

**For:** State and County Offices

**FY 2016 Subsidiary Rollover**

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



**1 Overview**

**A Background**

Each year in mid-September, subsidiary and farm record rollover processing occurs to create records for the next FY.

The FY 2016 rollover process for subsidiary and farm records data will occur after work hours September 25, 2015.

**B Purpose**

This notice:

- advises State and County Offices that FY 2016 rollover is scheduled to begin on September 25, 2015
- provides the FY 2016 rollover schedule
- instructs County Offices to ensure that any modifications to web-based subsidiary file records are completed immediately
- specifies how data is rolled from FY 2015 to FY 2016.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2016	State Offices; State Offices relay to County Offices

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**2 FY 2016 Rollover Schedule**

**A Schedule**

The following provides the schedule for the FY 2016 rollover process.

<b>Date</b>	<b>Action</b>
September 25, 2015	County Offices shall have all updates for web-based applications completed.
September 25, 2015, 8 p.m. c.t.	Access to the web-based subsidiary records will be disabled. Web-based rollover processing will be performed.
September 28, 2015	Access to web-based subsidiary records should be restored, unless problems are encountered with the rollover process.

**B Availability of Data After Rollover Is Completed**

The following table provides a summary of the information that can be updated in the web-based applications after rollover is complete.

<b>Process</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011 and Prior Years</b>
<b>Web-Based Applications</b>						
Business File Application	✓	✓	✓	✓	✓	2009-2011
Combined Producer System	✓	✓	✓	✓	✓	2007-2011
Eligibility	✓	✓	✓	✓	✓	1999-2011
Payment Limitation Application for Allocations and Adjustments	✓	✓	✓	✓	✓	2008-2011
Business Partner Business Type	County Offices can update.	Authorized State Office users can update 2015 and prior year business types.				

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### 3 Rollover for Web-Based Software Applications

#### A Overview

The source of all subsidiary data being rolled to FY 2016 comes from data updated in the web-based environment, including the following:

- combined attribution and “person” combinations
- eligibility certifications and determinations
- farm operating plan information recorded in the Business File application
- payment limitation allocations for combined producers.

This paragraph provides information for updating web-based data for FY 2016 rollover.

#### B Business Partner Updates

Any updates to the 2015 business type for a customer should be completed **before September 25, 2015**.

After rollover, County Offices will:

- only be able to access and change a business type for the current year (2016) in Business Partner
- **not** be able to change or correct any prior year business types in Business Partner.

**Note:** County Offices are **required** to submit all business type changes for prior years to their designated State Office employee.

#### C Eligibility System Rollover Information

Information in the Eligibility System is rolled to the new subsidiary year based on whether the certification/determination is continuous. County Offices shall ensure that all subsidiary eligibility updates for certifications filed and determinations completed for FY 2015 are updated in the Eligibility System **immediately**.

**Reminder:** CRP prepayment reports and the Ad-Hoc AGI Reduction report (sent through e-mail) shall be used to identify producers that may have filed forms or need determinations completed to receive payments that will be issued beginning October 1, 2015.

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

The following eligibility certifications/determinations are rolled to the next subsidiary year based on the data recorded in the Eligibility System when rollover is initiated.

Eligibility Field	Is the certification/ determination continuous?	Is the 2015 value rolled to 2016?
Actively Engaged	Yes	Yes
Actively Engaged - 2002 Farm Bill	Yes	Yes
AD-1026	Yes	Yes
Cash Rent Tenant	Yes	Yes
Delinquent Debt		Yes
FCI	Yes	Yes
Foreign Person	Yes	Yes
Limited Resource-Farmer or Rancher	No	No
Permitted Entity - 2002 Farm Bill	Yes	Yes
Person Eligibility - 2002 Farm Bill	Yes	Yes
Socially Disadvantaged Farmer or Rancher - includes Racial, Ethnic, and Gender	Yes	Yes
Socially Disadvantaged Farmer or Rancher - includes Racial, Ethnic but not Gender	Yes	Yes

The conservation compliance values are determined based on information recorded in the Farm Records Management System. The information for the producer is summarized to the producer-level in the Eligibility System based on the following.

Determination	How FY 2016 Values Are Set		
HELC	Same as FY 2015.		
Planted Converted Wetland (PCW)	<b>Exception:</b> If FY 2015 value is “Not Compliant” or “Good Faith”, FY 2016 value will be set to “Compliant”.		
Converted Wetland	Same as FY 2015.		
Farm/Tract Eligibility	<b>IF FY 2015 value is...</b>	<b>AND PCW value was...</b>	<b>THEN...</b>
	<ul style="list-style-type: none"> <li>“Past Violation”</li> <li>“Reinstated”</li> </ul>		FY 2015 values will be rolled to FY 2016.
	not:	not reset to “Compliant”	
<ul style="list-style-type: none"> <li>“Past Violation”</li> <li>“Reinstated”</li> </ul>	reset to “Compliant”	FY 2016 value will be set based on determinations and producer exceptions in Farm Records.	

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**3 Rollover for Web-Based Software Applications (Continued)**

**C Eligibility System Rollover Information (Continued)**

The following AGI certifications/determinations are **not** continuous and; therefore, are **not** rolled to the next FY:

- AGI 2002 Farm Bill
- AGI 2008 Farm Bill Conservation Program \$1 Million Nonfarm
- AGI 2014 Farm Bill \$900,000 Total Income.

