

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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

**Amendment 18**

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



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**Amendment Transmittal**

**A Background**

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

**B Reasons for Amendment**

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

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

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

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

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

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

Paragraph 25.6 has been removed.

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

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

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

## **Amendment Transmittal (Continued)**

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

Paragraph 31.5 has been removed.

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

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

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

Paragraph 306 has been amended to:

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

Subparagraph 351 D has been removed.

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

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**Part 1 General Information**

**1 Purpose**

**A Handbook Purpose**

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

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

**B Purpose of Subsidiary Files**

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

**2 Sources of Authority and Related Handbooks**

**A Sources of Authority**

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

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

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

**C Authority for HELC and WC Provisions**

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

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

**D Authority for Controlled Substance Violations**

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

2 Sources of Authority and Related Handbooks (Continued)

E FSA Handbooks

This table includes FSA handbooks related to subsidiary file applications.

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

### 3 CCC-770 ELIG 2002, Eligibility Checklist

#### A Background

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

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

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

#### B CCC-770 ELIG 2002 Information

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

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

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

## C Completing CCC-770 ELIG 2002

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

\* \* \*

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

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

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

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

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

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

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

CCC-770 ELIG 2002:--\*

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

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

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

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

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

County Offices:

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

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

#### D CED Spot Checks

CED or their designated representative:

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

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

#### E STC or Designee Spot Checks

STC or their designee shall:

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

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

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

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

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

#### F National Report

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



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

**G CCC-770 ELIG 2002 Instructions**

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

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

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

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

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

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

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

H Example of CCC-770 ELIG 2002

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

This form is available electronically.

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

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

H Example of CCC-770 ELIG 2002 (Continued)

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

15. Remarks:



--\*

4-10 (Reserved)

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

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

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

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

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

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

22 **Web-Based System Eligibility Records**

**A Introduction**

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

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

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

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

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

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

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

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

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

22 Web-Based System Eligibility Records (Continued)

**D Availability of Subsidiary Eligibility Data**

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

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

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

\*--

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

--\*

**E BIA ID Number 52-1176810**

An eligibility record will not be created for BIA ID number 52-1176810. Indians represented by BIA are the producers requesting program benefits, and as such, eligibility records should be created and updated for the Indian represented by BIA, not BIA. BIA does not actually own land or participate in FSA programs. Therefore, there is no reason to create and update eligibility data for BIA.

**F Downloading Eligibility Data to System 36**

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

**\*--22.4 Recording County**

**A Introduction**

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

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

**B Migrating the Recording County**

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

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

--\*



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

**C Recording County for New FSA Customers**

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

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

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

**D Changing Recording County**

Change a recording county according to the following.

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

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

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

**E ZIP Code Process**

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

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

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

**F Error Messages**

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

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

--\*

## 22.5 Security

### A Overview

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

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

### B Security Set Up

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

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

### C System Security

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

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

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

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

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

## 22.5 Security (Continued)

### D Determining User Update Capability

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

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

### E Determining View-Only Update Capability

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

### F Denied Access

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

### G User Update Restriction by Level

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

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

22.5 Security (Continued)

H Security Accessibility Table

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

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

23 Accessing and Updating Eligibility File Records

A Accessing the Subsidiary Eligibility System

Access producer’s eligibility records according to the following.

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

B Example of Subsidiary Screen

The following is an example of the Subsidiary Screen.

The screenshot shows a web interface titled "Subsidiary" with the USDA logo and "United States Department of Agriculture" text. A navigation bar includes buttons for Eligibility, Business File Information, Combined Producers, Payment Limitations, Recording County, Subsidiary Print, Reports, Help, and Log Out. The main content area displays a "Customer" record with the following details: Name: ARTHUR YOUNG, Tax Id: (blank), Tax Type: N, and Recording County: Coahoma - Mississippi. At the bottom, there are links for FSA Online Page, USDA Home Page, State & County Intranet, FSA Intranet, and KC/STL FSA Intranet.

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	Update the applicable eligibility information and CLICK “Submit” at the bottom of the screen.  If the updated data: <ul style="list-style-type: none"> <li>• passes the applicable validations for the eligibility information being updated, proceed to step 2</li> <li>• does not pass the applicable validations, then an informational message will be displayed at the top of the web page. See paragraphs 24 through 38 for additional information on applicable error messages.</li> </ul>
2	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.
<b>IF the user wants to...</b>	<b>THEN CLICK...</b>
accept the changes and continue with the update process	“Accept”.  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.
make additional changes for the selected producer or revise the changes that have been made	“Revise”.  The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.  <b>Note:</b> Changes are not updated to the eligibility database until the “Accept” button is clicked on the Confirmation Screen.
cancel the process and exit without saving the changes	“Cancel”.  The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.

23 Accessing and Updating Eligibility File Records (Continued)

**D Screen Tips**

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

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

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

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

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

--\*

**E Date Format**

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

- “mmddyyyy”

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

- “mm/dd/yyyy”

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

- “mmddyy”

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



23 Accessing and Updating Eligibility File Records (Continued)

**E Date Format (Continued)**

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

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

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

**F Quick Access or Shortcut Keys**

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

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

\*--

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

--\*

24 Foreign Person Determination Information

A Introduction

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

B Example of Subsidiary Eligibility, Screen Foreign Person Section

Following is an example of the Foreign Person Section.

The screenshot displays the 'Subsidiary Eligibility' interface. At the top, it features the 'Farm Service Agency Online' logo and the USDA logo. A navigation bar includes 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 (N), 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'.

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 \* \* \*

**A Dates for Producer Documentation**

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

**B Available Fields**

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

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

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

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

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

B Available Fields (Continued)

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



25.6 (Withdrawn—Amend. 18)

26 Actively Engaged Determination Information

A Introduction

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

B Example of Subsidiary Eligibility Screen, Actively Engaged Section

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

The screenshot displays the 'Subsidiary Eligibility' screen for a customer named ARTHUR YOUNG. The 'Actively Engaged' section is highlighted, showing radio button options for 'Actively Engaged', 'Awaiting Determination', and 'Not Actively Engaged'. The 'Not Filed' option is selected. Below these options are input fields for 'Date Documentation Filed by Producer' and 'COC Determination Date'. A 'Suspended Producer' section also shows 'Not Suspended' as the selected option. The interface includes a navigation menu with categories like Eligibility, Business File Information, and Combined Producers, and a list of links for various program areas at the bottom.





