

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

| | |
|--|---------------------|
| Payment Eligibility, Payment Limitation, and Average Adjusted Gross Income 4-PL | Amendment 16 |
|--|---------------------|

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 9 has been added to provide the purpose and instructions for the use of the AGI Review and Compliance Tracking System (ARCT) for 2009 and subsequent years AGI reconciliation and compliance activities.

Exhibit 30 has been added to provide an abbreviated reference guide for the users of ARCT.

| Page Control Chart | | |
|---------------------------|------------------------|--|
| TC | Text | Exhibit |
| 7 | 8-83 | 1, page 3 |
| 8 (add) | 9-1 through 9-74 (add) | 2, pages 1, 2 30, pages 1-6 (add) page 7 (add) |

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442 State Office Action for Submitting CCC-902EYR

A Overview

To assess the overall effectiveness of the end-of-year reviews, one CCC-902EYR summarizing results of County Office reviews conducted is **required**.

B Preparing Summary CCC-902EYR

State Offices shall do the following.

| Step | Action |
|-------------|---|
| 1 | Review County Office CCC-902EYR's. |
| 2 | Use CCC-902EYR to summarize totals of County Office CCC-902EYR, items 5, 6, and 7. |
| 3 | Attach a copy of the County Office CCC-902EYR's to the State Office CCC-902EYR. |
| 4 | Send the State Office CCC-902EYR to PECD. *-- Notes: Include all CCC-900-5's and the notification of determination for all completed reviews.--* Negative reports are required. |

C Example of CCC-902EYR

See subparagraph 441 E for an example of CCC-902EYR.

443-500 (Reserved)

--Part 9 ARCT*Section 1 Overview and Access****501 Introduction****A ARCT**

ARCT is a web-based system:

- in which National, State, and County Office users can record all AGI-related review information and activities for 2009 and subsequent years' program participants
- that provides reporting capability for both AGI reconciliation and compliance review information recorded for program participants.

B Purpose and Uses of ARCT

ARCT is designed for the following purposes and uses:

- record and track, by producer, all AGI reconciliation and compliance review activities
- source data for AGI reconciliation and compliance review reporting
- a tool to ensure that any participant in programs subject to AGI limitations and recipient of 2009 and subsequent years payments and benefits complies with the applicable AGI limitations.

C ARCT Access

Access privileges are granted only to authorized FSA personnel who have USDA e-Authentication Level 2 credentials.

D ARCT Help and Quick Reference Guide

In addition to the instructions and illustrations provided, abbreviated instructions and examples can be found under the "Help" button located at the top of each display screen.--*

502-510 (Reserved)

--Section 2 AGI Reconciliation*511 AGI Reconciliation Actions****A ARCT and AGI Reconciliation**

ARCT allows users to record the following AGI reconciliation activities:

- acceptance of CCC-931 or CCC-933 for the identified participant
- rejection of CCC-931 or CCC-933 by IRS
- issuance of written notice of a determination of AGI noncompliance because of the failure of the participant to timely file CCC-931 and/or CCC-933
- the amount of receivable established for the applicable program year
- voluntary withdrawal of CCC-931 or CCC-933 by the participant
- no further actions required of the participant.

B Search of Participants for AGI Reconciliation

ARCT enables users to search participants to complete the following:

- enter AGI reconciliation information
- edit or revise previously recorded AGI reconciliation information.

C Reports for AGI Reconciliation Activity

ARCT enables users to track progress and overall information status of AGI reconciliation through a series of AGI reconciliation reports that can be generated by:

- program year
- upload time period
- State
- county.

Note: The reports will be generated in MS Excel format.--*

***--512 ARCT AGI Reconciliation – Producer Search**

A Producer Search

The following are examples of ARCT screens for searching producers for AGI reconciliation actions.

| Description/Action | |
|---|---|
| <p>The AGI reconciliation form will allow State and County Office users to record reconciliation actions taken for 2009 and subsequent years’ program participants identified on the AGI reconciliation reports based on the information received. To access ARCT, go to https://wdcprod81.sc.egov.usda.gov/arct. The eAuthentication Warning Screen will be displayed. CLICK “I Agree”. The eAuthentication Login Screen will be displayed.</p> <p>Enter user’s eAuthentication user ID, password, and CLICK “Login.” The following Search Producer for Reconciliation Screen will be displayed.</p> | |
|  |  |

--*

*--512 ARCT AGI Reconciliation – Producer Search

A Producer Search (Continued)

| Description/Action | |
|--|---|
| From the drop-down lists, select the appropriate: | |
| <ul style="list-style-type: none">• program year• State• county. | |
| CLICK “Search”. | |
|  |  |

--*

***--512 ARCT AGI Reconciliation – Producer Search**

A Producer Search (Continued)

| Description/Action | | | | | | | | | | | | | | | | | | | |
|---|--|---------------------------------------|-------------------------------|-------------------------------|------------------------------------|--|---------------------------------------|-------------------------------|-------------------------------|----------------------|----|--|---|--|---|----|--|---|--|
| <p>The following Search Producer for Reconciliation Screen will be displayed with “Search Criteria” section and “Producers” section with the following information:</p> <ul style="list-style-type: none"> producer name SSN/TIN USDA Core Customer ID producer type (“B” (business) or “I” (individual)) determination (status). <p>In the “Producers” section, under the “Producer Name” column, click the participant’s name to access its questionnaire.</p> | | | | | | | | | | | | | | | | | | | |
| Search Producers For Reconciliation | | | | | | | | | | | | | | | | | | | |
| <p>* Screen Displays Sensitive Information</p> | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px;"> <p>Search Criteria</p> <p>Program Year: 2010</p> <p>State: Connecticut (09)</p> <p>County: Fairfield (001)</p> <p>Producer Name:</p> <p>Tax Id Number (Last 4 digits): Tax Id Type: Any</p> <p style="text-align: right;">Modify Criteria</p> </div> | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid #ccc; background-color: #e6e6e6; padding: 5px;"> <p>Producers</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e6e6e6;"> <th style="padding: 5px;">Producer Name ▲</th> <th style="padding: 5px;">Last Four SSN/TIN-Type</th> <th style="padding: 5px;">USDA Core Customer ID</th> <th style="padding: 5px;">Producer Type</th> <th style="padding: 5px;">Determination</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Bill</td> <td style="padding: 5px;">-S</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">I</td> <td style="padding: 5px;"></td> </tr> <tr style="background-color: #ffffcc;"> <td style="padding: 5px;">Richard's Floral Business</td> <td style="padding: 5px;">-E</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">B</td> <td style="padding: 5px;"></td> </tr> </tbody> </table> </div> | | | | | Producer Name ▲ | Last Four SSN/TIN-Type | USDA Core Customer ID | Producer Type | Determination | Bill | -S | | I | | Richard's Floral Business | -E | | B | |
| Producer Name ▲ | Last Four SSN/TIN-Type | USDA Core Customer ID | Producer Type | Determination | | | | | | | | | | | | | | | |
| Bill | -S | | I | | | | | | | | | | | | | | | | |
| Richard's Floral Business | -E | | B | | | | | | | | | | | | | | | | |

--*

***--513 ARCT AGI Reconciliation – Producer Details**

A Producer Details

Description/Action

The following Producer Detail Screen will be displayed with the following information and questions. Complete the following questions:

- USDA Core Customer ID
- Tax ID Number - Type
- Producer Name
- Producer Type
- State
- County
- Program Year
- Original Reported Date
- Valid CCC-931 or CCC-933 Received by the County Office (Yes, No, or N/A)
- Valid CCC-931 or CCC-933 Returned by IRS (Select a Reason)
- Determination (Status)
- Receivable(s) Amount Established (\$)
- Determination Letter Sent on
- Response Document Received On.

