compliance, In Violation, No Association, Past Violation, Reinstated). At the bottom of the compliance section are input fields for 'Year of Violation' and 'State and County Where Violation Occurred'. The page footer contains various links such as 'Actively Engaged', 'Controlled Substance', 'NAP Non-Compliance', 'AD-1026', 'Delinquent Debt', 'Permitted Entity', 'Adjusted Gross Income', 'Federal Crop Insurance', 'Person Eligibility', 'Cash Rent Tenant', 'Fraud - including FCIC Fraud', and 'Conservation Compliance', 'Gross Revenue for NAP'. 'Top' and 'Bottom' navigation links are also present.

30 Conservation Compliance Determination Information (Continued)

C Uploading Farm and Tract Data to the KC-ADC Mainframe

Conservation compliance eligibility is automatically updated in the eligibility system based on data recorded in the FRS for HEL, PCW, and CW.

To determine nationwide eligibility with HEL, PCW, and CW provisions, a process has been developed to upload farm and tract data to the mainframe in KC. The initial process ran to upload all farm and tract data nationwide. Subsequent changes to farm and tract data are uploaded immediately.

Note: During the initial subsidiary migration process, some records were not automatically uploaded to the KC-ADC mainframe. This problem primarily affects new producers. To trigger an update for these producers County Offices shall:

- access the FRS according to 3-CM
- update the farm identifier on the Farm Data Screen.

This action should trigger the summarization process to the subsidiary eligibility system.

D Summarizing HELC Eligibility from Farm Records

The HELC subsection in the eligibility record reflects the producer's overall status for HEL compliance for all farms and tracts associated with the producer nationwide. HELC data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains HEL but a conservation system is not being applied.

If the data in the eligibility system is not summarized correctly, County Offices:

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

\*\*\*

30 Conservation Compliance Determination Information (Continued)

**D Summarizing HELC Eligibility from Tract Data (Continued)**

This table describes the process used to determine overall compliance with HEL provisions.

\*--

<b>IF...</b>	<b>AND...</b>	<b>THEN the “Highly Erodible Land Conservation” field is updated to...</b>
the producer is not associated with any farm or tract		“No Association”.
no tracts to which the producer is associated have an HEL determination of “HEL: conservation system is not being applied”		“Compliant”.
the producer is associated with one or more tracts with an HEL determination of “HEL: conservation system is not being applied”	any HEL producer exception for the producer is equal to “Has Appeal Rights” or “Appeals Exhausted”	“Not Compliant”.
	there are no HEL producer exceptions equal to “Has Appeal Rights” or “Appeals Exhausted” and at least one HEL producer exception for the producer is equal to “Landlord/Tenant”	“Landlord/Tenant Exemption”.
	all HEL producer exceptions for the producer are equal to anything other than “Has Appeal Rights” or “Appeals Exhausted”	“Compliant”.

--\*

30 Conservation Compliance Determination Information (Continued)

**E Summarizing PCW Eligibility from Tract Data**

The PCW subsection in the eligibility record determines whether the producer is associated with a tract with a planted converted wetland violation. PCW data is automatically determined and updated to the eligibility file based on the producer exceptions recorded for a farm that contains a PCW.

If the data in the eligibility system is not summarized correctly, County Offices:

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

This table describes the process used to determine overall compliance with PCW provisions.

\* \* \*

\*--

<b>IF...</b>	<b>AND...</b>	<b>THEN the “Planted Converted Wetland” field is updated to...</b>
the producer is not associated with any farm or tract		“No Association”.
no tracts to which the producer is associated have a planted converted wetland		“Compliant”.
the producer is associated with one or more tracts with a planted converted wetland	any PCW producer exception for the producer is equal to “Has Appeal Rights” or “Appeals Exhausted”	“Not Compliant”.
	all PCW producer exceptions for the producer are equal to anything other than “Has Appeal Rights” or “Appeals Exhausted”	“Compliant”.

--\*

30 Conservation Compliance Determination Information (Continued)

\*--F Summarizing CW Eligibility from Farm Records

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.

\* \* \*

This table describes the process used to determine initial 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 a converted wetland		"Compliant"
the producer is associated with one or more tracts with a converted wetland	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"

--\*

**Note:** In some cases, the CW determination was set to "No Association" during the subsidiary migration process for producers that are active on one or more farms and/or tracts. This has caused the 6-CP flag on the System 36 to be set to "N", making the producer ineligible for payment. When attempting to correct invalid 6-CP flags, it is recommended that County Offices check the CW determination in the Web-based application **first** to determine if that option has been migrated properly. If CW option is:

- \*--set correctly, then the problem is probably the result of how the producer exceptions have been summarized from FRS and County Offices shall review producer exceptions to determine if they are set correctly
- not set correctly, then County Offices shall access the Farm Records Management System according to 3-CM
- update the farm identifier on the Farm Data Screen.

This action should trigger the summarization process to the subsidiary eligibility system.--\*

30 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. This determination is equivalent to the 6-CP flag on the System 36.

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

<b>IF the highly erodible land conservation is...</b>	<b>AND the planted converted wetland is...</b>	<b>AND the converted wetland is...</b>	<b>THEN the farm/tract eligibility is automatically updated to...</b>
“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” * * *	any option	any option	“In Violation”, indicating the producer is in violation of the conservation compliance provisions.
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.
		* * *	* * *

30 Conservation Compliance Determination Information (Continued)

**H Fields Applicable to Conservation Compliance Determinations**

This table lists the fields applicable to conservation compliance determinations.

<b>Field</b>	<b>Option</b>	<b>Explanation</b>	<b>Update Options</b>
Highly Erodible Land Conservation	No HEL	Producer is associated with 1 or more tracts, however none of the tracts are on highly erodible land.	Automatically set by the system based on data in the tract files. County Offices cannot select this option.
	Compliant	Producer is associated with at least 1 tract on highly erodible land but is in compliance with conservation compliance provisions.	
	Not Compliant	Producer is associated with at least 1 tract on highly erodible land and is not in compliance with conservation compliance provisions.	
	Pending Determination	Producer is associated with at least 1 tract on which NRCS has not completed a determination.	
	Landlord/Tenant Exemption	Producer is associated with a non-complying tract, but has been approved for a landlord or tenant exemption.	Can be selected but only if the option set by the system is "Not Compliant".
	Good Faith	Producer has received a good faith determination.	
	Appeal Rights Exhausted	Producer is associated with a non-complying tract and appeal rights have been exhausted.	
	No Association	Producer is not associated with a farm or tract.	Automatically set by the system for producers that are not associated with any tracts. County Offices cannot select this option.
Planted Converted Wetland	Compliant	Producer is associated with 1 or more tracts and an agricultural commodity has not been planted on a converted wetland.	Automatically set by the system based on data in the tract files. County Offices cannot select this option.
	Planted Wetland	Producer is associated with 1 or more tracts and an agricultural commodity has been planted on a converted wetland.	
	Good Faith	Producer has received a good faith determination.	Can be selected but only if the option set by the system is "Planted Wetland".
	No Association	Producer is not associated with a farm or tract.	Automatically set by the system for producers that are not associated with any tracts. County Offices cannot select this option.

30 Conservation Compliance Determination Information (Continued)

H Fields Applicable to Conservation Compliance Determinations (Continued)

Field	Option	Explanation	Update Options
Converted Wetland	Compliant	Producer is not associated with any tracts that have a converted wetland.	Automatically set by the system during the migration process.
	Not Compliant	Producer is associated with a tract with a wetland converted after November 28, 1990, but FSA appeal rights have not been exhausted.	Since this data is not read directly from the tract files, users are required to manually update the eligibility option that reflects the producer's eligibility status.
	Good Faith	Producer is associated with a tract with a wetland converted after November 28, 1990, but the producer has received a good faith determination.	
	Restored Wetland	Producer is associated with a tract with a restored wetland and eligibility rights have been reinstated, however a good faith determination was not made by FSA.	
	Appeal Rights Exhausted	Producer is associated with a tract with a wetland converted after November 28, 1990, and FSA appeal rights have been exhausted.	Automatically set by the system for producers that are not associated with any tracts. County Offices cannot select this option.
	No Association	Producer is not associated with a farm or tract.	
Farm/Tract Eligibility	In Compliance	Producer is associated with 1 or more farms and/or tracts and meets the conservation compliance provisions on all farms and tracts.	Automatically set by the system based on the summarized HELC, PCW, and CW determinations. County Offices cannot select this option.
	Partial Compliance	Producer is associated with 1 or more farms and/or tracts but does not meet the conservation compliance provisions on all farms and tracts.	
	In Violation	Producer is in violation of the conservation compliance provisions.	
	No Association	Producer is not associated with a farm or tract.	Can be selected but only if the current option set by the system is "Compliant".
	Past Violation	Producer was associated with a farm with a conservation compliance violation and is no longer eligible for program benefits.	
	Reinstated	Producer was associated with a farm with a conservation compliance violation and program eligibility has been reinstated.	
Year of Violation		Year the converted wetland violation occurred.	<p>An entry:</p> <ul style="list-style-type: none"> <li>is required if the current option is "Past Violation".</li> <li>cannot be later than the current subsidiary year.</li> </ul>
State and County Where Violation Occurred		State and county code where the converted wetland violation occurred.	<p>An entry:</p> <ul style="list-style-type: none"> <li>is required if the current option is "Past Violation".</li> <li>must be a valid state and county code.</li> </ul>

30 Conservation Compliance Determination Information (Continued)

I Error Messages

This table provides a list of error messages that may be displayed when updating conservation compliance eligibility data.

Message	Reason for Message	Corrective Action
***	***	***
Year of violation must be entered.	User selected 1 of the following options as the "Farm/Tract Eligibility" option, but did not enter a valid year in the "Year of Violation" field. <ul style="list-style-type: none"> <li>• "Past Violation"</li> <li>• "Reinstated".</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Cancel the update process to reset the system to the previous option.</li> <li>• Enter the year in which the converted wetland violation occurred.</li> </ul>
State and county where violation occurred must be entered.	User selected 1 of the following options as the "Farm/Tract Eligibility" option, but did not enter a valid State and county code in the "State and County Where Violation Occurred" field. <ul style="list-style-type: none"> <li>• "Past Violation"</li> <li>• "Reinstated".</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Cancel the update process to reset the system to the previous option.</li> <li>• Enter a valid State and county code where the converted wetland violation occurred.</li> </ul>
Invalid year.	Year entered in the "Year of Violation" field is not a valid year.	Re-enter the year of the violation.
Year cannot be greater than the current year.	Year entered in the "Year of Violation" field is later than the current year. <ul style="list-style-type: none"> <li>• "Date Documentation Filed by Producer"</li> <li>• "COC Determination Date".</li> </ul>	Year entered cannot be later than the current subsidiary year. Re-enter the year of the violation.
Invalid State and county code.	State and county code entered in the "State and County Where Violation Occurred" field is not valid.	Re-enter the applicable state and county code. See 1-CM, Exhibit 101 for a current list of state and county codes.

30 Conservation Compliance Determination Information (Continued)

**I Error Messages (Continued)**

Message	Reason for Message	Corrective Action
Eligibility can only be reinstated if the producer was in violation of the conservation compliance provisions on a farm that they are no longer associated with.	User selected “Reinstated” as the “Farm/Tract Eligibility” option, however “Past Violation” was not the previous option selected.	<p>Eligibility cannot be reinstated unless a past violation occurred on a farm that the producer is no longer associated with.</p> <p>Take the following action.</p> <ul style="list-style-type: none"> <li>• Cancel the update process to reset the system to the previous option.</li> <li>• *--Access FRS to update the tract data to--* designate the violation that previously occurred.</li> <li>• Re-access the subsidiary web page and select “Past Violation” as the “Farm/Tract Eligibility” option and submit the change.</li> <li>• Re-access the subsidiary web page and select “Reinstated” as the “Farm/Tract Eligibility” option.</li> </ul>

**J Field Default Values**

All conservation compliance options will be updated based on the current data recorded in the farm tract files, with the exception of:

- Year of Violation
- State and County Where Violation Occurred.

These fields are defaulted to “blank”.

**K Migrating Eligibility Data from the Legacy System**

See subparagraphs D, E, F, and G for additional information on how data in the farm tract files is summarized to determine conservation compliance eligibility.

**31 AGI Determination Information \* \* \***

**A Introduction**

Farm Security and Rural Investment Act of 2002, Section 1604 provides provisions for excluding individuals and entities from program payment eligibility if the average AGI for the 3 preceding tax years for the individual or entity exceeds \$2.5 million.

Data in the Subsidiary Eligibility Screen, Adjusted Gross Income Section is used to determine producer eligibility based on the AGI provisions. See 1-PL, Part 6.5 for additional information for determining producer eligibility with AGI provisions.

**B Exempt Business Types**

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

<b>Entity</b>	<b>Entity Type</b>
General Partnership	02
Joint Venture	03
Federally-owned	08
State-owned	09
County-owned	11
City-owned	12
Public School	13
BIA and Indian Tribal Venture	14
Indian Tribal Venture	20

31 AGI Determination Information \* \* \* (Continued)

C Example of the Subsidiary Eligibility Screen, Adjusted Gross Income Section

Following is an example of the Adjusted Gross Income Section.

The screenshot displays the 'Subsidiary Eligibility' screen for the Farm Service Agency. The top navigation bar includes 'Farm Service Agency Online', 'USDA United States Department of Agriculture', and 'State & County Intranet'. A menu bar contains 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The 'Customer' section shows details for ARTHUR YOUNG, including Tax Id, Tax Type (N), Recording County (Coahoma - Mississippi), and Year (2004). A grid of links for various compliance areas is provided. The 'Adjusted Gross Income' section is highlighted, showing 'Certification/COC Determination' with radio buttons for 'Compliant, CCC-526' (selected), 'Exempt', 'Not Met, COC', 'Compliant, Agent', 'Not Filed', and 'Not Met, Producer'. Below this are input fields for 'Effective Program Year', 'Date Producer Filed', and 'COC Disapproval Date'.

31 AGI Determination Information \* \* \* (Continued)

**D Fields Applicable to AGI Determinations**

This table lists the fields applicable to AGI determinations.

Field	Option	Explanation
"COC Determination"	Compliant - CCC-526	Producer has filed CCC-526 and has certified compliance with AGI provisions.
	Compliant - Agent	Producer has submitted a statement by CPA or an attorney certifying compliance with AGI provisions.
	Exempt	Producer is exempt from AGI provisions. See subparagraph B for additional information on exempt business types.
	Not Filed	Producer has not filed the required documentation to meet the AGI eligibility provisions.
	Not Met - COC	COC has determined that the producer does not meet the AGI eligibility provisions.
	Not Met - Producer	Producer has certified that AGI provisions cannot be met.
"Effective Program Year"		<p>Program year from CCC-526, item 3 or year applicable to the certification filed by the producer. An entry is required if any of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>• "Compliant - CCC-526"</li> <li>• "Compliant - Agent"</li> <li>• "Not Met - COC"</li> <li>• "Not Met - Producer".</li> </ul>
"Date Documentation Filed by Producer"		<p>Date the producer provided all required documentation required to determine whether the producer meets the AGI provisions. An entry is required if any of the following options are selected as the COC determination.</p> <ul style="list-style-type: none"> <li>• "Compliant - CCC-526"</li> <li>• "Compliant - Agent"</li> <li>• "Not Met - COC"</li> <li>• "Not Met - Producer".</li> </ul> <p>Enter date according to acceptable formats in subparagraph 23 E. The date will automatically populate if the "Update Adjusted Gross Income Date Documentation Provided by Producer with above date" field was selected in the Person Eligibility Section. Verify the date entered is the date the producer signed the CCC-526. If the date was automatically populated, verify the date populated is the date the producer signed CCC-526.</p>
"COC Disapproval Date"		<p>Date COC determined that the producer does <b>not</b> meet AGI eligibility provisions. An entry is required if "Not Met - COC" is entered as the "Certification/COC Determination".</p>

31 AGI Determination Information \* \* \* (Continued)

E Error Messages

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

Message	Reason for Message	Corrective Action
Program year must be selected.	User selected any of the following as the “Certification/COC Determination” but did not enter a date in the “Effective Program Year” field. <ul style="list-style-type: none"> <li>• “Compliant - CCC-526”</li> <li>• “Compliant –Agent”</li> <li>• “Not Met – COC”</li> <li>• “Not Met – Producer”.</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the effective program year from CCC-526.</li> <li>• Select another option as the “Certification/COC Determination”.</li> </ul>
Must enter the date the producer filed the AGI certification for years after 2004.	User selected any of the following as the “Certification/COC Determination” but did not enter a date in the “Date Documentation Filed by Producer” field. <ul style="list-style-type: none"> <li>• “Compliant - CCC-526”</li> <li>• “Compliant –Agent”</li> <li>• “Not Met – COC”</li> <li>• “Not Met – Producer”.</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date the producer filed CCC-526 or certification.</li> <li>• Select another option as the “Certification/COC Determination”.</li> </ul>
Program year not allowed based on certification option selected.	Effective program year was entered by the user, but the “Certification/COC Determination” is either of the following options. <ul style="list-style-type: none"> <li>• “Exempt”</li> <li>• “Not Filed”.</li> </ul>	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the effective program year.</li> <li>• Select a different option as the “Certification/COC Determination”.</li> </ul>
Date not allowed based on COC determination or certification option selected.	User indicated the producer has not filed the required documentation for an AGI determination, however a date was entered in the “Date Documentation Filed by Producer” .	Take either of the following actions. <ul style="list-style-type: none"> <li>• Remove the date from the “Date Documentation Filed by Producer” field.</li> <li>• Select a different option as the “Certification/COC Determination”.</li> </ul>

31 AGI Determination Information \* \* \* (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Must enter the COC disapproval date.	User indicated the producer does not meet the AGI provisions by selecting “Not Met – COC” as the “Certification/COC Determination” but did not enter a date in the “COC Disapproval Date” field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter the date the COC determined the producer was ineligible due to AGI provisions.</li> <li>• Select another option as the “Certification/COC Determination”.</li> </ul>
Year cannot be later than the current subsidiary year.	Program year entered is later than the current subsidiary year.	Year entered cannot be later than the current subsidiary year. Re-enter a valid year.
Date cannot be later than today’s date.	Date entered or selected in either of the following fields is later than the current date. <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Disapproval Date”.</li> </ul>	Date entered or selected cannot be later than the current date. Re-enter a valid date or select a date using the calendar icon.
Invalid date.	Date entered or selected in either of the following fields is not a valid date. <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Disapproval Date”.</li> </ul>	Date entered or selected is not a valid date. Re-enter a valid date or select a date using the calendar icon. See subparagraph 23 E for acceptable date formats.
Date entry not formatted correctly; mm/dd/yyyy, mmdyyy, mmdyy.	Date entered in either of the following fields is not in an acceptable format. <ul style="list-style-type: none"> <li>• “Date Documentation Filed by Producer”</li> <li>• “COC Determination Date”.</li> </ul>	Re-enter date in an acceptable format according to subparagraph 23 E.

31 AGI Determination Information \* \* \* (Continued)

**F Field Default Values**

When new eligibility records are created, AGI field values are defaulted according to this table.

Field	Default Value
“Certification/COC Determination”	“Not Filed” indicating the producer has not filed all documentation required for an AGI determination.
“Effective Program Year”	“Blank”.
“Date Documentation Filed by Producer”	“Blank”.
“COC Disapproval Date”	“Blank”.

**G Migrating Eligibility Data From the Legacy System**

AGI values will be migrated:

- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 6 years
- for the “Certification/COC Determination” field only.

**Note:** The “Effective Program Year”, “Date Documentation Filed by Producer”, and “COC Disapproval Date” fields will be set to “blank” during the migration process. However, users are required to update these fields when the producer’s eligibility record is updated.

