FSA
HANDBOOK

Cotton Transition Assistance Program

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

1-CTAP

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
Washington, DC 20250

Cotton Transition Assistance Program **1-CTAP**	**Amendment 4**

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 701 D has been added to provide sequestration percentages.

Page Control Chart		
TC	**Text**	**Exhibit**
	12-105 through 12-160	

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Part 1 Basic Information

1 Overview

A Handbook Purpose

This handbook provides:

- policy and procedure to State and County Offices for administering CTAP
- instructions for using 2014 and future web-based CCC-957's.

B CTAP Purpose and Eligibility

The purpose of CTAP is to provide payments to producers of upland cotton (cotton) because of:

- repeal of direct payments
- inapplicability of ARC/PLC Programs to cotton
- delayed implementation of STAX.

CTAP in 2014 and 2015 is based on a farm's 2013 cotton base acres effective under the 2008 Farm Bill, as of September 30, 2013.

With respect to a farm's effective 2013 cotton base acres, as adjusted, CTAP payments will be issued to 2014 producers who apply and meet all program requirements. Payments will also be made available to eligible 2015 producers who apply and meet all other requirements and whose farms are administratively located in counties where STAX is **not** available.

Note: Under CTAP, there is no requirement that producers plant cotton to be eligible for payment; however, eligible producers must have adequate FSA-578 share interest in enough DCP cropland acres to cover their claimed interest in cotton base acres on CCC-957.

The CTAP payment rate is equal to the product obtained when multiplying, for the 2014 crop year, 60 percent and, for the 2015 crop year, 36.5 percent of the cotton base acres in effect for crop year 2013. The product obtained is the:

- transition assistance rate in effect for the particular crop year

- direct payment yield for cotton that had been established under the 2008 Farm Bill (Pub. L. 110-246).

CTAP payments will be issued to eligible cotton producers satisfying all program and payment eligibility requirements on or after October 1 of the crop year when the cotton, if planted, would have been ordinarily harvested.

1 Overview (Continued)

C Sources of Authority and Funding

The Agricultural Act of 2014 (Pub. L. 113-79) (2014 Farm Bill) and 7 CFR Part 1412 provide authority for 2014 and 2015 CTAP.

CTAP is a CCC-funded program.

D Related Handbooks

The following handbooks are related to the CTAP application:

- 1-APP for appeals
- 1-CM for signature requirement, power of attorney, and maintaining the name and address file common provisions
- 10-CM for procedure to update farm, tract, and crop data through a maintenance application and for farm reconstitutions
- 2-CP for acreage and compliance provisions and determinations
- 4-CP for payment reductions and violations
- 6-CP for HELC and WC provisions
- 7-CP for finality rule and equitable relief provisions
- 1-DCP for implementing DCP and ACRE
- 2-DCP (Rev. 1) for automation
- 1-FI for issuing payments
- 3-FI for depositing remittances
- 6-FI for accounting payment process
- 58-FI for debts and claims
- 61-FI for handling prompt payment interest penalties

1 Overview (Continued)

D Related Handbooks (Continued)

- 62-FI for reporting data to IRS
- 63-FI for Financial Services Web Application
- 2-INFO for Freedom of Information Act
- 1-PL for payment limitations
- 2-PL for subsidiary files
- 3-PL (Rev. 1) for web-based subsidiary files
- 5-PL for payment eligibility and payment limitation provisions.

E Administration

[7 CFR 1412.2] (a) The program is administered under the general supervision of the Executive Vice-President, CCC, and will be carried out by Farm Service Agency (FSA) State and county committees (State and county committees).

(b) State and county committees, and representatives and their employees, do not have authority to modify or waive any of the provisions of the regulations of this part.

(c) The State committee may take any action required by the regulations of this part that the county committee has not taken. The State committee will also:

(1) Correct, or require a county committee to correct, any action taken by such county committee that is not in accordance with the regulations of this part; or

(2) Require a county committee to withhold taking any action that is not in accordance with this part.

