

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 62

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 1 D has been amended to add the Agricultural Act of 2014 as a source of authority.

Subparagraph 950 A has been amended to remove references to ACRE and DCP.

Subparagraph 950 B has been amended to incorporate CCC-860 to be used for 2014 and subsequent years for SDA, limited resource, and beginning farmer or rancher certifications.

Subparagraph 950 E has been added to provide an example of CCC-860.

Exhibit 2 has been amended to update the definitions for the following:

- beginning farmer or rancher
- limited resource farmer or rancher
- SDA farmer or rancher.

Page Control Chart		
TC	Text	Exhibit
	1-1, 1-2 33-1 through 33-4 33-5 (add)	1, pages 1, 2 2, pages 1-4

Part 1 Basic Provisions

1 Overview

A Handbook Purpose

This handbook contains common management and operating provisions for program management activities, functions, and automated applications.

B Public Information

Follow instructions in 2-INFO, paragraph 69 to make determinations on providing requested producer name and address lists to the public.

C Related Handbooks

FSA handbooks related to common management are:

- 1-AFIDA for foreign person procedure
- 15-AO for county and community persons
- 16-AO for State and county organization and administration
- 25-AS for record keeping requirements
- 3-BU for State and county administrative and program funds
- 3-CM for farm records
- 5-CM for common payment limitation provisions
- 1-CMA for CMA and LSA procedures
- 2-CP for acreage reporting procedures
- 6-CP for HELC and WC procedures
- 1-CRP for Agricultural Resource Conservation Program procedures
- 1-DCP for DCP procedures
- 2-DCP for DCP automation procedures
- 1-FI for fiscal management procedures
- 58-FI for claim and receivable procedures
- 62-FI for reporting data to IRS
- 2-INFO for information available to the public
- 2-IRM for computer backups and storage
- 1-PL for payment limitation procedures
- 2-PL for entity file and joint operation procedures
- *--3-PL for web-based subsidiary files (2008 and prior years)
- 3-PL (Rev. 1) for web-based subsidiary files (2009 and subsequent years)--*
- 4-PL for payment limitation procedure.

1 Overview (Continued)

D Sources of Authority

Authority for this handbook is in:

- Commodity Credit Corporation Charter Act, as amended
- Food Security Act of 1985
- Federal Agriculture Improvement and Reform Act of 1996
- Food, Conservation, and Energy Act of 2008
- *--Agricultural Act of 2014.--*

Part 33 Socially Disadvantaged, Limited Resource, and Beginning Farmer Certifications**950 Certification Policy****A Background**

*--Certain FSA/CCC programs require customers to indicate that they are claiming to be SDA, limited resource, or beginning farmers or ranchers, to meet applicable eligibility requirements.

See Exhibit 2 for definitions of SDA, limited resource, and beginning farmer or rancher.

B Applicable Forms

Producers requesting eligibility consideration based on SDA, limited resource, or beginning farmer or rancher status shall provide their certification on either of the following:

- FSA-217, for 2008 Farm Bill programs
- CCC-860.

CCC-860 shall replace FSA-217 for existing programs and programs authorized under the Agricultural Act of 2014.

Notes: The 2012 SURE program shall continue to use FSA-217 for SDA, limited resource, and beginning farmer or rancher.

FSA-217 and CCC-860 are **not** applicable for FLP's.

C Maintenance

FSA-217 and CCC-860 shall be filed according to 25-AS, Exhibit 22 in file PE 2,--* Producer Eligibility File, and maintained for a period of 7 years after the year the applicable program files are no longer needed.

950 Certification Policy (Continued)

D Example of FSA-217

The following is an example of a completed FSA-217.

