

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Subsidiary Files 2-PL (Revision 1)	Amendment 13
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 366 D has been amended to include entity type 10.

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Part 3 Automated Multicounty Operations

Section 1 Multicounty Records

99 Operation of the Multicounty File System

A Introduction

This part includes the following topics:

* * *

- *--requesting control and non-control County updates for a multicounty producer--*
- multicounty producer reports.

B Why This Part Is Important

The information in this part is important because automated payment processes use the multicounty producer data * * * to issue payments.

100 General Information

A Definition of Multicounty Producer

A producer is a multicounty producer if the producer is an active producer in 2 or more counties.

B Definition of Multicounty Set

A multicounty set is unique to a producer and contains all multicounty records for all counties in which the producer is active. A producer's multicounty set is displayed in the Multi County Information section of MABDIG. See subparagraph 130 B for an example of a multicounty set.

C Definition of Subsidiary Year

The subsidiary year begins with rollover of subsidiary files and remains constant until those same subsidiary files are rolled again approximately 1 year later. Subsidiary rollover usually occurs late in the calendar year, generally before farm crop rollover. See paragraphs 4 through 11 for information about rollover of particular subsidiary files.

101-104 (Withdrawn--Amend. 10)

105, 106 (Withdrawn--Amend. 12)

107 Request Updates

A Overview

CCC-738's and CCC-739's have been used by County Office for exchange of eligibility information and control of PLM. Because of recent additions to the web-based systems, certain portions of CCC-738 and CCC-739 have become obsolete. CCC-527 has been created to replace CCC-738 and CCC-739 and allow County Offices to:

- coordinate subsidiary record requests between County Offices
- coordinate PLM record change requests between County Offices
- create a record of subsidiary file changes.

CCC-527 shall be used for exchanges and/or requests for information.

B Using CCC-527's

If there is a change needed to a producer's subsidiary record or PLM record, CCC-527 shall be used.

Note: CCC-527's shall be FAXed.

The initiating County Office shall:

- complete CCC-527, items 1 through 6 and, if applicable, items 7 through and 10
- sign, record, and date CCC-527, items 11A through 11C
- FAX CCC-527 and all supporting documentation to the receiving County Office.

107 Request Updates (Continued)

B Using CCC-527's (Continued)

IF the receiving County Office is the...	THEN...
recording county	<ul style="list-style-type: none"> • assemble any information requested on CCC-527 • change, correct, or establish the producer's subsidiary and/or PLM record, if possible <p style="text-align: center;">Note: In CCC-527, item 10 thoroughly document the reason a producer's subsidiary and/or PLM cannot be changed, corrected or established.</p> <ul style="list-style-type: none"> • FAX CCC-527 and any supporting information back to the initiating County Office.
nonrecording county	<ul style="list-style-type: none"> • complete CCC-527 applicable items • assemble all supporting information • sign, record, and date CCC-527, items 12A through 12C • FAX CCC-527 and any requested information to the initiating County Office.

The receiving County Office shall respond to the initiating County Offices requests for information within 3 business days.

Note: The recording County Office is responsible for all updates to any eligibility information in the System 36 or on the Web.

107 Request Updates (Continued)

C Completing CCC-527's

CCC-527's shall be completed according to these instructions.

Item	Action
1	Date CCC-527 is prepared.
2A	Enter the name of the person who will receive the request and complete the action.
2B	Enter the State and county code of the County Office that will complete the action.
2C	Optional information (suggest to complete for County Offices in other States).
2D	Optional information (suggest to complete for County Offices in other States).
3A	Enter the name of the person who initiated the request and is requesting the information.
3B	Enter the State and county code of the County Office that is requesting the information.
3C	Optional information (suggest to complete for County Office in other States).
3D	Optional information (suggest to complete for County Office in other States).
4	Enter the producer's name.
5	Enter the producer's ID number
6	Enter the crop year for this request. Only 1 year per CCC-527.
7	Check the applicable box.
8A	The payment limitation control County Office checks this box when a COC determination is recorded on a CCC-503A that requires a non-control County Office COC to make a determination.
8B	The PLM non-control County Office records COC determination.
9A	Nonrecording County Office shall enter the program to be adjusted/established.
9B	Nonrecording County Office shall enter the total PLM amount (whole dollars) to be adjusted/established (total amount needed for year not just increase).
9C	Recording County Office shall enter the date the PLM adjustment was made.
10	Enter any comments, additional explanation, or other information to help explain the changes requested for the producer or the reason requested changes were altered or denied.
11 A	Initiating representative signs.
11 B	Initiating representative enters job title.
11 C	Initiating representative enters date the CCC-527 is FAXed.
12 A	Receiving representative signs.
12 B	Receiving representative enters job title.
12 C	*--Receiving representative enters date the CCC-527 is FAXed to initiating--* County Office.

