

Guide to the 2018 AgriStability Interim Application

This guide explains how the 2018 AgriStability interim benefit works, and provides instructions on how to complete the application form. For AgriStability program guidelines and participation requirements, please refer to the program website or contact us.

BC AgriStability Administration

Mail: AgriStability Administration
BC Ministry of Agriculture
200-1500 Hardy Street
Kelowna, BC V1Y 8H2

Toll free: Telephone: 1-877-343-2767
Fax: 1-877-605-8467

Email: AgriStability@gov.bc.ca

Website: www.gov.bc.ca/agribusinessriskmanagement

1.0 About the Interim Application

The AgriStability program is designed to provide financial support when producers incur large financial losses. It gives producers the opportunity to keep their farming income stable, while protecting their farm operations from a large margin decline.

As a program participant, you cannot receive your full 2018 AgriStability benefit until your 2018 program year is complete. However, by using the Interim Application you can receive a portion of this benefit early if your estimated income (program year margin) declines by more than 30 per cent compared to your reference margin. The interim benefit is normally 50 per cent of your estimated final benefit.

Important Notes

- The 2018 Interim Application is an optional application. You do not have to apply for a 2018 interim benefit to participate in the 2018 program year.
- Because an Interim Payment is based on an estimate of your income and expenses, it is possible that you will receive more or less money than you are entitled to. If your Interim Payment is more than you are entitled to, you are required to repay the difference. If it is less than you are entitled to, you will receive the difference at the time that your final application is processed.
- Since the AgriStability interim benefit is an advance on your final 2018 AgriStability benefit, if you receive a 2018 interim benefit, you must submit your final 2018 AgriStability Harmonized Statement A/B to the Winnipeg Tax Centre within program deadlines. Failure to submit the final 2018 AgriStability Harmonized Statement A/B will put you in an automatic overpayment position and you will be required to repay the 2018 interim benefit.
- Please contact us if you:
 - have changed, or plan to change, your business structure, e.g., from a sole proprietorship to a partnership or corporation;
 - if you wish to change your authorized contact information.

2.0 Eligibility

To be eligible to receive assistance through the 2018 AgriStability Interim Application, you must:

- have completed a minimum of six consecutive months of farming activity;*
- have completed a production cycle;*
- be farming primarily in British Columbia and report farming income as an individual, a corporation, co-operative, trust, communal organization, or other entity, to the Canada Revenue Agency (CRA); or be a Status Indian farming on a Reserve;
- be enrolled in the AgriStability program prior to the 2018 enrolment deadline; and
- have an estimated 2018 program year margin decline more than 30 per cent relative to your estimated reference margin.

* The criteria of a minimum of six months farming activity or completing a production cycle may be waived if it could not be met due to a disaster situation beyond your control (i.e. Wildfires, flooding, etc.).

3.0 How to Apply

Complete and submit your AgriStability 2018 Interim Application and all required supporting documents to the BC AgriStability Administration no later than **March 31, 2019**.

- If you are involved in **multiple farming operations**, you must complete page 2 of the application for each operation and assign a number to each (all applications should be submitted together).
- **Partners** must apply to the program as individuals. If you farm as a partnership, each partner who wishes to apply must submit separate forms reporting 100 per cent of the partnership's income and expenses. The benefit to each partner is based on their respective share of the partnership.
- Submit Interim Applications to:

AgriStability Administration
BC Ministry of Agriculture
200-1500 Hardy Street
Kelowna, BC V1Y 8H2

Or toll free Fax: 1-877-605-8467

Email: AgriStability@gov.bc.ca

4.0 Completing the Application

Read the following steps carefully to assist you in completing your 2018 AgriStability Interim Application. Call the AgriStability toll-free line at 1-877-343-2767 for assistance if you have any questions about completing the forms.

1. Applicant Information

Enter your name, contact information and AgriStability/AgrilInvest PIN. If you are not currently an AgriStability participant you must submit a New Participant Package and receive an Enrolment Notice prior to submitting an interim application. New Participant Packages must be requested by April 30, 2018 for the 2018 program year.

1a) Production Cycle: Indicate whether you:

- completed a production cycle on at least one of the commodities you produced; or
- you were unable to complete a production cycle on more than half of your farm's total production, due to circumstances beyond your control.

The information requested on the AgriStability Interim Application can only be reasonably estimated once you have completed six months of farming activity and a production cycle (or were unable to due to circumstances beyond your control).

1b) Production Insurance (crop insurance): Indicate if you have Production Insurance for your insurable commodities and your policy number(s);

- **Note:** If you indicate yes to question 1b) and you have received or expect to receive a Production Insurance payment related to your 2018 program year, ensure you report the total payment in section 3a) of the interim application.