*--

This form is available electronically. (See Page 2 for Definitions.) FSA-217 U.S. DEPARTMENT OF AGRICULTURE (10-03-11) Farm Service Agency		1A. County FSA Office Name and Address (Including Zip Code) Jefferson County FSA Office 209 East Third Avenue Ranson, WV 25438	
SOCIALLY DISADVANTAGED, LIMITED RESOURCE AND BEGINNING FARMER OR RANCHER CERTIFICATION		1B. Telephone No. (Area Code) 304-725-3471	1C. Program Year 2008
(See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)			
2. Applicant's Name and Address <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Chris Hunt PO Box 10 Harpers Ferry, WV 25425 </div>		INSTRUCTIONS: Complete Parts A, B, C and/or Part D as applicable. Read the information relating to false certification below Part D. Return this form to the address in Item 1 above.	
INFORMATION: <i>If a legal entity requests to be considered a "socially disadvantaged", "limited resource", or "beginning" farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition as provided on Page 2 of this form. Farmer or rancher includes; "owners", "operators" and "other producers".</i>			
PART A – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER (2003 Act – Includes Gender)			
3. I certify that the following is true by checking the box below:			
<input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities.			
PART B – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER (1990 Act – Excludes Gender)			
4. I certify that the following is true by checking the box below:			
<input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities.			
<i>Note: Food, Agriculture, Conservation and Trade Act of 1990 (includes racial, ethnic, but not gender).</i>			
PART C – CERTIFICATION OF LIMITED RESOURCE FARMER OR RANCHER			
5. I certify that the following statements are true by checking the appropriate boxes below:			
<input type="checkbox"/> My/our gross direct and indirect farm sales were not more than \$100,000 in both of the previous 2 years. Farm sales limit is subject to change to adjust for inflation using price paid by farmer index as compacted by National Agricultural Statistics Service (NASS).			
AND:			
<input type="checkbox"/> My/our total household income is at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years. Income levels are determined annually using Commerce Department data.			
<i>Note: A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self-Determination Tool located at http://www.lrftool.sc.egov.usda.gov/.</i>			
PART D – CERTIFICATION OF BEGINNING FARMER OR RANCHER			
6. I certify that the following statements are true by checking the appropriate boxes below:			
<input checked="" type="checkbox"/> a. I (or if applicable, the entity or joint operation) have not operated a farm or ranch for more than 10 years.			
<input checked="" type="checkbox"/> b. I (or if applicable, the entity or joint operation) substantially participates in the operation.			
<input checked="" type="checkbox"/> c. I (or if applicable, the entity or joint operation) began farming in <u>April/2007</u> . Date (Month/Year)			
PENALTY FOR FALSE CERTIFICATION: Evidence that may be required to validate certification may include tax records, accountant's certification, or other documentation that provides the information required. The penalty for false certification is loss of all benefits for the crop year in which the false certification was made.			
7A. Applicant's Signature (By) /s/ Chris Hunt	7B. Title/Relationship of the Individual Signing in the Representative Capacity	7C. Date (MM-DD-YYYY) 01-21-2010	

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950 Certification Policy (Continued)

D Example of FSA-217 (Continued)

FSA-217 (10-03-11)	Page 2
Definitions:	
<p>A. Socially Disadvantaged Farmer or Rancher (2003 Act-Includes Gender):</p> <p>A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and gender.</p> <p><i>Note: This definition, which includes gender as a prejudice, is applicable to only Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</i></p>	
<p>B. Socially Disadvantaged Farmer or Rancher (1990 Act – Excludes Gender):</p> <p>A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, and Hispanics.</p> <p><i>Note: This definition is applicable to all programs except Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</i></p>	
<p>C. Limited Resource Farmer or Rancher:</p> <p>A <u>limited resource farmer or rancher</u> is a farmer or rancher that meets the criteria for both of the following:</p> <ul style="list-style-type: none"> • The farmer or rancher directly or indirectly has gross farm sales not more than \$100,000 in both of the previous 2 years to be increased starting in FY 2004 to adjust for inflation using price paid by farmer index as compacted by NASS. • The farmer or rancher has a total household income at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years, to be determined annually using Commerce Department data. <p>A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self-determination Tool located at http://www.lrftool.sc.egov.usda.gov/.</p>	
<p>D. Beginning Farmer or Rancher:</p> <p>A <u>beginning farmer or rancher</u> is an individual or entity for which both of the following are true:</p> <ul style="list-style-type: none"> • The farmer or rancher or entity or joint operation has not operated a farm or ranch for more than 10 consecutive years. • The farmer or rancher substantially participates in the operation. 	
<p><i>Note. If a legal entity requests to be considered a “socially disadvantaged”, “limited resource”, or “beginning” farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition as provided on this form. Farmer or rancher includes: “owners”, “operators” and “other producers”.</i></p>	
<p>Note: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</p> <p><i>This information collection is exempted from the Paperwork Reduction Act as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</i></p> <p><i>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).</i></p> <p><i>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</i></p>	

