

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files
3-PL

Amendment 17

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

Subparagraph 21 B has been amended to include programs authorized by the Food, Conservation, and Energy Act of 2008.

Subparagraph 22 D has been amended to include eligibility values displayed from 1999-2009.

Paragraph 22.5 has been amended to clarify security access capability.

Subparagraph 23 D has been amended to include an example of Actively Engaged screen tips.

Subparagraph 23 F has been amended to include shortcut keys for Beginning, Limited Resource, and Socially Disadvantaged Farmer or Rancher.

Subparagraph 25 A has been amended to provide that person eligibility will be available for 2008 and prior years.

Paragraph 25.5 has been amended and paragraph 25.6 has been added to clarify the differences between 2008 and 2009 options to populate dates.

Paragraph 26 has been amended to clarify the differences between 2008 and 2009 Subsidiary Eligibility Screen, Actively Engaged Sections.

Paragraph 28 has been amended to provide that permitted entity will be available for 2008 and prior years.

Paragraph 31 has been amended and paragraph 31.5 added to clarify the differences between 2008 and 2009 AGI.

Paragraph 33 has been amended to provide that gross revenue for NAP will be available for 2008 and prior years.

Paragraph 34 has been amended to provide that gross revenue for disaster will be available for 2004 and prior years.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Paragraph 36.5 has been amended to provide how data is captured for socially disadvantaged farmers or ranchers.

Subparagraphs 36.7 B and C have been amended to provide changes to beginning farmer or rancher section.

Subparagraphs 36.9 B and C have been amended to provide changes to limited resource farmer or rancher section.

Subparagraph 303 E has been amended to make a correction to the “fields to print” option.

Subparagraph 303 H had been amended to provide an updated example of the Producer Subsidiary Print report.

Paragraph 306 has been amended to provide an updated list of the eligibility determinations/certifications that can be selected to generate an Eligibility Report and to clarify what is available for prior and future years in web-based eligibility.

Subparagraph 351 D has been amended to provide how eligibility data is rolled over from year to year starting with 2009.

Exhibit 6 has been amended to update how options selected on the Subsidiary Eligibility Screen sections are downloaded to System 36.

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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
- *--Agricultural Management Activities
- Average Crop Revenue Election Program
- Conservation Security Program
- Conservation Stewardship Program
- CRP
- DCP
- ECP
- Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish
- Environmental Quality Incentives Program
- FLP
- GRP
- LFP
- Livestock Indemnity Program
- NAP
- price support loans and LDP's
- Supplemental Revenue Assistance Payments Program
- TAP
- Wildlife Habitat Incentives Program.--*

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.

IF the SCIMS customer...	THEN...
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"> • current year (2005) • 6 previous years.
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"> • current year (2005) • 6 previous years.
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"> • current year (2005) • 6 previous years.

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	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999
Foreign Person	X	X	X	X	X	X	X	X	X	X	X
Person		X	X	X	X	X	X	X	X	X	X
Actively Engaged	X	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	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	X
Conservation Compliance	X	X	X	X	X	X	X	X	X	X	X
Adjusted Gross Income		X	X	X	X	X	X				
Adjusted Gross Income - Commodity Programs	X										
Adjusted Gross Income - Direct Programs	X										
Adjusted Gross Income - Conservation Programs	X										
Controlled Substance	X	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	X		
Delinquent Debt	X	X	X	X	X	X	X	X	X	X	X
FCIC Fraud	X	X	X	X	X	X	X				
FCI	X	X	X	X	X	X	X	X	X	X	X
Socially Disadvantaged Farmer or Rancher:	X	X									
• Includes Ethnic, Racial, and Gender											
• Includes Ethnic and Racial, but not Gender.											
Limited Resource Farmer or Rancher	X	X									
Beginning Farmer or Rancher	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.

IF an FSA customer has...	AND...	AND legacy eligibility...	THEN...
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	

--*

22.5 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 Note: Select employees may be granted permissions to update any producer whose recording county is in the State.
	National Office personnel.	View-Only Note: 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

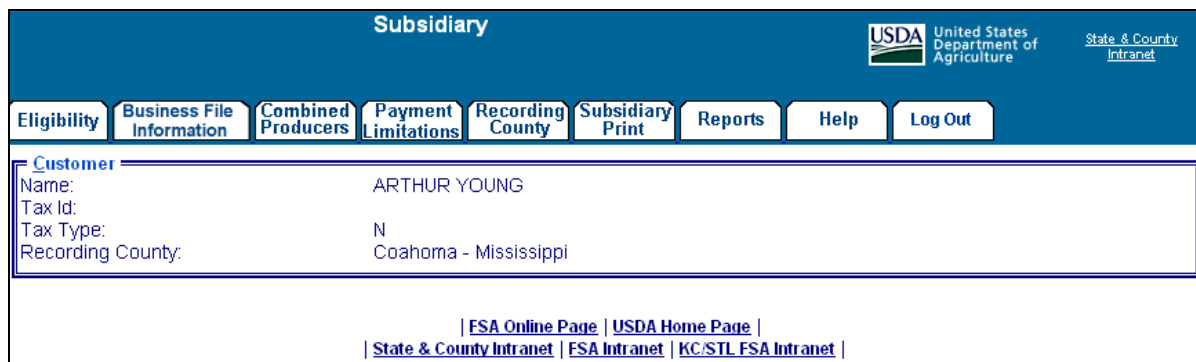
A Accessing the Subsidiary Eligibility System

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"> • ENTER “https://indianocean.sc.egov.usda.gov/Subsidiary”, PRESS “Enter” • from the FSA Intranet, FSA Applications Screen, CLICK “Subsidiary”.
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"> • tax ID number and ID type • customer name.
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"> • passes the applicable validations for the eligibility information being updated, proceed to step 2 • 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. 								
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>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>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>Note: Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.</p> </td> </tr> <tr> <td>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>Note: 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>Note: 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

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 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, Actively Engaged Section.

