UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Web-Based Subsidiary Files for 2009 and Subsequent Years 3-PL (Revision 2)	**Amendment 21**

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 E has been updated to include 1-RFS in the FSA Handbooks.

Subparagraphs 9 B has been amended to update Subsidiary Screen SUBWEB001.

Subparagraph 9 D has been amended to update the multiple Subsidiary tab error message.

Subparagraph 10 D has been amended to update Recording County Screen SUBWEB009.

Subparagraph 11 A has been amended to update Subsidiary Screen SUBWEB001.

Subparagraph 11 B has been amended to update Subsidiary Screen SUBWEB005.

Subparagraph 11 C has been amended to update Subsidiary Screen SUBWEB004.

Paragraph 14 has been added to provide rules for Accessing and General Receipt for Service application integration.

Subparagraph 22 B has been amended to add a note about using the "Accept" button in Subsidiary Eligibility to trigger a receipt for service.

Subparagraphs 82 A, 142 A, 303 B, 304 B, 305 B, 306 B, and 307 B have been amended to update the screenshot of Subsidiary page SUBWEB001.

Subparagraph 362 E has been amended to add that the "View 902" link may be used to generate a receipt for service.

Subparagraph 365 A has been amended to update the screenshot of Subsidiary page SUBWEB001.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 369 B has been amended to add that the “View 902” link may be used to generate a receipt for service.

Subparagraph 370 C has been amended to:

- add that the “View 902” link may be used to generate a receipt for service
- provide a description for the “Generate Receipt for Service” check box.

Subparagraph 379 B and 380 B have been amended to update the Business File Customer page.

Subparagraph 402 A has been amended to add that a receipt for service may be generated from the Business File customer page.

Subparagraph 402 B has been amended to update the Business File Customer Page.

Subparagraph 402 D has been amended to add that the “View 902” link may be used to generate a receipt for service.

Subparagraph 403 B has been amended to update the Create New Farm Operating Plan Page.

Subparagraph 406 B has been amended to update the Minor General Information Page.

Subparagraph 407 B has been amended to update the Contributions Page.

Subparagraph 428 B has been amended to update the Land Record Lease To Page.

Subparagraph 429 B has been amended to update the Land Record Lease From Page.

Subparagraph 431 B has been amended to update the Land Revise Lease Page.

Subparagraph 442 B has been amended to update the Equipment Page.

Subparagraph 463 B has been amended to update the Labor Contributions Page.

Subparagraph 473 B has been amended to update the Management Contributions Page.

Subparagraph 522 B has been amended to update the Select (Member) Page.

Subparagraph 523 B has been amended to update the (Member’s) General Information Page.

Subparagraph 529 B has been amended to update the (Member’s) Types of Equipment Page.

Subparagraph 534 B has been amended to update the (Member's) Management Contributions Page.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraphs 551 B and 561 D have been amended to update the Business File Customer Page.

Page Control Chart		
TC	**Text**	**Exhibit**
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E FSA Handbooks (Continued)

Handbook	Purpose

1-PL	Provides:
	
	• instructions and uniform methods for State and County Offices to determine:
	
	  • “persons” for payment limitation purposes
	  • payment eligibility for each program participant
	
	• combination policy.

3-PL	Provides instructions for accessing and updating web-based Subsidiary System files. Subsidiary files are used to assist State and County Offices in recording: • COC “person” determination information • information about producer payment eligibility • member information for joint operations and entities.
4-PL	Provides instructions and uniform methods for 2009 through 2013 for State and County Offices to: • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant.
5-PL	Provides instructions and uniform methods for 2014 through 2020 for State and County Offices to: • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant.
6-PL	Provides instructions and uniform methods for 2021 and subsequent years for the State and County Offices to: • apply direct attribution for payment limitation purposes • determine payment eligibility for each program participant.
*--1-RFS	Provides instructions and requirements for generating customer receipts for service.--*
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 2014

A Background

For 2014 and subsequent years, CCC-770 ELIG 2014 is:

- **not** mandatory
- considered a management tool to help address deficiencies identified by a review or spot check.

B CCC-770 ELIG 2014 Payment Eligibility Checklist

CCC-770 ELIG 2014 does **not** supersede or replace procedure. County Offices:

- are **not** mandated to complete CCC-770 ELIG 2014 unless required by SED, STC or designee, DD, or CED
- may use CCC-770 ELIG 2014 as a reminder of the most frequent errors in determinations and certifications when dataloading the web-based Subsidiary System
- **must** recognize that the questions asked on CCC-770 ELIG 2014 are very general in nature and may **not** address every conceivable situation about payment eligibility.

Part 2 Web-Based Subsidiary System General Information

9 Accessing the Web-Based Subsidiary System

A Overview

The Subsidiary System is a web-based system that includes processes for:

- Business File
- combined producers
- eligibility
- payment limitation
- reports.

B Accessing Subsidiary Screen SUBWEB001

The following table provides steps to access the web-based Subsidiary System.

Step	Action
1	Access the FSA Intranet at **http://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under FSA Application, Applications Directory, CLICK "**P-Z**".
3	Under Applications Directory, with names from P to Z, CLICK "**Subsidiary**".
4	Do either of the following: • CLICK "**Log In With Your LincPass (PIV)**" and enter LincPass ID number • enter eAuthentication user ID and password and CLICK "**Login**".
5	Subsidiary Screen SUBWEB001 will be displayed. **Note:** This is where all Subsidiary System processes begin.

The following is an example of the Subsidiary Screen SUBWEB001.

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9 Accessing the Web-Based Subsidiary System (Continued)

C Top Navigation Menu

The top Navigation Menu will be displayed for all processes within the web-based Subsidiary System. The following table provides an explanation of the links in the top Navigation Menu.

Link	Explanation
"Subsidiary Home"	Returns to Subsidiary Screen SUBWEB001.
"About Subsidiary"	Displays a screen describing the purpose of the Subsidiary System.
"Help"	Displays the Help Screen accessible from the FSA Internet that provides options for: • "Ask FSA" • "Site Map" • "Technical Assistance".
"Contact Us"	Displays a screen with all of the following: • who to contact for help • telephone number and e-mail address of ITS Service Desk • hours of operation for the Service Desk • information to include in user's e-mail or voice mail message.
"Exit Subsidiary"	Returns to the FSA Applications URL in subparagraph B, step 1.
"Logout of eAuth"	Directs users to a Logout Successful screen which displays the message, "You have logged out of eAuthentication. Close your browser to ensure your session is terminated."
"Eligibility"	Directs users to the Eligibility software described in Part 3.
"Business File"	Directs users to the Business File software described in Part 10.
"Combined "Producers	Directs users to the Combined Producers software described in Part 4.
"Payment Limitations"	Directs users to the Payment Limitation software described in Part 5.
"Recording County"	Directs users to the Recording County software described in paragraph 10.
"Subsidiary Print"	Directs users to the Subsidiary Print software described in paragraph 303.
"Reports"	Directs users to the "Reports" options described in Part 8.

9 Accessing the Web-Based Subsidiary System (Continued)

D Restrictions on Multiple Browser Tabs

Use of multiple tabs open to the Subsidiary Application is not permitted in any internet browser. Multiple Subsidiary tabs with different producers could result in updates (eligibility flags, filing dates, etc.) submitted for the wrong producer. Validations are in place to:

- detect if a user has multiple tabs open to Subsidiary in the same browser window
- generate an error message if the user attempts to submit changes to a customer on an inactive (not most recently opened or used) tab open to Subsidiary
- update the tab to the producer from the most recently active tab open to Subsidiary.

A Subsidiary tab becomes "inactive" if the user opens a second tab to Subsidiary and selects a producer through the SCIMS search. The second tab is considered the "active" tab and data submission is permissible in this tab. If the user goes back to the first/inactive tab and tries to record eligibility updates on a producer who was displayed at the time the tab became inactive, they will receive the following error message:

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The user should close any other browser tabs open to Subsidiary or use the "Customer Search" function to make the current tab active and access the desired producer record. If the user clicks "Eligibility" the page will update to the producer from the most recent "active" tab, so it is important to verify that any forms match the producer displayed on the screen.

10 Recording County

A Introduction

Every producer in Business Partner with at least one FSA legacy link 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 with the exception of combined producer records.

Note: Every combined producer record has a combined producer recording county with the ability to update the record. See paragraph:

- 99 for combined producer recording county
- 100 for updating combined producer recording county.

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

B Establishing Recording County

When a new FSA customer is entered in Business Partner, the Subsidiary System establishes a recording county. A new FSA customer is someone added to Business Partner for the first time, and linked to 1 or more counties at that time. The following table describes how the Subsidiary System assigns a recording county to a new FSA customer.

IF the new FSA customer is linked to…	THEN…
1 county in Business Partner	that county is assigned as the recording county.
2 or more counties at the same time in Business Partner	the ZIP Code process (subparagraph C) is used to assign the recording county.

10 Recording County (Continued)

C ZIP Code Process

The following steps will be taken when the Subsidiary System **must** use the ZIP Code process to assign an FSA customer a recording county.

Step	Action	Results
1	From the FSA producer's home address ZIP Code, subtract **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.	

Note: Only 1 county can be assigned as the recording county. CMA counties are ineligible to be the recording county.

D Changing Recording County

There is an option that will allow the recording county to be changed. When the recording county relinquishes their responsibility, the ability to update that producer record will be lost. The recording county user may change the recording county on Subsidiary Recording County Screen SUBWEB009. See 6-PL, subparagraph 20 B for additional information about recording county change requests and COC approval.

The following is an example of Subsidiary Recording County Screen SUBWEB009.

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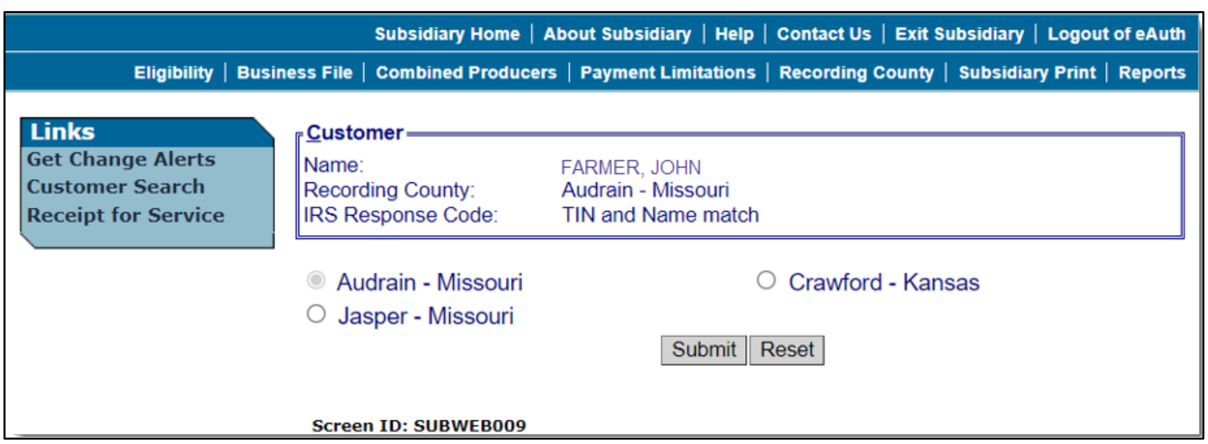

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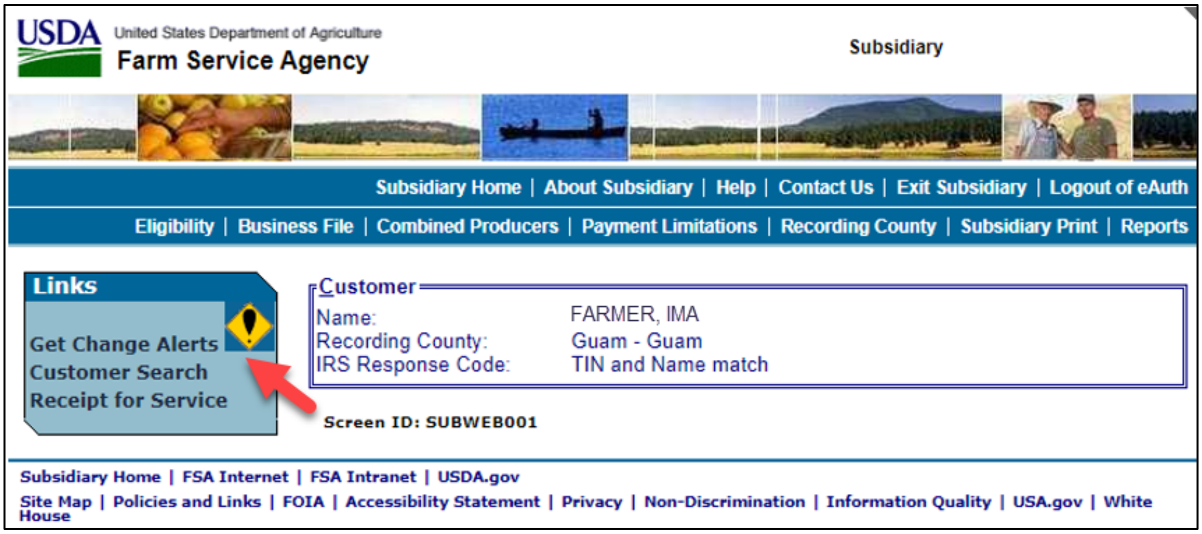
11 Get Change Alert Message System

A Change Alert Messages

A change alert message is generated by the web-based Subsidiary System to notify affected County Offices of changes to a producer's recording county. To view a change alert message, on all web-based Subsidiary System screens, under "Links", CLICK "**Get Change Alert**", as displayed on the following example Subsidiary Screen SUBWEB009.

*--



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Note: The exclamation point icon will be displayed after the link when a new message is received.

B Viewing Change Alert Messages

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

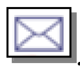
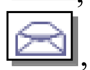
Each county to which the producer is linked in Business Partner will receive the change alert message, to notify all users of the recording county change. The only county that can change a recording county is the recording county. If the change is **not** correct, then the new recording county **must**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

11 Get Change Alert Message System (Continued)

B Viewing Change Alert Messages (Continued)

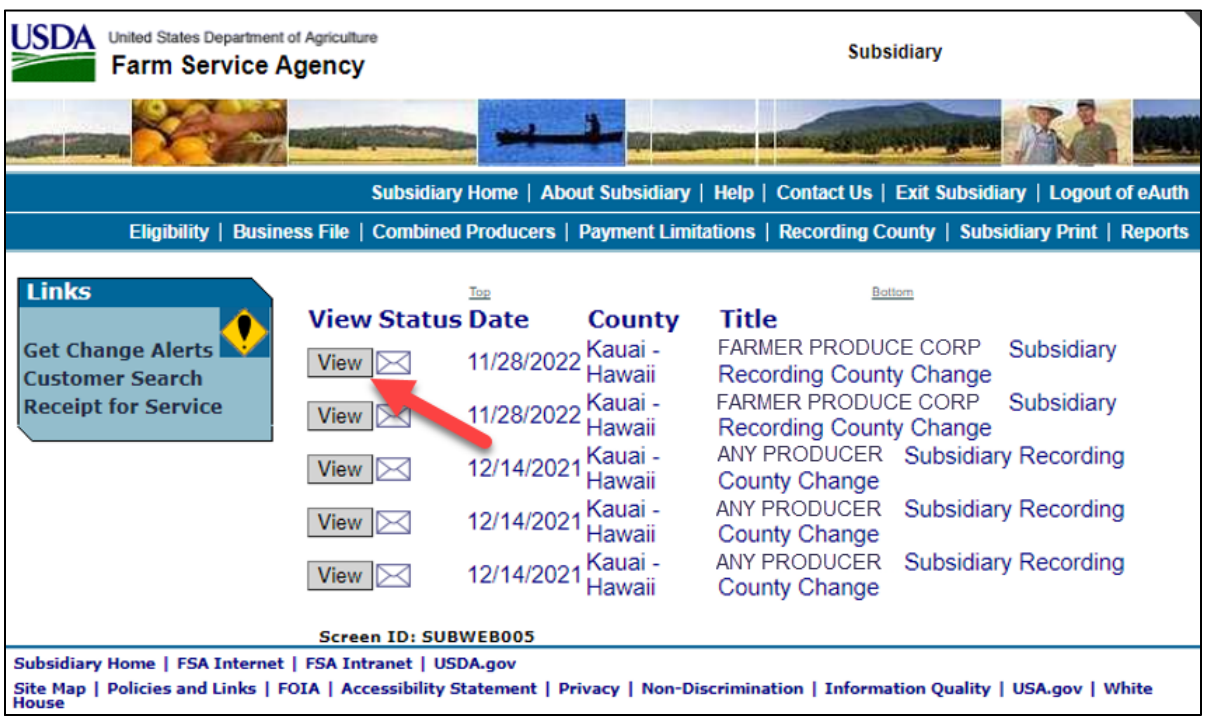
After a change alert message is read it will remain in the lists of alerts for 30 calendar days. During the 30 calendar day period the message can be accessed and read as many times as necessary. After the 30 calendar day period the message will automatically disappear.

Subsidiary Screen SUBWEB005 will display the following items.

Column	Description
View	Provided for each change alert message. CLICK "**View**" to display Subsidiary Screen SUBWEB004 with full details of the change alert message.
Status	Indicates if the message has been viewed by the user. If "Status" column contains: • , details of the message have **not** been viewed by the user • , details of the message have been viewed by the user.
Date	Date the recording county change was updated.
County	Current recording county.
Title	Customer name and the type of change updated.

The following is an example of Subsidiary Screen SUBWEB005 that provides a log of change alert messages. To view the details of an individual change alert message, CLICK "**View**".

*--



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11 Get Change Alert Message System (Continued)

C Details of Change Alert Message

After users click "View" on Subsidiary Screen SUBWEB005, the details of the selected change alert message will display. The following is an example of Subsidiary Recording County Change Screen SUBWEB004, "County Alert Entry Heading" section.

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Subsidiary Recording County Change Screen SUBWEB004, "County Alert Entry Heading" section will display the following items.

Field	Description
"Date"	Date recording county change was updated.
"County"	Current recording county.
"Title"	Customer name and the type of change updated.
"Text Box"	Details of the changes made to the customer.

D Printing Change Alerts

To print the change alert details, from the Web Page Menu Bar, CLICK "**Printer Icon**".

E Deleting Change Alerts

Users **cannot** delete change alert messages. Messages will automatically disappear 30 calendar days after the message was generated.

12 Security

A Overview

Roles are developed in eAuthentication to provide users specific capabilities in the web-based Subsidiary System.

B Determining Access

The following identifies user roles for the web-based Subsidiary System.

IF the user is an employee of…	AND the user is…	THEN access…
FSA	County Office personnel	• is update capability for users in the producer's recording county or combined producer recording county • is **view-only** for all other users.

	State Office personnel or DD	for web-based:
		
		• eligibility software is:
		
		  • update capability for producers whose recording county is administered in the user's State
		
		  • **view-only** for producers whose recording county is **not** administered in the user's State
		
		• combined producer software is:
		
		  • update capability, if the user has requested update capability according to subparagraph C and the producer's combined producer recording county is administered in the user's State
		
		  • **view-only** for users who have **not** requested update capability according to subparagraph C

12 Security (Continued)

C Update Capability for State Office and DD Users (Continued)

***--**The security liaison representative will do either of the following:

- disapprove and return the request to the State Office program specialist in charge of subsidiary
- approve the request and e-mail information to the PECD subsidiary program specialist.

Notes: FSA-13-A is required.

Include a word version of FSA-13-A with the following:

- complete items 1-10
- in item 22, "Comments/Justification", specify the applications the user is requesting access to.**--***

* * *

--**Contact PECD, Subsidiary Program Specialist with any questions or concerns.**--

13 Recording Dates

A 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.

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.

B Future Processes

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.

*--14 Accessing and Generating Receipt for Service

A Receipt for Service Options

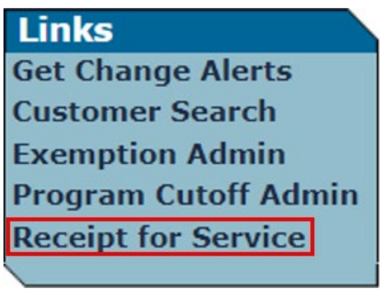
The receipt for service (RFS) application can be accessed or generated from the:

- "Receipt for Service" link on the left navigation menu
- following Subsidiary Screens:
  - Eligibility change confirmation screen
  - Business File home page (BF002).