950 Certification Policy (Continued)

*--E Example of CCC-860

The following is an example of CCC-860.

This form is available electronically. CCC-860 (04-02-14)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		(See Page 2 for Definitions.)	
SOCIALLY DISADVANTAGED, LIMITED RESOURCE AND BEGINNING FARMER OR RANCHER CERTIFICATION				1A. County FSA Office Name and Address (Including Zip Code)	
				1B. Telephone No. (Area Code)	1C. Program Year
2. Applicant's Name and Address				INSTRUCTIONS: Complete Parts A, B and/or C as applicable. Read the information relating to false certification below Part D. Return this form to the address in Item 1 above.	
INFORMATION: If a legal entity requests to be considered a "socially disadvantaged", "limited resource", or "beginning" farmer or rancher, the entity must meet the definition as provided on Page 2 of this form. Farmer or rancher includes; "owners", "operators" and "other producers".					
PART A – CERTIFICATION OF SOCIALLY DISADVANTAGED FARMER OR RANCHER					
3. I certify that the following is true by checking the box below:					
<input type="checkbox"/> I am a member (or if applicable, members) of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities.					
PART B – CERTIFICATION OF LIMITED RESOURCE FARMER OR RANCHER					
4. I certify that the following statements are true by checking the appropriate boxes below:					
<input type="checkbox"/> My/our direct or indirect gross farm sales do not exceed the amount in Table 1 on page 2 of this form in each of the 2 calendar years that precede the complete taxable year before the relevant program year, adjusted upwards in later years for any general inflation.					
AND:					
<input type="checkbox"/> My/our total household income was at or below the national poverty level for a family of four in each of the same 2 previous years referenced in paragraph (1) of this definition.					
Note: A limited resource farmer or rancher status can be determined by using a web site available through the Limited Resource Farmer and Rancher Online Self-Determination Tool through National Resource and Conservation Service at http://www.lrftool.sc.egov.usda.gov/ .					
PART C – CERTIFICATION OF BEGINNING FARMER OR RANCHER					
5. I certify that the following statements are true by checking the appropriate boxes below:					
<input type="checkbox"/> A. I (or if applicable, the entity or joint operation) have not operated a farm or ranch for more than 10 years.					
<input type="checkbox"/> B. I (or if applicable, the entity or joint operation) substantially participate in the operation.					
<input type="checkbox"/> C. I (or if applicable, the entity or joint operation) began farming in _____ Date (Month/Year)					
PENALTY FOR FALSE CERTIFICATION:					
The penalty for false certification is loss of all benefits for the crop year in which the false certification was made.					
6A. Applicant's Signature (By)		6B. Title/Relationship of the Individual Signing in the Representative Capacity		6C. Date (MM-DD-YYYY)	
NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.) and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to certify that an individual, legal entity, or joint operation is a member of a socially disadvantaged group, qualifies as limited resource CCC producer, or qualifies as a beginning farmer or rancher. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for socially disadvantaged, limited resource, or beginning farmer or rancher program benefits.					
This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.					

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950 Certification Policy (Continued)

*--E Example of CCC-860 (Continued)

Page 2

CCC-860 (04-02-14)

Definitions:

A. Socially Disadvantaged Farmer or Rancher:

A socially disadvantaged farmer or rancher is a farmer or rancher who is a member of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and women.

