

**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**

1-ARCPLC, Part 7 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 was released on **November 13, 2014**, and provided 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
- obsoletes Notice ARCPLC-15 because paragraph 7 has been added.

Disposal Date	Distribution
July 1, 2015 3-11-15	State Offices; State Offices relay to County Offices

## Notice ARCPLC-19

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

## Notice ARCPLC-19

### 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, reallocations, and election applications. Clicking the appropriate link under the Main Menu allows users to navigate between applications.

#### B Example of 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.

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

Farm Selection

Update Mode  View Mode

State: Mississippi  
County: Coahoma

Farm Number:  OR

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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.

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

## Notice ARCPLC-19

### 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 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.

#### 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.  <b>Note:</b> If there is only 1 farm available for the producer, the View/Update Election Screen will be displayed.
Select Again	The SCIMS Search Screen will be displayed.
Cancel	The Farm Selection Screen will be displayed.

## Notice ARCPLC-19

### 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 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.

**Notice ARCPLC-19**

**6 ARCPLC Software View/Update Election Screen**

**A Overview**

The View/Update Election Screen allows users to record the ARCPLC Program election.

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 View/Update Election Screen**

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

View/Update Election

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

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Generic Base: No

**Crop Elections**

ARC Individual
 Yes
 No
Apply

Crop	PLC	ARC County	ARC Individual
	<input type="button" value="Set all"/>	<input type="button" value="Set all"/>	
Corn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wheat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Associated Producers**

<input type="checkbox"/> ANY 1 PRODUCER	<input type="checkbox"/> ANY 2 PRODUCER
<input type="checkbox"/> ANY 3 PRODUCER	

**Approval**

Producer Signature Date:

CCC Representative Signature Date:

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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.

<b>Field</b>	<b>Definition</b>		
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.		
	<b>IF user wants to record...</b>	<b>THEN CLICK...</b>	<b>AND the...</b>
	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.  <b>Note:</b> 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.  <b>Note:</b> Only producers who are selected will display on CCC-857. Users <b>must</b> 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.

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

## Notice ARCPLC-19

### 7 Recording an Election on a Farm Without Reallocation

#### A Overview

The ARCPLC election application allows users to record a program election on a farm without a completed reallocation. For this process, a completed reallocation is defined as having the crop and yield choice recorded and both the producer signature date and the CCC signature date have been loaded in the software.

For these farms, when the user chooses to record the election, it will be made based on the crops that are currently associated with the farm on the 2015 farm record. The farm will retain the current base acres and current counter-cyclical yields for those crops.

If an owner decides to complete the reallocation after the election is completed, the user will need to reset the reallocation to remove the election.

#### B Policy

This option is designed for farms where either of the following situations applies:

- a covered commodity was not planted or prevented planted from 2008 through 2012, therefore rendering the farm unable to reallocate base acres or update yields
- a current producer has the knowledge that a base and yield update will not be made and current base acres and counter-cyclical yields will be retained.