Option/Field	Screen Tip
Actively Engaged	Producer had been determined to be actively engaged in farming.
Not Filed	Producer has not filed all documentation required 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 filed all documentation required for a revised actively engaged in farming determination; however, the COC determination has not been completed.
Not Actively Engaged	Producer is not actively engaged in farming on the entire farming operation.

--*

E Date Format

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

- “mmdyyyy”

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.

- “mmdyy”

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	Alt - P
Reset	Alt - R
Submit	Alt - S
Socially Disadvantaged Farmer or Rancher	Alt - D
Limited Resource Farmer or Rancher	Alt - L
Beginning Farmer or Rancher	Alt - F

--*

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 Farm Service Agency Subsidiary Eligibility interface. At the top, it includes the agency logo, the title 'Subsidiary Eligibility', and the USDA logo. A navigation bar contains tabs for Eligibility, Business File Information, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. The main content area is divided into two sections: 'Customer' and 'Foreign Person'. The 'Customer' section shows details for ARTHUR YOUNG, including tax ID, type, recording county (Coahoma - Mississippi), and year (2004). Below this are various compliance links. The 'Foreign Person' section contains a 'COC Determination' form with the question 'Has the producer met the foreign person provision?' and radio button options for Yes, Pending (selected), and No.

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.

IF the “actively engaged” flag in the producer’s control county record is...	THEN the “COC Determination” field in the web-based system will be set to....
“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 Subsidiary Eligibility Screen, Person Eligibility Section 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.

--Note: The person eligibility information will only be available for 2008 and prior years.--

B Example of Subsidiary Eligibility Screen, Person Eligibility Section

The following is an example of the Person Eligibility Section.

The screenshot displays a web interface for 'Subsidiary Eligibility'. At the top, there is a navigation bar with links: 'Business', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Fiduciary', and 'Log Out'. Below this is a 'Customer' section with the following details: Name: ARTHUR YOUNG, Tax Id: [redacted], Tax Type: S, Recording County: Coahoma - Mississippi, and Year: 2008 (with a 'Go' button). A central menu lists various categories such as 'Actively Engaged', 'Controlled Substance', 'NAP Non-Compliance', etc. The 'Person Eligibility' section is highlighted and contains a 'COC Determination' section with radio buttons for 'COC Determination Completed', 'Awaiting Determination', 'Not Filed', and 'Awaiting Revision'. Below this are several checkboxes for updating dates and a 'COC Determination Date' field with a dropdown arrow.

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.

IF the “person” flag in the producer’s control county record is...	THEN the “COC Determination” field in the web-based system will be set to...
“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 for 2008 and Prior Years**

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.

Dates for Producer Documentation		
Option	IF the...	THEN...
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 must be manually updated with 1 of the following: <ul style="list-style-type: none"> • “Actively Engaged” • “Awaiting Determination” • “Awaiting Revision” • “Not Actively Engaged”.
	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 for 2008 and Prior Years (Continued)**

A Dates for Producer Documentation (Continued)--*

Dates for Producer Documentation (Continued)		
Option	IF...	THEN...
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 must be manually updated with either of the following: <ul style="list-style-type: none"> • “Certified” • “Awaiting Affiliate Certification”.
	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 must be manually updated with 1 of the following: <ul style="list-style-type: none"> • “Compliant – CCC-526” • “Compliant – Agent” • “Not Met – COC” • “Not Met – Producer”.
	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.
Dates for COC Determination		
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 must be manually updated with either of the following: <ul style="list-style-type: none"> • “Actively Engaged” • “Not Actively Engaged”.
	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 Options to Populate Dates for 2009 and Future Years**

A Dates for Producer Documentation

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

B Available Fields

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

- “AD-1026 Date Continuous Certification/Authorization Signed by Producer” with the above date
- “Adjusted Gross Income Date Documentation Signed by Producer” with above date.

Dates for Producer Documentation		
Option	IF the...	THEN...
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 actively engaged	select this option to have the date loaded in the Actively Engaged Section automatically populated to the AD-1026 Section. The “COC Determination for AD-1026” field must be manually updated with either of the following: <ul style="list-style-type: none"> • “Certified” • “Awaiting Affiliate Certification”.
	AD-1026 continuous certification/authorization was not signed on the same date documentation was filed for actively engaged	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 actively engaged	select this option to have the date loaded in the Actively Engaged Section automatically populated to the Adjusted Gross Income Section. The “COC Determination for Adjusted Gross Income” field must be manually updated with 1 of the following: <ul style="list-style-type: none"> • “Compliant – Producer” • “Compliant – Agent” • “Not Met – COC” • “Not Met – Producer”.
	AGI documentation was not provided on the same date documentation was filed for actively engaged	do not select this option. Update the Adjusted Gross Income Section according to paragraph 31.