For legal entities requesting to be considered Socially Disadvantaged, the majority interest must be held by socially disadvantaged individuals.

B. Limited Resource Farmer or Rancher:

A limited resource farmer or rancher is a farmer or rancher that meets the criteria for both of the following:

- A producer whose direct or indirect gross farm sales do not exceed the amount in Table 1 below in each of the 2 calendar years that precede the complete taxable year before the relevant program year, adjusted upwards in later years for any general inflation, and

Program Year	Corresponding Years	Amount
2012	2009 and 2010	\$163,200
2013	2010 and 2011	\$172,800
2014	2011 and 2012	\$176,800
2015 and subsequent years		See http://www.lrftool.sc.egov.usda.gov 1/

1/ See tool for annual increase due to general inflation rate

- A producer whose total household income was at or below the national poverty level for a family of four in each of the same 2 previous years reference in paragraph (1) of this definition.

A limited resource farmer or rancher status can be determined using the web site available through the Limited Resource Farmer and Rancher Online Self-Determination Tool through National Resource and Conservation Service at <http://www.lrftool.sc.egov.usda.gov/>.

For legal entities requesting to be considered Limited Resource Farmer or Rancher, the sum of gross sales and household income must be considered for all members.

Note: This definition is not applicable to FLP.

C. Beginning Farmer or Rancher:

A beginning farmer or rancher is an individual or entity for which both of the following are true;

- The farmer or rancher, entity or joint operation has not operated a farm or ranch for more than 10 years.
- The farmer or rancher materially and substantially participates in the operation.

For legal entities to be considered a Beginning Farmer or Rancher, all members are related by blood or marriage; and all the members are beginning farmers or ranchers.

Note: This definition is not inclusive of all FLP requirements.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

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951-975 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports of this handbook.

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

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
AD-2047	Customer Data Worksheet Request for SCIMS Record Change (For Internal Use Only)	198	177, 178, 198, 199
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184 1/	CCC Check		679
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753, Ex. 51
CCC-605	Designation of Agent - Cotton		728, 731, Ex. 51
CCC-860	Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification	950	Ex. 2
CCC-901	Members Information 2009 and Subsequent Years		707-711, 713, Ex. 51

1/ CCC-184 is obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		707-711, 713, Ex. 51
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		779
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-156-EZ	Abbreviated 156 Farm Record and Tract Listing		177, 178
FSA-179	Transfer of Farm Records Between Counties		Ex. 51
FSA-211	Power of Attorney	Ex. 60	178, Part 25, 1005, Ex. 2, 51
FSA-211-1 <u>2/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	707, 728
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification	950	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Deceased	779	
FSA-476DCP	Notice of Acreage Bases, Payment Yields, and CRP Reduction		177, 178
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2001	Request for Direct Loan Assistance		177
FSA-2301	Request for Youth Loan		177
I-551	Alien Registration Receipt Card		177, 178, 932, Ex. 2
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Disability	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

2/ FSA-211-1 is obsolete.

Definitions of Terms Used in This Handbook

Administrator

An administrator is an individual appointed by the court to administer the assets and liabilities of the deceased.

Agent

An agent is an individual authorized by the producer to act for him or her using his or her own discretion to transact business for the producer.

Affidavit

An affidavit is a written declaration or statement of facts confirmed by the oath or affirmation of the party making the declaration or statement of fact.

Note: It is not an instrument that is used to convey authority upon an individual or entity, which is the reason why it was no longer considered as acceptable evidence for signature authority as of July 20, 2004. Affidavits filed after July 18, 2001, must be witnessed by an FSA employee or notarized to be considered acceptable.

Authorized User

Authorized user means USDA Service Center employees who have been certified to have received sufficient training commensurate with their requested role in the use of SCIMS on AD-2017 by their respective agency's State or County SCIMS Security Officer and have been processed through FSA security operations by their respective agency's State SCIMS Security Officer.

