

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Subsidiary Files 2-PL (Revision 1)	Amendment 14
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

CCC-527 has been revised to provide an option in item 8A indicating CCC-902 and CCC-903 are being provided for COC action.

B Reasons for Amendment

Paragraph 107 has been amended to do the following:

- include references to recording/control and nonrecording/noncontrol County Office
- remove references to CCC-738 and CCC-739
- provide that the recording/control county must sign, record title, and date CCC-527, items 12A through 12C.
- revise instructions to correspond with revised CCC-527
- provide an example of the revised CCC-527.

Page Control Chart		
TC	Text	Exhibit
	3-3 through 3-70	1, page 3

107 Request Updates

A Overview

*--CCC-527's facilitate communication between County Offices to create a record of subsidiary file changes and coordinate the following:

- subsidiary record requests
- PLM record change requests.--*

CCC-527 shall be used for exchanges and/or requests for information.

B Using CCC-527's

If there is a change needed to a producer's subsidiary record or PLM record, CCC-527 shall be used.

Note: CCC-527's shall be FAXed.

The initiating County Office shall:

- complete CCC-527, items 1 through 6 and, if applicable, items 7 through 10
- sign, record, and date CCC-527, items 11A through 11C
- FAX CCC-527 and all supporting documentation to the receiving County Office.

107 Request Updates (Continued)

B Using CCC-527's (Continued)

IF the receiving County Office is the...	THEN...
--recording/control county--	<ul style="list-style-type: none"> • assemble any information requested on CCC-527 • change, correct, or establish the producer's subsidiary and/or PLM record, if possible <p style="text-align: center;">Note: In CCC-527, item 10 thoroughly document the reason a producer's subsidiary and/or PLM cannot be changed, corrected or established.</p> <ul style="list-style-type: none"> •*--sign, record title, and date CCC-527, items 12A through 12C--* • FAX CCC-527 and any supporting information back to the initiating County Office.
--nonrecording/noncontrol-- county	<ul style="list-style-type: none"> • complete CCC-527 applicable items • assemble all supporting information •*--sign, record title, and date CCC-527, items 12A--* through 12C • FAX CCC-527 and any requested information to the initiating County Office.

The receiving County Office shall respond to the initiating County Offices requests for information within 3 business days.

*--**Note:** The recording/control County Office is responsible for all updates to any eligibility--* information in the System 36 or on the Web.

107 Request Updates (Continued)

C Completing CCC-527's

CCC-527's shall be completed according to these instructions.

Item	Action
1	Enter date CCC-527 is prepared.
2A	Enter name of the County Office that will receive the request and complete the action.
2B	Enter State and county code of the County Office that will complete the action.
2C	*--The telephone number of the County Office that will complete the action is optional information (suggest to complete for County Offices in other States).
2D	The FAX number of the County Office that will complete the action is optional information (suggest to complete for County Offices in other States).
3A	Enter name of the County Office that initiated the request and is requesting the information.
3B	Enter State and county code of the County Office that is requesting the information.
3C	The telephone number of the County Office requesting the action is optional information (suggest to complete for County Office in other States).
3D	The FAX number of the County Office requesting the action is optional information (suggest to complete for County Office in other States).
4	Enter producer's name as it appears in SCIMS.
5	Enter last 4-digits of the producer's ID number.
6	Enter crop year for this request. Only 1 year per CCC-527.
7	Check the applicable box.
8A	The payment limitation recording/control County Office checks the applicable box when a COC determination requires a noncontrol County Office COC to make a determination.
8B	The PLM nonrecording/noncontrol County Office checks applicable box for COC determination.
9A	Nonrecording/noncontrol County Office shall enter the program to be adjusted/established.
9B	Nonrecording/noncontrol County Office shall enter the total PLM amount (whole dollars) to be adjusted/established (total amount needed for year not just increase).
9C	Recording/control County Office shall enter the date the PLM adjustment was--* made.
10	Enter any comments, additional explanation, or other information to help explain the changes requested for the producer or the reason requested changes were altered or denied.
11 A	Initiating representative signs.
11 B	Initiating representative enters job title.
11 C	Initiating representative enters date the CCC-527 is FAXed.
12 A	Receiving representative signs.
12 B	Receiving representative enters job title.
12 C	Receiving representative enters date the CCC-527 is FAXed to initiating County Office.

107 Request Updates (Continued)

D Example of CCC-527

Following is an example of CCC-527.

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This form is available electronically. CCC-527 (03-24-09)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Date Prepared	
REQUEST FOR ACTION FOR SUBSIDIARY/PAYMENT LIMITATION					
This form is used to facilitate communication between counties to exchange eligibility information, review CCC determinations and establish or revise payment limitation allocations.					
2A. TO: NAME AND ADDRESS		2B. ST/CTY CODES	3A. FROM: NAME AND ADDRESS		3B. ST/CTY CODES
2C. Telephone No. (Area Code)		2D. FAX No. (Area Code)	3C. Telephone No. (Area Code)		3D. FAX No. (Area Code)
PART A - ELIGIBILITY DETERMINATION					
4. Producer Name			5. ID Number (Enter Last 4 digits)	6. Program Year	
7. For AD-1026, check if it applies:					
<input type="checkbox"/> AD-1026 needed for production affiliates		<input type="checkbox"/> Completed AD-1026 enclosed			
8A. For COC Action:			8B. Did COC concur?		
<input type="checkbox"/> CCC-902 and CCC-903 with determinations enclosed for COC action			<input type="checkbox"/> COC Concur		
<input type="checkbox"/> CCC-502 and CCC-503A with determinations enclosed for COC action			<input type="checkbox"/> COC Does Not Concur (Detailed Explanation Required in Part C)		
PART B - REQUEST TO CHANGE ALLOCATION					
9. Limitation needed: (If producer is new in your county or if additional limitation is required.) FAX form and information.					
A. Enter the Program to Adjust		B. Enter the Total Dollar Amount Needed for the Program Year		C. Enter Date	
		\$			
		\$			
		\$			
PART C - EXPLANATION					
10. Provide a detailed explanation:					
PART D - SIGNATURE					
11A. Signature of Initiating Representative		11B. Title		11C. Date Faxed	
12A. Signature of Receiving Representative		12B. Title		12C. Date Faxed	
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108-114 (Reserved)

Section 2 (Withdrawn--Amend. 10)

115, 116 (Withdrawn--Amend. 10)

117-126 (Reserved)

3-20-09

2-PL (Rev. 1) Amend. 14

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
PFC	production flexibility contract	Text
PID	permanent ID number	Part 7, Ex. 2
PLM	payment limitation (file)	Text
PN	peanuts	146
PS	price support	180
PY	prior year	Text
SCIMS	Service Center Information Management System	107, 419
SOD	start-of-day process	Text
WHIP	Wildlife Habitat Incentives Program	366

Delegations of Authority

None