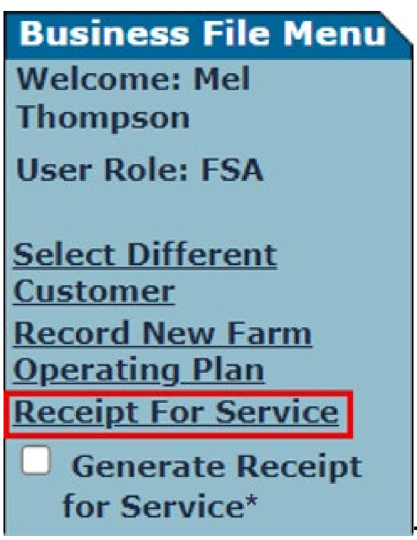
B Accessing Receipt for Service From the Left Navigation Menu

The link on the left navigation menu will allow the user to manually create the receipt through the Receipt for Service application.

The following is an example of the Receipt for Service option on the left navigation menu in the Eligibility tab:



The following is an example of the Receipt for Service option on the left navigation menu in the Business File tab:



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*--14 Accessing and Generating Receipt for Service (Continued)

C Generating Receipt for Service from Subsidiary

The receipt for service can be generated from Subsidiary by checking the “Generate Receipt for Service” check box and the associated trigger button or link.

The following is an example of the generate receipt for service check box and applicable trigger button on the Eligibility change confirmation screen (SUBWEB002).

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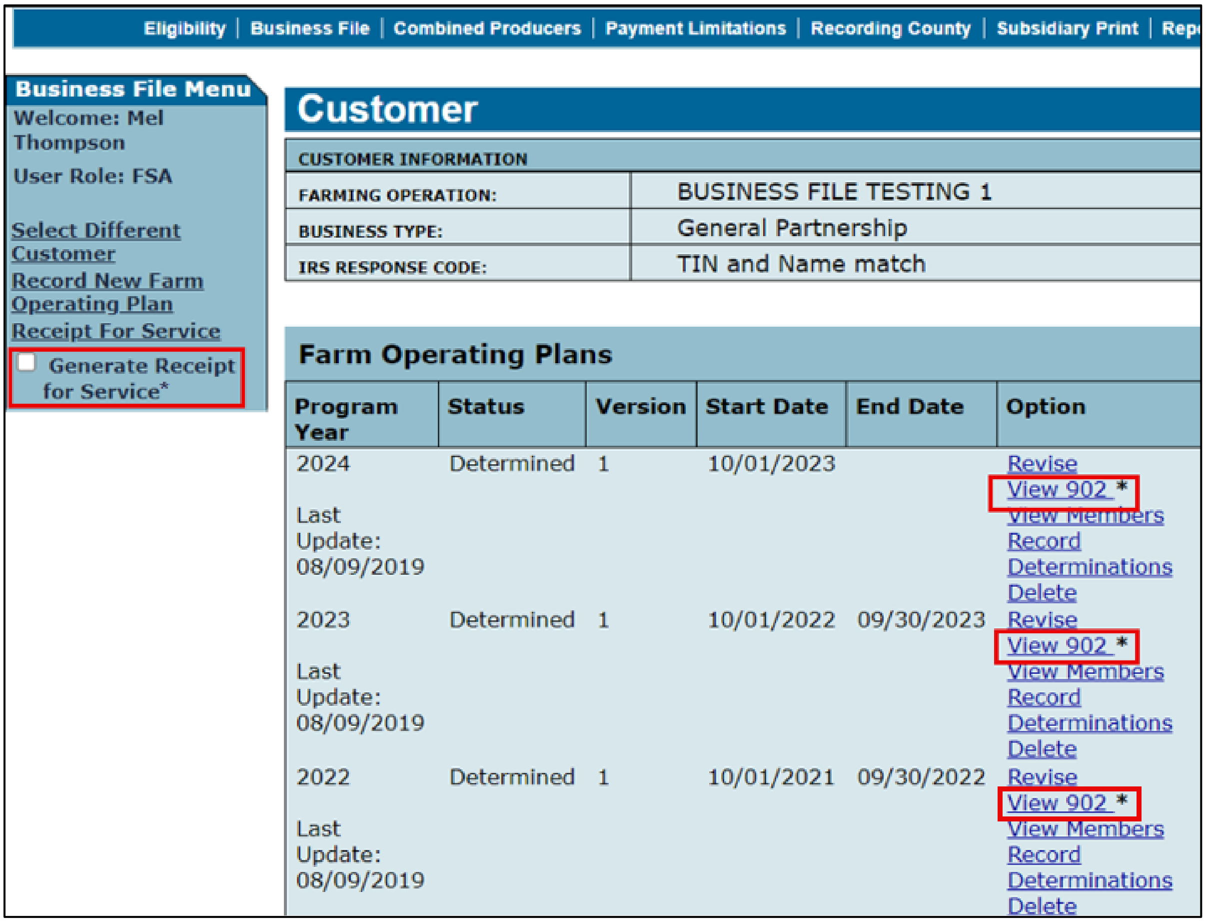
*--14 Accessing and Generating Receipt for Service (Continued)

C Generating Receipt for Service from Subsidiary (Continued)

The following is an example of the generate receipt for service check box and applicable trigger links on the Business File home screen (BF002).



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*--14 Accessing and Generating Receipt for Service (Continued)

C Generating Receipt for Service from Subsidiary (Continued)

The following is an example of the generate receipt for service check box and applicable trigger links on the left navigation bar during the Business File interview process.

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*--14 Accessing and Generating Receipt for Service (Continued)

D Actions

Step	Action	Result
1	CLICK the "Generate Receipt for Service" checkbox and a trigger button or link from one of the Subsidiary screens identified in subparagraph C.	The generate receipt for service popup modal will be displayed.
2	Complete the information according to the RFS User Guide.	See subparagraph E for information to be automatically sent to generate a receipt for service.

Important: It is important to close the window upon submission once the popup modal is initiated. If the popup modal remains open and the user tries to initiate it from a different page, it will not be displayed. If this happens and there are multiple windows open, minimize those windows because the popup modal may be hidden behind them. To close the popup modal, click "cancel" or the "X" in the upper right corner.

E Data Automatically Sent to the Receipt for Service Application

The following table describes data to be automatically sent to the Receipt for Service application.

Receipt for Service Data	Data Automatically sent to Receipt for Service
Agency	FA
Customer Name and Core Customer ID (CCID)	Customer name and CCID for the Subsidiary customer.
Date of Service	The date the receipt for service is created.
Employee eAuth ID	eAuth ID of the employee creating the receipt for Service.
Employee First Name	First name of the employee creating the receipt for service.
Employee Last Name	Last name of the employee creating the receipt for service.
Program	Eligibility – if generated from Eligibility confirmation screen.
	Business File – if generated from the Business File tab.
Program Area for Interaction with USDA	53 – Payment Eligibility/Limitation Changes/Updates.
Servicing Office	Office ID code from the eAuth header associated with the employee creating the receipt for service.

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*--14 Accessing and Generating Receipt for Service (Continued)

F Data Automatically Populated as "Items Received From Customer" on the Receipt for Service

The following tables provides data to be automatically populated on the receipt as **Items Received from Customer** when generated from the applicable Subsidiary screen and trigger button/links.

IF the receipt for service is generated from the…	BY using trigger button…	THEN the following data will be automatically sent to RFS as Items Received from Customer…
Business File home page	View 902	27-CCC-902-Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years.
left navigation bar during the Business File interview process	View 902	27-CCC-902-Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years.

IF the receipt for service is generated from the…	BY using trigger button…	AND the Eligibility change is…	THEN the following will be automatically populated…
Eligibility Change confirmation screen	Accept	AD-1026	9-AD-1026-Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.
		Adjusted Gross Income – 2002 Farm Bill	187-CCC-526C-Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008.
		Adjusted Gross Income – 2008 Farm Bill	188-CCC-931C-Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information (For Successors to Conservation Program Contracts and Agreements Only).
		Adjusted Gross Income – 2014 and 2018 Farm Bills	33-CCC-941-Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information.
		Adjusted Gross Income – 75% Rule	189-CCC-942-Certification of Income from Farming, Ranching and Forestry Operations.
		Beginning Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.

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*--14 Accessing and Generating Receipt for Service (Continued)

F Data Automatically Populated as "Items Received From Customer" on the Receipt for Service (Continued)

IF the receipt for service is generated from the…	BY using trigger button…	AND the Eligibility change is…	THEN the following will be automatically populated…
Eligibility change confirmation screen	Accept	FSA-510 Pay Limit Exception Request	140-FSA-510-Request for an Exception to the $125,000 Payment Limitation for Certain Programs.
		Limited Resource Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		NAP Automatic Enrollment Opt Out	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		Socially Disadvantaged Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		Veteran Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.

Note: A receipt for service with no "items received from customer" will be generated if the eligibility change **only** involves any of the following:

- Actively Engaged
- Actively Engaged – 2002 Farm Bill
- Cash Rent Tenant
- Conservation Compliance
- Controlled Substance
- Delinquent Debt
- Federal Crop Insurance
- Foreign Person
- NAP Non Compliance
- Permitted Entity – 2002 Farm Bill
- Person Eligibility – 2002 Farm Bill.

These eligibility sections are considered COC determinations not necessarily made during the same office visit for a customer. The related forms have been added to the RFS software and can be manually added to a receipt, if needed.**--***

*--14 Accessing and Generating Receipt for Service (Continued)

G Data Automatically Populated as "Items Provided to Customer" on the Receipt for Service

The following tables provides data to be automatically populated on the receipt as **Items Provided to Customer** when generated from the applicable Subsidiary screen and trigger button/links.

IF the receipt for service is generated from the…	BY using trigger button…	THEN the following data will be automatically sent to RFS as Items Provided to Customer…
Business File home page	View 902	27-CCC-902-Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years.
Left navigation bar during the Business File interview process	View 902	27-CCC-902-Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years.

IF the receipt for service is generated from the…	BY using trigger button…	AND the Eligibility change is…	THEN the following will be automatically populated…
Eligibility change confirmation screen	Accept	AD-1026	9-AD-1026- Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.
		Adjusted Gross Income – 2002 Farm Bill	187-CCC-526C-Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008.
		Adjusted Gross Income – 2008 Farm Bill	188-CCC-931C-Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information (For Successors to Conservation Program Contracts and Agreements Only).
		Adjusted Gross Income – 2014 and 2018 Farm Bills	33-CCC-941-Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information.
		Adjusted Gross Income – 75% Rule	189-CCC-942-Certification of Income from Farming, Ranching and Forestry Operations.
		Beginning Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.

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*--14 Accessing and Generating Receipt for Service (Continued)

G Data Automatically Populated as "Items Provided to Customer" on the Receipt for Service (Continued)

IF the receipt for service is generated from the…	BY using trigger button…	AND the Eligibility change is…	THEN the following will be automatically populated…
Eligibility change confirmation screen	Accept	FSA-510 Pay Limit Exception Request	140-FSA-510-Request for an Exception to the $125,000 Payment Limitation for Certain Programs.
		Limited Resource Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		NAP Automatic Enrollment Opt Out	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		Socially Disadvantaged Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		Veteran Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.

Note: A receipt for service with no "items provided to customer" will be generated if the eligibility change **only** involves the following:

- Actively Engaged
- Actively Engaged – 2002 Farm Bill
- Cash Rent Tenant
- Conservation Compliance
- Controlled Substance
- Delinquent Debt
- Federal Crop Insurance
- Foreign Person
- NAP Non Compliance
- Permitted Entity – 2002 Farm Bill
- Person Eligibility – 2002 Farm Bill.

These eligibility sections are considered COC determinations not necessarily made during the same office visit for a customer. The related forms have been added to the RFS software and can be manually added to a receipt, if needed.**--***

15-19 (Reserved)

22 Accessing and Updating Eligibility File Records (Continued)

B Viewing and/or Updating Eligibility (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="5">2</td><td colspan="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.</td></tr>
<tr><td>IF the user wants to…</td><td>THEN CLICK…</td></tr>
<tr><td>accept the changes and continue with the update process</td><td>“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.

--Note: This button can be used to trigger a receipt for service according to paragraph 14.--</td></tr>
<tr><td>make additional changes for the selected producer or revise the changes that have been made</td><td>“Revise”.

The Eligibility Screen will be redisplayed for the selected producer with the changes that were previously selected so additional modifications can be recorded.

Note: Changes are not updated to the eligibility database until users click “Accept” on the Confirmation Screen.</td></tr>
<tr><td>cancel the process and exit without saving the changes</td><td>“Cancel”.

The modified data will not be written to the eligibility database and the Eligibility Screen will be redisplayed for the selected producer.</td></tr>
</table>

22 Accessing and Updating Eligibility File Records (Continued)

C 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 the Subsidiary Eligibility Screen.

*--

Section/Button	Quick Access/Shortcut Key
"Customer"	"Alt" + "C"
"Actively Engaged"	"Alt" + "A"
"Actively Engaged - 2002 Farm Bill"	"Alt" + "T"
"AD-1026"	"Alt" + "1"
"Adjusted Gross Income – 2014 and 2018 Farm Bills"	"Alt" + "4"
"Adjusted Gross Income - 2008 Farm Bill"	"Alt" + "8"
"Adjusted Gross Income - 2002 Farm Bill"	"Alt" + "2"
"Beginning Farmer or Rancher"	"Alt" + "F"
"Cash Rent Tenant" and "Cropland Factor"	"Alt" + "H"
"Conservation Compliance"	"Alt" + "V"
"Controlled Substance"	"Alt" + "B"
"Delinquent Debt"	"Alt" + "Q"
"Federal Crop Insurance"	"Alt" + "I"
"Foreign Person"	"Alt" + "M"
"Fraud - including FCIC Fraud"	"Alt" + "U"
"Limited Resource Farmer or Rancher"	"Alt" + "L"
"NAP Non Compliance"	"Alt" + "N"
"Permitted Entity - 2002 Farm Bill"	"Alt" + "K"
"Person Determination - 2002 Farm Bill"	"Alt" + "R"
"Socially Disadvantaged Farmer or Rancher"	"Alt" + "D"
"Veteran Farmer or Rancher"	"Alt" + "V"
"Reset"	"Alt" + "R"
"Submit"	"Alt" + "S"

--*

Section 2 Creating and Displaying Combined Producer Records

81 Web-Based Combined Producers System

A Overview

The web-based Combined Producers System is a part of the web-based Subsidiary System. Combined records will be updated by County Office employees.

In this part, <u>user</u> means County Office employees **except** where specifically noted.

B Accessing the Web-Based Subsidiary System

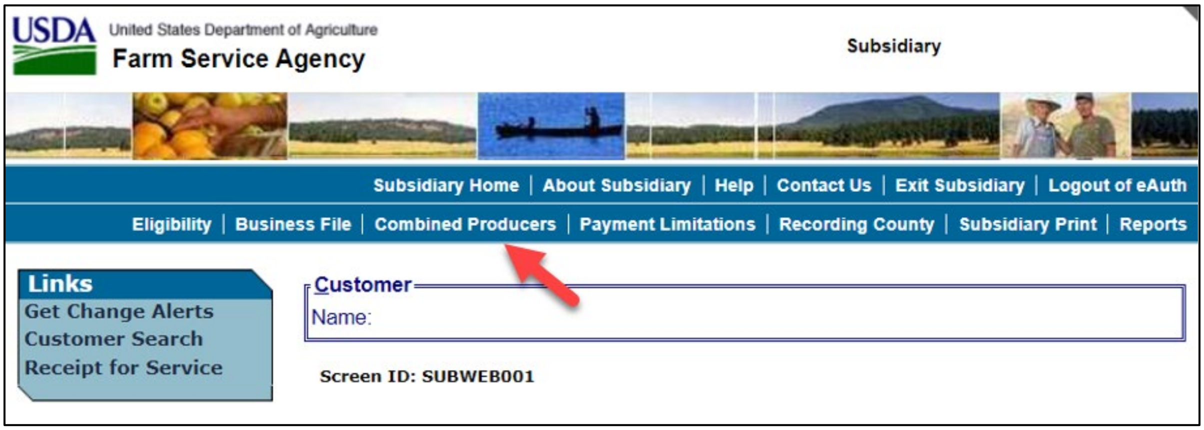
Access the web-based Subsidiary System according to paragraph 9.

82 Using the Web-Based Combined Producers System

A Entering the Web-Based Combined Producers System

To enter the web-based Combined Producers System, on the Subsidiary Screen, CLICK "**Combined Producers**" tab.

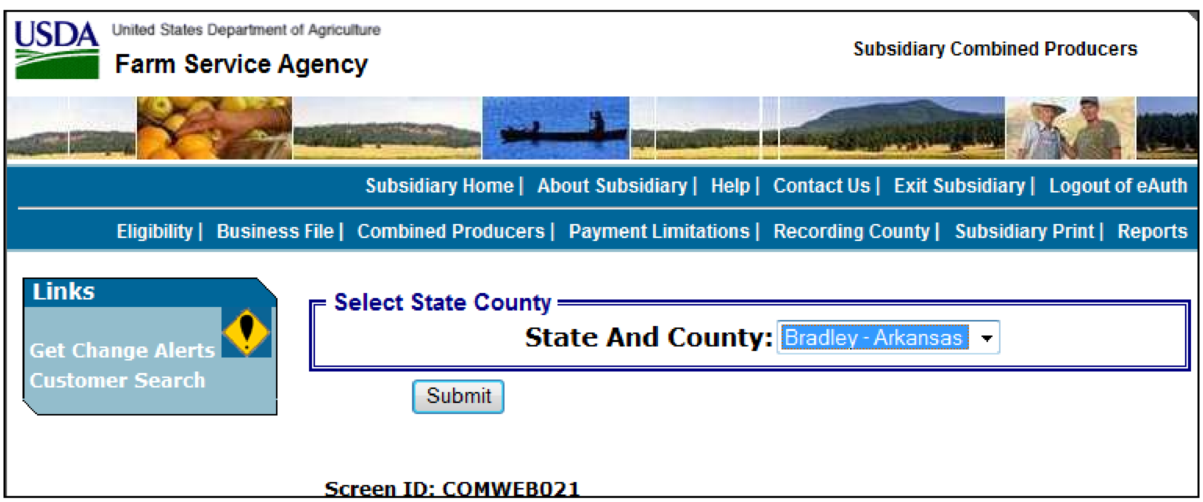
*--



--*

B Users eAuthentication Status

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



141 Accessing the Web-Based Payment Limitation System

A Overview

The web-based Payment Limitation System is part of the web-based Subsidiary System.

In this part, user means County Office employees **except** where specifically noted.

B Accessing the Web-Based Subsidiary System

Access the web-based Subsidiary System according to paragraph 9.

142 Using the Web-Based Payment Limitation System

A Entering the Web-Based Payment Limitation System

To enter the web-based Payment Limitation System, on the Subsidiary Screen SUBWEB001, CLICK "**Payment Limitations**" tab.

*--

--*

B Selecting the Producer

After users CLICK "Payment Limitations", the SCIMS Customer Search Screen will be displayed. Enter information in SCIMS on the Customer Search Screen by:

- name
- TIN
- type
- other.

Select the customer on the subsequent SCIMS Customer Search Result Screen. If the customer is **not** in SCIMS, the customer **must** be added in Business Partner according to 11-CM, Part 3.

Part 8 Reports

302 Subsidiary Reports

A Overview

The web-based Subsidiary System provides 2 links in the top Navigation Menu to access subsidiary reports:

- "Subsidiary Print", described in paragraph 303
- "Reports".

Note: From the "Reports" link, users may access:

- Combined Producer Report, described in paragraph 304
- County Eligibility Reports, described in paragraph 305
- IRS Mismatch Report, described in paragraph 306
- IRS AGI Not Compliant/Failed Verification Report, described in paragraph 307.

303 Subsidiary Print Report

A Introduction

The Subsidiary Print selection process allows the user to view and/or print year specific information about a selected producer.

B Accessing Subsidiary Print Selection Screen

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, CLICK "**Subsidiary Print**" link on the top Navigation Menu to access the web-based Subsidiary Print Report.

