



# REGISTERING WITH USDA FARM SERVICE AGENCY

MICHIGAN FOOD & FARMING SYSTEMS



**Michigan Food &  
Farming Systems - MIFFS**  
*Supporting the Many Faces of Farming*



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# Why you need to register with FSA

THE USDA FARM SERVICE AGENCY IS THE OFFICIAL RECORD KEEPING AGENCY FOR ALL USDA PROGRAMS AND AGENCIES.

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## WORKING WITH DIFFERENT AGENCIES

Even if you are working with a different USDA agency like the Natural Resources Conservation Service (NRCS) or Rural Development (RD) you still have to register your farm with FSA and obtain a farm number.



## OBTAIN A FARM NUMBER

Registering your farm with FSA and obtaining a farm number is the 1st step you need to take to access USDA programs.



## IDENTIFY YOUR BUSINESS

Registering with FSA also helps identify your business as a farm with the federal government.



The Farm Service Agency (FSA) functions as the record keeping agency and gateway for other USDA agencies and Farm Bill Programs.



# When you need to register with FSA

YOU SHOULD REGISTER YOUR FARM AND OBTAIN A FARM NUMBER AS SOON AS YOU START CONSIDERING APPLYING FOR USDA PROGRAMS.

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## REGISTER AS SOON AS POSSIBLE

Some parts of the farm registration process can take time for USDA staff to complete. For this reason you do NOT want to wait to register your farm until a program deadline or application period is announced.



## CALL YOUR LOCAL OFFICE

You should always call your local FSA office to schedule an appointment for farm registration.



During certain times of the year, these offices get VERY busy. You may not receive ideal service and will likely experience much longer waiting times.

# How to find your FSA Service Center

USDA FARM SERVICE AGENCY OFFICES  
ARE LOCATED IN USDA SERVICE CENTERS.

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## SERVICE CENTER LOCATOR

Visit the USDA Service Center Locator at  
<https://offices.sc.egov.usda.gov/locator/app>.



## MAKE YOUR SELECTIONS

Select the state of Michigan. Choose the Lower or Upper Peninsula. Select the county where your farm is located.



## CALL TO SCHEDULE APPOINTMENTS

Tell FSA you want to get a farm number  
and let them know what you grow.



If you are asked why you want or need a farm number, say that you want to work with NRCS and/or Rural Development to apply for programs.



## MINIMUM REQUIREMENTS

The USDA considers you a farm if you produce \$1,000 of product per year. However, there is no minimum acreage requirement to obtain a farm number.



## ELIGIBILITY FOR FARM NUMBERS

Urban farms are eligible for farm numbers, you just need to be producing a product with the intent to sell.

# What to say the first time you visit FSA

VISITING A FARM SERVICE AGENCY SERVICE CENTER CAN BE A CONFUSING EXPERIENCE, ESPECIALLY WHEN YOU HAVEN'T BEEN THERE BEFORE. IT'S IMPORTANT TO KNOW WHAT TO SAY.



## ASK FOR A FARM NUMBER

Tell FSA you are there to obtain a farm number and indicate that you are planning to apply for programs with NRCS or Rural Development.



## ELIGIBLE PROGRAMS

You should also say that you want to know whether or not Farm Service Agency has any programs for which your farm may be eligible.



## PRODUCTION DISCLOSURE

Describe your production style, and tell them what you produce.



Certified organic, working toward organic certification (transitioning), conventional, etc.



Vegetable crops  
\_\_\_\_\_ acres



Fruit crops  
\_\_\_\_\_ acres



Pasture land  
\_\_\_\_\_ acres



Livestock, poultry, honeybees, aquaculture, orchards, nursery, timber, hogs, viticulture, etc.

# What to bring to register your farm

ARRIVING WITH THE PROPER DOCUMENTATION CAN SPEED UP THE PROCESS WHEN VISITING A FSA SERVICE CENTER.

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## PROOF OF RIGHT TO USE THE FARM PROPERTY



Lease



Deed



Contract



## LEGAL DESCRIPTION OF THE PROPERTY (i.e. GPS coordinates, tax parcel number, township - section - range - and quarter)



Tax documents with parcel number



Plat map



Deed



Lease or contract with physical description  
of property beyond the address.



