Farm Service Agency

Food Safety Certification for Specialty Crops (FSCSC)
APPLICATION INSTRUCTIONS
FOR LEVEL 2 EAUTHENICATED USERS
September 18, 2024
V 1.2

Contents

1 Creating A New FSCSC Application from Home

1.1 Basic Information

The FSCSC application was developed to be accessed by customers with Level 2 eAuthentication access. The FSCSC application allows applicants to:

- create/ submit a new FSCSC application
- view/modify an existing FSCSC application
- print an FSCSC application.

County offices will receive notification when FSCSC applications have been submitted or modified.

1.2 Create FSCSC Application

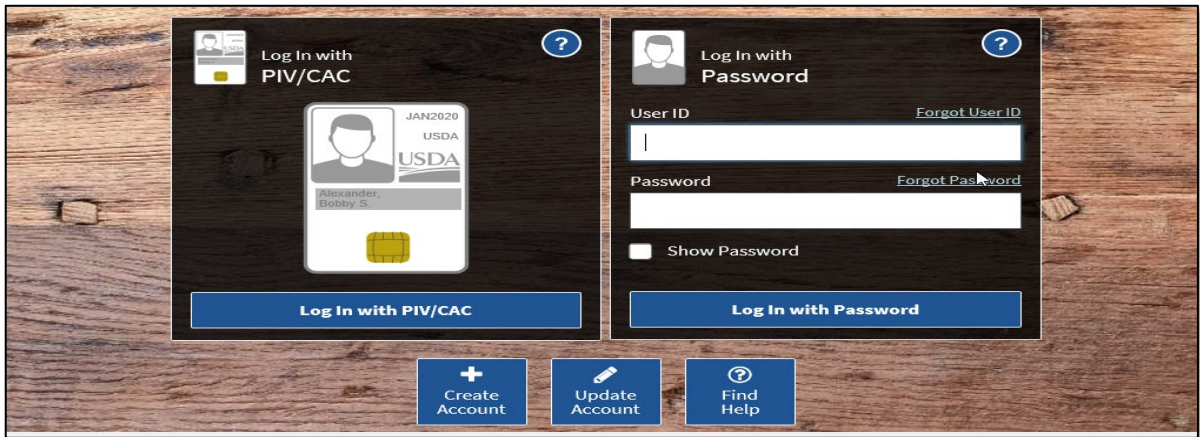The FSCSC Application can be accessed by navigating to the following link;

https://apps.fsa.usda.gov/fscsc/index.jsp

- CLICK "**Login**". The "My Application Screen" is displayed.

- Enter EAuth User ID and Password and click "**Log In with Password**".

The Applicant Selection Screen is displayed, which includes the user themselves and any other applicant for which the user has representative capacity.

- SELECT the ratio button next to the applicable applicant

- CLICK **"Add/Edit Application".** The FSCSC Application will display for the selected applicant.

2 Entering and Submitting FSCSC Information

2.1 Overview

Users will be able to record FSCSC information for food safety certification and testing reimbursment for eligible categories.

Note: FSCSC application will always default to the Part A & Part B Screen.

2.2 Part A & Part B Screen

The Part A & Part B Screen is where users will enter application details will be entered.

Under PART A – APPLICANT INFORMATION

- Select Yes or No if you have ever participated in any FSA program.

Under PART B – CERTIFICATION INFORMATION & EXPENSES

- Select the Category of Expenses

- Enter the amount of Expenses

- Select the Number of Tests if applicable

- Enter the Other Reimbursment for Expenses Received

- CLICK **"Save and Continue"** to move to the next screen.

Note: If the user wants to skip directly to another screen, CLICK **"Save"** before clicking the applicable tab or else information entered wll not be saved.

2.3 Summary Screen

The Summary Screen will summarize all food safety certification information recorded within the FSCSC Application and allow the applicant to electronically sign the application.

PART A - APPLICANT INFORMATION

Have you participated in FSA programs? **YES**
(If "NO", please fill out AD-2047 and SF-3881)

PART B - CERTIFICATION INFORMATION & EXPENSES

Category of Expenses	Source	Expenses	Number of Tests	Other Reimbursement for Expenses Received
Food Safety Certification	APPLICANT	1000.00		100.00
	COC USE ONLY			
Food Safety Plan Development (1st time)	APPLICANT	50.00		
	COC USE ONLY			

3 Business Size Questions

3.1 Overview

At least one of the business size questions must be answered yes to be eligible for the FSCSC program.

3.2 Business Size questions for 2022 and 2023

Answer Yes or No to the question **Are you a small business?**

(Small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of more than $250,000 but not more than $500,000.)

Answer Yes or No to the question **Are you a very small business?**

(Very small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than $250,000.)

Are you a small business?
(Small Business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of more than $250,000 but not more than $500,000.)
☐ YES ☐ NO

Are you a very small business?
(Very small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than $250,000.)
☐ YES ☐ NO

3.3 Business Size questions for 2024 and 2025

Answer Yes or No to the question **Are you a small business?**

(Small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than $500,000.)

Answer Yes or No to the question **Are you a medium size business?**

(Medium size business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of at least $500,001 but no more than $1,000,000.)

Are you a small business?

(Small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than $500,000.)

☐ YES ☐ NO

Are you a medium size business?

(Medium size business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of at least $500,001 but no more than $1,000,000.)

☐ YES ☐ NO

4 Enrolling FSCSC Application

4.1 Overview

The user will be able to record an electronic signature on their FSCSC Application.

By recording an electronic signature the user is confirming the FSCSC Application is ready for County Committee (COC) Action.

4.2 Recording Electronic Signature

To record the user's electronic signature, the user must navigate to the Summary Screen of the FSCSC Application.

To enroll the FSCSC application,

- CLICK the checkbox
- CLICK **"Save and Continue".**

APPLICANT CERTIFICATION

I hereby sign and acknowledge under penalty of perjury in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621 that the foregoing is true and correct.

To put your electronic signature on the application for **BASE, G** check this box. ☐

5 Editing a FSCSC Application

5.1 Overview

A FSCSC application can be edited up until a COC Determination has been recorded. When a COC Determination has been recorded, the application information will be view-only.

To modify an application with a COC Determination recorded the user must contact their local FSA office for assistance.

When food safety certification information has been modified or added to an application the electronic signature will automatically be removed from the application. The user must electronically sign the application every time an application is modified.

6 Printing a FSCSC Application

6.1 Overview

The user can print the FSCSC application from the Applicant's Selection Screen.

- SELECT the ratio button
- CLICK "**View Form**" button.

FSA-888 (for program years 2022 and 2023) or FSA-888-1 (for program years 2024 and 2025) will be saved in a PDF format and can be printed.

Note: Printing options can be different for a variety of reasons.

7 Notifications

7.1 County Office Notifications

Email notifications will be sent to the recording county office when:

- an online application is created.
- an online application is modified.
- an online application has been electronically signed.