1c) Combined Operations: The income and expense information of two or more related persons or entities may be combined if the farming operations are part of a whole farm, even though the operations report separately for income tax purposes. If you are combined with a producer who is not eligible for or not participating in the AgriStability program, you will be eligible to receive your portion of program benefits.

Generally, operations are combined when the operations are either:

- a) not legally, financially or operationally independent; or
- b) involved in transactions above or below fair market value.

If you answered "Yes" to question 1c) on the application, please provide the PIN(s) of the operation(s) with which you should be combined. If more than two operations should be combined, attach a sheet identifying the additional PINs. You may be contacted by the Administration for additional detail. Farm and financial information for the operations you are combined with may be required prior to processing your AgriStability Interim Application.

1d) Partners: Each partner who wishes to apply must submit a separate application reporting 100% of the partnership's income and expenses. The Administration will calculate the benefits for each partner,

1d) Partners: Each partner who wishes to apply must submit a separate application reporting 100% of the partnership's income and expenses. Benefits are calculated based on each respective share of the

partnership. Enter the name, percentage share, and PIN of each partner involved in the partnership, including your own information.

1e) 2017 AgriStability Application: If you have not already submitted a complete 2017 AgriStability Harmonized application (Statement A/B for Corporations or T1273/T1274 Statement A/B for Individuals), answer “No” to this question and submit Schedule 1 with your AgriStability Interim Application. This information is required in order to calculate your reference margin and process your 2018 AgriStability Interim Application. Please see the section titled “Schedule 1 – Worksheet for 2017 Reference Margin” for details on how to complete this worksheet.

Note: The Schedule 1 worksheets are not a substitute for filling out the required 2017 AgriStability application. You must submit the completed 2017 AgriStability application by the program deadline to be eligible for the 2017 program year.

2. Participant Declaration

The participant must sign and date the application. For individual participants, the individual must sign. For corporations and other entities the authorized signatories must sign.

3. Program Year Farming Activity

This section allows the Administration to estimate your 2018 program year income, expense and margin.

If you are involved in multiple farming operations, you must complete a separate Program Year Farming Activity (Page 2) for each operation, assign an operation number to each and submit all operations together.

3 a) Program Payments: Report any amounts you received or expect to receive, related to the 2018 program year. The following will be included as income in the calculation of any interim benefit:

- AgriInsurance (Production Insurance) payments,
- Western Livestock Price Insurance Program (WLPPI),
- AgriRecovery and other allowable program payments.

Please refer to the 2017 Harmonized Guide (Program Payment List A) on our website for a list of allowable program payments.

3 b) Allowable Expenses: Because most producers have not completed their fiscal year at the time they apply for an AgriStability Interim Payment, the actual expenses that will be reported for tax purposes are not available to be used in the AgriStability interim calculation. This section allows you to indicate whether you have, or expect to have, a significant increase or decrease in expenses.

The expenses listed are those that most commonly experience significant increases or decreases from year to year.

If you indicate that you have not experienced a significant increase or decrease for the expenses, the administration will use the average of your allowable expenses over the past five years to estimate your allowable expenses in the program year.

However, using the average of your allowable expenses over the past five years may not reflect your expenses in the program year. For example, if you did not have any feed purchases in the program year, but your average feed purchases over the past five years is \$2,000, record \$0 in column B. Using \$0,

rather than \$2,000 in the interim calculation will ensure that your expenses are not over-estimated, resulting in a more accurate interim payment calculation.

For each Expense Category a significant increase or decrease is indicated:

- enter the total amount of the expense related to your 2018 production (not the amount of the increase or decrease) in column (B). Do not include amounts paid in 2018 for prior year input expenses.

The increased or decreased amounts will be used in the calculation of all allowable expenses for the program year.

3 c) 2018 Productive Capacity and Disaster Circumstances: Identify whether the productive capacity of this operation decreased during the program year due to disaster circumstances. If “Yes” is indicated, provide an explanation.

3 d) 2018 Crop Production: The information provided in this section will be used to estimate your crop income and productive capacity for the 2018 program year. **PLEASE INCLUDE ALL FARM PRODUCTION.** This includes all forage crop production that you harvested or expect to harvest in the 2018 program year.

Unharvestable Acres

If you grew a commodity and expected to harvest it in the program year, but could not harvest it due to reasons beyond your control, report the commodity and corresponding acres, and report your production as zero. Snowed under crops are not included in this section, see “Snowed Under Crops” below.