## IDENTIFICATION



License



Photo ID



# What you will be asked for at FSA

WHEN VISITING A FARM SERVICE AGENCY SERVICE CENTER, YOU CAN EXPECT TO BE ASKED FOR THE FOLLOWING INFORMATION:

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## FULL LEGAL NAME OR BUSINESS NAME

You want to use the name of the person who is the main farm operator, who will be applying for programs.



Cooperatives are eligible for farm numbers.



## CUSTOMER OR BUSINESS ADDRESS

You will need to provide the farm address, as well as a mailing address if it differs from the farm location.



If your farm does not have an official address, use GPS coordinates or the legal description on tax documents.



## TELEPHONE NUMBER

Use a daytime phone number if you have one.



## SSN OR TAX ID NUMBER

Your SSN or the Tax ID for your business helps the USDA verify you are not a millionaire. You technically don't need one to apply for a farm number, but it makes things easier.



## e-MAIL ADDRESS

The best e-mail address that can be used to reach you.



## COUNTIES IN WHICH THE FARMLAND IS LOCATED

Some farms have land in multiple counties. If true for you, you want to disclose all the counties where you have land.

# Other questions you should be asked

SOME OTHER INFORMATION THAT YOU CAN EXPECT TO DISCUSS WITH A REPRESENTATIVE DURING YOUR FSA VISIT INCLUDES:



## MAIL DELIVERY

Do you want to receive mail via the United States Postal Service?



## e-MAIL NOTIFICATIONS

Receiving e-mails via GovDelivery is the best way to stay informed about program deadlines, benefits, and announcements.



Make sure to select the county in which you farm, as well as the specific agencies you want to hear from. You can receive updates weekly or monthly.



## SENSITIVE PRODUCER/FARM-SPECIFIC e-MAILS

The USDA will not e-mail sensitive personal information. This refers to information about your applications and program benefits with the USDA.

**Keep up with USDA Farm Service Agency (FSA) news with:**

**GovDelivery** Emails and Text Messages



# Sign up for GovDelivery

CLICK THE LINK BELOW TO RECEIVE DIGITAL COMMUNICATION UPDATES, INCLUDING e-MAILS AND TEXT MESSAGE ALERTS:

<https://public.govdelivery.com/accounts/USFSA/subscriber/new/>



## SIGN UP FOR e-MAILS AND/OR TEXT MESSAGES

The option to utilize these services can be turned on or off with the click of a button.





## YOU CAN CHOOSE WHICH UPDATES YOU WANT

By signing up for GovDelivery, you have the ability to control the number of updates you receive, so you are not inundated with information that you don't need or want.





## UPDATES FROM OTHER AGENCIES

You will also be asked if you want updates from other agencies.



United States Department of Agriculture  
Farm Service Agency





### Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

Subscription Type

Email

Email Address


\*


Submit


Cancel

OR

Sign in using your preferred social media account

 Facebook

 Google

 YAHOO!

# Complete the following forms

THE FOLLOWING FORMS SHOULD MUST BE COMPLETED AS PART OF THE PROCESS OF REGISTERING YOUR FARM WITH FSA.

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## FORM AD 2047

Customer Data Worksheet

[https://www.fsa.usda.gov/Internet/FSA\\_File/ad2047.pdf](https://www.fsa.usda.gov/Internet/FSA_File/ad2047.pdf)



Some offices may complete this form for you by asking questions.



## FORM AD 1026

Highly Erodible Lands & Wetland Conservation

<https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/AD1026.pdf>



## FORM CCC 941

Adjusted Gross Income Form

<https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdafiles/State-Offices/Oklahoma/pdf/CCC941.PDF>



This form is used to determine whether or not you make more than \$900,000 per year.