26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations

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

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

26 Actively Engaged Determination Information (Continued)

C Fields Applicable to Actively Engaged Determinations (Continued)

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

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

D Error Messages

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

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

26 Actively Engaged Determination Information (Continued)

**D Error Messages (Continued)**

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

**E Field Default Values**

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

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

26 Actively Engaged Determination Information (Continued)

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

Actively engaged values will be migrated:

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

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

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

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

## 26 Actively Engaged Determination Information (Continued)

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

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

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

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

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

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

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



28 Permitted Entity Determination Information \* \* \*

**A Introduction**

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

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

Data in the Subsidiary Eligibility Screen, Permitted Entity Section is used to specify whether the producer wants to receive payment as an individual. See 1-PL, subparagraph 16 B for a list of program benefits covered by permitted entity provisions.

**B Example of Subsidiary Eligibility Screen, Permitted Entity Section**

Following is an example of the Permitted Entity Section.

The screenshot displays the 'Subsidiary Eligibility' screen in the Farm Service Agency Online system. The page header includes the USDA logo and 'United States Department of Agriculture'. The 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 Information:**

- Name: ARTHUR YOUNG
- Tax Id:
- Tax Type: N
- Recording County: Coahoma - Mississippi
- Year: 2004 (dropdown menu) with a 'Go' button.

**Permitted Entity Section:**

**Permitted Entity**  
**COC Determination**  
**Does the producer wish to receive payment as an individual or through a joint operation?**

Yes (selected) No

At the bottom of the page, there are links for 'Top' and 'Bottom'.

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

**C Fields Applicable to Permitted Entity Designations**

Question, “Does the producer wish to receive payment as an individual or through a joint operation?”, is the only field applicable to the Subsidiary Eligibility Screen, Permitted Entity Section.

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

Option	Explanation
Yes	<p>The producer is receiving payment through an individual interest or as a member of a joint operation. Selecting this option allows the producer to designate 2 other entities for payment.</p> <p><b>Note:</b> This option should always be selected for joint operations and entities.</p>
No	<p>The producer:</p> <ul style="list-style-type: none"> <li>• is a member of a joint operation, but is not receiving payment as an individual in any county</li> <li>• has a CRP contract that is under 5-CM rules and does not own land in any county for which an actively engaged determination is required</li> <li>• is a member of 3 entities and is not receiving payment as an individual or member of a joint operation in any county.</li> </ul> <p>Selecting this option allows the producer to designate 3 entities for payment.</p>

**D Field Default Value**

When new eligibility records are created, the permitted entity field is defaulted to “Yes” indicating the producer wishes to receive payment as an individual farming interest or as a member of a joint operation.



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

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

Permitted entity data will be migrated:

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

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

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

29 AD-1026 Determination Information

A Introduction

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

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

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

B Example of Subsidiary Eligibility Screen, AD-1026 Section

Following is an example of the AD-1026 Section.

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 options like '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' (Yes/No, with 'No' selected) and two dropdown menus for 'Date Referred to NRCS' and 'Date Continuous Certification/Authorization Signed By Producer'.

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

**A Introduction**

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

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

**B Exempt Business Types**

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

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

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

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

Following is an example of the Adjusted Gross Income Section.

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

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

**D Fields Applicable to AGI Determinations**

This table lists the fields applicable to AGI determinations.

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

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

E Error Messages

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

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

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

E Error Messages (Continued)

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

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

**F Field Default Values**

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

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

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

AGI values will be migrated:

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

**I Example 1**

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

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

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

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

**J Example 2**

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

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

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

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

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

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

**K Example 3**

In this example:

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

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

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

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

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

**L Example 4**

In this example, both members:

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

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

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

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

31.5 (Withdrawn--Amend. 18)

**32 Controlled Substance Determination Information**

**A Overview**

Controlled substance eligibility, which is the CON SUB FSA flag in System 36, is read by several programs for eligibility purposes. This is a year specific flag.

**B Business Rule**

The rule for controlled substance eligibility is any person who is convicted under Federal or State Law of a controlled substance violation, shall be ineligible for payments or benefits. The general term “growing”, which includes planting, cultivating, growing, producing, harvesting, or storing, has a set violation period of the crop year of violation and 4 succeeding years. For trafficking and possession the violations are at the discretion of the court. The court may determine the conviction to be from 1 year to “permanent” ineligibility of all government program benefits.

See 1-CM, Part 30 for additional information on controlled substance provisions.

**C Values**

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

Option	Notification of Determination	Short Form Name	Legacy Flag Value
1	Producer has not been convicted of a controlled substance violation.	No Violation	Y
2	Producer has been convicted of planting, cultivating, growing, producing, harvesting, or storing of a controlled substance.	Growing	N
3	Producer was convicted of Federal or State offense consisting of the distribution (trafficking) of a controlled substance.	Trafficking	
4	Producer was convicted of Federal or State offense for the possession of a controlled substance.	Possession	
5	Producer had been convicted of a controlled substance violation. Additional information must be entered regarding this violation.	Action Required	

**D Other Required Data**

Data from the court records on the conviction of the producer is entered in the system. First, the year of conviction as set by the court is required. This year may be before the current system year; however, it cannot be later than the current system date. Second, the sentencing period set by the court is required. The length of the sentencing period can be from 1 year to “permanent” ineligibility of all government program benefits. This court record must be filed in the County Office as supporting documentation.

If Option 2, 3, or 4 is selected, then the starting year of the violation must be entered. This starting year is important for the system to track the violation period. The year entered cannot be greater than the current subsidiary year. The year must be entered or the system will not allow the user to continue.