CLICK “Save”.

Producer Detail

* Screen Displays Sensitive Information

[← Back To List](#)
[Next →](#)

| | |
|--------------------------------------|---|
| USDA Core Customer ID: | Tax ID Number - Type: xxx-xx- - S |
| Producer Name: Producer, Bill | Producer Type: I |
| State: Connecticut (09) | County: Fairfield (001) |
| Program Year: 2010 | Original Reporting Date: 8/20/2011 |

Valid CCC-931/933 Received by County Office? Yes No N/A

Valid CC-931/933 Returned by IRS:

Determination:

Receivable(s) Amount Established(\$):

Determination Letter Sent On:

Response Documents Received On:

[← Back To List](#)

Save

Save >>

--*

***--513 ARCT AGI Reconciliation – Producer Details**

A Producer Details (Continued)

| Description/Action |
|---|
| <p>When completing the “Determination” drop-down list:</p> <ul style="list-style-type: none"> • “AGI Certification Withdrawn” indicates the following: <ul style="list-style-type: none"> • admission of AGI noncompliance • NRCS–only participant and the application for conservation practice was withdrawn • producer chose to withdraw and not participate in any programs subject to AGI limitations • “Ineligible” indicates the producer: <ul style="list-style-type: none"> • certified as AGI noncompliant • was determined as AGI noncompliant • failed/refused to provide and AGI compliance certification and consent for disclosure • “No Determination Required” indicates the following: <ul style="list-style-type: none"> • IRS-rejection reason is, “No record found on master file.” • producer provided a valid CCC-931 or CCC-933, but does not receive, directly or indirectly, any program payments or benefits that are subject to AGI limitations • deceased individual. <p>Subsidiary files must be updated to reflect what is recorded here.</p> |

--*

***--514 ARCT AGI Reconciliation – Producer Reports**

A AGI Review & Reconciliation Tracking Report

The following are actions needed and ARCT display screens for generating progress reports for AGI reconciliation.

| Description/Action | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------|-------------------|---------------|---------------|------------|-------------|---------------------------|---------------------------|---------------|--|--|---|---|----------|------|--|----------------|--|--|--|---|---|--|--|--|---------------------------|---------------------------|
| <p>ARCT reports allow the users to track progress and overall information status of AGI reconciliation.</p> <p>To access ARCT reports, go to https://wdcprod81.sc.egov.usda.gov/arct. The eAuthentication Warning Screen will be displayed. CLICK “I Agree” and the eAuthentication Login Screen will be displayed. Enter user’s eAuthentication user ID, password and CLICK “Login.” The Search Producer Screen will be displayed. Under ARCT Menu, Producer, CLICK “Generate a Report”.</p> <p>The following AGI Review & Reconciliation Tracking Report Screen will be displayed. From the drop-down lists, select the appropriate:</p> <ul style="list-style-type: none"> • program year • State • county. <p>Note: Select “All” for “County” when generating a State report.</p> <p>CLICK “Generate Report”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">AGI Review & Reconciliation Tracking Report</div> <div style="padding: 10px;"> <p>Program Year: <input style="width: 50px; border: 1px solid gray;" type="text"/></p> <p>State: <input style="width: 150px; border: 1px solid gray;" type="text"/></p> <p>County: <input style="width: 200px; border: 1px solid gray;" type="text"/></p> <p style="text-align: center; margin-top: 10px;"><input style="background-color: #0056b3; color: white; padding: 5px 20px; border: none;" type="button" value="Generate Report"/></p> </div> </div> <p>The following is an example of the AGI Review & Reconciliation Tracking Report.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>AGI Review & Reconciliation Tracking Report Year: 2010 State: Virginia (51) County: Fauquier (061) Generated On: February 24, 2013 Generated By:</p> <p style="font-size: small; color: blue;">*Sensitive Personnel Data is shown below. Use is Restricted. Please ensure that data is password protected and encrypted before forwarding via email.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>USDA Core Customer ID</th> <th>Last Four SSN/TIN</th> <th>Tax ID Type</th> <th>Producer Type</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Producer Name</th> <th>Business Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">I</td> <td>PRODUCER</td> <td>BILL</td> <td></td> <td>PRODUCER, BILL</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">B</td> <td></td> <td></td> <td></td> <td>RICHARD'S FLORAL BUSINESS</td> <td>RICHARD'S FLORAL BUSINESS</td> </tr> </tbody> </table> </div> | USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | Business Name | | | S | I | PRODUCER | BILL | | PRODUCER, BILL | | | | S | B | | | | RICHARD'S FLORAL BUSINESS | RICHARD'S FLORAL BUSINESS |
| USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | Business Name | | | | | | | | | | | | | | | | | | | |
| | | S | I | PRODUCER | BILL | | PRODUCER, BILL | | | | | | | | | | | | | | | | | | | | |
| | | S | B | | | | RICHARD'S FLORAL BUSINESS | RICHARD'S FLORAL BUSINESS | | | | | | | | | | | | | | | | | | | |

***--514 ARCT AGI Reconciliation – Producer Reports**

A AGI Review & Reconciliation Tracking Report (Continued)

| Description/Action |
|---|
| <p>The AGI Review & Reconciliation Tracking Report will be displayed with the following header, column headers, and data:</p> <ul style="list-style-type: none"> • Year • State • County • Generated On (Date) • Generated By (FSA User). <p>The following Sensitive Personnel Data will be displayed. Use is restricted. Users shall ensure that data is password protected and encrypted before forwarding by e-mail.</p> <ul style="list-style-type: none"> • USDA Core Customer ID • Last Four SSN/TIN • Tax ID Type • Producer Type • Business Name • Eligibility Recording State • State Code • Eligibility Recording County • County Code • Last Name • First Name • Middle Name • Producer Name • Original Reporting Date • Address Status • Address • Delivery Address • Foreign Address • Mailing City • Mailing State • Mailing Zip • CCC-931 Received by COF • Reason CCC-931 Returned by IRS • Determination Letter Sent to Producer • Documents Received by FSA • Determination • Receivable Amount Established • Last Updated By • Last Updated On. <p>Print or save the “ARCT Report by County” or “ARCT Report by State”. CLICK “Logout of eAuth” or “Exit ARCT” to exit the system.</p> |

--*

***--514 ARCT AGI Reconciliation – Producer Reports**

B New Producers Report

The following are actions needed and ARCT display screens for generating reports for the identifications of new producers for AGI reconciliation.

