Checking and Updating Subsidiary Data

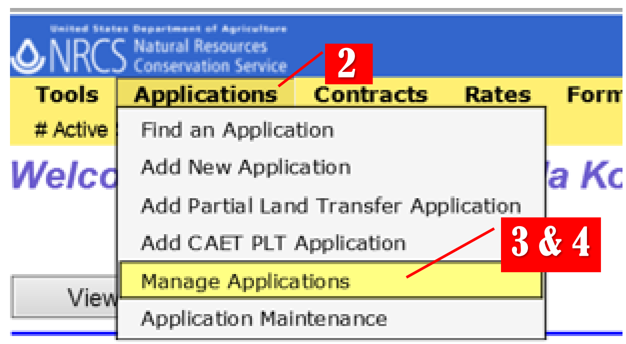
There is an entire list of eligibility that NRCS must check before an application is deemed ELIGIBLE. We are assisting NRCS by checking **only one area** of eligibility. The area of eligibility we are checking is collectively called FSA Subsidiary Data and it includes three different components…

- Status of applicant's AD-1026 (Highly Erodible Land and Wetland Certification) information
- Status of applicant's AGI (Adjusted Gross Income) information
- Status of applicant's FTE (Farm Tract Eligibility) information

Checking Subsidiary Data

The initial check of the Subsidiary data is looked at when entering the application. Step #37 of Enter application into Protracts describes the initial check. The process is described again below from the perspective of needing to re-enter the application (i.e. for the purpose of **RE-checking** the subsidiary data after the participant worked with FSA). If, however, you already have the application open, you can skip Steps 1 through 7.

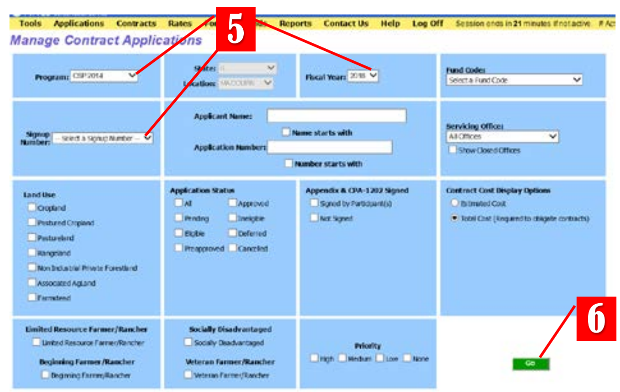
Exhibit 1: Checking Subsidiary Data



First, open the application you need to check by…

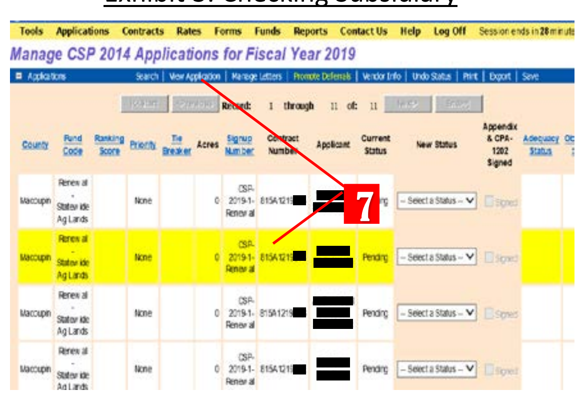
1. Login to ProTracts (e-Authentication site)
2. Point to the APPLICATIONS tab on the yellow bar
3. Scroll down the list of options and highlight either FIND AN APPLICATION or MANAGE APPLICATIONS. (*If you know the application number, FIND AN APPLICATION is a useful way to find it fast.*)
4. Click on MANAGE APPLICATIONS

Exhibit 2: Checking Subsidiary Data



5. On the MANAGE APPLICATIONS screen, use the drop-down menu to select the PROGRAM, and the FISCAL YEAR (for CSP you also have to select the SIGNUP NUMBER) as minimum filtering criteria. You can also use any of the other filtering criteria.
6. When you are done selecting your filtering criteria, click on the green GO button to open the list of your filtered applications.

Exhibit 3: Checking Subsidiary

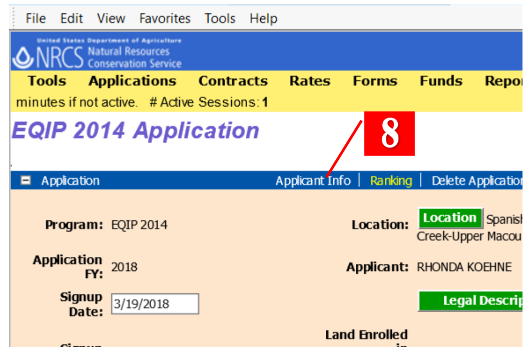


7. Once you have the list of your filtered applications, Scroll down to find the application you want to open and click on it to hi-light it. You can either double-click on the hi-lighted application or you can click on VIEW APPLICATION to open the application.

