
PRODUCER ELIGIBILITY CHECKLIST AND ENROLLMENT GUIDANCE

This document outlines the requirements a producer must meet to enroll in the Program. Producers must certify they meet, or will meet, these requirements and must provide required documentation at the time of Enrollment:

1. Farm summary (FSA 578)
2. USDA FSA Farm + field maps
3. USDA Subsidiary print

Farm Service Agency (FSA) Records + Compliance:

The following eligibility requirements are detailed in your subsidiary print, which is a report that you obtain from FSA summarizing a farmer's or landowner's eligibility for USDA programs, including conservation compliance (highly erodible land/wetlands), adjusted gross income (AGI) limits, and payment limitations. The Advancing Conservation Rice Program will also use this document to confirm that applicants meet the criteria for program funding.

These forms provide the following information for the program:

- Farm records with the Farm Service Agency (FSA) (have farm, tract, and field numbers in place). If you do not already have farm records established, you must complete an AD-2047 (Customer Data Worksheet).
- Certify highly erodible land conservation (HEL) and wetland conservation (WC) compliance via from AD-1026 HIGHLY ERODIBLE LAND CONSERVATION (HEL) AND WETLAND CONSERVATION (WC) CERTIFICATION Form.
- Certify you are not a foreign person or entity.
- If your operation is an entity, you must complete a CC-902 Farm Operating Plan for an Entity Form indicating membership breakdown of your business.
- Be in control of the land (via ownership or lease) for which you are receiving payments for the term of the contract. This is shown when you provide ownership and lease details on the CC-902.
- Ensure and certify that any payments you are receiving from other public programs don't overlap with your Conservation Rice Incentive activities.
- Ensure that the land being enrolled is not currently enrolled in a program that prohibits production agriculture activities (e.g. Conservation Reserve Program).

To enroll in the Advancing Conservation Rice Program a producer must:

- Work with Riceland to complete and sign a Producer Enrollment Agreement and provide all necessary entity data (listed below)
- Work with Riceland to complete and sign a Conservation Rice Incentive Application.
- Provide to Winrock the required payment information (listed below)
- Provide to Riceland all USDA Farm and Field Enrollment Data (listed below)

Producer Enrollment Agreement

This is a list of data you will need to have with you when filling out the enrollment form at the time of program sign-up.

- Enrollee Name
- Entity(s) name(s) you wish to enroll. These must align with the Farm ID and Fields you are enrolling.
- SAM ID for each entity you are enrolling
- Estimated budget request for both Conservation Rice Premiums and Conservation Rice Incentives
- FSA Subsidiary Print for each enrolled entity
- USDA Farm Summary/Maps which include Farm, Field, Track ID

USDA Farm Enrollment Data

This is a list of data about you, the producer, that is required by USDA for participation in the project. Riceland will collect this from you and provide it to Winrock for reporting purposes to USDA.

- Farm ID
- State or territory
- County
- Producer name
- Contract Start Date
- Total acreage of farm
- Previous experience implementing NRCS conservation agriculture practices

USDA Field Enrollment Data

This is a list of data about each field that you are enrolling that is required by USDA for participation in the project. Riceland will collect this from you and provide it to Winrock for reporting purposes to USDA.

- Farm, Tract & Field ID
- State or Territory
- County
- Prior Field ID (if applicable)
- Total field acreage
- Commodity grown on field
- Land use of enrolled field in the last three years
- Tillage practices on field in the last three years
- Practice(s) you are enrolling and will be implementing on this field
- Implementation plan: year, acreage of implementation.

Payment Information

You are required to provide the following documents to Winrock in order to receive payments from the program. After Riceland submits your enrollment package and Winrock approves your application, you will receive an email requesting information below. This information will be due within 7 days of receiving the email from Winrock:

- Complete a Direct Deposit Form for each entity if you use different bank accounts. The Direct Deposit Form will be attached to the approval email.
- Completed W-9 for each entity you are enrolling in the program.
- A voided check for each bank account corresponding to the enrolled entity.
 - USDA Subsidiary print
 - USDA FSA Farm + field maps
 - Farm summary (FSA 578)