The following is an example of Subsidiary Screen SUBWEB001.
*--

--*

303 Subsidiary Print Report (Continued)

C Subsidiary Print Selection Process

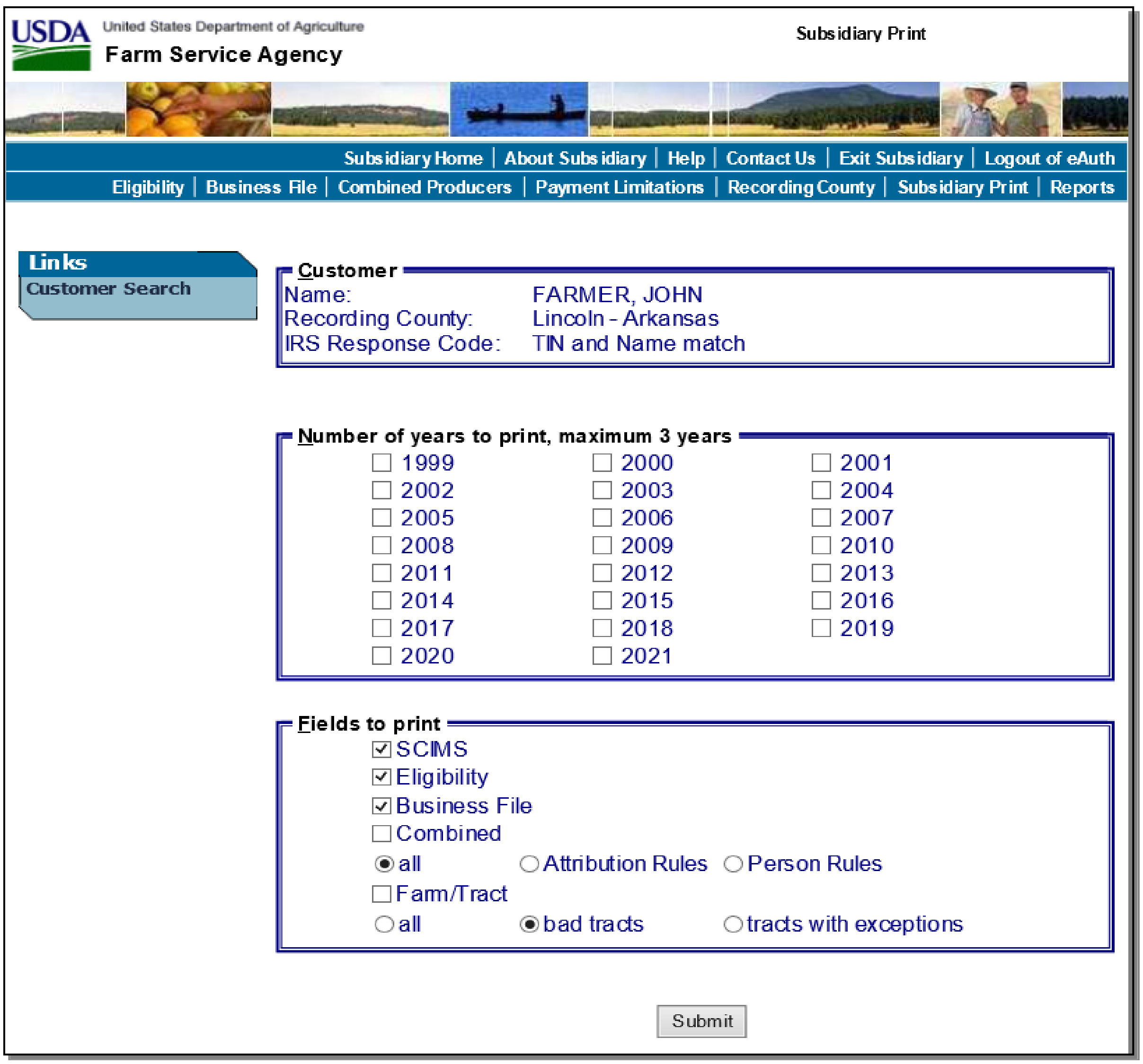
The Subsidiary Print selection process allows the user to decide the information that will be displayed and/or printed on the report. The user can select different options based on the following criteria:

- "Number of years to print"
- "Fields to print".

Users make selections by clicking the checkbox next to the desired selection. After users click an option, a checkmark will be displayed in the checkbox.

Following is an example of the Subsidiary Print Selection Screen.

*--



--*

304 Combined Producer Report

A Introduction

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 web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, CLICK "**Reports**" link on the top Navigation Menu to access the web-based Reports.

The following is an example of Subsidiary Screen SUBWEB001.

*--

--*

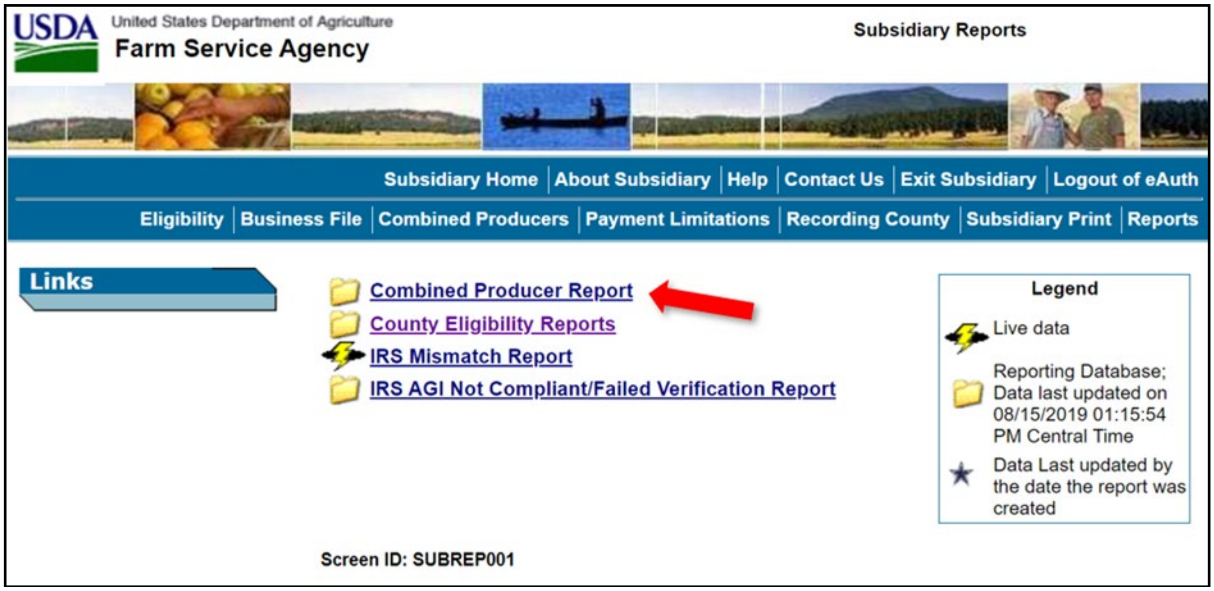
304 Combined Producer Report (Continued)

B Accessing the Combined Producer Report (Continued)

After users click “Reports” link in the top Navigation Menu, Subsidiary Reports Screen SUBREP001 will be displayed. On the Subsidiary Reports Screen SUBREP001, CLICK “**Combined Producer Report**” to access the web-based Combined Producer Report.

The following is an example of Subsidiary Reports Screen SUBREP001.

*--



--*

305 County Eligibility Reports (Continued)

A Introduction (Continued)

- "Delinquent Debt"
- "Federal Crop Insurance"
- "Foreign Person"
- "Fraud - including FCIC Fraud" (2016 and prior years)
- "FSA-510 Pay Limit Exemption Report" (2020 and subsequent years)
- "Limited Resource Farmer or Rancher"
- ***--**"NAP Automatic Enrollment Opt Out" (2022 and subsequent years)**--***
- "NAP Non-Compliance"
- "Permitted Entity - 2002 Farm Bill"
- "Person Eligibility - 2002 Farm Bill"
- "SDA - Racial, Ethnic and Gender"
- "SDA - Ethnic and Racial but NOT Gender"
- Veteran Farmer or Rancher".

These reports are:

- county specific
- generated using the reporting database.

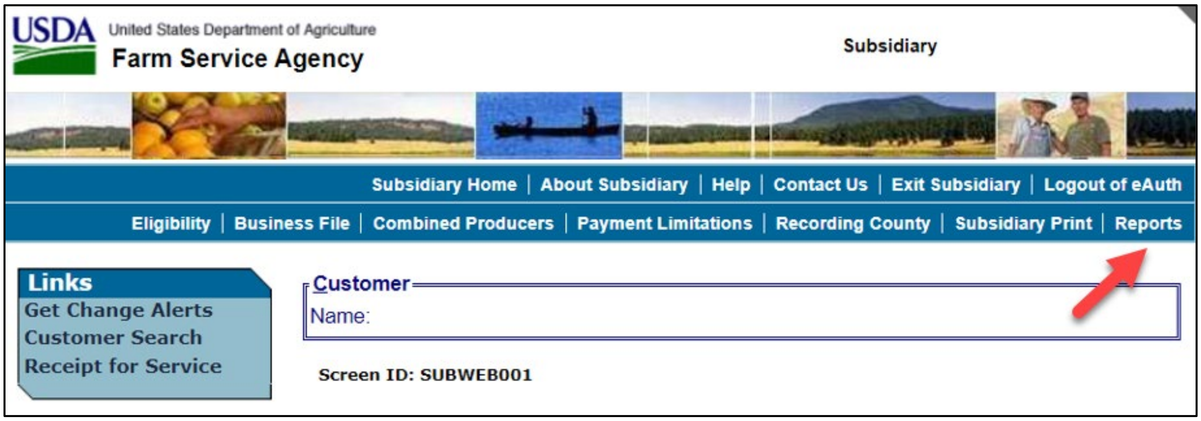
305 County Eligibility Reports (Continued)

B Accessing the County Eligibility Reports

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, CLICK "**Reports**" link on the top Navigation Menu to access the Subsidiary Reports Screen.

The following is an example of Subsidiary Screen SUBWEB001.

*--



--*

306 IRS Mismatch Report

A Introduction

An IRS Mismatch Report has been developed to assist users in identifying customers that do **not** match data provided by IRS. State Offices will be responsible for working with their County Offices to correct customers listed on the IRS Mismatch Report by correcting the customer's data in Business Partner and resubmitting CCC-941.

There are valid exceptions on the IRS Mismatch Report for specific types of customers, as follows.

IF a customer…	THEN Business Partner data will not match IRS data because…
recently changed their name	IRS may **not** have received tax records for the customer using their new name. Therefore, the name in Business Partner will **not** match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is **not** validated in Business Partner with "TIN and Name Match" or "Manually validated"; but the customer is valid in both systems.
is a business and files its business taxes on their individual tax return	IRS may return the individual name associated with the business. Therefore, the name for the business in Business Partner will **not** match and the customer will be included on the IRS Mismatch Report if the IRS Response Code is **not** validated in Business Partner, but the customer is valid in both systems.

Note: County Offices must:

- ensure that the IRS Response Code is validated in Business Partner with "TIN and Name Match" or "Manually validated"
- **not** update Business Partner for these types of customers in an effort to try to get the AGI data to update in the web-based Subsidiary Eligibility System.

Customers will be included on the IRS Mismatch Report and an IRS determination will be ***--**available to provide the appropriate AGI 2014 and 2018 Farm Bills determination. County Offices are responsible for working with their State Office to update the AGI 2014 and 2018 Farm Bills State Office SED determination. Authorized State Office users will have**--*** the ability to update the State Office SED determination to "Mismatch Verified" or "Not Compliant - Review", based on the information provided on the IRS Mismatch Report.

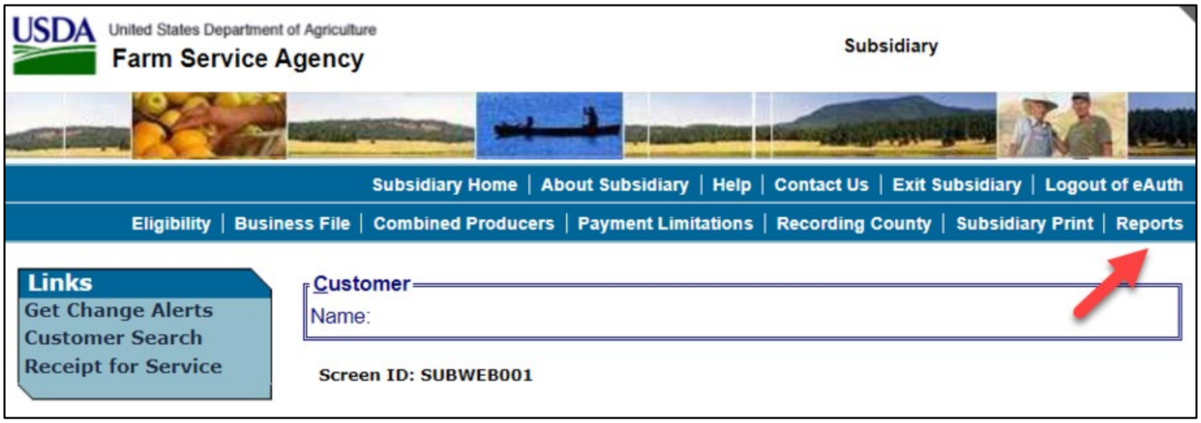
306 IRS Mismatch Report (Continued)

B Accessing the IRS Mismatch Report

Access the web-based Subsidiary Screen SUBWEB001 according to paragraph 9. On Subsidiary Screen SUBWEB001, from the top Navigation Menu, CLICK "**Reports**" to access Subsidiary Reports Screen SUBREP001.

The following is an example of Subsidiary Screen SUBWEB001.

*--



--*

307 IRS AGI Not Compliant/Failed Verification Report

A Introduction

Adjusted Gross Income Not Compliant and Failed Verification Reports have been developed to assist users in tracking customers IRS has determined as AGI "Not Compliant" or "Failed Verification".

State Offices are required to review the report weekly and notify customers IRS determined as "not compliant" according to 6-PL, Part 8.

B Accessing the IRS AGI Not Compliant/Failed Verification Report

Access the web-based Subsidiary System according to paragraph 9. On the Subsidiary Home Page, CLICK "Reports" on the top navigation menu to access the web-based reports.

The following is an example of the Subsidiary Home Page.

*--

--*

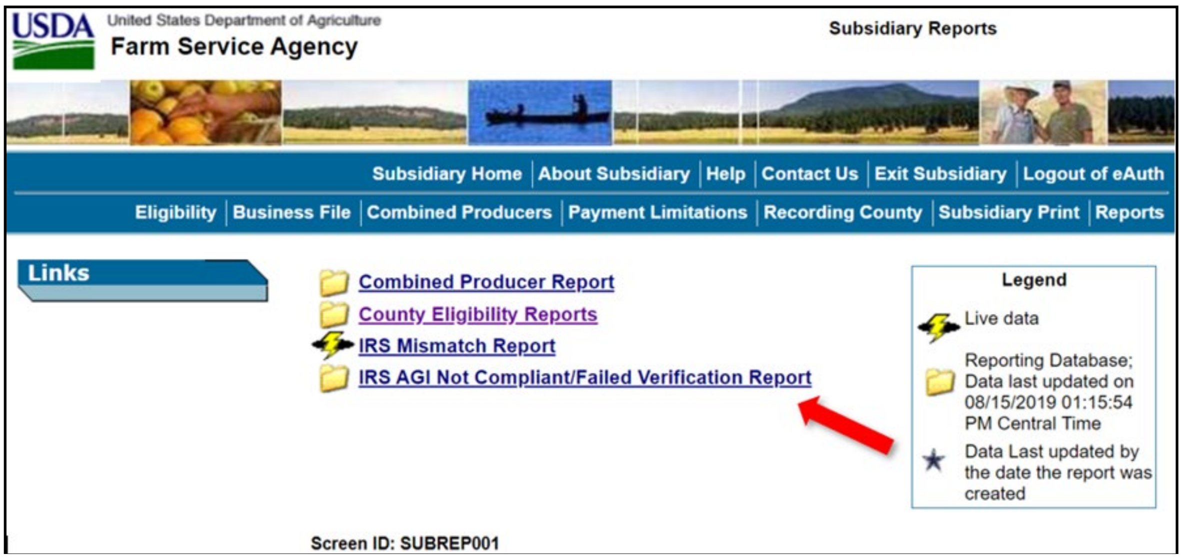
307 IRS AGI Not Compliant/Failed Verification Report (Continued)

B Accessing the IRS AGI Not Compliant/Failed Verification Report (Continued)

After users CLICK "Reports", the Subsidiary Reports Page will be displayed. On the Subsidiary Reports Page, CLICK "IRS AGI Not Compliant/Failed Verification Report" to access the web-based IRS AGI Not Compliant/Failed Verification Report Page.

The following is an example of the Subsidiary Reports Page.

***--**



--*

C IRS AGI Not Compliant/Failed Verification Report Page

The IRS AGI Not Compliant/Failed Verification Report Page allows users to select the following:

- program year
- report output type (PDF or spreadsheet)
- State and county
- date range.

Note: Data on the IRS AGI Not Compliant/Failed Verification Report is obtained from a reporting database that is refreshed nightly.

362 Dataloading CCC-902's on File in County Offices

A Data Migration

The System 36 software did **not** allow for collecting most information captured on CCC-902's. For entities and joint operations, member information and member ownership shares were recorded; however, this information is only a small amount of the information collected on CCC-902.

As a result, County Offices are required to dataload information from existing CCC-902E's and CCC-902I's.

B Requirement for Obtaining New CCC-902's

The Business File software is a tool that allows for the automated collection of CCC-902 information. The release of the Business File software is **not** imposing new program or policy requirements. As such, County Offices are **not** required to obtain new CCC-902's.

Recommendation: If a producer is filing CCC-902 and the Business File software is available for the producer's business type, the information should be collected through the automated process. County Offices will save time because the information taken on the manual CCC-902 will eventually have to be dataloaded in the Business File software.

--**County Offices must continue to follow 4-PL for FY 2009 through 2013, 5-PL for FY 2014 through 2020, and 6-PL for FY 2021 and subsequent years about requirements for filing**-- CCC-902E's and CCC-902I's.

C Priority Order for Dataloading CCC-902's

County Offices must dataload CCC-902's for 2012 subsequent subsidiary years.

Note: If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices must dataload CCC-902 for the current subsidiary year.

If there are multiple CCC-902's on file for the applicable customer, County Offices must dataload the most recent CCC-902 filed by the producer in the Business File software.

Note: There is **not** a requirement to dataload 2011 farm operating plans for entities and joint operations unless a revised farm operating plans is filed for the 2011 subsidiary year. All revisions shall be recorded in the Business File software for 2011 and subsequent years.

362 Dataloading CCC-902's on File in County Offices (Continued)

D Missing Data on CCC-902

Depending on the responses recorded through the interview process, some questions may be displayed to the user for information that was **not** provided on the manual CCC-902 filed by the producer. County Offices shall:

- **only** record information that was signed to by the producer on the existing CCC-902 on file in the County Office
- **not** review other documentation on file in the County Office to complete the interview questions displayed.

Example: Producer is associated with a farm that is leased, but did **not** specify whether the land is cash or share leased on CCC-902. A copy of the lease agreement is on file because the farm is enrolled in PLC.

The County Office shall **not**:

- search their files to determine if the lease is on file
- record the lease information through the Business File software because the producer has **not** signed to that information on the manual CCC-902 that was filed.

E Printing CCC-902's After Dataload Is Completed

County Offices are **not** required to print an automated CCC-902 unless the producer signature is required. For information dataloaded in the system, County Offices shall verify that the information recorded matches the information on the original manual CCC-902.

Notes: If the automated CCC-902 is **not** printed following dataload, County Offices can view CCC-902 on screen by accessing the "View 902" option on the Customer page. If CCC-902 is printed following dataload, the automated CCC-902 should be attached to the manual CCC-902 used to record the information in the Business File software.

Producers are **not** required to sign CCC-902's generated by the Business File software, unless a new or revised CCC-902 is being filed.

--**This link can be used to trigger a receipt for service according to paragraph 14.**--

Section 1 General Overview of Web-Based Business File Software

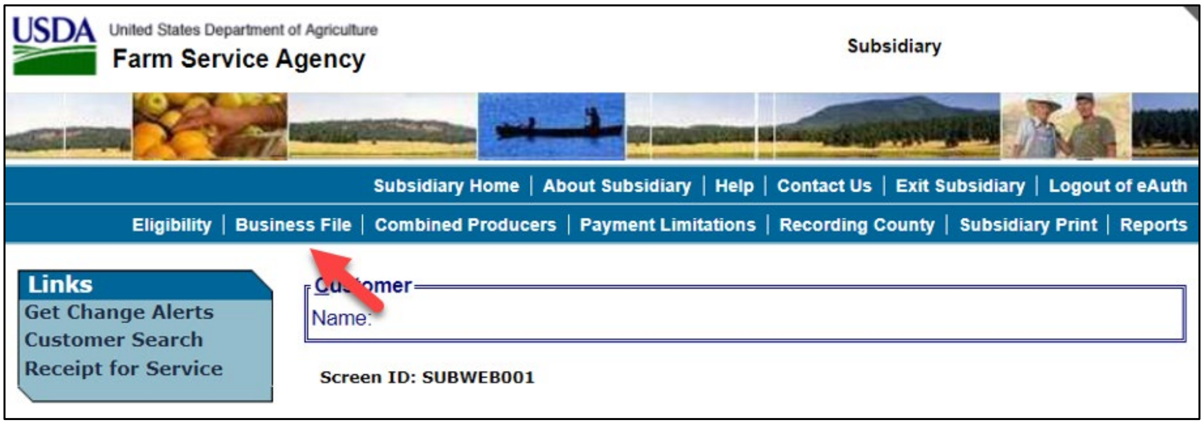
365 Accessing the Business File Software

A Accessing the Business File Software From the Subsidiary System

The Business File software is included in the Subsidiary System. See paragraph 9 for information on accessing the Subsidiary System.

