

Stockman, Tina

From: Soil & Water Conservation Program
Sent: Friday, March 17, 2023 1:16 PM
To: DNR.Soil and Water Conservation Districts staff; Soil & Water Conservation Program
Cc: DNR.MGS SWC Staff
Subject: FW: Guidance for FSA Farm Record Access
Attachments: Subsidiary Print Quick Guide.pdf; FSA Records Request Quick Guide.pdf

Good afternoon,

Please see the email below from NRCS on instructions to obtain farm information from FSA. Once the Teams meeting invite is received, it will be forwarded to districts.

Thank you,

Soil & Water Conservation Program
Phone 573-751-4932

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.

From: Mascaro, Selma - FPAC-NRCS, MO <selma.mascaro@usda.gov>
Sent: Friday, March 17, 2023 9:52 AM
To: ug-MO-nrcs <mo-nrcs@usda.gov>
Cc: Plassmeyer, Jim <jim.plassmeyer@dnr.mo.gov>; Andrew White <awhite@quailforever.org>; Potter, Lisa <lisa.potter@mdc.mo.gov>
Subject: Guidance for FSA Farm Record Access

Conservation Team,

Training on the process to request FSA farm record documents will be held Tuesday March 21st from 2:00 to 3:00 pm CDT. An invitation has previously been sent via Teams for this training. Come with your questions and comments on the process. The training will be recorded.

As most of you know by now, access to FSA farm data records has been suspended. Leadership has developed a system to request farm record print services to alleviate the impact to affected employees. There are a limited number of employees that have a user license to access MIDAS-CRM and can print documents. At this time, seven people (license holders) throughout the state have completed the first round of licensing, and five license requests are in process, waiting for final approval.

In some situations, FSA Subsidiary Records may provide adequate documentation to establish owner/operator records. Directions for accessing subsidiary records is attached. Access to this site is available to NRCS staff and many partners, and should be the first step to establishing records.

When additional documentation beyond the subsidiary report is needed (i.e. Producer Farm Data Report or 156 EZ), request will be submitted to our license holders. The attached "Support Request Quick Guide" contains the process for accessing the FSA records request form using teams. This [Producer reports and 156EZ](#)

[requests \(office.com\)](#) link provides direct access to the request form. All information requested contains PII and should not be emailed or shared outside of those employees that need the information.

The basic steps of the process are:

1. Make your request using one of the methods above for accessing the request form. Be as detailed as you can in your answers. It will assist the license holder in processing your request as quickly as possible.
2. Behind the scenes, your request goes to a spreadsheet that is monitored by all license holders. Requests are completed in the order they are received.
3. Once the license holder pulls the requested form it will be saved to teams. A location has been created in each Area Teams channel for each FOSA. (ex. 1A Print FSA Farm Data)
4. You can set up notifications on teams to be alerted when a form is added to your FOSA.
5. Navigate to, download, and save your file from the FOSA team channel.
6. After you have downloaded your file, delete it from teams. This is meant to keep the Teams location from filling up with forms and to make it easier to find requests.

Please be patient, this is a work in progress! At this time we have a limited number of license holders that are able to pull these requests for the entire state. More licenses have been requested but this is the best option we have for now. If you have questions please join the demonstration training on Tuesday.

Selma Mascaro

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Subsidiary Print Through FSA Intranet:

Navigate to FSA Intranet [FSA Intranet - Application \(usda.gov\)](http://FSA Intranet - Application (usda.gov)) and select P-Z in the lower left of the screen.

The screenshot displays the FSA Intranet interface. At the top left is the 'FSA Intranet' logo. To the right are navigation links for 'FSA Home', 'Contact Us', and 'Help', along with a search bar and an 'Advanced Search' link. Below the header, the breadcrumb 'FSA Home - Application Page' is visible. The main content area is divided into two columns. The left column contains sections for 'My Applications' (with links for 'Share URL for My Applications list' and 'Backup/Restore My Applications list'), 'Find an Application', 'Applications Directory' (with a list of letters: 0-9, A-C, D-F, G-I, and P-Z, where 'P-Z' is circled in red), 'FSA OCIO Site', and 'Feedback'. The right column features a 'My Applications List' section with a paragraph explaining how to customize the list and a paragraph about finding applications. The footer contains a grid of links: 'Publications', 'Applications', 'FFAS Employee Forms', 'State Offices', 'Support Services', 'FSA Sharepoint', 'FSA Internet', 'USDA Internet', 'Help', 'Contact Us', and 'List of RSS Feeds' with an RSS icon.

2. Scroll down and select "Subsidiary"

A screenshot of a web application menu. On the left, there is a vertical navigation bar with categories: "D-F", "G-O", "P-Z", and "FSA OCIO Site Feedback". The "P-Z" category is expanded, showing a list of items, each preceded by a star icon. The item "Subsidiary" is circled in red. Other items in the list include "PPID - Payments to Producers Identified as Deceased", "Pulse Crop Rates", "Quality Loss Adjustment Program", "Receivable Case Management Application", "Receivable Imaging System", "RFS - Receipt for Service (Chrome & Edge compatible)", "RLMS (eRep)", "RLMS Report (eRep)", "RMA Portal", "RQMS - Reasonable Quantity Management System", "RTCP - Reimbursement Transportation Cost Program (Geographically Disadvantaged Farmers and Ranchers)", "SCIMS - Link Manager", "SCIMS Customer Viewer", "SMHPP - Spot Market Hog Pandemic Program", "State Directive Management System (SDMS)", "STORM - Systematic Tracking for Optimal Risk Management", "Sugar Program", "Summary of Business", and "Sweetener Market Data Analysis (SMDA)".

3. You will be directed to the subsidiary customer search. Select Customer Search on the left side of the page.

A screenshot of the USDA Farm Service Agency Subsidiary page. The header includes the USDA logo and "United States Department of Agriculture Farm Service Agency" on the left, and "Subsidiary" on the right. Below the header is a banner with several small images. A navigation bar contains links: "Subsidiary Home", "About Subsidiary", "Help", "Contact Us", "Exit Subsidiary", and "Logout of eAuth". Below this is another navigation bar with links: "Eligibility", "Business File", "Combined Producers", "Payment Limitations", "Recording County", "Subsidiary Print", and "Reports". On the left side, there is a "Links" box with three items: "Get Change Alerts" and "Customer Search", which is circled in red. To the right of the "Links" box is a "Customer" search form with a "Name:" label and an input field. Below the search form is the text "Screen ID: SUBWEB001". At the bottom of the page is a footer with links: "Subsidiary Home", "FSA Internet", "FSA Intranet", "USDA.gov", "Site Map", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy", "Non-Discrimination", "Information Quality", "USA.gov", and "White House".

4. Populate the information needed to find your customer.

USDA United States Department of Agriculture
Farm Service Agency

SCIMS
 Customer Search

[Scims Search Home](#) | [About Scims Search](#) | [Help](#) | [Contact Us](#) | [Exit](#) | [Logout of eAuth](#)

Please Select A Customer

Location

State: County:

Service Center (Optional):

National Search:

Type

Individual Business Both
 Active Active and Inactive

Name

Starts With Exact Match
 Last or Business:
 First:

Tax ID

ID:
 ID Type:
 Whole ID Last 4 Digits

Other

Common Name:
 Zip Code:
 Phone No:

Screen ID: SCIMS-Search-Web-01 [Back to Top ^](#)

[Scims Search Home](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)
[Site Map](#) | [Policies and Links](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

5. Select your customer from the search results.

USDA United States Department of Agriculture
Farm Service Agency

SCIMS
 Customer Search

[Scims Search Home](#) | [About Scims Search](#) | [Help](#) | [Contact Us](#) | [Exit](#) | [Logout of eAuth](#)

Search Results

Select a customer

Based on selected County:

Active	Death Confirmed	Common Name	Tax ID	Tax ID Type	Delivery Address Line	Legacy State	Legacy County
Active				Social Security		MISSOURI	BOONE
Active				Social Security		MISSOURI	BOONE

1 of 1

Screen ID: SCIMS-Search-Web-02 [Back to Top ^](#)

[Scims Search Home](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)
[Site Map](#) | [Policies and Links](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

6. On the top right select Subsidiary Print

USDA United States Department of Agriculture
Farm Service Agency Subsidiary

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth
Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

Links
Get Change Alerts
Customer Search

Customer
Name: [redacted]
Recording County: Boone - Missouri
IRS Response Code: TIN and Name match

Screen ID: SUBWEB001

Subsidiary Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House

7. Populate the screen as shown below. Change the year selected if necessary. Click submit.

Number of years to print, maximum 3 years

<input type="checkbox"/> 1999	<input type="checkbox"/> 2000	<input type="checkbox"/> 2001
<input type="checkbox"/> 2002	<input type="checkbox"/> 2003	<input type="checkbox"/> 2004
<input type="checkbox"/> 2005	<input type="checkbox"/> 2006	<input type="checkbox"/> 2007
<input type="checkbox"/> 2008	<input type="checkbox"/> 2009	<input type="checkbox"/> 2010
<input type="checkbox"/> 2011	<input type="checkbox"/> 2012	<input type="checkbox"/> 2013
<input type="checkbox"/> 2014	<input type="checkbox"/> 2015	<input type="checkbox"/> 2016
<input type="checkbox"/> 2017	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019
<input type="checkbox"/> 2020	<input type="checkbox"/> 2021	<input type="checkbox"/> 2022
<input checked="" type="checkbox"/> 2023		

Fields to print

<input checked="" type="checkbox"/> SCIMS		
<input type="checkbox"/> Eligibility		
<input checked="" type="checkbox"/> Business File		
<input type="checkbox"/> Combined		
<input checked="" type="radio"/> all	<input type="radio"/> Attribution Rules	<input type="radio"/> Person Rules
<input checked="" type="checkbox"/> Farm/Tract		
<input checked="" type="radio"/> all	<input type="radio"/> bad tracts	<input type="radio"/> tracts with exceptions

Submit

8. The following information will display

United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Date: 02-16-2023

Name:
Address:

Phone Number: [REDACTED]

SCIMS Information

Business Type Information

2023 Individual

Citizenship Country - UNITED STATES

Resident Alien Flag - N/A

SCIMS Links

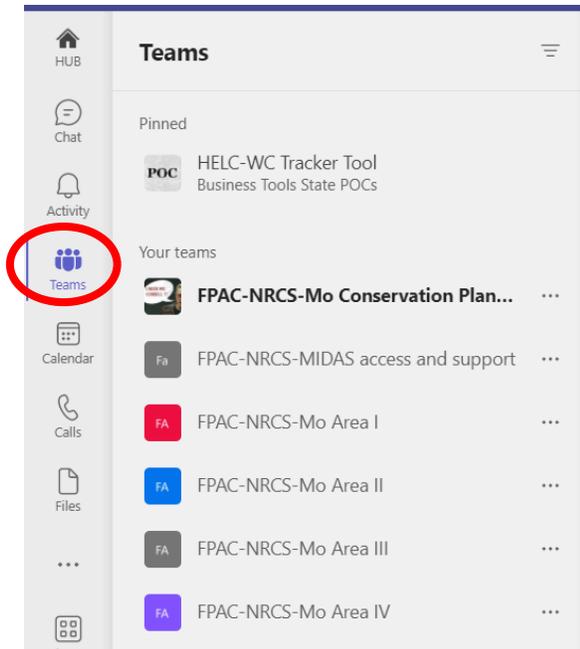
County - [REDACTED]

Farm/Tract Information for All Tracts

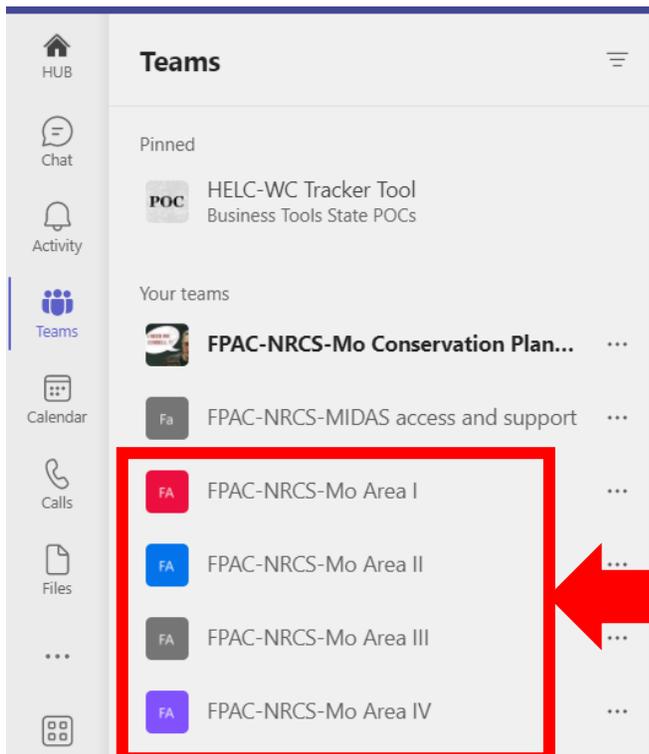
2023								
County - [REDACTED]								
Farm	Tract	Relationship to Farm Tract	Highly Erodible Land Determination	Wetland Land Producer Exception	Converted Wetland Violation	Converted Wetland Producer Exception	Planted Converted Wetland Violation	Planted Converted Wetland Producer Exception
4310		Operator		None		None		None
4310	10775	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None
4310	837	Owner	HEL: Conservation system is being actively applied	None	None	None	None	None

156 Support Request Quick Guide

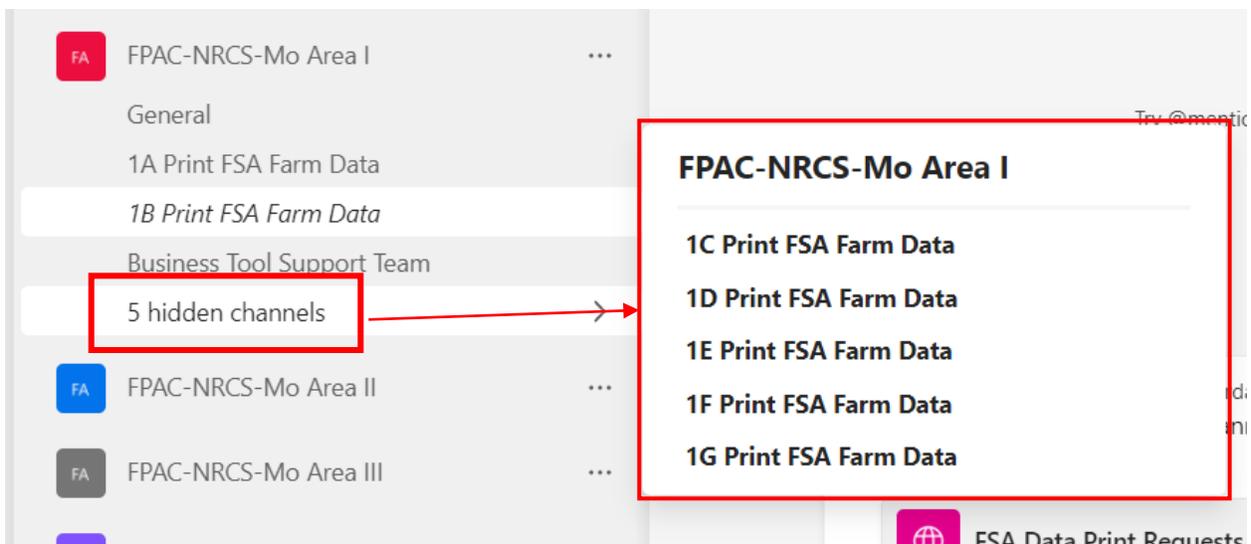
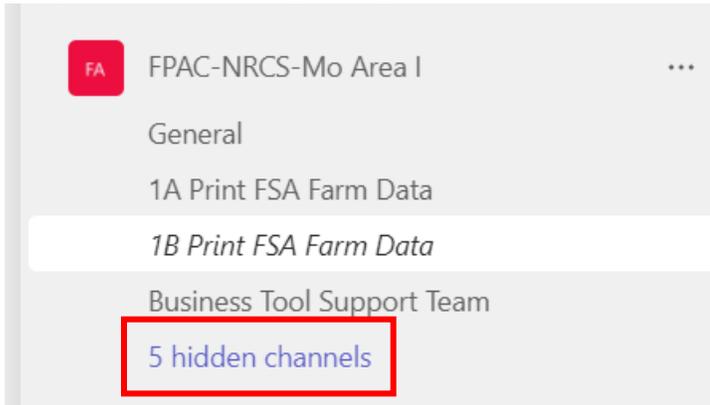
1. In Microsoft Teams, click on the Teams icon on the left-hand side.