This table describes how the data is migrated to the AGI determination fields in the web-based system.

IF the AGI flag in the producer’s control county record is...	THEN the “COC Determination” field in the web-based system will be set to...
“Y”	“Compliant - CCC-526”, indicating the producer has filed CCC-526.  <b>Note:</b> County Offices shall update eligibility records for producers that filed certifications instead of CCC-526.
“N”	“Not Met - COC”, indicating the COC determined that the producer does not meet the AGI eligibility provisions.

**Note:** If the producer has a business type listed in subparagraph 31 B, "Exempt" will be set indicating the producer is exempt from AGI producers.

31 AGI Determination Information \* \* \* (Continued)

**H Determining Payment Share Based on AGI Eligibility**

For programs affected by AGI provisions, the percentage of the payment that can be issued to an entity is determined by:

- checking AGI eligibility for the entity
- if the entity is eligible, determining the percentage of payment that can be issued based on member eligibility.

Since payments are reduced by the percentage of the interest of an ineligible member, the actual and permitted shares in the entity file are used to determine the amount that can be issued to the entity. This reduction is handled similarly to how the permitted share reduction is applied.

<b>IF permitted entity rules...</b>	<b>THEN the percentage of payment that can be issued to an entity is...</b>
apply to the program	<ul style="list-style-type: none"> <li>• determined by checking each member’s AGI eligibility status</li> <li>• determined by using each eligible member’s permitted share in the entity</li> <li>• combined with the permitted share for the eligible members to compute the payment amount for the entity.</li> </ul>
do not apply to the program	determined by checking each member’s AGI eligibility status and actual share of the entity.

31 AGI Determination Information \* \* \* (Continued)

**H Determining Payment Share Based on AGI Eligibility (Continued)**

This table describes the process to determine the payment share for entities and joint operations.

Step	Action		
1	Check the AGI eligibility flag for the entity.		
	<b>Note:</b> Not applicable for joint operations.		
	<b>IF the entity is...</b> eligible	<b>THEN...</b> continue to step 2.	
	not eligible	<ul style="list-style-type: none"> <li>• payment share for the entity is zero</li> <li>• member information is not checked because the entity is not eligible to receive payment.</li> </ul>	
2	Check AGI eligibility for all members of the entity or joint operation.		
	<b>IF the member is...</b>	<b>AND the member is...</b>	<b>THEN...</b>
	an entity	eligible	repeat step 2 until the AGI eligibility is checked for all embedded entities and members of embedded entities down to the 5 <sup>th</sup> level.
		not eligible	the embedded entity and all members of the embedded entity are ineligible for payment for the percentage attributable to the embedded entity.
	individual	eligible	the entity or joint operation is eligible to receive payment on the percentage of the interest attributable to the member.
not eligible		the entity or joint operation is ineligible to receive payment on the percentage attributable to the member.	

31 AGI Determination Information \* \* \* (Continued)

I Example 1

In this example, H & W Farming is a corporation and each member:

- has designated this entity for payment
- is eligible for payment based on AGI provisions.

Regardless of whether permitted entity rules apply, the payment share for H & W Farming is 1.0000 because all members have designated the entity for payment and meet the AGI eligibility requirements.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	1.0000	Y	1.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

J Example 2

Same example as in subparagraph C, except Mike Young has not designated H & W Farming for payment.

When AGI is checked for a program where permitted entity rules apply, the combined permitted/AGI share is 0.5000 because:

- the permitted share for the entity is 50 percent
- member Ronald Smith has designated the entity for payment and is eligible based on AGI provisions.

If permitted entity rules do not apply for the program, the AGI payment share is 1.0000 because the entity and both members meet the AGI eligibility requirements.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	0.5000	Y	0.5000
Mike Young	N	0.5000	0.0000	Y	0.0000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

31 AGI Determination Information \* \* \* (Continued)

**K Example 3**

In this example:

- Mike Young has not designated H & W Farming for payment
- Ronald Smith is not eligible for payment based on AGI provisions.

When AGI is checked for a program where permitted entity rules apply, the combined permitted/AGI share is 0.0000 because:

- 1 member has not designated the entity for payment
- the other member does not meet the AGI eligibility requirements.

If permitted entity rules do not apply for the program, the AGI payment share is 0.5000 because the entity and 1 member meet the AGI eligibility requirements.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	0.5000	Y	0.0000
Mike Young	N	0.5000	0.0000	Y	0.0000
Ronald Smith	Y	0.5000	0.5000	N	0.0000

**L Example 4**

In this example, both members:

- have designated H & W Farming for payment
- meet the AGI eligibility requirements.

However, H & W Farming does not meet the AGI eligibility requirements.

Regardless of whether permitted entity rules apply, when AGI is checked for H & W Farming, the payment share is 0.0000 because the entity does not meet the AGI eligibility requirements. In this example, the member information is not read because the entity is not eligible.

Entity/Member	Permitted Indicator	Actual Share	Permitted Share	AGI Indicator	Combined Permitted/AGI Share
H & W Farming		1.0000	1.0000	N	0.0000
Mike Young	Y	0.5000	0.5000	Y	0.5000
Ronald Smith	Y	0.5000	0.5000	Y	0.5000

31.5 (Withdrawn--Amend. 18)

**32 Controlled Substance Determination Information**

**A Overview**

Controlled substance eligibility, which is the CON SUB FSA flag in System 36, 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 Values**

The following is a list of the options that are provided to update the controlled substance eligibility for producers in the system.

Option	Notification of Determination	Short Form Name	Legacy Flag Value
1	Producer has not been convicted of a controlled substance violation.	No Violation	Y
2	Producer has been convicted of planting, cultivating, growing, producing, harvesting, or storing of a controlled substance.	Growing	N
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	

**D Other Required Data**

Data from the court records on the conviction of the producer is entered in the 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 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.

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

**D Other Required Data (Continued)**

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 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.

**E Error Messages**

If invalid or no data is entered the following error messages are displayed.

<b>IF this message is displayed...</b>	<b>THEN the user enters...</b>
Invalid Year	an invalid year.
Year cannot be later than current year	a year that is later than the system year.
No more entry is needed.	option 1 for “not been convicted”.
Only the year of conviction is required for a growing conviction.	option 2 for “growing”.
Both the year of conviction and number of years are required entries.	option 3 for “drug trafficking”, but did not enter the year of conviction or period of conviction.
Both the year of conviction and number of years are required entries.	option 4 for “possession”, but did not enter the year of conviction or period of conviction.
A year between 1 and 5 must be selected.	anything except a number from 1 to 5 for the violation period.
A year between 1 and 10 must be selected.	anything except a number from 1 to 10 for the violation period.
Invalid Entry	anything except a valid entry.

**F 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, “No Violation”, is the default value for controlled substance eligibility. Therefore, the year of conviction and sentencing period are blank, because these are not required entries for Option 1. After the record is created, then updates can be made at anytime.

**G Migrating Data from System 36**

In System 36, only 2 flags are used for controlled substance eligibility. “Y” flag will migrate as an Option 1, no violation. “N” flag will migrate as an Option 5, action required because data is missing. When Option 5 is used during this process, the system generates a message on the County Message Log to notify the user that the year of violation and violation period are required entries. This message shall remain on the system until the entries are completed. Once the migration is complete, the values can be updated on all producers.

**33 Gross Revenue for NAP Determination Information \* \* \***

**A Overview**

Gross Revenue for NAP Eligibility, which is the NAP Gross Income flag in System 36, 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 gross revenue for NAP eligibility is that any producer certifying on CCC-441 Income to more than \$2 million in gross revenue for the previous year is ineligible for NAP benefits. The County Office is required to keep the producer’s signed eligibility certification on file.

**C Values**

The following is a list of the options that are provided to update the gross revenue for NAP eligibility producer certification in the system.

<b>Option</b>	<b>Notification of Determination</b>	<b>Short Form Name</b>	<b>Legacy Flag Value</b>
1	Producer has filed CCC-441 Income and has certified compliance with NAP gross revenue provisions.	Certified	Y
2	Producer has <b>not</b> filed the required documentation to meet the NAP gross revenue eligibility provisions.	Not Filed	N
3	COC has determined that the producer does <b>not</b> meet the NAP gross revenue eligibility provisions.	Not Compliant - COC	
4	The producer certified over the NAP gross revenue amount.	Not Compliant - Producer	

**D Other Required Data**

The date the gross revenue for NAP eligibility certification was received in the County Office is entered in the system. This date can be before the current date; however, it cannot be later than the current system date. A date must be entered or the system will not allow the user to update. Enter date according to acceptable formats in subparagraph 23 E.

\* \* \*

**33 Gross Revenue for NAP Determination Information \* \* \* (Continued)**

**E Error Messages**

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

<b>IF this message is displayed...</b>	<b>THEN the user entered...</b>
“Must enter the date documentation filed by producer”	“1” or “4” as the “Certification/COC Determination”; a date documentation filed by producer is required.
“Date not allowed based on certification option selected”	“2” or “3”; no date is required.
“Invalid date”	an invalid date.
“Date cannot be later than today’s date”	a date that is equal to or less than the system date.

**F 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 2 is the default value for gross revenue for NAP eligibility. As soon as the producer’s certification is received, then the value and date must be updated. After the record is created, then updates can be made at anytime.

**G Migrating Data from System 36**

In System 36, only 2 flags are used for gross revenue for NAP eligibility, as follows:

- “Y” flag will migrate as an Option 1
- “N” flag will migrate as an Option 2.

Once the migration is complete, the values can be updated.

**\*--34 Gross Revenue for Disaster Determination Information for 2004 and Prior Years--\***

**A Overview**

Gross revenue for disaster program eligibility, which is the disaster gross income flag in System 36, is used to show eligibility for disaster programs. This started with the year 2000. This is a year specific flag.

**B Business Rule**

The rule for gross revenue for disaster program eligibility is that any producer certifying on CCC-565 to over \$2.5 million in gross revenue for the year before the disaster is ineligible for disaster program benefits. The County Office is required to keep the producer’s signed eligibility certification on file.

**C Values**

The following is a list of the options that are provided to update the gross revenue for disaster program eligibility producer certification in the system.

Option	Notification of Determination	Short Form Name	Legacy Flag Value
1	Producer has certified compliance of disaster program gross revenue provisions.	Certified	Y
2	Producer has <b>not</b> filed the required documentation to meet the disaster program gross revenue eligibility provisions.	Not Filed	N
3	COC has determined that the producer does <b>not</b> meet the disaster program gross revenue eligibility provisions.	Not Compliant - COC	
4	Producer has certified that disaster program gross revenue provisions <b>cannot</b> be met.	Not Compliant - Producer	

**D Other Required Data**

The date the gross revenue for disaster program eligibility certification was received in the County Office is entered in the system. This date can be before the current date; however, it cannot be later than the current system date. A date must be entered or the system will not allow the user to update. Enter date according to acceptable formats in subparagraph 23 E.

**\*--Note:** Gross revenue for disaster program determinations does **not** apply for 2005 and future years.--\*

**\*--34 Gross Revenue for Disaster Determination Information for 2004 and Prior Years--\***

**E Error Messages**

If invalid or no data is entered the following error messages are displayed.

<b>IF this message is displayed...</b>	<b>THEN the user entered...</b>
“Must enter the date documentation filed by producer”	“1” or “4” as the “Certification/COC Determination”; a date documentation filed by producer is required.
“Date not allowed based on certification option selected”	“2” or “3” no date is required.
“Invalid date”	an invalid date.
“Date cannot be later than today’s date”	a date that is equal to or less than the system date.

**F 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 2 is the default value for gross revenue for disaster eligibility. As soon as the producer’s certification is received, then the value and date must be updated. After the record is created, then updates can be made at anytime.

**G Migrating Data from System 36**

In System 36, only 2 flags are used for gross revenue for disaster eligibility as follows:

- “Y” flag will migrate as an Option 1
- “N” flag will migrate as an Option 2.

Once the migration is complete, the values can be updated.

**35 NAP Non-Compliance Determination Information**

**A Overview**

NAP non-compliance eligibility, which is the NAP non-compliance flag in the System/36, 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 non-compliance 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 Values**

The following is a list of the options that are provided to update the NAP non-compliance eligibility for producers in the system.

Option	Notification of Determination	Short Form Name	Legacy Flag Value
1	Producer is in compliance with NAP procedures.	Certified	Y
2	COC has determined that the producer violated NAP compliance provisions.	Not Compliant - COC	N

**D 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.

**35 NAP Non-Compliance Determination Information (Continued)**

**E Error Messages**

If invalid or no data is entered the following error messages are displayed.

<b>IF this message is displayed...</b>	<b>THEN the user ...</b>
Must enter the COC disapproval year	selected option 2 and made no entry.
Invalid year	entered an invalid year.
Year cannot be later than current year	entered a year that is later than the system year.

**F 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 non-compliance eligibility. After the record is created, then updates can be made at anytime.

**G Migrating Data from the System 36**

During migration a “Y” flag in the system 36 will migrate as Option 1; an “N” flag in the System/36 will migrate as Option 2. Once the migration is complete, these values can be updated.

### 36 Delinquent Debt Determination Information

#### A Introduction

The Debt Collection Improvement Act of 1996 (DCIA) specifies that no person may obtain any Federal financial assistance in the form of a loan (other than a disaster loan) or a loan guarantee if such person has an outstanding Federal non-tax debt which is in a delinquent status. Further, any such person may obtain additional Federal financial assistance only after such delinquency is resolved.

Data in the delinquent debt section of the eligibility web page is used to determine producer eligibility based on the delinquent debt provisions.

#### B Example of Delinquent Debt Section of Eligibility Web Page

Following is an example of the Delinquent Debt Section of the Eligibility Web Page.

The screenshot shows the 'Farm Service Agency Online Subsidiary Eligibility' web page. The top navigation bar includes 'Section 508 accessibility', 'Eligibility', 'Business File Information', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. The main content area is titled 'Customer' and displays the following information: Name: ARTHUR YOUNG, Tax Id: [blank], Tax Type: N, Recording County: Coahoma - Mississippi, and Year: 2004. Below this, there are several links: 'Actively Engaged', 'AD1028', 'Adjusted Gross Income', 'Cash Rent Tenant', 'Conservation Compliance', 'Controlled Substance', 'Delinquent Debt', 'Federal Crop Insurance', 'Federal Crop Insurance Corporation Fraud', 'Gross Revenue for NAP', 'NAP Non-Compliance', 'Permitted Entity', and 'Person Eligibility'. The 'Delinquent Debt' section is highlighted and contains a 'COC Determination/Certification' form with the question 'Does the producer have an outstanding delinquent Federal non-tax debt?' and radio buttons for 'No' (selected) and 'Yes'. Below this is a 'Source of Delinquent Debt Determination' section with radio buttons for 'Producer Certified', 'Credit Report', 'TOPS', 'Not applicable.', 'FSA Debt', 'CAVRS', and 'Other'. An 'Additional Information' text area is also present. The page footer includes 'Top' and 'Bottom' navigation links.

36 Delinquent Debt Determination Information (Continued)

**C Fields Applicable to Delinquent Debt Determinations**

This table lists the fields applicable to delinquent debt determinations.

Field	Option	Explanation
COC Determination/ Certification	No	Producer has not applied for a loan benefit or has certified compliance that they do not have an outstanding delinquent Federal non-tax debt.
	Yes	Producer has an outstanding delinquent Federal non-tax debt.
Source of Delinquent Debt Determination		If the producer has an outstanding delinquent Federal non-tax debt, users are required to specify the source where the debt information was found. If the source is not listed, "Other" should be selected.
Additional Information		Allows for additional information, up to 1,000 characters, to be recorded about the debt information. An entry is required if "Other" is selected as the source of the delinquent debt.

**D Error Messages**

This table provides a list of error messages that may be displayed when updating delinquent debt eligibility data.

Message	Reason for Message	Corrective Action
Must specify the source used to determine the producer has a delinquent debt.	User indicated the producer has a delinquent debt but did not specify the source where the debt information was found.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Select the "Source of Delinquent Debt Determination".</li> <li>• Select "No" as the "COC Determination/Certification".</li> </ul>
Additional information about the delinquent debt must be recorded.	User selected "Other" as the source of the delinquent debt determination, however information was not entered in the "Additional Information" field.	Take either of the following actions. <ul style="list-style-type: none"> <li>• Enter information in the "Additional Information" field to document where the delinquent debt information was found.</li> <li>• Select another option as the "Source of Delinquent Debt Determination".</li> </ul>

**36 Delinquent Debt Determination Information (Continued)**

**E Field Default Values**

When new eligibility records are created, delinquent debt field values are defaulted according to this table.

<b>Field</b>	<b>Default Value</b>
COC Determination/Certification	"No" indicating the producer does not have a delinquent Federal non-tax debt.
Source of Delinquent Debt Determination	"Not Applicable".
Additional Information	"Blank".

**F Migrating Eligibility Data from the Legacy System**

Delinquent debt values will not be migrated because there is not any data in the existing System 36. As a result, default values will be set for all producers with existing eligibility records.

## 36.5 Socially Disadvantaged Farmer or Rancher

### A Introduction

Data in the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section is used to determine whether a producer meets the requirements to be considered socially disadvantaged. Additional provisions for a socially disadvantaged farmer or rancher are applicable to 2008 and future years.

**\*--Notes:** See 1-CM for the definition of socially disadvantaged farmer or rancher.--\*

Producers will be required to indicate their socially disadvantaged farmer or rancher status on applicable program applications/contracts to be eligible for applicable program exceptions or waivers.

The Food, Conservation, and Energy Act of 2008 provides for socially disadvantaged farmers and ranchers to qualify for exemptions based on definitions provided under the following:

- Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, \*--and gender)
- Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but **not** gender).

The Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section captures the socially disadvantaged farmer and rancher determination as it relates to the following:

- Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender)
- Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but **not** gender).--\*

\* \* \*

36.5 Socially Disadvantaged Farmer or Rancher (Continued)

**B Example of the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section**

Following is an example of the Socially Disadvantaged Farmer or Rancher Section.

\*--

**Socially Disadvantaged Farmer or Rancher**

Includes Racial, Ethnic and Gender

Yes  No

Includes Racial and Ethnic but NOT Gender

Yes  No

--\*

36.5 Socially Disadvantaged Farmer or Rancher (Continued)

C Fields Applicable to Socially Disadvantaged Farmer or Rancher

This table lists the fields applicable to a socially disadvantaged farmer or rancher.

\*--

Field	Option	Explanation
Includes Racial, Ethnic and Gender	Yes	Producer has certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender).  <b>Note:</b> For businesses with an employer ID number, this option shall <b>only</b> be selected when all members have certified compliance with the socially disadvantaged farmer or rancher. Eligibility records for the members are <b>not</b> required to be updated unless the member has an individual interest.
	No	Producer has <b>not</b> certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Consolidated Farm and Rural Development Act of 2003 (includes racial, ethnic, and gender).
Includes Racial and Ethnic but NOT Gender	Yes	Producer has certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial and ethnic, but <b>not</b> gender).  <b>Note:</b> For businesses with an employer ID number, this option shall <b>only</b> be selected when all members have certified compliance with the socially disadvantaged farmer or rancher. Eligibility records for the members are <b>not</b> required to be updated unless the member has an individual interest.
	No	Producer has not certified compliance with socially disadvantaged farmer or rancher provisions as defined under the Food, Agriculture, Conservation, and Trade Act of 1990 (includes racial and ethnic, but <b>not</b> gender).

--\*

**36.5 Socially Disadvantaged Farmer or Rancher (Continued)**

**D 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. “No” is the default value for a socially disadvantaged farmer or rancher. As soon as the producer’s certification is received, the value must be updated. After the record is created, updates can be made at anytime.

**E Establishing New Section for 2008**

The Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section was added for 2008. When the Socially Disadvantaged Farmer or Rancher Section was established, all records were populated with the default value “N”.