--*

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 for 2008 and prior years.--

The screenshot displays the 'Farm Service Agency Online' interface for 'Subsidiary Eligibility'. The top navigation bar includes links for '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: N, Tax Type: N, Recording County: Coahoma - Mississippi, and Year: 2004. Below this, there are links for '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', and 'Conservation Compliance', 'Gross Revenue for NAP'. The 'Actively Engaged' section is expanded, showing 'COC Determination' with radio buttons for 'Actively Engaged', 'Awaiting Determination', 'Not Actively Engaged', 'Not Filed', and 'Awaiting Revision'. It also includes fields for 'Date Documentation Filed by Producer' and 'COC Determination Date'. The 'Suspended Producer' section has radio buttons for 'Not Suspended' and 'Suspended'. The bottom of the screen features a grid of links for various compliance and reporting categories.

26 Actively Engaged Determination Information

B Example of Subsidiary Eligibility Screen, Actively Engaged Section (Continued)

*--The following is an example of the Actively Engaged Section for 2009 and future years.

Actively Engaged

COC Determination

Actively Engaged Not Filed

Awaiting Determination Awaiting Revision

Not Actively Engaged

Date Documentation Filed by Producer ▼

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 ▼

--*

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"> ● “Actively Engaged” ● “Awaiting Determination” ● “Awaiting Revision” ● “Not Actively Engaged”. <p>*--Enter date according to acceptable formats in subparagraph 23 E. For 2008 and prior years, 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>Note: For 2009 and future years, see subparagraph 25.6 B for options to populate dates for AD-1026 and AGI.--*</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"> ● “Actively Engaged” ● “Not Actively Engaged”. <p>*--Enter date according to acceptable formats in subparagraph 23 E. For 2008 and prior years, 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>Note: For 2009 and future years, see subparagraph 25.6 B for options to populate dates for AD-1026 and AGI.--*</p>

26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations (Continued)

Field	Option	Explanation
Suspended Producer Notes: See subparagraph G for additional information. *--Only available in 2008 and prior years.--*	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"> • “Actively Engaged” • “Awaiting Determination” • “Awaiting Revision” • “Not Actively Engaged”. 	Take either of the following actions. <ul style="list-style-type: none"> • Enter the date the producer filed the documentation required for an “actively engaged in farming” determination. • Select another option as the “COC Determination”.
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"> • Remove the date from the “Date Documentation Filed by Producer” field. • Select a different option as the “COC Determination”.
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"> • “Date Documentation Filed by Producer” • “COC Determination Date”. 	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"> • “Date Documentation Filed by Producer” • “COC Determination Date”. 	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, mmdyyy, or mmdyy.	Date entered in either of the following fields is not in an acceptable format: <ul style="list-style-type: none"> • “Date Documentation Filed by Producer” • “COC Determination Date”. 	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 *-- Note: Only available in 2008 and prior years.--*	“Not Suspended” indicating the producer/member has not designated more than three 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.

IF the “actively engaged” flag in the producer’s control county record is...	THEN the “COC Determination” field in the web-based system will be set to...	AND the “Suspended Producer” field in the web-based system will be set to...
“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 for 2008 and Prior Years--

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 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 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.

--28 Permitted Entity Determination Information for 2008 and Prior Years--

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.

Farm Service Agency Online Subsidiary Eligibility **USDA** United States Department of Agriculture [State & County Intranet](#)

Section 508 accessibility

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

Customer
 Name: ARTHUR YOUNG
 Tax Id:
 Tax Type: N
 Recording County: Coahoma - Mississippi
 Year: 2004 Go

Get Change Alerts

Customer Search
 Privacy and Security Notice

Farm Service Agency

Actively Engaged AD1026 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 Person Eligibility

Top Bottom

Permitted Entity
 COC Determination
 Does the producer wish to receive payment as an individual or through a joint operation?
 Yes No

Actively Engaged AD1026 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 Person Eligibility

Top Bottom

--28 Permitted Entity Determination Information for 2008 and Prior Years (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>Note: This option should always be selected for joint operations and entities.</p>
No	<p>The producer:</p> <ul style="list-style-type: none"> • is a member of a joint operation, but is not receiving payment as an individual in any county • 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 • is a member of 3 entities and is not receiving payment as an individual or member of a joint operation in any county. <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 for 2008 and Prior Years (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.

IF the “actively engaged” flag in the producer’s control county record is...	THEN the permitted entity designation in the web-based system will be set to...
“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.

The screenshot displays the 'Subsidiary Eligibility' page for a Farm Service Agency. At the top, it features the USDA logo and the text 'United States Department of Agriculture'. Below this is a navigation bar with tabs for 'Home', 'Eligibility', 'Business File', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', 'Reports', 'Help', and 'Log Out'. A 'Links' sidebar on the left offers 'Get Change Alerts' and 'Customer Search'. The main content area is divided into two sections. The 'Customer' section shows details for JOHN SMITH, with a Tax Id of 777667777, Tax Type of S, and Recording County of Coahoma - Mississippi. The 'AD-1026' section contains radio button options for certification status: 'Certified', 'Good Faith Determination', 'Awaiting Affiliate Certification', 'Not Filed' (which is selected), 'COC Exemption', and 'Affiliate Violation'. Below these are options for 'Referred to NRCS' with 'No' selected. At the bottom, there are two dropdown menus for 'Date Referred to NRCS' and 'Date Continuous Certification/Authorization Signed By Producer'.

--31 AGI Determination Information for 2008 and Prior Years--

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.

Entity	Entity Type
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 for 2008 and Prior Years (Continued)--

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

Following is an example of the Adjusted Gross Income Section.