(d) No provision or delegation to a State or county committee will preclude the Executive Vice President, or the Deputy Administrator, or a designee, from determining any question arising under the program or from reversing or modifying any determination made by a State or county committee.

1 Overview (Continued)

E Administration (Continued)

(e) The Deputy Administrator has the authority to permit State and county committees to waive or modify deadlines (except statutory deadlines) and other non-statutory requirements, in cases where lateness or failure to meet such other requirements does not adversely affect operation of the program.

(1) Producers and participants have no right to a decision requesting an exception for a decision about waiving or modifying deadlines. The Deputy Administrator's refusal to consider waiver or modification cases or circumstances or a decision not to exercise this discretionary authority under this section will not be considered an adverse decision and is not appealable.

(2) CCC's decision not to consider a case under this section will not constitute a failure to act under any law or regulation because participants have no right to a waiver or modification under this section, they likewise have no right to a decision on a request for waiver or modification.

(f) A representative of CCC may execute the FSA application form entitled "Application for Transition Assistance for Producers of Upland Cotton" only under the terms and conditions determined and announced by the Executive Vice President, CCC. Any application or contract that is not executed in accordance with such terms and conditions, including any purported execution prior to or after the dates authorized by the Executive Vice President, CCC, is null and void and will not be considered to be an application or contract between CCC and the operator or any other producer on the farm.

2 DAFP Responsibilities

A Responsibility

DAFP will:

- issue internal operating guidelines and procedure to conduct CTAP and determine matters of general applicability

- determine any question arising under CTAP and may reverse or modify or require STC, COC, or other FSA official to reverse or modify any program decision determined to be inconsistent with regulations or this handbook

- establish deadlines **not** otherwise prescribed by statute or regulation

2 DAFP Responsibilities (Continued)

A Responsibility (Continued)

- at DAFP's sole discretion, determine whether equitable relief or program exceptions are warranted
- choose whether or not to exercise discretion to waive or modify nonstatutory program deadlines
- respond to State Office requests for program guidance, requests for waivers, or requests for application of equitable relief or finality rule, as applicable.

3 STC Responsibilities

A Responsibility

STC will:

- direct the administration of CTAP
- ensure that State and County Offices follow CTAP provisions
- require reviews at any time to ensure that County Offices comply with requirements established by the National Office
- thoroughly document all actions and decisions in the STC minutes
- handle appeals according to 1-APP.

4 SED Responsibilities

A Responsibility

SED will:

- direct the administration of CTAP
- ensure that State and County Offices follow CTAP regulations and provisions
- ensure that County Office employees and COC's are adequately trained
- require County Offices to publicize program information and deadlines
- thoroughly document all STC actions and decisions in the STC minutes
- make 7-CP determinations as necessary and as authorized
- ensure that County Offices adequately publicize CTAP information by efficient means
- handle appeals and requests for appealability according to 1-APP.

5 DD Responsibilities

A Responsibility

DD will:

- ensure that County Offices and COC's are aware of CTAP information and eligibility provisions
- ensure that County Offices publicize CTAP by efficient means and that publication efforts are documented
- verify that CTAP provisions are available for review and inspection in Service Centers
- ensure that County Offices and COC's follow regulations and handbook procedure
- perform reviews of County Office procedures to ensure that County Offices are complying with the provisions of this handbook and regulations
- review County Office procedures to ensure that County Offices comply with requirements established by the State Office
- review all CCC-957's disapproved by COC
- provide SED with a written report of all reviews.

6 COC Responsibilities

A Responsibility

COC will:

- ensure that CED and County Office follow the provisions of this handbook and regulations

- publicize details of CTAP including, but not limited to, providing information about deadlines, signature requirements, payment calculation, payment limitation and payment eligibility provisions (acreage reporting, HELC/WC compliance, AGI compliance, and actively engaged in farming), and details on CTAP including the necessary program documents that producers must file by established deadlines to be eligible for payment

  Notes: Publication efforts include, but are not limited to, posting information in Service Centers and in any media that is economically or practicably feasible.