Snowed-Under Crops

If, at the end of your 2018 program year, you were unable to harvest some or the entire 2018 crop due to snow, report the snowed-under crop acres as production. Report the number of acres under the inventory code for that crop and report any estimated production that you may be able to harvest in the next year.

Standing/Unharvested Crops

If your fiscal year-end is such that your farm always has a standing crop (e.g. July 31) do not include the standing crop. Report the production related to the prior year’s crop instead.

Organic production

Identify your crop as “organic” only for your crops that have been Certified Organic by the provincial or federal governing certification body.

Multi-Stage Crops

Producers of multi-stage crops should report all acres of those crops even if no production was expected in the program year. Use the codes that reflect the stage of production for the program year. Multi-stage crops are Apples, Blueberries (Highbush), Cherries (sweet), Christmas trees, Cranberries, Echinacea, Ginseng, Grapes and Sod.

Completing the Columns:

Codes: Use the Inventory Code List available in the 2017 AgriStability Harmonized Guides (www.gov.bc.ca/agribusinessriskmanagement or call 1-877-343-2767) to identify each commodity. Leave the code blank if the commodity is not listed.

Crop Description: Report the type and grade of crop that you harvested, or expected to harvest in the 2018 program year, using the code and associated description found in the 2017 Inventory Code List. For commodities not found on the code list, provide a specific description. For commodities not measured in tonnes, identify the type of unit here.

Number (#) of Acres: Report the number of acres of this crop that you harvested or expect to harvest in the 2018 program year.

For commodities not measured by acres, report your productive area according to the standard unit of measurement for the specific commodity. Identify the type of unit in the Crop Description column. For example, **Greenhouses and Nurseries**, report your production area in **square metres** and include only productive areas.

Estimated Total Production in Tonnes: Provide your estimated total program year production for this crop in tonnes. For commodities not normally measured in tonnes, report according to the standard unit of measurement for the specific commodity. Identify the type of unit in the Crop Description column.

Unseedable Acres: In the 2018 program year, enter the number of acres that were too dry or too wet to seed and enter the number of acres set aside for summer fallow purposes.

Amount of Production Used On-Farm: Estimate the total tonnes of production for each commodity used on-farm for feed or seed. For commodities not normally measured in tonnes, report according to the unit of measurement you identify in the Crop Description column.

Production Intended For Sale: Total estimated production (column D) minus Amount of Production Used On-Farm (column E) equals quantity Production Intended for Sale (column F).

Other: Report the number of non-productive acres used as pasture, or designated as wasteland.

3 e) 2018 Livestock Production

The information in this section provides an estimate of your 2018 livestock income and productive capacity for the 2018 program year.

Codes for most livestock categories are on the form. For those not already listed on the form, find the appropriate code from the Inventory Code List available in the 2017 AgriStability Harmonized Guides (www.gov.bc.ca/agribusinessriskmanagement or call 1-877-343-2767). Leave the code blank if the commodity is not on the list.

Cow/Calf Production

Report Number of Cows that Calved, Calves Born, Average Wean Weight, and Calf Feed Days.

Number (#) of Cows that Calved: Report the number of cows that have calved (or are expected to calf) in the 2018 program year.

Number (#) of Calves Born: Report the total number of calves born (or are expected to be born) in the 2018 program year, excluding deaths. Do not include calves held over from the previous year.

Average Wean Weight: Report the average wean weight in pounds for your calves.

Number (#) of Calf Feed Days: Calf Feed Days begin post weaning and end with either the sale (or estimated time of sale) or the end of your fiscal period, whichever is earlier.

- Report the number of Calf Feed Days for calves born (or are expected to be born) in the program year that were weaned and fed in that fiscal period.
- Number of Calf Feed Days are calculated as (Number of expected animals) x (Number of expected days each animal will be fed).
 - For example: 100 animals fed for 90 days = 100 x 90 = 9000 calf feed days.
- Enter zero if you do not have or do not expect any Calf Feed Days.

Note: Do not report cows in a dairy operation under the cow/calf section. See “Other Production” for more information.

Fed Cattle

In order to be considered a fed animal, you must have made an appreciable contribution to the growth and maturity of the animal in the program year. An appreciable contribution is defined as 90 kg (200 lbs) weight gain or a minimum of 60 days on feed. Feeder categories include both animals born on the farm (if not reported in same year they are born) and purchased animals. Do not include breeding animals, culls and weaned animals born in the program year.