| Description/Action | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------|-------------------|---------------|---------------|------------|-------------|----------------|----------------|---------------|--|--|---|---|--|--|--|----------------|----------------|--|--|---|---|----------|-----|--|---------------|--|
| <p>ARCT reports allow the users to find information on new participants that have been added to the AGI reconciliation records since the last reconciliation report was generated. It is recommended that this report be generated and appropriate actions completed on a quarterly basis.</p> <p>Under ARCT Menu, Reconciliation, CLICK “New Producer Report”.</p> <p>The following New Producers Report Screen will be displayed. From the drop-down lists, select the appropriate:</p> <ul style="list-style-type: none"> • “Uploaded On” (select the appropriate quarterly period) • “Program Year” • “State” • “County”. <p>Note: Select “All” for “County” when generating a State report.</p> <p>CLICK “Generate Report”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">New Producers Report</div> <div style="padding: 10px;"> <p>Uploaded On: <input style="width: 100%;" type="text"/></p> <p>Program Year: <input style="width: 100%;" type="text"/></p> <p>State: <input style="width: 100%;" type="text"/></p> <p>County: <input style="width: 100%;" type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #0056b3; color: white; padding: 5px 20px; border: none;" type="button" value="Generate Report"/> </div> </div> </div> <p>The following is an example of the New Producers Report.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>New Producers Report Uploaded On: 2012-Q3 (11/02/2012) Year: 2011 State: Iowa (19) County: Boone (015) Generated On: February 24, 2013 Generated By:</p> <p style="font-size: small; color: blue;">*Sensitive Personnel Data is shown below. Use is Restricted. Please ensure that data is password protected and encrypted before forwarding via email.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #cccccc;"> <th>USDA Core Customer ID</th> <th>Last Four SSN/TIN</th> <th>Tax ID Type</th> <th>Producer Type</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Producer Name</th> <th>Business Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">E</td> <td style="text-align: center;">B</td> <td></td> <td></td> <td></td> <td>PRODUCER TRUST</td> <td>PRODUCER TRUST</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">I</td> <td>PRODUCER</td> <td>JOE</td> <td></td> <td>PRODUCER, JOE</td> <td></td> </tr> </tbody> </table> </div> | USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | Business Name | | | E | B | | | | PRODUCER TRUST | PRODUCER TRUST | | | S | I | PRODUCER | JOE | | PRODUCER, JOE | |
| USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | Business Name | | | | | | | | | | | | | | | | | | | |
| | | E | B | | | | PRODUCER TRUST | PRODUCER TRUST | | | | | | | | | | | | | | | | | | | |
| | | S | I | PRODUCER | JOE | | PRODUCER, JOE | | | | | | | | | | | | | | | | | | | | |

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***--514 ARCT AGI Reconciliation – Producer Reports**

B New Producers Report (Continued)

| Description/Action |
|--|
| <p>The New Producers Report will be displayed with the following header, column headers, and data:</p> <ul style="list-style-type: none"> • Year • State • County • Generated On (Date) • Generated By (FSA User). <p>The following Sensitive Personnel Data will be displayed. Use is restricted. Users shall ensure that data is password protected and encrypted before forwarding by e-mail.</p> <ul style="list-style-type: none"> • USDA Core Customer ID • Last Four SSN/TIN • Tax ID Type • Producer Type • Business Name • Eligibility Recording State • State Code • Eligibility Recording County • County Code • Last Name • First Name • Middle Name • Producer Name • Original Reporting Date • Address Status • Address • Delivery Address • Foreign Address • Mailing City • Mailing State • Mailing Zip • CCC-931 Received by COF • Reason CCC-931 Returned by IRS • Determination Letter Sent to Producer • Documents Received by FSA • Determination • Receivable Amount Established • Last Updated By • Last Updated On. <p>Print or save the “ARCT Report by County” or “ARCT Report by State”. CLICK “Logout of eAuth” or “Exit ARCT” to exit the system.</p> |

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--Section 3 AGI Compliance Review*526 AGI Compliance Review Actions****A ARCT and AGI Compliance Review**

ARCT allows users to record the following AGI compliance review activities:

- results of the completed review of the participant's documentation
- determination of compliance or noncompliance with each AGI limitation
- issuance of written notice of a determination of AGI compliance or noncompliance with the applicable AGI limitations
- the amount of receivable established for the applicable program year
- voluntary withdrawal of CCC-931 or CCC-933 by the participant
- removal from compliance review.

B Search of Participants for AGI Compliance Review

ARCT enables users to search participants to complete the following:

- enter AGI compliance review information
- edit or revise previously recorded AGI compliance information.

C Reports for AGI Compliance Review Activity

ARCT enables users to track progress and overall status of AGI compliance through a series of AGI compliance review reports that can be generated by:

- program year
- State
- county.

Note: The reports will be generated in MS Excel format.--*

***--527 ARCT AGI Compliance Review – Producer Search**

A Producer Search

The following are examples of ARCT screens for searching producers for AGI compliance reviews.

| Description/Action |
|---|
| <p>The AGI Compliance Review form will allow State Office users to record compliance review actions taken for 2009 and subsequent years’ program participants identified for AGI compliance review.</p> <p>To access, go to https://wdcprod81.sc.egov.usda.gov/arct. The eAuthentication Warning Screen will be displayed. CLICK “I Agree” and the eAuthentication Login Screen will be displayed. Enter user’s eAuthentication user ID, password, and CLICK “Login.” Under ARCT Menu, Compliance, CLICK “Search Producers for Compliance” and the following Screen will be displayed.</p> <p>From the drop-down lists, select the appropriate:</p> <ul style="list-style-type: none"> • program year • State • county <p>CLICK “Search”.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">Search Producers For Compliance</div> <p style="color: #e67e22; font-weight: bold; margin-top: 5px;">* Screen Displays Sensitive Information</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Search Criteria</p> <p>* Program Year: <input style="width: 50px;" type="text"/> ▼</p> <p>* State: <input style="width: 150px;" type="text"/> ▼</p> <p>* County: <input style="width: 100px;" type="text"/> ▼</p> <p>Producer Name: <input style="width: 250px;" type="text"/></p> <p>Tax Id Number (Last 4 digits): <input style="width: 80px;" type="text"/> Tax Id Type: <input style="width: 50px;" type="text"/> ▼</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <input type="button" value="Search"/> <input type="button" value="Clear Criteria"/> </div> </div> </div> |

--*

*--527 ARCT AGI Compliance Review – Producer Search

A Producer Search (Continued)

| Description/Action | | | | |
|--|-------------------------------|------------------------------|----------------------|-------------------------|
| <p>The following Search Producers Screen will be displayed with “Search Criteria” section and “Producers” section with the following information:</p> <ul style="list-style-type: none"> producer name SSN/TIN USDA Core Customer ID producer type (“B” (business) or “I” (individual)) determination (status). <p>In the “Producers” section, under the “Producer Name” column, click the participant’s name to access their records.</p> | | | | |
| Search Producers For Compliance | | | | |
| * Screen Displays Sensitive Information | | | | |
| <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px;"> <p>Search Criteria</p> <p>Program Year: 2012</p> <p>State: Kansas (20)</p> <p>County: Ford (057)</p> <p>Producer Name:</p> <p>Tax Id Number (Last 4 digits): Tax Id Type: Any</p> <p style="text-align: right;">Modify Criteria</p> </div> | | | | |
| 1 2 | | | | |
| Producers | | | | |
| <u>Producer Name</u> ▲ | <u>Last Four SSN/TIN-Type</u> | <u>USDA Core Customer ID</u> | <u>Producer Type</u> | <u>Review Completed</u> |
| PRODUCER, BILL | -S | | I | |
| PRODUCER, JOE | -S | | I | |
| PRODUCER, ONE !New | -S | | I | |

--*

*--528 ARCT AGI Compliance Review – Producer Details

A Producer Details

Description/Action

The following Producer Detail Screen will be displayed.