## FORM CCC 860

Socially disadvantaged, Limited Resource, and Beginning Farmer or Rancher

[https://forms.sc.egov.usda.gov/efcommon/eFileServices/eFormsAdmin/CCC0860\\_140402V01.pdf](https://forms.sc.egov.usda.gov/efcommon/eFileServices/eFormsAdmin/CCC0860_140402V01.pdf)



You have to ask to complete this form! Completing this form gives you access to special incentives, so don't forget to ask!

# Form AD 2047

CUSTOMER DATA WORKSHEET.

This form is available electronically.

**AD-2047**

(10-24-13)

U.S. DEPARTMENT OF AGRICULTURE

Farm Service Agency

Rural Development

Natural Resources Conservation Service

## CUSTOMER DATA WORKSHEET REQUEST FORM (FOR INTERNAL USE ONLY)

(See Page 2 for Privacy Act and Paperwork Reduction Act Statements)

### PART A – CUSTOMER INFORMATION

1A. Customer's Full Legal Name or Business Name

1B. Customer's Address

1C. Home Telephone Number (Area Code)

1D. Business Telephone Number (Area Code)

2. SSN or Tax ID Number (9 Digits)

3. E-Mail Address

4A. Does the customer want to receive mail by USPS?

☐ YES

☐ NO

4B. Does the customer want to receive e-mails via GovDelivery?

☐ YES

☐ NO

5. Producer is Customer of One or More of the Following Agencies. (Check Appropriate)

☐ FSA

☐ RD

☐ NRCS

☐ Not Participating

6. Is the Customer a Multi-County Producer?

☐ YES (If "YES," list States and Counties)

7. Reason for Request (Check appropriate box(es) below):

☐ New Producer

☐ Address Change

☐ Telephone Change

☐ Other (Specify):

8. Enter the name of the customer requesting the record change(s). If documentation is required, attach documentation to this form. Only Part A, Item 1A and Part B shall be completed. If the blocks necessary to document the change(s) and enter the requestor's name in Item 8, **customer is required to sign Item 8B is when they are physically at a Service Center**

8A. Name of Customer Requesting Change

8B. Signature

# Form AD 1026

HIGHLY ERODIBLE LANDS & WETLAND CONSERVATION.

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## ASK FOR THIS FORM

FSA does not automatically give you this form. Make sure you ask to complete an AD 1026 for a wetland and Highly Erodible Land Determination.



## COMPLETE ANOTHER FORM

Even if this form is already on file from a previous farm ask to complete another one for you as the new property owner and manager.



## PARTICIPATE IN CONSERVATION PROGRAMS

If you are asked why you want to complete the form just say you would like to participate in conservation programs and need one on file.



## ALWAYS COMPLETE THIS FORM

We recommend that you always complete an AD 1026.



If you are told NRCS does wetland determinations, ask for AD 1026 again and say you need that on file in order for one to be completed by NRCS.

# Form CCC 941

ADJUSTED GROSS INCOME FORM.

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## LIMITED RESOURCE PRODUCER

This form allows the USDA to look at a tax return to see if you qualify as a limited resource producer.



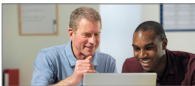
## ONE MILLION DOLLARS

This form also allows the USDA to verify that you don't make over one million dollars per year to make sure you are eligible for programs.



## SPECIAL PROGRAMS OR REDUCED FEES

If you qualify as a limited resource producer (lower income) you may be eligible for special programs or reduced fees. You can ask staff about this or go online and self-certify as limited resource. **The USDA cannot ask you if you are limited resource, you have to volunteer this information.**



Refer to page 14 for more information on questions from the USDA that may be considered discriminatory.

# Form CCC 860 (SD, LR, BFR Certification)

SOCIALLY DISADVANTAGED, LIMITED RESOURCE,  
AND BEGINNING FARMER OR RANCHER.

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## ASK TO COMPLETE THIS FORM

Because the USDA isn't allowed to ask any questions that might be considered discriminatory, you usually need to ask to complete this form. If you qualify as a member of any of the following groups, make sure you ask to complete this form.



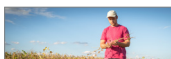
Farmer of color, or a minority.



Women.



Low income or Limited Resource Producer.



Beginning farmer (i.e. farming less than ten years).