Number (#) of Animal Feed Days: Report the Animal Feed Days during the 2018 program year. Feed days begin the day the animal is acquired (or post weaning if born in the previous year) or at the start of fiscal period, whichever is later. Feed days end with either the sale (or estimated time of sale) or the end of fiscal period, whichever is earlier.

- Number of Animal Feed Days are calculated as (Number of expected animals) x (Number of expected days each animal will be fed).
 - For example: 100 animals fed for 90 days = 100 x 90 = 9000 feed days.
- Include Animal Feed Days for the animals with an appreciable gain (200 lbs weight gain or 60 days on feed for cattle).
- Enter zero if you do not have or do not expect any Animal Feed Days.

Do not include Animal Feed Days for the following:

- calves born in the 2018 program year (refer to Cow/Calf Production);
- calves held over from the previous year that have been, or expect to be, sold as calves;
- breeding animals or culls.

Code 8066 and 8068 Number (#) of Animals Fed: Report the number of Animals Fed which have made an appreciable weight gain (200 lbs weight gain or 60 days on feed for cattle).

- Report the number of feeders held over from the previous year or purchased during the program year that have been sold, or you expect to be sold, as feeders;
- Categorize the Animals Fed based on the sale weight, if sold in the program year, or expected sale weight, if not sold in the program year.
- Do not include breeding animals, culls or calves born in the program year.
 - For example: If you fed and sold 50 feeder cattle (under 900 lbs) in the first 7 months of the year, and fed another 50 feeder cattle (under 900 lbs) for the last 5 months you should record 100 animals fed as feeder cattle (fed up to 900 lbs) under code 8066.

Feeder Hogs

In order to be considered a feeder animal, you must have made an appreciable contribution to the growth and maturity of the animal in the program year. Do not include breeding animals, culls, and weaned animals born in the program year.

Number (#) of Animal Feed Days: Report the Animal Feed Days during the 2018 program year. Feed days begin the day the animal is acquired (or post weaning if born in the previous year) or at the start of fiscal period, whichever is later. Feed days end with either the sale (or estimated time of sale) or the end of fiscal period, whichever is earlier.

- Number of Animal Feed Days are calculated as (Number of animals) x (Number of expected days each animal will be fed).
 - For example: 100 animals fed for 3 months (90 days) = 100 x 90 = 9000 feed days.
- Enter zero if you do not have or do not expect any Animal Feed Days.
- Do not include Animal Feed Days for any births reported under the farrowing and/or farrow to finish categories, breeding animals or culls.

Code 8761 and 8762 Number (#) of Animals Fed: Report the number of Animals Fed which have had an appreciable weight gain.

- For example: If you fed and sold 50 feeder hogs (over 50 lbs) in the first 7 months of the year, and fed another 50 feeder hogs (over 50 lbs) for the last 5 months you should record 100 animals fed as Hogs fed over 51 lbs code 8761.
- Do not include farrow to finish and farrowing operations (see the Hog Production section below for more information), breeding animals, culls.

Hog Production

- **Code 8751** Hogs, Farrowing (selling weanlings or isoweans): Report the number of sows that birthed (or are expected to birth) in the program year, the number of animals born (or are expected to be born) and the average wean weight of the piglets in pounds.
- **Code 8760** Hogs, Farrow to Finish: Report the number of sows that birthed (or are expected to birth) in the program year, the number of animals born (or are expected to be born). See “How to Complete the Columns” below for instructions.

Poultry

- **Code 7650** Chicken, Broilers and **Code 7862** Turkey, Broilers: Report the number of kilograms produced and the number of kilograms of quota.

Egg Production

- **Code 7663** Chickens, Eggs for Hatching and **Code 7664** Chickens, Eggs for Consumption: Report the number of Dozens of Eggs Produced and number of Hens Producing.

Other Production

Other estimated livestock production is to be listed in as much detail as possible (for example, list “lambs born” or “wool produced” rather than just “sheep”). If you are a producer of purebred livestock, you must indicate in the description that the livestock is purebred in order to ensure the correct value is assigned to your 2018 program year production.

Refer to the Productive Capacity List in the 2017 AgriStability Harmonized Guides to identify codes and the units required for reporting “other” commodities that are not listed in the Livestock Production section of the AgriStability Interim Application.

Schedule 1 – Worksheet for 2017 Reference Margin

Complete Schedule 1 if you answered “No” to section 1e) on page 1 of the 2018 AgriStability Interim Application.

Please refer to the 2017 AgriStability and AgriInvest Harmonized Guides for instructions on how to fill out Schedule 1 of the AgriStability Interim Application. The Guide is available at www.gov.bc.ca/agribusinessriskmanagement or by contacting us.