Once you have opened the application, look at each participant by…

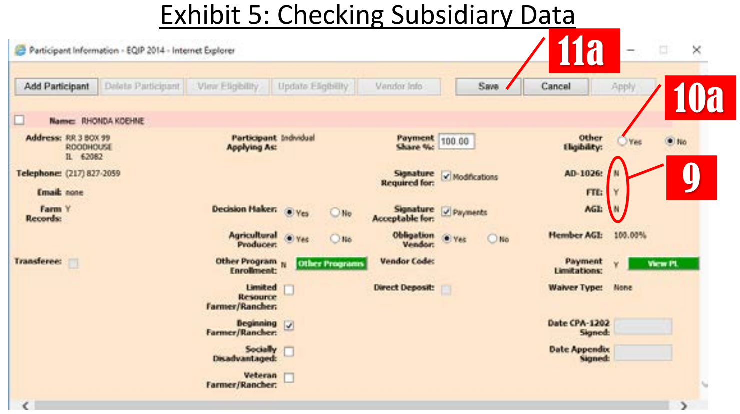
8. From the application screen, left-click on APPLICANT INFO to open to the applicant screen.

Exhibit 4: Checking Subsidiary Data



9. Look at the first applicant's information to determine if their AD-1026, their Farm & Tract Eligibility (FTE), and their Adjusted Gross Income (AGI) eligibilities are set to yes (Y).

Exhibit 5: Checking Subsidiary Data



If all three subsidiary components (AD-1026, FTE, & AGI) for the first participant read yes (Y)…

10a. Change the OTHER ELIGIBILITY for this participant to Yes by clicking on the toggle button next to Yes.

11a. Click on SAVE

12a. Scroll down to the next participant (if there is one) and repeat Step 11 above and the appropriate subsequent steps.

13a. If all of the participants have gotten to this point, you are done checking and updating subsidiary eligibility for this application.

OR

If any of the three subsidiary components (AD-1026, FTE, & AGI) for the first participant read no (N)…

10b. First, make sure the data is accurate by following the instructions under Updating (Subsidiary Data) Eligibility below.

11b. If updating the eligibility changes the status of all three subsidiary components to yes (Y), move over to the left column and follow Steps 10a thru 13a.

12b. If updating the eligibility does not change the status of the subsidiary data, send any appropriate letter to the participant(s). Follow up with the participant and FSA to see if the participant has worked with FSA to resolve any issues.

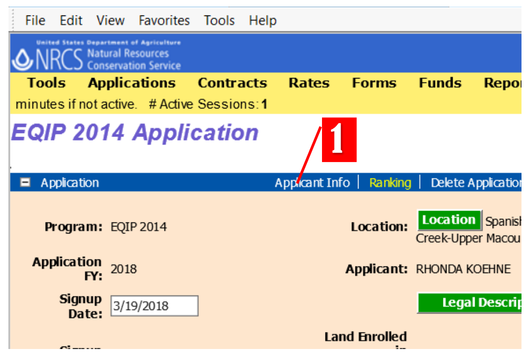
13b. After the participant has worked with FSA, follow the instructions under Updating (Subsidiary Data) Eligibility below.

Updating (Subsidiary Data) Eligibility

This process can be performed on any of the application participants numerous times and at any point, but you **especially want to do this** after a participant—who has previously had one of their three Subsidiary Data (AD-1026, FTE, AGI) items marked as no (N)—has worked with FSA to try to rectify any subsidiary data issues.

If you already have the application open, follow the steps below. If you don't have the application open, first follow steps 1 through 7 above under Checking Subsidiary Data to open the application.

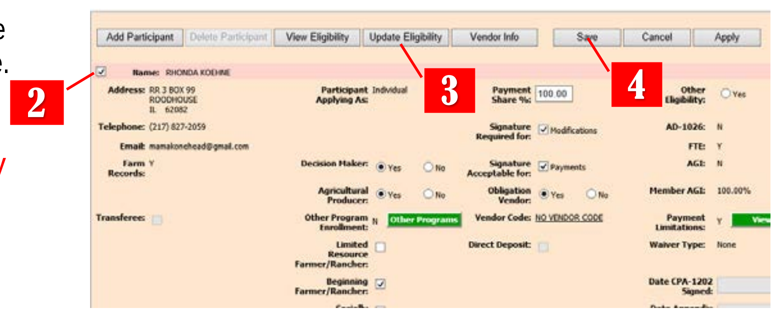
Exhibit 1: Updating (Subsidiary Data) Eligibility



1. From the application screen, click on APPLICANT INFO to open to the applicant screen.

   If you get a message that "Participant JOE FARMER Subsidiary records indicate ineligible participant.", click on OK

Exhibit 2: Updating (Subsidiary Data) Eligibility



2. Click on the box in front of the participant's name to make the UPDATE ELIGIBILITY button active.
3. Click on the UPDATE ELIGIBILITY button.
4. Click SAVE
5. Go to Step 9 above under Checking Subsidiary Data and follow the rest of instructions under Checking Subsidiary Data.