  FSA will assist persons by providing as much information as possible in a variety of different ways. However, because of limits on resources, publication efforts by FSA may or may not be by direct mail or on an individual producer basis. FSA satisfies its responsibility of publication by making broad program announcements (press releases, public Internet sites, print and electronic media, FR documents, and radio and television announcements) and in posting program information in USDA Service Centers.

  The reality of limited resources has increased the participant's responsibility for being aware or making themselves aware of program information that is available in the public domain. FSA is **not** responsible for reaching out to every potential program participant with all program information. Participants must seek information on program details from FSA and not wait for FSA to write or communicate with them about program provisions.

  The Cotton Transition Assistance Program (CTAP) Fact Sheet (Exhibit 4) may be used to provide some of the information in this subparagraph.

- ensure that all producer eligibility and program determinations are according to this handbook

- make factual determinations of eligibility based on information provided by producers, this handbook, and pertinent regulations

6 COC Responsibilities (Continued)

A Responsibility (Continued)

- document producer program decisions and appeals in the COC minutes and producer's farm file

  Note: Documenting includes referencing program procedure and all factors relevant to decisions.

- notify producers of eligibility and extent of eligibility decisions in writing and, if an adverse decision is made, issue the decision in writing and afford applicable administrative rights of review according to 1-APP

- elect whether or not to redelegate authority to CED to approve CCC-505's and CCC-957's in routine cases.

Notes: Routine cases include approval of successor-in-interest cases and late-filed CCC-957's through the same date by which COC is authorized to approve late-filed CCC-957's.

If redelegation is approved:

- CED's authority to act is the same as COC's authority

- the redelegation must be recorded in the COC minutes

- any CED-approved CCC-957's under the redelegated authority must be recorded in the COC minutes as actions taken between the COC meetings.

7 CED Responsibilities

A Responsibility

CED will:

- ensure that County Office employees are trained and are fully familiar with the provisions of this handbook and program

- make certain that the provisions of this handbook are followed

- publicize program information and deadlines for COC consistent with COC responsibilities

- immediately notify SED through DD and the State Office of program administration problems including, but not limited to, software problems

7 CED Responsibilities (Continued)

A Responsibility (Continued)

- if redelegated authority by COC, act on completed applications and record actions taken under delegation in the COC minutes

- **not** take any action or authorize taking any action that is **not** consistent with this handbook or program regulations

- respond to questions from producers, employees, and committee members about details of this program

- report to SED and State Office program specialists, through DD, discrepancies and problems

- notify producers of determinations and handle appeals according to 1-APP.

B Monitoring Signature Deadlines

CED shall ensure that all pertinent information and program deadlines are publicized according to subparagraphs 7 A and 8 A and copies are maintained in the appropriate file.

In addition to publicizing program information, CED's shall ensure that:

- forms and applications presented to producers for signature are completed before producers sign the form or application and that no blank forms are signed by producers

- signature deadlines are carefully monitored for reconstituted farms, designating payment shares, and necessary supporting documentation, such as AD-1026, CCC-902's, and CCC-941

  Important: It is suggested that County Offices attempt to remind producers of deadlines; however, a failure to provide a reminder to any producer will not constitute or be construed to be misaction/misinformation.

  Note: As allowed by time and resources, County Offices may attempt to contact applicable producers in advance of critical deadlines by using reminder letters and/or telephone contacts. Those contacts or attempted contacts, if made, must be documented.

- Producer Payment Selection Reports are processed, as often as necessary, to ensure that payments are issued timely and according to producer requests.

8 PT Responsibilities

A Responsibility

PT's will:

- assist producers and process program documents necessary for CTAP administration according to this handbook and FSA policy applicable to CTAP

- assist producers by presenting them with forms and applications necessary for program benefits or compliance

  Note: However, PT's are **not** responsible for the accuracy of any certifications made by producers on those forms and applications. Producers themselves are responsible for the accuracy of information on any form or application the producers happen to sign.

