

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Common Management and Operating Provisions 1-CM (Revision 3)</b>	<b>Amendment 52</b>
---	---------------------

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



**Amendment Transmittal**

**A Reasons for Amendment**

Exhibit 13 has been amended to provide an updated example of SF-256.

Exhibit 101 has been amended to update counties associated with Morris County (34-027), Somerset (34-035), and Warren County (34-041), New Jersey.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
11, 12		1, pages 1, 2 13, pages 1, 2 101, pages 29, 30



**Table of Contents (Continued)**

**Page No.**

**Part 32 Facility Name and Address File**

931	General Information.....	32-1
932	Adding Records .....	32-4
933	Displaying Basic Data.....	32-8
934	Changing Basic Data.....	32-10
935	Deleting Records.....	32-13
936	Changing ID Number, ID Type, or Facility Code .....	32-15
937	Reactivating Deleted Records.....	32-16
938-949	(Reserved)	

**Part 33 Socially Disadvantaged, Limited Resource, and Beginning Farmer Certification**

950	Certification Policy .....	33-1
951-975	(Reserved)	

**Part 34 Payments to Producers Identified as Deceased in FY 2011 and Subsequent Years**

**Section 1 Payments to Producers Identified as Deceased Report**

976	Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1)...	34-1
977	Instructions for Required Reviews and Record Corrections.....	34-2
978	Review Results and Followup Actions.....	34-6
979-1000	(Reserved)	

**Section 2 Payments to Producers Identified as Deceased in FY 2011 and Subsequent Years Web Database**

1001	Reviewing the Payments to Producers Identified as Deceased Report (RPT-I-00-CM-11-1) .....	34-61
1002	County Reviews .....	34-63
1003	Search Results.....	34-65
1004	Death Master File (DMF) County Record Reviews .....	34-66
1005	Reason Codes and Identifiers.....	34-68
1006	County Reports .....	34-70
1007	State Reviews.....	34-74
1008	Search Results.....	34-77
1009	Death Master File (DMF) State Record Reviews .....	34-78
1010	State Review Progress.....	34-79
1011	State Reports .....	34-81
1012-1020	(Reserved)	

**Part 35 Using Unauthorized Forms and Documents**

1021	Unauthorized Forms and Documents Policy .....	35-1
------	---	------

## Table of Contents (Continued)

### Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4-9	(Reserved)
10	IRS Information About EIN's
11	Recording Business Types
11.4	Completing AD-2017
11.5	SCIMS Security Officers
12	Conversion Chart
12.5-12.10	(Withdrawn--Amend. 3)
13	SF-256, Self-Identification of Disability
14-49	(Reserved)
50	Forms and Documents Not Approved for FAXed Signatures
51	Signature Authority/Power of Attorney Questions and Answers
52-59	(Reserved)
60	FSA-211, Power of Attorney and FSA-211A, Power of Attorney Signature Continuation Sheet
61	(Withdrawn--Amend. 5)
62	Non-FSA Power of Attorney Certification
63-99	(Reserved)
100	State Codes and State Abbreviations
101	State and County Codes and Counties
102	Approved Abbreviations and Acronyms
103	Approved Facility Types and Codes
104	USPS Abbreviations for SCIMS Name and Address Records
105-124	(Reserved)
125	Review of Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) in FY 2011 and Subsequent Years

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
RPT-I-00-CM-08-1	Payments to Producers Identified as Deceased Report	Quarterly	30 calendar days after notification is received that the reports have been posted.	No	976-978, 1001, 1006, Ex. 125

### Forms

This table lists all forms referenced in this handbook.

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

<sup>1/</sup> CCC-184 is obsolete.

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

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-155	Request for Farm Reconstitution		Ex. 51
FSA-179	Transfer of Farm Records Between Counties		Ex. 51
FSA-211	Power of Attorney	Ex. 60	178, Part 25, 1005, Ex. 2, 51
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	707, 728
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification	950	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	762
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2001	Request for Direct Loan Assistance		177
FSA-2301	Request For Youth Loan		177
I-551	Alien Registration Receipt Card		177, 178, 932, Ex. 2
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Disability	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.

