

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Web-Based Subsidiary Files
for 2009 and Subsequent Years
3-PL (Revision 1)**

Amendment 15

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

Software will be released on July 27, 2012, that allows permitted entity designations to be recorded in the Business File application.

B Reason for Amendment

Part 10, Subsection 11 has been added to provide procedure for recording permitted entity designations.

Page Control Chart		
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5, 6	10-517 through 10-540	1, pages 1, 2
7 (add)	10-541 through 10-552 (add)	3, pages 1, 2

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- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index
- 4, 5 (Reserved)
- 6 Downloading Subsidiary Eligibility Data to the System 36

--552 Member Contribution/Substantive Change Page (Continued)*D Recording Substantive Change Determinations**

As with member contributions, a drop-down menu is provided that allows users to select the substantive change determination applicable for each (*member*) for joint operations.

Note: Substantive change determinations are not applicable to (*members*) of entities.

This table describes the information available when the “Substantive Change” option is selected.

Option	Description
Eligible	Selected if COC has determined that the (<i>member</i>) meets substantive change provisions.
Not Applicable	Default option that indicates substantive change provisions are not applicable for the (<i>member</i>).
Not Eligible	Selected if COC has determined that the (<i>member</i>) does not meet substantive change provisions.

E Page Options

The following options are available on the Member Contribution/Substantive Change Page.

Option	Action
“Back”	Returns to the Customer Page without saving any data entered.
“Save”	Allows users to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and returns to the Customer Page.

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552 Member Contribution/Substantive Change Page (Continued)

F Page Error Messages

The following error messages may be displayed on the Member Contribution/Substantive Change Page, if data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Member contribution percentage must be entered if the member partially meets the member contribution provisions.	“Partially Eligible” was selected for at least 1 (<i>member</i>), but a partial member contribution was not entered.	Take either of the following actions: <ul style="list-style-type: none"> record the member contribution percentage as determined by COC or their designee change the member contribution determination to another value.
Member contribution percentage cannot be greater than or equal to 100%.	The partial member contribution percentage entered exceeds 100 percent.	Correct the member contribution percentage recorded. The following validations apply to the percentage entered: <ul style="list-style-type: none"> an entry is required, if “partially eligible” is selected for the member contribution determination must be greater than 0 percent must be less than 100 percent percentage shall be entered in a percentage with up to 2 decimal places. Examples: 25.25%, 66.67% , etc.
Member contribution percentage must be greater than 0%.	The partial member contribution percentage entered is 0 percent.	
Member contribution percentage must be numeric.	Something other than a numeric value was entered for the partial member contribution percentage.	
Partial member contribution percentage should be a whole percentage with no more than 2 decimal places.	User entered a percentage with more than 2 decimal places.	

553-560 (Reserved)

--Subsection 11 Recording Permitted Entity Designations*561 General Information****A Introduction**

For producers enrolled in conservation programs, such as CRP, that are subject to 1-PL provisions, the permitted entity provisions continue to be applicable. Therefore, members of entities and joint operations that are embedded entities **must** designate the 3 entities through which they want to receive payment.

Note: This subsection is **not** applicable for producers and/or members that are not enrolled in CRP or any other program that is still subject to 1-PL provisions through any farming operation.

This subsection provides information for handling permitted entity designations in the Business File application.

B When to Record Permitted Entity Designations in Business File

Permitted entity designations are only applicable for producers enrolled in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.

The Business File application is designed to:

- “count” the number of permitted entity designations associated with a member
- group the applicable joint operations and combined producers into the “individual” designation

Note: Combinations and decombinations recorded in the Combined Producer system are **not** reflected in the permitted entity process until the next workday.

- list all operations with which the member is associated
- automatically select the permitted designations if there are 3 or less permitted entities.

County Offices shall only update permitted designations:

- for members that are associated with more than 3 permitted entities
- if any of the operations the member is associated with is participating in conservation programs subject to 1-PL provisions
- if designations are revised on CCC-501B by the member.--*

--561 General Information (Continued)*C System 36 Designations Versus Business File Designations**

County Offices have been instructed that CCC-502 information shall **not** be recorded in the Business File application. As such, a member may be involved in some operations recorded through the Business File application while other operations are still maintained on System 36.

In this situation, it is possible that too many designations will be made because the Business File application automatically selects the first 3 permitted entities associated with a member.

Example: Member is associated with 2 entities that are recorded in the Business File application and 3 other entities that are only recorded in System 36 entity file. All 5 entities are participating in conservation programs that are subject to 1-PL provisions. Member has designated to receive payment as follows:

- 1 entity in the Business File application
- 2 entities on System 36.

The permitted entity flags on System 36 are correct because they had to be updated manually. But the Business File application has designated both entities to receive payment because there are less than 3 permitted entities. Based on this example, there are 4 permitted designations recorded which will result in the producer being overpaid.