Socially Disadvantaged – any member of a group that has been discriminated against historically (farmers of color, non-English speaking, women, etc.). Please note that some farmers and most USDA staff find this term offensive. Unfortunately, it is the term that was written into law during the 80's, so changing it would require an Act of Congress.



## ADDITIONAL BENEFITS WITH THE USDA

If you qualify for any of these groups you are entitled to reduced fees, higher cost share payments and additional benefits with the USDA so we highly recommend that you complete the form!



# Self-certifying online as Limited Resource

YOU CAN ALSO CERTIFY AS LIMITED RESOURCE TO AVOID HAVING TO TALK ABOUT YOUR INCOME IN THE OFFICE.




## INCOME LEVELS

The income levels required to be considered a Limited Resource Producer by the USDA vary from year to year and may be higher than you would think.



## SELF-CERTIFY ONLINE

You can go online and self-certify as Limited Resource:  
<https://lrfertool.sc.egov.usda.gov/DeterminationTool.aspx?fyYear=2017>



United States Department of Agriculture  
Natural Resources Conservation Service

Limited Resource Farmer/Rancher  
Self Determination Tool

HomeAbout LRFRTHelp

Search USDA

Go

General Information

NRCS Limited  
Resource Farmer  
Programs  
Purpose

Determination Tools

FY 2017 Online Tool  
FY 2016 Historic Data  
FY 2015 Historic Data  
FY 2014 Historic Data  
FY 2013 Historic Data  
FY 2012 Historic Data

Definitions

Limited Resource  
Beginning Farmer  
SDA Farmer  
Veteran Farmer

LRFRT Resources

NASS Prices Paid  
Data  
National Poverty  
Level Data  
County Household  
Median Income  
ERS Analysis

Other Resources

USDA Offices

Limited Resource Farmer/Rancher  
FY 2017 Self-Determination Tool

Step 1: Select your state from the list.

State Information

SELECT STATE

Step 2: Select your county or area from the list.

County/Area Information

Step 3: Determine your Gross Farm and Income Levels.

Limited Resource Determination Information

\*Required

Step 4. Print your results.

Print Results

# Get an eAuth account!

AN eAUTH ACCOUNT GIVES YOU ACCESS TO USDA INFORMATION ABOUT YOUR FARM, MAPS OF YOUR FIELDS, AND CAN ALSO ALLOW YOU TO APPLY FOR PROGRAMS OR BENEFITS, AND SIGN AND SUBMIT FORMS ELECTRONICALLY FROM YOUR HOUSE.

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## TWO LEVELS OF eAUTH

MIFFS recommends always signing up for level 2.



### LEVEL 1:

Allows you to access basic information.



### LEVEL 2:

Allows you to look at aerial maps of your farm and see field boundaries, apply for certain programs or benefits, and submit and sign some required paperwork online!



## SAVE TIME!

This can help producers who live far away from a service center access USDA programs more easily.



## APPLY FOR A FARM NUMBER ONLINE

Now, with level 2 eAuth, you can apply for a farm number online.

# Save time and transportation costs!

AN eAUTHENTICATION ACCOUNT GIVES YOU THE ABILITY TO IDENTIFY YOURSELF TO THE USDA WITH A UNIQUE USER ID AND PASSWORD, IN ORDER TO INTERACT WITH USDA WEBSITES.



## ONLINE IS THE EASIEST

<https://identitymanager.eems.usda.gov/registration/index.aspx>



## LEVEL 1 REGISTRATION

<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>



## LEVEL 2 REGISTRATION

<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2>

The screenshot displays the USDA eAuthentication website interface. At the top, the USDA logo and "United States Department of Agriculture" are visible, followed by "USDA eAuthentication". Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. A sidebar on the left contains "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration, Authority Login). The main content area is titled "Create an Account - Getting Started" in a green banner. Below this, it states "You are here: eAuthentication > Account Creation". The section "USDA Federal Employees, Contractors, & Affiliates" explains that users must register for a USDA Internal Account, with a button "Register for an Internal Account". The "USDA Customers - What Level of Access Do You Need?" section lists two options: "Request Level 1 Access to:" (with links for visiting USDA web pages, obtaining general information, and participating in surveys) and "Request Level 2 Access to:" (with links for submitting transactions, entering contracts, and submitting forms). Buttons for "Register for a Level 1 Account" and "Register for a Level 2 Account" are provided. At the bottom, a link "Changing from Level 1 Access to Level 2 Access" is shown.