After successfully logging into the Subsidiary System, the Subsidiary Page will be displayed. To access the Business File software, CLICK "**Business File**" tab.

*--



--*

B Selecting a Customer

This table specifies which page will be displayed after users click "**Business File**" tab.

IF users click "Business File" tab…	AND CCC-902 has…	THEN…
before a customer has been selected		SCIMS Search Page will be displayed requiring the user to select a customer from SCIMS.
after a customer has been selected	been recorded for the selected customer for any year	Customer Page will be displayed listing farm operating plans already recorded.
	not been recorded for the selected customer	Customer Page will be displayed with the message, "There are no farm operating plans recorded".

366 General Information for Managing Farm Operating Plans

A Status Categories for Farm Operating Plans

There are 5 status categories that may be associated with farm operating plans.

Status	Definition
Initiated	The farm operating plan is considered "initiated" when information has been recorded, but the County Office has **not** indicated that all signatures have been obtained and/or CCC-902 has **not** been received in the County Office. **Note:** Farm operating plans in "initiated" status will remain in the Business File software for 90 calendar days from the date of the last update. On the 91st calendar day, the "initiated" farm operating plan will automatically be deleted from the Business File software.
Filed	The farm operating plan is considered "filed" when CCC-902 is received in the County Office and all valid signatures have been obtained. The date farm operating plan is filed is the later of the date: • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office.
Determined	The farm operating plan is considered "determined" when: • COC determinations have been completed for the farming operation • date the determinations were completed is recorded in the Business File software.
Terminated	The farm operating plan is automatically terminated when the following conditions occur in Business Partner: • business type for the customer is changed • resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status • birth date is added or changed making the customer a minor when they were previously considered an adult.
Suspended	The farm operating plan is automatically suspended when a change is made to the organizational structure for an entity or joint operation through another farm operating plan.

369 Other Options for Managing Farm Operating Plans

A Deleting Farm Operating Plans

County Office users do **not** have an option for deleting farm operating plans recorded in the Business File software.

A farm operating plan in "initiated" status remains in the Business File software for 90 calendar days from the date it was last updated. The Business File software automatically deletes farm operating plans on the 91st calendar day following the last update.

When deleted, any data previously recorded for that farm operating plan **cannot** be viewed or retrieved.

Only authorized users have the option of deleting farm operating plans in a "filed" or "determined" status. Farm operating plans in an "initiated" status do **not** need to be manually deleted because the system will automatically delete them after 90 calendar days from the last activity.

The Business File software is specifically designed to handle historic information for any farm operating plan that has a "filed" and/or "determined" status. These status indicators specifically designate that a producer has signed CCC-902, certifying information as accurate and complete for the time period designated, and should be retained in the system. As a result, data should never be deleted for a farm operating plan with either of these status indicators.

Example: CCC-902 is filed for an individual on March 1, 2011. The producer revises the farm operating plan on February 2, 2012, to add additional land and equipment, and COC completes the determination for the revised plan on February 3, 2012.

The first plan has a March 1, 2011, start date and a February 3, 2012, end date.

The revised plan has a February 3, 2012, start date with no end date, indicating it is the current farm operating plan filed.

Instances have been reported, during the dataload effort, where farm operating plans were recorded in error and the date the producer signed and/or a COC determination date was recorded in the system. Therefore, an option was needed to remove these farm operating plans from the system as they were truly recorded in error.

369 Other Options for Managing Farm Operating Plans (Continued)

A Deleting Farm Operating Plans (Continued)

The "Delete" option allows an authorized user to delete a specific farm operating plan from the Business File software that has been recorded in error. Authorized users must:

- exercise caution in using the "Delete" option to ensure that historic data is **not** removed from the system
- only delete a farm operating plan from the system if it was recorded for the wrong producer
- contact the National Office to request the deletion of a farm operating plan.

B Viewing Existing Farm Operating Plans

To view farm operating plans:

- at any time during the interview process, under "Submit Plan" on the left navigation menu, CLICK "**View 902**"
- after the information has been recorded, from the Customer Page, CLICK "**View 902**".

--**These links can be used to trigger a receipt for service when the "Generate Receipt for Service" checkbox is selected according to paragraph 14.**--

See the following paragraphs for additional information:

- paragraph 370, for information on navigation options
- paragraph 402, for information on the Customer Page.

369 Other Options for Managing Farm Operating Plans (Continued)

C Updating Plans for Customers no Longer Participating in Farm Programs (Continued)

Farm operating plans:

- will **not** automatically update when a customer is no longer participating in farm programs

- in a determined status without an end date will automatically roll forward to the new Subsidiary years.

In the year(s) the customer is no longer participating and has provided a written request to withdrawn the plan, users have the ability to revise a determined farm operating plan with "Other changes" to create a new initiated plan as described in paragraph 368. The initiated plan will delete after 90 days of inactivity and the plan will no longer roll forward to new Subsidiary years.

Reminder: Users will update the subsidiary eligibility determinations appropriately when a farm operating plan is withdrawn.

Exception: Farm operating plans for a deceased customer or businesses where the deceased customer is a member will be updated with an end date and will not rollover to the next year.

370 Navigation

A Introduction

Because of the amount of data collected on a farm operating plan, numerous options are available to users for navigating through the process, such as:

- following the interview
- selecting an option from the left Navigation Menu to jump to a specific section of the interview.

B Interview Process Overview

The interview process uses information about the type of farming operation, and how questions are answered through the interview, to determine subsequent questions that should be displayed.

The following is an example of the typical options available at the bottom of each page when progressing through the interview process and the action that occurs when each option is selected.

Option	Action	Example
"Back"	Returns to the previous page displayed to the user.	
"Save"	Saves the information recorded on the page, but does **not** advance to the next applicable page.	
"Save & Continue"	Saves the information recorded on the page and advances to the next applicable page, based on the responses recorded through the interview process.	

Recommendation: The interview process and options should be used for recording contribution information, especially when:

- dataloading information collected on a manual CCC-902
- collecting the contribution information for the first time.

370 Navigation (Continued)

C Left Navigation Menu

The left Navigation Menu options allow the user to select which section of the interview process they want to "jump to" to record information. Essentially, users can jump from 1 section of the interview to the next without going through the entire interview process.

Following is an example of the typical options available on the left Navigation Menu and the action that occurs when each option is selected.

Option	Action	Example
"Select Different Customer"	Displays the SCIMS Search Page to allow the user to select a new customer.	
"Record New Farm Operating Plan"	Allows the user to initiate a new farm operating plan for the customer that is currently selected.	
"Manage Customer"	Displays the Customer Page for the customer currently selected. This page displays all the farm operating plans that are currently recorded for the selected customer.	
The following options are applicable for the selected customer and the farm operating plan that is being recorded. See Section 3 for additional information on each page.		
"Seeking Benefits"	***--**Displays the Applicability of Determinations Page.**--***	
"General"	Displays the General Information Page.	
"Contributions"	Displays the Contributions Page.	
"Capital"	Displays the Capital Contribution Page.	
"Land"	Displays the Land Contribution Page.	
"Custom Services"	Displays the Custom Services Page.	
"Equipment"	Displays the Equipment Page.	
"Labor"	Displays the Labor Types Page.	
"Management"	Displays the Management Types Page.	
"Summary"	Displays the Farming Operation Summary Page. This page summarizes the information that has been recorded through the interview process for all contribution inputs.	

370 Navigation (Continued)

C Left Navigation Menu (Continued)

*--

Option	Action	Example
"Select (*Member*)"	Displays the Select (*Member*) Page. **Note:** The name of the page may change depending on the business type for the operation. For example, the option will be "Select Stockholder", if the farming operation is a corporation.	
"Remarks"	Displays the Remarks Page that allows the user to record additional information about the farming operation.	
"Summary"	Displays the Farming Operation Summary Page, including any remarks that have been recorded.	
Validations"	Displays the Validations Page that identifies potential problematic areas that may need to be addressed before the farm operating plan is filed.	
"Record Signatures"	Displays the Signature Verification Page that allows the user to specify when the farm operating plan was filed and when COC determinations were completed.	
"View 902"	Opens a new window displaying the formatted version of CCC-902. **Note:** This link can be used to trigger a receipt for service according to paragraph 14.	
"Generate Receipt for Service"	Check this box to generate a receipt for service. A trigger link must also be selected. See paragraph 14 for additional information for generating a receipt for service.	

--*

Warning: Any information recorded that has **not** been saved when the left Navigation Menu options are selected will be lost and a warning message will **not** be provided.

Recommendation: The left navigation menu should be used when:

- revising farm operating plans
- jumping to a section to review or correct responses recorded.

371-376 (Reserved)

379 Farm Operating Plan History

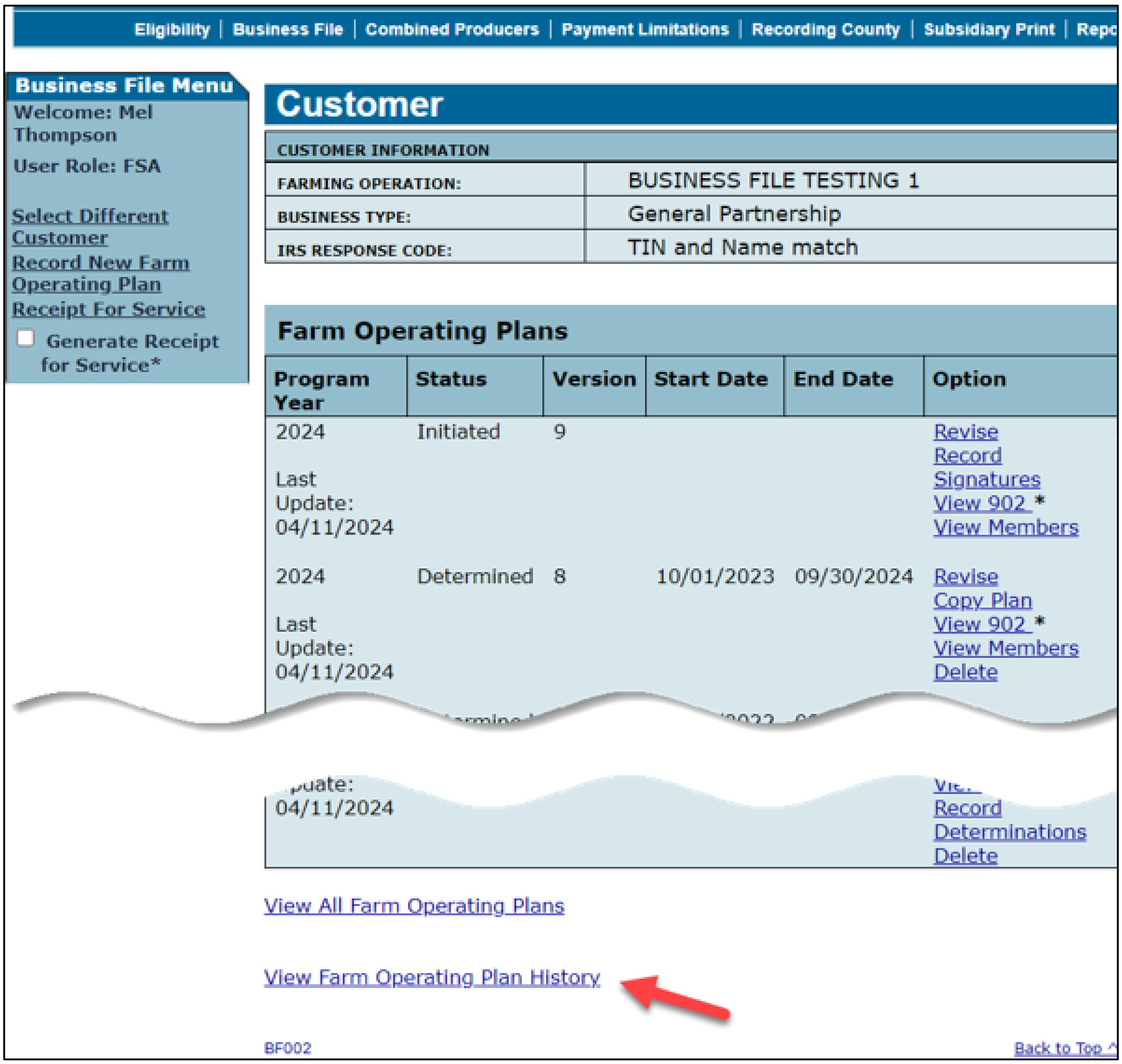
A Farm Operating Plan History Overview

The Farm Operating Plan History Page allows users to display all farm operating plans recorded for the producer.

B Accessing the Farm Operating Plan History Page

On Customer Page BF002, CLICK "View Farm Operating Plan History".

*--



--*

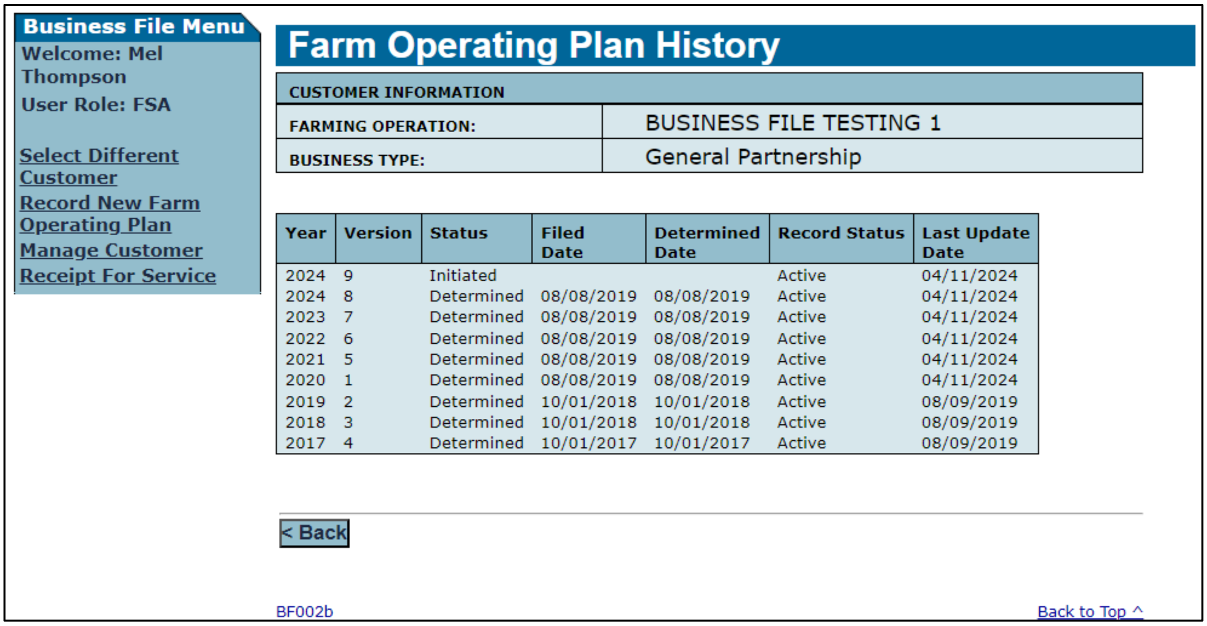
379 Farm Operating Plan History (Continued)

B Accessing the Farm Operating Plan History Page (Continued)

The Farm Operating Plan History Page will display information on all farm operating plans recorded for the producer.

This is an example of the Farm Operating Plan History Page.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer
Receipt For Service

Farm Operating Plan History

CUSTOMER INFORMATION	
FARMING OPERATION:	BUSINESS FILE TESTING 1
BUSINESS TYPE:	General Partnership

Year	Version	Status	Filed Date	Determined Date	Record Status	Last Update Date
2024	9	Initiated			Active	04/11/2024
2024	8	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2023	7	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2022	6	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2021	5	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2020	1	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2019	2	Determined	10/01/2018	10/01/2018	Active	08/09/2019
2018	3	Determined	10/01/2018	10/01/2018	Active	08/09/2019
2017	4	Determined	10/01/2017	10/01/2017	Active	08/09/2019

< Back

BF002b

Back to Top ^

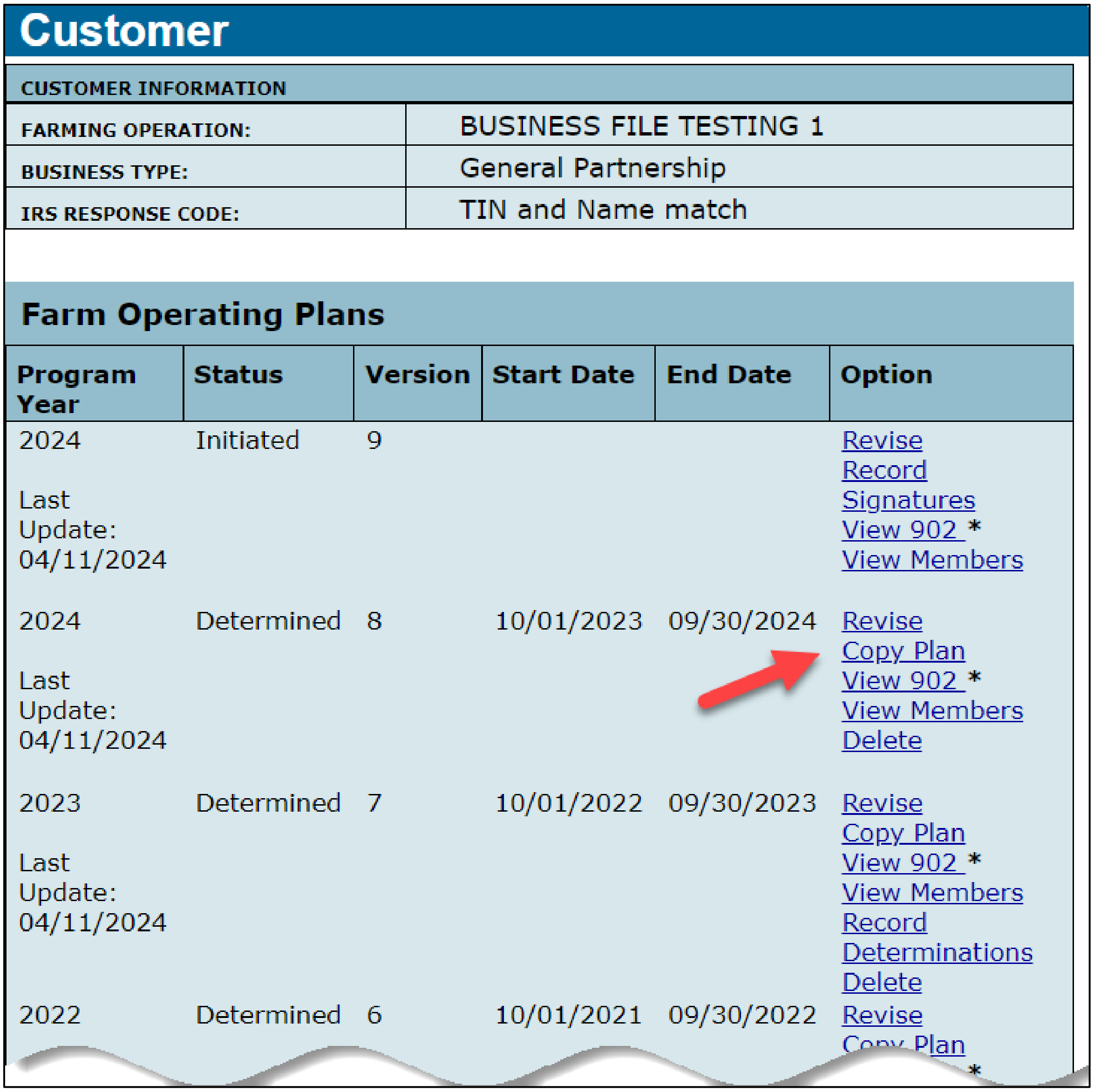
--*

380 Copy Plan (Continued)

B Accessing the Copy Plan Page

On the Customer Page, CLICK "Copy Plan" link for the determined plan.

