



a partnerships for
climate-smart
commodities project

This document is provided as guidance for meeting the USDA-NRCS requirements to be enrolled in the Soil to Supper program. Farmers and ranchers will not be eligible for incentive payments without meeting these requirements.

Please read everything carefully.

Participant Instructions for USDA-NRCS Requirements

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, use this [online FSA locator](#).

1. Farm, Tract, and Field Numbers

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

- In the memorandum of understanding, which will be sent to you after we receive your subsidiary print (more info below), **please list all farm, tract, and field numbers that may be relevant to this project.**

2. FSA Forms

The farmer/rancher must have forms AD-2047 and AD-1026 on file with the 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 (current for the year of enrollment in Soil to Supper) from your local FSA office and provide it to the Soil to Supper team. Subsidiary prints must show that the farmer/rancher is in compliance with FSA requirements. Farmers/ranchers who are non-compliant cannot receive incentive payments and will be removed from the program.

Once you have your current subsidiary print, please email a copy to the Soil to Supper staff at info@soiltosupper.org