

For: State and County Offices

Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Election Software

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice ARCPLC-14 provided the policy that current producers with an interest in the cropland on the farm may make an irrevocable program election for the following programs:

- PLC
- ARC-county coverage (ARC-CO)
- ARC-individual coverage (ARC-IC).

B Purpose

This notice:

- advises State and County Offices that the election software functionality is scheduled for release on or about **November 14, 2014**, and will provide the ability to record a:
 - farm level program election for ARC-IC
 - crop level program election for ARC-CO and PLC
- provides instructions on accessing and using the ARCPLC software for elections.

| Disposal Date | Distribution |
|---------------|---|
| April 1, 2015 | State and County Offices; State Offices relay to County Offices |

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2 ARCPLC Software Access

A Introduction

The ARCPLC acreage history, yield, reallocation, and election software will all be available under the same link. Users will be able to move between each application by using the left Main Menu.

B Accessing the ARCPLC Election Software

The ARCPLC software will be available on the FSA Intranet at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**.

From the FSA Intranet Screen, under “FSA Applications” “Applications Directory”, CLICK “**A C**”. The FSA Intranet Screen will be redisplayed with applications with names started from A to C. Scroll down and CLICK “**ARC-PLC Election**”. Users must have Level 2 eAuthentication to access.

C Security Accessibility

Access to the ARCPLC software is provided as follows.

| User | Access |
|----------------------------------|---|
| Specified State Office Personnel | <ul style="list-style-type: none">• Limited to employees with State Office access to Web Farm Records.• Update all counties within the State.• View other counties in the nation. |
| County Office Personnel | <ul style="list-style-type: none">• Update all administrative counties.• View other counties in the nation. |

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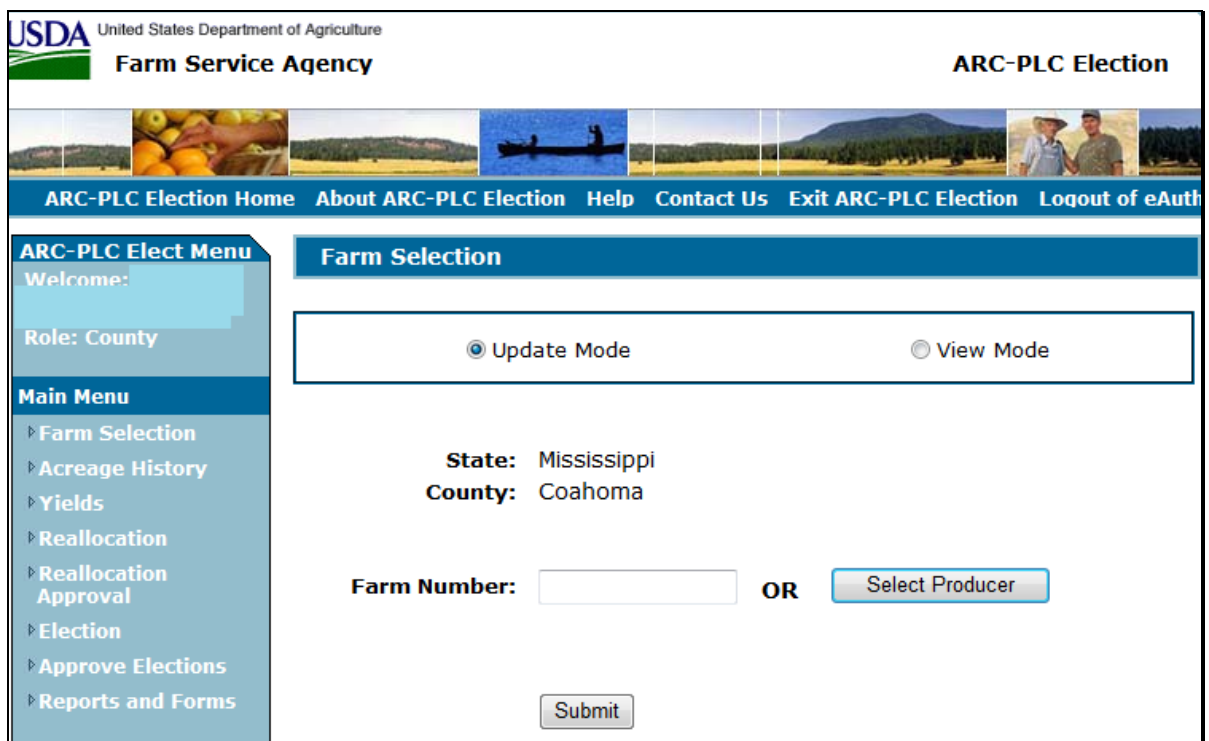
3 ARCPLC Software Farm Selection Screen