*--



Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	BUSINESS FILE TESTING 1
BUSINESS TYPE:	General Partnership
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2024 Last Update: 04/11/2024	Initiated	9			Revise Record Signatures View 902 * View Members
2024 Last Update: 04/11/2024	Determined	8	10/01/2023	09/30/2024	Revise Copy Plan View 902 * View Members Delete
2023 Last Update: 04/11/2024	Determined	7	10/01/2022	09/30/2023	Revise Copy Plan View 902 * View Members Record Determinations Delete
2022	Determined	6	10/01/2021	09/30/2022	Revise Copy Plan *

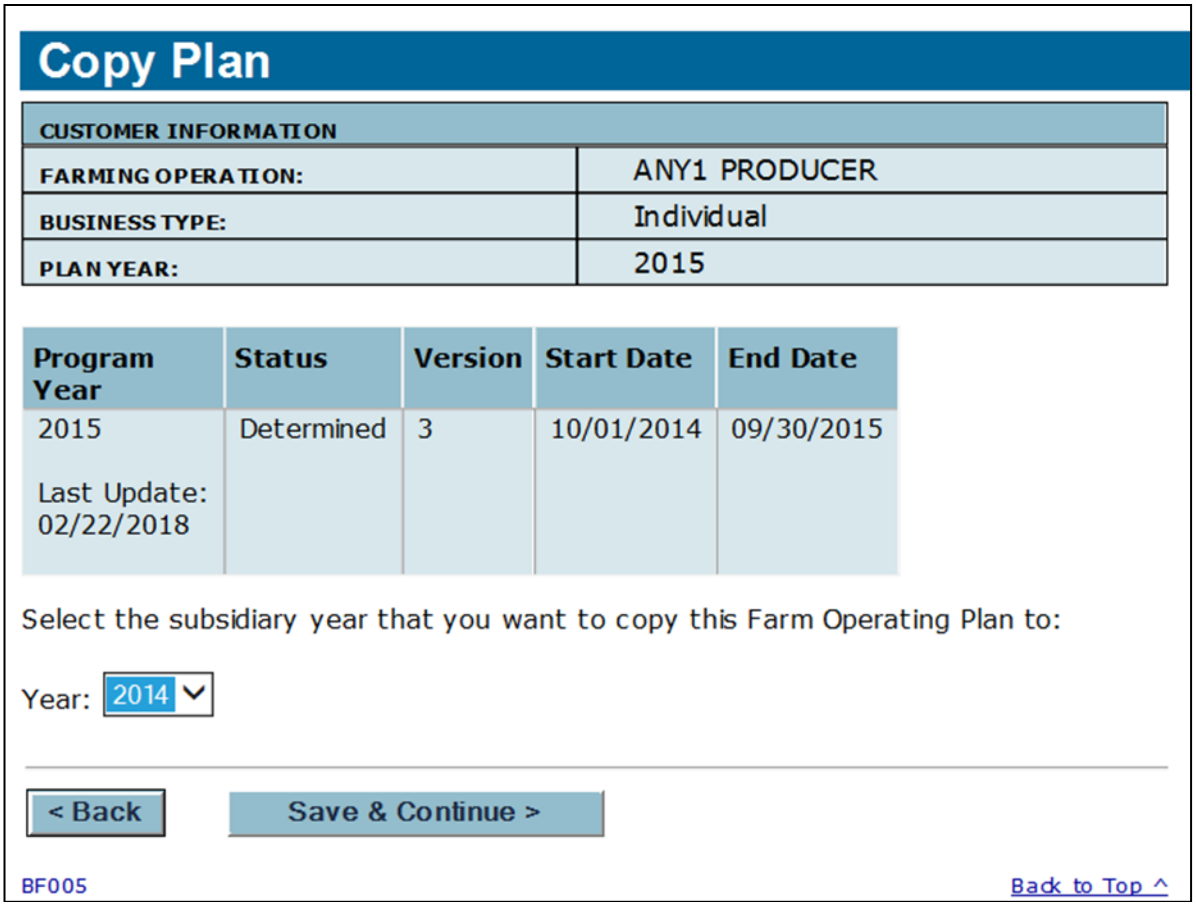
--*

380 Copy Plan (Continued)

*--B Accessing the Copy Plan Page (Continued)

The Copy Plan Page will be displayed with information for the farm operating plan selected to copy.

This is an example of the Copy Plan Page.


Copy Plan

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY1 PRODUCER
BUSINESS TYPE:	Individual
PLAN YEAR:	2015

Program Year	Status	Version	Start Date	End Date
2015 Last Update: 02/22/2018	Determined	3	10/01/2014	09/30/2015

Select the subsidiary year that you want to copy this Farm Operating Plan to:

Year: 2014

< Back   Save & Continue >

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Section 3 Interview Screen Flow by Section and Contribution Type

401 Overview

A Introduction

The interview process is designed to first determine the questions applicable to the type of farming operation. When in the interview, questions are displayed to the user based on the responses provided.

Example: If the producer indicates they are **not** contributing capital to the farming operation, then questions will **not** be displayed for collecting capital contribution percentages, loan information, etc.

B Description of Section

This section describes each page that may be displayed to the user through the normal interview process and how the Business File software will respond based on the answers provided to each question displayed.

Note: See Section 2 to determine which pages are applicable based on the type of farming operation.

This table provides an overview of the information contained in this section. See the paragraph for each page for a complete description of the options available.

Subsection	Description	Paragraphs
1	Includes all pages applicable to general information about the producer, questions on minor status, and selection of the contributions provided to the farming operation.	402 through 410
2	Includes all pages applicable to recording capital contribution information.	411 through 424
3	Includes all pages applicable to recording land contribution information.	425 through 440
4	Includes all pages applicable to recording equipment contribution information.	441 through 454
5	Includes all pages applicable to recording custom service information.	455 through 460
6	Includes all pages applicable to recording labor contribution information.	461 through 470
7	Includes all pages applicable to recording management contribution information.	471 through 500
8	Includes the end of interview pages.	501 through 503

Subsection 1 Beginning the Farm Operating Plan

402 Customer Page

A Introduction

The Customer Page is the main page for the Business File software and will be displayed for the selected customer when users click "**Business File**" tab from the Subsidiary System.

The Customer Page allows the user to:

- record a new farm operating plan for the selected customer
- review the farm operating plans recorded for the selected customer
- view the farm operating plan history
- take the option to:
  - copy plan to previous year
  - record determinations for businesses
  - record the date COC determinations were completed
  - record the date the farm operating plan was filed in the County Office
  - revise an existing farm operating plan
  - view CCC-902's
  - view members for businesses
  - ***--**generate a receipt for service.**--***

402 Customer Page (Continued)

B Example of Customer Page

The following is an example of the Customer Page.

*--

Business File Menu

Welcome: Mel Thompson

User Role: FSA

Select Different Customer

Record New Farm Operating Plan

Receipt For Service

☐ Generate Receipt for Service*

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	BUSINESS FILE TESTING 1
BUSINESS TYPE:	General Partnership
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2024 Last Update: 04/11/2024	Initiated	9			Revise Record Signatures View 902 * View Members
2024 Last Update: 04/11/2024	Determined	8	10/01/2023	09/30/2024	Revise Copy Plan View 902 * View Members Delete
2023 Last Update: 04/11/2024	Determined	7	10/01/2022	09/30/2023	Revise Copy Plan View 902 * View Members Record Determinations Delete
2022 Last Update: 04/11/2024	Determined	6	10/01/2021	09/30/2022	Revise Copy Plan View 902 * View Members Record Determinations Delete
2021 Last Update: 04/11/2024	Determined	5	10/01/2020	09/30/2021	Revise Copy Plan View 902 * View Members Record Determinations Delete

--*

402 Customer Page (Continued)

C Information on the Customer Page

The Customer Page provides the user with an overview of all farm operating plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section	Field	Description
"Customer Information"	"Farming Operation"	Name of selected customer.
	"Business Type"	Current year business type for the selected customer recorded in SCIMS.
	"IRS Response Code"	Name and Tax ID Validation Response from IRS. ***--**"Deceased mm/dd/yyyy" will appear after the IRS Response code if the customer is an Individual and recorded as deceased in Business Partner.**--***
"Farm Operating Plans"	Program Year"	Program year associated with the farm operating plan. Date of the last update to the farm operating plan is listed directly below the program year. **Reminder:** The date the farm operating plan was last updated is important because the Business File software will automatically delete any farm operating plans after 90 calendar days of no activity if the farm operating plan is in "initiated" status.
	"Status	Current status of the farm operating plan. See subparagraph 366 A for additional farm operating plan status categories.
	"Version"	Version number for the farm operating plan. See subparagraph 366 B for additional information on version numbers for the farm operating plan.
	"Start Date"	Start date is only applicable if: • COC has completed determinations associated with CCC-902 • date has been recorded in the Business File software. See subparagraph 366 D for additional information on start dates.
	"End Date"	End date is only applicable: • for farm operating plans that are in "determined" status • when COC has completed determination on a subsequent CCC-902 for the same subsidiary year. See subparagraph 366 D for additional information on end dates.

402 Customer Page (Continued)

D Page Options

For each farm operating plan recorded for the selected customer, the following links may be available depending on the status of the Plan recorded. This table describes the options that may be available on the Customer Page.

Link	Action
"Revise"	Allows users to revise the selected farm operating plan. Depending on the status of the Plan being revised, different confirmation messages may be displayed. See paragraph 368 for additional information on revising farm operating plans.

"Record Signatures"	Option:
	
	• will only be displayed if the farm operating plan is in "initiated" status
	• allows users to record the following signature information:
	
	    • date CCC-902 was filed in the County Office
	
	    • date COC determinations have been completed for the farming operation.

"Record COC Date"	Option: • will only be displayed if the farm operating plan is in "filed" status • allows users to record the date COC determinations have been completed for the farming operation.

402 Customer Page (Continued)

D Page Options (Continued)

Link	Action
"Copy Plan"	Option: • will only be displayed if the farm operating plan is in a "Determined" Status • allows users to Copy farm operating plan to the previous year.
"View 902"	Opens a new window displaying the formatted version of CCC-902 for the selected farm operating plan. ***--Note:** This link can be used to trigger a receipt for service according to paragraph 14.**--***
"View Members"	Option: • will only be displayed for Businesses with Members • allows users to view Members recorded for the Business.
"Record Determinations"	Option: • will only be displayed if the farm operating plan is a Business with members and is in a "Determined" Status • allows users to update the "Member Contribution" and "Substantive Change" for Members of the Business. See paragraph 552 for additional information on "Member Contribution / Substantive Change".
"Delete"	Only applicable for authorized users. See subparagraph 369 A for additional information.

Note: See subparagraph 370 C for additional information on left Navigation Menu options.

403 Create New Farm Operating Plan Page

A Introduction

The Create New Farm Operating Plan Page will be displayed if users click "Record New Farm Operating Plan" from the left Navigation Menu.

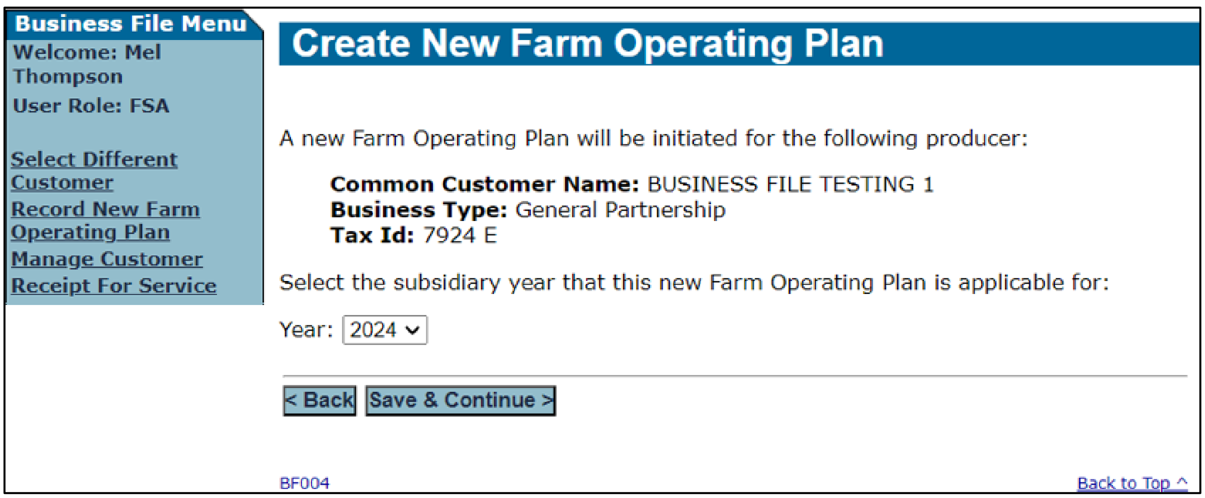
The Create New Farm Operating Plan Page allows users to:

- verify the correct customer has been selected before initiating the farm operating plan
- specify the year for which the farm operating plan is being recorded.

B Example of Create New Farm Operating Plan Page

The following is an example of the Create New Farm Operating Plan Page.

*--



--*

403 Create New Farm Operating Plan Page (Continued)

C Interview Questions

This table describes the interview question displayed on the Create New Farm Operating Plan Page.

Question/Field	Description
"Year"	Drop-down list that allows users to select the subsidiary year associated with the farm operating plan being recorded. **Note:** If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload the farm operating plan for the current subsidiary year.

D Page Options

The following option is available on the Create New Farm Operating Plan Page.

Option	Action
"Save & Continue"	Initiates the farm operating plan by saving the basic data about the selected customer. **Note:** After the farm operating plan is "initiated", it **cannot** be deleted by the user. County Office users shall use the information displayed on the page to ensure that the correct producer is selected before continuing to the next page.

405 General Information Page (Continued)

F Validation Error Messages (Continued)

Error Message	Corrective Action
"A response was **not** provided indicating the number of signatures required to act on behalf of the (*entity/joint operation*)."	Enter number of signatures required between 2 and 255.
"A response was **not** provided identifying the deceased individual."	The deceased individual **must** be attached to the farm operating plan for the estate. Take the following actions, as applicable: • record the individual in Business Partner • record the deceased individual in Business Partner along with the date of death.
"The deceased individual **must** be recorded in the fiduciary system with the date of death."	Access Business Partner and record the date of death for the deceased individual according to 1-CM.
"The documentation for the irrevocable trust **must** be provided."	Available options are: • "Yes" • "No".

406 Minor General Information Page

A Introduction

The Minor General Information Page:

- is only displayed if the selected producer/member:
  - is an individual
  - will **not** be 18 years of age by the status date for the applicable subsidiary year

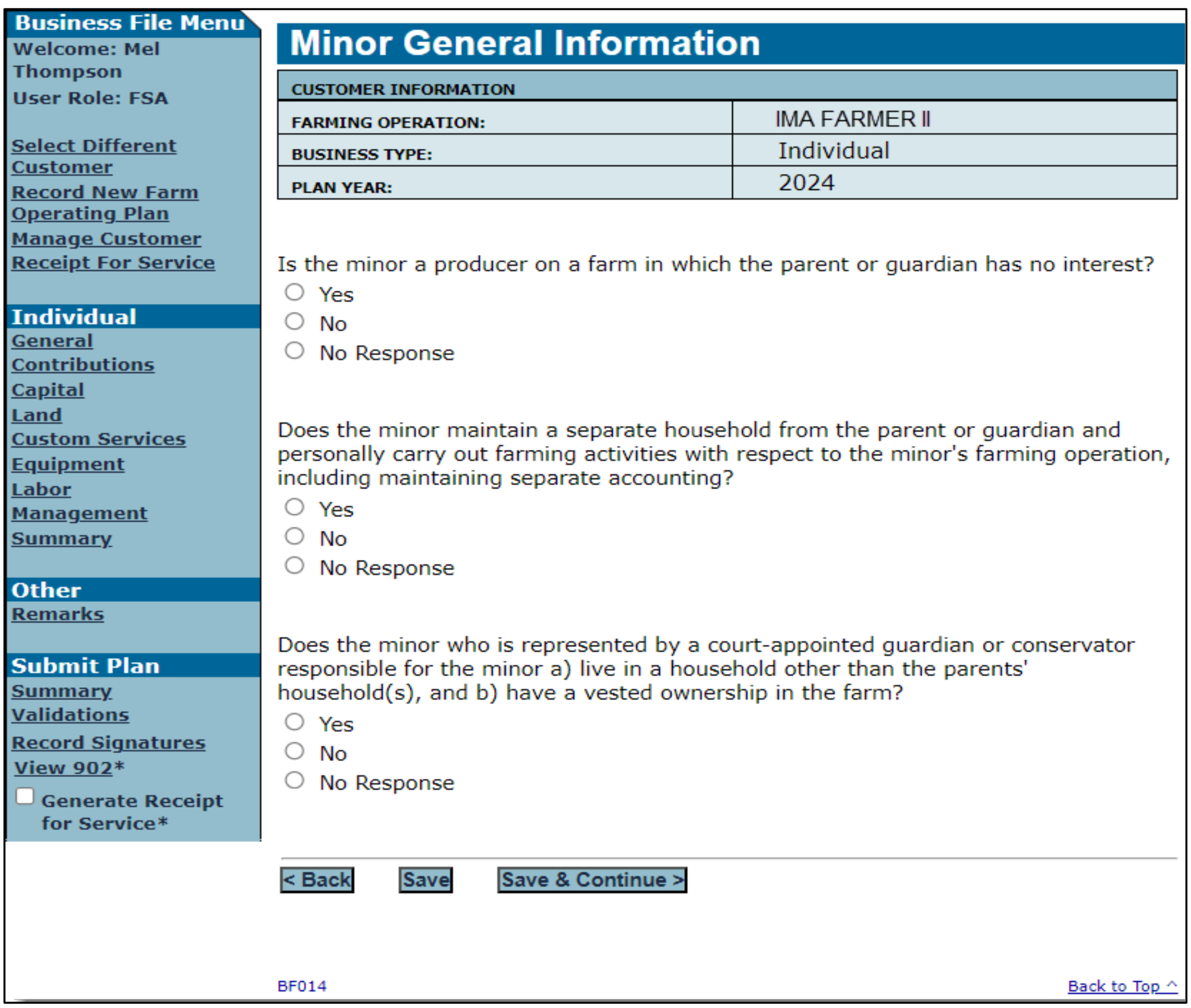
  Note: The status date is June 1 of the applicable subsidiary year. The birth date is retrieved from Business Partner for the selected customer.

- allows users to answer a series of questions so COC can determine if the minor can be considered separate from their parent and/or guardian.

