



## PARTICIPANT INSTRUCTIONS

### FOR USDA-NRCS REQUIREMENTS

THIS DOCUMENT IS PROVIDED AS GUIDANCE FOR MEETING THE USDA-NRCS REQUIREMENTS OUTLINED IN THE CLIMATE-SMART GROWN IN SC PARTICIPATION AGREEMENT. FARMERS WILL NOT BE ELIGIBLE FOR INCENTIVE PAYMENTS WITHOUT MEETING THESE REQUIREMENTS. **PLEASE READ EVERYTHING CAREFULLY.**

The following must be completed through the Farm Service Agency (FSA) office. The easiest way to obtain the required information is to make an appointment at your local FSA office with staff who will assist you through the process. To find the office nearest you, call [\(803\) 806-3820](tel:8038063820) or use this [online FSA locator](#).

#### **1. Farm, Tract, and Field Numbers**

The farmer must provide the FSA farm, tract, and field number associated with the enrolled acreage to the project coordination team.

- **If you have this information available**, please report it to us at [\(864\) 656-3386](tel:8646563386) or [online here](#).
- **If you do not have an FSA number**, please obtain one through your local FSA office and report the information to us once it is available.

#### **2. FSA Forms**

The farmer must have forms AD-2047 and AD-1026 on file with FSA.

- **If you already have these forms on file**, you do not have to file them again or send them to us. We recommend that you check with your local FSA office to ensure they are updated.
- **If you do not have these forms on file**, please begin the filing process either in person or online. You do not have to return them to us after they are completed.

**To complete these forms in person**, please make an appointment to visit your local FSA office and they will assist you.

**To complete these forms online**, please use the links below and then return them to your local FSA office. Contact your local office to see how they would like for you to return them.

[Form AD-2047](#)   [Form AD-1026](#)

#### **3. Subsidiary Print Report**

You must obtain a Producer Subsidiary Print **annually** from your local FSA office and provide it to the project coordination team. Producer Subsidiary Prints for year one of the program must be sent by **August 15, 2023**. Subsidiary Prints for subsequent years will be requested at the time of acreage and practice verification. **Subsidiary Prints must show that farmers are in compliance with FSA requirements.** Farmers who are non-compliant cannot receive incentive payments and will be removed from the program.

**2023 Producer Subsidiary Prints** can be:

- Securely [uploaded online here](#). If you are unable to upload the document using this link, please email a copy to [climatesmart@clemson.edu](mailto:climatesmart@clemson.edu).
- Mailed to *Climate-Smart Grown in SC, 113 Poole Ag Center, 130 McGinty Court, Clemson, SC 29634*, or
- **If you do not already have a Producer Subsidiary Print from 2023**, contact your local FSA office and request one. You can then submit it to the coordination team by using one of the steps described above.