

USDA Service Center Checklist Program Enrollment & Technical Assistance

CARE Resource
Conservation & Agriculture Reach Everyone

The following checklist will serve as a guide for USDA program enrollment. Review, collect and provide the following information to your local USDA service center for farm number establishment and program enrollment. Although not required it is advisable to make an appointment with your local service center as offices can get busy around program sign-up deadlines.

1. Your Name
2. Address of Operation (& Mailing Address if different)
3. Legal Description of property
4. County
5. DBA (Doing Business As)
 - a. If you are operating as an LLC, you will need to know your employer identification number or EIN
6. Warranty Deed or Lease*
7. Types of Crops – Pasture, Forestry Land, Cultivated, Row Cropping
8. File a current CCC-941 form ; verification of average adjusted gross income
If you are operating as an LLC, each individual that is a part of the LLC must complete the CCC – 941 form annually
9. File a current AD- 1026 ; verification of wetlands areas and highly erodible lands are not farmed

***Alternative Certification for a Farm Number with FSA**

Obtaining a Farm or Ranch Tract Number without a Lease or Deed

Fact Sheet: <https://www.farmers.gov/sites/default/files/2022-12/farmersgov-guidance-heirs-fsa-programs-12-15-2022.pdf>

If you encounter difficulty obtaining a Farm or Ranch Number to participate in all USDA programs due to no deed, lease, or clear title due to Heirs' Property or Highly Fractionized Lands (jointly owned land by descendants of a deceased person whose estate did not clear probate or are without clear title) you may use alternative certification to prove your right to use the property.

The 2018 Farm Bill authorizes alternative documentation for heirs' property operators to establish a farm number. A Farm Number is required to be eligible for many different USDA programs

Per FSA Washington, DC October 2023:

FSA Handbook 10-CM Paragraph 11F lists the documents which may be provided to substantiate general control of the farming operation:



USDA Service Center Checklist Program Enrollment & Technical Assistance

CARE Resource
Conservation & Agriculture Reach Everyone

- States that have adopted the Uniform Partition of Heirs Property Act, either of the following:
- a court order verifying the land meets the definition of heirs property as defined in the Uniform Partition of Heirs Property Act, or
 - a certification from the local recorder of deeds that the recorded owner of the land is deceased and at least 1 heir has initiated a procedure to retitle the land
- A tenancy-in-common agreement, approved by a majority of the owners, that gives the individual the right to manage and control a portion or all of the land
- Tax returns for the previous 5 years showing the individual has an undivided farming interest
- Self-certification that the individual has control of the land for purposes of operating a farm or ranch
- Any other documentation acceptable by CED, or COC if applicable, that establishes that the individual has general control of the farming operation, including, but not limited to, any of the following:
- affidavit from an owner stating that the individual has control of the land
 - limited power of attorney giving the individual control of the land
 - canceled checks and/or receipts for rent payments and/or operating expenses

Important Note: All of these methods are acceptable by FSA offices regardless of the UPHPA state designation.

(In the latest fact sheet that was released in Dec. 2022, the separation of documentation that was/is acceptable between UPHPA states and non-UPHPA states was eliminated. These should be accepted by all County Offices in the Nation as acceptable proof of control on a farming operation)

DON'T FORGET YOUR RECEIPT!

All USDA Representatives must provide you a “receipt for service” for any approved, denied, or requested services. You can also request photocopies of your completed paperwork for your own records. If leases, deeds, maps, etc. are received have your copy officially time stamped before you leave.

- ❖ To ensure that all USDA customers and potential customers are being properly served in local offices, the 2008 Farm Bill requires that a “Receipt For Service” (Form AD-2008) be provided, upon request, for each benefit or service sought by any inquirer, applicant, or customer of the Farm Service Agency, the Natural Resources Conservation Services, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.
- ❖ All USDA representatives of the agencies listed must provide you a “Receipt For Service” for any approved, denied, or requested services. Be sure to ask for a “Receipt For Service” as it is your right.
- ❖ Anyone who experiences any problems obtaining a “Receipt For Service” can call the USDA Office of Advocacy and Outreach at 1-800-880-4183