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

**D Other Required Data (Continued)**

Also, if Option 3 or 4 is selected, then the number of years the court determined that the producer was ineligible for benefits must be entered. Because this ineligibility period is set by the court system, this is a required entry. The system will automatically calculate the ineligibility period and change the option at rollover when the ineligible period is over. This is a required entry.

**Note:** The system will automatically calculate the ineligibility period in Option 2, 3, and 4 based on the year and violation period entered.

**E Error Messages**

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

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

**F New Producer Default Value**

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 1, “No Violation”, is the default value for controlled substance eligibility. Therefore, the year of conviction and sentencing period are blank, because these are not required entries for Option 1. After the record is created, then updates can be made at anytime.

**G Migrating Data from System 36**

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

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

**A Overview**

Gross Revenue for NAP Eligibility, which is the NAP Gross Income flag in System 36, is used to show eligibility for NAP. This started with the year 2000. This is a year specific flag.

**B Business Rule**

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

**C Values**

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

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

**D Other Required Data**

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

\* \* \*

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

**E Error Messages**

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

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

**F New Producer Default Value**

When a new producer or a new eligibility record is created the system will use the default value to establish the record. Option 2 is the default value for gross revenue for NAP eligibility. As soon as the producer’s certification is received, then the value and date must be updated. After the record is created, then updates can be made at anytime.

**G Migrating Data from System 36**

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

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

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



**303 Subsidiary Print Report (Continued)**

**G Future Additions**

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

303 Subsidiary Print Report (Continued)

\*--H Producer Subsidiary Print Report Example

Following is an example of the Producer Subsidiary Print Report.

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

--\*

303 Subsidiary Print Report (Continued)

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

Date: 10-1-2008

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

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JOHN SMITH  
123 MAIN STREET  
SPRINGFIELD, MA 12345

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

---

**Combined Producer Information**

**2009**

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

195 RUSSELL ST  
HADLEY, MA 01035-9521

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

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

**2008**

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

195 RUSSELL ST  
HADLEY, MA 01035-9521

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

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

**2007**

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

195 RUSSELL ST  
HADLEY, MA 01035-9521

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

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

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303 Subsidiary Print Report (Continued)

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

Date: 10-1-2008

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

JOHN SMITH  
123 MAIN STREET  
SPRINGFIELD, MA 12345

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

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**Farm/Tract Information for All Tracts**

2009								
Hampden, MA								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
2008								
Hampden, MA								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
2007								
Hampden, MA								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1131	1293	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
1496	1847	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None

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**305 \* \* \* Combined Producer Report**

**A Introduction**

The web-based combined producer application went online March 19, 2007. County Offices began data-loading combined producer for 2007. The Combined Producer Report has been developed to allow County Offices to print a “county specific” combined producer report that will print all producers that are combined in a specific county.

**B Accessing the Combined Producer Report**

Access the Combined Producer Report according to the following.

<b>Step</b>	<b>Action</b>
1	Access the web-based Subsidiary System by either of the following methods: <ul style="list-style-type: none"> <li>• ENTER “<a href="https://indianocean.sc.egov.usda.gov/Subsidiary">https://indianocean.sc.egov.usda.gov/Subsidiary</a>”</li> <li>• on FSA’s Intranet, FSA’s Applications Web Page CLICK “Subsidiary”.</li> </ul>
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “Combined Producer Report”.
4	Select the desired State, County Office, and year.
5	A report will be generated that displays (and prints if requested) every producer with a combination record in the selected State and county.

305 \* \* \* Combined Producer Report (Continued)

C Combined Producer Report Selection Screen

The following is an example of the Combined Producer Report Selection Screen that either:

- a State Office employee with proper eAuthentication credentials will view

USDA United States Department of Agriculture  
Farm Service Agency Subsidiary Reports

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

Links

Select State County  
State: Arkansas  
County: Arkansas

Select Year  
Year: 2008

Submit

| FSA Online Page | USDA Home Page | State & County Intranet | FSA Intranet | KC/STL FSA Intranet |  
| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

- a County Office employee will see if that employee’s eAuthentication user ID is only associated with 1 county.

USDA United States Department of Agriculture  
Farm Service Agency Subsidiary Reports

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

Links

Select Year  
Year: 2008

Submit

| FSA Online Page | USDA Home Page | State & County Intranet | FSA Intranet | KC/STL FSA Intranet |  
| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

305 \* \* \* Combined Producer Report (Continued)

**D Example of the Combined Producer Report**

The following is an example of the Combined Producer Report.

Beadle South Dakota		United States Department Of Agriculture Farm Service Agency 2007 Combined Producer Report			Prepared: Sep 07, 2007 Time: 09:29 AM Page 1 of 1	
Combined Recording County	Name	ID Number and Type	Name	ID Number and Type	Combination Reason	
Beadle, SD	Cummins, Thomas	1234 S	Haerter, Jane	4321 S	Husband and Wife	
Jackson, IA	Fowler Farms	2345 E	Fowler, Vanessa	9876 S	Requested One Person	
Jackson, IA	Fowler, Vanessa	9876 S	Fowler Farms	2345 E	Requested One Person	
Rapides, LA	Gerald Mott Trust	1212 E	Moody, Cheryl	6667 S	Combined Members Have Majority	
Beadle, SD	Haerter, Jane	4321 S	Cummins, Thomas	1234 S	Husband and Wife	
Rapides, LA	Moody, Cheryl	6667 S	Vanderlaan, Clarence	9898 S	Husband and Wife	
Rapides, LA	Moody, Cheryl	6667 S	Gerald Mott Trust	1212 E	Combined Members Have Majority	
Rapides, LA	Newson Trust	0001 E	Vanderlaan, Clarence	9898 S	Requested One Person	
Rapides, LA	Newson Trust	0001 E	Thompson, Mary	6767 S	Requested One Person	
Rapides, LA	Thompson, Mary	6767 S	W & C Trausch Farm LLC	1010 E	Combined Members Have Majority	
Rapides, LA	Thompson, Mary	6767 S	Newson Trust	0001 E	Requested One Person	
Rapides, LA	Vanderlaan, Clarence	9898 S	Moody, Cheryl	6667 S	Husband and Wife	
Rapides, LA	Vanderlaan, Clarence	9898 S	Newson Trust	0001 E	Requested One Person	
Rapides, LA	W & C Trausch Farm LLC	1010 E	Thompson, Mary	6767 S	Combined Members Have Majority	

**Note:** The Combined Producer Report has been adjusted so that it will print entirely on 1 page. Reports printed in Adobe will be in landscape format so that proper formatting of large names can be printed.