County Office **must** record the 3 entities recorded in System 36 into the Business File application so the designations can be updated correctly.

As a result, it may be necessary to record CCC-502 information in the Business File application so that all the member's permitted entities are listed in the Business File application. If necessary, County Offices shall record CCC-502 information in the Business File application, but **only** for the farming operations that are participating in conservation programs subject to 1-PL provisions.

D Who Can Update Permitted Designations

Users in Recording County associated with the member **must** update permitted entity designations.

Reminder: The Recording County for the member may be different than the Recording County for the entity/joint operation with which the member is associated.--*

***--561 General Information (Continued)**

E 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.

The screenshot displays a web interface for a 'Customer' page. On the left is a 'Business File Menu' with options: 'Welcome: [blank]', 'User Role: FSA', 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Permitted Entity Designations'. The main content area is titled 'Customer' and contains 'CUSTOMER INFORMATION' with fields for 'FARMING OPERATION: Ima Farmer' and 'BUSINESS TYPE: Individual'. Below this is a 'Farm Operating Plans' table with columns for Program Year, Status, Version, Start Date, and End Date. A row for 2012 shows a 'Determined' status, version 1, and dates from 07/06/2012 to 09/30/2012. Action links include 'Revise', 'View COC Date', and 'View 902'. A 'Last Update: 07/06/2012' note is present. The footer includes 'BF002' and a 'Back to Top' link.

Program Year	Status	Version	Start Date	End Date	
2012	Determined	1	07/06/2012	09/30/2012	Revise View COC Date View 902

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***--562 Manage Permitted Entities Page**

A Introduction

The Manage Permitted Entities Page:

- will be displayed after the user clicks “**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	<p>the following are applicable:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <ul style="list-style-type: none"> • link is available to view CCC-501B.
a member of more than 3 permitted entities, but permitted entity designations have not been recorded	<p>the following are applicable:</p> <ul style="list-style-type: none"> • message, “There are no permitted entity designations recorded”, will be displayed • the system has not automatically selected the permitted designations • users must record the permitted designations based on the signed CCC-501B by, on the Manage Permitted Entity Page, under “Business File Menu”, clicking “Record New Permitted Entity”.

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***--562 Manage Permitted Entities Page (Continued)**

A Introduction (Continued)

IF the selected member is...	THEN...
a member of more than 3 permitted entities and permitted entity designations have been recorded	the following are applicable: <ul style="list-style-type: none"> • each of the manually selected permitted entities will be displayed • an indicator designates that the permitted designations have been manually selected • link is available to revise the manual permitted designations • link is available to view CCC-501B.

B Examples of the Page

This is an example of the Manage Permitted Entities Page, if the system has automatically selected the permitted entity designations because the selected individual is associated with 3 or less permitted entities.

Business File Menu

Welcome:

User Role: FSA

[Record New Permitted Entity](#)

[Manage Customer](#)

Manage Permitted Entities

CUSTOMER INFORMATION	
FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Year	Type	Designated Entity Name	Share	
2012	System	Farmers LP Farmers LLC through Farmers LP JV through Faarmers LLC through Farmers LP	Significant Significant Insignificant	Revise View 501

BF400
[Back to Top](#)

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***--562 Manage Permitted Entities Page (Continued)**

B Examples of the Page (Continued)

This is an example of the Manage Permitted Entities Page when the permitted entity designations have been manually selected by the user because the selected individual is associated with more than 3 permitted entities.

C Information on the Page

The Manage Permitted Entities Page provides the user with an overview of the permitted designations for the selected member. This table describes the information displayed on the Manage Permitted Entities Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected member.
	Business Type	The current year business type for the selected member recorded in SCIMS.

--*

*--562 Manage Permitted Entities Page (Continued)

C Information on the Page (Continued)

Section of Page	Field	Description
Permitted Entity Information	Year	The program year associated with the permitted entity designations.
	Type	<p>Indicates the method used for recording the permitted entity designations. The designations are recorded in either of the following ways:</p> <ul style="list-style-type: none"> • “System” indicates that the selected member is associated with 3 or less permitted entities and the system has automatically selected each permitted entity for designation. • “Manual” indicates that the user manually designated through which permitted entities the selected member has requested payment.
	Designated Entity Name	Name of the permitted entities that are designated to receive payment. If the selected member is receiving payment through embedded entities, each of the embedded entities is also listed.
	Version	<p>Version number for the Farm Operating Plan.</p> <p>See subparagraph 166 B for additional information on version numbers for Farm Operating Plans.</p>
	Share	<p>Indicates whether the selected member has a significant or insignificant share of the applicable farming operation. Generally the following is applicable:</p> <ul style="list-style-type: none"> • “Significant” indicates that the selected member has a share of the applicable farming operation that is greater than or equal to 10 percent. • “Insignificant” indicates that the selected member has a share of the applicable farming operation that is less than 10 percent.