Producer Detail

* Screen Displays Sensitive Information

[← Back To List](#)
[← Previous](#)
[Next →](#)

| | |
|---|--|
| USDA Core Customer ID: | Tax ID Number - Type: xxx-xx- - S |
| Producer Name: | Producer Type: I |
| State: Kansas (20) | County: Ford (057) |
| Program Year: 2012 | Original Reporting Date: 7/21/2012 |
| AGI Limitation Potentially Exceeded: \$750K FI, \$1M NFI and 66% rule does not apply, \$1M Total AGI | Tax Records Filed: 2008, 2009, 2010 |

Is a Compliance review required?

Type of Tax Documentation Submitted:

Determination for \$500K NFI:

Determination for \$750K FI:

Determination for \$1M NFI:

Determination for \$1M Total AGI:

Review Completed: Yes No N/A

Adverse Determination Date:

Subsidiary Updated:

Total Receivables Established(\$):

Appeal Documents Filed:

[← Back To List](#)

Save

Save >>

--*

*--528 ARCT AGI Compliance Review – Producer Details

A Producer Details (Continued)

| Description/Action |
|---|
| <p>On the Producer Detail Screen, update the 2009 and subsequent years’ records with the appropriate determinations and receivable amounts established, if applicable. The producer information, State, county, last 4 TIN, etc., are locked from edit. Each limitation for each year has the following options available:</p> <ul style="list-style-type: none"> • Eligible • Ineligible • Withdrawn • Producer-Not Met • Removed from Review • n/a. <p>When selecting the appropriate option from the drop-down list:</p> <ul style="list-style-type: none"> • “Eligible” indicates that the producer was determined to be compliant with the average AGI limitation (corresponds to the “SED determined” flag) • “Ineligible” indicates that the producer was determined to be noncompliant with the average AGI limitation (corresponds to the “SED determined” flag) • “Withdrawn” indicates that the producer withdrew CCC-931 previously filed for the program year • “Producer-Not Met” indicates that the producer provided a written admission of average AGI noncompliance • “Removed from Review” may be used to indicate that the producer is deceased <p>Note: AGI compliance review will not be pursued and the review is considered completed.</p> <ul style="list-style-type: none"> • “n/a” indicates that the producer did not request program payments or benefits subject to this average AGI limitation. <p>After completing data entry, CLICK “Save” to send updates to the database.</p> <p>Note: Subsidiary files must be updated to reflect what is selected here.</p> |

--*

***--529 ARCT AGI Compliance Review – Producer Reports**

A AGI Review & Compliance Tracking Report

The following are actions needed and ARCT display screens for generating progress reports for AGI compliance reviews.

| Description/Action | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------|-------------------|---------------|---------------|------------|-------------|----------------|---------------|--|--|---|---|----------|------|--|----------------|--|--|---|---|----------|-----|--|---------------|
| <p>ARCT reports allow the users to track progress and overall information status of AGI compliance reviews.</p> <p>To access ARCT Reports, go to https://wdcprod81.sc.egov.usda.gov/arct. The eAuthentication Warning Screen will be displayed. CLICK “I Agree” and the eAuthentication Login Screen will be displayed. Enter user’s eAuthentication user ID, password and CLICK “Login.” The Search Producer Screen will be displayed. Under ARCT Menu, Compliance, CLICK “AGI Review & Compliance Tracking Report”.</p> <p>The following AGI Review & Compliance Tracking Report Screen will be displayed. From the drop-down lists, select the appropriate:</p> <ul style="list-style-type: none"> • program year • State • county. <p>Note: Select “All” for “County” when generating a State report.</p> <p>CLICK “Generate Report”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">AGI Review & Compliance Tracking Report</div> <div style="margin-top: 10px;"> <p>Program Year: <input style="width: 50px;" type="text"/></p> <p>State: <input style="width: 150px;" type="text"/></p> <p>County: <input style="width: 150px;" type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #0056b3; color: white; padding: 5px 20px; border: none;" type="button" value="Generate Report"/> </div> </div> </div> <p>AGI Review & Compliance Tracking Report Year: 2012 State: Maryland (24) County: Kent (029) Generated On: February 24, 2013 Generated By:</p> <p><small>*Sensitive Personnel Data is shown below. Use is Restricted. Please ensure that data is password protected and encrypted before forwarding via email.</small></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>USDA Core Customer ID</th> <th>Last Four SSN/TIN</th> <th>Tax ID Type</th> <th>Producer Type</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Producer Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">I</td> <td>PRODUCER</td> <td>BILL</td> <td></td> <td>PRODUCER, BILL</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">I</td> <td>PRODUCER</td> <td>JOE</td> <td></td> <td>PRODUCER, JOE</td> </tr> </tbody> </table> | USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | | | S | I | PRODUCER | BILL | | PRODUCER, BILL | | | S | I | PRODUCER | JOE | | PRODUCER, JOE |
| USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | | | | | | | | | | | | | | | | | |
| | | S | I | PRODUCER | BILL | | PRODUCER, BILL | | | | | | | | | | | | | | | | | |
| | | S | I | PRODUCER | JOE | | PRODUCER, JOE | | | | | | | | | | | | | | | | | |

--*

***--529 ARCT AGI Compliance Review – Producer Reports**

A AGI Review & Compliance Tracking Report (Continued)

| Description/Action |
|---|
| <p>The AGI Review & Compliance Tracking Report will be displayed with the following header, column headers, and data:</p> <ul style="list-style-type: none"> • Year • State • County • Generated On (Date) • Generated By (FSA User). <p>The following sensitive personnel data will be displayed. Use is restricted. Users shall ensure that data is password protected and encrypted before forwarding by e-mail.</p> <ul style="list-style-type: none"> • USDA Core Customer ID • Last Four SSN/TIN • Tax ID Type • Producer Type • Business Name • Eligibility Recording State • State Code • Eligibility Recording County • County Code • Last Name • First Name • Middle Name • Producer Name • Original Reporting Date • Address Status • Address • Delivery Address • Foreign Address • Mailing City • Mailing State • Mailing Zip • CCC-931 Received by COF • Reason CCC-931 Returned by IRS • Determination Letter Sent to Producer • Documents Received by FSA • Determination • Receivable Amount Established • Last Updated By • Last Updated On. <p>Print or save the “ARCT Report by County” or “ARCT Report by State”. CLICK “Logout of eAuth” or “Exit ARCT” to exit the system.</p> |