**305 \* \* \* Combined Producer Report (Continued)**

**E Details of the Combined Producer Report**

The following provides information about the Combined Producer Report.

Section	Details
Heading	Displays the county printing the report and the date and time the report was printed.
1 <sup>st</sup> Name Heading	Displays every producer involved in a combination alphabetically by last name for individuals or name for businesses in the requesting county.
ID Number and Type	Displays the last 4-digits of the tax identification number and the ID type for the listed producers.
2 <sup>nd</sup> Name Heading	Displays the producer that is combined with the producer listed in the 1 <sup>st</sup> name heading.
Combination Reason	Displays the reason the 2 producers are combined.

**306 \*--County Eligibility Reports--\***

**A Introduction**

\*--County Eligibility Reports have been developed to assist users in tracking eligibility changes. County Eligibility Reports provide a means for State and County Offices to generate a list--\* of producers that have had determinations/certifications updated in 1 or more of the following categories:

- “Foreign Person” Determination
- “Person Eligibility” Determination
- “Actively Engaged” Determination
- “Cash Rent Tenant” Determination
- “Permitted Entity” Determination
- “AD-1026” Certification
- “Conservation Compliance” Determination
- “Adjusted Gross Income” Certification



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

**A Introduction (Continued)**

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

These reports are:

- county specific
- generated using the reporting database.

**B Accessing the Subsidiary Reports Screen, County Eligibility Reports**

Access the County Eligibility Reports according to the following.

Step	Action
1	Access the web-based Subsidiary System by either of the following methods: <ul style="list-style-type: none"> <li>• ENTER “<a href="https://indianocean.sc.egov.usda.gov/Subsidiary">https://indianocean.sc.egov.usda.gov/Subsidiary</a>”</li> <li>• on FSA Intranet, FSA Applications web page, CLICK “Subsidiary”.</li> </ul>
2	At the top of the Subsidiary Screen, CLICK “Reports”.
3	On the Subsidiary Reports Screen, CLICK “County Eligibility Reports”.

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

**C County Eligibility Reports Screen, Report Selection Criteria Section**

The Report Selection Criteria:

- section will be at the top of the County Eligibility Reports Screen--\*
- allows the user to select the year and format of the County Eligibility Report.

The following is an example of the Report Selection Criteria Section.

The screenshot shows a web form titled "Report Selection Criteria". 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 with two radio buttons: "PDF" (which is selected) and "Spreadsheet". Underneath is a "Select State County" section containing two dropdown menus: "State:" with "Alabama" selected and "County:" with "Dallas" selected.

The following provides information about the Report Selection Criteria Section.

Field/Button	Description
Year	*--Allows the user to select the year of the County Eligibility Report to be run.
Report Output Type	Allows the user to select the format of the County Eligibility Report to be run.--* <ul style="list-style-type: none"> <li>• If "PDF" is selected, the report will be generated in Adobe Acrobat format.</li> <li>• If "Spreadsheet" is selected, the report will be generated in Excel format.</li> </ul>
Select State County	Users with more than 1 county attached to their eAuthentication user ID (combined County Office users or State Office users) will *--be required to select a county in which the County Eligibility--* Report will be run. Users with only 1 county attached to their eAuthentication user ID will not be required to make a selection.

**Note:** Certain fields will give the user an option of adding a date or year. If the user does not input the year or date, the returned report will identify **all** producers. To receive a valid report, the user **must** input a date or year.

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

**D County Eligibility Reports Screen, Foreign Person Section--\***

Reports may be generated that will provide the user information on who has a “foreign person” determination recorded in the web-based Eligibility System. The following is an example of the Foreign Person Section.

**Foreign Person**

COC Determination

**Has the producer met the foreign person provision?**

Yes
  No

Pending

The following provides information about the Foreign Person Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person Section that has “No” checked.
Pending	Checking this box will generate a report that will list every person in the web-based Eligibility System, Foreign Person Section that has “Pending” checked.

**\*--E County Eligibility Reports Screen, Person Eligibility Section--\***

Reports may be generated that will provide the user information on who has “person eligibility” determinations recorded in the web-based Eligibility System. The following is an example of the Person Eligibility Section.

**Person Eligibility**

COC Determination

COC Determination Completed
  Not Filed

Awaiting Determination
  Awaiting Revision

Date Documentation Filed by Producer  ▼

COC Determination Date  ▼

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

**E County Eligibility Reports Screen, Person Eligibility Section (Continued)--\***

The following provides information about the Person Eligibility Section.

<b>Field/Button</b>	<b>Description</b>
COC Determination Completed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “COC Determination Completed” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Not Filed” checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Awaiting Determination” checked.
Awaiting Revision	Checking this box will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Awaiting Revision” checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.
COC Determination Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Person Eligibility Section that has a “COC Determination Date” for that date. If a date is not entered, the report will identify <b>all</b> producers.

**\*--F County Eligibility Reports Screen, Actively Engaged Section--\***

Reports may be generated that will provide the user information on who has an “actively engaged” determination recorded in the web-based Eligibility System. The following is an example of the Actively Engaged Section.

**Actively Engaged**

COC Determination

Actively Engaged                       Not Filed

Awaiting Determination                       Awaiting Revision

Not Actively Engaged

Date Documentation Filed by Producer  ▼

COC Determination Date  ▼

Suspended Producer

Not Suspended                       Suspended

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

**F County Eligibility Reports Screen, Actively Engaged Section (Continued)--\***

The following provides information about the Actively Engaged Section.

