

## Getting Started with USDA



### Introduction

Before producers can enroll in American Farmland Trust's (AFT) Climate-Smart Commodity Row Crop Project (Project) and receive financial assistance (FA) to adopt a Climate-Smart Practice (Practice), their farm must be registered with the USDA Farm Service Agency (FSA) and have a Farm Record. Most producers have already done this; however, some may not have. Producers who are new to working with USDA and want to enroll in this Project will get started with the following information.

FSA is the primary agency for USDA records. They can help producers establish a Farm Record. NRCS is the agency that provides technical and financial assistance. They can help producers develop a conservation plan and file an application to adopt a Practice(s). Both agencies are typically co-located in a USDA Service Center. FSA and NRCS staff are available to meet one-on-one to discuss farm records and other producer needs.

### Below is a step-by-step guide to registering with FSA and establishing a Farm Record.

- 1) Locate the closest USDA Service Center.** The easiest way to do this can be found [here](#). A free, real-time translation service can be made available at the USDA Service Center. More information about this service can be found [here](#).
- 2) Make an appointment with FSA.** FSA offices can get busy and it's best to schedule ahead. Be sure to indicate the reason for the appointment (e.g., to establish a Farm Record) and ask what documents to bring. The following documents are typically needed:
  - a)** Proof of identity (e.g., driver's license).
  - b)** Official tax identification (e.g., Social Security Number or Employer Identification Number).

- c)** Proof of land ownership (i.e., copy of property deed), or land lease agreement. Individuals with Heirs Property should notify FSA beforehand.

- d)** Business documents (e.g., articles of incorporation, trust & estate documents, partnership agreements).

**3) Review the previous documents with FSA and register the farm.** Registering establishes a Farm Record and assigns Farm, Tract, and Field Number(s) to the land. If the land was recently purchased, check with FSA as it may already have a Farm Record, Farm Number, etc. Registering a farm with FSA involves completing the following:

- a)** AD 2047 – Also referred to as a Customer Data Worksheet, this form facilitates the collection of data needed for a Business Partner Record.
- b)** AD 1026 – This form certifies the land's compliance with USDA's Highly Erodible Land (HEL) and Wetland Conservation (WC) regulations. Prior to enrolling in this Project and adopting a Practice(s) a producer will need to request a Subsidiary Print from the FSA to demonstrate the land's past compliance with HEL or WC provisions. Going forward, producers will need to provide a current year Subsidiary Print to AFT.
- c)** Producers may also be asked to certify that they are not a foreign person or entity.
- d)** Producers may also need to file a CCC-941 form with FSA which verifies that they do not exceed an adjusted gross income of \$900,000.

If Producers would like assistance registering with FSA, they should notify their AFT Soil Health Advisor and/or their AFT Regional Contact.

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