B Example of Minor General Information Page

The following is an example of the Minor General Information Page.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer
Receipt For Service

Individual
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902*
Generate Receipt for Service*

Minor General Information

CUSTOMER INFORMATION	
FARMING OPERATION:	IMA FARMER II
BUSINESS TYPE:	Individual
PLAN YEAR:	2024

Is the minor a producer on a farm in which the parent or guardian has no interest?
- Yes
- No
- No Response

Does the minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?
- Yes
- No
- No Response

Does the minor who is represented by a court-appointed guardian or conservator responsible for the minor a) live in a household other than the parents' household(s), and b) have a vested ownership in the farm?
- Yes
- No
- No Response

< Back | Save | Save & Continue >

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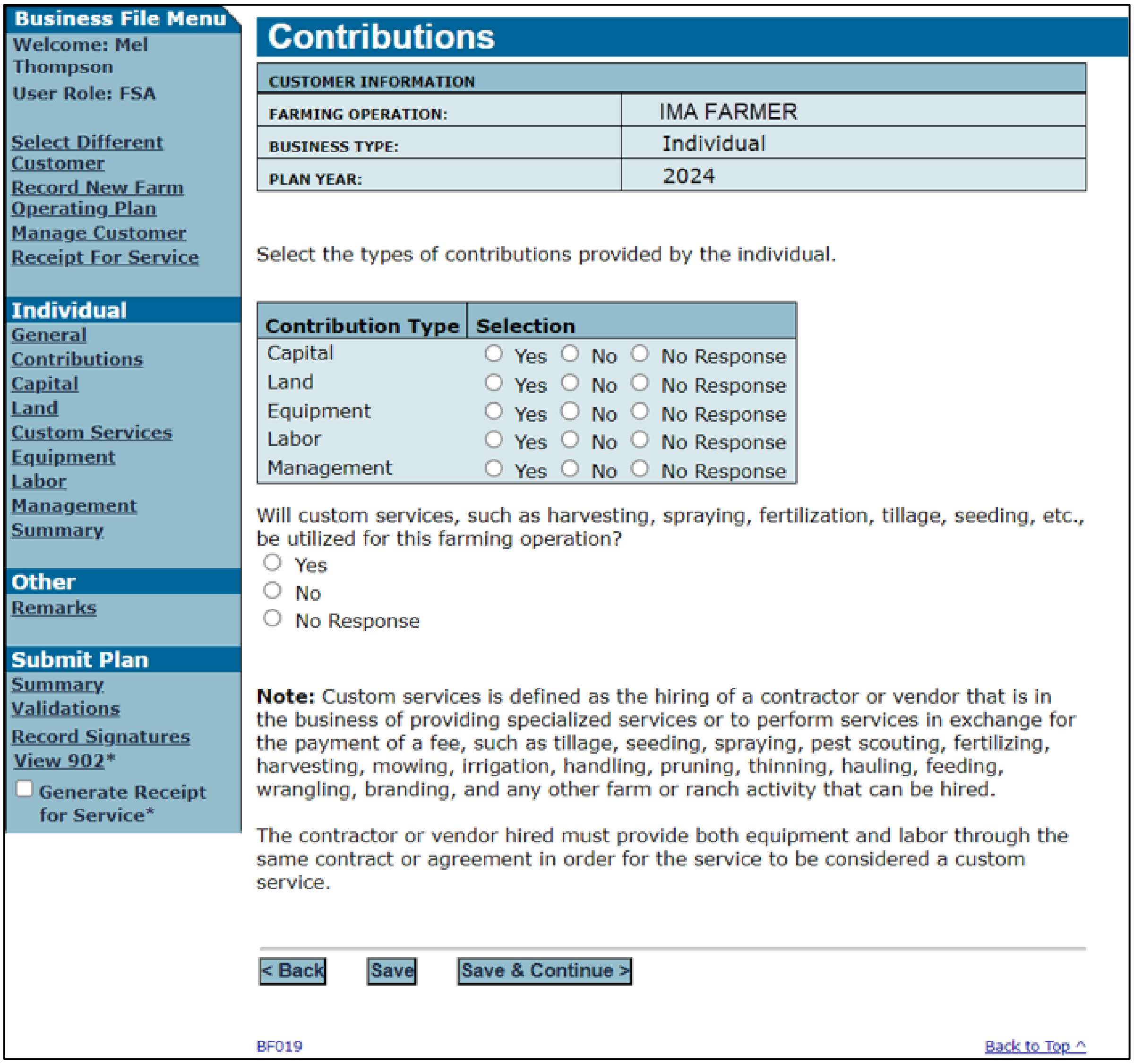
--*

407 Contributions Page (Continued)

B Example of Contributions Page

The following is an example of the Contributions Page.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer
Receipt For Service

Individual
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902*
Generate Receipt for Service*

Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	IMA FARMER
BUSINESS TYPE:	Individual
PLAN YEAR:	2024

Select the types of contributions provided by the individual.

Contribution Type	Selection
Capital	Yes No No Response
Land	Yes No No Response
Equipment	Yes No No Response
Labor	Yes No No Response
Management	Yes No No Response

Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?
- Yes
- No
- No Response

Note: Custom services is defined as the hiring of a contractor or vendor that is in the business of providing specialized services or to perform services in exchange for the payment of a fee, such as tillage, seeding, spraying, pest scouting, fertilizing, harvesting, mowing, irrigation, handling, pruning, thinning, hauling, feeding, wrangling, branding, and any other farm or ranch activity that can be hired.

The contractor or vendor hired must provide both equipment and labor through the same contract or agreement in order for the service to be considered a custom service.

< Back | Save | Save & Continue >

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407 Contributions Page (Continued)

C Interview Qestions

The Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable to the farming operation.

Example: If a producer is a landowner only, then there may **not** be a need to collect contribution information for labor and management.

Users shall select “No Response” if:

- producer does **not** want to provide the contribution information
- the information is **not** required based on the circumstances related to the producer and/or the programs for which the producer is applying.

This table describes the interview questions displayed on the Contributions Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>“Select the types of contributions provided by the customer.”</td><td rowspan="2">For each contribution/question displayed, the available options are:

• “Yes”
• “No”
• “No Response”.

The interview process proceeds to the next applicable section of the interview process based on the responses recorded on this page.</td></tr>
<tr><td>“Will custom services, such as harvesting, spraying, fertilization, tillage, seeding, etc., be utilized for this farming operation?”</td></tr>
</table>

D Page Options

The following options are available on the Contributions Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

428 Land Record Lease To Page

A Introduction

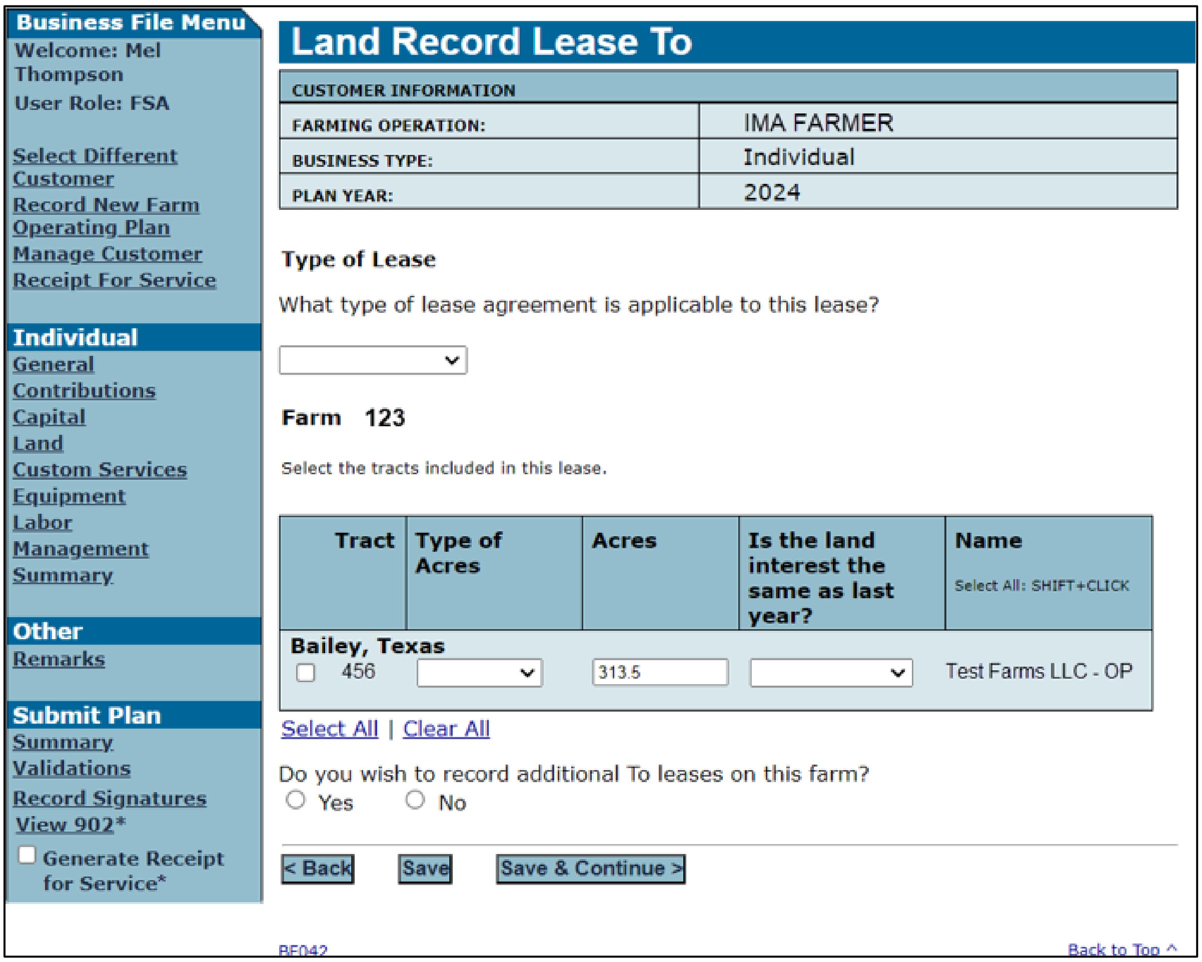
The Land Record Leased To Page:

- will be displayed if users click "**Record 'Lease To' Information**" on the Land Contributions Page
- displays information retrieved from FRS for the farm/tracts
- allows users to record details related to the lease agreement.

B Example of Land Record Lease To Page

The following is an example of the Land Record Lease To Page.

*--



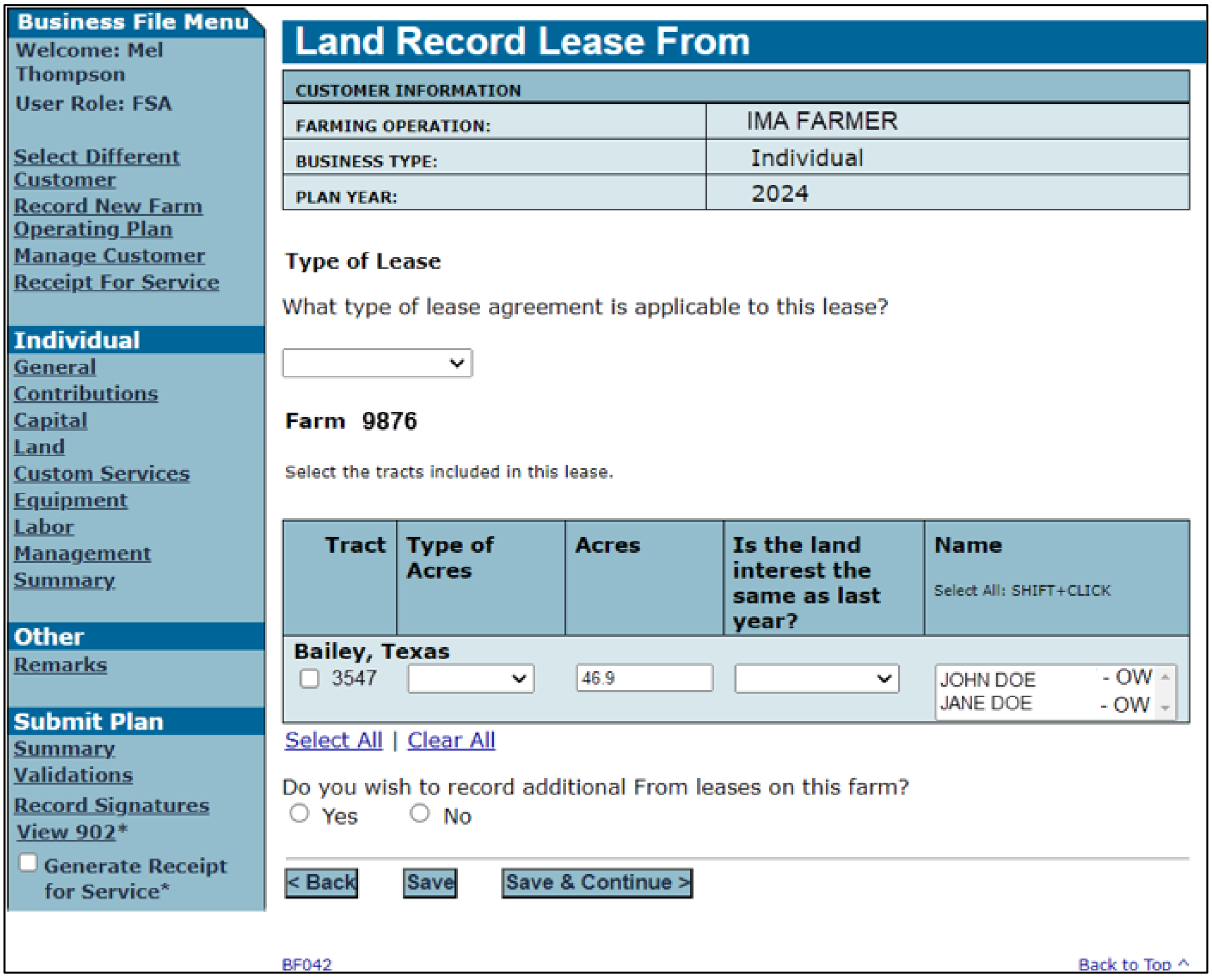
--*

429 Land Record Lease From Page (Continued)

B Example of Land Record Lease From Page

The following is an example of the Land Record Lease From Page.

*--



--*

429 Land Record Lease From Page (Continued)

C Who Can Lease Land From Another Producer

The producer's relationship on the farm and tracts determines whether that producer can lease land from another producer.

IF producer associated with the Farm Operating Plan is…	THEN they can lease land from…
operator	• an owner • an other tenant.
owner	another owner.
tenant	• an owner • the operator.

D Information on the Page

This table describes other information displayed on the Land Record Lease From Page.

Section of Page	Field	Description
"Recorded Leases on Farm"	This section of the page displays if at least 1 lease has been recorded for the applicable farm and tract. For each lease, the following information will be displayed.	
	"Leased"	Indicates whether the land is leased to or leased from another producer.
	"Name"	Name of the producer selected that the land is being leased to or leased from when the lease information was recorded.
	"Tract"	Tract number for which the lease is recorded.
	"Total Acres	Number of acres associated with the applicable lease.
	"Type of Acres"	Specifies the lease was recorded for "farmland" or "cropland".
	"Lease Terms"	Specifies the type of lease selected when the lease was recorded.

430 Recorded Leases for Tract Page (Continued)

D Page Options

The following options are available on the Recorded Leases for Tract Page.

Option	Action
"Revise"	Displayed for any lease recorded on the selected farm. After selected, the Land Revise Lease Page will be displayed for the applicable lease.
"Back"/"Continue"	Returns to the Land Contributions Page.
"Delete Leases"	Allows the user to delete 1 or more leases recorded for the farm and tract. Users should select the lease or leases to be deleted by clicking the checkbox for the lease, then clicking "Delete Leases". After selected, a confirmation page will be displayed allowing the user to confirm the lease information should be deleted.
"Select All"	Selects all leases displayed for the selected farm and tract.
"Clear All"	Clears the selection of all leases selected.

E Page Error Messages

The following error message may be displayed on the Recorded Leases for Tract Page.

Error Message	Description	Corrective Action
"Must select at least 1 lease to be deleted."	Users click "Delete Leases", but at least 1 lease was **not** selected for deletion.	Select the leases to be deleted by clicking the checkbox next to the applicable lease.

431 Land Revise Lease Page

A Introduction

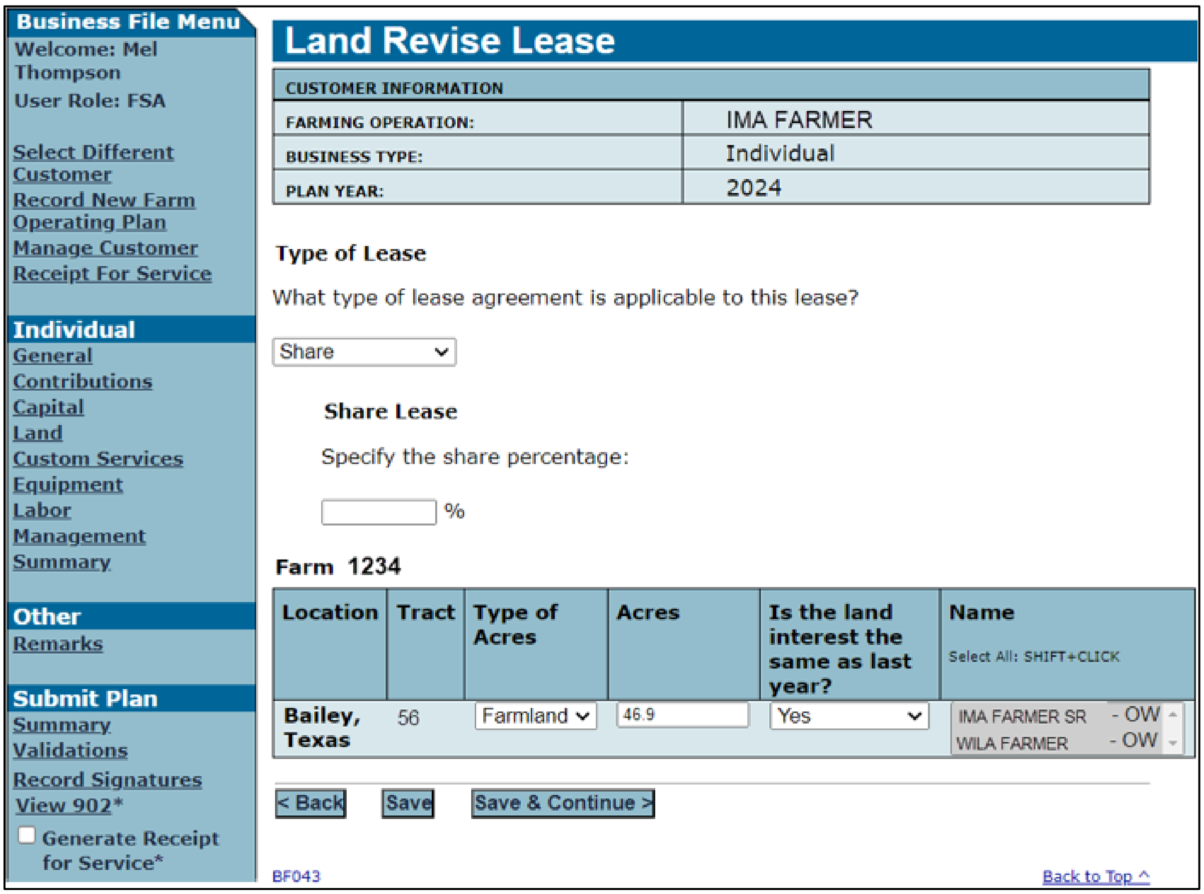
The Land Revise Lease Page:

- will be displayed if users click "**Revise**" link on the Recorded Leases for Tract Page
- displays lease information previously recorded for farm and tract
- allows users to revise the lease details related to the lease agreement.

B Example of Land Revise Lease Page

The following is an example of the Land Revise Lease Page.

*--



--*

C Information on the Page

All information previously recorded for the selected lease agreement is redisplayed on the Land Revise Lease Page.

441 General Information (Continued)

B Description of Equipment Contribution Pages (Continued)

Name of Page	Description of Page	Data Recorded/Options	Paragraph
Leased Equipment From Another Producer Page	• Displayed if the user indicates equipment is contributed to the farming operation that is leased from another source that has an interest in the farming operation. • Allows the user to record information about the leased equipment.	Record information about equipment leased from another source that is contributed to the farming operation.	447
Leased Equipment to Another Producer Page	• Displayed if the user indicates equipment is contributed to the farming operation that is leased to another producer. • allows the user to record information about the leased equipment.	Record information about equipment leased to another producer.	448
Additional Equipment Page	• Displayed if the user indicates equipment other than owned or leased equipment is contributed to the farming operation. • Allows the user to record information about the additional equipment.	Record information about the additional equipment.	449

442 Equipment Page

A Introduction

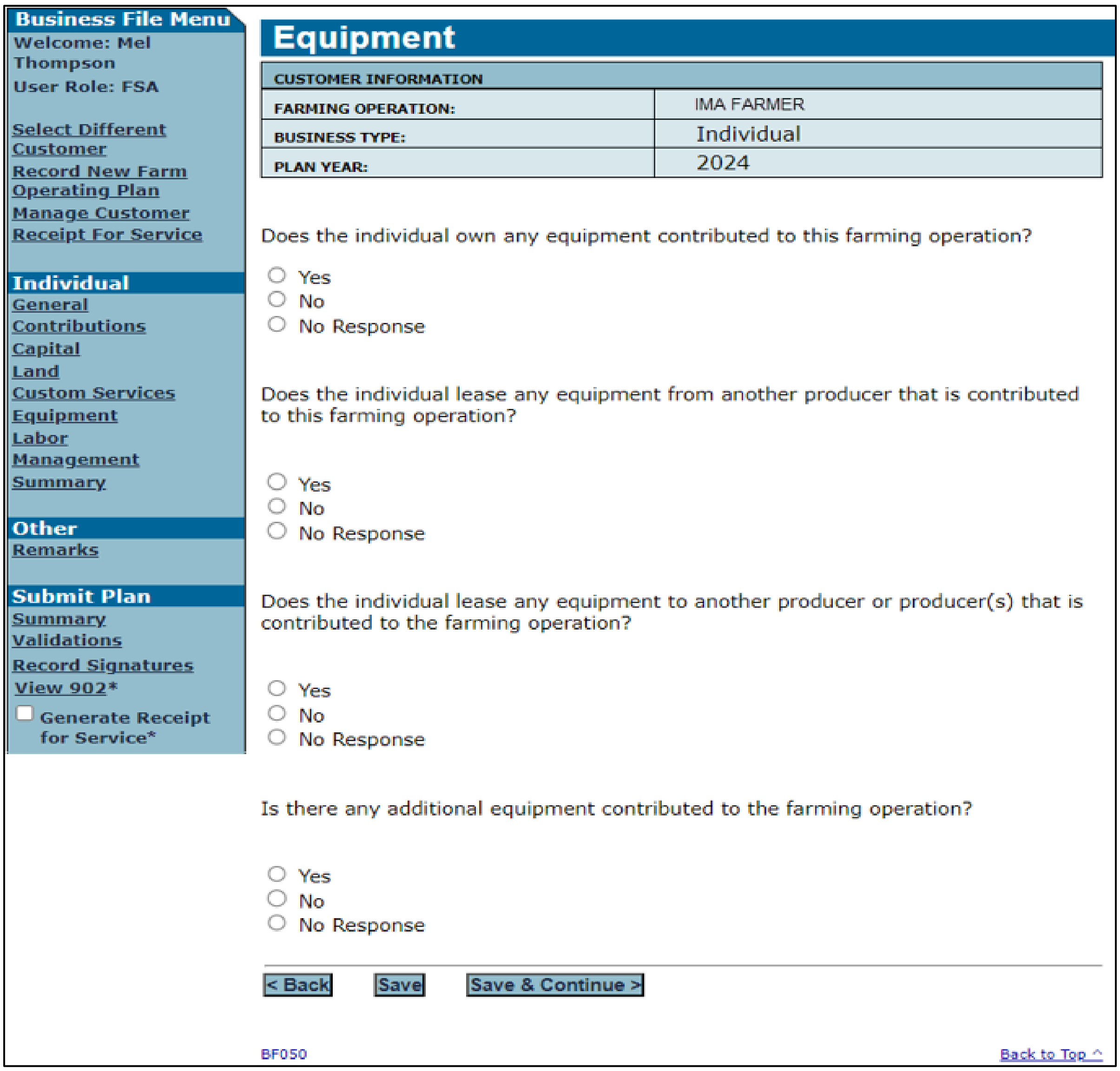
The Equipment Page:

- will be displayed if the user indicated equipment is contributed to the farming operation on the Contributions Page
- will be displayed if users click "Equipment" from the left navigation menu
- allows users to specify the types of equipment that are used by the farming operation.