<b>Field/Button</b>	<b>Description</b>
Actively Engaged	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Actively Engaged” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Not Filed” checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Awaiting Determination”.
Awaiting Revision	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Awaiting Revision” checked.
Not Actively Engaged	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Not Actively Engaged” checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.
COC Determination Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has a “COC Determination Date” for that date. If a date is not entered, the report will identify <b>all</b> producers.
Not Suspended	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Not Suspended” checked.
Suspended	Checking this box will generate a report that will list every person in the web-based Eligibility System, Actively Engaged Section that has “Suspended” checked.

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

**G County Eligibility Reports Screen, Cash Rent Tenant Section--\***

Reports may be generated that will provide the user information on who has a “cash rent tenant” determination recorded in the web-based Eligibility System. The following is an example of the Cash Rent Tenant Section.

The following provides information about the Cash Rent Tenant Section.

Field/Button	Description
Eligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Eligible” checked.
Partially Eligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Partially Eligible” checked.
Ineligible	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Ineligible” checked.
Not Applicable	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Not Applicable” checked.
Awaiting Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has “Awaiting Determination” checked.
Cropland Factor	Checking this box and inserting a factor will generate a report that will list every person in the web-based Eligibility System, Cash Rent Tenant Section that has a “Cropland Factor” with that factor. If a factor is not entered, then the report will not be accurate.

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

**H County Eligibility Reports Screen, Permitted Entity Section--\***

Reports may be generated that will provide the user information on who has a “permitted entity” determination recorded in the web-based Eligibility System. The following is an example of the Permitted Entity Section.

**Permitted Entity**

COC Determination

**Does the producer wish to receive payment as an individual or through a joint operation?**

Yes  No

The following provides information about the Permitted Entity Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Permitted Entity Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Permitted Entity Section that has “No” checked.

**\*--I County Eligibility Reports Screen, AD-1026 Section**

Reports may be generated that will provide the user information on who has an “AD-1026” certification recorded in the web-based Eligibility System. The following is an example of the AD-1026 Section.

**AD-1026**

Certification

Certified  Not Filed

Good Faith Determination  COC Exemption

Awaiting Affiliate Certification  Affiliate Violation

Referred to NRCS

Yes  No

Date Referred to NRCS  ▼

Date Continuous Certification/Authorization Signed By  ▼

Producer

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

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

The following provides information about the AD-1026 Section.

<b>Field/Button</b>	<b>Description</b>
Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Certified” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Not Filed” checked.
Good Faith Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Good Faith Determination” checked.
COC Exemption	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “COC Exemption” checked.
Awaiting Affiliate Certification	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Awaiting Affiliate Certification” checked.
Affiliate Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Affiliate Violation” checked.
Referred to NRCS – Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Referred to NRCS - Yes” checked.
Referred to NRCS – No	Checking this box will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has “Referred to NRCS - No” checked.
Date Referred to NRCS	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has a “Date Referred to NRCS” for that date. If a date is not entered, the report will identify <b>all</b> producers.
Date Continuous Certification/Authorization Signed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, AD-1026 Section that has a “Date Continuous Certification/Authorization Signed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.



\*--306 County Eligibility Reports (Continued)

**J County Eligibility Reports Screen, Conservation Compliance Section--\***

Reports may be generated that will provide the user information on how “conservation compliance” determinations are recorded in the web-based Eligibility System. The following is an example of the Conservation Compliance Section.

<b>Conservation Compliance</b>	
Highly Erodible Land Conservation	
<input type="checkbox"/> No HEL	<input type="checkbox"/> Compliant
<input type="checkbox"/> Not Compliant	<input type="checkbox"/> Pending Determination
<input type="checkbox"/> Landlord/Tenant Exemption	<input type="checkbox"/> Good Faith
<input type="checkbox"/> Appeal Rights Exhausted	<input type="checkbox"/> No Association
Planted Converted Wetland	
<input type="checkbox"/> Compliant	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Good Faith	<input type="checkbox"/> No Association
Converted Wetland	
<input type="checkbox"/> Compliant	<input type="checkbox"/> Not Compliant
<input type="checkbox"/> Good Faith	<input type="checkbox"/> Restored Wetland
<input type="checkbox"/> Appeal Rights Exhausted	<input type="checkbox"/> No Association
Farm/Tract Eligibility	
<input type="checkbox"/> In Compliance	<input type="checkbox"/> Partial Compliance
<input type="checkbox"/> In Violation	<input type="checkbox"/> No Association
<input type="checkbox"/> Past Violation	<input type="checkbox"/> Reinstated
<input type="checkbox"/> Year of Violation	<input type="text"/>
<input type="checkbox"/> State and County Where Violation Occurred	<input type="text"/>

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

**J County Eligibility Reports Screen, Conservation Compliance Section (Continued)--\***

The following provides information about the Conservation Compliance Section.

<b>Field/Button</b>	<b>Description</b>
Highly Erodible Land Conservation – No HEL	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – No HEL” checked.
Highly Erodible Land Conservation – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Compliant” checked.
Highly Erodible Land Conservation – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Not Compliant” checked.
Highly Erodible Land Conservation – Pending Determination	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Pending Determination” checked.
Highly Erodible Land Conservation – Landlord/Tenant Exemption	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Landlord/Tenant Exemption” checked.
Highly Erodible Land Conservation – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Good Faith” checked.
Highly Erodible Land Conservation – Appeal Rights Exhausted	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – Appeal Rights Exhausted” checked.
Highly Erodible Land Conservation – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Highly Erodible Land Conservation – No Association” checked.
Planted Converted Wetland – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – Compliant” checked.
Planted Converted Wetland – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – Not Compliant” checked.

## \*--306 County Eligibility Reports (Continued)

**J County Eligibility Reports Screen, Conservation Compliance Section (Continued)--\***

<b>Field/Button</b>	<b>Description</b>
Planted Converted Wetland – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – Good Faith” checked.
Planted Converted Wetland – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Planted Converted Wetland – No Association” checked .
Converted Wetland – Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Compliant” checked.
Converted Wetland – Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Not Compliant” checked.
Converted Wetland – Good Faith	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Good Faith” checked.
Converted Wetland – Restored Wetland	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Restored Wetland” checked.
Converted Wetland – Appeal Rights Exhausted	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – Appeals Rights Exhausted” checked.
Converted Wetland – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Converted Wetland – No Association” checked.
Farm/Tract Eligibility – In Compliance	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – In Compliance” checked.
Farm/Tract Eligibility – Partial Compliance	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – Partial Compliance” checked.