--*

--562 Manage Permitted Entities Page (Continued)*D Page Options**

This table describes the options available for the selected member where permitted entity designations have been recorded.

Link	Action
Revise	Allows the user to revise the permitted designations for the selected individual.
View 501	Opens a new window displaying the formatted version of CCC-501B for the selected member.

563 Select Permitted Entities Page**A Introduction**

The Select Permitted Entities Page:

- will be displayed after the user selects either of the following from the Manage Permitted Entities Page:
 - under “Business File Menu”, “Record New Permitted Entity”
 - “Revise”
- displays all the permitted entities with which the selected member is associated
- groups permitted entities that are included in the “individual” designation, such as:
 - joint operations
 - combined producers
- allows the user to select which permitted entity should be designated for payment purposes.

Reminder: Permitted entity designations are only required for individuals, entities, and/or joint operations that are participating in conservation programs, such as CRP, that continue to be subject to 1-PL provisions.--*

*--563 Select Permitted Entities Page (Continued)

B Example of the Page

The following is an example of the Select Permitted Entities Page.

Business File Menu

Welcome: _____

User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Select Permitted Entities

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Select the three entities with embedded entities, if any, through which you wish to receive payments.

For Subsidiary Year : 2012

Significant	Insignificant	Entities with Embedded Entities	Tax ID	Share %
<input type="checkbox"/>		Ima Farmer	1111 S	100.0000%
		Farmers JV through Farmers LLC through Farmers LP	2222 E	5.0000%
<input type="checkbox"/>		V Farmer Estate % Ima Farmer	3333 E	50.0000%
<input type="checkbox"/>		Farmers LP	4444 E	25.0000%
<input type="checkbox"/>		Farmers LLC through Farmers LP	9999 E	10.0000%
<input type="checkbox"/>	<input type="checkbox"/>	Farmers Trust through Farmers JV through Farmers LLC through Farmers LP	5555 E	2.5000%

Enter the date these designations were made by the individual

< Back
Save
Save & Continue >

BF401
Back to Top

--*

*--563 Select Permitted Entities Page (Continued)

C Information on the Page

The Select Permitted Entities Page provides the user with a list of the permitted entities with which the selected member is associated. This table describes the information displayed on the Select Permitted Entities Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected member.
	Business Type	The current year business type for the selected member recorded in SCIMS.
Permitted Entity Information	Significant	Check box is listed in this column if the selected member has a significant interest in the farming operation. Users can select up to 3 significant permitted entities. Note: Joint operations and other producers that are combined with the selected member will be grouped together with only 1 check box.
	Insignificant	Check box is listed in this column if the selected member has an insignificant interest in the farming operation. User can select all insignificant permitted entities. Note: A check box is also available in the “significant” column for all entities in which the selected member has an ownership share less than 10 percent. This allows the permitted entity to be selected as significant if the COC determines the member’s interest is significant.
	Entities with Embedded Entities	Name of the permitted entities that the selected member is associated with based on information recorded through all farm operating plans recorded in the Business File application.
	Tax ID	Last 4 digits of the payment entity’s tax ID number.
	Share percent	Calculated ownership share of the selected member in the applicable permitted entity. Note: The permitted entities are listed from highest to lowest ownership share.

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***--563 Select Permitted Entities Page (Continued)**

D Page Options

The following options are available on the Select Permitted Entities Page.

Link	Action
Back	Returns to the Manage Permitted Entities 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 designations recorded and returns to the Manage Permitted Entities Page.

E Page Error Messages

The following error messages may be displayed on the Select Permitted Entities Page if the data recorded does **not** meet the applicable validations.

Error Message	Description	Corrective Action
No designations have been made.	User clicked “ Save & Continue ” without designating any permitted entities.	<ul style="list-style-type: none"> Select at least 1 permitted entity. CLICK “Back” to return to the Manage Permitted Entities Page.
3 permitted entities have not been selected. Are you sure you want to continue without designating all allowed permitted entities? Do you want to save this permitted entity designation?	Selected member has a significant interest in 3 or more permitted entities and less than 3 permitted have been designated for payment.	<p>It is acceptable to designate less than 3 permitted entities especially if:</p> <ul style="list-style-type: none"> selected member has not designed 3 permitted entities all the permitted entities are not participating in conservation programs subject to 1-PL provisions. <p>County Offices shall verify that the permitted entities designated on CCC-501B have been selected.</p>