--*

***--529 ARCT AGI Compliance Review – Producer Reports**

B New Producers Report

The following are actions needed and ARCT display screens for generating reports for the identifications of new producers for AGI compliance review.

| Description/Action | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------|-------------------|---------------|---------------|------------|-------------|----------------|---------------|--|--|---|---|----------|------|--|----------------|--|--|---|---|----------|-----|--|---------------|
| <p>ARCT Reports allow the users to find information on new participants that have been added to the AGI compliance review records since the last AGI Review & Compliance Tracking Report was generated. It is recommended that the State Offices generate this report and take appropriate actions on a quarterly basis.</p> <p>Under ARCT Menu, Compliance, CLICK “New Producer Report”.</p> <p>The following New Producers Compliance Report Screen will be displayed. From the drop-down lists, select the appropriate:</p> <ul style="list-style-type: none"> • “Uploaded On” (Select the appropriate quarterly period) • “Program Year” • “State” • “County”. <p>Note: Select “All” for “County” when generating a State Report.</p> <p>CLICK “Generate Report”.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">New Producers Compliance Report</div> <div style="margin-top: 10px;"> <p>Uploaded On: <input style="width: 150px;" type="text"/></p> <p>Program Year: <input style="width: 50px;" type="text"/></p> <p>State: <input style="width: 200px;" type="text"/></p> <p>County: <input style="width: 150px;" type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #0070c0; color: white; padding: 5px 20px; border: none;" type="button" value="Generate Report"/> </div> </div> </div> <p>New Producers Compliance Report Uploaded On: 2012-Q3 (11/21/2012) Year: 2012 State: Maryland (24) County: Kent (029) Generated On: February 24, 2013 Generated By:</p> <p><small>*Sensitive Personnel Data is shown below. Use is Restricted. Please ensure that data is password protected and encrypted before forwarding via email.</small></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>USDA Core Customer ID</th> <th>Last Four SSN/TIN</th> <th>Tax ID Type</th> <th>Producer Type</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Producer Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">I</td> <td>PRODUCER</td> <td>BILL</td> <td></td> <td>PRODUCER, BILL</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">S</td> <td style="text-align: center;">I</td> <td>PRODUCER</td> <td>JOE</td> <td></td> <td>PRODUCER, JOE</td> </tr> </tbody> </table> | USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | | | S | I | PRODUCER | BILL | | PRODUCER, BILL | | | S | I | PRODUCER | JOE | | PRODUCER, JOE |
| USDA Core Customer ID | Last Four SSN/TIN | Tax ID Type | Producer Type | Last Name | First Name | Middle Name | Producer Name | | | | | | | | | | | | | | | | | |
| | | S | I | PRODUCER | BILL | | PRODUCER, BILL | | | | | | | | | | | | | | | | | |
| | | S | I | PRODUCER | JOE | | PRODUCER, JOE | | | | | | | | | | | | | | | | | |

--*

***--529 ARCT AGI Compliance Review – Producer Reports**

B New Producer Report (Continued)

| Description/Action |
|---|
| <p>The New Producer Report will be displayed with the following header, column headers, and data:</p> <ul style="list-style-type: none"> • Year • State • County • Generated On (Date) • Generated By (FSA User). <p>The following sensitive personnel data will be displayed. Use is restricted. Users shall ensure that data is password protected and encrypted before forwarding by e-mail.</p> <ul style="list-style-type: none"> • USDA Core Customer ID • Last Four SSN/TIN • Tax ID Type • Producer Type • Business Name • Eligibility Recording State • State Code • Eligibility Recording County • County Code • Last Name • First Name • Middle Name • Producer Name • Original Reporting Date • Address Status • Address • Delivery Address • Foreign Address • Mailing City • Mailing State • Mailing Zip • CCC-931 Received by COF • Reason CCC-931 Returned by IRS • Determination Letter Sent to Producer • Documents Received by FSA • Determination • Receivable Amount Established • Last Updated By • Last Updated On. <p>Print or save the “ARCT Report by County” or “ARCT Report by State”. CLICK “Logout of eAuth” or “Exit ARCT” to exit the system.</p> |

--*

--Section 4 Tools and Help Guides*541 ARCT Tools****A Compliance Calculation Worksheet**

ARCT provides a printable Compliance Calculation Worksheet to assist in the determination of the average AGI amount for:

- each program participant (person, legal entity, and members of a legal entity)
- the applicable program year
- the number of years of taxable income for the participant
- each of the AGI limitations

B Using the Compliance Calculation Worksheet

The Compliance Calculation Worksheet:

- requires the user to select the appropriate program year and enter the amounts of income for the applicable years
- requires the user to enter the number of years of the 3-year period in which the participant had taxable income
- displays the calculated AGI amounts and the eligibility status of the participant under each of the applicable AGI limitations.--*

*--541 ARCT Tools (Continued)

C Example of a Compliance Calculation Worksheet

| Description/Action | |
|---|--|
| <p>ARCT provides an AGI Compliance Calculation Worksheet to assist in the determination of the average AGI amounts. Under ARCT Menu, Tools, CLICK “Compliance Calculation Worksheet” and the Compliance Calculation Worksheet Screen will be displayed.</p> <p>From the drop-down list, the user must select the appropriate “Program Year” and then enter the following information:</p> <ul style="list-style-type: none"> • number of years in the 3-year period the participant had taxable income • income amounts derived from farm and nonfarm sources • income derived from equipment sales and input services, if applicable. <p>CLICK “Calculate”</p> | |
| <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">Compliance Calculation Worksheet</div> <div style="margin-top: 10px;"> <p>Program Year: <input style="width: 50px;" type="text" value="▼"/></p> <p>Number of Tax Years **: <input style="width: 50px;" type="text"/></p> <p>Enter Total AGI (both nonfarm and farm) for the years:</p> <p>2008: <input style="width: 150px;" type="text"/></p> <p>2009: <input style="width: 150px;" type="text"/></p> <p>2010: <input style="width: 150px;" type="text"/></p> <p>Enter AGI derived from all activities related to Farming, Ranching, and Forestry Operations:</p> <p>2008: <input style="width: 150px;" type="text"/></p> <p>2009: <input style="width: 150px;" type="text"/></p> <p>2010: <input style="width: 150px;" type="text"/></p> <p>Enter the Total AGI derived from Equipment sales and input services:</p> <p>2008: <input style="width: 150px;" type="text"/></p> <p>2009: <input style="width: 150px;" type="text"/></p> <p>2010: <input style="width: 150px;" type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Clear"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/> <input type="button" value="Window Close"/> </div> </div> </div> | |

--*

*--541 ARCT Tools (Continued)