- consult with CED as necessary when questions or problems arise.

9 Basic Program Information

A Covered Commodities

[7 CFR 1412.3] "Covered commodity" means wheat, oats, and barley (including wheat, oats, and barley used for haying and grazing), corn, grain sorghum, long grain rice, medium grain rice, pulse crops, soybeans, other oilseeds, and peanuts.

Covered commodities:

- are the crops for which base acres have been established according to statute and regulations

  Note: With the 2014 Farm Bill, for 2014 and subsequent crop years, cotton is **not** a covered commodity. Cotton base acres that were adjusted on September 30, 2013, are generic base acres as of October 1, 2014.

- are eligible for program benefits under ARC/PLC Programs

- include the following:

  - wheat, corn, barley, and oats

  - grain sorghum, including dual purpose varieties that could be harvested as grain

9 Basic Program Information (Continued)

A Covered Commodities (Continued)

- long grain rice
- medium grain rice
- pulse crops, which include the following:
  - dry peas
  - lentils
  - chickpeas, large
  - chickpeas, small
- soybeans and the following "other" oilseeds:
  - canola
  - crambe
  - flax
  - mustard
  - rapeseed
  - safflower
  - sesame
  - sunflowers, including oil and nonoil varieties
- peanuts.

B Base Acres

[7 CFR 1412.3] "Base acres" means, with respect to a covered commodity on a farm, the number of acres in effect on September 30, 2013, as defined in the regulations in 7 CFR part 1412, subpart B that were in effect on that date, subject to any reallocation, adjustment, or reduction. Unless specifically stated otherwise, the term "base acres" *--includes any generic base acres when planted to a covered commodity or are eligible--* subsequently planted crop acreage.

Base acres may be increased if CRP-1 applicable to the farm expires or is released by the Secretary. The adjustment in the base acres of a crop, if any, will be determined by the Secretary. With some exception for double-cropped acres, total base acres on a farm for all covered commodities and peanuts cannot exceed the amount equal to the currently available DCP cropland minus the amount of that cropland that is any of the following:

- in CRP

9 Basic Program Information (Continued)

B Base Acres (Continued)

- in WRP
- enrolled in a Federal conservation program for which payments are made in exchange for not producing an agricultural commodity on the acreage.

Note: Base acres, including generic base acres, can only be reduced on CCC-505.

C Payment Acres

[7 CFR 1412.3] "Payment acres" mean:

(1) For the purpose of ARC-CO and PLC, subject to planting flexibility provisions as specified § 1412.46, the payment acres for each covered commodity on a farm will be equal to 85 percent of the base acres for the covered commodity on the farm.

(2) For the purpose of ARC-IC, subject to planting flexibility provisions as specified in § 1412.46, the payment acres for a farm will be equal to 65 percent of the base acres for all of the covered commodities on the farm.

(3) For the purpose of CTAP under subpart H of this part, the payment acres for a farm are the base acres of upland cotton in effect on a farm on September 30, 2013, subject to any adjustment or reduction under this part.

D Payment Yield

[7 CFR 1412.3] "Payment yield" means for a farm for—

(1) A covered commodity, the yield established under subpart C of this part; and

(2) Upland cotton, the direct payment yield for upland cotton for the farm as of September 30, 2013.

9 Basic Program Information (Continued)

E Deadlines

The following table lists some important deadlines.

Date	Event
Applicable date for crop and location in 2-CP	Acreage reporting date
July 15, 2014	Final date to report 2013 production for 2013 ACRE farms
August 11, 2014	2014 CTAP signup begins
October 7, 2014	2014 CTAP signup ends
October 7, 2014	Final date for all 2014 application matters, including successor-in-interest applications

10 Payments and Limitations

A CTAP Payment Calculation

Subject to a $40,000 per person or legal entity limit for persons or legal entities actively engaged in farming and assuming all other payment eligibility or average AGI compliance is met, CTAP payments:

- for 2014 are equal to the product of multiplying 60 percent of the farm's upland cotton base acres (generic base acres) times the farm's direct payment yield for upland cotton times $0.09 times the producer's share on the approved application

- in counties for which STAX is **not** available to upland cotton in 2015, are equal to the product of multiplying 36.5 percent of the farm's upland cotton base acres (generic base acres) times the farm's direct payment yield for upland cotton times $0.09 times the producer's share on the approved application.

