

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Common Management and
Operating Provisions
1-CM (Revision 3)**

Amendment 59

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 25, Section 6, has been withdrawn because creating and maintaining all Representative Capacity Relationships, formerly called Fiduciary, and recording of deceased producers, will no longer be completed in the Web-Based Fiduciary system.

These actions will be completed in the MIDAS CRM Business Partner process. Directions for creating and maintaining Representative Capacity relationships and recording deceased producers will be located in the MIDAS CRM Work Instructions.

Page Control Chart		
TC	Text	Exhibit
7, 8	25-121, 25-122 25-123 through 25-260 (remove)	1, pages 1, 2 3, pages 1, 2 pages 3, 4 (remove) 11, pages 1, 2 pages 3, 4 (remove)

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Section 5 (Withdrawn--Amend. 5)

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Section 5.5 FSA Responsibilities Regarding NRCS Customers

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Section 6 (Withdrawn--Amend. 59)

760-771 (Withdrawn--Amend. 59)
772-775 (Reserved)

***--753 FSA Subsidiary Responsibilities**

A Web-Based Eligibility System

For the administration of all programs, FSA’s primary responsibility with regard to the web-based eligibility system is to ensure that the files are updated accurately and timely. Specifically for the administration of EQIP, this provision applies to accepting and recording determination information for each of the following:

- AGI certifications, either filed by the producer using CCC-526 or other acceptable certification according to 1-PL
- AD-1026 certification.

Note: If the producer is not associated with land, the producer is still required to complete AD-1026 certifying compliance with HELC/WC provisions.

B Member Information for Entities and Joint Operations

Producers participating in most FSA programs are required to complete the applicable CCC-502 for “actively engaged in farming” and “person” determinations. This documentation also identifies members of joint operations and entities and is used for various purposes.

CCC-502 is not required for producers participating in EQIP. As a result, FSA and NRCS have agreed that CCC-501A shall be accepted for joint operations and entities so that members can be identified. Once received, FSA County Offices **shall immediately** take the following action based on CCC-501A provided by NRCS.

- Record the members of the joint operation or entity into the **System 36** joint operation or permitted entity file according to 2-PL.
- Set the permitted entity flag for members of joint operations and entities according to the following.

IF the producer is a...	THEN set the permitted entity flag to...
joint operation	“N” for each member of the joint operation.
entity	“D” for each member of the entity.

Note: CCC-501A is only required for producers that are not current FSA customers. FSA is not responsible for obtaining this documentation; however FSA shall immediately take the appropriate action once the documentation is provided. Further, if the information provided conflicts with existing documentation already on file in FSA, the County Office shall take the appropriate action to contact the producer to resolve the conflict.--*

754 Action

A FSA Service Center Employee Action

FSA Service Center employees shall take the following action for producers who participate in EQIP.

- Timely enter information and establish legacy links in SCIMS for NRCS EQIP applicants.
- Add or update farm record information as necessary according to paragraph 4.
- Determine conservation compliance for all new producers.
- Ensure that web-based eligibility records are updated accurately and timely based on documentation submitted by NRCS for producers applying for EQIP benefits.

B State Office Action

State Offices shall ensure that FSA Service Center employees comply with the policy in this section and the respective provisions of MOA between FSA/CCC and NRCS.

C NRCS Responsibilities

Local NRCS offices shall:

- provide respective FSA County Offices with timely and accurate information for producers applying for EQIP benefits as outlined in this notice
- comply with the applicable provisions of MOA between FSA/CCC and NRCS
- record their respective information in SCIMS if a trained employee is available.

755-759 (Reserved)

Section 6 (Withdrawn--Amend. 59)

760-772 (Withdrawn--Amend. 59)

773-775 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
RPT-I-00-CM-11-1	Payments to Producers Identified as Deceased Report	Quarterly	30 calendar days after notification is received that the reports have been posted.	No	976-978, 1001, 1006, Ex. 125

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
AD-2047	Customer Data Worksheet Request for SCIMS Record Change (For Internal Use Only)	198	
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184 1/	CCC Check		679
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753, Ex. 51
CCC-605	Designation of Agent - Cotton		728, 731, Ex. 51
CCC-901	Members Information 2009 and Subsequent Years		707-711, 713, Ex. 51
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		707-711, 713, Ex. 51
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		779

1/ CCC-184 is obsolete.