**36.6 (Reserved)**

**36.7 Beginning Farmer or Rancher**

**A Introduction**

Data in the Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section is used to determine whether a producer meets the requirements to be considered a beginning farmer or rancher. Additional provisions for a beginning farmer or rancher are applicable to 2008 and future years.

**Note:** Producers will be required to indicate their beginning farmer or rancher status on applicable program applications/contracts.

36.7 Beginning Farmer or Rancher (Continued)

**B Example of Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section**

Following is an example of the Beginning Farmer or Rancher Section.

\*--

--\*

**C Fields Applicable to Beginning Farmer or Rancher**

This table lists the options applicable to a beginning farmer or rancher.

Option	Explanation
Yes	Producer has certified compliance with beginning farmer or rancher provisions.  <b>Note:</b> For businesses with an employer ID number, this option shall <b>only</b> be selected when all members have certified compliance with the *--beginning farmer or rancher. Eligibility records for the members are--* <b>not</b> required to be updated unless the member has an individual interest.
No	Producer has <b>not</b> certified compliance with beginning farmer or rancher provisions.

**\*--36.7 Beginning Farmer or Rancher (Continued)**

**D 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. “No” is the default value for a beginning farmer or rancher. As soon as the producer’s certification is received, the value must be updated. After the record is created, updates can be made at anytime.

**E Establishing New Section for 2008**

The Subsidiary Eligibility System, Beginning Farmer or Rancher Section was added for 2008. When the Beginning Farmer or Rancher Section was established, all records were populated with the default value “N”.

**36.8 (Reserved)**

**36.9 Limited Resource Farmer or Rancher**

**A Introduction**

Data in the Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section is used to determine whether a producer meets the requirements to be considered a limited resource farmer or rancher. Additional provisions for a limited resource farmer or rancher are applicable to 2008 and future years.

**Note:** Producers will be required to indicate their limited resource farmer or rancher status on applicable program applications/contracts.--\*

**36.9 Limited Resource Farmer or Rancher (Continued)**

**B Example of Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section**

Following is an example of the Limited Resource Farmer or Rancher Section.

\*--

The screenshot shows a web form with a blue border. At the top left, the text "Limited Resource Farmer or Rancher" is displayed in blue. Below this, the text "Certification/COC Determination" is shown in blue. Underneath, there are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a small green circle next to the text. The form is enclosed in a double-line border.

--\*

**36.9 Limited Resource Farmer or Rancher (Continued)**

**C Fields Applicable to Limited Resource Farmer or Rancher**

This table lists the fields applicable to a limited resource farmer or rancher.

<b>Option</b>	<b>Explanation</b>
Yes	Producer has certified compliance with limited resource farmer or rancher provisions.  <b>Note:</b> For businesses with an employer ID number, this option shall <b>only</b> be *--selected when all members have certified compliance with the limited resource farmer or rancher. Eligibility records for the members are--* <b>not</b> required to be updated unless the member has an individual interest.
No	Producer has <b>not</b> certified compliance with limited resource farmer or rancher provisions.

**D 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. “No” is the default value for a limited resource farmer or rancher. As soon as the producer’s certification is received, the value must be updated. After the record is created, updates can be made at anytime.

**E Establishing New Section for 2008**

The Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section was added for 2008. When the Limited Resource Farmer or Rancher Section was established, all records were populated with the default value “N”.

**37 Information About Fraud – Including FCIC Fraud Determination**

**A Introduction**

The Subsidiary Eligibility Screen, Fraud – including FCIC Fraud Section was formerly called the “FCIC Fraud” determination. The Fraud – including FCIC Fraud Section is used to record action taken because of a producer or group of producers being disqualified or debarred from participating in FSA- and/or RMA-administered programs.

**B Process**

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

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

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

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

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

**C Who to Contact**

The following table provides contacts if a State Office believes information has not been entered for a producer.

<b>IF the case is an...</b>	<b>THEN the State Office shall contact...</b>
RMA case	Tim Witt by: <ul style="list-style-type: none"> <li>• e-mail at <b>tim.witt@usda.gov</b></li> <li>• telephone at 816-926-7394.</li> </ul>
OIG case	Jack Welch, Director, ALS, by: <ul style="list-style-type: none"> <li>• e-mail at <b>gwen.sellman@wdc.usda.gov</b></li> <li>• telephone at 202-690-3297.</li> </ul>

**37 Information About Fraud – Including FCIC Fraud Determination (Continued)****D Locally Obtained Debarment/Disqualification Information About FCIC Fraud**

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

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



38 FCI Determination Information

A Introduction

Data in the FCI section of the eligibility web page is used to specify either or both of the following.

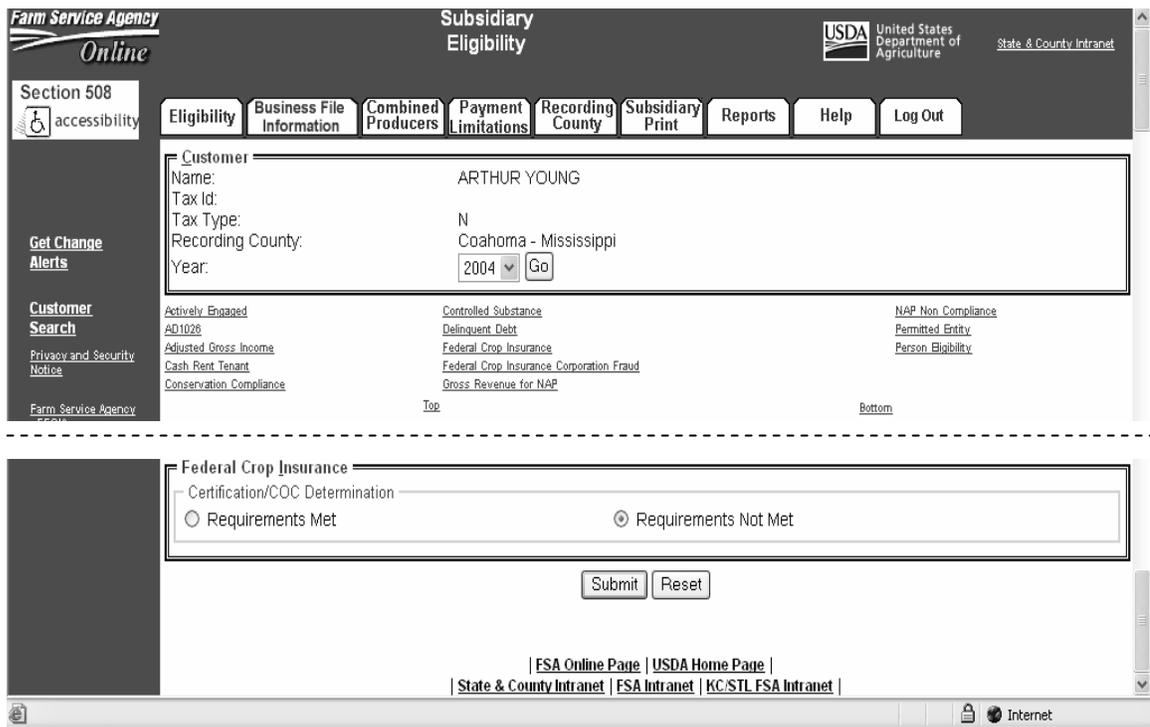
- Based on review of FCI-12's and other applicable forms, the County Office has determined that the producer has obtained at least catastrophic level coverage on all crops of economic significance in which the producer has an interest.
- Producer has signed FSA-570.

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

**Note:** With enactment of the 2002 Farm Bill, FCI eligibility provisions only apply to CRP.

B Example of FCI Section of Eligibility Web Page

Following is an example of the FCI Section of the Eligibility Web Page.



**38 FCI Determination Information (Continued)****C Fields Applicable to FCI Determinations**

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

<b>Option</b>	<b>Explanation</b>
Requirements Met	Producer has met the minimum crop insurance eligibility requirements or has filed an FSA-570.
Requirements Not Met	Producer has not met the minimum crop insurance eligibility requirements and/or has not filed an FSA-570.

**D Error Messages**

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

**E Field Default Values**

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

**38 FCI Determination Information (Continued)**

**F Migrating Eligibility Data from the Legacy System**

FCI flag values will be migrated:

- from the data residing on the KC-ADC mainframe
- from the producer’s control county record only for the applicable year
- for the current year and previous 5 years
- for the “Certification/COC Determination” field only.

This table describes how the data is migrated to the FCI “Certification/COC Determination” field in the Web-based system.

<b>IF the FCI flag in the producer’s control county record is...</b>	<b>THEN the “Certification/COC Determination” field in the Web-based system will be set to...</b>
“B”, “I”, “W”, or “O”	“Requirements Met”, indicating the producer has met the minimum crop insurance eligibility requirements or has filed an FSA-570.
“blank” or “N”	“Requirements Not Met”, indicating the producer has not met the minimum crop insurance eligibility requirements and/or has not filed an FSA-570.

**39–100 (Reserved)**

**Part 4 (Reserved)**

**101-150 (Reserved)**



**\*--Part 5 Web-Based Combined Producer System**

**Section 1 General Information**

**151 Using the Web-Based Combined Producer System**

**A Introduction**

This Part provides guidance on the following topics:

- general information about the web-based combined producer system
- creating and viewing a combined producer record
- updating and decombining a combined producer record
- combined producer reports.

**B Why This Part Is Important**

This Part is important because automated payment limitation processes use combined producer data in the web-based combined producer system to issue payments.

**C Year-Specific File**

The combined producer database is year-specific. County Offices must be sure to select the appropriate year when accessing and updating a combined producer account.

**D Prior Year Combination Action**

Users must control 2005 and 2006 combinations in System 36. See 2-PL, Part 5 for guidance on System 36 combination software.--\*

**\*--152 Guidelines for Creating Combinations**

**A Overview**

County Offices shall follow the guidelines in this paragraph when creating or updating combinations.

**Note:** See paragraph 163 for instructions on creating combinations.

**B Rules for Dataloading Combinations**

The following are general rules about dataloading combinations in the web-based combination software:

- all combinations **must** be dataloaded into the web-based combination system
- all members in the new combination **must** be dataloaded in SCIMS (see 1-CM, Part 7 for dataloading producers into SCIMS)
- 1 member of the combination **must** be legacy linked in SCIMS to the county processing the combination
- a combined record will be dataloaded 1 time in 1 county rather than by all counties that the producer has an interest.

**C Valid Combinations**

For a combination to be valid there must be:

- a properly completed CCC-503A on file indicating that COC has combined at least 2 producers for payment limitation purposes
- 2 separate producers
- only 2 producers involved in any parent combination.

**Note:** Subsequent combinations involving either producer in a parent combination will create a super combination.--\*

**\*--152 Guidelines for Creating Combinations (Continued)****D 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 the producers in the combination are linked in SCIMS. County Offices may verify receiving the validated combination by printing a MABDIG, according to 2-PL, paragraph 130.

**E Who Performs Combinations**

Any county may create a combination if:

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

The County Office whose COC approved CCC-503A should process the combination in the web-based combined software. That County Office would be the combined recording county for:

- this parent combination
- all subsequent combinations affecting either producer in this parent combination.

**F 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.--\*

153 Security Access to the Web-Based Combination Software

**A Overview**

Roles are developed in eAuthentication to provide users specific capabilities in the web-based combination software.

**B Roles**

The following identifies user roles for the web-based combination software.

<b>Group</b>	<b>User</b>	<b>Access Capability</b>
FSA	Recording County Personnel	Update ability in counties where user's eAuthentication is linked.
	Non-recording County Personnel	View Only
	*--Specified State Office Personnel and DD's	Update-Override for user's State Only (see subparagraph C and D).--*
	Other State Office Personnel	View Only
	Specified National Office Personnel	Update-Override
	Other National Office Personnel	View Only
	Kansas City Computer Personnel	View Only
NRCS	All	View Only
All	Anyone Not Listed Above	Denied

**\*--C State Office Users**

State Office users may obtain update access to web-based combination software according to the following:

- provide the State Office program specialist in charge of subsidiary all State Office employees who are to have update access, and include the following:
  - State Office name
  - employee's legal first and last name
  - employee's job title
  - employee's USDA eAuthentication user ID
- the State Office program specialist in charge of subsidiary shall do 1 of the following:
  - disapprove and return the request to the State Officer user
  - approve and send the information to SLR--\*

**153 Security Access to the Web-Based Combination Software (Continued)****\*--C State Office Users (Continued)**

- SLR shall do 1 of the following:
  - disapprove and return the request to the State Office program specialist in charge of subsidiary
  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that “the request is for web-based combination software access”.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional State Office employees can be added any time by requesting access according to this subparagraph.

**D DD Users**

DD’s may obtain update access to web-based combination software according to the following:

- provide the State Office program specialist in charge of subsidiary with a request to have update access, and include the following:
  - State Office name
  - employee’s legal first and last name
  - employee’s job title
  - employee’s USDA eAuthentication user ID
- the State Office program specialist in charge of subsidiary shall do 1 of the following:
  - disapprove and return the request to DD
  - approve and send the information to SLR--\*

**153 Security Access to the Web-Based Combination Software (Continued)**

**D DD Users (Continued)**

- SLR shall do 1 of the following:
  - disapprove and return the request to the State Office program specialist in charge of subsidiary
  - approve and FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that “the request is for web-based combination software access”.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional DD’s can be added any time by requesting access according to this subparagraph.

**E User Update Restriction by Level**

For control purposes each level of users will be restricted in their update capability. At the:

- County Office level their authority will be to update records for all producers for whom they are the recording county
- State Office level selected personnel will have the authority to update any producer whose recording county is in their State
- select National Office level personnel will have the authority to update any producer  
\*--record for Fraud – Including FCIC Fraud and all personnel will have view-only.--\*

**154-160 (Reserved)**

**\*--Section 2 Creating and Displaying Combined Producer Records**

**161 Web-Based Combined System**

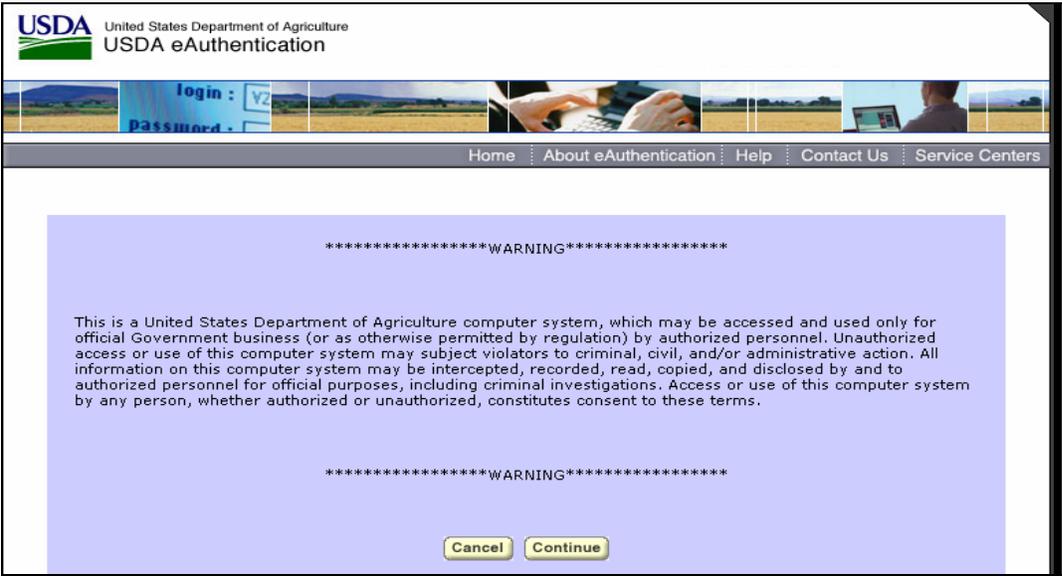
**A Overview**

The web-based combined system is a part of the web-based subsidiary system. Combined records will be updated by County Office employees.

In this part, the term “user” refers to County Office employees except where specifically noted.

**B Accessing Web-Based Subsidiary System**

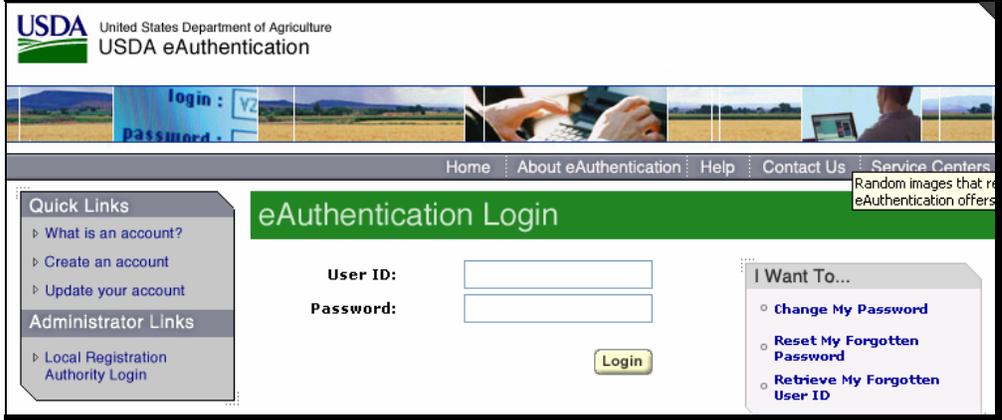
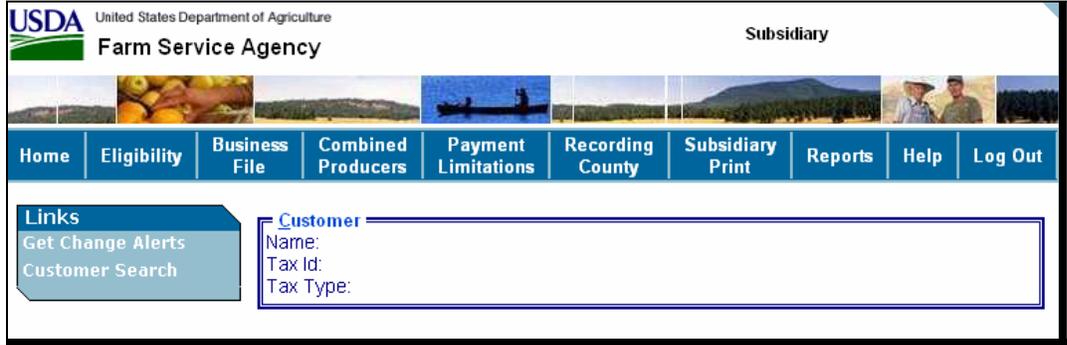
The following provides steps to access the web-based subsidiary system.