10 Payments and Limitations (Continued)

B Advance CTAP Payments

There are **no** advance payments authorized for CTAP.

C Refunds of CTAP Payments

A producer must refund any payment to CCC that exceeds the amount actually earned under the application, including the refund of unearned payments for a crop year resulting from another producer assuming an interest in the cotton base acres for the crop year. Interest on these refunds shall be assessed according to 2-DCP (Rev. 1).

Note: Interest only accrues from the date of disbursement in cases where COC determines misrepresentation, scheme, or device according to paragraph 335.

D Final CTAP Payments

Final CTAP payments will be made to eligible producers satisfying the requirements of this rule on or after October 1 of the crop year when upland cotton is or ordinarily would have been harvested.

E Payment Limitations

The provisions of 7 CFR Part 1400 about payment limits and payment eligibility requirements are applicable to CCC-957 as indicated by this regulation.

Payment or Benefit	Limitation per Person or Legal Entity per Crop Year, Program Year, or FY
CTAP payments for cotton	$40,000
ARC/PLC, LDP, and marketing loan gain payments (for all commodities including cotton, except peanuts)	$125,000

F Farm With 10 Base Acres or Less

CTAP payment eligibility of producers on farms is without regard to whether the farm has fewer than 10 base acres, including generic base acres.

Note: See paragraph 395.

11 Application Requirements

A Signing CCC-957

To apply, producers are required to designate shares and sign CCC-957. Signing CCC-957 acknowledges the applicability of any provisions of the Federal regulations found in 7 CFR Parts 718, 1400, and 1412.

B CCC-957 Requirements

Producers signing CCC-957 agree to:

- comply with HELC and WC provisions
- file a farm operating plan for payment limitation and actively engaged in farming for the program year of CTAP participation, according to 5-PL
- devote acreage equal to the cotton base acreage to an agricultural or conserving use
- effectively control noxious weeds and otherwise maintain acreage, according to sound agricultural practices
- file an acreage report with respect to all crops and all cropland on the farm
- notify FSA when there is a transfer of or change of interest of a producer

  Note: See paragraph 398 for payments and refunds for predecessors and successor.

- a certification of compliance with AGI provisions according to 7 CFR Part 1400.

C Transfer of or Change in Farming Interest or Change in Cotton Base Acres

A transfer of or change in the interest of any producer or change in any cotton base acres on CCC-957 in FY for a farm shall result in canceling the application for FY, unless the producers succeeding to the acreage enter into CCC-957 for the farm and agree to assume the conditions of the application no later than September 30 of the CTAP year.

12 Eligible Producers

A Background

The 2014 Farm Bill authorizes the Secretary to issue CTAP payments to eligible 2014 or 2015 cotton producers. A producer is defined by law as "an owner, operator, landlord, tenant, or sharecropper that shares in the risk of producing a crop and is entitled to share in the crop available for marketing from the farm, or would have shared had the crop been produced." The law requires the Secretary to "provide for the sharing of payments among the producers on a farm on a fair and equitable basis."

B Individuals and Legal Entities Who Are Producers Eligible for Payment

The following individuals and legal entities may share in CTAP payments if the individual or legal entity is entitled to an ownership share of an agricultural commodity or conserving use and is:

- OW on an eligible farm who has more than a zero share of a crop and who assumes all or part of the risk of producing a crop on cotton base acres

- a producer, other than OW, on an eligible farm with a share rent arrangement or cash lease agreement.

Notes: OW whose only interest is that OW cash leases land to another is not a producer on that land and, therefore, is ineligible to share in CTAP payments for this land.