USDA United States Department of Agriculture  
USDA eAuthentication

login :  Password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication > Account Creation

### Create an Account - Getting Started

#### USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

#### USDA Customers - What Level of Access Do You Need?

##### Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

##### Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

[Changing from Level 1 Access to Level 2 Access](#)



United States  
Department of  
Agriculture



# Ask for a Receipt for Service. It's your right.

All USDA representatives must provide you with a receipt upon request, for any approved, denied, or requested services.



## Don't leave without it.

Should you experience any problems obtaining a Receipt for Service,  
call the USDA Office of Advocacy and Outreach Toll-Free at

1-800-880-4183

# Always ask for a receipt for service

ALL USDA REPRESENTATIVES MUST PROVIDE A RECEIPT UPON REQUEST, FOR ANY APPROVED, DENIED, OR REQUESTED SERVICES.

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## RECEIPT FOR SERVICE

The new Farm Bill requires USDA staff to provide you with a receipt for service anytime you work with their office, apply for program or inquire about benefits.



## RECORD KEEPING

It is important to obtain and keep your records in case there is a mistake or something gets mixed up.



## SUMMARIZE YOUR VISIT

Always ask for a receipt for service and have staff summarize what you discussed and any deadlines or eligibility requirements they tell you.



## ALWAYS OBTAIN A RECEIPT FOR SERVICE

You have a right to be given a receipt for service. If you are denied a receipt for service, call the USDA Office of Advocacy and Outreach at 1-800-880-4183.

# Need more help?

MIFFS FIELD SPECIALISTS ARE HERE TO HELP YOU!

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## VISIT US ONLINE

Check us out at [www.miffs.org](http://www.miffs.org), or message us using one of our networks on Facebook:



Main Facebook: [www.facebook.com/RiseUpDigiIn](https://www.facebook.com/RiseUpDigiIn)



Vets-in-Ag Network: [www.facebook.com/MIVetsInAg/Women](https://www.facebook.com/MIVetsInAg/Women)



Women-in-Ag Network: [www.facebook.com/groups/miffswomeninag/](https://www.facebook.com/groups/miffswomeninag/)



Tilian Farm Development Center: [www.facebook.com/Tilianfarm/](https://www.facebook.com/Tilianfarm/)



## REGIONAL SUPPORT

E-mail [jen@miffs.org](mailto:jen@miffs.org) to be connected with regional support.



# How to file a discrimination complaint

TO FILE A COMPLAINT OF DISCRIMINATION, COMPLETE THE USDA PROGRAM DISCRIMINATION COMPLAINT FORM ONLINE, OR BY SUBMITTING A LETTER SIGNED BY YOU OR YOUR AUTHORIZED REPRESENTATIVE TO THE USDA BY MAIL, FAX, OR e-MAIL.

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## ONLINE

[http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)



## MAIL

U.S. Department of Agriculture  
Director, Office of Adjudication  
1400 Independence Avenue, SW.  
Washington, DC 20250-9410



## FAX

(202) 690-7442



## e-MAIL

[program.intake@usda.gov](mailto:program.intake@usda.gov)











NOTES:



# MICHIGAN FOOD & FARMING SYSTEMS

**MIFFS** is dedicated to supporting the many faces of farming, particularly our beginning and historically underserved farmers. These farmers grow diversified crops and raise animals, live in rural & urban areas, and farm individually, in groups, on incubator farms, and as cooperatives. **OUR MISSION** is to connect beginning and historically underserved farmers to each other and resource opportunities; ensuring social justice, environmental stewardship, and profitability. **OUR VISION** is to play a critical role in making smaller-scale farming an attractive and viable livelihood.



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