Step	Action
1	Access the FSA Intranet at <b><a href="http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html">http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html</a></b> .
2	Under Common Applications, <b>CLICK “Subsidiary”</b> .
3	<p>On USDA eAuthentication Warning Screen, <b>CLICK “Continue”</b> to proceed or <b>“Cancel”</b> to end the process.</p> 

--\*

\*--161 Web-Based Combined System (Continued)

B Accessing Web-Based Subsidiary System (Continued)

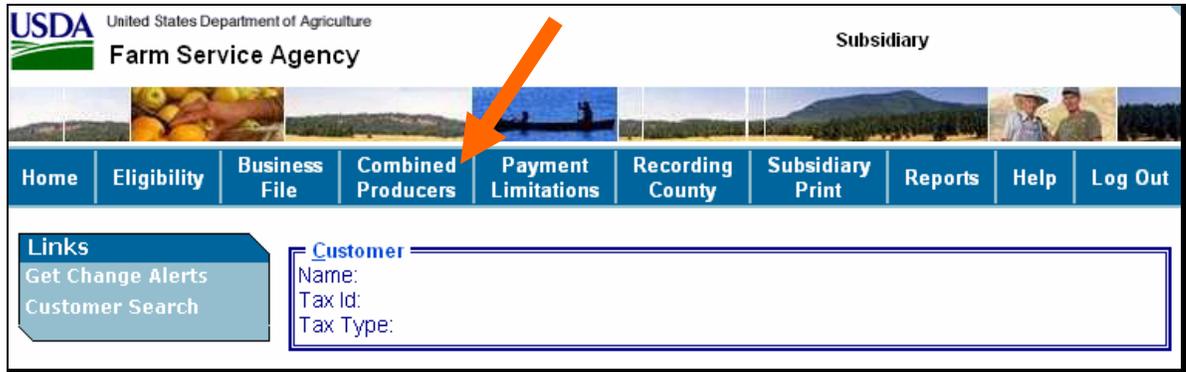
Step	Action
4	<p>If user clicked “Continue”, user <b>must</b>:</p> <ul style="list-style-type: none"> <li>• enter eAuthentication user ID</li> <li>• enter eAuthentication password</li> <li>• CLICK “Login”.</li> </ul> 
5	<p>The Subsidiary Screen will be displayed.</p> <p><b>Note:</b> This is where all subsidiary applications begin.</p> 

--\*

**\*--162 Using the Web-Based Combined System**

**A Entering the Web-Based Combined System**

To enter the web-based combined system, on the Subsidiary Screen, CLICK “**Combined Producers**” tab.



**B Selecting the Producer**

After users CLICK “**Combined Producers**” tab, SCIMS Selection Screen will be displayed so users can enter a producer to combine. Enter information in SCIMS on the Customer Search Page by:

- type
- name
- tax ID
- other.

Select the customer on the subsequent Search Results Screen. If producer is **not** in SCIMS, the producer **must** be added in SCIMS according to 1-CM.--\*

**\*--162 Using the Web-Based Combined System (Continued)**

**C Users eAuthentication Status**

If the user's eAuthentication ID is linked to more than 1 county, a Select State/County Screen will be displayed for the user to select which county the combination will be recorded.

If the user's eAuthentication ID is linked to only 1 county, or after a multi-county user has selected a county, the All Combinations For Customer Screen will be displayed.

Members	Reason	Determination Date	Detail
JONESTOWN FARM INC	Member's share is greater than 50% in a corporation, limited liability company, limited partnership or irrevocable trust	01/17/2007	<a href="#">Detail</a>

--\*

**\*--162 Using the Web-Based Combined System (Continued)**

**D All Combinations for Customer Screen**

The All Combinations For Customer Screen:

- is the beginning point for actions relative to the web-based combined system
- displays the following items.

Field/Button	Description	Action
Year	The web-based combined system is a year specific file; 2007 is the 1st year that the web-based combined system is available. All future combinations will be processed in the web-based combined system. Any actions to 2005 or 2006 combinations <b>must</b> be processed in System 36.	
Customer	Identifies the selected customer.	
New Combination	Begins the process of combining the selected producer. Creating combinations is discussed in paragraph 163	Add Combination For Customer Screen will be displayed.
Allocations	Begins the process of prorating combined producers' payment limitation among users.  <b>Note:</b> This option was previously used for each State's combined State entity. See paragraphs 177 and 178 for updating allocations.	Allocations Screen will be displayed.
Update Recording County	Begins the process of updating the combined recording county for a customer. See paragraphs 179 and 180 for updating the recording county of a combination.	Update Recording County Screen will be displayed.
Direct Combinations	Lists all customers that the selected customer is directly combined with in a parent combination.	
Indirect Combinations	Lists all customers that the selected customer is indirectly combined.	

--\*

\*--163 Creating Combinations

A New Combination Option

On the All Combinations For Customer Screen, CLICK “New Combination”. The Add Combination For Customer Screen will be displayed.

The screenshot shows the USDA Farm Service Agency website interface. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'Subsidiary Combined Producers' is on the right. Below this is a navigation menu with buttons for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. A 'Links' sidebar on the left contains 'Get Change Alerts' and 'Customer Search'. The main content area is titled 'Add Combination For Customer - 2007' and contains two main sections: 'Customer' and 'Add Combination'. The 'Customer' section has fields for Name (JOHN SMITH), Tax Id (7777), Tax Type (S), and Recording County (Coahoma - Mississippi). The 'Add Combination' section has a dropdown for 'Combination Recording County' (Coahoma - Mississippi), a 'Reason' dropdown (Select One), and a 'Determination Date' field. Below this is a 'Members of Combination' section with a table listing 'JOHN SMITH' as an 'Individual' member, with an 'Add Member' button. At the bottom are 'Submit', 'Cancel', and 'Reset' buttons.

Customer	
Name:	JOHN SMITH
Tax Id:	7777
Tax Type:	S
Recording County:	Coahoma - Mississippi

Add Combination	
Combination Recording County:	Coahoma - Mississippi
Reason:	Select One
Determination Date:	<input type="text"/>

Members of Combination	
Name	BusinessType
JOHN SMITH	Individual

Buttons: Submit, Cancel, Reset

--\*

**\*--163 Creating Combinations (Continued)**

**A New Combination Option (Continued)**

The Add Combination For Customer Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Add Combination	Identifies the combination to be processed.	
Combination Recording County	Identifies the combination recording county for the combination to be processed.	
Reason	Identifies the reason that the 2 producers being combined. See paragraph 164 for combination reasons.	
Determination Date	Identifies the date that COC: <ul style="list-style-type: none"> <li>• determined that the 2 producers were combined</li> <li>• or designee signed CCC-503A.</li> </ul>	
Members of Combination	Identifies the selected producer and, after selection, the 2nd member of the combination that is to be processed.	
Add Member	Allows user to select the 2nd member of the combination to be processed.	SCIMS Selection Screen will be displayed to select the 2nd member of the combination. After the 2nd member is selected, this option is <b>not</b> available.
Action Buttons	Submit	Add Combination For Customer Verification Screen will be displayed.
	Cancel	All Combinations For Customer Screen will be displayed without processing the combination.
	Reset	

--\*

**\*--163 Creating Combinations (Continued)**

**B Selecting Combined Producer**

On the Add Combination For Customer Screen, CLICK “Add Member” to add the 2nd member of the combination. SCIMS Customer Search Page will be displayed. User will enter information by:

- type
- name
- tax ID
- other.

Select the customer on the subsequent Search Results Screen. If customer is **not** in SCIMS, the customer **must** be added in SCIMS according to 1-CM.

When the 2nd member has been selected, the following screen will be displayed with both members of the combination listed under “Members of Combination”.

--\*

**\*--163 Creating Combinations (Continued)**

**C Selecting Combination Reason**

After users select a customer, CLICK “Reason” drop-down box (see paragraph 164), to select the correct combination reason.

**Note:** In the following example, user selected “Husband and Wife” as the combination reason.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
Get Change Alerts  
Customer Search

**Add Combination For Customer - 2007**

**Customer**  
Name: JOHN SMITH  
Tax Id: 7777  
Tax Type: S  
Recording County: Coahoma - Mississippi

**Add Combination**  
Combination Recording County: Coahoma - Mississippi  
Reason: Husband And Wife  
Determination Date:

**Members of Combination**

Name	BusinessType
JOHN SMITH	Individual
CYNDY JONES	Individual

Add Member

--\*

**\*--163 Creating Combinations (Continued)**

**D Selecting the Determination Date**

Enter the date that COC:

- determined that the 2 producers were combined
- or designee signed the CCC-503A.

**Note:** For dataload, County Offices have the option of dataloading the determination date or leaving the entry blank.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Add Combination For Customer - 2007**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Add Combination**  
 Combination Recording County: Coahoma - Mississippi  
 Reason: Husband And Wife  
 Determination Date: 02/15/2007

**Members of Combination**

Name	BusinessType
JOHN SMITH	Individual
CYN DY JONES	Individual

Add Member

--\*

**\*--163 Creating Combinations (Continued)**

**E Completing the Combination**

If “Submit” is selected, the Add Combination For Customer Verification Screen will be displayed with the question, “Are you sure you want to create this combination?”. Users can CLICK 1 of the following:

- “View Combinations of (Customer’s Name)”, if applicable
- “Yes”, to complete the combination
- “No”, to exit the combination before processing.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Add Combination For Customer - 2007**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Add Combination**  
 Combination Recording County: Coahoma - Mississippi  
 Reason: Husband and Wife  
 Determination Date: 02/15/2007

Members of Combination	
Name	BusinessType
JOHN SMITH	Individual
CYNDY JONES	Individual

CYNDY JONES belongs to another combination.  
[View Combinations of CYNDY JONES](#)  
 By adding this member, the two accounts will be combined.

**Are you sure you want to create this combination?**

**Note:** In this example, the combined producer, Cyndy Jones has other combinations. If users CLICK “View Combinations of Cyndy Jones” the screen will be redisplayed with Cyndy Jones’s other combinations displayed at the bottom. The “View Combinations” link will **not** display if there are no other combinations for the combined producer.--\*

\*--163 Creating Combinations (Continued)

**E Completing the Combination (Continued)**

If users CLICK “Yes”, the All Combinations For Customer Screen will be displayed with the message, “Combination was successfully created.”

The screenshot shows a web application interface with a blue navigation bar at the top containing the following menu items: Home, Employment, File, Producers, Limitations, County, Print, Reports, Help, and Log Out. On the left side, there is a 'Links' box with two items: 'Get Change Alerts' and 'Customer Search'. The main content area features a red-bordered box with the message 'Info: Combination was successfully created'. Below this, there is a section titled 'All Combinations For Customer' with a dropdown menu set to '2007' and a 'Go' button. Underneath, a 'Customer' box displays the following information: Name: JOHN SMITH, Tax Id: 7777, Tax Type: S, and Recording County: Coahoma - Mississippi. Three buttons are visible: 'New Combination', 'Allocations', and 'Update Recording County'. The interface then displays two tables: 'Direct Combinations' and 'Indirect Combinations'. The 'Direct Combinations' table has columns for Members, Reason, Determination Date, and Detail, with one entry for CYNDY JONES (Husband and Wife) dated 02/15/2007. The 'Indirect Combinations' table has the same columns, with one entry for SMITH JONES FARMS (Member's share is greater than 50% in a corporation, limited liability company, limited partnership or irrevocable trust) dated 02/15/2007. A small '--\*' icon is located at the bottom right of the screenshot.

**\*--163 Creating Combinations (Continued)**

**F Viewing the Completed Combination**

When the combination is completed, the All Combinations For Customer Completion Screen will be displayed with the following information.

Field/Button	Description
Info	Provides the status of the combination.
Customer	Identifies the selected customer.
Direct Combinations	Displays the customer (Cyndy Jones in this example) that was combined with the selected customer.
Indirect Combinations	Displays any combinations that the combined customer (Cyndy Jones in this example) has that are indirectly combined with the selected producer.

**G Downloading to System 36**

Combined records will be immediately downloaded to System 36 for all counties that are linked in SCIMS for either customer in the combination when the combination has completed.--\*

**\*--164 Combination Reasons**

**A Overview**

The Add Combination For Customer Screen instructs users to select a reason to combine the 2 selected customers. In the web-based combination software, reasons are producer and business type specific.

**Note:** See 1-PL for **all** combination policy.--\*

164 Combination Reasons (Continued)

**B Reason Codes**

The following provides:

- Add Combination For Customer Screen “Reason” drop-down box codes
- 1-PL paragraph references that contain the reasons for combinations.

**Note:** The information is specific to the business type of the selected customer in the “Customer” box.

Selected Customer	Possible Combination Reason	1-PL Paragraph Reference
Individual	Husband and Wife	253
	Individual Operating as a Small Business	113
	Majority Interest in an Entity	313
	Sole Beneficiary (in a Trust)	363
	Heir and Estate	332
	Grantor and Revocable Trust	363
	Minor Child and Parent/Guardian	254
	Requested “1 Person” Joint Operation	293
	Combined Members Have Majority Interest	313
Individual Operating as a Small Business	Individual Operating as a Small Business	113
Corporations, Limited Liability Company, Limited Partnership	Majority Interest in an Entity	313
	Common Members with Majority Interest in Multiple Entities	313
	Requested “1 Person” Joint Operation	293
	Sole Beneficiary	363
	Combined Members Have Majority Interest	313
Trust Revocable	Sole Beneficiary	363
	Grantor and Revocable Trust	363
	Requested “1 Person” Joint Operation	293
	Majority Interest in an Entity	313
	Combined Members Have Majority Interest	313
Trust Irrevocable	Sole Beneficiary	363
	Requested “1 Person” Joint Operation	293
	Combined Members Have Majority Interest	313
Estate	Heir and Estate	332
	Requested “1 Person” Joint Operation	293
	Majority Interest in an entity	313
	Sole Beneficiary	363
	Combined Members Have Majority Interest	313
State and Local Government	Combined State Entity	256
	*--Sole Beneficiary	363--*
Churches, Charities, and Non-Profit Organizations	Organization and Parent Organization	256
	Sole Beneficiary	363

165-175 (Reserved)



**\*--Section 3 Updating and Decombining Combined Producer Records**

**176 Updating Combined Producer Records**

**A Overview**

A system has been developed to update certain functions of the web-based combination software.

**B Updating Functions**

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

- payment limitation allocation in paragraph 177 and 178
- recording county in paragraph 179 and 180.--\*

**\*--177 Combined Producer Payment Limitation Allocation****A Background**

In the past, dividing a specific program's payment for producers involved in a combination was only done for combined State entities. As a function of the web-based combination system, division of a specific program's payment for producers involved in a combination will now be available for any combination.

**B Policy**

Producers involved in a combination may choose to allocate a specific program's payment limitation to members involved in a combination. Combination allocations may be processed if all of the following apply:

- members of a combination will receive program payments
- the members of the combination agree collectively to divide the program payments.

**Note:** A form is being developed to document the agreement between the combined producers for division of payments. This form is **not** required for State entities.

**C Using Web-Based Payment Limitation Software**

The web-based combination software provides the initial release of the web-based payment limitation software. Producers have the option of designating an allocation or allowing payments to be processed in the order in which the payments are issued.--\*

**\*--178 Updating the Combined Producer Payment Limitation Allocation**

**A Accessing the Combined Producer Payment Limitation**

On the All Combinations For Customer Screen (see paragraph 162 for access), CLICK “Allocations”, to access the combined producer payment limitation allocation.

The screenshot shows the USDA Farm Service Agency website interface. At the top, there is a navigation menu with options: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. Below the navigation menu, there is a section titled "All Combinations For Customer" with a dropdown menu set to "2007" and a "Go" button. To the left of this section is a "Links" box containing "Get Change Alerts" and "Customer Search".

Below the navigation menu, there is a "Customer" information box with the following details:

Name:	JOHN SMITH
Tax Id:	7777
Tax Type:	S
Recording County:	Coahoma - Mississippi

Below the customer information box, there are three buttons: "New Combination", "Allocations", and "Update Recording County".

Below the buttons, there are two tables: "Direct Combinations" and "Indirect Combinations".

**Direct Combinations**

Members	Reason	Determination Date	Detail
CYNDY JONES	Husband and Wife	02/15/2007	<a href="#">Detail</a>

**Indirect Combinations**

Members	Reason	Determination Date	Detail
SMITH JONES FARMS	Member's share is greater than 50% in a corporation, limited liability company, limited partnership or irrevocable trust	02/15/2007	<a href="#">Detail</a>

The Allocations Years Selection Screen will be displayed.--\*

\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)

**B Allocation Change Year Selection**

The following is an example of the Allocations Year Selection Screen to make an allocation change.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
Get Change Alerts  
Customer Search

**Allocations**

**Customer**  
Name: JOHN SMITH  
Tax Id: 7777  
Tax Type: S  
Recording County: Coahoma - Mississippi

**Year Selection**  
 All years  
 From: 2007 To: 2007  
 Year: 2007

Submit Cancel

--\*

**\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)**

**B Allocation Change Year Selection (Continued)**

The Allocations Year Selection Screen displays the following information/options.

<b>Field/Butt on</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies selected customer.	
Year Selection	Allows user to select 1 of 3 methods to change payment limitation allocation.	User selects 1 of the available options.
All Years	Allows user to control payment limitation allocations for all available years.	
From	Allows user to select a range of years to control the payment limitation allocation.	User selects a range of years.
Year	Allows user to select a specific year to control the payment limitation allocation.	User selects a specific year.
Submit	Continues the allocation process.	Allocations Program Selection Screen will be displayed.
Cancel	Ends the allocation process.	All Combinations For Customer Screen will be displayed without processing the payment limitation allocation.

--\*

\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)

**C Allocation Change Program Selection**

After users CLICK “Submit” on the Allocations Year Selection Screen, the Allocation Program Selection Screen will be displayed.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Allocations**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Selected Year**  
 All Years

**Program Selection**

All Programs  
 Conservation Reserve Program  
 Direct Payments  
 Noninsured Crop Disaster Assistance Program  
 Trade Adjustment Assistance  
 Crop Disaster Program  
 Direct and Counter-Cyclical Program - Direct Payments  
 Price Support - Regular Program  
 Tree Assistance Program

**Format**  
 By Year  
 By Program

--\*

## \*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)

## C Allocation Change Program Selection (Continued)

The Allocations Program Selection Screen displays the following information/options.

Field/Button	Description	Action
Customer	Identifies the selected customer.	
Selected Year	Identifies the years selected or range of years selected from the previous screen.	
Program Selection	Identifies the programs that are available.  <b>Note:</b> The programs on this sample screen are for example only and may not reflect actual program names.	User selects specific programs or “ <b>All</b> ”.
All Programs	Allows user to control payment limitation allocation for all available programs.	User selects “ <b>All Programs</b> ”. All other programs are grayed out and not available for selection.
Specific Programs	Allows user to control payment limitation allocation for a specific program.	User selects 1 or more programs.
Format	Allows user to select how the programs will be displayed.	User selects 1 of the available formats.
By Year	Allocations Screen will be displayed with programs grouped by year.	User selects “ <b>By Year</b> ” from the list.
By Program	Allocations Screen will be displayed with programs in program order.  <b>Note:</b> Since 2007 is the only year available, “By Year” and “By Program” will result in the same display.	User selects “ <b>By Program</b> ” from the list.
Submit	Continues the allocation process.	The Allocations Change Screen will be displayed.
Year Selection	Stops the allocation process.	The Allocations Year Selection Screen will be displayed without making any change to producer’s allocation.

--\*

**\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)**

**D Making the Allocation Change**

After users CLICK “Submit” on the Allocations Program Selection Screen, the Allocations Change Screen will be displayed

**Example:** CRP was selected.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Allocations**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

Conservation Reserve Program - 2007 Member		Share %
CYNDY JONES		.5
JOHN SMITH		.3
SMITH JONES FARMS		.2

Submit Program Selection Return To All Combinations

--\*

**\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)**

**D Making the Allocation Change (Continued)**

The Allocations Change Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Selected Program	Identifies selected programs and lists all members that are directly or indirectly related. Shares <b>must</b> : <ul style="list-style-type: none"> <li>• be entered in the x.xxx format</li> <li>• equal 1.000 when totaled.</li> </ul> A producer may be designated a "zero" share.	Enter each share in "Share %" box.  <b>Example:</b> Cyndy Jones agreed to .5 of the CRP limit, John Smith agreed to .3 of the CRP limit, and Smith Jones Farms agreed to .2 of the CRP limit.
Submit	Continues the allocation process.	Completes the allocation.
Program Selection	Stops the allocation process.	Allocations Program Selection Screen will be displayed without making any change to the producer's allocation.
Return to All Combination	Stops the allocation process.	All Combinations For Customer Screen will be displayed without making any change to the producer's allocation.

--\*

**\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)**

**E Completing the Allocation Change**

After users CLICK “Submit” on the Allocations Change Screen, the Allocations Change Verification Screen will be displayed with the question, “Are you sure you would like to submit your changes?”