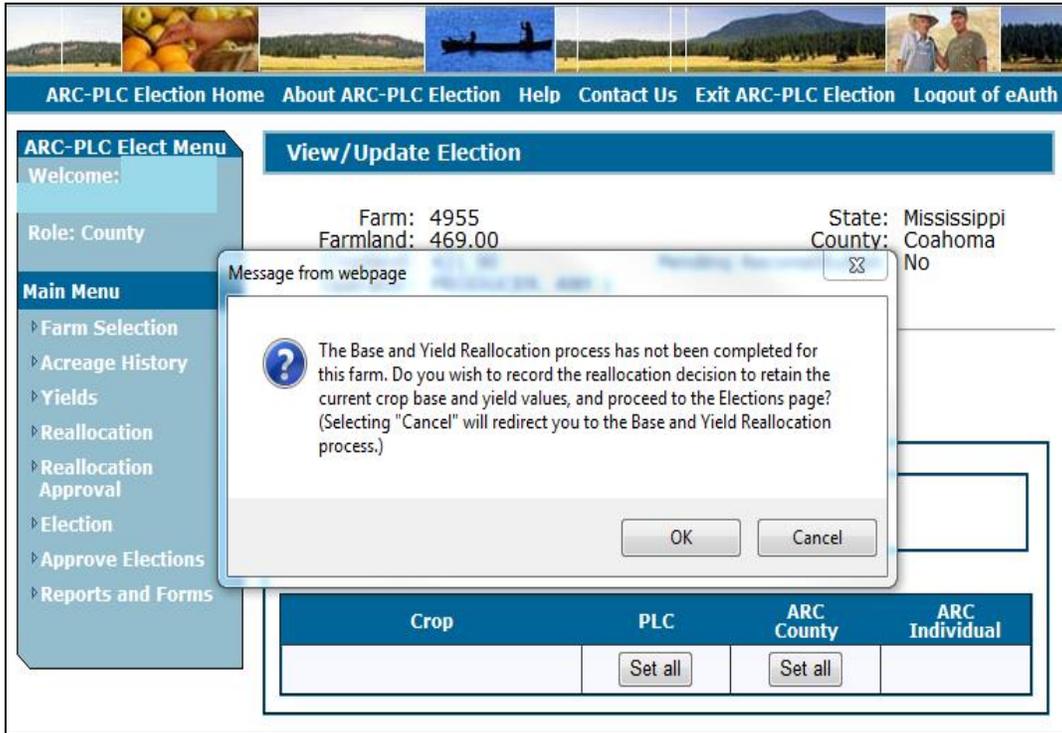
**Note:** There is no requirement that the producer provides documentation to the County Office that the landowner will not make a base reallocation and/or yield update. Current producers may make the election decision based solely on their discretion and the knowledge that an owner may subsequently, before the base and yield update deadline, make the base acre reallocation and/or yield update, which will then require a reset of the election previously made.

## Notice ARCPLC-19

### 7 Recording an Election on a Farm Without Reallocation (Continued)

#### C Example of View/Update Election Screen Without Reallocation

Following is an example of the pop-up window the user will see if they select the option for election, and reallocation is not completed for the farm.



Users will be presented with a pop-up window that displays, “The Base and Yield Reallocation process has not been completed for this farm. Do you wish to record the reallocation decision to retain the current crop base and yield values, and proceed to the Elections page? (Selecting “Cancel” will redirect you to the Base and Yield Reallocation process.)”

The following buttons are available on the pop-up window when the user takes the action to record an election on a farm without reallocation.

Button	Description
OK	Will cause the application to retain the current crops and counter-cyclical yields from Farm Records for reallocation purposes, and the user will be taken back to the View/Update Election Screen.  <b>Note:</b> After the “OK” button is selected, the message, “Please wait while the system is applying defaults”, will be displayed. Depending on the size of the farm, this will take a few moments. Do <b>not</b> leave this screen until the message disappears.
Cancel	Will take the user to the View/Update Base Reallocation Screen.

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### 7 Recording an Election on a Farm Without Reallocation (Continued)

#### D Effects on Reallocation Screens

After the election is recorded by this method, when and if the user returns to the reallocation screens, they will no longer see the crops listed for the “Reallocated Acres” field on the View/Update Base Allocation Screen.

On the View/Update Reallocation Approval Screen, the user will see the date the election was recorded in both the “Owner Signature Date” and “CCC Representative Signature Date” fields. Users will not see an owner representative selected on the View/Update Reallocation Approval Screen.

User can reset the reallocation if subsequent changes are required.

### 8 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 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

**Notice ARCPLC-19**

**8 ARCPLC Software Approve Elections Screen (Continued)**

**C Field Descriptions and Actions**

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

<b>Field</b>	<b>Definition</b>
Farm	The farm number from Farm Records.
Operator	The operator from Farm Records.
Producer Signature Date	The recorded producer signature date.

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

<b>Field</b>	<b>Action</b>
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 the 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	The Search Farm Screen will be displayed <b>without</b> saving any data.

**9 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**”.

**Note:** Reports are only available for the County Office user role.

<b>Report Title</b>	<b>Information Displayed</b>
All Farms With Base Acres Without Elections Initiated	All farm numbers with a completed reallocation that do <b>not</b> have a program election submitted for the farm.
All Farms With Election Initiated	All farm numbers that have a program election recorded, but do <b>not</b> 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 <b>not</b> 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.

## Notice ARCPLC-19

### 9 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.