\*--306 County Eligibility Reports (Continued)

**J County Eligibility Reports Screen, Conservation Compliance Section (Continued)--\***

<b>Field/Button</b>	<b>Description</b>
Farm/Tract Eligibility – In Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – In Violation” checked.
Farm/Tract Eligibility – No Association	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – No Association” checked.
Farm/Tract Eligibility – Past Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – Past Violation” checked.
Farm/Tract Eligibility – Reinstated	Checking this box will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has “Farm/Tract Eligibility – Reinstated” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.
State and County Where Violation Occurred	Checking this box and entering a State and county code will generate a report that will list every person in the web-based Eligibility System, Conservation Compliance Section that has an entry in the “State and County Where Violation Occurred” for that State and county. If a State and county code is not entered, then the report will not be accurate.

\*--306 County Eligibility Reports (Continued)

**K County Eligibility Reports Screen, Adjusted Gross Income Section--\***

Reports may be generated that will provide the user information on who has an “adjusted gross income” certification recorded in the web-based eligibility files. The following is an example of the Adjusted Gross Income Section.

**Adjusted Gross Income**

Certification/COC Determination

<input type="checkbox"/> Compliant - CCC-526 <input type="checkbox"/> Exempt <input type="checkbox"/> Not Met - COC	<input type="checkbox"/> Compliant - Agent <input type="checkbox"/> Not Filed <input type="checkbox"/> Not Met - Producer
---	---

Effective Program Year

Date Documentation Filed by Producer  ▼

COC Disapproval Date  ▼

The following provides information about the Adjusted Gross Income Section.

Field/Button	Description
Compliant – CCC-526	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has “Compliant – CCC-526” checked.
Compliant – Agent	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has “Compliant – Agent” checked.
Exempt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has “Exempt” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has “Not Filed” checked.
Not Met – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has “Not Met – COC” checked.

\*--306 County Eligibility Reports (Continued)

**K County Eligibility Reports Screen, Adjusted Gross Income Section (Continued)--\***

<b>Field/Button</b>	<b>Description</b>
Not Met – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has “Not Met – Producer” checked.
Effective Program Year	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has an “Effective Program Year” for that year.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has a “Date Documentation Filed by Producer” for that. If a date is not entered, the report will identify <b>all</b> producers.
COC Disapproval Date	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Adjusted Gross Income Section that has a “COC Disapproval Date” for that date. If a date is not entered, the report will identify <b>all</b> producers.

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

**L County Eligibility Reports Screen, Controlled Substance Section--\***

Reports may be generated that will provide the user information on who has a “controlled substance” determination recorded in the web-based Eligibility System. The following is an example of the Controlled Substance Section.

The following provides information about the Controlled Substance Section.

Field/Button	Description
No Violation	Checking this box will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “No Violation” checked.
Growing	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “Growing” checked.
Trafficking	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “Trafficking” checked.
Possession	Checking this box along with inputting a specific number of years will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has “Possession” checked.
Year of Conviction	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Controlled Substance Section that has that year of conviction entered. If a year is not entered, then the report will not be accurate.

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

**M County Eligibility Reports Screen, Gross Revenue for NAP Section--\***

Reports may be generated that will provide the user information on who has a “gross revenue for NAP” certification recorded in the web-based eligibility files. The following is an example of the Gross Revenue for NAP Section.

**Gross Revenue for NAP**

Certification/COC Determination

Certified
  Not Filed

Not Compliant - COC
  Not Compliant - Producer

Date Documentation Filed by Producer

The following provides information about the Gross Revenue for NAP Section.

<b>Field/Button</b>	<b>Description</b>
Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Certified” checked.
Not Filed	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Not Filed” checked.
Not Compliant – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Not Compliant – COC” checked.
Not Compliant – Producer	Checking this box will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has “Not Compliant – Producer” checked.
Date Documentation Filed by Producer	Checking this box and entering a date will generate a report that will list every person in the web-based Eligibility System, Gross Revenue for NAP Section that has a “Date Documentation Filed by Producer” for that date. If a date is not entered, the report will identify <b>all</b> producers.



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

**N County Eligibility Reports Screen, NAP Non Compliance Section--\***

Reports may be generated that will provide the user information on who has a “NAP noncompliance” determination recorded in the web-based eligibility files. The following is an example of the NAP Non Compliance Section.

The screenshot shows a web form titled "NAP Non Compliance". Underneath, there is a section labeled "COC Determination" which contains two radio buttons: "Compliant" and "Not Compliant - COC". Below this section is another radio button labeled "Year of Violation" followed by an empty text input box.

The following provides information about the NAP Non Compliance Section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance Section that has “Compliant” checked.
Not Compliant – COC	Checking this box will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance Section that has “Not Compliant – COC” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, NAP Non Compliance Section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.

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

**O County Eligibility Reports Screen, Delinquent Debt Section--\***

Reports may be generated that will provide the user information on who has a “delinquent debt” determination recorded in the web-based eligibility files. The following is an example of the Delinquent Debt Section.

**Delinquent Debt**

COC Determination/Certification

**Does the producer have an outstanding delinquent Federal non-tax debt?**

No  Yes

Source of Delinquent Debt Determination

Producer Certified  FSA Debt  
 Credit Report  CAIVRS  
 TOPS  Other  
 Not applicable

Additional Information

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

**O County Eligibility Reports Screen, Delinquent Debt Section (Continued)--\***

The following provides information about the Delinquent Debt Section.