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Allocations**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

Conservation Reserve Program - 2007		
Member	From Share %	To Share %
CYNDY JONES		.5000
JOHN SMITH		.3000
SMITH JONES FARMS		.2000

Are you sure you would like to submit your changes?

--\*

**\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)**

**E Completing the Allocation Change (Continued)**

The Allocations Change Verification Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Selected Program	Identifies the selected program and lists: <ul style="list-style-type: none"> <li>• all members that are directly or indirectly related</li> <li>• share that was updated by the user.</li> </ul>	
Yes	Continues the allocation update.	Allocations Change Completion Screen will be displayed with records updated.
No	Stops the allocation process.	Allocations Change Screen to enter shares for the selected program will be displayed without making an update to the allocation.

--\*

\*--178 Updating the Combined Producer Payment Limitation Allocation (Continued)

**F Displaying the Completed Allocation Change**

After users CLICK “Yes” on the Allocations Change Verification Screen, the Allocations Change Completion Screen will be displayed with the completed allocation change.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Allocations**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Conservation Reserve Program - 2007**

Member	Share %
CYNDY JONES	.5000
JOHN SMITH	.3000
SMITH JONES FARMS	.2000

Submit Program Selection Return To All Combinations

--\*

**\*--179 Combined Producer Recording County****A Background**

Centralization of the combined producer database allows an easier system of recording and updating combined producers. Since only 1 county establishes a combination, a need for a combined recording county was developed to control updates to the combined producer account.

**B Policies/Guidelines**

The combined producer recording county:

- as general rule, is the county where COC approves the CCC-503A and dataloads the combination in the combined software
- is the county that 1st processes the combined action in the web-based combination system
- is responsible for all actions relating to that combination

**Note:** Combined non-recording counties may combine members into a super combination; however, the combined recording county still retains control of the combination.

- is the **only** county that may process a decombination of members in a parent or super combination
- is the **only** county that may update the combined producer recording county
- may be updated.

**Note:** Occasionally 2 super combinations, with previously established recording counties, may have members combined. In these cases, the recording county for the new super combination will be the county that processed the combination that created the new super combination. As with other combinations, the combined recording county may be updated.--\*

**\*--180 Updating the Combined Producer Recording County**

**A Accessing the Update Combined Producer Recording County Screen**

On the All Combinations For Customer Screen (see paragraph 162 for access), CLICK “Update Recording County”.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

Links  
 Get Change Alerts  
 Customer Search

All Combinations For Customer - 2007 Go

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

New Combination Allocations Update Recording County

**Direct Combinations**

Members	Reason	Determination Date	Detail
CYNDY JONES	Husband and Wife	02/15/2007	<a href="#">Detail</a>

**Indirect Combinations**

Members	Reason	Determination Date	Detail
SMITH JONES FARMS	Member's share is greater than 50% in a corporation, limited liability company, limited partnership or	02/15/2007	<a href="#">Detail</a>

--\*

\*--180 Updating the Combined Producer Recording County (Continued)

**B Combined Producer Recording County Updating**

The following is an example of the Update Recording County Screen for combined producers.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Update Recording County**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Members of Combination**

Name	BusinessType
SMITH JONES FARMS	Corporation
CYNDY JONES	Individual
JOHN SMITH	Individual

**Recording Counties Available for this Account**

County	State
<input checked="" type="radio"/> Coahoma	Mississippi
<input type="radio"/> Merced	California

Submit Cancel

--\*

**\*--180 Updating the Combined Producer Recording County (Continued)**

**B Combined Producer Recording County Updating (Continued)**

The Update Recording County Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Members of Combination	Identifies any member of a combination that is directly or indirectly combined with the selected customer.	
Recording Counties Available for this Account	Identifies any county that: <ul style="list-style-type: none"> <li>• is legacy linked in SCIMS to any producer in the “Members of Combination” box</li> <li>• can be the combined producer recording county .</li> </ul>	
Submit	Begins the completion process for updating the recording county.	Update Recording County Verification Screen will be displayed.
Cancel	Stops the update of recording county process.	All Combinations For Customer Screen will be displayed without updating the combined producer recording county.

--\*

**\*--180 Updating the Combined Producer Recording County (Continued)**

**C Completing the Combined Producer Recording County Update**

After users CLICK **“Submit”** on the Update Recording County Screen, the Update Recording County Verification Screen will be displayed with the question, “Do you really want to change the Recording County for this Combined Producer Account?”

**Note:** If users CLICK **“Yes”**, all control of this combination passes to the new combined recording county.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Update Recording County**

**Customer**

Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Members of Combination**

Name	BusinessType
SMITH JONES FARMS	Corporation
CYNDY JONES	Individual
JOHN SMITH	Individual

**Do you really want to change the Recording County for this Combined Producer Account?**  
 From: Coahoma - Mississippi To: Merced - California

--\*

**\*--180 Updating the Combined Producer Recording County (Continued)**

**C Completing the Combined Producer Recording County Update (Continued)**

The Update Recording County Verification Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Members of Combination	Identifies any member of a combination that is directly or indirectly combined with the selected customer.	
Display	Displays the proposed change of combined producer recording county.	
Yes	Continues the change of combined recording county.	All Combinations For Customer Screen with the message "Recording County was successfully updated" will be displayed.
No	Stops the change of combined recording county.	Update Recording County Screen will be displayed without updating the combined producer recording county.

--\*

**\*--180 Updating the Combined Producer Recording County (Continued)**

**D Displaying the Completed Combined Producer Update of Recording County**

After users CLICK “Yes” on the Update Recording County Verification Screen, the All Combinations For Customer Screen will be displayed with the message, “Recording County was successfully updated”.

USDA United States Department of Agriculture  
Farm Service Agency

Subsidiary Combined Producers

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
Get Change Alerts  
Customer Search

**Info**  
Recording County was successfully updated

All Combinations For Customer - 2007 Go

**Customer**  
Name: JOHN SMITH  
Tax Id: 7777  
Tax Type: S  
Recording County: Coahoma - Mississippi

New Combination Allocations Update Recording County

**Direct Combinations**

Members	Reason	Determination Date	Detail
CYNDY JONES	Husband and Wife	02/15/2007	<a href="#">Detail</a>

**Indirect Combinations**

Members	Reason	Determination Date	Detail
---------	--------	--------------------	--------

**Note:** The following will be displayed after the combined producer recording county is updated:

- recording county in the “Customer” box still notes that the subsidiary recording county is still the same
- “New Combination” is grayed out because any action to this producer **must** be processed in the combined recording county
- “Update Recording County” is grayed out because any action to this producer **must** be processed in the combined recording county.--\*

181, 182 (Reserved)

**\*--183 Direct Combination Detail**

**A Overview**

To see direct combination details, on All Combinations For Customer Screen, users CLICK “Detail”.

**B Displaying Direct Combination Detailed Information**

On the All Combinations For Customer Screen (see paragraph 162 for access), for the member of the direct combination, CLICK “Detail”.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

Links  
 Get Change Alerts  
 Customer Search

All Combinations For Customer - 2007 Go

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

New Combination Allocations Update Recording County

**Direct Combinations**

Members	Reason	Determination Date	Detail
TRUST OF PAUL LYON HYMEL	Member is the sole beneficiary of the trust	02/15/2007	<a href="#">Detail</a>

**Indirect Combinations**

Members	Reason	Determination Date	Detail
BRADLEY BLACKBURN TRUST	One or more members have a total share greater than 50% in two or more irrevocable trusts	02/19/2007	<a href="#">Detail</a>

--\*

\*--183 Direct Combination Detail (Continued)

**B Displaying Direct Combination Detailed Information (Continued)**

After users CLICK "Detail" on the All Combinations For Customer Screen, Combination Details Screen will be displayed.

The screenshot displays the USDA Farm Service Agency website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'Farm Service Agency' name and 'Subsidiary Combined Producers' title. A navigation bar contains tabs for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. A sidebar on the left lists 'Links' such as 'Get Change Alerts' and 'Customer Search'. The main content area is titled 'Combination Details - 2007' and is divided into two sections: 'Customer' and 'Combination'. The 'Customer' section lists: Name: JOHN SMITH, Tax Id: 7777, Tax Type: S, and Recording County: Coahoma - Mississippi. The 'Combination' section lists: Combination Recording County: Coahoma - Mississippi, Reason: Member is the sole beneficiary of the trust, and Determination Date: 02/15/2007. Below this, a table lists 'Members of Combination' with columns for Name and Business Type. The members are JOHN SMITH (Individual) and TRUST OF PAUL LYON HYMEL (Irrevocable Trust). At the bottom of the combination details are buttons for 'Decombine' and 'History'. At the very bottom of the page are buttons for 'New Combination' and 'Return to All Combinations'.

--\*

**\*--183 Direct Combination Detail (Continued)**

**B Displaying Direct Combination Detailed Information (Continued)**

The Combination Details Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Combination	Lists specific information about a specific direct combination.	
Combination Recording County	Identifies the combination recording county for this combination.	
Reason	Identifies the reason this producer and the selected producer were combined.	
Determination Date	Identifies the date that COC or designee approved CCC-503A.	
Members of Combination	Identifies the 2 members of this specific direct combination.	
Decombine	Provides access to the decombination option.	Decombine a Producer Screen is displayed (see paragraph 185).
History (grayed out)	A future enhancement will allow users to view the history of this combination.	
New Combination	Begins the process of a combination for the selected customer.	Add Combination For Customer Screen (see paragraph 163) will be displayed.
Return to All Combinations	Ends the "Detail" inquiry.	All Combinations For Customer Screen for the selected customer (see paragraph 162) will be displayed.

--\*

**\*--184 Indirect Combination Detail**

**A Overview**

To access the details of a combination, users CLICK “Details” on the All Combinations For Customer Screen.

**B Displaying Indirect Combination Detailed Information**

On the All Combinations For Customer Screen (see paragraph 162 for access), CLICK “Detail” for the member of the indirect combination.

The screenshot shows the USDA Farm Service Agency website interface. At the top, there is a navigation menu with links: Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. Below the navigation is a search area for 'All Combinations For Customer' with a dropdown menu set to '2007' and a 'Go' button. A 'Links' sidebar contains 'Get Change Alerts' and 'Customer Search'. The main content area shows customer details for JOHN SMITH (Name, Tax Id: 7777, Tax Type: S, Recording County: Coahoma - Mississippi) and buttons for 'New Combination', 'Allocations', and 'Update Recording County'. Below this are two tables: 'Direct Combinations' and 'Indirect Combinations'. The 'Indirect Combinations' table has columns for 'Members', 'Reason', 'Determination Date', and 'Detail'. A row for 'BRADLEY BLACKBURN TRUST' is highlighted, with an orange arrow pointing to its 'Detail' link.

Direct Combinations			
Members	Reason	Determination Date	Detail
TRUST OF PAUL LYON HYMEL	Member is the sole beneficiary of the trust	02/15/2007	<a href="#">Detail</a>

Indirect Combinations			
Members	Reason	Determination Date	Detail
BRADLEY BLACKBURN TRUST	One or more members have a total share greater than 50% in two or more irrevocable trusts	02/19/2007	<a href="#">Detail</a>

--\*

\*--184 Indirect Combination Detail (Continued)

**B Displaying Indirect Combination Detailed Information (Continued)**

After users CLICK “Detail” on the All Combinations For Customer Screen, the Combination Details Screen will be displayed.

The screenshot displays the USDA Farm Service Agency website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'Farm Service Agency' name and 'Subsidiary Combined Producers' title. A navigation menu includes links for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. A sidebar on the left contains a 'Links' section with 'Get Change Alerts' and 'Customer Search'. The main content area is titled 'Combination Details - 2007' and is divided into two sections: 'Customer' and 'Combination'. The 'Customer' section lists: Name: JOHN SMITH, Tax Id: 7777, Tax Type: S, and Recording County: Coahoma - Mississippi. The 'Combination' section lists: Combination Recording County: Coahoma - Mississippi, Reason: One or more members have a total share greater than 50% in two or more irrevocable trusts, and Determination Date: 02/19/2007. Below this, a table lists the members of the combination: TRUST OF PAUL LYON HYMEL (Irrevocable Trust) and BRADLEY BLACKBURN TRUST (Irrevocable Trust). At the bottom of the main content area, there are buttons for 'Decombine', 'History', 'New Combination', and 'Return to All Combinations'.

--\*

**\*--184 Indirect Combination Detail (Continued)**

**B Displaying Indirect Combination Detailed Information (Continued)**

The Combination Details Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Combination	Lists specific information about this direct combination.	
Combination Recording County	Identifies the combination recording county for this combination.	
Reason	Identifies the reason this producer and the selected producer were combined.	
Determination Date	Identifies the date that COC or designee approved CCC-503A.	
Members of Combination	Identifies the 2 members of this direct combination.	
Decombine (grayed out)	User cannot decombine because neither member of the combination is the identified customer.	
History (grayed out)	A future enhancement will allow users to view the history of combinations.	
New Combination (grayed out)	Users cannot begin a new combination for either producer in this indirect combination because neither producer is the selected customer.	
Return to All Combinations	Ends the "Detail" inquiry.	All Combinations For Customer Screen will be displayed for the selected customer (according to paragraph 162).

--\*

**\*--185 Decombinations**

**A Overview**

Decombinations are used to remove a member from a combined producer record.

**B When Decombinations Are Performed**

County Offices perform decombinaions when producers are removed from an existing combination.

**C Decombination Rule**

To successfully decombine a producer from a combination, users **must** access the combined software from the combined recording county. **Only** users in the combined recording county may take any action on a combined producer record.--\*

**\*--186 Decombining Producers**

**A Overview**

When COC or designee approves a CCC-503A and a producer ceases to be a member of a combination, County Offices **must** access the web-based combination software to decombine that producer.

**B Accessing the Web-Based Combination Software to Decombine a Producer**

On the Combination Detail Screen (see paragraph 183 for access), CLICK “Decombine” to initiate the decombination for the producer.

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

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
 Get Change Alerts  
 Customer Search

**Combination Details - 2007**

**Customer**  
 Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Combination**  
 Combination Recording County: Coahoma - Mississippi  
 Reason: Husband and Wife  
 Determination Date: 02/15/2007

Members of Combination

Name	BusinessType
JOHN SMITH	Individual
CYNDY JONES	Individual

Decombine History

New Combination Return to All Combinations

--\*

\*--186 Decombining Producers (Continued)

C Updating the Decombination

After users CLICK “Decombine” on the Combination Detail Screen, the Decombine a Producer Screen will be displayed.

The screenshot displays the 'Decombine a Producer' interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'Farm Service Agency' name and 'Subsidiary Combined Producers' title. A navigation bar includes tabs for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. A sidebar on the left contains a 'Links' box with 'Get Change Alerts' and 'Customer Search'. The main content area is titled 'Decombine a Producer' and contains two sections: 'Customer' and 'Combination'. The 'Customer' section lists: Name: JOHN SMITH, Tax Id: 7777, Tax Type: S, and Recording County: Coahoma - Mississippi. The 'Combination' section lists: Combination Recording County: Coahoma - Mississippi, Reason: Husband and Wife, and Determination Date: 02/15/2007. Below this is a table for 'Members of Combination' with columns for Name and BusinessType. The table lists JOHN SMITH (Individual) and CYNDY JONES (Individual). At the bottom, there is a 'Decombine' section with a 'Reason' dropdown menu (currently showing 'Select One'), a 'Date of Decombination' input field, and 'Submit' and 'Cancel' buttons.

--\*

**\*--186 Decombining Producers (Continued)**

**C Updating the Decombination (Continued)**

The Decombine a Producer Screen displays the following information/options.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Customer	Identifies the selected customer.	
Combination	Identifies certain aspects of the combined producer record as recorded according to paragraph 163.	
Decombine	Allows users to select the decombination reason and date of determination.	
Submit	Continues the decombination process.	Decombine a Producer Screen will be re-displayed.
Cancel	Stops the decombination process.	Combination Details Screen will be displayed without decombining the combined producer.

--\*

\*--186 Decombining Producers (Continued)

**D Selecting the Decombination Reason**

Decombination reasons are listed in the drop-down box (see paragraph 187 for decombination reasons). On the Decombine a Producer Screen, users shall select the correct decombination reason from the “Reason” drop-down box.

USDA United States Department of Agriculture  
Farm Service Agency

Subsidiary Combined Producers

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Help Log Out

**Links**  
Get Change Alerts  
Customer Search

**Decombine a Producer**

**Customer**  
Name: JOHN SMITH  
Tax Id: 7777  
Tax Type: S  
Recording County: Coahoma - Mississippi

**Combination**  
Combination Recording County: Coahoma - Mississippi  
Reason: Husband and Wife  
Determination Date: 02/15/2007

Members of Combination

Name	BusinessType
JOHN SMITH	Individual
CYNDY JONES	Individual

Decombine  
Reason: Spouses Request Separate Determinations  
Date of Decombination:

--\*

**\*--186 Decombining Producers (Continued)**

**E Date of Determination Selection**

Users enter the date that COC made the determination that the 2 producers are decombined and COC or designee approved CCC-503A. Users CLICK either of the following:

- “**Submit**”, if all information is correct
- “**Cancel**”, to return to the Combination Details Screen.

<a href="#">Home</a>	<a href="#">Eligibility</a>	<a href="#">Business File</a>	<a href="#">Combined Producers</a>	<a href="#">Payment Limitations</a>	<a href="#">Recording County</a>	<a href="#">Subsidiary Print</a>	<a href="#">Reports</a>	<a href="#">Help</a>	<a href="#">Log Out</a>
----------------------	-----------------------------	-------------------------------	------------------------------------	-------------------------------------	----------------------------------	----------------------------------	-------------------------	----------------------	-------------------------

<b>Links</b> <a href="#">Get Change Alerts</a> <a href="#">Customer Search</a>	<b>Decombine a Producer</b>
--	-----------------------------

<b>Customer</b>	
Name:	JOHN SMITH
Tax Id:	7777
Tax Type:	S
Recording County:	Coahoma - Mississippi

<b>Combination</b>	
Combination Recording County:	Coahoma - Mississippi
Reason:	Husband and Wife
Determination Date:	02/15/2007
Members of Combination	
<u>Name</u>	<u>BusinessType</u>
JOHN SMITH	Individual
CYNDY JONES	Individual

<b>Decombine</b>	
Reason:	Spouses Request Separate Determinations
Date of Decombination:	02/19/2007
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

--\*

**\*--186 Decombining Producers (Continued)**

**F Completing the Decombination**

After users CLICK **“Submit”** on the Decombine a Producer Screen to complete the decombination, the Decombine a Producer Verification Screen will be displayed with the message, **“Are you sure you want to process this decombination?”** will be displayed. Users have the following 2 options.

Selection	Action
Yes	Completes the decombination.
No	Decombine a Producer Screen will be displayed without processing the decombination.

Home	Eligibility	Business File	Combined Producers	Payment Limitations	Recording County	Subsidiary Print	Reports	Help	Log Out
------	-------------	---------------	--------------------	---------------------	------------------	------------------	---------	------	---------

**Links**  
[Get Change Alerts](#)  
[Customer Search](#)

**Decombine a Producer**

**Customer**

Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Combination**

Combination Recording County: Coahoma - Mississippi  
 Reason: Husband and Wife  
 Determination Date: 02/15/2007

Members of Combination

Name	BusinessType
JOHN SMITH	Individual
CYNDY JONES	Individual

Decombine

Decombination Reason: Husband and wife have requested to be separate persons and they are not earning payments through another entity that is a separate person  
 Date of Decombination: 02/19/2007

**Are you sure you want to process this decombination?**

--\*

**\*--186 Decombining Producers (Continued)**

**F Completing the Decombination (Continued)**

If users CLICK “Yes” on the Decombine a Producer Verification Screen, the All Combinations For Customer Screen will be displayed with the message, “Decombination has been successfully processed”.