B Example of Equipment Page

The following is an example of the Equipment Page.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer Receipt For Service

Individual
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902*
Generate Receipt for Service*

Equipment

CUSTOMER INFORMATION	
FARMING OPERATION:	IMA FARMER
BUSINESS TYPE:	Individual
PLAN YEAR:	2024

Does the individual own any equipment contributed to this farming operation?

- Yes
- No
- No Response

Does the individual lease any equipment from another producer that is contributed to this farming operation?

- Yes
- No
- No Response

Does the individual lease any equipment to another producer or producer(s) that is contributed to the farming operation?

- Yes
- No
- No Response

Is there any additional equipment contributed to the farming operation?

- Yes
- No
- No Response

< Back | Save | Save & Continue >

BF050

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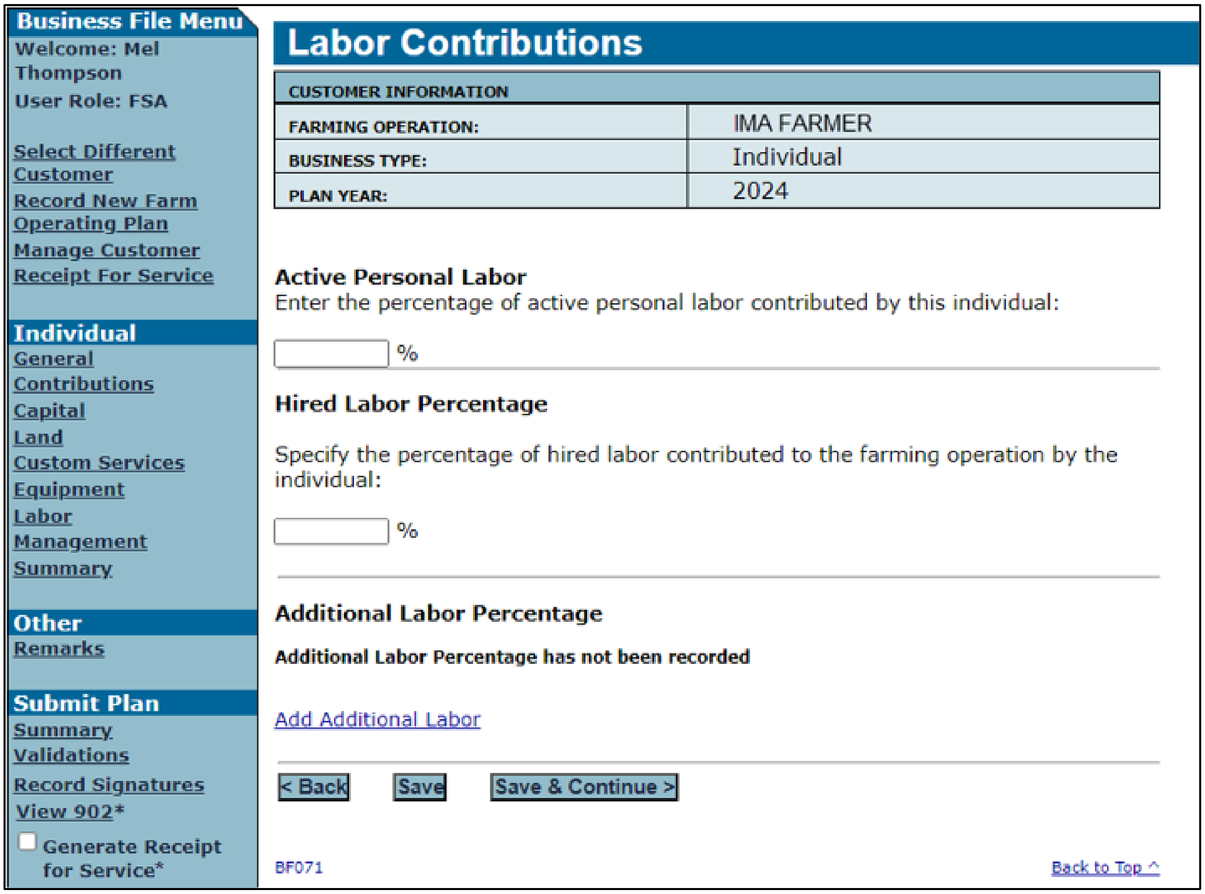
463 Labor Contributions Page (Continued)

B Example of Labor Contributions Page

The following is an example of the Labor Contributions Page.

*--



--*

463 Labor Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the Labor Contributions Page.

Question/Field	Description
"Active Personal Labor Percentage" "Hired Labor Percentage"	The percentage of active personal and/or hired labor the producer contributes to the farming operation. An entry is **not** required, but if entered, the following validations apply: • **must** be greater than 0 percent. • **cannot** be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.

D Page Options

The following options are available on the Labor Contributions Page.

Option	Action
"Add Additional Labor"	Displays the Additional Labor Page where information can be recorded about any labor provided to the farming operation that does **not** fall into the category of active personal or hired labor.
"Revise"	Allows the user to revise the detailed additional labor information recorded for the selected entry in the summary. When this link is selected, the Additional Labor Page will be displayed with the information previously recorded.
"Delete"	Allows the user to delete the additional labor information previously recorded for the selected entry in the summary. When this link is selected, a confirmation page will be displayed allowing the user to confirm the information should be deleted.
"Back"	Returns to the Labor Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

473 Management Contributions Page

A Introduction

The Management Contributions Page:

- will be displayed if the user indicated at least 1 type of management is contributed to the farming operation on the Management Types Page
- only displays the fields corresponding to the types of management selected on the Management Types Page

  Example: The user selected "Yes" indicating the producer is providing active personal management, but selected "No" for hired and other/additional management.

  Fields will **not** be displayed related to hired or other/additional management.

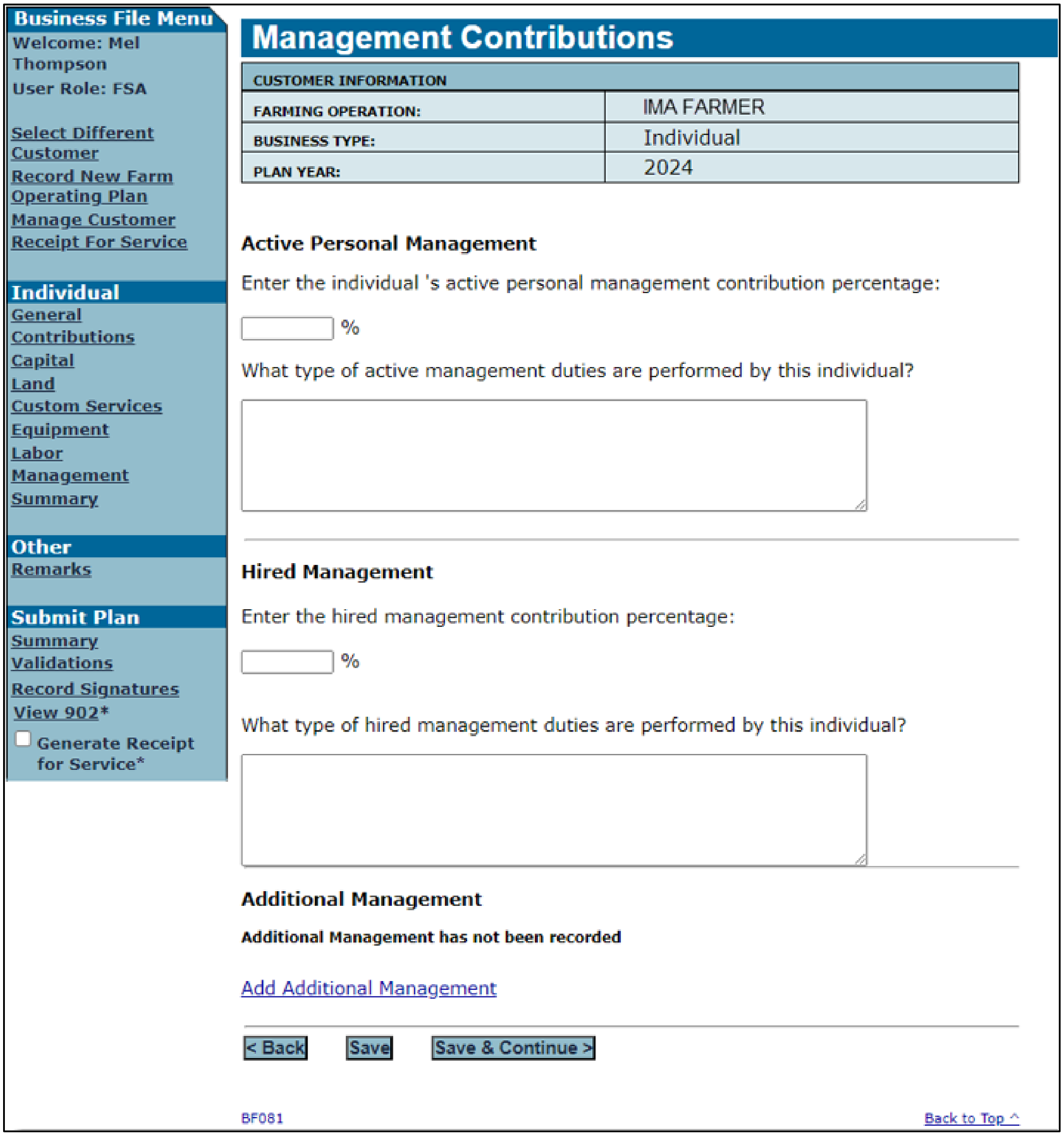
- allows users to record contribution percentages for active personal and hired management
- allows users to record other/additional management contributed to the farming operation
- displays information recorded for other/additional management.

473 Management Contributions Page (Continued)

B Example of Management Contributions Page

The following is an example of the Management Contributions Page.

*--



--*

522 Select (*Member*) Page

A Introduction

The Select (*Member*) Page is the primary page for adding or deleting members in the farming operation. This page:

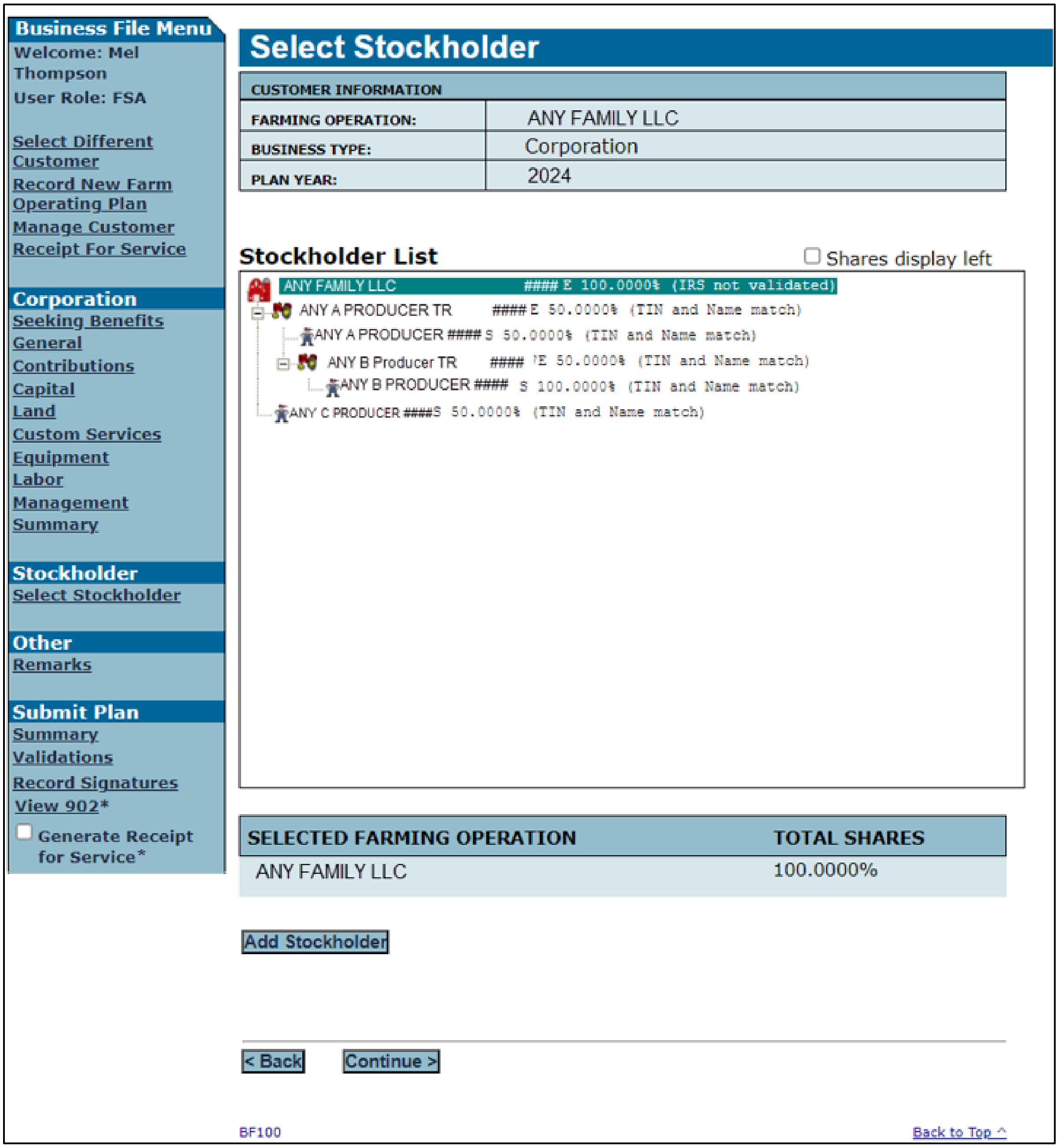
- is organized into 3 sections
- is organized in a "tree" structure that allows the organizational structure to be expanded or collapsed, as needed, by the user
- lists all members associated with the farming operation
- allows members to be added, modified, or deleted to/from the farming operation.

522 Select (*Member*) Page (Continued)

B Example of Page

The following is an example of the Select (*Member*) Page.

*--



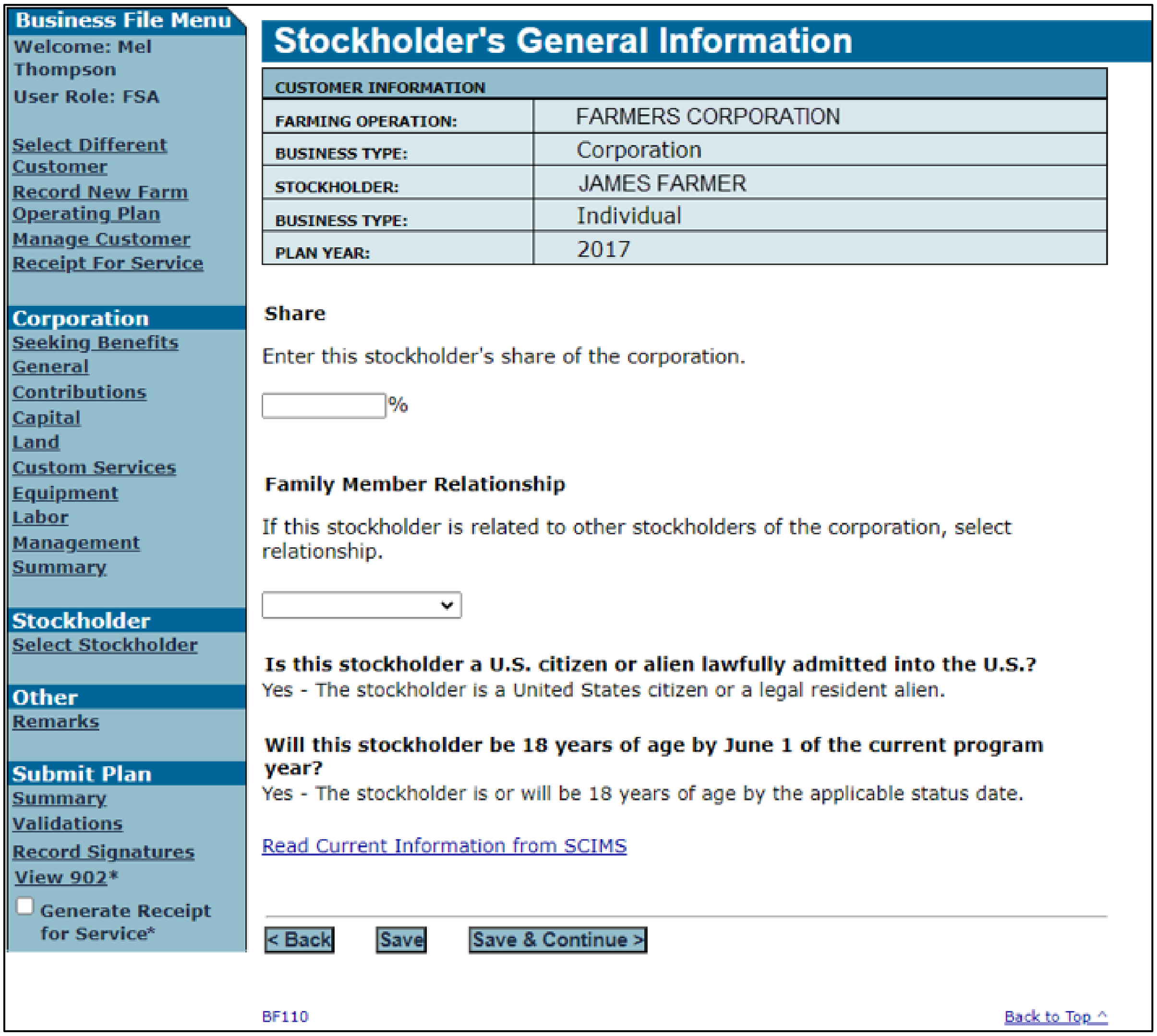
--*

523 (*Member's*) General Information Page (Continued)

B Example of Page

The following is an example of the (*Member's*) General Information Page.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer
Receipt For Service

Corporation
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Stockholder
Select Stockholder

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902*
Generate Receipt for Service*

Stockholder's General Information

CUSTOMER INFORMATION	
FARMING OPERATION:	FARMERS CORPORATION
BUSINESS TYPE:	Corporation
STOCKHOLDER:	JAMES FARMER
BUSINESS TYPE:	Individual
PLAN YEAR:	2017

Share

Enter this stockholder's share of the corporation.

%

Family Member Relationship

If this stockholder is related to other stockholders of the corporation, select relationship.

Is this stockholder a U.S. citizen or alien lawfully admitted into the U.S.?
Yes - The stockholder is a United States citizen or a legal resident alien.

Will this stockholder be 18 years of age by June 1 of the current program year?
Yes - The stockholder is or will be 18 years of age by the applicable status date.