A Overview

The Farm Selection Screen will be the starting point for components of the ARCPLC software. Users will use the Farm Selection Screen to search by farm or producer to enter the acreage history, yields, reallocation, and election applications. Clicking the appropriate link under the Main Menu allows users to navigate between applications.

B Example Farm Selection Screen

From the FSA Intranet Applications Page, when users click “ARC-PLC Election”, the Farm Selection Screen will be displayed. Following is an example of the Farm Selection Screen.



The screenshot displays the 'ARC-PLC Election' web interface. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'Farm Service Agency' and 'ARC-PLC Election' are on the right. Below this is a banner with several small images. A navigation bar contains links: 'ARC-PLC Election Home', 'About ARC-PLC Election', 'Help', 'Contact Us', 'Exit ARC-PLC Election', and 'Logout of eAuth'. On the left is a sidebar with 'ARC-PLC Elect Menu' (containing 'Welcome:' and 'Role: County') and a 'Main Menu' with expandable options: 'Farm Selection', 'Acreage History', 'Yields', 'Reallocation', 'Reallocation Approval', 'Election', 'Approve Elections', and 'Reports and Forms'. The main content area is titled 'Farm Selection' and features two radio buttons for 'Update Mode' (selected) and 'View Mode'. Below these, the 'State' is set to 'Mississippi' and the 'County' is 'Coahoma'. There is a 'Farm Number' input field followed by 'OR' and a 'Select Producer' button. A 'Submit' button is at the bottom center.

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3 ARCPLC Software Farm Selection Screen (Continued)

C Field Descriptions and Actions

Users shall take the following actions on the Farm Selection Screen.

| Step | Action | |
|------|---|--|
| 1 | IF the users CLICK... | THEN users can... |
| | “ Update Mode ” radio button | access farms in the users administrative State and county to update crop and acreage information. Notes: This is the system default option. Users will select the county from the drop-down menu, if assigned to more than 1 administrative county. |
| | “ View Mode ” radio button | select the State and county for view mode only . Notes: The administrative State and county name will default automatically. Users will select the county from the drop-down menu, if assigned to more than 1 administrative county. |
| 2 | Click the appropriate Main Menu application link. | |
| 3 | Users can select a farm using either of the following options: <ul style="list-style-type: none">• to search by farm number, enter the farm number in the “Farm Number” field• to search by producer through SCIMS, CLICK “Select Producer”. | |
| 4 | CLICK “ Submit ”, and if searching by: <ul style="list-style-type: none">• farm, the View/Update Election Screen will be displayed (subparagraph 6 B)• producer, the Confirm Customer Selection Screen will be displayed after the customer has been selected from SCIMS. | |

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4 ARCPLC Software Confirm Customer Selection Screen

A Overview

If users choose to search by producer, the SCIMS Customer Search Page will be displayed. After searching and selecting the desired producer, the Confirm Customer Selection Screen will be displayed.

B Example of the Confirm Customer Selection Screen

Following is an example of the Confirm Customer Selection Screen.

Note: This screen will **only** be displayed if searching by producer.

USDA United States Department of Agriculture
Farm Service Agency

ARC-PLC Election

ARC-PLC Election Home About ARC-PLC Election Help Contact Us Exit ARC-PLC Election Logout of eAuth

ARC-PLC Elect Menu

Welcome:
Role: County

Main Menu

- Farm Selection
- Acreage History
- Yields
- Reallocation
- Reallocation Approval
- Election
- Approve Elections
- Reports and Forms

Confirm Customer Selection

State: Mississippi County: Coahoma

You have selected the following Customer:

Name: OWNER, ANY 1
Tax ID: No Tax Id
Tax ID Type: No Tax Id
Primary Address: 1234 MAIN STREET ANYWHERE, MS 12345-
Telephone:

Confirm Select Again Cancel

C Field Descriptions and Actions

The following buttons are available on the Confirm Customer Selection Screen.

| Button | Description |
|--------------|--|
| Confirm | Accept the owner selected from SCIMS. The Select Farm Screen will be displayed. Note: If there is only 1 farm available for the producer, the View/Update Election Screen will be displayed. |
| Select Again | SCIMS Search Screen will be displayed. |
| Cancel | The Farm Selection Screen will be displayed. |

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5 ARCPLC Software Select Farm Screen

A Overview

After users search and select a producer, all farms associated with that producer will be displayed on the Select Farm Screen.

B Example of the Select Farm Screen

Following is an example of the Select Farm Screen.

Note: This screen will **only** be displayed if the selected producer has more than 1 farm.

| Farm | Association Type | Operator |
|------|------------------|------------------------|
| 13 | Owner | PRODUCER, ANY 2 |
| 949 | Operator | PRODUCER, ANY 1 |
| 3619 | Other Producer | PRODUCER, ANY 3 |
| 3621 | Owner | PRODUCER, ANY 3 |
| 4924 | Operator | PRODUCER, ANY 1 |
| 4927 | Owner/Operator | PRODUCER, ANY 1 |
| 4955 | Operator | PRODUCER, ANY 1 |
| 4972 | Owner | ANY FAMILY PARTNERSHIP |

C Field Descriptions and Actions

Users shall take either of the following actions on the Select Farm Screen.

| IF users click... | THEN the... |
|---------------------------|---|
| the farm number hyperlink | View/Update Acreage Screen will be displayed for the selected farm. |
| “Cancel” | Farm Selection Screen will be displayed. |

After the farm is selected the user will be able to select the election software application from links on the left navigation menu.

6 ARCPLC Software View/Update Election Screen

A Overview

The View/Update Election Screen allows users to record the ARCPLC Program election. For the election to be recorded, a reallocation choice **must** be selected and approved for the farm.

The View/Update Election Screen is divided into the following 3 parts.

| Area | Description |
|----------------------|--|
| Crop Elections | Allows users to record the program election for each crop. |
| Associated Producers | Allows users to identify the producers on the farm who have an interest in the cropland. |
| Approval | Allows users to record the signature date for the producers and CCC representative. |

B Example of the View/Update Election Screen

Following is an example of the View/Update Election Screen.

ARC-PLC Elect Menu
Welcome
Role: County
Main Menu
Farm Selection
Acreage History
Yields
Reallocation
Reallocation Approval
Election
Approve Elections
Reports and Forms

View/Update Election
Farm: 4927 State: Mississippi
Farmland: 350.00 County: Coahoma
Cropland: 280.00 Pending Reconstitution: No
Operator: PRODUCER, ANY 1

Generic Base: No

Crop Elections

ARC Individual Yes No Apply

| Crop | PLC | ARC County | ARC Individual |
|-------|---------|------------|----------------|
| | Set all | Set all | |
| Corn | | | |
| Wheat | | | |

Associated Producers

ANY 1 PRODUCER

ANY 2 PRODUCER

ANY 3 PRODUCER

Approval

Owner Signature Date:

CCC Representative Signature Date:

Submit Print Election Form Exit

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6 ARCPLC Software View/Update Election Screen (Continued)

C Field Descriptions and Actions

The following fields are displayed on the View/Update Election Screen.

| Field | Definition | | |
|-----------------------------------|--|--------------------------------------|---|
| Generic Base | If generic base acres are recorded on the farm in Farm Records, indicate “Yes” or “No”. | | |
| Crop Elections | Allows users to record an ARC-IC election at the farm level and PLC or ARC-CO election at the crop level. | | |
| | IF user wants to record... | THEN click... | AND the... |
| | an ARC-IC election | “Yes” radio button and CLICK “Apply” | system will record the ARC-IC election for all crops on the farm. |
| | a PLC or ARC-CO election | “No” radio button and CLICK “Apply” | radio buttons under PLC and ARC-CO will become editable. Users can select the election for each crop or can click “Set All” to apply that election to all crops. Note: If users click “Set All”, they can change the selection on a crop-by-crop basis. |
| Associated Producers | Lists all owners, operators, and other tenants associated with the farm in Farm Records. Users need to select the radio button by each producer with an interest in the cropland on the farm. Note: Only producers that are selected will display on CCC-857. Users must select all producers with an interest in the cropland on the farm according to Notice ARCPLC-14, subparagraph 2 F. | | |
| Producer Signature Date | Date can be typed in the MM/DD/YYYY format or entered with the calendar option. | | |
| CCC Representative Signature Date | Date can be typed in the MM/DD/YYYY format or entered with the calendar option. | | |