Reports, Forms, Abbreviations, and Delegations of Authority

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-155	Request for Farm Reconstitution		Ex. 51
FSA-179	Transfer of Farm Records Between Counties		Ex. 51
FSA-211	Power of Attorney	Ex. 60	178, Part 25, 1005, Ex. 2, 51
FSA-211-1 <u>2/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	707, 728
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification	950	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Deceased	779	
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2001	Request for Direct Loan Assistance		177
FSA-2301	Request for Youth Loan		177
I-551	Alien Registration Receipt Card		177, 178, 932, Ex. 2
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Disability	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

2/ FSA-211-1 is obsolete.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Principal Reference
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	DMF Record Review (9999) Screen	1004, 1009
	***	***
	FSA Applications	141
	***	***
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	Payments to Producers Identified as Deceased State Office Review Screen	1007
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	Reviews By State and County Screen	1010
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	SCIMS Add A New Individual Customer Screen	177
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MACS0301	Facility Name and Address Screen	931

Recording Business Types

A Business Type Name

The “Business Type” field is used to record types of operations when entering or modifying a customer in SCIMS.

SCIMS Business Type	Use
General Partnership	To record a joint operation in which each partner is personally liable for all the partnership’s debts.
Joint Venture	To record a joint operation that is not a legal partnership or other entity. Note: The operation must consist of 2 or more individuals or entities that pool their resources, such as land, labor, capital, and equipment to conduct the operation.
Corporation	To record a corporation with stockholders.
Limited Liability Company	To record a limited liability company/corporation.
Limited Partnership, Limited Liability Partnership, Limited Liability Limited Partnership	To record a limited partnership. A limited partnership must consist of at least 1 general partner and 1 or more limited partners. <ul style="list-style-type: none"> • The general partner shall be personally liable for all debts of the limited partnership. • The limited partner’s liability is generally limited to the extent of the investment or contribution to the assets of the partnership.
Estate	To record an estate.
Trust - Revocable	To record a revocable trust with an employer ID number. <ul style="list-style-type: none"> • A trust is considered revocable, if 1 of the following applies: <ul style="list-style-type: none"> • the trust may be terminated by the grantors • the trust may be modified by the grantors • the trust reverts to the grantors after a specific time period. • If a revocable trust does not provide a separate ID number from the grantor, and the grantor is 100 percent income beneficiary: <ul style="list-style-type: none"> • payments for the trust will not be identified separately from the grantor • payments shall be made using the ID number and ID type recorded in the name and address file for the grantor • the revocable trust is not entered in the entity file.

Recording Business Types (Continued)

A Business Type Name (Continued)

SCIMS Business Type	Use
Federal Owned	To record a Federal Agency ID number, except for the Federally-assigned BIA number.
State and Local Government	To record a State-owned, city-owned, or county-owned entity, except for State-owned, city-owned, or county-owned public school lands that are exempt from payment limitation according to 1-PL.
Churches, Charities, and Non-Profit Organizations	To record fraternal or religious organizations, clubs, societies, and other associations according to 1-PL.
Public School	To record an employer ID number to identify payments that are exempt from payment limitation according to 1-PL that are made to: <ul style="list-style-type: none"> • public schools for land that is owned by a public school district • State for State-owned lands used to maintain a public school. <p>A separate ID number shall be required if a public school earns payments on both land that is:</p> <ul style="list-style-type: none"> • exempt from payment limitation according to 1-PL • nonexempt from payment limitation according to 1-PL.
BIA	To record BIA.
Indian Represented by BIA	To record an individual Indian who is represented by BIA.
Trust - Irrevocable	To record a trust that: <ul style="list-style-type: none"> • may not be terminated by the grantor • may not be modified by the grantor • does not revert to the grantor after a specific time period.
Individuals Operating As a Small Business	To record an individual with an employer ID number. Note: Record producer's Social Security number and EIN in the combined producer file according to 2-PL.
Indian Tribal Venture	To record Indian tribal ventures.
General Entity Member	To record the members of a general entity.
Financial Institution	To record banks and other financial institutions.
News Media	To record news media (newspaper, radio, television, etc.)
Public Body	(for FLP use only)
Other	To add peanut associations, peanut warehouses, peanut handlers, peanut buying points, tobacco auctions, cotton buyers, food, feed, and seed facilities, fertilizer facilities, other agri-businesses, and other FSA County Offices.