Farm Service Agency Online Subsidiary Eligibility United States Department of Agriculture [State & County Intranet](#)

Section 508 accessibility [Eligibility](#) [Business File Information](#) [Combined Producers](#) [Payment Limitations](#) [Recording County](#) [Subsidiary Print](#) [Reports](#) [Help](#) [Log Out](#)

Customer
 Name: ARTHUR YOUNG
 Tax Id:
 Tax Type: N
 Recording County: Coahoma - Mississippi
 Year: 2004

[Get Change Alerts](#)

Customer Search
[Privacy and Security Notice](#)
[Farm Service Agency](#)

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	Gross Revenue for NAP	

[Top](#) [Bottom](#)

Adjusted Gross Income

Certification/COC Determination

Compliant, CCC-526 Compliant, Agent
 Exempt Not Filed
 Not Met, COC Not Met, Producer

Effective Program Year
 Date Producer Filed
 COC Disapproval Date

--31 AGI Determination Information for 2008 and Prior Years (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"> • “Compliant - CCC-526” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”.
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"> • “Compliant - CCC-526” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. <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		Date COC determined that the producer does not meet AGI eligibility provisions. An entry is required if “Not Met – COC” is entered as the “Certification/COC Determination”.

--31 AGI Determination Information for 2008 and Prior Years (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"> • “Compliant - CCC-526” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. 	Take either of the following actions. <ul style="list-style-type: none"> • Enter the effective program year from CCC-526. • Select another option as the “Certification/COC Determination”.
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"> • “Compliant - CCC-526” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. 	Take either of the following actions. <ul style="list-style-type: none"> • Enter the date the producer filed CCC-526 or certification. • Select another option as the “Certification/COC Determination”.
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"> • “Exempt” • “Not Filed”. 	Take either of the following actions. <ul style="list-style-type: none"> • Remove the effective program year. • Select a different option as the “Certification/COC Determination”.
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"> • Remove the date from the “Date Documentation Filed by Producer” field. • Select a different option as the “Certification/COC Determination”.

--31 AGI Determination Information for 2008 and Prior Years (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"> • Enter the date the COC determined the producer was ineligible due to AGI provisions. • Select another option as the "Certification/COC Determination".
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"> • "Date Documentation Filed by Producer" • "COC Disapproval Date". 	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"> • "Date Documentation Filed by Producer" • "COC Disapproval Date". 	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"> • "Date Documentation Filed by Producer" • "COC Determination Date". 	Re-enter date in an acceptable format according to subparagraph 23 E.

--31 AGI Determination Information for 2008 and Prior Years (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. Note: 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 for 2008 and Prior Years (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.

IF permitted entity rules...	THEN the percentage of payment that can be issued to an entity is...
apply to the program	<ul style="list-style-type: none"> • determined by checking each member’s AGI eligibility status • determined by using each eligible member’s permitted share in the entity • combined with the permitted share for the eligible members to compute the payment amount for the entity.
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 for 2008 and Prior Years (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.		
	Note: Not applicable for joint operations.		
	IF the entity is...	THEN...	
	eligible	continue to step 2.	
	not eligible	<ul style="list-style-type: none"> • payment share for the entity is zero • member information is not checked because the entity is not eligible to receive payment. 	
2	Check AGI eligibility for all members of the entity or joint operation.		
	IF the member is...	AND the member is...	THEN...
	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 th 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 for 2008 and Prior Years (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 for 2008 and Prior Years (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 AGI Determination Information for 2009 and Future Years*A Introduction**

Food, Conservation, and Energy Act of 2008, Section 1604 provides provisions for excluding individuals and entities from:

- commodity program payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$500,000
- direct payment eligibility, if the average adjusted gross farm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$750,000
- conservation program payment eligibility, if the average adjusted gross nonfarm income over the 3 taxable years preceding the most immediately preceding complete taxable year for the individual or entity exceeds \$1,000,000; **unless**, not less than 66.66 percent of the average AGI of the individual or entity is average adjusted gross farm income.

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.

Entity	Entity Type
General Partnership	02
Joint Venture	03
Federally Owned	08
State Owned	09
Public School	13
Indian Tribal Venture	20

--*

***--31.5 AGI Determination Information for 2009 and Future Years (Continued)**

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

Following is an example of the Adjusted Gross Income Section.

Adjusted Gross Income	
Commodity Program Certification/COC Determination	
<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
Direct Payment Certification/COC Determination	
<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
Conservation Program Certification/COC Determination	
<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer
Effective Program Year	<input type="text"/>
Date Documentation Filed by Producer	<input type="text"/> ▼
COC Disapproval Date	<input type="text"/> ▼

Note: The “Direct Payment Certification/COC Determination” option will be available sometime after 2009 subsidiary rollover.--*

***--31.5 AGI Determination Information for 2009 and Future Years (Continued)**

D Fields Applicable to AGI Determinations

This table lists the Adjusted Gross Income Section options for “Commodity Program”, “Direct Payment”, and “Conservation Program” certifications/COC determinations.

Field	Option	Explanation
Certification/ COC Determination	Compliant - Producer	Producer has filed the required documentation 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 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"> • “Compliant - Producer” • “Compliant - Agent” • “Not Met - COC” • “Not Met - Producer”.
Date Documentation Filed by Producer		<p>Date producer provided all required documentation to determine whether producer meets 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"> • “Compliant - Producer” • “Compliant - Agent” • “Not Met - COC” • “Not Met - Producer”. <p>Enter date according to acceptable formats in subparagraph 23 E. The date will automatically populate if “Update Adjusted Gross Income Date Documentation Provided by Producer with above date” field was selected in Actively Engaged Section. Verify date entered is the date producer signed AGI certification. If the date was automatically populated, verify the date populated is the date the producer signed AGI certification.</p>
COC Disapproval Date		Date COC determined that the producer does not meet AGI eligibility provisions. An entry is required if “Not Met - COC” is entered as the “Certification/COC Determination”.