C Example of a Compliance Calculation Worksheet (Continued)

| Description/Action | | | | | | | | | | | |
|---|--|----------------|--|--|--------------|--|--------------|---|----------|--|----------------|
| Compliance Calculation Worksheet | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Results Set 1:</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">The person or legal entity is eligible for all commodity (including direct, counter-cyclical, and ACRE payments under DCP and ACRE), MILC, marketing load gains, LDP payments, disaster assistance, and conservation program benefits.</td> <td style="text-align: right; padding: 2px;">Not Eligible</td> </tr> <tr> <td style="padding: 2px;">The person or legal entity is eligible for direct payments under DCP and ACRE.</td> <td style="text-align: right; padding: 2px;">Not Eligible</td> </tr> <tr> <td style="padding: 2px;">Average adjusted gross non farm income is less than or equal to \$1M. The person or legal entity is eligible for all conservation program payments.</td> <td style="text-align: right; padding: 2px;">Eligible</td> </tr> <tr> <td style="padding: 2px;">Average adjusted gross non farm income is more than \$1M but the percentage of average adjusted gross farm income from the average AGI is at least 66.66%. The person or legal entity is eligible for all conservation program payments.</td> <td style="text-align: right; padding: 2px;">Not Applicable</td> </tr> </tbody> </table> | | Results Set 1: | | The person or legal entity is eligible for all commodity (including direct, counter-cyclical, and ACRE payments under DCP and ACRE), MILC, marketing load gains, LDP payments, disaster assistance, and conservation program benefits. | Not Eligible | The person or legal entity is eligible for direct payments under DCP and ACRE. | Not Eligible | Average adjusted gross non farm income is less than or equal to \$1M. The person or legal entity is eligible for all conservation program payments. | Eligible | Average adjusted gross non farm income is more than \$1M but the percentage of average adjusted gross farm income from the average AGI is at least 66.66%. The person or legal entity is eligible for all conservation program payments. | Not Applicable |
| Results Set 1: | | | | | | | | | | | |
| The person or legal entity is eligible for all commodity (including direct, counter-cyclical, and ACRE payments under DCP and ACRE), MILC, marketing load gains, LDP payments, disaster assistance, and conservation program benefits. | Not Eligible | | | | | | | | | | |
| The person or legal entity is eligible for direct payments under DCP and ACRE. | Not Eligible | | | | | | | | | | |
| Average adjusted gross non farm income is less than or equal to \$1M. The person or legal entity is eligible for all conservation program payments. | Eligible | | | | | | | | | | |
| Average adjusted gross non farm income is more than \$1M but the percentage of average adjusted gross farm income from the average AGI is at least 66.66%. The person or legal entity is eligible for all conservation program payments. | Not Applicable | | | | | | | | | | |
| Program Year: | <input type="text" value="2011"/> | | | | | | | | | | |
| Number of Tax Years*: | <input type="text" value="3"/> | | | | | | | | | | |
| Enter Total AGI (both nonfarm and farm) for the years: | | | | | | | | | | | |
| 2007: | <input type="text" value="750000.00"/> | | | | | | | | | | |
| 2008: | <input type="text" value="800000.00"/> | | | | | | | | | | |
| 2009: | <input type="text" value="750000.00"/> | | | | | | | | | | |
| Sum: | 2300000.00 | | | | | | | | | | |
| Average: | 766666.67 | | | | | | | | | | |
| Enter AGI derived from all activities related to Farming, Ranching, and Forestry Operations: | | | | | | | | | | | |
| 2007: | <input type="text" value="150000.00"/> | | | | | | | | | | |
| 2008: | <input type="text" value="200000.00"/> | | | | | | | | | | |
| 2009: | <input type="text" value="200000.00"/> | | | | | | | | | | |
| Sum: | 550000.00 | | | | | | | | | | |
| Average: | 183333.33 | | | | | | | | | | |
| Average Adjusted Gross NonFarm Income: | | | | | | | | | | | |
| 583333.34 | | | | | | | | | | | |
| Percentage of Average Adjusted Gross Farm Income: | | | | | | | | | | | |
| 23.91 | | | | | | | | | | | |
| Enter the Total AGI derived from Equipment sales and input services: | | | | | | | | | | | |
| 2007: | <input type="text" value="0.00"/> | | | | | | | | | | |
| 2008: | <input type="text" value="0.00"/> | | | | | | | | | | |
| 2009: | <input type="text" value="0.00"/> | | | | | | | | | | |
| Sum: | 0.00 | | | | | | | | | | |
| Average: | 0.00 | | | | | | | | | | |
| Total Adjusted Gross Farm Income from all Farming, Ranching, and Forestry Operations PLUS Equipment Sales and Input Services: | | | | | | | | | | | |
| 2008: | 150000.00 | | | | | | | | | | |
| 2009: | 200000.00 | | | | | | | | | | |
| 2010: | 200000.00 | | | | | | | | | | |
| Sum: | 550000.00 | | | | | | | | | | |
| Average: | 183333.33 | | | | | | | | | | |
| Average Adjusted Gross NonFarm Income 2: | | | | | | | | | | | |
| 583333.34 | | | | | | | | | | | |
| Percentage of Average Adjusted Gross Farm Income 2: | | | | | | | | | | | |
| 23.91 | | | | | | | | | | | |
| <input type="button" value="Clear"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/> <input type="button" value="Window Close"/> | | | | | | | | | | | |

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***--541 ARCT Tools (Continued)**

D ARCT Help and Reference Guide

Assistance with any ARCT capabilities, including options for reports in MS Excel, can be found by:

- selection of “Help” on any ARCT display screen
- referring to the ARCT Help Guide found in Exhibit 30.

E Mail Merge and AGI Notifications

AGI compliance and reconciliation reports generated through ARCT can be used for sending identified participants notifications of the following:

- the requirement to timely submit CCC-931 or CCC-933
- AGI compliance review
- request for AGI information or for additional information
- completion of a compliance review
- determination of AGI compliance or noncompliance.

Sample AGI notification letters and mail merge instructions can be found on the AGI SharePoint web site.--*

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

Abbreviations Not Listed in 1-CM

The following abbreviations are **not** listed in 1-CM.

| Approved Abbreviation | Term | Reference |
|-----------------------|---|--|
| AMA | Agriculture Management Assistance | 11, 187 |
| ARCT | AGI Review and Compliance Tracking System | Part 9 |
| AWEP | Agricultural Water Enhancement Program | 11, 187 |
| CBWP | Chesapeake Bay Watershed Program | 11, 187 |
| CCPI | Cooperative Conservation Partnership Initiative | 11, 187 |
| CPA | Certified Public Accountant | 189, 200, 200.5, 203.7, 203.8, 204, Ex. 21 |
| CSTP | Conservation Stewardship Program | 11, 14, 187 |
| EIN | employer identification number | 136, 156, 168, 200, Ex. 2 |
| FRPP | Farm and Ranchland Protection Program | 11, 187 |
| IRA | individual retirement account | 167 |
| LLP | limited liability partnership | 34, 52, 147, 148, 149, 191 |
| LP | limited partnership | 34, 52, 120, 147, 148, 149, 191, Ex. 2 |
| MLG | marketing loan gain | 3, 11, 12, 14, 186 |
| TAAF | Trade Adjustment Assistance for Farmers | 11, 14, 34, 187 |
| WHIP | Wildlife Habitat Incentives Program | 11, 14, 187 |

Re delegations of Authority

This table lists redelegations of authority in this handbook.

| Redelegation | Reference |
|--------------------------------|-----------|
| Making Determination Decisions | 216 |
| Monitoring Determinations | 216 |

Definitions of Terms Used in This Handbook

Active Personal Labor

Active personal labor means personally providing physical activities necessary in a farming operation. These activities include physical activities:

- involved in land preparation, planting, cultivating, harvesting, and marketing of agricultural commodities
- required to establish and maintain conserving cover crops or conserving use acreages
- required in livestock operations.