**G Viewing the Completed Combination**

When the decombination is completed the All Combinations For Customer Screen will be displayed with the following information.

Field/Button	Description
Info	Provides the status of the decombination.
Customer	Identifies the selected customer.
Direct Combinations	Identifies the direct combinations of the selected customer. <b>Note:</b> This box is blank in this example because the selected customer has no other direct combinations.
Indirect Combinations	Identifies the indirect combinations of the selected customer. <b>Note:</b> This box is blank in this example as the selected customer has no other indirect combinations

**\*--187 Decombination Reasons**

**A Overview**

The Decombine a Producer Screen instructs users to select a reason to decombine the 2 selected customers. In the web-based combination software, reasons are producer and business type specific.

**Note:** See 1-PL for **all** combination policy.--\*

187 Decombination Reasons

**B Reasons**

The following table details the reason codes that will populate the “Reason” drop-down box on the Decombine a Producer Screen. Information is specific to the business type of the selected customer in the “Customer” box.

<b>Reasons to Combine Producers</b>	<b>Possible Decombination Reasons</b>
Husband and Wife	No Longer Married
	Spouses Request Separate Determination
	Interest Prior to Marriage
	Error
Individual Operating as a Small Business	No Longer Sole Owner
	Deleted Producer
	Error
Majority Interest in Entity	No Majority Shareholders
	Deleted Producer
	Error
Sole Beneficiary	Deleted Producer
	Error
Heir and Estate	Deleted Producer
	Heir and Estate are No Longer Combined
	Error
Grantor and Revocable Trust	Deleted Producer
	Error
Minor Child and Parent/Guardian	Minor is Emancipated
	Specific Minor Combination Required
	Error
Combined State Entity	State Affiliation Terminated
	Error
Common Members with Majority Interest in Multiple Entities	Multiple Entities No Longer Share Majority Members
	Deleted Producer
	Error
Common Members with Majority Interest in Irrevocable Trust	Multiple Entities No Longer Share Majority Members
	Deleted Producer
	Error
Common Members with Majority Interest in Revocable Trust	Multiple Entities No Longer Share Majority Members
	Deleted Producer
	Error
Organization and Parent Organization	Organization and Parent Organization No Longer Affiliated
	Error
Requested ‘1 Person’ Joint Operation	No Longer a “1 Person” Joint Operation
	Deleted Producer
	Error
*--Combined Members Have Majority Interest	No Majority Share Holders
	Error--*

**Note:** See Exhibit 2 for definition of deleted producer.

**\*--188 Automatic Decombination**

**A Background**

Occasionally, a producer that producer has CCC-503A approved by COC or designee that has been combined with another producer, will no longer have farming interest.

**B Automatic Decombination**

The web-based combination system will automatically decombine a producer, if that producer's legacy link in SCIMS is removed for all counties.

<b>IF all of a producer's legacy links in SCIMS are removed and the other producer in the combination has...</b>	<b>THEN the combination is automatically...</b>
no other direct or indirect combinations	decombined.
other direct or indirect combinations	<ul style="list-style-type: none"> <li>• decombined</li> <li>• if necessary, the combined recording county is re-assigned to the county with the lowest State and county code.</li> </ul>

--\*

189-200 (Reserved)

**Part 6 (Reserved)**

201-300 (Reserved)

**Part 7 Reports**

**301 Eligibility Report**

**A Overview**

\*--The web-based system, because it has more capacity and capability, is much more flexible in regards to reports. This flexibility allows users to build their own reports. Users can select, from a list of items, the information to be displayed on the report. A query process is used to search and build the report.

**B Plan for Report Development**

The Subsidiary Print is the first report to be developed for the subsidiary system. See paragraph 303.

Additional information, such as combined producer data and joint operation and entity member information will be added to the Subsidiary Print once these processes are implemented in the web-based system.

Ad-hoc report options will be added that allow users to “query” subsidiary data that is not included on the Subsidiary Print.--\*

\* \* \*

**302 (Withdrawn--Amend. 3)**

**\*--303 Subsidiary Print Report**

**A Introduction**

Subsidiary print:

- shows the eligibility certifications, determinations, and farm and tract information for a producer
- allows users to view and/or print information about a selected producer.

**B Accessing Subsidiary Print Selection Screen**

Access the Subsidiary Print Selection Screen according to the following table.

<b>Step</b>	<b>Action</b>
1	Access the subsidiary web-based application by either of the following methods: <ul style="list-style-type: none"> <li>• typing the URL <b>https://indianocean.sc.egov.usda.gov/Subsidiary</b></li> <li>• clicking on “Subsidiary” from the FSA Applications Web Page on the FSA Intranet.</li> </ul>
2	Click on “Customer Search” to access the SCIMS search page.
3	Select a SCIMS customer by entering either of the following and clicking “Search”: <ul style="list-style-type: none"> <li>• tax ID number and ID type</li> <li>• customer name.</li> </ul>
4	Click the “Subsidiary Print” tab at the top of the subsidiary web page.

--\*

303 **Subsidiary Print Report (Continued)**

**C Subsidiary Print Selection Process**

The Subsidiary Print selection process allows the user to decide the information that will be displayed/printed on the report. The user can select different options based on the following criteria:

- “Number of years to print”
- “Fields to print”.

The user makes selections by clicking on the checkbox next to the desired selection. Once an option is selected, a check mark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.

\*--

United States Department of Agriculture

**Subsidiary Print**

Farm Service Agency

Home
Eligibility
Business File
Combined Producers
Payment Limitations
Recording County
Subsidiary Print
Reports
Help
Log Out

**Links**  
 Customer Search

**Customer**

Name: JOHN SMITH  
 Tax Id: 7777  
 Tax Type: S  
 Recording County: Coahoma - Mississippi

**Number of years to print, maximum 3 years**

<input type="checkbox"/> 1999	<input type="checkbox"/> 2000	<input type="checkbox"/> 2001
<input type="checkbox"/> 2002	<input type="checkbox"/> 2003	<input type="checkbox"/> 2004
<input type="checkbox"/> 2005	<input type="checkbox"/> 2006	<input type="checkbox"/> 2007

**Fields to print**

SCIMS  
 Eligibility  
 Combined  
 Farm/Tract

all     
  bad tracts     
  tracts with exceptions

--\*

303 Subsidiary Print Report (Continued)

**D Number of Years to Print Option**

The “Number of years to print” option allows the user to select to print 1999 through current year data. At least 1 year, but no more than 3 years, must be selected. The selected years do not have to be consecutive.

**\*--Note:** Combined producer information before 2007 is not available in the web-based subsidiary system. See 2-PL for combined information before 2007.--\*

**E Fields to Print Option**

The “Fields to print” option allows the user to select the data that will be printed. Users can select from the following:

- “SCIMS”
- “Eligibility”
- \*--“Combined”--\*
- “Farm/Tract”.

Type of Information	What Will Be Displayed/Printed	Default Information
SCIMS	<ul style="list-style-type: none"> <li>• Producer’s business type for each year selected under “Number of years to print” option.</li> <li>• Citizenship Country/Originating County.</li> <li>• Resident Alien flag.</li> <li>• SCIMS legacy links.</li> </ul>	<p>SCIMS is the default.</p> <p><b>Note:</b> To remove the selection, the user must <b>CLICK</b> on the checkbox to remove the check mark.</p>
Eligibility	<ul style="list-style-type: none"> <li>• Recording county name, address, and telephone number.</li> <li>• Eligibility certifications and determinations for each year selected under “Number of years to print” option.</li> </ul> <p><b>Note:</b> See Part 3 for additional information on eligibility certifications and determinations.</p>	<p>Eligibility is the default.</p> <p><b>Note:</b> To remove the selection, the user must <b>CLICK</b> on the checkbox to remove the check mark.</p>

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

Type of Information	What Will Be Displayed/Printed	Default Information
Combined	<ul style="list-style-type: none"> <li>• Combined recording county name, address, and telephone number.</li> <li>• All direct combinations associated with the selected producer. If there are no direct combinations, then “None” will be displayed. Direct combination information displayed includes:                             <ul style="list-style-type: none"> <li>• producer</li> <li>• last 4 digits of tax ID and tax ID type</li> <li>• combination reason</li> <li>• determination date (entry will be blank if record was loaded during dataload of combined producers).</li> </ul> </li> <li>• All indirect combinations associated with the *-selected producer. If there are no indirect combinations, then “None” will be displayed. Indirect combination information displayed--* includes:                             <ul style="list-style-type: none"> <li>• producer</li> <li>• last 4 digits of tax ID and tax ID type</li> <li>• combination reason</li> <li>• determination date (entry will be blank if record was loaded during data load of combined producers).</li> </ul> </li> </ul> <p><b>Note:</b> If a year is selected before 2007, then the Direct and Indirect Combination box will be displayed with the message “Not Available” as all records before 2007 are maintained in System 36. See 2-PL for this information.</p>	<p>“Combined” is not a default selection. Users <b>must</b> CLICK “<b>Combined</b>” radio button to have the combined information displayed.</p>

303 Subsidiary Print Report (Continued)

E Fields to Print Option (Continued)

Type of Information	What Will Be Displayed/Printed		Default Information
Farm/Tract	<b>IF...</b>	<b>THEN...</b>	“Bad tracts” is the default.  <b>Note:</b> To change the selection, the user must <b>CLICK</b> “all” radio button.
	“all” is selected	all nationwide farm and tract information applicable to the selected producer for each year selected under “Number of years to print” option will be displayed/printed.	
	“bad tracts” is selected	only farm and tract information for farms and/or tracts * * * with a producer exception of “appeal rights’ or “appeal rights exhausted” in the Farm Records Management System for each year selected under “Number of years to print” option will be displayed/printed.	
“tracts with exceptions”	only farm and tract information for farms and/or tracts with any producer exception in the Farm Records Management System for each year selected under “Number of years to print” option will be displayed/printed.		

**Note:** Until Farm Records Management Systems has resolved a problem that causes some producer tract level and farm level exceptions to be different, a line will print on the Subsidiary Print for each tract associated with each producer selected that shows farm level exceptions.

F Printing the Subsidiary Print

After selections are complete, **CLICK** “Submit” to display the report.

**Note:** The speed and time to display a report will vary based on the options that were selected. The more complex the request, the more time required for the report to be displayed.

Print the report using either of the following methods:

- **CLICK** “Print” at the bottom of the report
- **CLICK** “File” on the tool bar and then **CLICK** “Print”.

**303 Subsidiary Print Report (Continued)**

**G Future Additions**

Currently, payment limitation and business file data is only available on System 36 and, therefore, will not be printed on the Subsidiary Print. Until this data is added to the web, both the Subsidiary Print and the MABDIG must be printed to obtain all subsidiary data. The MABDIG can be printed according to 2-PL, paragraph 351.

303 Subsidiary Print Report (Continued)

\*--H Producer Subsidiary Print Report Example

Following is an example of the Producer Subsidiary Print Report.

<b>United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print</b>			Date: 10-1-2008
JOHN SMITH 123 MAIN STREET SPRINGFIELD, MA 12345		Tax ID Number: 9876 S Phone Number: (413) 329-3269	
<b>SCIMS Information</b>			
<b>Business Type Information</b>			
2009	Individual	Citizenship Country - UNITED STATES	
2008	Individual	Resident Alien Flag - N/A	
2007	Individual		
<b>SCIMS Links</b>			
Hampden - Massachusetts			
<b>Summary Eligibility Information</b>			195 RUSSELL ST
Recording County: Hampden - Massachusetts			HADLEY, MA 01035-9521
Office Phone: (413)585-1000 x2			
	<b>2009</b>	<b>2008</b>	<b>2007</b>
AD-1026	Certified	Certified	Certified
Actively Engaged-Determination	Actively Engaged		
Actively Engaged - 2002 Farm Bill	Actively Engaged	Actively Engaged	Actively Engaged
Suspended Producer	Not Suspended	Not Suspended	Not Suspended
AGI - 2002 Farm Bill	Compliant - CCC-526 C	Compliant - CCC-526	Compliant - CCC-526
AGI - Commodity Program	Compliant - Producer		
AGI - Direct Payment	Compliant - Producer		
AGI - Conservation Program	Compliant - Producer		
Beginning Farmer or Rancher	No	No	
Cash Rent Tenant-Determination	Eligible	Eligible	Eligible
Cropland Factor	1.0000	1.0000	1.0000
Conservation Compliance-Farm/Tract	In Compliance	In Compliance	In Compliance
Highly Erodible Land Conservation	Compliant	Compliant	Compliant
Planted Converted Wetland	Compliant	Compliant	Compliant
Converted Wetland	Compliant	Compliant	Compliant
Controlled Substance	No Violation	No Violation	No Violation
Delinquent Debt	No	No	No
Federal Crop Insurance	Requirements Met	Requirements Met	Requirements Met
Foreign Person	Not Applicable	Not Applicable	Not Applicable
Fraud - including FCIC Fraud	Compliant	Compliant	Compliant
Gross Revenue for Disaster			
Gross Revenue for NAP		Not Filed	Not Filed
Limited Resource Farmer or Rancher	No	No	
NAP Non Compliance	Compliant	Compliant	Compliant
Permitted Entity - 2002 Farm Bill	Yes	Yes	Yes
Person Eligibility - 2002 Farm Bill	COC Determination Completed	COC Determination Completed	COC Determination Completed
SDA - Racial, Ethnic and Gender	No	No	
SDA - Ethnic and Racial but NOT Gender	No	No	
Last Updated	October 1, 2008	August 31, 2008	September 15, 2007

--\*

303 Subsidiary Print Report (Continued)

\*--H Producer Subsidiary Print Report Example (Continued)

Date: 10-1-2008

**United States Department Of Agriculture  
Farm Service Agency  
Producer Subsidiary Print**

JOHN SMITH  
123 MAIN STREET  
SPRINGFIELD, MA 12345

Tax ID Number: 9876S  
Phone Number: (413) 329-3269

---

**Combined Producer Information**

**2009**

Combined Recording County: Hampden - Massachusetts  
Office Phone: (413)585-1000 x2

195 RUSSELL ST  
HADLEY, MA 01035-9521

Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH FARMS INC	1485 E	Majority Interest in Entity	09/15/1998

Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

**2008**

Combined Recording County: Hampden - Massachusetts  
Office Phone: (413)585-1000 x2

195 RUSSELL ST  
HADLEY, MA 01035-9521

Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH FARMS INC	1485 E	Majority Interest in Entity	09/15/1998

Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

**2007**

Combined Recording County: Hampden - Massachusetts  
Office Phone: (413)585-1000 x2

195 RUSSELL ST  
HADLEY, MA 01035-9521

Direct Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
SMITH FARMS INC	1485 E	Majority Interest in Entity	09/15/1998

Indirect Combinations			
Producer	Tax ID and Type	Combination Reason	Determination Date
None			

Page 2 of 3

--\*

303 Subsidiary Print Report (Continued)

\*--H Producer Subsidiary Print Report Example (Continued)

Date: 10-1-2008

**United States Department Of Agriculture  
Farm Service Agency  
Producer Subsidiary Print**

JOHN SMITH  
123 MAIN STREET  
SPRINGFIELD, MA 12345

Tax ID Number: 9876 S  
Phone Number: (413) 329-3269

---

**Farm/Tract Information for All Tracts**

2009								
Hampden, MA								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
2008								
Hampden, MA								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
2007								
Hampden, MA								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None

Page 3 of 3

--\*

**304 State Committee Eligibility Change Report**

**A Introduction**

Because of need to develop a system of tracking changes in the web-based subsidiary system, \* \* \* the State Committee Eligibility Change Report:

- has been developed
- will be used by STC or their designee and/or County Office staffs to track changes to the web-based subsidiary system and process spot-checks of those records.

**B Accessing the State Committee Eligibility Change Report**

Access the State Committee Eligibility Change Report according to the following.

Step	Action
1	Access the web-based subsidiary system by either of the following methods: <ul style="list-style-type: none"> <li>• type URL <b>https://indianocean.sc.egov.usda.gov/Subsidiary</b></li> <li>• CLICK “Subsidiary” from FSA’s Applications Web Page on FSA’s Intranet.</li> </ul>
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “State Committee Eligibility Change Report”.
4	CLICK desired State.
5	*--Monthly reports are available that will list producers whose eligibility has changed during that specific monthly period. Producers are listed in order of:--* <ul style="list-style-type: none"> <li>• State</li> <li>• county</li> <li>• last name or business name, if a business</li> <li>• last 4 digits of the tax ID number.</li> </ul> <p><b>Note:</b> Businesses and producers will be listed separately by county.</p>

304 State Committee Eligibility Change Report (Continued)

\*\*\*

C Example of the State Committee Eligibility Change Report

Following is an example of a selected State Committee Eligibility Change Report. Reports are in Microsoft Excel format. This report's format has been adjusted so that each heading can be viewed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	STATE	COUNTY	LAST NAME	FIRST NAME	TAX ID	TYPE							
2	MS	ADAMS	BEARDEN	CHARLES	1234	S							
3	MS	ADAMS	COLE	ELVIS	1234	S							
4	MS	ADAMS	SWILLEY	DAVID	1234	S							
5	MS	ADAMS	SWILLEY	TRACI	1234	S							
6	MS	ALCORN		ESTATE OF VERNON L S	1234	E							
7	MS	ALCORN	AYERS	MAC	1234	S							
8	MS	ALCORN	COLEMAN	KEITH	1234	S							
9	MS	ALCORN	COLEMAN	RITA	1234	S							
10	MS	ALCORN	COOPER	CHARLES	1234	S							
11	MS	ALCORN	MCGRATH	JUDE	1234	S							
12	MS	ALCORN	MERCER	DEION	1234	S							
13	MS	ALCORN	WEEDEN	MIKE	1234	S							
14	MS	AMITE		JONES FARMS INC	1234	E							
15	MS	AMITE	JONES	BUCKEY	1234	S							
16	MS	AMITE	OLAH	ROBERT	1234	S							
17	MS	AMITE	WEIGAND	MICHAEL	1234	S							
18	MS	ATTALA		RIVERSIDE FARMS INC	1234	E							
19	MS	ATTALA	ACKER	CYNTHIA	1234	S							
20	MS	ATTALA	ARMSTRONG	CAROLYN	1234	S							
21	MS	ATTALA	ARMSTRONG	CURTIS	1234	S							
22	MS	ATTALA	ARMSTRONG	CURTIS	1234	S							
23	MS	ATTALA	BURCHFIELD	MARVIN	1234	S							
24	MS	ATTALA	BURRELL	JOAN	1234	S							
25	MS	ATTALA	BURRELL	ROBERT	1234	S							
26	MS	ATTALA	BURRELL	THOMAS	1234	S							
27	MS	ATTALA	CAIN	LILLIE	1234	S							
28	MS	ATTALA	CROSS	LUCIOUS	1234	S							
29	MS	ATTALA	CROWDER	SHIRLEY	1234	S							
30	MS	ATTALA	DUNN	JAMES	1234	S							
31	MS	ATTALA	DYSON	LINNEY	1234	S							
32	MS	ATTALA	FLEMING	JESSE	1234	S							

**305 \* \* \* Combined Producer Report**

**A Introduction**

The web-based combined producer application went online March 19, 2007. County Offices began data-loading combined producer for 2007. The Combined Producer Report has been developed to allow County Offices to print a “county specific” combined producer report that will print all producers that are combined in a specific county.

**B Accessing the Combined Producer Report**

Access the Combined Producer Report according to the following.

Step	Action
1	Access the web-based Subsidiary System by either of the following methods: <ul style="list-style-type: none"> <li>• ENTER “<a href="https://indianocean.sc.egov.usda.gov/Subsidiary">https://indianocean.sc.egov.usda.gov/Subsidiary</a>”</li> <li>• on FSA’s Intranet, FSA’s Applications Web Page CLICK “Subsidiary”.</li> </ul>
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “Combined Producer Report”.
4	Select the desired State, County Office, and year.
5	A report will be generated that displays (and prints if requested) every producer with a combination record in the selected State and county.

