

Checklist for Natural Resources Conservation Service Customer Eligibility

Program:

ProTracts Contract Number:

Participant Name:

Checklist Completed by

Date:

Natural Resources Conservation Service (NRCS) Steps:

1. The NRCS defines what action the eligibility issue is impacting:

- A. Current year obligation
- B. Contract payment or Contract Modification for Contract Year:
- C. Contract successor-in-interest

Successors on contracts prior to 2009 must complete Form CCC-526C per the Farm Service Agency (FSA) Notice, PL-187, to certify adjusted gross income (AGI) status for the AGI-2002 Farm Bill. Participants must enter the year in which they are succeeding on the conservation contract in item number four per guidance in Title 440, Conservation Programs Manual (CPM), Part 512, Subpart F, Section 512.54.

2. NRCS uses Update Eligibility in NRCS software to review the current participant eligibility status. This step should be repeated on a periodic basis until the issue is resolved.
3. NRCS staff reviews the Program Eligibility Matrices in 440-CPM, Part 512, Subpart J, Section 512.98, for the applicable program and participant's business type.
- A. If the business type is not eligible for conservation program payments, the NRCS software will display the following eligibility error message: *"Business type is not permitted for this program."*
 - B. If the business type is not valid for the program, the following eligibility error message will display, *"Subsidiary records indicate an ineligible participant"*
4. NRCS defines the specific eligibility issue as one or more of the following after reviewing the application or contract eligibility error messages in NRCS software: *"Subsidiary records indicate an ineligible participant"*:

Eligibility for current fiscal year application

- A. Form AD-1026, Highly Erodible Land/Wetland Compliance HEL/WC) Certification
- B. Farm Tract Eligibility (FTE)
 - i. Highly Erodible Land Conservation (HELC)
 - ii. Planted Converted Wetland
 - iii. Converted Wetland
- C. AGI-Conservation Program

Eligibility for modification or payment on prior year contracts

- D. Form AD-1026
- E. FTE
 - i. HELC
 - ii. Planted Converted Wetland
 - iii. Converted Wetland
- F. AGI-2002 Farm Bill for contract years 2002-2008
OR
- G. AGI-Conservation Program for contract years 2009-2014

Program Payment Limitations

- H. No direct diagnostic assistance should be requested from FSA other than a MABDIG to resolve any member issues.
5. NRCS checks FSA Subsidiary Print through the FSA Subsidiary Application Web site to confirm Form AD-1026 and conservation compliance status for the participant in current year and the applicable AGI for year of obligation. See FSA Handbook 3-PL (Revision 1), paragraph 303, for additional instructions on the subsidiary print.
6. NRCS verifies with participant that certification is filed with FSA if subsidiary indicates value "Not Filed." See letter in 440-CPM , Part 512, Subpart J, Section 512.91.
7. NRCS defines the specific eligibility issue as one or more of the following after reviewing the contract eligibility error messages in NRCS software: "*Subsidiary records indicate an ineligible participant*":

Entity Issues:

- A. Entity is missing members
- B. Entity ownership share is not equal to 100 percent
 - Provide FSA with printout of shares from NRCS software with personally identifiable information removed.
- C. One or more members do not have a tax identification number or the tax identification number is ineligible.
- D. The entity type on the MABDIG does not match the business type in Service Center Information Management System (SCIMS).
- E. Member AGI-2002 Farm Bill Certification for 2002-2008 contracts
- F. Member AGI-Conservation Program Certification for 2009-2014 applications or contracts.

Joint Operations Issues:

- G. Joint Operations Member Missing
- H. Joint Operations Member Missing Form AD-1026
- I. One or more members do not have a tax identification number or the tax identification number is ineligible.
- J. The entity type on the MABDIG does not match the business type in SCIMS.
- K. Member AGI-2002 Farm Bill Certification for 2002-2008 contracts.
- L. Member AGI-Conservation Program Certification for 2009-2014 applications or contracts.

8. NRCS requests the MABDIG report for the current fiscal year from local office for the participant recording county.
9. Review the MABDIG and SCIMS data for these common problems:
 - A. Compare Participant Entity Type on MABDIG to SCIMS business type
 - B. Compare tax identification number and type between MABDIG and SCIMS.
 - C. Compare Member Type on MABDIG to SCIMS business type for Entity Members or Joint Operations. FSA will utilize reports in Common Provisions Web site per PL-191.
10. NRCS reviews any remaining discrepancies with participant.
11. NRCS updates participant eligibility after any FSA corrective actions have been taken
12. NRCS escalates any remaining issue with this checklist and additional descriptive information to appropriate state contact if the issues are not resolved in a timely manner to process a payment or to meet obligation deadlines.

Comments:

13. NRCS state contact escalates any unresolved issues to national headquarters (NHQ) contact with this completed checklist, eligibility tracking spreadsheet, and additional documentation as applicable.

Comments: