



FACT SHEET

Establishing Eligibility for USDA Programs

This document explains how to establish eligibility for USDA Programs and the steps on how to apply for USDA Programs

October 2020



FORMS NEEDED TO APPLY

If you have never worked with the United States Department of Agriculture (USDA) and don't have a farm and tract number, you will need to make an appointment with the Farm Service Agency (FSA) at your local USDA Service Center to establish eligibility for USDA programs. You can find your service center by visiting [Farmers.gov](https://www.farmers.gov) at: <https://www.farmers.gov/service-center-locator>.

You will need to bring the following information to the appointment:

- Proof of Identity – you may be required to show a valid state driver's license, passport or other personal identification, as well as provide your Social Security or Employer Identification (EIN) numbers, address and other related information.
- Copy of deed or lease agreement
- Copy of legal entity documents, if applicable



FORMS AVAILABLE AT USDA SERVICE CENTER

- Form AD 1026 – Highly Erodible Land Conservation and Wetland Conservation Determination
- Form CCC 941 – Adjusted Gross Income Certification and Consent to Disclosure of Tax Information
- Form CCC 901 – Members' information for entity and joint operations only
- Form CCC 902-I Farm Operating Plan for an Individual
- Form CCC 902-E - Farm Operating Plan for an Entity
- Form AD 2047 - Customer Data Worksheet for New Producers

It takes time for the paperwork to be processed and additional information may be needed. Plan to start this process early to ensure you meet program eligibility deadlines. If you apply for a USDA program and the system does not show you or your entity as eligible, your application will not be funded.



CONFIDENTIAL & PRIVATE INFORMATION

Many of the program application forms or documentation require the applicant to provide sensitive contact, financial or other confidential information. Disclosure of this data is voluntary, but failure to provide required information may result in ineligibility for a program benefit. By law and policy, 'confidential, private and sensitive information' is protected by USDA.



APPLYING FOR USDA-NRCS PROGRAMS

If you are already a USDA program participant, your records should be on file with FSA, which will streamline the process to apply for USDA-Natural Resources Conservation Service (NRCS) programs.

USDA-NRCS Forms

You will need to submit the following paperwork to the NRCS office at your local USDA Service Center prior to the any program sign-up cutoff dates. The office will have these forms and can assist you with the paperwork. Additional items may be needed for specific programs.

- **Form NRCS CPA 1200**, signed and dated by all applicants. Please be sure to answer all questions. You may be eligible for additional program benefits if you are able to apply as a:
 - Limited resource farmer,
 - Beginning farmer, or
 - Veteran farmer, or
 - Socially disadvantaged (minority) farmer.

Land Ownership or Control

You will be required to provide evidence that you own (deed, etc.) or operate (FSA Producer Farm Data Report) the land. You may also need to provide landowner concurrence with form NRCS-CPA-1257 to document that you have control to implement, operate and maintain all structural and vegetative practices in the program contract on rented land.

Signature Authority

If you apply as an entity, documents such as articles of incorporation, charter, bylaws, partnership agreements, trust agreements, wills and similar legal evidence will be needed to document membership shares and authority to sign documents. If an individual will be signing on behalf of the participant, a power of attorney form (FSA-211) is needed.

Conservation plan

If you do not have a conservation plan on file, the NRCS representative will schedule an appointment with you to complete the on-site assessment and plan. If you already have a conservation plan on file, the NRCS representative will go over your plan. Then you will decide which practices you want to include in the program application(s), and complete the application process.

If you are using a Technical Service Provider (TSP), you will need to provide the TSP's registration number.

Program application & ranking

Your NRCS representative will enter the application(s) for specific programs and ask for any additional information needed. NRCS will then assess and rank the application(s). The ranking is based on federal, state and local ranking resource concern priorities. After all applications have been evaluated and ranked, applications will be selected for funding based on the highest ranking score and available funds.

Inform your district conservationist if you are enrolled in other Farm Bill programs so duplicate payments are not made.

FOR MORE INFORMATION

If you would like more information about Farm Bill Program opportunities visit Farmers.gov at: <https://www.farmers.gov/manage/farmbill>.

For more information about USDA-NRCS program eligibility or applying for a program, please contact your local NRCS office. You can find your local NRCS office by visiting the New Mexico NRCS website at: <https://www.nrcs.usda.gov/wps/portal/nrcs/main/nm/contact/local/>

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