Read Current Information from SCIMS

< Back | Save | Save & Continue >

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523 (*Member's*) General Information Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (Member's) General Information Page.

<table>
<tr><th>Question/Field</th><th>Description</th></tr>
<tr><td>"Enter this (member's) share of the (entity/joint operation)."</td><td>Record the member's direct ownership share in the specified entity/joint operation. The following validations apply to the share entered:

• an entry is required

• must be greater than 0 percent

• cannot be greater than 100 percent

• percentage must be entered in a percentage with up to 4 decimal places.

Examples: 100%, 25.25%, 66.6667%, etc.</td></tr>
<tr><td>"If this (member) is related to other (members) of the (entity/joint operation), specify relationship."</td><td>The drop-down list that allows users to select the family member relationship of the member. A selection is not required.

The following is a list of valid family relationships.

<table><tr><th>2018 and Prior Years</th><th>2019 and Subsequent Years</th></tr><tr><td>child</td><td>child</td></tr><tr><td>grandchild</td><td>grandchild</td></tr><tr><td>grandparent</td><td>grandparent</td></tr><tr><td>great grandchild</td><td>great grandchild</td></tr><tr><td>great grandparent</td><td>great grandparent</td></tr><tr><td>parent</td><td>parent</td></tr><tr><td>sibling</td><td>sibling</td></tr><tr><td>spouse</td><td>spouse</td></tr><tr><td></td><td>aunt/uncle</td></tr><tr><td></td><td>niece/nephew</td></tr><tr><td></td><td>first cousin</td></tr><tr><td></td><td>*--lineal relative by affinity (example, in-laws)--*</td></tr></table>
Note: This field is not displayed if the member is an entity or joint operation.</td></tr>
<tr><td>"Designate (name of member's) liability status for (name of limited partnership)."</td><td>Question is only displayed when adding partners of limited partnerships. Available options are:

• "General Partner"
• "Limited Partner"
• "General and Limited Partner".</td></tr>
</table>

529 (*Member's*) Equipment Contributions

A Introduction

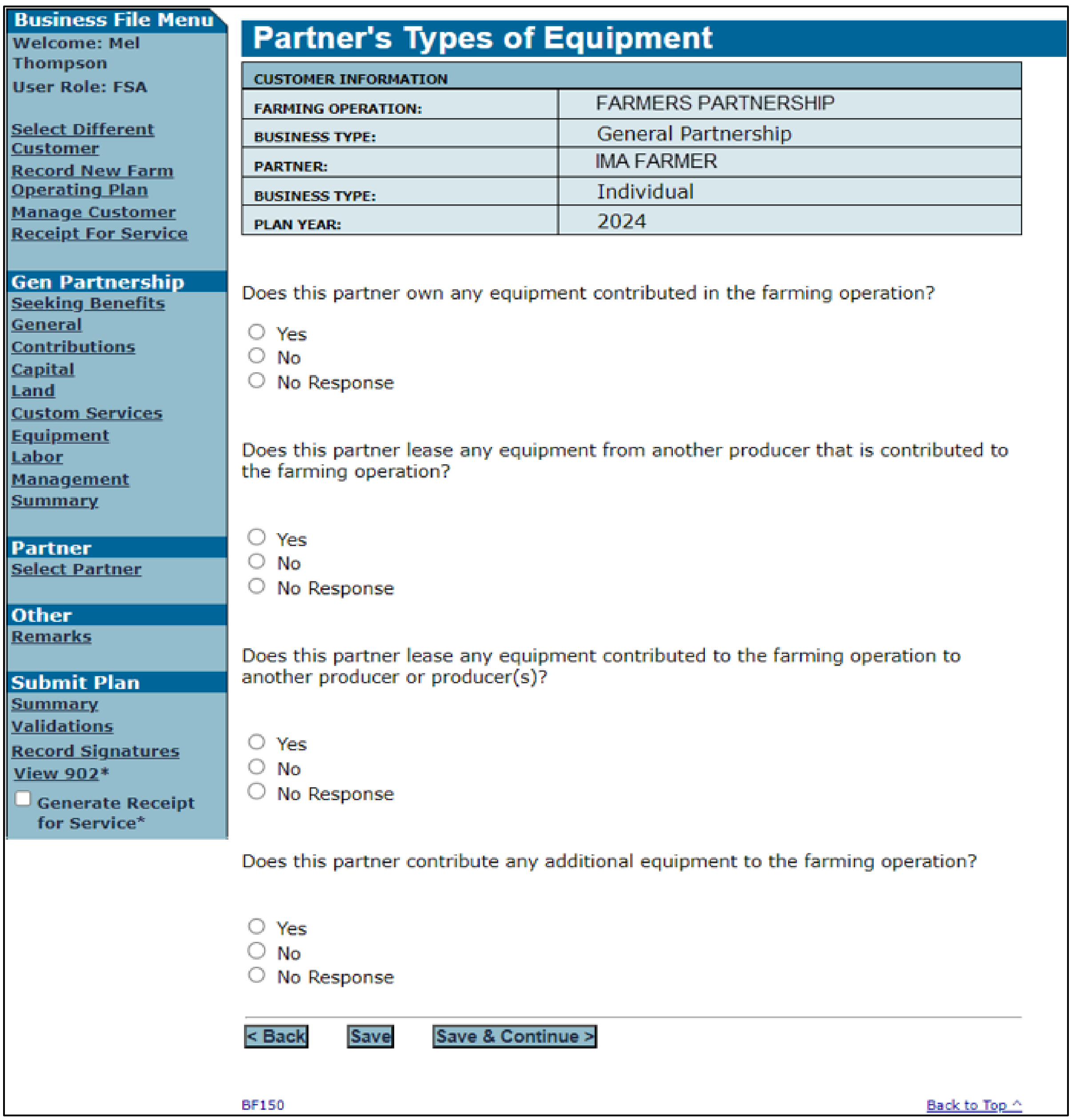
The collection of information on equipment provided by members of joint operations functions in the exact manner as the collection of equipment contributions for an entity or joint operation.

See paragraphs 441 through 454 for additional information for recording equipment contributions.

B Example of Page

The following is an example of the (*Member's*) Types of Equipment Page.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer
Receipt For Service

Gen Partnership
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Partner
Select Partner

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902*
Generate Receipt for Service*

Partner's Types of Equipment

CUSTOMER INFORMATION	
FARMING OPERATION:	FARMERS PARTNERSHIP
BUSINESS TYPE:	General Partnership
PARTNER:	IMA FARMER
BUSINESS TYPE:	Individual
PLAN YEAR:	2024

Does this partner own any equipment contributed in the farming operation?

- Yes
- No
- No Response

Does this partner lease any equipment from another producer that is contributed to the farming operation?

- Yes
- No
- No Response

Does this partner lease any equipment contributed to the farming operation to another producer or producer(s)?

- Yes
- No
- No Response

Does this partner contribute any additional equipment to the farming operation?

- Yes
- No
- No Response

< Back | Save | Save & Continue >

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530 (*Member*) Labor Types Page

A Introduction

The (*Member*) Labor Types Page:

- allows users to specify if the member is contributing active personal:
  - labor to the farming operation for members of entities
  - or hired labor to the farming operation for members of joint operations
- will be displayed according to the following table.

IF the farming operation is…	**THEN the (*Member*) Labor Types Page will be displayed…**
an entity	• if the selected (*member*) is an "individual" • when "Save & Continue" is selected from the (*Member*) Signature Authority Page.
a joint operation	• if the user indicated labor is contributed by the (*member*) on the (*Member*) Contributions Page • after capital, land, and equipment contribution information is recorded for the (*member*), as applicable.

534 (*Member's*) Management Contributions Page

A Introduction

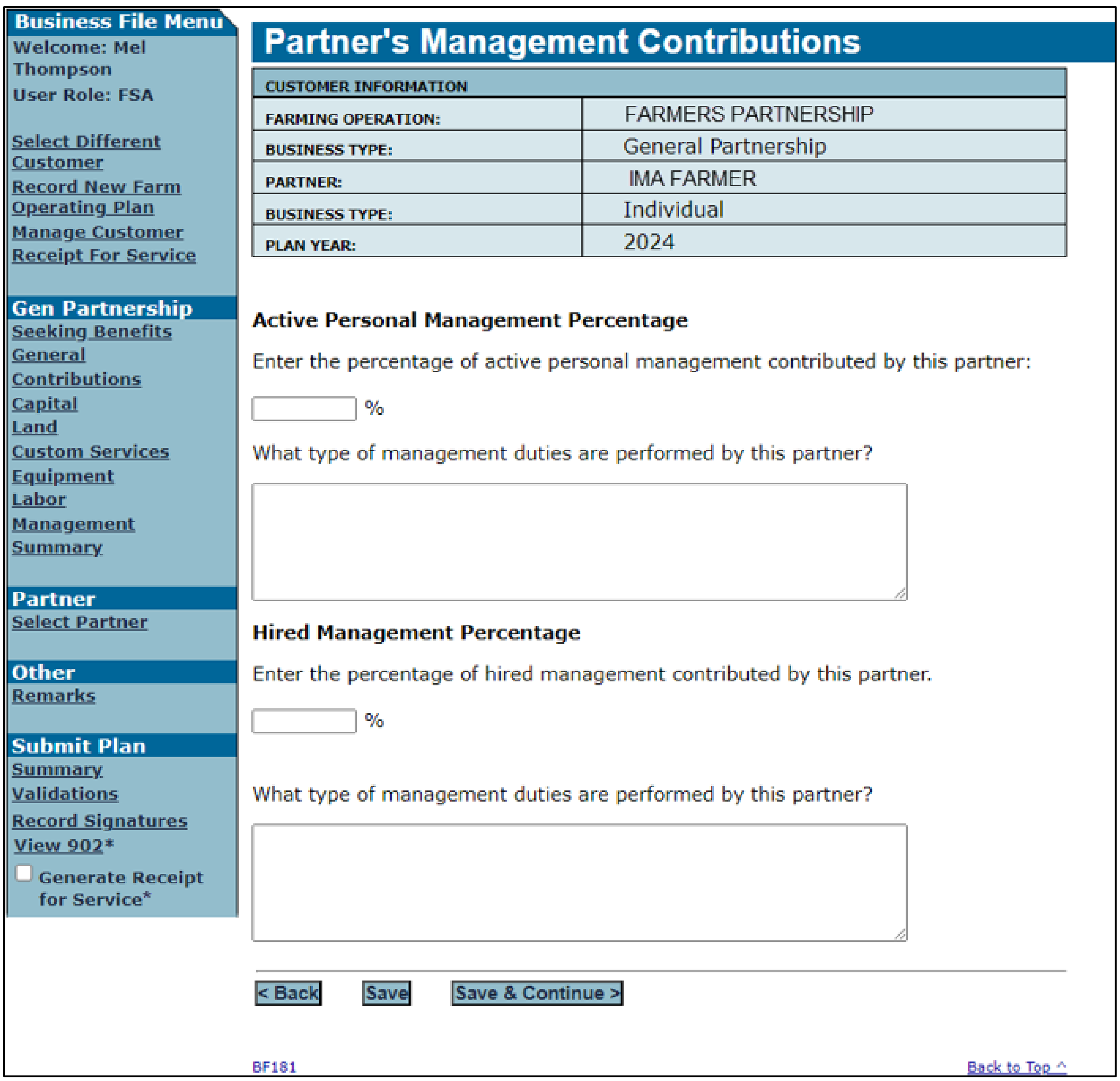
The (*Member's*) Management Contributions Page will be displayed if the user indicated the selected member is contributing active personal and/or hired management to the farming operation on the (*Member*) Management Types Page.

This page allows users to record the (*member's*) contribution percentages for active personal and/or hired management, as applicable, and the management duties performed.

B Example of Page

The following is an example of the (*Member's*) Management Contributions Page for a general partnership.

*--



Business File Menu
Welcome: Mel Thompson
User Role: FSA

Select Different Customer
Record New Farm Operating Plan
Manage Customer
Receipt For Service

Gen Partnership
Seeking Benefits
General
Contributions
Capital
Land
Custom Services
Equipment
Labor
Management
Summary

Partner
Select Partner

Other
Remarks

Submit Plan
Summary
Validations
Record Signatures
View 902*
Generate Receipt for Service*

Partner's Management Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	FARMERS PARTNERSHIP
BUSINESS TYPE:	General Partnership
PARTNER:	IMA FARMER
BUSINESS TYPE:	Individual
PLAN YEAR:	2024

Active Personal Management Percentage

Enter the percentage of active personal management contributed by this partner:

%

What type of management duties are performed by this partner?

Hired Management Percentage

Enter the percentage of hired management contributed by this partner.

%

What type of management duties are performed by this partner?

< Back | Save | Save & Continue >

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534 (*Member's*) Management Contributions Page (Continued)

C Interview Questions

This table describes the interview questions displayed on the (*Member's*) Management Contributions Page.

Question/Field	Description
"Active Personal Management Percentage" "Hired Management Percentage" **Note:** Question is only displayed for members of joint operations.	The percentage of active personal and/or hired management the selected member contributes to the farming operation. The following validations apply to the percentage entered. • an entry is **not** required • if entered, the percentage: • **must** be greater than 0 percent • **cannot** be greater than 100 percent • should be entered in a percentage with up to 2 decimal places. **Examples:** 100.00%, 25.25%, etc.
"What type of management duties are performed by this (*member*)?"	Text field that allows users to record comments about the types of active personal and/or hired management duties performed or hired by the selected member. Data is **not** required to be entered, but if entered, up to 1,000 characters are allowed. **Note:** If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.

D Page Options

The following options are available on the (*Member's*) Management Contributions Page.

Option	Action
"Back"	Returns to the (*Member*) Management Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.

Subsection 10 Recording Determinations

551 General Information

A Introduction

After CCC-902 is signed by the producer, COC or their designee makes all applicable determinations for the farm operating plan. The following determinations are recorded in the web-based Eligibility System according to Part 3:

- actively engaged in farming
- cash rent tenant
- foreign person.

Combined attribution determinations are recorded according to Part 4. Member contribution and substantive change determinations shall be recorded according to the remainder of this subsection for 2011 and subsequent years after CCC-902 has been dataloaded in the Business File software for the applicable year.

*** * ***

551 General Information (Continued)

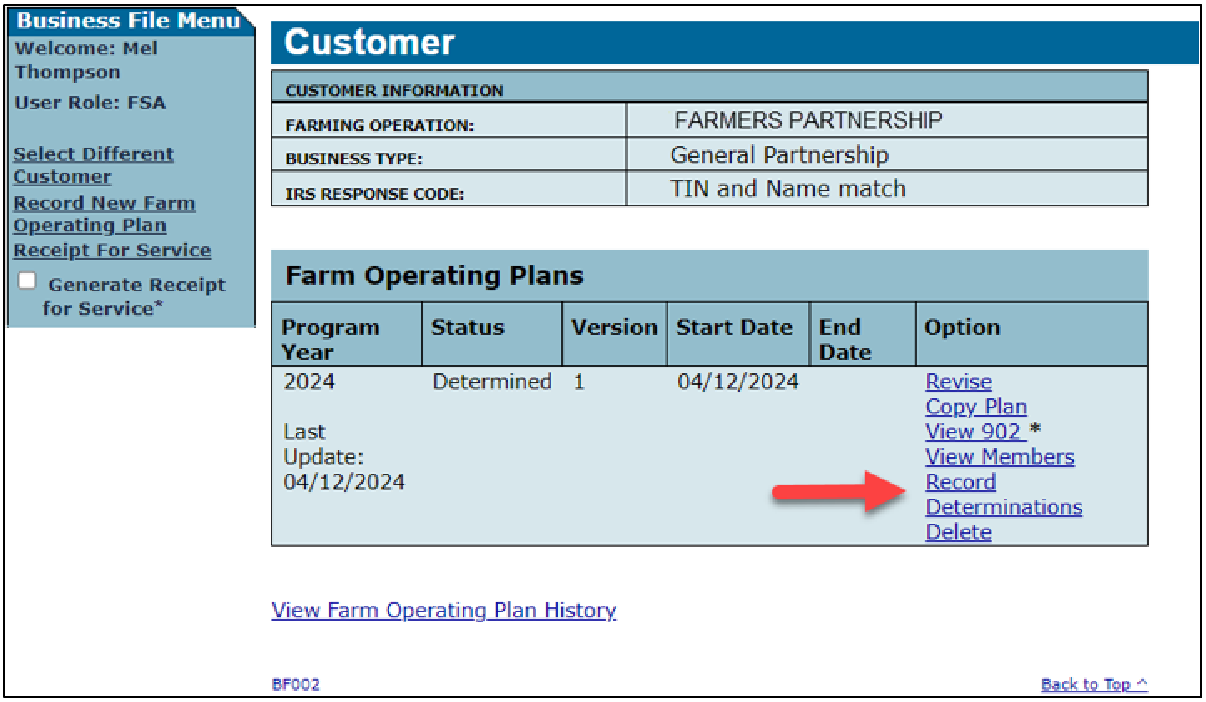
B Accessing the Determination Process in Business File

To access the process to record member contribution and substantive change determinations, County Offices will, on the Customer Page, CLICK “**Record Determinations**”.

Note: “**Record Determinations**” is only available if the COC determination date has been recorded for the selected farm operating plan.

The following is an example of the Customer Page.

*--



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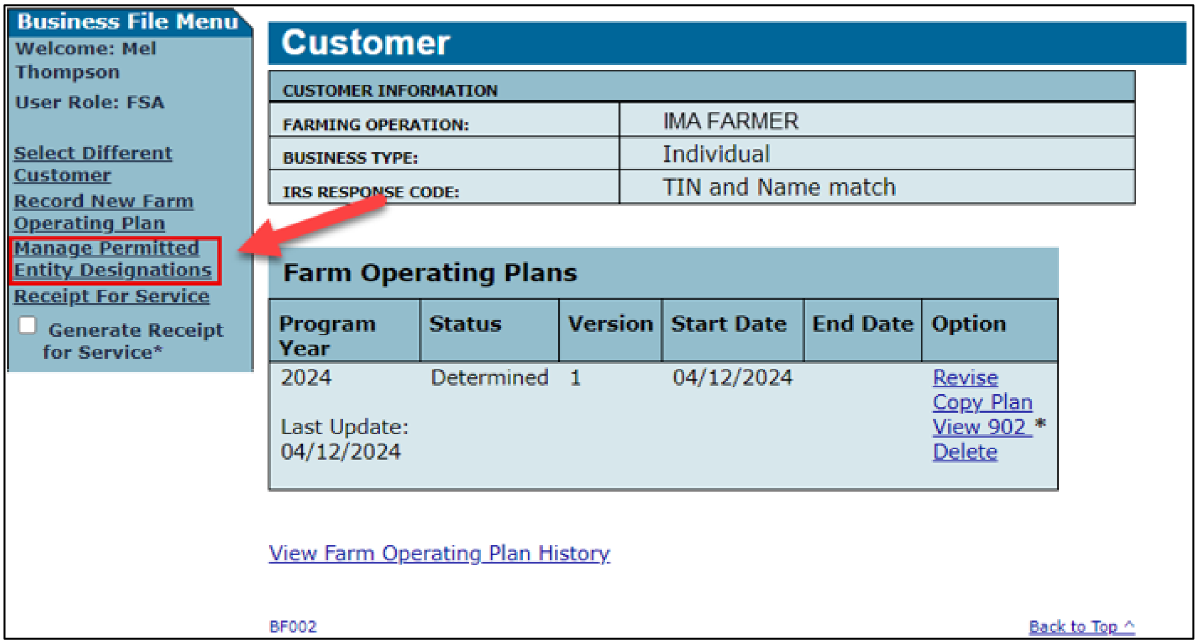
561 General Information (Continued)

D Accessing the Permitted Entity Designation Process in Business File

For County Offices to access the process to record permitted entity designations, from the Customer Page, under "Business File Menu", CLICK "**Manage Permitted Entity Designations**".

The following is an example of the Customer Page.

*--



--*

562 Manage Permitted Entities Page

A Introduction

The Manage Permitted Entities Page:

- will be displayed after users click "**Manage Permitted Entity Designations**" from the Customer Page
- will be displayed differently depending on the number of entities/joint operations with which the selected member is associated.

This table describes the information displayed in various situations.

IF the selected member is…	THEN…
not associated with any farm operating plans for entities or joint operations	message, "There are no Permitted Entity Designations recorded", will be displayed.
a member of 3 or less permitted entities	the following are applicable: • each of the permitted entities are displayed • an indicator designates that the permitted designations have been determined by the system • link is available that allows users to revise the system designations **Caution:** A new CCC-501B may be needed if the system-generated designations are incorrect because the system automatically selects all permitted entities when the selected individual is associated with 3 or less. • link is available to view CCC-501B.