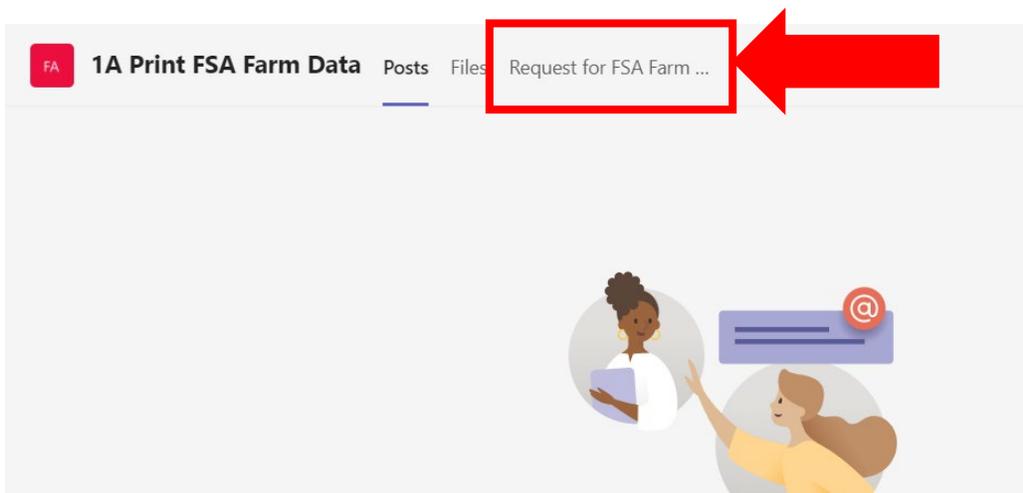
2. Navigate to your area's team channel. **Please note: your teams channels will be in a different order than the ones shown here. Find the channel for YOUR AREA.**



3. Select and open your FOSA channel. From the area channel list, find your FOSA. The first time you go into the channel you may have to click on the hidden channels link to find your FOSA.



4. In the upper middle of your FOSA channel select "Request for FSA Farm Data." This will open the questionnaire that needs to be filled out for the request.



5. You will see a fillable request form. Answer the questions to the best of your ability and submit. The more information you provide, the easier it will be to provide your requested information.

The screenshot shows a Microsoft Teams chat window with a red header bar containing the text '1D Print FSA Farm Data'. Below the header, there is a form titled 'Producer reports and 156EZ requests'. The form includes a greeting: 'Hi, Charli. When you submit this form, the owner will see your name and email address.' followed by a 'Required' section. The form contains four numbered questions:

1. What is your FOSA ID? *
For example: 2b, 1a, etc.
Enter your answer
2. FSA Servicing Office Location (County) *
This would be where the participant administers their farm records with FSA
Enter your answer
3. Contact person's email address *
Enter your answer
4. What form is needed *
Select all that apply
 156EZ

6. Your request is now sent to a spreadsheet that all license holders have access to. One of the license holders will access MIDAS-CRM and use the information you provided to process your request. Your document will be uploaded to your Teams FOSA channel.
7. Navigate to your FOSA channel, click on files, locate your document, download and save it to DMS. There is no specific naming convention due to the variety of requests. The license holder will use information from your request to save it in a manner that makes it easy to find.

The screenshot shows a Microsoft Teams chat window with a red header bar containing the text '1A Print FSA Farm Data'. Below the header, there is a 'Files' tab selected, indicated by a red circle. The 'Files' tab shows a list of files with columns for 'Name', 'Modified', and 'Modified By'. A red arrow points to the file '156EZ T1396 County.pdf' in the list.

Name	Modified	Modified By	+ Add column
156EZ T1396 County.pdf	A few seconds ago	Hoover, Elena - FP...	

8. Hover over the document and right click. Select delete to remove it from your FOSA channel after it has been saved to DMS. This will make it easier to find future documents as they are requested. Your FOSA channel could get very busy and make it overwhelming to find your document as additional requests are loaded by the license holders.