Active Personal Management

Active personal management means personally providing:

- the general supervision and direction of activities and labor involved in the farming operation
- services, whether performed on-site or off-site, reasonable related and necessary to the farming operation, including any of the following:
 - supervision of activities necessary in the farming operation
 - business-related actions that include discretionary decision making
 - evaluation of the financial condition and needs of the farming operation
 - assistance in structuring or preparing financial reports or analyses for the farming operation
 - consultations in or structuring of business-related financing arrangements for the farming operation
 - marketing and promoting agricultural commodities produced by the farming operation
 - acquiring technical information used in the farming operation
 - any other management function necessary to conduct the farming operation and for which the operation would ordinarily be charged a fee.

Definitions of Terms Used in This Handbook (Continued)

Adequate Documentation

Adequate documentation means whatever documentation is required by the reviewing authority to make proper actively engaged in farming, attribution, and average AGI compliance determinations.

Adjusted Gross Income (AGI)

AGI means, for a:

- person, the amount reported to IRS on the appropriate tax filing documents as AGI
- legal entity, the comparable measure according to this handbook.

*--AGI Review and Compliance Tracking System (ARCT)

ARCT is a web-based system:

- in which National, State, and County Office users can record all AGI-related review information and activities for 2009 and subsequent years' program participants
- that provides reporting capability for both AGI reconciliation and compliance review information recorded for program participants.--*

“Arm’s Length” Business Transaction

“Arm’s length” business transaction means a transaction between 2 parties, however closely related they may be, conducted as if the parties were strangers, so that no conflict of interest arises.

Attribution

Attribution means crediting payments made to entities, such as corporations, estates, trusts and limited partnerships, to “real persons” based on the share of the entity held by the individual stockholder, heir, beneficiary, etc.

***--ARCT Help Guide**

The following is the ARCT Help Guide.

| | |
|--|---|
| AGI - Review and Compliance Tracking System (ARCT) Help | |
| Contents | |
| Logging into ARCT System:..... | 2 |
| Reconciliation:..... | 2 |
| Search Producers for Reconciliation: | 2 |
| Edit Producer Record: | 2 |
| Generate Reports for Reconciliation:..... | 2 |
| Compliance:..... | 3 |
| Search Producers for Compliance: | 3 |
| Edit Producer Record: | 3 |
| Generate Reports for Compliance:..... | 3 |
| Tools:..... | 4 |
| Compliance Calculation Worksheet: | 4 |
| Help to Format Excel Worksheet | 4 |
| Sort Columns in the Report:..... | 4 |
| Hide/Unhide Columns in the Report: | 4 |
| Frequently Asked Questions: | 6 |
| Glossary:..... | 7 |

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***--ARCT Help Guide (Continued)**

AGI - Review and Compliance Tracking System (ARCT) Help

Logging into ARCT System:

You should have eAuthentication level-2 access and have your FSA-13A approved to log into ARCT.

Reconciliation:

ARCT system enables you to search producers and enter reconciliation information.

Search Producers for Reconciliation:

1. Enter your eAuth ID and password to log into ARCT. Upon successful login, the default page displays Search producer for reconciliation screen.
2. Enter Program Year, State and County of the producer you would like to search for. You may also optionally enter or select the following to narrow down the results:
 - a. Producer Name (Last name)
 - b. last four digits of Producer's TIN
 - c. TIN Type
3. Click **Search** button. The screen displays a list of Producers matching the criteria you entered.
4. You can sort the search results by clicking on the column headers as shown in Figure-1.

Figure 1: Sort Search results

| Producers | | | | |
|---------------------------|-------------------------------|------------------------------|----------------------|----------------------|
| <u>Producer Name</u> ▲ | <u>Last Four SSN/TIN-Type</u> | <u>USDA Core Customer ID</u> | <u>Producer Type</u> | <u>Determination</u> |

Edit Producer Record:

1. Search for the list of producers as mentioned in **Search Producers for Reconciliation**.
2. From the list of producers that is displayed on the screen, click on the name of a producer you would like to edit.
3. The screen displays the Producer's record with their profile in read-only, and enables you to enter information for the following fields:
 - a. Valid CCC-931 Received by County Office? (Options: Yes, No, and N/A)
 - b. Valid CCC-931 Returned by IRS (Select from the list provided)
 - c. Determination (Select "AGI Certification Withdrawn", "Ineligible", or "No Determination Required")
 - d. Receivable(s) Amount Established (Enter dollar amount with cents)
 - e. Determination Letter Sent On (Enter date)
 - f. Response Documents Received On (Enter date)
4. Click **Save** button.
5. You may also click **Save>>** button that saves the producer's record and navigates you to the next producer record.

Generate Reports for Reconciliation:

ARCT enables you to generate **AGI Review & Reconciliation Tracking Report** and **New Producers Report for Reconciliation**.

1. Click **ARCT Home** in the Menu tab.
2. On the left navigation, under Reconciliation, click **Review & Reconciliation Tracking Report**.
3. Select Program Year, State, and County from the dropdown lists.
4. Click **Generate Report** button.
5. The screen displays a dialog box.
6. Click **Open** to view immediately or **Save** it on your desktop.
7. For generating New Producers Report, click **New Producers Report** under Reconciliation.

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AGI - Review and Compliance Tracking System (ARCT) Help

Compliance:

ARCT system enables you to search producers and enter compliance information.

Search Producers for Compliance:

1. Enter your eAuth ID and password to log into ARCT. Upon successful login, the default page displays Search producer for reconciliation screen.
2. In the left navigation, click **Search Producers for Compliance**.
3. Enter Program Year, State and County of the producer you would like to search for. You may also optionally enter or select the following to narrow down the results:
 - a. Producer Name (Last name)
 - b. last four digits of Producer's TIN
 - c. TIN Type
4. Click **Search** button. The screen displays a list of Producers matching the criteria you entered.
5. You can sort the search results by clicking on the column headers as shown in Figure-2.