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*--563 Select Permitted Entities Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
<p>Producer has an insignificant share in businesses that have not been designated. Are you sure you want to continue without designating these entities?</p> <p>Do you want to save this permitted entity designation?</p>	<p>Selected member has an insignificant interest in 1 or more permitted entities that have not been designated for payment.</p>	<p>It is acceptable to not designate all the permitted entities in which the selected member has an insignificant interest if the:</p> <ul style="list-style-type: none"> • COC has determined the selected member’s interest is significant • permitted entity is not participating in conservation programs subject to 1-PL provisions. <p>County Offices shall verify the permitted entities have been properly designated based on CCC-501B or CCC-503A, as applicable.</p>
<p>Must enter the date the CCC-501B was filed by the producer.</p>	<p>User clicked “Save & Continue”, but did not record a valid date the designations were submitted.</p>	<p>Record the date from CCC-501B filed by the selected member.</p>
<p>Invalid date</p>		

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Text
CCC-501B	Designation of "Permitted Entities"		41, 561-563
CCC-502	Farm Operating Plan for Payment		561
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		41
CCC-503A	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations		41, 72, 84, 99, 103, 106, 563
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		43, 306
CCC-527	Request For Action For Subsidiary/Payment Limitation		132
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill	3	
CCC-902E	Farm Operating Plan for an Entity - 2009 and Subsequent Program Years		26, Part 10
CCC-902I	Farm Operating Plan for an Individual - 2009 and Subsequent Program Years		Part 10
CCC-903	Worksheet For Payment Eligibility and Payment Limitation Determinations		26, 72, 84, 99, 103, 106
CCC-904	Allocation of Payment Limitation Under Common Attribution	83	82, 97, 98
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		3, 31
CRP-817U	Certification of Compliance for CRP		29
FCI-12	Crop Insurance Application		39
FSA-13-A	Data Security Access Authorization Form		12, 133
FSA-570	Waiver of Eligibility for Emergency Assistance		39
FSA-578	Report of Acreage		366

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CC	counter-cyclical	98
AUM	animal unit months	427, 428, 430
FCI	Federal Crop Insurance	2, 21, 24, 39, 351, Ex. 6
FRS	Farm Records Management System	29, 30, 303
SLR	Security Liaison Representative	12, 73, 133

Delegations of Authority

None

Menu and Screen Index

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

Menu or Screen	Title	Reference
BF002	Customer Page	561
BF400	Manage Permitted Entities Page	562
BF401	Select Permitted Entities Page	563
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	Subsidiary Combined Producers Screen, Allocations Program Selection Section	98
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	Subsidiary Combined Producers Screen, Customer Section	82, 84, 98, 100, 103, 106
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	Subsidiary Combined Producers Screen, Update Recording County Members of Combination Section	100
	Subsidiary Eligibility Screen, Actively Engaged – 2002 Farm Bill Section	41
	Subsidiary Eligibility Screen, Actively Engaged Section	26
	Subsidiary Eligibility Screen, AD-1026 Section	29
	Subsidiary Eligibility Screen, Adjusted Gross Income – 2002 Farm Bill Section	43
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	Subsidiary Eligibility Screen, Cash Rent Determination Section	28
	Subsidiary Eligibility Screen, Conservation Compliance Section	30
	Subsidiary Eligibility Screen, Controlled Substance Section	32
	Subsidiary Eligibility Screen, Delinquent Debt Section	34
	Subsidiary Eligibility Screen, Federal Crop Insurance Section	39
	Subsidiary Eligibility Screen, Foreign Person Section	24
	Subsidiary Eligibility Screen, Foreign Person Section	25
	Subsidiary Eligibility Screen, Fraud – Including FCIC Fraud Section	38
	Subsidiary Eligibility Screen, Limited Resource Farmer or Rancher Section	37
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Menu or Screen	Title	Reference
	Subsidiary Eligibility Screen, Person Eligibility – 2002 Farm Bill Section	40
	Subsidiary Eligibility Screen, Socially Disadvantaged Farmer or Rancher Section	35
	Subsidiary Reports Screen, Actively Engaged – 2002 Farm Bill Section	306
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	Subsidiary Reports Screen, Adjusted Gross Income – 2002 Farm Bill Section	306
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	Subsidiary Reports Screen, Controlled Substance Section	306
	Subsidiary Reports Screen, Delinquent Debt Section	306
	Subsidiary Reports Screen, Federal Crop Insurance Section	306
	Subsidiary Reports Screen, Foreign Person Section	306
	Subsidiary Reports Screen, Fraud – Including FCIC Fraud Section	306
	Subsidiary Reports Screen, Limited Resource Farmer or Rancher Section	306
	Subsidiary Reports Screen, NAP Non Compliance Section	306
	Subsidiary Reports Screen, Permitted Entity - 2002 Farm Bill Section	306
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	Subsidiary Reports Screen, Report Selection Criteria Section	306
	Subsidiary Reports Screen, Socially Disadvantaged Farmer or Rancher Section	306
	Subsidiary Screen, Customer Section	82
	Validation Screen	306