--*

***--31.5 AGI Determination Information for 2009 and Future Years (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 entered.	User selected 1 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"> • “Compliant - Producer” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. 	Take either of the following actions. <ul style="list-style-type: none"> • Enter the effective program year from AGI certification. • Select another option as the “Certification/COC Determination”.
Must enter the date the producer filed the AGI certification for years after 2008.	User selected 1 of the following as the “Certification/COC Determination”, but did not enter a date in “Date Documentation Filed by Producer” field: <ul style="list-style-type: none"> • “Compliant - Producer” • “Compliant –Agent” • “Not Met – COC” • “Not Met – Producer”. 	Take either of the following actions. <ul style="list-style-type: none"> • Enter the date the producer filed AGI certification. • Select another option as the “Certification/COC Determination”.
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"> • “Exempt” • “Not Filed”. 	Take either of the following actions. <ul style="list-style-type: none"> • Remove the effective program year. • Select a different option as the “Certification/COC Determination”.
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"> • Remove the date from the “Date Documentation Filed by Producer” field. • Select a different option as the “Certification/COC Determination”.

--*

*--31.5 AGI Determination Information for 2009 and Future Years (Continued)

E Error Messages (Continued)

Message	Reason for Message	Corrective Action
Must enter the COC disapproval date.	User indicated producer does not meet 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"> • Enter the date COC determined the producer was ineligible because of AGI provisions. • Select another option as the “Certification/COC Determination”.
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"> • “Date Documentation Filed by Producer” • “COC Disapproval Date”. 	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"> • “Date Documentation Filed by Producer” • “COC Disapproval 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"> • “Date Documentation Filed by Producer” • “COC Determination Date”. 	Re-enter date in an acceptable format according to subparagraph 23 E.

***--31.5 AGI Determination Information for 2009 and Future Years (Continued)**

F Field Default Values

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

Field	Default Value
Commodity Program Certification/COC Determination	"Not Filed", indicating producer has not filed all documentation required for AGI determination.
Direct Payment Certification/COC Determination	
Conservation Program Certification/COC Determination	
Effective Program Year	"Blank".
Date Documentation Filed by Producer	
COC Disapproval Date	

--*

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	

--33 Gross Revenue for NAP Determination Information for 2008 and Prior Years--

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.

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

***--Note:** Gross revenue for NAP determinations does **not** apply for 2009 and future years.--*

--33 Gross Revenue for NAP Determination Information for 2008 and Prior Years--

E Error Messages

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

IF this message is displayed...	THEN the user entered...
“Must enter the 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 not filed the required documentation to meet the disaster program gross revenue eligibility provisions.	Not Filed	N
3	COC has determined that the producer does not meet the disaster program gross revenue eligibility provisions.	Not Compliant - COC	
4	Producer has certified that disaster program gross revenue provisions cannot 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.

IF this message is displayed...	THEN the user entered...
“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.

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.

Field	Default Value
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	<p>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).</p> <p>Note: For businesses with an employer ID number, this option shall only be selected when all members have certified compliance with the socially disadvantaged farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.</p>
	No	<p>Producer has not 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).</p>
Includes Racial and Ethnic but NOT Gender	Yes	<p>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 not gender).</p> <p>Note: For businesses with an employer ID number, this option shall only be selected when all members have certified compliance with the socially disadvantaged farmer or rancher. Eligibility records for the members are not required to be updated unless the member has an individual interest.</p>
	No	<p>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 not gender).</p>

--*

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

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

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

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.

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)

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"> • Combined recording county name, address, and telephone number. • 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"> • producer • last 4 digits of tax ID and tax ID type • combination reason • determination date (entry will be blank if record was loaded during dataload of combined producers). • 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"> • producer • last 4 digits of tax ID and tax ID type • combination reason • determination date (entry will be blank if record was loaded during data load of combined producers). <p>Note: 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 must CLICK “Combined” 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	IF...	THEN...	“Bad tracts” is the default. Note: To change the selection, the user must CLICK “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 the 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.

H Example

Following is an example of the Producer Subsidiary Print report.

*--

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print		Date: 10-15-2008
JOHN SMITH 123 MAIN STREET COAHOMA, MS 63123-1234		Tax ID Number: 1234 S Phone Number: (662) 624-1234
SCIMS Information		
Business Type Information		
2009 Individual	Citizenship Country - UNITED STATES Resident Alien Flag - N/A	
SCIMS Links COAHOMA, MISSISSIPPI		
Summary Eligibility Information		
Recording County: COAHOMA, MISSISSIPPI	2655 N STATE ROAD, RM 101 CLARKSDALE, MS 38614-6246	
Office Phone: (662) 624-8727 EXT: 2		
	2009	
AD-1026	Certified	
Actively Engaged-Determination	Actively Engaged	
Adjusted Gross Income	Compliant - Producer	
Adjusted Gross Income	Compliant - Producer	
Adjusted Gross Income	Compliant - Producer	
Cash Rent Tenant-Determination	Not Applicable	
Cropland Factor	1.0000	
Conservation Compliance-Farm/Tract	In Compliance	
Highly Erodible Land Conservation	Compliant	
Planted Converted Wetland	Compliant	
Converted Wetland	Compliant	
Controlled Substance	No Violation	
Delinquent Debt	No	
Federal Crop Insurance	Requirements Not Met	
Foreign Person	Not Applicable	
Fraud - including FCIC Fraud	Compliant	
NAP Non Compliance	Compliant	
Socially Disadvantaged Farmer or Rancher (includes gender)	No	
Socially Disadvantaged Farmer or Rancher (does not include gender)	No	
Limited Resource Farmer or Rancher	No	
Beginning Farmer or Rancher	No	
Last Updated	October 15, 2008	