<b>Field/Button</b>	<b>Description</b>
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “No” checked.
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Yes” checked.
Source of Delinquent Debt Determination – Producer Certified	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Producer Certified” checked.
Source of Delinquent Debt Determination – FSA Debt	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – FSA Debt” checked.
Source of Delinquent Debt Determination – Credit Report	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Credit Report” checked.
Source of Delinquent Debt Determination – CAIVERS	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – CAIVERS” checked.
Source of Delinquent Debt Determination – TOPS	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – TOPS” checked.
Source of Delinquent Debt Determination – Other	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Other” checked.
Source of Delinquent Debt Determination – Not Applicable	Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Source of Delinquent Debt Determination – Not Applicable” checked.
Additional Information	<p>Checking this box will generate a report that will list every person in the web-based Eligibility System, Delinquent Debt Section that has “Additional Information” checked and information entered.</p> <p><b>Note:</b> If a user has typed a “space” in the “Additional Information” field, then the producer will be listed on the report; however, the field will appear empty.</p>

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

**P County Eligibility Reports Screen, Socially Disadvantaged Farmer or Rancher Section--\***

Reports may be generated that will provide the user information on who has a “Socially Disadvantaged Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the Socially Disadvantaged Farmer or Rancher Section.

**Socially Disadvantaged Farmer or Rancher**

Includes Racial, Ethnic and Gender

Yes  No

Includes Racial and Ethnic but NOT Gender

Yes  No

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

<b>Certification</b>	<b>Field/Button</b>	<b>Description</b>
Includes Racial, Ethnic and Gender	Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “Yes” radio button checked for “Includes Racial, Ethnic and Gender”.
	No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “N” radio button checked for “Includes Racial, Ethnic and Gender”.
Includes Racial and Ethnic but NOT Gender	Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “Y” radio button checked for “Includes Racial and Ethnic but NOT Gender”.
	No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Socially Disadvantaged Farmer or Rancher Section that has the “No” radio button checked for “Includes Racial and Ethnic but NOT Gender”.

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

**Q County Eligibility Reports Screen, Limited Resource Farmer or Rancher” Section--\***

Reports may be generated that will provide the user information on who has a “Limited Resource Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the Limited Resource Farmer or Rancher Section.

The screenshot shows a web form titled "Limited Resource Farmer or Rancher". Below the title is a label "Certification/COC Determination" followed by two radio button options: "Yes" and "No". The "No" option is selected, indicated by a small green circle next to the text.

The following provides information about the Limited Resource Farmer or Rancher Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Limited Resource Farmer or Rancher Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Limited Resource Farmer or Rancher Section that has “No” checked.

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

**R County Eligibility Reports Screen, Beginning Farmer or Rancher Section--\***

Reports may be generated that will provide the user information on who has a “Beginning Farmer or Rancher” certification recorded in the web-based eligibility files. The following is an example of the Beginning Farmer or Rancher Section.

The following provides information about the Beginning Farmer or Rancher Section.

Field/Button	Description
Yes	Checking this box will generate a report that will list every person in the web-based Eligibility System, Beginning Farmer or Rancher Section that has “Yes” checked.
No	Checking this box will generate a report that will list every person in the web-based Eligibility System, Beginning Farmer or Rancher Section that has “No” checked.

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

**S County Eligibility Reports Screen, Fraud – Including FCIC Fraud Section--\***

Reports may be generated that will provide the user information on who has a Fraud - Including FCIC Fraud determination recorded in the web-based eligibility files. The following is an example of the Fraud – Including FCIC Fraud Section.

The following provides information about the Fraud – Including FCIC Fraud Section.

Field/Button	Description
Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has “Compliant” checked.
Not Compliant	Checking this box will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has “Not Compliant” checked.
Year of Violation	Checking this box and entering a year will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has a “Year of Violation” for that year. If a year is not entered, then the report will not be accurate.
Years of No Program Benefits	Checking this box and entering a number of years will generate a report that will list every person in the web-based Eligibility System, Fraud – Including FCIC Fraud Section that has a “Years of No Program Benefits” for a certain number of years entered. If years are not entered, then the report will not be accurate.

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

**T County Eligibility Reports Screen, Federal Crop Insurance Section--\***

Reports may be generated that will provide the user information on who has a “Federal Crop Insurance” certification or determination recorded in the web-based eligibility files. The following is an example of the Federal Crop Insurance Section.

The 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 radio button options: "Requirements Met" and "Requirements Not Met". Both radio buttons 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.

**U Options**

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

Option	Results
Submit	A validation screen for the County Eligibility Report Selection Criteria Screen will be displayed.
Reset	All selected items will be removed.
Return to Reports	The Subsidiary Reports Screen will be displayed.



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

**V Validation Screen**

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

<b>Report Selection Criteria</b>	
Year:	2008
Report Output Type:	PDF
List Output Type:	County      Coahoma - Mississippi
<b>Actively Engaged</b>	
<b>Fields Selected</b>	<b>Values Entered</b>
COC Determination	Not Filed
<b>Person Eligibility</b>	
<b>Fields Selected</b>	<b>Values Entered</b>
COC Determination	Not Filed
<input type="button" value="Accept"/> <input type="button" value="Revise"/> <input type="button" value="Cancel"/>	

This tables provides descriptions of the fields/buttons on the Validation Screen.


<b>Field/Button</b>	<b>Description</b>
Year	Will display the year of the eligibility report to be generated.
Report Output Type	Will display the format of the eligibility report to be generated. <ul style="list-style-type: none"> <li>• If “PDF” was selected, the report will be generated in an Adobe Acrobat format.</li> <li>• If “Spreadsheet” was selected, the report will be generated in a Microsoft Excel format.</li> </ul>
List Output Type	Will display the county and State for which the eligibility report will be generated.
Individual Sections for Categories	Will display categories, fields, and values selected on the Eligibility Reports Screen.
Accept	Will generated the report with the criteria listed.
Revise	Eligibility Reports Screen will be displayed without generating the report to allow the user to modify selected criteria.
Cancel	Eligibility Reports Screen will be displayed without generating the report. All fields previously selected will be removed.

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

**W PDF Report Format**

The following is an example of the County Eligibility Report in PDF format. The first page of the report will identify the fields requested in the eligibility search criteria. The second and succeeding pages will list the producers meeting all of the selected fields.

The following is an example of Page 1.

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

The following is an example of Page 2.