Beginning Farmer or Rancher

Beginning farmer or rancher means an individual or entity for which **both** of the following are true:

- *--farmer or rancher, entity, or joint operation has **not** operated a farm or ranch for more than 10 years
- farmer or rancher materially and substantially participates in the operation.

Notes: If a legal entity requests to be considered a "beginning" farmer or rancher, **all** members shall be related by blood or marriage and shall meet the criteria for a beginning farmer or rancher.

This definition is **not** inclusive of all FLP requirements.--*

Conservator

A conservator is an individual appointed by the court to manage the affairs of an incompetent.

Definitions of Terms Used in This Handbook (Continued)

County

The term county means:

- any county, parish, or administrative unit equivalent to a county
- any price support cooperative approved by the Policy and Procedure Branch, PSD.

Customer Core Data

Customer core data means name and address data that has been determined to be used by at least 2 of the agencies in the Service Center.

Executor

An executor is an individual named in the deceased's will to administer assets and liabilities of the estate.

Facsimile Signature

A facsimile signature is an approved copy or reproduction of an original signature, such as a rubber stamp.

FAXed Signature

A FAXed signature is a signature received on forms and documents through telefacsimile transmission through a FAX machine.

Foreign Entity

A foreign entity is a corporation, trust, estate, or other similar organization, that has more than 10 percent of its beneficial interest held by individuals who are not:

- citizens of the United States
- lawful aliens possessing a valid Alien Registration Receipt Card (Form I-551 * * *).

Guardian

A guardian is an individual who legally is responsible for the care of a minor, estate, or both.

Definitions of Terms Used in This Handbook (Continued)

Limited Resource Farmer or Rancher

*--Limited resource farmer or rancher means a farmer or rancher is **both** of the following:

- a producer whose direct or indirect gross farm sales do not exceed the amount in the following table in each of the 2 calendar years that precede the complete tax year before the relevant program year adjusted upwards in later years for any general inflation
- a producer whose total household income was at or below the national poverty level for a family of 4 in each of the same 2 calendar years that precede the complete tax year before the relevant program year adjusted upwards in later years for any general inflation.

Direct and Indirect Gross Sales		
Program	Corresponding Years	Amount
2012	2009 and 2010	\$163,200
2013	2010 and 2011	\$172,800
2014	2011 and 2012	\$176,800
2015 and subsequent years		See http://www.lrftool.sc.egov.usda.gov/tool.aspx .

Limited resource farmer or rancher status can be determined by using the tool at <http://www.lrftool.sc.egov.usda.gov/tool.aspx>.

Notes: If a legal entity requests to be considered a “limited resource” farmer or rancher, the sum of gross sales and household income **must** be considered for **all** members.

This definition is **not** inclusive of all FLP requirements.--*

Linkage

Linkage is a requirement that producers obtain at least the catastrophic level of insurance for each crop of economic significance grown on each farm in the county in which the producer has an interest, if insurance is available in the county for the crop, to be eligible for certain USDA benefits.

Manager

A manager is an individual chosen or appointed to manage, direct, and administer the affairs of another individual corporation.

Power of Attorney

A power of attorney is either of the following:

- any legal form determined acceptable by the regional attorney
- FSA-211 (includes FSA-211A).

Resolution

A resolution is a determination of policy of a corporation by the vote of its board of directors bearing the signature(s) of the corporate secretary and/or other authorized officers, as applicable.

Definitions of Terms Used in This Handbook (Continued)

Scanned Signature

A scanned signature is a signature received on forms and documents which have been electronically scanned and submitted to Service Center via an attachment to an e-mail or the Internet.

--Socially Disadvantaged (SDA) Farmer or Rancher--

SDA farmer or rancher means a farmer or rancher who is a member of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Groups include American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other
--Pacific Islanders, Hispanics, and women.--

* * *

Trustee

A trustee is an appointed individual entrusted with another's property, such as in bankruptcy cases.