--*

303 Subsidiary Print Report (Continued)

H Example (Continued)

*--

United States Department Of Agriculture Farm Service Agency Producer Subsidiary Print			Date: 10-15-2008					
JOHN SMITH 123 MAIN STREET COAHOMA, MS 63123-1234			Tax ID Number: 1234 S Phone Number: (662) 624-1234					
Combined Producer Information								
2009								
Direct Combinations								
Producer	Tax ID and Type	Combination Reason	Determination Date					
None								
Indirect Combinations								
Producer	Tax ID and Type	Combination Reason	Determination Date					
None								
Farm/Tract Information for All Tracts								
2009								
COAHOMA, MS								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1015		Operator		None		None		None
1015	1548	Owner	HEL: Determinations not complete	None	None	None	None	None

--*

***--305 County Specific 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 County Specific 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 st 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 nd Name Heading	Displays the producer that is combined with the producer listed in the 1 st name heading.
Combination Reason	Displays the reason the 2 producers are combined.

306 Eligibility Reports

A Introduction

Eligibility reports have been developed to assist users in tracking eligibility changes. The 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 (2008 and prior years)
- “Actively Engaged” Determination
- “Cash Rent Tenant” Determination
- “Permitted Entity” Determination (2008 and prior years)
- “AD-1026” Certification
- “Conservation Compliance” Determination
- “Adjusted Gross Income” Certification (2008 and prior years)
 - “Commodity Program” Certification (2009 and future years)
 - “Direct Payment” Certification (2009 and future years)
 - “Conservation Program” Certification (2009 and future years)--*

306 Eligibility Reports (Continued)

A Introduction (Continued)

- *--“Controlled Substance” Determination
- “Gross Revenue for NAP” Certification (2008 and prior years)
- “NAP Non-Compliance” Determination
- “Delinquent Debt” Determination
- “Socially Disadvantaged Farmer or Rancher” Certification
 - “Includes Racial, Ethnic and Gender” (2008 and future years)
 - “Includes Racial and Ethnic but not Gender” (2008 and future years)
- “Limited Resource Farmer or Rancher” Certification (2008 and future years)
- “Beginning Farmer or Rancher” Certification (2008 and future years)--*
- “Fraud – Including FCIC Fraud” Determination
- “Federal Crop Insurance” Determination.

These reports are:

- county specific
- generated using the reporting database.

B Accessing the Eligibility Reports Screen, Eligibility Reports

Access 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"> • ENTER “https://indianocean.sc.egov.usda.gov/Subsidiary” • on FSA Intranet, FSA Applications web page, CLICK “Subsidiary”.
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “County Eligibility Reports”.

***--306 Eligibility Reports (Continued)**

C Eligibility Reports Screen, Report Selection Criteria Section

The Report Selection Criteria:

- section will be at the top of the 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". At the top, there is a "Year:" label followed by a dropdown menu showing "2008" and a "Go" button. Below this is the "Report Output Type" section, which has two radio button options: "PDF" (which is selected) and "Spreadsheet". Underneath is a "Select State County" section, which contains two dropdown menus. The "State:" dropdown is set to "Alabama" and the "County:" dropdown is 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 eligibility report to be run.
Report Output Type	Allows the user to select the format of the eligibility report to be run. <ul style="list-style-type: none"> • If “PDF” is selected, the report will be generated in Adobe Acrobat format. • If “Spreadsheet” is selected, the report will be generated in Excel format.
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 eligibility reports 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 Eligibility Reports (Continued)

D 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.

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 Eligibility Reports Screen, Person Eligibility Section (2008 and Prior Years)--

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.

306 Eligibility Reports (Continued)

--E Eligibility Reports Screen, Person Eligibility Section (2008 and Prior Years)--
(Continued)

The following provides information about the Person Eligibility Section.

Field/Button	Description
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 all 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 all producers.

F 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 Eligibility Reports (Continued)

F Eligibility Reports Screen, Actively Engaged Section (Continued)

The following provides information about the Actively Engaged Section.

Field/Button	Description
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 all 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 all producers.
Not Suspended *--(2008 and Prior Years)	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 (2008 and Prior Years)--*	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 Eligibility Reports (Continued)**

G 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 Eligibility Reports (Continued)

--H Eligibility Reports Screen, Permitted Entity Section (2008 and Prior Years)--

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 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 Eligibility Reports (Continued)

I Eligibility Reports Screen, AD-1026 Section (Continued)

The following provides information about the AD-1026 Section.

Field/Button	Description
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 all 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 all producers.

--*

306 Eligibility Reports (Continued)

--K Eligibility Reports Screen, Adjusted Gross Income Section (2008 and Prior Years)--

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"/> Compliant - Agent
<input type="checkbox"/> Exempt	<input type="checkbox"/> Not Filed
<input type="checkbox"/> Not Met - COC	<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 Eligibility Reports (Continued)

--K Eligibility Reports Screen, Adjusted Gross Income Section (2008 and Prior Years)--
(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 all 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 all producers.