Tax Id/Type	Name
1111/E	3-WAY FARMS
1111/E	A & J FARMS
1111/E	A & V COMPANY
1111/E	A & W FARMS
1111/E	A & W FARMS / A PARTNERSHIP
1111/E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP
1111/E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST
1111/E	A D CARTWRIGHT JR REVOCABLE TRUST
1111/E	A F S I INC
1111/E	A L FRANKLIN FARMS INC
None	AARON COLVIN ESTATE
1111/E	ABRAHAM, CHET
1111/E	ADAMS, DEBRA

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

**X Spreadsheet Report Format**

The following is an example of the County Eligibility Report in the "Spreadsheet" format. This format may be saved as an Excel document.

COUNTY ELIGIBILITY REPORT			
2008		28027 Co: Mon Apr 28 12:17:34 CDT 2008	
Eligibility Search Criteria			
Actively Engaged			
COC Determination			
Not Filed			
Person Eligibility			
COC Determination			
Not Filed			
TAX ID	TYPE	LAST NAME OR BUSINESS NAME	FIRST NAME
1111	E	3-WAY FARMS	
1111	E	A & J FARMS	
1111	E	A & V COMPANY	
1111	E	A & W FARMS	
1111	E	A & W FARMS / A PARTNERSHIP	
1111	E	A D CARTWRIGHT JR FAMILY LIMITED PARTNERSHIP	
1111	E	A D CARTWRIGHT JR IRREVOCABLE FLP TRUST	
1111	E	A D CARTWRIGHT JR REVOCABLE TRUST	
1111	E	A F S I INC	
1111	E	A L FRANKLIN FARMS INC	
None		AARON COLVIN ESTATE	
1111	S	ABRAHAM	CHET
1111	S	ADAMS	DEBRA
None		ADAMS	KATIE
1111	S	ADAMS	MYLTREE
1111	S	ADAMS	RANDY
1111	S	ADERHOLDT	HELEN
1111	S	ADERHOLDT	MARION
None		AGNEW	J
None		AGNEW	MERLE
1111	S	AGNEW	W

307-350 (Reserved)

**Part 8 (Withdrawn—Amend. 18)**

351 (Withdrawn-Amend. 18)



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

### Reports

None.

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		3, 22, 23, 29, 351, Ex. 6
CCC-441 Income	Noninsured Crop Disaster Assistance Program Certification of Income Eligibility		33
CCC-501B	Designation of "Permitted Entities"		26
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		26, 29
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		Part 5, Ex. 2
CCC-503B	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		26
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		3, Ex. 6
CCC-565	Disaster Assistance Gross Revenue Certification Statement		34
CCC-770 ELIG 2002	Eligibility Checklist	3	
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		38
FSA-570	Waiver of Eligibility for Emergency Assistance		38

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	25, 31
AISCRG	Audits, Investigations, and State and County Review Group	37
ALS	Appeals and Litigation Staff	37
CNVRT	Converted	30
CW	converted wetlands	30
FCI	federal crop insurance	2, 22, 23, Ex. 6
FRS	farm records management system	30
PCW	prior converted wetlands	30
SCIMS	Service Center Information Management System	Text
SLR	Security Liaison Representative	153
URL	Uniform Resource Locator	23

Re delegations of Authority

None

## **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.

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IF the "Foreign Person" is 1 of the following...	AND the "Permitted Entity" is...	AND "Actively Engaged" is 1 of the following...	AND the "Suspended Producer" is 1 of the following...	AND the "Cash Rent Tenant" is 1 of the following...	THEN the "Actively Engaged" flag will download as...
<ul style="list-style-type: none"> <li>"Yes"</li> <li>"Not Applicable"</li> </ul>	"Yes"	"Actively Engaged"	"Not Suspended"	"Fully Meets"	"Y".
				"Not Applicable"	"Y".
				"Partially Meets"	"B".
				"Does Not Meet"	"N".
				"Awaiting Determination"	"N".
				any option	"blank".
				any option	"blank".
				any option	"blank".
				any option	"N".
				any option	"S".
"No"	"No"	any option	"Suspended"	any option	"S".
		any option	"Not Suspended"	any option	"M".
		any option	"Suspended"	any option	"S".
"No"	either option	any option	"Not Suspended"	any option	"N".
			"Suspended"	any option	"S".
"Pending"	either option	any option	"Not Suspended"	any option	blank".
			"Suspended"	any option	"S".

--\*

**E AGI Download Information**

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

\*--

IF the AGI "Certification/COC Determination" is...	THEN the "Adjusted Gross Income" flag will download as...
"Compliant - CCC-526"	"Y".
"Compliant -Agent"	
"Exempt"	
"Not Filed"	"N".
"Not Met - COC"	
"Not Met - Producer"	

--\*



**Downloading Subsidiary Eligibility Data to System 36 (Continued)**

**M Gross Revenue for NAP Download Information \* \* \***

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

<b>IF the gross revenue for NAP “Certification/COC Determination” is...</b>	<b>THEN the “NAP Gross Income” flag will download as...</b>
“Certified”	“Y”.
“Not Filed”	“N”.
“Not Compliant – COC”	
“Not Compliant - Producer”	

**N NAP Non-Compliance Download Information**

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

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

**O Person Download Information \* \* \***

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

<b>IF the person “COC Determination” is...</b>	<b>THEN the “Person” flag will download as...</b>
“COC Determination Completed”	“Y”.
“Not Filed”	“blank”.
“Awaiting Determination”	“P”.
“Awaiting Revision”	

**P PCW**

This table describes how of the Subsidiary Eligibility Screen, Planted Converted Wetland Section options are downloaded to System 36.

<b>IF the “Planted Converted Wetland” is...</b>	<b>THEN the “PCW” flag will be downloaded as...</b>
“Complaint”	“Y”.
“Planted Wetland”	“N”.
“Good Faith”	“G”.
“No Association”	“blank”.

**Downloading Subsidiary Eligibility Data to System 36 (Continued)**

**Q Socially Disadvantaged Farmer or Rancher \* \* \***

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

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

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

**R Beginning Farmer or Rancher \* \* \***

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

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

**S Limited Resource Farmer or Rancher \* \* \***

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

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