305 \* \* \* Combined Producer Report (Continued)

C Combined Producer Report Selection Screen

The following is an example of the Combined Producer Report Selection Screen that either:

- a State Office employee with proper eAuthentication credentials will view

The screenshot shows the USDA Farm Service Agency Subsidiary Reports selection screen. At the top, the USDA logo and "United States Department of Agriculture" are on the left, and "Subsidiary Reports" is on the right. Below this is a navigation bar with buttons for Home, Eligibility, Business File, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. The main content area has a "Links" sidebar on the left. The primary form contains two sections: "Select State County" with a "State: Arkansas" label and a "County: Arkansas" dropdown menu, and "Select Year" with a "Year: 2008" dropdown menu. A "Submit" button is located below these sections. At the bottom of the page, there is a footer with various links including "FSA Online Page", "USDA Home Page", "State & County Intranet", "FSA Intranet", "KC/STL FSA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

- a County Office employee will see if that employee's eAuthentication user ID is only associated with 1 county.

The screenshot shows the USDA Farm Service Agency Subsidiary Reports selection screen for a County Office employee. The layout is identical to the previous screenshot, but the "Select State County" section is absent. The "Select Year" section remains, with a "Year: 2008" dropdown menu and a "Submit" button below it. The footer with various links is also present at the bottom of the page.

305 \* \* \* Combined Producer Report (Continued)

**D Example of the Combined Producer Report**

The following is an example of the Combined Producer Report.

Beadle South Dakota		United States Department Of Agriculture Farm Service Agency 2007 Combined Producer Report			Prepared: Sep 07, 2007 Time: 09:29 AM Page 1 of 1	
Combined Recording County	Name	ID Number and Type	Name	ID Number and Type	Combination Reason	
Beadle, SD	Cummins, Thomas	1234 S	Haerter, Jane	4321 S	Husband and Wife	
Jackson, IA	Fowler Farms	2345 E	Fowler, Vanessa	9876 S	Requested One Person	
Jackson, IA	Fowler, Vanessa	9876 S	Fowler Farms	2345 E	Requested One Person	
Rapides, LA	Gerald Mott Trust	1212 E	Moody, Cheryl	6667 S	Combined Members Have Majority	
Beadle, SD	Haerter, Jane	4321 S	Cummins, Thomas	1234 S	Husband and Wife	
Rapides, LA	Moody, Cheryl	6667 S	Vanderlaan, Clarence	9898 S	Husband and Wife	
Rapides, LA	Moody, Cheryl	6667 S	Gerald Mott Trust	1212 E	Combined Members Have Majority	
Rapides, LA	Newson Trust	0001 E	Vanderlaan, Clarence	9898 S	Requested One Person	
Rapides, LA	Newson Trust	0001 E	Thompson, Mary	6767 S	Requested One Person	
Rapides, LA	Thompson, Mary	6767 S	W & C Trausch Farm LLC	1010 E	Combined Members Have Majority	
Rapides, LA	Thompson, Mary	6767 S	Newson Trust	0001 E	Requested One Person	
Rapides, LA	Vanderlaan, Clarence	9898 S	Moody, Cheryl	6667 S	Husband and Wife	
Rapides, LA	Vanderlaan, Clarence	9898 S	Newson Trust	0001 E	Requested One Person	
Rapides, LA	W & C Trausch Farm LLC	1010 E	Thompson, Mary	6767 S	Combined Members Have Majority	

**Note:** The Combined Producer Report has been adjusted so that it will print entirely on 1 page. Reports printed in Adobe will be in landscape format so that proper formatting of large names can be printed.

**305 \* \* \* Combined Producer Report (Continued)**

**E Details of the Combined Producer Report**

The following provides information about the Combined Producer Report.

Section	Details
Heading	Displays the county printing the report and the date and time the report was printed.
1 <sup>st</sup> Name Heading	Displays every producer involved in a combination alphabetically by last name for individuals or name for businesses in the requesting county.
ID Number and Type	Displays the last 4-digits of the tax identification number and the ID type for the listed producers.
2 <sup>nd</sup> Name Heading	Displays the producer that is combined with the producer listed in the 1 <sup>st</sup> name heading.
Combination Reason	Displays the reason the 2 producers are combined.

**306 \*--County Eligibility Reports--\***

**A Introduction**

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

- “Foreign Person” Determination
- “Person Eligibility” Determination
- “Actively Engaged” Determination
- “Cash Rent Tenant” Determination
- “Permitted Entity” Determination
- “AD-1026” Certification
- “Conservation Compliance” Determination
- “Adjusted Gross Income” Certification

**\*--306 County Eligibility Reports (Continued)--\***

**A Introduction (Continued)**

- “Controlled Substance” Determination
- “Gross Revenue for NAP” Certification
- “NAP Non-Compliance” Determination
- “Delinquent Debt” Determination
- “Socially Disadvantaged Farmer or Rancher” Certification
  - “Includes Racial, Ethnic and Gender”
  - “Includes Racial and Ethnic but not Gender”
- “Limited Resource Farmer or Rancher” Certification
- “Beginning Farmer or Rancher” Certification
- “Fraud – Including FCIC Fraud” Determination
- “Federal Crop Insurance” Determination.

These reports are:

- county specific
- generated using the reporting database.

**B Accessing the Subsidiary Reports Screen, County Eligibility Reports**

Access the County Eligibility Reports according to the following.

Step	Action
1	Access the web-based Subsidiary System by either of the following methods: <ul style="list-style-type: none"> <li>• ENTER “<a href="https://indianocean.sc.egov.usda.gov/Subsidiary">https://indianocean.sc.egov.usda.gov/Subsidiary</a>”</li> <li>• on FSA Intranet, FSA Applications web page, CLICK “Subsidiary”.</li> </ul>
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “County Eligibility Reports”.

**\*--306 County Eligibility Reports (Continued)**

**C County Eligibility Reports Screen, Report Selection Criteria Section**

The Report Selection Criteria:

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

The following is an example of the Report Selection Criteria Section.

The screenshot shows a web form titled "Report Selection Criteria". It includes a "Year:" field with a dropdown menu set to "2008" and a "Go" button. Below this is the "Report Output Type" section with two radio buttons: "PDF" (which is selected) and "Spreadsheet". At the bottom, there is a "Select State County" section with two dropdown menus: "State:" set to "Alabama" and "County:" set to "Dallas".

The following provides information about the Report Selection Criteria Section.

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

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

**\*--306 County Eligibility Reports (Continued)**

**D County Eligibility Reports Screen, Foreign Person Section--\***

Reports may be generated that will provide the user information on who has a “foreign person” determination recorded in the web-based Eligibility System. The following is an example of the Foreign Person Section.

**Foreign Person**

COC Determination

**Has the producer met the foreign person provision?**

Yes  No

Pending

The following provides information about the Foreign Person Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person Section that has “No” checked.
Pending	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person Section that has “Pending” checked.

**\*--E County Eligibility Reports Screen, Person Eligibility Section--\***

Reports may be generated that will provide the user information on who has “person eligibility” determinations recorded in the web-based Eligibility System. The following is an example of the Person Eligibility Section.

**Person Eligibility**

COC Determination

COC Determination Completed  Not Filed

Awaiting Determination  Awaiting Revision

Date Documentation Filed by Producer  ▼

COC Determination Date  ▼

**\*--306 County Eligibility Reports (Continued)**

**E County Eligibility Reports Screen, Person Eligibility Section (Continued)--\***

The following provides information about the Person Eligibility Section.

<b>Field/Button</b>	<b>Description</b>
COC Determination Completed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “COC Determination Completed” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Not Filed” checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Awaiting Determination” checked.
Awaiting Revision	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Awaiting Revision” checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.
COC Determination Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has a “COC Determination Date” for that date. If a date is not entered, the report will identify <b>all</b> producers.

**\*--F County Eligibility Reports Screen, Actively Engaged Section--\***

Reports may be generated that will provide the user information on who has an “actively engaged” determination recorded in the web-based Eligibility System. The following is an example of the Actively Engaged Section.

**Actively Engaged**

COC Determination

Actively Engaged                       Not Filed  
 Awaiting Determination                       Awaiting Revision  
 Not Actively Engaged

Date Documentation Filed by Producer  ▼  
 COC Determination Date  ▼

Suspended Producer

Not Suspended                       Suspended

**\*--306 County Eligibility Reports (Continued)**

**F County Eligibility Reports Screen, Actively Engaged Section (Continued)--\***

The following provides information about the Actively Engaged Section.

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

**\*--306 County Eligibility Reports (Continued)**

**G County Eligibility Reports Screen, Cash Rent Tenant Section--\***

Reports may be generated that will provide the user information on who has a “cash rent tenant” determination recorded in the web-based Eligibility System. The following is an example of the Cash Rent Tenant Section.

The following provides information about the Cash Rent Tenant Section.

Field/Button	Description
Eligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Eligible” checked.
Partially Eligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Partially Eligible” checked.
Ineligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Ineligible” checked.
Not Applicable	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Not Applicable” checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Awaiting Determination” checked.
Cropland Factor	Checking this box and inserting a factor will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has a “Cropland Factor” with that factor. If a factor is not entered, then the report will not be accurate.

**\*--306 County Eligibility Reports (Continued)**

**H County Eligibility Reports Screen, Permitted Entity Section--\***

Reports may be generated that will provide the user information on who has a “permitted entity” determination recorded in the web-based Eligibility System. The following is an example of the Permitted Entity Section.

**Permitted Entity**

**COC Determination**

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

Yes  No

The following provides information about the Permitted Entity Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Permitted Entity Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Permitted Entity Section that has “No” checked.

**\*--I County Eligibility Reports Screen, AD-1026 Section**

Reports may be generated that will provide the user information on who has an “AD-1026” certification recorded in the web-based Eligibility System. The following is an example of the AD-1026 Section.

**AD-1026**

**Certification**

Certified  Not Filed

Good Faith Determination  COC Exemption

Awaiting Affiliate Certification  Affiliate Violation

**Referred to NRCS**

Yes  No

Date Referred to NRCS  ▼

Date Continuous Certification/Authorization Signed By  ▼

Producer

**\*--306 County Eligibility Reports (Continued)**

**I County Eligibility Reports Screen, AD-1026 Section (Continued)--\***

The following provides information about the AD-1026 Section.

<b>Field/Button</b>	<b>Description</b>
Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Certified” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Not Filed” checked.
Good Faith Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Good Faith Determination” checked.
COC Exemption	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “COC Exemption” checked.
Awaiting Affiliate Certification	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Awaiting Affiliate Certification” checked.
Affiliate Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Affiliate Violation” checked.
Referred to NRCS – Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Referred to NRCS - Yes” checked.
Referred to NRCS – No	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Referred to NRCS - No” checked.
Date Referred to NRCS	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has a “Date Referred to NRCS” for that date. If a date is not entered, the report will identify <b>all</b> producers.
Date Continuous Certification/Authorization Signed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has a “Date Continuous Certification/Authorization Signed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.

\*--306 County Eligibility Reports (Continued)

**J County Eligibility Reports Screen, Conservation Compliance Section--\***

Reports may be generated that will provide the user information on how “conservation compliance” determinations are recorded in the web-based Eligibility System. The following is an example of the Conservation Compliance Section.

<b>Conservation Compliance</b>	
Highly Erodible Land Conservation	
<input type="checkbox"/> No HEL	<input type="checkbox"/> Compliant
<input type="checkbox"/> Not Compliant	<input type="checkbox"/> Pending Determination
<input type="checkbox"/> Landlord/Tenant Exemption	<input type="checkbox"/> Good Faith
<input type="checkbox"/> Appeal Rights Exhausted	<input type="checkbox"/> No Association
Planted Converted Wetland	
<input type="checkbox"/> Compliant	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Good Faith	<input type="checkbox"/> No Association
Converted Wetland	
<input type="checkbox"/> Compliant	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Good Faith	<input type="checkbox"/> Restored Wetland
<input type="checkbox"/> Appeal Rights Exhausted	<input type="checkbox"/> No Association
Farm/Tract Eligibility	
<input type="checkbox"/> In Compliance	<input type="checkbox"/> Partial Compliance
<input type="checkbox"/> In Violation	<input type="checkbox"/> No Association
<input type="checkbox"/> Past Violation	<input type="checkbox"/> Reinstated
<input type="checkbox"/> Year of Violation	<input type="text"/>
<input type="checkbox"/> State and County Where Violation Occurred	<input type="text"/>

**\*--306 County Eligibility Reports (Continued)**

**J County Eligibility Reports Screen, Conservation Compliance Section (Continued)--\***

The following provides information about the Conservation Compliance Section.

<b>Field/Button</b>	<b>Description</b>
Highly Erodible Land Conservation – No HEL	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – No HEL” checked.
Highly Erodible Land Conservation – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Compliant” checked.
Highly Erodible Land Conservation – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Not Compliant” checked.
Highly Erodible Land Conservation – Pending Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Pending Determination” checked.
Highly Erodible Land Conservation – Landlord/Tenant Exemption	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Landlord/Tenant Exemption” checked.
Highly Erodible Land Conservation – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Good Faith” checked.
Highly Erodible Land Conservation – Appeal Rights Exhausted	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Appeal Rights Exhausted” checked.
Highly Erodible Land Conservation – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – No Association” checked.
Planted Converted Wetland – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – Compliant” checked.
Planted Converted Wetland – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – Not Compliant” checked.

\*--306 County Eligibility Reports (Continued)

**J County Eligibility Reports Screen, Conservation Compliance Section (Continued)--\***

<b>Field/Button</b>	<b>Description</b>
Planted Converted Wetland – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – Good Faith” checked.
Planted Converted Wetland – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – No Association” checked .
Converted Wetland – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Compliant” checked.
Converted Wetland – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Not Compliant” checked.
Converted Wetland – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Good Faith” checked.
Converted Wetland – Restored Wetland	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Restored Wetland” checked.
Converted Wetland – Appeal Rights Exhausted	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Appeals Rights Exhausted” checked.
Converted Wetland – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – No Association” checked.
Farm/Tract Eligibility – In Compliance	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – In Compliance” checked.
Farm/Tract Eligibility – Partial Compliance	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – Partial Compliance” checked.

\*--306 County Eligibility Reports (Continued)

**J County Eligibility Reports Screen, Conservation Compliance Section (Continued)--\***

<b>Field/Button</b>	<b>Description</b>
Farm/Tract Eligibility – In Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – In Violation” checked.
Farm/Tract Eligibility – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – No Association” checked.
Farm/Tract Eligibility – Past Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – Past Violation” checked.
Farm/Tract Eligibility – Reinstated	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – Reinstated” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.
State and County Where Violation Occurred	Checking this box and entering a State and county code will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has an entry in the “State and County Where Violation Occurred” for that State and county. If a State and county code is not entered, then the report will not be accurate.

\*--306 County Eligibility Reports (Continued)

**K County Eligibility Reports Screen, Adjusted Gross Income Section--\***

Reports may be generated that will provide the user information on who has an “adjusted gross income” certification recorded in the web-based eligibility files. The following is an example of the Adjusted Gross Income Section.

**Adjusted Gross Income**

Certification/COC Determination

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

Effective Program Year

Date Documentation Filed by Producer  ▼

COC Disapproval Date  ▼

The following provides information about the Adjusted Gross Income Section.

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

\*--306 County Eligibility Reports (Continued)

**K County Eligibility Reports Screen, Adjusted Gross Income Section (Continued)--\***

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

**\*--306 County Eligibility Reports (Continued)**

**L County Eligibility Reports Screen, Controlled Substance Section--\***

Reports may be generated that will provide the user information on who has a “controlled substance” determination recorded in the web-based Eligibility System. The following is an example of the Controlled Substance Section.

The following provides information about the Controlled Substance Section.

Field/Button	Description
No Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “No Violation” checked.
Growing	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “Growing” checked.
Trafficking	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “Trafficking” checked.
Possession	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “Possession” checked.
Year of Conviction	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has that year of conviction entered. If a year is not entered, then the report will not be accurate.

\*--306 County Eligibility Reports (Continued)

**M County Eligibility Reports Screen, Gross Revenue for NAP Section--\***

Reports may be generated that will provide the user information on who has a “gross revenue for NAP” certification recorded in the web-based eligibility files. The following is an example of the Gross Revenue for NAP Section.

The following provides information about the Gross Revenue for NAP Section.

Field/Button	Description
Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Certified” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Not Filed” checked.
Not Compliant – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Not Compliant – COC” checked.
Not Compliant – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Not Compliant – Producer” checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has a “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.

**\*--306 County Eligibility Reports (Continued)**

**N County Eligibility Reports Screen, NAP Non Compliance Section--\***

Reports may be generated that will provide the user information on who has a “NAP noncompliance” determination recorded in the web-based eligibility files. The following is an example of the NAP Non Compliance Section.

The following provides information about the NAP Non Compliance Section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance Section that has “Compliant” checked.
Not Compliant – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance Section that has “Not Compliant – COC” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance Section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.

**\*--306 County Eligibility Reports (Continued)**

**O County Eligibility Reports Screen, Delinquent Debt Section--\***

Reports may be generated that will provide the user information on who has a “delinquent debt” determination recorded in the web-based eligibility files. The following is an example of the Delinquent Debt Section.

**Delinquent Debt**

COC Determination/Certification

**Does the producer have an outstanding delinquent Federal non-tax debt?**

No  Yes

Source of Delinquent Debt Determination

Producer Certified  FSA Debt

Credit Report  CAIVRS

TOPS  Other

Not applicable

Additional Information

**\*--306 County Eligibility Reports (Continued)**

**O County Eligibility Reports Screen, Delinquent Debt Section (Continued)--\***

The following provides information about the Delinquent Debt Section.

<b>Field/Button</b>	<b>Description</b>
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “No” checked.
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Yes” checked.
Source of Delinquent Debt Determination – Producer Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Producer Certified” checked.
Source of Delinquent Debt Determination – FSA Debt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – FSA Debt” checked.
Source of Delinquent Debt Determination – Credit Report	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Credit Report” checked.
Source of Delinquent Debt Determination – CAIVERS	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – CAIVERS” checked.
Source of Delinquent Debt Determination – TOPS	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – TOPS” checked.
Source of Delinquent Debt Determination – Other	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Other” checked.
Source of Delinquent Debt Determination – Not Applicable	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Not Applicable” checked.
Additional Information	<p>Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Additional Information” checked and information entered.</p> <p><b>Note:</b> If a user has typed a “space” in the “Additional Information” field, then the producer will be listed on the report; however, the field will appear empty.</p>

**\*--306 County Eligibility Reports (Continued)**

**P County Eligibility Reports Screen, Socially Disadvantaged Farmer or Rancher Section--\***

Reports may be generated that will provide the user information on who has a “Socially Disadvantaged Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the Socially Disadvantaged Farmer or Rancher Section.

**Socially Disadvantaged Farmer or Rancher**

Includes Racial, Ethnic and Gender

Yes  No

Includes Racial and Ethnic but NOT Gender

Yes  No

The following provides information about the Socially Disadvantaged Farmer or Rancher Section.

<b>Certification</b>	<b>Field/Button</b>	<b>Description</b>
Includes Racial, Ethnic and Gender	Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “Yes” radio button checked for “Includes Racial, Ethnic and Gender”.
	No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “N” radio button checked for “Includes Racial, Ethnic and Gender”.
Includes Racial and Ethnic but NOT Gender	Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “Y” radio button checked for “Includes Racial and Ethnic but NOT Gender”.
	No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “No” radio button checked for “Includes Racial and Ethnic but NOT Gender”.

**\*--306 County Eligibility Reports (Continued)**

**Q County Eligibility Reports Screen, Limited Resource Farmer or Rancher” Section--\***

Reports may be generated that will provide the user information on who has a “Limited Resource Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the Limited Resource Farmer or Rancher Section.