As a result, the FY 2015 values will be rolled to FY 2016 according to the following.

<b>IF FY 2015 value is...</b>	<b>THEN FY 2016...</b>
“Exempt”	value is set to “Exempt”.
<b>not</b> “Exempt”	certification is set to “Not Filed”.

In addition, the SED determination is reset in FY 2016 according to the following.

<b>IF SED determination is for...</b>	<b>THEN FY 2016 SED determination...</b>
AGI 2008 Farm Bill Conservation Program \$1 Million Nonfarm	“Not-Met SED” is reset to “Not Checked”.
AGI 2014 Farm Bill \$900,000 Total Income	is reset to “No Determination”.

For beginning farmer or rancher, the rollover process is based on whether the producer’s month and year they began farming is greater than 10 years. The following rules apply for beginning farmer or rancher.

<b>IF FY 2015 value is...</b>	<b>AND month and year producer began farming or ranching is...</b>	<b>THEN FY 2016...</b>
“No”		value is set to “No”.
“Yes”	greater than 09/2006	FY 2015 value is rolled to FY 2016.
	less than 09/2006	value is set to “No”.

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**3 Rollover for Web-Based Software Applications (Continued)**

**C Eligibility System Rollover Information (Continued)**

For producers that have a violation, the rollover process is based on whether the violation has expired. The following rules apply for violation determinations.

<b>IF determination was...</b>	<b>THEN for FY 2015, if the producer...</b>	<b>THEN the FY 2016 determination is...</b>
"Controlled Substance"	had "No Violation"	"No Violation".
	had any value other than "No Violation"	based on the "Year of Conviction" and the number of years of ineligibility. If the number of ineligible years has: <ul style="list-style-type: none"> <li>• expired, then the producer's determination is set to "No Violation"</li> <li>• <b>not</b> expired, then the producer's FY 2015 value is rolled to FY 2016.</li> </ul>
"Fraud – Including FCIC Fraud"	is "Compliant"	"Compliant".
	is "Not Compliant"	based on the "Year of Violation" and the number of years of ineligibility. If the number of ineligible years has: <ul style="list-style-type: none"> <li>• expired, then the producer's determination is set to "Compliant"</li> <li>• <b>not</b> expired, then the producer's determination is set to "Not Compliant".</li> </ul>
"NAP Non Compliance"	is "Compliant"	"Compliant".
	is "Not Compliant"	based on the "Year of Violation". If the number of ineligible years has: <ul style="list-style-type: none"> <li>• expired, then the producer's determination is set to "Compliant"</li> <li>• <b>not</b> expired, then the producer's determination is set to "Not Compliant – COC".</li> </ul>

**D Combined Producer**

County Offices shall ensure that all combined attribution or "person" combination determinations are recorded in the Combined Producer software by **September 25, 2015**. Combinations recorded for subsidiary year 2015 are rolled to subsidiary year 2016, including common attribution payment limitation allocation amounts recorded according to 3-PL (Rev. 1), paragraphs 97 and 98.

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### 3 Rollover for Web-Based Software Applications (Continued)

#### E Business File

Farm operating plans recorded in the Business File application for 2015 are continuous and will be rolled to 2016, if the plan is in a “determined” status.

**Note:** A “determined” status indicates that the producer has signed CCC-902 and COC has made the applicable determinations on CCC-903.

Farm operating plans recorded in the Business File application for 2015 for programs that do not require an “actively engaged in farming” will be active for 2016, if the plan indicated “No” to seeking benefits for any program requiring an “actively engaged in farming” determination and are in a “filed” status. The farm operating plan is not rolled to 2016, but the member data is available for usage in 2016 by programs **not** requiring actively engaged, cash rent tenant, or member contribution determinations.

County Offices are **not** required to record member data for 2016, if there is an active plan in a “filed” status for 2015. Revisions should only be made if the producer reports changes to the farming operation or it is determined the data recorded in the system does **not** match the information the producer has signed to on CCC-902.

**Note:** A “filed” status indicates that the producer has signed CCC-902 and COC has **not** made the applicable determinations on CCC-903.

County Offices shall **not** record determination dates unless COC has made at least 1 of the following determinations for the farming operation:

- “Actively Engaged in Farming”
- “Cash Rent Tenant”
- “Combined Attribution”
- “Foreign Person”.

#### F Payment Limitation

Payment limitation adjustments are not rolled from 1 subsidiary year to the next. These include:

- program adjustment decreases
- program adjustment increases
- inheritance adjustments.

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### 4 Rollover for System 36 Software Applications

#### A Introduction

Subsidiary rollover will no longer occur on the System 36.

The remaining program on the System 36 does not require additional subsidiary information from the web-based system. Therefore 2016 records will not be created on the System 36.

#### B Eligibility Information

All eligibility information previously updated based on the values recorded in the web-based system before 2016 rollover will remain on the System 36.

#### C Entity and Joint Operation Files

Data recorded in the joint operation and entity files will **not** roll to the 2016 subsidiary year. All entity and joint operation information previously updated will remain on the System 36. Users will still be able to create, revise, or delete entity and joint operation file data for FY's 2011 through 2015.