306 Eligibility Reports (Continued)

*--L Eligibility Reports Screen, Adjusted Gross Income Section (2009 and Future Years)

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

Commodity Program Certification/COC Determination

<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer

Direct Payment Certification/COC Determination

<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer

Conservation Program Certification/COC Determination

<input type="radio"/> Compliant - Producer	<input type="radio"/> Compliant - Agent
<input type="radio"/> Exempt	<input checked="" type="radio"/> Not Filed
<input type="radio"/> Not Met - COC	<input type="radio"/> Not Met - Producer

Effective Program Year

Date Documentation Filed by Producer ▼

COC Disapproval Date ▼

--*

306 Eligibility Reports (Continued)

***--L Eligibility Reports Screen, Adjusted Gross Income Section (2009 and Future Years)
(Continued)**

The following provides information about the Adjusted Gross Income Section.

Field/Button	Description
Compliant – 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 “Compliant – Producer” 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.
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 date. If a date is not entered, the report will identify all 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 all producers.

--*

306 Eligibility Reports (Continued)

M 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 Eligibility Reports (Continued)

--N Eligibility Reports Screen, Gross Revenue for NAP Section (2008 and Prior Years)--

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 all producers.

306 Eligibility Reports (Continued)

O 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 screenshot shows a web form titled "NAP Non Compliance". Underneath, there is a section labeled "COC Determination". This section contains three radio button options: "Compliant", "Not Compliant - COC", and "Year of Violation". The "Year of Violation" option is followed by a text input field.

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 Eligibility Reports (Continued)

P 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 Eligibility Reports (Continued)

P Eligibility Reports Screen, Delinquent Debt Section (Continued)

The following provides information about the Delinquent Debt Section.

Field/Button	Description
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>Note: 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 Eligibility Reports (Continued)

***--Q Eligibility Reports Screen, Socially Disadvantaged Farmer or Rancher Section (2008 and Future Years)**

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.

The following provides information about the Socially Disadvantaged Farmer or Rancher Section.

Certification	Field/Button	Description
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 Eligibility Reports (Continued)

***--R Eligibility Reports Screen, Limited Resource Farmer or Rancher” Section (2008 and Future Years)**

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. The "Yes" radio button is unselected, and 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 Eligibility Reports (Continued)

***--S Eligibility Reports Screen, Beginning Farmer or Rancher Section (2008 and Future Years)**

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 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 Eligibility Reports (Continued)

T 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 Eligibility Reports (Continued)

U 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 screenshot shows a web-based interface for the Federal Crop Insurance section. At the top, there is a blue header with the text 'Federal Crop Insurance'. Below this, there is a sub-header 'Certification/COC Determination'. Underneath the sub-header, there are two checkboxes: 'Requirements Met' and 'Requirements Not Met'. Both checkboxes are currently unchecked.

The following provides information about the Federal Crop Insurance Section.

Field/Button	Description
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.

V Options

The following provides information about the options available on the Eligibility Reports Screen.

Option	Results
Submit	A validation screen for the 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 Eligibility Reports (Continued)

W Validation Screen

On the Eligibility Report Selection Criteria Screen, after users CLICK “Submit”, a Validation Screen will be displayed. The following is an example of the Validation Screen.

Report Selection Criteria	
Year:	2008
Report Output Type:	PDF
List Output Type:	County Coahoma - Mississippi
Actively Engaged	
Fields Selected	Values Entered
COC Determination	Not Filed
Person Eligibility	
Fields Selected	Values Entered
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"> • If “PDF” was selected, the report will be generated in an Adobe Acrobat format. • If “Spreadsheet” was selected, the report will be generated in a Microsoft Excel format.
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 Eligibility Reports (Continued)

X 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.

Example Page 1:

		County Eligibility Report 28027 Coahoma - Mississippi	Mon Apr 14 12:40:34
2008			
Eligibility Search Criteria			
Name		Value	
Actively Engaged			
COC Determination		Not Filed	
Person Eligibility			
COC Determination		Not Filed	
Page : 1			

Example 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 Eligibility Reports (Continued)

Y 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 Subsidiary Rollover

351 Subsidiary Rollover Process

A Background

Subsidiary file records are created for the current year during the rollover process on or about October 1 coinciding with the start of the new FY. During the rollover process, subsidiary file records will be created for the new FY based on information contained in the files for the previous year.

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

B Action Required During Rollover

In the web-based environment, the subsidiary rollover process will be initiated on or about October 1 of each new FY by KC-ADC. County Office action is not required to install software to execute the rollover process.

C Rollover of Data on the Legacy System

Data will automatically download to the legacy system after rollover is completed on the centralized system. County Offices shall refer to 2-PL, Part 1 for additional information on how data is updated to the legacy system during rollover.

351 Subsidiary Rollover Process (Continued)

***--D How Eligibility Data Is Rolled Over for 2009 and Future Years**

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

Eligibility Determination Information	Rollover Provisions	
Foreign Person	Previous year information will rollover to the new FY unless citizenship, originating, and /or legal resident alien information in SCIMS is modified.	
Actively Engaged	Previous year information will rollover to the new FY.	
Cash Rent Tenant/Cropland Factor		
AD-1026		
Conservation Compliance	Data is updated directly from Farm Records.	
AGI: <ul style="list-style-type: none"> • commodity program • direct payment • conservation program. 	Previous year information will not rollover to the new FY.	
Controlled Substance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer...	THEN...
	is not in violation of controlled substance provisions	the current year determination will be rolled to the next FY
	has a permanent violation because of a trafficking violation	
	has a growing or possession violation	a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables: <ul style="list-style-type: none"> • year of conviction • number of years of ineligibility. If the violation period is: <ul style="list-style-type: none"> • satisfied, then the producer's eligibility will be reset to "no violation" • not satisfied, the type of violation will be rolled to the next FY.
has a trafficking violation, but the "Number of Years of Ineligibility" is not "permanent"		