The following buttons are available on the View/Update Election Screen.

| Button | Description |
|---------------------|--|
| Submit | Election choices selected on the farm are saved and submitted to the database. |
| Print Election Form | Link to print the election form. Note: This option is not available until users click “Submit”. |
| Exit | Farm Selection Screen will be displayed without saving any data. |

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7 ARCPLC Software Approve Elections Screen

A Overview

The Main Menu “Approve Elections” link allows users to apply 1 approval date to multiple farm elections. After users click “Approve Elections”, all farms with an election decision submitted with a producer signature date will be displayed.

B Example of the Approve Elections Screen

The following is an example of the Approve Elections Screen.

USDA United States Department of Agriculture
Farm Service Agency

ARC-PLC Election

ARC-PLC Election Home About ARC-PLC Election Help Contact Us Exit ARC-PLC Election Logout of eAuth

ARC-PLC Elect Menu
Welcome:
Role: County

Main Menu
▸ Farm Selection
▸ Acreage History
▸ Yields
▸ Reallocation
▸ Reallocation Approval
▸ Election
▸ Approve Elections
▸ Reports and Forms

Approve Elections

State: Mississippi
County: Coahoma

Approval Date: 11/06/2014

| Farm | Operator | Producer Signature Date | Apply Approval |
|------|----------------|-------------------------|-------------------------------------|
| 13 | ANY 2 PRODUCER | 10/06/2014 | <input checked="" type="checkbox"/> |
| 4927 | ANY 1 PRODUCER | 11/06/2014 | <input type="checkbox"/> |
| 4955 | ANY 1 PRODUCER | 11/06/2014 | <input checked="" type="checkbox"/> |

Select All Clear All Submit Exit

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7 ARCPLC Software Approve Elections Screen (Continued)

C Field Descriptions and Actions

The following fields will be displayed on the Approve Elections Screen.

| Field | Definition |
|-------------------------|--------------------------------------|
| Farm | The farm number from Farm Records |
| Operator | The operator from Farm Records |
| Producer Signature Date | The recorded producer signature date |

User will be able to take the following actions on the Approve Elections Screen.

| Field | Action |
|----------------|---|
| Approval Date | Date can be typed in the MM/DD/YYYY format or entered with the calendar option. |
| Apply Approval | Select for each farm number user is approving. |
| Select All | Select all farms on the screen. |
| Clear All | Remove the selections for all farms on the screen. |
| Submit | Records the approval date for all selected farms on the screen. |
| Exit | Search Farm Screen will be displayed without saving any data. |

8 Reports and Actions

A Available Reports

Users have access to reports according to the following table. To access reports, from the Main Menu, CLICK “**Reports and Forms**”.

| Report Title | Information Displayed |
|---|--|
| All Farms With Base Acres Without Elections Initiated | All farm numbers that do not have a program election submitted for the farm. |
| All Farms With Election Initiated | All farm numbers that have a program election recorded, but do not have a producer or CCC representative signature date. |
| All Farms Eligible for Approval | All farm numbers that have a program election and a producer signature date, but not a CCC representative signature date. |
| All Farms With Approved Elections | All farm numbers that have a program election, a producer signature, and a CCC representative signature date. |

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8 Reports and Actions (Continued)

B State Office Action

State Offices shall:

- ensure that County Offices are immediately notified of the contents of this notice
- contact Michael Walter for questions about this notice by either of the following:
 - e-mail to **michael.walter@wdc.usda.gov**
 - telephone at 816-926-7902.

C County Office Action

County Offices shall follow procedure provided in this notice to record ARCPLC Program elections.

If there are questions about this notice, County Offices shall contact their State Office.