Figure 2: Sort Search results

| Producers | | | | |
|----------------------|-------------------------------|------------------------------|----------------------|---------------------------|
| <u>Producer Name</u> | <u>Last Four SSN/TIN-Type</u> | <u>USDA Core Customer ID</u> | <u>Producer Type</u> | <u>Review Completed</u> ▼ |
| | | | | |

Edit Producer Record:

1. Search for the list of producers as mentioned in **Search Producers for Compliance**.
2. From the list of producers that is displayed on the screen, click on the name of a producer you would like to edit.
3. The screen displays the Producer's record with their profile in read-only, and enables you to either select or enter information for the following fields:
 - a. Is Compliance review required?
 - b. Type of Tax Documentation Submitted
 - c. Determination for \$500K NFI
 - d. Determination for \$750K FI
 - e. Determination for \$1M NFI
 - f. Review Completed
 - g. Adverse Determination Date
 - h. Subsidiary Updated
 - i. Total Receivables Established
 - j. Appeal Documents Filed
4. Click **Save** button.
5. You may also click **Save>>** button that saves the producer's record and navigates you to the next producer record.

Generate Reports for Compliance:

ARCT enables you to generate **AGI Review & Compliance Tracking Report** and **New Producers Report for Compliance**.

1. Click **ARCT Home** in the Menu tab.
2. On the left navigation, under Compliance, click **Review & Compliance Tracking Report**.
3. Select Program Year, State, and County from the dropdown lists.
4. Click **Generate Report** button.
5. The screen displays a dialog box.
6. Click **Open** to view immediately or **Save** it on your desktop.
7. For generating New Producers Report, click **New Producers Report** under Compliance.

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*--ARCT Help Guide (Continued)

AGI - Review and Compliance Tracking System (ARCT) Help

Tools:

ARCT system provides a Compliance Calculation Worksheet link to assist in calculating the eligibility for Compliance.

Compliance Calculation Worksheet:

1. In the left navigation, click **Compliance Calculation Worksheet**.
2. Select a Program Year from the dropdown list.
3. Enter Total AGI (both nonfarm and farm) for the applicable years.
4. Enter AGI derived from all activities related to Farming, Ranching, and Forestry Operations for the applicable years.
5. Enter the Total AGI derived from Equipment sales and input services for the applicable years.
6. Click on the Calculate Button in order to process the business rules and show the Compliance Calculations results messages.

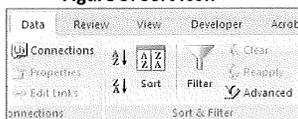
Help to Format Excel Worksheet

Note: The following help on MS Excel provides quick tips only. Please visit Microsoft website or click F1 for comprehensive help on MS Excel.

Sort Columns in the Report:

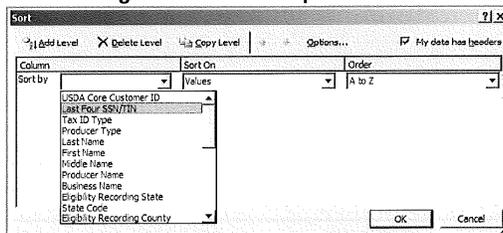
1. Save the Excel report.
2. Select the data along with the column headers in the generated excel spreadsheet.
3. Click **Data** tab on the Excel Menu tab, then click **Sort** icon as shown in Figure-3.

Figure 3: Sort Icon



4. A dialog box shall be displayed as shown in Figure-4. Select any column from the **Sort by** dropdown list, select Sort On and Order as desired. You may optionally **Add Level** to filter the results further down.

Figure 4: Select Sort option



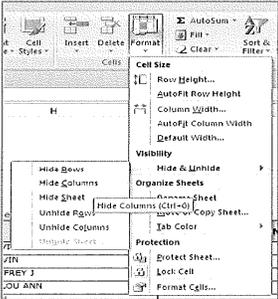
Hide/Unhide Columns in the Report:

1. Save the Excel report.
2. Select columns you want to hide. Use Ctrl key to select multiple columns.
3. You can right click and then select Hide/Unhide.
4. From **Home** menu tab, click **Format** icon in the Cells as shown in Figure-5.
5. Select Hide & Unhide from the list and then Hide Columns.
6. To unhide a column, select the Columns adjacent to the hidden column and follow steps 3 and 4 from above.

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AGI - Review and Compliance Tracking System (ARCT) Help

Figure 5: Hide/Unhide columns



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AGI - Review and Compliance Tracking System (ARCT) Help

Frequently Asked Questions:

1. What is ARCT system?
AGI- Review & Compliance Tracking System (ARCT) is a web application that enables users to enter Reconciliation and Compliance information.

Reconciliation: ARCT enables users to enter Reconciliation related information for the producers who have **not** submitted the required written consent to disclosure (CCC-927, CCC-928, or CCC-931) to IRS with a 2009, 2010, and/or 2011 eligibility record. Users can also enter reconciliation information for the producers into the system and generate reports with producer data.

Compliance: KCMO matches the SSN/EIN of each Participant to FSA subsidiary records (including Customer ID) and compares the IRS reported income limitation flag against current subsidiary system flags for each limitation. ARCT enables users to enter Compliance related information for those producers who have been listed on the reports generated by KCMO.
2. Who can use ARCT system?
Users are identified and approved by FSA/DAFP/PECD prior to using ARCT. Users must be FSA personnel with eAuthentication level-2 access.
3. Who are the Producers in ARCT System?

Producers for Reconciliation: All persons and legal entities who have **not** submitted the required written consent to IRS for 2009 and later years average AGI verification purposes.

Producers for Compliance: All persons and legal entities who have been listed in the KCMO reports as mentioned in the question #1.
4. Why can't I view complete TIN number?
Only last four digits of the TIN number are displayed on the screens and report due to privacy restrictions.
5. What is USDA Core Customer ID?
It is the unique alphanumeric identifier that was given to each producer by the FSA-USDA.
6. How do I sort the Producers list?
Click on the header fields in the grid that displays Producers list. You can sort by the following fields:
 - a. Producer Name
 - b. TIN
 - c. USDA Core Customer ID
 - d. Producer Type Determination (for Reconciliation)
 - e. Review Completed (for Compliance)
7. Why does it say, "There are no producers matching the search criteria."
This message is displayed when there are no matching records to the criteria you selected. Click **Modify Criteria** to change your criteria and continue search.
8. Do I have to enter all the information about the Producer before saving the record?
No. All data that you enter into the system is optional.
9. What are Previous and Next links?
Previous and **Next** links enable you to navigate and open Producer's record that is in the order displayed in the search results grid.
10. How do go back to the Search screen when I completed editing a Producer record?
Click **Back to List** link either at the top or bottom of the Edit producer screen.
11. How do I generate a report for all producers in a State?
On the generate Report screen, Select "All" in the **County** dropdown list.

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*--ARCT Help Guide (Continued)

AGI - Review and Compliance Tracking System (ARCT) Help

Glossary:

| Term | Description |
|--------------|--|
| AGI | Average Gross Income |
| CCC-931 | AVERAGE ADJUSTED GROSS INCOME (AGI) CERTIFICATION AND CONSENT TO DISCLOSURE OF TAX INFORMATION |
| Program Year | The year during which the producer participated in certain FSA farm program. |
| TIN | Tax Identification Number |

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