\*--SF-256, Self-Identification of Disability

<b>SELF-IDENTIFICATION OF DISABILITY</b> <i>(see instructions and Privacy Act information on reverse)</i>		
Last Name, First Name, and MI	Date of Birth (mm/yy)	Social Security Number
		ENTER CODE HERE → <input style="width: 20px; height: 20px;" type="text"/>
<p><b>Definition:</b> An individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 et. seq.).</p>		<p><b>Purpose:</b> Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>
<p><b>Part I. Targeted/Severe Disabilities</b></p> <p><b>Hearing</b> 18 - Total deafness in both ears (with or without understandable speech)</p> <p><b>Vision</b> 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)</p> <p><b>Missing Extremities</b> 30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)</p> <p><b>Partial Paralysis</b> 69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)</p> <p><b>Complete Paralysis</b> 79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts</p> <p><b>Other Impairments</b> 82 - Epilepsy 90 - Severe intellectual disability 91 - Psychiatric disability 92 - Dwarfism</p>		<p><b>Part II. Other Disabilities</b></p> <p><b>Hearing Conditions</b> 15 - Hearing impairment/hard of hearing</p> <p><b>Vision Conditions</b> 22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)</p> <p><b>Physical Conditions</b> 26 - Missing extremities (one hand or one foot) 40 - Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.) 41 - Spinal abnormalities (e.g., spina bifida, scoliosis) 44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51 - HIV Positive/AIDS 52 - Morbid obesity 61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof 70 - Complete paralysis of one hand 80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery 83 - Blood diseases (e.g., sickle cell anemia, hemophilia) 84 - Diabetes 86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.) 87 - Kidney dysfunction (e.g., required dialysis) 88 - Cancer (present or past history) 93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.) 98 - History of alcoholism</p> <p><b>Speech/Language/Learning Conditions</b> 13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy 94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)</p> <p><b>Other Options</b> 01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) 05 - I do not have a disability. 06 - I have a disability, but it is not listed on this form.</p>

\*--SF-256, Self-Identification of Disability (Continued)

**The Rehabilitation Act of 1973**

The Rehabilitation Act, as amended (29 U.S.C. 701, et seq.), requires each agency in the executive branch of the Federal Government to establish programs that will facilitate the hiring, placement, and advancement of individuals with disabilities. The best means of determining agency progress in this respect is through the production of reports at certain intervals showing such things as the number of employees with disabilities who are hired, promoted, trained, or reassigned over a given time period; the percentage of employees with disabilities in the workforce and in various grades and occupations; etc. Such reports bring to the attention of agency top management, the U.S. Office of Personnel Management (OPM), and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and advancement of individuals with disabilities and, therefore, are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

The disability data collected on employees will be used only in the production of reports such as those previously mentioned and not for any purpose that will affect them individually. The only exception to this rule is that the records may be used for selective placement purposes and selecting special populations for mailing of voluntary personnel research surveys. In addition, every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is known only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, **with the exception of employees appointed under Schedule A, SECTION 213.3102(u) (Severe physical or mental disabilities)**. These employees will be requested to identify their disability status and if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment.

Employees will be given every opportunity to ensure that the disability code carried in their agency's and OPM's personnel systems is accurate and is kept current. They may exercise this opportunity by asking their Personnel Officer to see a printout of the code and definition from their records. The code carried on employees in the agency's system will be identical to that carried in OPM's system.

Your cooperation and assistance in establishing and maintaining an accurate and up-to-date disability report system is sincerely appreciated.