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351 Subsidiary Rollover Process (Continued)

*--D How Eligibility Data Is Rolled Over for 2009 and Future Years (Continued)

Eligibility Determination Information	Rollover Provisions	
NAP Non-Compliance	Eligibility information will rollover to the new FY based on the following.	
	IF the producer...	THEN...
	<p>is not in violation of NAP provisions</p> <p>has a NAP violation</p>	<p>the current year determination will be rolled to the next FY</p> <p>a computation will occur to determine if the violation period is satisfied. The computation is based on the following variables:</p> <ul style="list-style-type: none"> • year of violation • 3 years of ineligibility. <p>If the violation period is:</p> <ul style="list-style-type: none"> • satisfied, then the producer's eligibility will be reset to "Compliant" • not satisfied, "Non-Compliant - COC" will be rolled to the next FY.
<p>Delinquent Debt</p> <p>Socially Disadvantaged Farmer or Rancher:</p> <ul style="list-style-type: none"> • including racial, ethnic, and gender • including racial and ethnic, but not gender. 	Previous year information will rollover to the new FY.	
<p>Limited Resource Farmer or Rancher</p> <p>Beginning Farmer or Rancher</p>	Previous year information will not rollover to the new FY.	

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Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

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Menu and Screen Index (Continued)

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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 Foreign Person is 1 of the following...	AND Actively Engaged is 1 of the following...	AND Cash Rent Tenant is 1 of the following...	THEN the "Actively Engaged" flag will download as...
<ul style="list-style-type: none"> • "Yes" • "Not Applicable" 	"Actively Engaged"	"Fully Meets"	"Y".
		"Not Applicable"	"Y".
		"Partially Meets"	"B".
		"Does Not Meet"	"N".
		"Awaiting Determination"	"N".
	"Not Filed"	any option	"blank".
	"Awaiting Determination"	any option	"blank".
	"Awaiting Revision"	any option	"blank".
"No"	any option	any option	"N".
"Pending"	any option	any option	"N".
"Not Actively Engaged"	any option	"N".	

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E AGI Download Information

This table describes how Subsidiary Eligibility Screen, Adjusted Gross Income Section options are downloaded to System 36.

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IF AGI for "Commodity Program - Certification/COC Determination", "Direct Payment - Certification/COC Determination", or "Conservation Program - Certification/COC Determination" is...	THEN the "Adjusted Gross Income" flag will download as...
"Compliant - Producer"	"Y".
"Compliant -Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met – COC"	
"Not Met - Producer"	

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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.

IF the AD-1026 “Certification” is...	THEN the “AD-1026” flag will download as...
“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.

IF the conservation compliance “Farm/Tract Eligibility” is...	THEN the “6-CP” flag will download as...
“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.

IF the controlled substance “Notification of Determination” is...	THEN the “Con Sub FSA” flag will download as...
“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.

IF the person “COC Determination/Certification” is...	THEN the “Delinquent Debt” flag will download as...
“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.

IF the FCI “Certification/COC Determination” is...	THEN the “FCI” flag will download as...
“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.

IF the FCI “Certification/COC Determination” is...	THEN the “Fraud–Including FCIC Fraud” flag will download as...
“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.

IF the gross revenue for disaster “Certification/COC Determination” is...	THEN the “Disaster Gross Income” flag will download as...
“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 (2008 and Prior Years)--

This table describes how the Subsidiary Eligibility Screen, Gross Revenue for NAP Section options are downloaded to System 36.

IF the gross revenue for NAP “Certification/COC Determination” is...	THEN the “NAP Gross Income” flag will download as...
“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.

IF the NAP non-compliance “COC Determination” is...	THEN the “NAP Non-Compliance” flag will download as...
“Compliant”	“Y”.
“Not Compliant - COC”	“N”.

--O Person Download Information (2008 and Prior Years)--

This table describes how the Subsidiary Eligibility Screen, Person Section options are downloaded to System 36.

IF the person “COC Determination” is...	THEN the “Person” flag will download as...
“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.

IF the “Planted Converted Wetland” is...	THEN the “PCW” flag will be downloaded as...
“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 (2008 and Future Years)--

This table describes how the Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section options are downloaded to System 36.

IF “Socially Disadvantaged Farmer or Rancher - Includes Racial, Ethnic and Gender” is...	THEN the “SDA - 2003 Act - Includes Gender” flag will be downloaded as...
“Yes”	“Y”.
“No”	“N”.

IF “Socially Disadvantaged Farmer or Rancher - Includes Racial and Ethnic but NOT Gender” is...	THEN the “SDA - 1990 Act - No Gender Included” flag will be downloaded as...
“Yes”	“Y”.
“No”	“N”.

R Beginning Farmer or Rancher (2008 and Future Years)--*

This table describes how the Subsidiary Eligibility Screen, Beginning Farmer or Rancher Section options are downloaded to System 36.

IF the “Beginning Farmer or Rancher” is...	THEN the “Beginning Farmer/Rancher” flag will be downloaded as...
“Yes”	“Y”.
“No”	“N”.

--S Limited Resource Farmer or Rancher (2008 and Future Years)--

This table describes how the Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section options are downloaded to System 36.

IF the “Limited Resource Farmer or Rancher” is...	THEN the “Limited Resource Farmer/Rancher” flag will be downloaded as...
“Yes”	“Y”.
“No”	“N”.