The screenshot shows a web form titled "Limited Resource Farmer or Rancher". Below the title is a label "Certification/COC Determination" followed by two radio buttons: "Yes" and "No". The "No" radio button is selected, indicated by a small green dot in the center of the circle.

The following provides information about the Limited Resource Farmer or Rancher Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Limited Resource Farmer or Rancher Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Limited Resource Farmer or Rancher Section that has “No” checked.

**\*--306 County Eligibility Reports (Continued)**

**R County Eligibility Reports Screen, Beginning Farmer or Rancher Section--\***

Reports may be generated that will provide the user information on who has a “Beginning Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the Beginning Farmer or Rancher Section.

The screenshot shows a web form titled "Beginning Farmer or Rancher Certification". It contains two radio button options: "Yes" and "No". The "No" option is selected, indicated by a small green dot inside the radio button.

The following provides information about the Beginning Farmer or Rancher Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Beginning Farmer or Rancher Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Beginning Farmer or Rancher Section that has “No” checked.

**\*--306 County Eligibility Reports (Continued)**

**S County Eligibility Reports Screen, Fraud – Including FCIC Fraud Section--\***

Reports may be generated that will provide the user information on who has a Fraud - Including FCIC Fraud determination recorded in the web-based eligibility files. The following is an example of the Fraud – Including FCIC Fraud Section.

The following provides information about the Fraud – Including FCIC Fraud Section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has “Compliant” checked.
Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has “Not Compliant” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.
Years of No Program Benefits	Checking this box and entering a number of years will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has a “Years of No Program Benefits” for a certain number of years entered. If years are not entered, then the report will not be accurate.

**\*--306 County Eligibility Reports (Continued)**

**T County Eligibility Reports Screen, Federal Crop Insurance Section--\***

Reports may be generated that will provide the user information on who has a “Federal Crop Insurance” certification or determination recorded in the web-based eligibility files. The following is an example of the Federal Crop Insurance Section.

The following provides information about the Federal Crop Insurance Section.

<b>Field/Button</b>	<b>Description</b>
Requirements Met	Checking this box will generate a report that will list every person in the web-based Eligibility System, Federal Crop Insurance Section that has “Requirements Met” checked.
Requirements Not Met	Checking this box will generate a report that will list every person in the web-based Eligibility System, Federal Crop Insurance Section that has “Requirements Not Met” checked.

**U Options**

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

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

**\*--306 County Eligibility Reports (Continued)--\***

**V Validation Screen**

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

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

This tables provides descriptions of the fields/buttons on the Validation Screen.

Field/Button	Description
Year	Will display the year of the eligibility report to be generated.
Report Output Type	Will display the format of the eligibility report to be generated. <ul style="list-style-type: none"> <li>• If “PDF” was selected, the report will be generated in an Adobe Acrobat format.</li> <li>• If “Spreadsheet” was selected, the report will be generated in a Microsoft Excel format.</li> </ul>
List Output Type	Will display the county and State for which the eligibility report will be generated.
Individual Sections for Categories	Will display categories, fields, and values selected on the Eligibility Reports Screen.
Accept	Will generated the report with the criteria listed.
Revise	Eligibility Reports Screen will be displayed without generating the report to allow the user to modify selected criteria.
Cancel	Eligibility Reports Screen will be displayed without generating the report. All fields previously selected will be removed.

**\*--306 County Eligibility Reports (Continued)--\***

**W PDF Report Format**

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

The following is an example of Page 1.

		<b>County Eligibility Report</b> 28027 Coahoma - Mississippi	Mon Apr 14 12:40:34
<b>Eligibility Search Criteria</b>			
<b>Name</b>		<b>Value</b>	
<b>Actively Engaged</b>			
COC Determination		Not Filed	
<b>Person Eligibility</b>			
COC Determination		Not Filed	
Page : 1			

The following is an example of Page 2.

Tax Id/Type	Name
1111/E	3-WAY FARMS
1111/E	A & J FARMS
1111/E	A & V COMPANY
1111/E	A & W FARMS
1111/E	A & W FARMS / A PARTNERSHIP
1111/E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP
1111/E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST
1111/E	A D CARTWRIGHT JR REVOCABLE TRUST
1111/E	A F S I INC
1111/E	A L FRANKLIN FARMS INC
None	AARON COLVIN ESTATE
1111/E	ABRAHAM, CHET
1111/E	ADAMS, DEBRA

\*--306 County Eligibility Reports (Continued)--\*

**X Spreadsheet Report Format**

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

COUNTY ELIGIBILITY REPORT			
2008		28027 Co: Mon Apr 28 12:17:34 CDT 2008	
Eligibility Search Criteria			
Actively Engaged			
COC Determination			
Not Filed			
Person Eligibility			
COC Determination			
Not Filed			
TAX ID	TYPE	LAST NAME OR BUSINESS NAME	FIRST NAME
1111	E	3-WAY FARMS	
1111	E	A & J FARMS	
1111	E	A & V COMPANY	
1111	E	A & W FARMS	
1111	E	A & W FARMS / A PARTNERSHIP	
1111	E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP	
1111	E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST	
1111	E	A D CARTWRIGHT JR REVOCABLE TRUST	
1111	E	A F S I INC	
1111	E	A L FRANKLIN FARMS INC	
None		AARON COLVIN ESTATE	
1111	S	ABRAHAM	CHET
1111	S	ADAMS	DEBRA
None		ADAMS	KATIE
1111	S	ADAMS	MYLTREE
1111	S	ADAMS	RANDY
1111	S	ADERHOLDT	HELEN
1111	S	ADERHOLDT	MARION
None		AGNEW	J
None		AGNEW	MERLE
1111	S	AGNEW	W

307-350 (Reserved)

**Part 8 (Withdrawn—Amend. 18)**

351 (Withdrawn-Amend. 18)



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

### Reports

None.

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		3, 22, 23, 29, 351, Ex. 6
CCC-441 Income	Noninsured Crop Disaster Assistance Program Certification of Income Eligibility		33
CCC-501B	Designation of "Permitted Entities"		26
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		26, 29
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		Part 5, Ex. 2
CCC-503B	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		26
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		3, Ex. 6
CCC-565	Disaster Assistance Gross Revenue Certification Statement		34
CCC-770 ELIG 2002	Eligibility Checklist	3	
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		38
FSA-570	Waiver of Eligibility for Emergency Assistance		38

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	25, 31
AISCRG	Audits, Investigations, and State and County Review Group	37
ALS	Appeals and Litigation Staff	37
CNVRT	Converted	30
CW	converted wetlands	30
FCI	federal crop insurance	2, 22, 23, Ex. 6
FRS	farm records management system	30
PCW	prior converted wetlands	30
SCIMS	Service Center Information Management System	Text
SLR	Security Liaison Representative	153
URL	Uniform Resource Locator	23

Re delegations of Authority

None

## Definitions of Terms Used in This Handbook

### \*--Combination

A combination is created when COC combines 2 producers for payment limitation purposes in the combined producer file. In the web-based environment, only 2 producers are allowed in any combination.

### Combined Producer

Combined producers are individuals or entities that are determined by COC to be combined as 1 “person” for payment limitation purposes.

### Combined Recording County

The combined recording county is, as a general rule, the county where COC approves the CCC-503A and loads the combination in the web-based combination software. The web-based combination software will set the combined recording county as the 1st county that processes a combined action for a producer. Once established, the combined recording county is responsible for all actions relating to that combination. The combined recording county may be changed according to paragraphs 179 and 180.--\*

### Cropland Factor

A cropland factor is used to determine 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.

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

**\*--Deleted Producer**

A deleted producer is a producer that has been removed or deleted from System 36 entity file; therefore, is not a member of any entity.

**Direct Combination**

When COC combines 2 producers and a combination is created, the relationship of 1 of these producers to the other is called a direct combination.--\*

**Foreign Entity**

A foreign entity is 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.

**\*--Indirect Combination**

An indirect combination is the relationship of producers A and C when COC combines producer A and producer B and then combines producer B with producer C.--\*

**Legacy System**

The legacy system is a reference to the AS/400 used to administer FSA programs in County Offices.

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

**\*--Parent Combination**

A parent combination is defined as 2 producers who are in a direct combination.--\*

**Producer**

Subsidiary applications define a producer as any entity, joint operation, or individual that is loaded in SCIMS.

**Recording County**

The recording county is the County Office assigned the specific responsibilities for updating the subsidiary system 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.

**\*--Super Combination**

A super combination is a group of producers who have been combined together and are either in a direct or indirect relationship.--\*

**Subsidiary Year**

The subsidiary system operates on a FY basis from October 1 to September 30. The subsidiary year begins when the 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.



## Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
	Eligibility Report Validation Screen	306
	Eligibility Reports, Actively Engaged Section	306
	Eligibility Reports, AD-1026 Section	306
	Eligibility Reports, Adjusted Gross Income Section for 2008 and Prior Years	306
	Eligibility Reports, Adjusted Gross Income Section for 2009 and Future Years	306
	Eligibility Reports, Beginning Farmer or Rancher Section for 2008 and Future Years	306
	Eligibility Reports, Cash Rent Tenant Section	306
	Eligibility Reports, Conservation Compliance Section	306
	Eligibility Reports, Controlled Substance Section	306
	Eligibility Reports, Delinquent Debt Section	306
	Eligibility Reports, Federal Crop Insurance Section	306
	Eligibility Reports, Fraud - including FCIC Fraud Section	306
	Eligibility Reports, Gross Revenue for NAP Section for 2008 and Prior Years	306
	Eligibility Reports, Limited Resource Farmer or Rancher Section for 2008 and Prior Years	306
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	Eligibility Reports, Permitted Entity Section for 2008 and Prior Years	306
	Eligibility Reports, Person Eligibility Section for 2008 and Prior Years	306
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## Menu and Screen Index (Continued)

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
	Subsidiary Combined Producers - Allocations - Program Selection	178
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	Subsidiary Eligibility, Actively Engaged Section for 2008 and Prior Years	26
	Subsidiary Eligibility, Actively Engaged Section for 2009 and Future Years	26
	Subsidiary Eligibility, AD-1026 Section	29
	Subsidiary Eligibility, Adjusted Gross Income Section for 2008 and Prior Years	31
	Subsidiary Eligibility, Adjusted Gross Income Section for 2009 and Future Years	31.5
	Subsidiary Eligibility, Beginning Farmer or Rancher Section	36.7
	Subsidiary Eligibility, Cash Rent Determination Section	27
	Subsidiary Eligibility, Conservation Compliance Section	30
	Subsidiary Eligibility, Delinquent Debt Section	36
	Subsidiary Eligibility, Federal Crop Insurance Section	38
	Subsidiary Eligibility, Foreign Person Section	24
	Subsidiary Eligibility, Limited Resource Farmer or Rancher Section	39.6
	Subsidiary Eligibility, Permitted Entity Section for 2008 and Prior Years	28
	Subsidiary Eligibility, Person Eligibility Section for 2008 and Prior Years	25
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## **Downloading Subsidiary Eligibility Data to System 36**

### **A Introduction**

Once the web-based subsidiary application is deployed, all updates to eligibility data will be performed in the web-based environment. Data from the centralized database is downloaded to System 36 and users have the ability to view data on System 36; however, that data cannot be updated on System 36.

### **B Reason Data is Downloaded from the Central Database to System 36**

Data must be downloaded to System 36 for use by applications that have not been reengineered to the web-based environment. This ensures that current payment processes for DCP, price support, CRP, etc. are not interrupted until those applications are reengineered to the new platform.

When applications are deployed in the web-based environment, they will be programmed to read eligibility data from the centralized database.

### **C What Data is Downloaded to System 36**

Only the data that corresponds to the data currently on System 36 will be downloaded. New information captured in the web-based environment, such as dates producer filed applicable documentation, will not be downloaded to System 36.

**Note:** See subparagraphs D through P for additional information on how data is downloaded to System 36.

Downloading Subsidiary Eligibility Data to System 36 (Continued)

**D Actively Engaged Download Information**

Determinations for actively engaged, cash rent tenant, foreign person, and permitted entity will be consolidated into 1 determination **before** the data is downloaded to System 36. This table describes how the following Subsidiary Eligibility Screen section options are downloaded to System 36.

\*--

IF the "Foreign Person" is 1 of the following...	AND the "Permitted Entity" is...	AND "Actively Engaged" is 1 of the following...	AND the "Suspended Producer" is 1 of the following...	AND the "Cash Rent Tenant" is 1 of the following...	THEN the "Actively Engaged" flag will download as...
<ul style="list-style-type: none"> <li>• "Yes"</li> <li>• "Not Applicable"</li> </ul>	"Yes"	"Actively Engaged"	"Not Suspended"	"Fully Meets"	"Y".
				"Not Applicable"	"Y".
				"Partially Meets"	"B".
				"Does Not Meet"	"N".
				"Awaiting Determination"	"N".
				any option	"blank".
				any option	"blank".
				any option	"blank".
				any option	"N".
				any option	"S".
"No"	"No"	any option	"Suspended"	any option	"S".
		any option	"Not Suspended"	any option	"M".
		any option	"Suspended"	any option	"S".
"No"	either option	any option	"Not Suspended"	any option	"N".
			"Suspended"	any option	"S".
"Pending"	either option	any option	"Not Suspended"	any option	blank".
			"Suspended"	any option	"S".

--\*

**E AGI Download Information**

This table describes how Subsidiary Eligibility Screen, Adjusted Gross Income Section options are downloaded to System 36.

\*--

IF the AGI "Certification/COC Determination" is...	THEN the "Adjusted Gross Income" flag will download as...
"Compliant - CCC-526"	"Y".
"Compliant -Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met - COC"	
"Not Met - Producer"	

--\*

**Downloading Subsidiary Eligibility Data to System 36 (Continued)**

**F AD-1026 Download Information**

This table describes how the Subsidiary Eligibility Screen, AD-1026 Section options are downloaded to System 36.

<b>IF the AD-1026 “Certification” is...</b>	<b>THEN the “AD-1026” flag will download as...</b>
“Certified”	“Y”.
“Awaiting Certification”	“F”.
“Not Filed”	“N”.
“Good Faith Determination”	“Y”.
“COC Exemption”	
“Awaiting Affiliate Certification”	“A”.
“Affiliate Violation”	

**G Conservation Compliance Download Information**

This table describes how Subsidiary Eligibility Screen, Conservation Compliance Section options are downloaded to System 36.

<b>IF the conservation compliance “Farm/Tract Eligibility” is...</b>	<b>THEN the “6-CP” flag will download as...</b>
“In Compliance”	“Y”.
“Partial Compliance”	“B”.
“In Violation”	“N”.
“No Association”	“Y”.
“Past Violation”	“N”.
“Reinstated”	“Y”.

**H Controlled Substance Download Information**

This table describes how the Subsidiary Eligibility Screen, Controlled Substance Section options are downloaded to System 36.

<b>IF the controlled substance “Notification of Determination” is...</b>	<b>THEN the “Con Sub FSA” flag will download as...</b>
“No Violation”	“Y”.
“Growing”	“N”.
“Trafficking”	
“Possession”	

**Downloading Subsidiary Eligibility Data to System 36 (Continued)**

**I Delinquent Debt Download Information**

This table describes how the Subsidiary Eligibility Screen, Delinquent Debt Section options are downloaded to System 36.

<b>IF the person “COC Determination/Certification” is...</b>	<b>THEN the “Delinquent Debt” flag will download as...</b>
“No”, indicating the producer does not have a delinquent non-tax Federal debt	“Y”.
“Yes”, indicating the producer has a delinquent non-tax Federal debt	“N”.

**J FCI Download Information**

This table describes how the Subsidiary Eligibility Screen, Federal Crop Insurance Section options are downloaded to System 36.

<b>IF the FCI “Certification/COC Determination” is...</b>	<b>THEN the “FCI” flag will download as...</b>
“Requirements Met”	“Y”.
“Requirements Not Met”	“N”.

**\*--K Fraud - Including FCIC Fraud Download Information**

This table describes how the Subsidiary Eligibility Screen, Fraud – including FCIC Fraud Section options are downloaded to System 36.

<b>IF the FCI “Certification/COC Determination” is...</b>	<b>THEN the “Fraud–Including FCIC Fraud” flag will download as...</b>
“Compliant”	“Y”.
“Not Compliant”	“N”.

**L Gross Revenue for Disaster Download Information (2004 and Prior Years)--\***

This table describes how the Subsidiary Eligibility Screen, Gross Revenue for Disaster Section options are downloaded to System 36.

<b>IF the gross revenue for disaster “Certification/COC Determination” is...</b>	<b>THEN the “Disaster Gross Income” flag will download as...</b>
“Certified”	“Y”.
“Not Filed”	“N”.
“Not Compliant – COC”	
“Not Compliant - Producer”	

**Downloading Subsidiary Eligibility Data to System 36 (Continued)**

**M Gross Revenue for NAP Download Information \* \* \***

This table describes how the Subsidiary Eligibility Screen, Gross Revenue for NAP Section options are downloaded to System 36.

<b>IF the gross revenue for NAP “Certification/COC Determination” is...</b>	<b>THEN the “NAP Gross Income” flag will download as...</b>
“Certified”	“Y”.
“Not Filed”	“N”.
“Not Compliant – COC”	
“Not Compliant - Producer”	

**N NAP Non-Compliance Download Information**

This table describes how the Subsidiary Eligibility Screen, NAP Non Compliance Section options are downloaded to System 36.

<b>IF the NAP non-compliance “COC Determination” is...</b>	<b>THEN the “NAP Non-Compliance” flag will download as...</b>
“Compliant”	“Y”.
“Not Compliant - COC”	“N”.

**O Person Download Information \* \* \***

This table describes how the Subsidiary Eligibility Screen, Person Section options are downloaded to System 36.

<b>IF the person “COC Determination” is...</b>	<b>THEN the “Person” flag will download as...</b>
“COC Determination Completed”	“Y”.
“Not Filed”	“blank”.
“Awaiting Determination”	“P”.
“Awaiting Revision”	

**P PCW**

This table describes how of the Subsidiary Eligibility Screen, Planted Converted Wetland Section options are downloaded to System 36.

<b>IF the “Planted Converted Wetland” is...</b>	<b>THEN the “PCW” flag will be downloaded as...</b>
“Complaint”	“Y”.
“Planted Wetland”	“N”.
“Good Faith”	“G”.
“No Association”	“blank”.

Downloading Subsidiary Eligibility Data to System 36 (Continued)

**Q Socially Disadvantaged Farmer or Rancher \* \* \***

This table describes how the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section options are downloaded to System 36.

<b>IF “Socially Disadvantaged Farmer or Rancher - Includes Racial, Ethnic and Gender” is...</b>	<b>THEN the “SDA - 2003 Act - Includes Gender” flag will be downloaded as...</b>
“Yes”	“Y”.
“No”	“N”.

<b>IF “Socially Disadvantaged Farmer or Rancher - Includes Racial and Ethnic but NOT Gender” is...</b>	<b>THEN the “SDA - 1990 Act - No Gender Included” flag will be downloaded as...</b>
“Yes”	“Y”.
“No”	“N”.

**R Beginning Farmer or Rancher \* \* \***

This table describes how the Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section options are downloaded to System 36.

<b>IF the “Beginning Farmer or Rancher” is...</b>	<b>THEN the “Beginning Farmer/Rancher” flag will be downloaded as...</b>
“Yes”	“Y”.
“No”	“N”.

**S Limited Resource Farmer or Rancher \* \* \***

This table describes how the Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section options are downloaded to System 36.

<b>IF the “Limited Resource Farmer or Rancher” is...</b>	<b>THEN the “Limited Resource Farmer/Rancher” flag will be downloaded as...</b>
“Yes”	“Y”.
“No”	“N”.