107 Request Updates (Continued)

D Example of CCC-527

Following is an example of CCC-527.

This form is available electronically.

CCC-527 (08-31-06)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. DATE PREPARED	
REQUEST FOR ACTION FOR SUBSIDIARY/PAYMENT LIMITATION					
This form has been developed to reduce problems of communicating COC determination changes on the MABDIG between counties. Generally, these changes are to correct, revise or establish payment limitation amounts.					
2A. TO: NAME AND ADDRESS		2B. ST/CTY CODES	3A. FROM: NAME AND ADDRESS		3B. ST/CTY CODES
2C. Telephone No. <i>(Area code)</i>		2D. FAX No. <i>(Area code)</i>	3C. Telephone No. <i>(Area code)</i>		3D. FAX No. <i>(Area code)</i>
PART A - ELIGIBILITY DOCUMENTATION					
4. Producer Name			5. ID Number		6. Crop Year
7. For AD-1026, check if it applies: <input type="checkbox"/> AD-1026 needed for producer affiliates <input type="checkbox"/> Completed AD-1026 enclosed					
8A. For CCC-502's <input type="checkbox"/> CCC-502 and CCC-503A with determinations enclosed for COC action			8B. Did COC concur? <input type="checkbox"/> COC Concurs <input type="checkbox"/> COC Does not Concur <i>(Detailed Explanation Required in Part C)</i>		
PART B - REQUEST TO CHANGE ALLOCATION					
9. Limitation needed: <i>(If producer is new in your county or if additional Limitation is required.)</i> FAX form and information.					
A. Enter the Program to Adjust		B. Enter the Total Dollar Amount Needed for the Crop Year		C. Enter Date	
		\$			
		\$			
		\$			
PART C - EXPLANATION					
10. Provide a detailed explanation:					
PART D - SIGNATURE					
11A. Signature of Initiating Representative			11B. Title		11C. Date Faxed
12A. Signature of Receiving Representative			12B. Title		12C. Date Faxed

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108-114 (Reserved)

Section 2 (Withdrawn--Amend. 10)

115, 116 (Withdrawn--Amend. 10)

117-126 (Reserved)

10-3-06

2-PL (Rev. 1) Amend. 13

366 Rules and Policies

A Introduction

This paragraph provides the rules and policies that must be followed to record payment limitation information in the entity file.

B Permitted Entity Rules

The following table explains the permitted entity rule for individuals who earn payments subject to permitted entity provisions.

IF an individual...	THEN the individual may not receive additional payments, directly or indirectly, from holding substantial interest in more than...
receives program payments as an individual or a member of a joint operation	2 entities that also receive payments.
does not receive program payments as an individual or a member of a joint operation	3 entities that receive payments.

C When to Update Entity Files

*--County Offices shall update the entity files for **all** producers who file:

- CCC-502B, CCC-502C, or CCC-502D
- CCC-501A for the purposes of participating in NRCS-administered programs such as EQIP and WHIP.

Note: Entity files shall be updated even if permitted entity rules do **not** apply to the program for which the producer is applying.

Note: If the entity is a multi-county producer who is participating in a program that issues web-based payments, then the County Office shall ensure that the entity is loaded into the entity file in the control county even if the producer did **not** apply for the program in the control county. The control county can be found by looking at the recording county in the multi-county producer section of the MABDIG.--*

366 Rules and Policies (Continued)

D Entity Types

The following is a list of entity types.

Entity Type	Business Type
04	Corporation/Limited Liability Company
05	Limited Partnership
06	Estate
07	Trust - Revocable
08	Federal Owned
09	State and Local Government * * *
--10	Church, Charity, and Non-Profit Organization--
13	Public School
17	Trust - Irrevocable
18	Individual Operating as a Small Business
99	Unknown

Note: See 1-CM, Exhibit 11 for further information on recording business types.