---

**Privacy Act Statement**

Collection of the requested information is authorized by the Rehabilitation Act, as amended (29 U.S.C. 701, et seq.). Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permits agencies to use the SSN as the means for identifying persons with disabilities in personnel information systems. Your SSN will only be used to ensure that your correct disability code is recorded along with other employee information that your agency and OPM maintain on you. Furnishing your SSN or any other data requested for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data. Employees appointed under Schedule A, Section 213.3102 (u) (Severe physical or mental disabilities) are requested to furnish an accurate disability code, but failure to do so will not affect them. Where employees hired under one of these appointing authorities fail to disclose their disability(ies), however, the appropriate code will be determined from the employee's existing records or medical documentation physically submitted upon appointment.

State and County Codes and Counties (Continued)

31 Nebraska (Continued)									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
31	097	Johnson			31	143	Polk		
31	099	Kearney			31	145	Red Willow		
31	101	Keith			31	147	Richardson		
31	103	Keya Paha			31	149	Rock		
31	105	Kimball			31	151	Saline		
31	107	Knox			31	153	Sarpy		
31	109	Lancaster			31	155	Saunders		
31	111	Lincoln			31	157	Scotts Bluff		
31	113	Logan			31	159	Seward		
31	115	Loup			31	161	Sheridan		
31	117	McPherson			31	163	Sherman		
31	119	Madison			31	165	*--South Sioux		X--*
31	121	Merrick			31	167	Stanton		
31	123	Morrill			31	169	Thayer		
31	125	Nance			31	171	Thomas		
31	127	Nemaha			31	173	Thurston		
31	129	Nuckolls			31	175	Valley		
31	131	Otoe			31	177	Washington		
31	133	Pawnee			31	179	Wayne		
31	135	Perkins			31	181	Webster		
31	137	Phelps			31	183	Wheeler		
31	139	Pierce			31	185	York		
31	141	Platte							
32 Nevada									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
32	001	Churchill			32	021	Mineral		
32	003	Clark			32	023	*--Northwest Nye		X
32	005	Douglas			32	035	Southeast Nye		X--*
32	007	Elko			32	027	Pershing		
32	009	Esmeralda			32	029	Storey		
32	011	Eureka			32	031	Washoe		
32	013	Humboldt			32	033	White Pine		
32	015	Lander							
32	017	Lincoln					<b>Independent City</b>		
32	019	Lyon			32	510	Carson City		

State and County Codes and Counties (Continued)

33 New Hampshire									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
33	001	Belknap			33	011	Hillsborough		
33	003	Carroll			33	013	Merrimack		
33	005	Cheshire			33	015	Rockingham		
33	007	Coos			33	017	Strafford		
33	009	Grafton			33	019	Sullivan		
34 New Jersey									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
34	001	Atlantic			34	023	Middlesex		
34	005	Burlington			34	025	Monmouth		
34	007	Camden			34	027	*--Morris, Bergen, Essex, Hudson, Passaic		X--*
34	009	Cape May			34	029	Ocean		
34	011	Cumberland			34	033	Salem		
34	015	Gloucester			34	035	Somerset, *--Union		X--*
34	019	Hunterdon * * *		* * *	34	037	Sussex		
34	021	Mercer			34	041	Warren * * *		* * *
35 New Mexico									
Codes		County	Non-Ag.	Non-FIPS	Codes		County	Non-Ag.	Non-FIPS
St.	Co.				St.	Co.			
35	001	Bernalillo			35	023	Hidalgo		
35	003	Catron			35	025	Lea		
35	005	Chaves			35	027	Lincoln		
35	006	Cibola			35	028	Los Alamos	X	
35	007	Colfax			35	029	Luna		
35	009	Curry			35	031	McKinley		
35	011	DeBaca			35	033	Mora		
35	013	Dona Ana			35	035	Otero		
35	015	Eddy			35	037	Quay		
35	017	Grant			35	039	Rio Arriba		
35	019	Guadalupe			35	041	Roosevelt		
35	021	Harding			35	043	Sandoval		