See paragraph 352 for information on sharing payments.

C Loss of Interest in Cotton Base Acres on a Farm

If a producer loses interest in the cotton base acres on a farm in either the 2014 or 2015 crop year, the producer is **not** eligible to retain CTAP payments for those acres in that crop year. Any payments issued to that producer or that were received by the producer on the acreage for that crop year must be immediately refunded as required by paragraph 398.

13 General Signature Requirements

A Common Management Provisions

Follow 1-CM for policy about signatures.

14 Withdrawing CCC-957's

A Withdrawing CCC-957 During the Application Period

The CTAP application period for:

- 2014 ends October 7, 2014
- 2015 ends July 31, 2015.

See:

- 2-DCP (Rev. 1) for instructions on canceling CCC-957 in the automated system
- subparagraph 394 D for withdrawing CCC-957
- subparagraph 445 C for withdrawing subsequent CCC-957's during the authorized late-filed application period.

15 Canceling CCC-957's

A Canceling CCC-957

CCC-957 will be canceled if there is a transfer or change in the interest of any producer or change in any of the cotton base acres on the farm occurring by either of the following:

- October 7, 2014, for 2014
- September 30, 2015, for 2015.

CCC-957 may be canceled for violations and other reasons.

16-63 (Reserved)

Part 2 Base Acre Reductions

64 Base Acres Definition and Limitation

A Upland Cotton Base Acres Eligible for CTAP

Crop years 2014 and 2015 producers on farms having effective 2013 upland cotton base acres on September 30, 2013, as specified under 7 U.S.C. 8713, subject to any adjustment of those 2013 upland cotton base acres are eligible to apply for CTAP payments according to this handbook.

Eligible CTAP payment acres are upland cotton base acres as of September 30, 2013, subject to any adjustment or reduction, and are equal to the generic base acres on the farm.

B Definition of Base Acres

[7 CFR 1412.3] "Base acres" means, with respect to a covered commodity on a farm, the number of acres in effect on September 30, 2013, as defined in the regulations in 7 CFR part 1412, subpart B that were in effect on that date, subject to any reallocation, adjustment, or reduction. Unless specifically stated otherwise, the term "base acres"
--includes any generic base acres when planted to a covered commodity or are eligible--
subsequently planted crop acreage.

C Limitation on Base Acres

The total of the following must not exceed the DCP cropland acreage on a farm, except to the extent there is an established double-cropping history on the farm:

- all base acres on the farm, including generic base acres
- any DCP cropland acreage enrolled in:
  - CRP
  - EWP
  - WBP
  - WRP

64 Base Acres Definition and Limitation (Continued)

C Limitation on Base Acres (Continued)

- any cropland enrolled in GRP

- any cropland acreage on the farm enrolled in any **Federal** conservation program for which payments are made in exchange for **not** producing an agricultural commodity.

  Notes: Enrollment in State conservation programs has no impact on ARC/PLC or CTAP payments.

  See subparagraph 426 I if the agreement allows haying and/or grazing on the land under normal conditions.

65 Base Acres Reductions

A Voluntary Permanent Base Acres Reduction

Note: Transition payment acres are equal to generic base acres. In the unlikely event that generic base acres are voluntarily reduced for reasons other than conservation or for reasons other than insufficient DCP cropland, the County Office must contact DAFP through the State Office for guidance.

OW's may permanently reduce base acreage, including generic base acres, at any time. A reduction:

- must be recorded on CCC-505

  Note: Complete and process CCC-505 according to paragraph 66.

- may be for a part or all of 1 or more crops' base acres

  Note: Each crop's base acres and generic base acres are recorded at the tract level. Therefore, OW's must designate the tract level reduction on CCC-505.

- is effective for the program year entered in CCC-505, item 4, when all applicable OW's signatures, including the signatures of OW's having an undivided ownership interest, are obtained on CCC-505

  Notes: If CCC-505 is being completed as a result of entering into CRP, the effective date of CCC-505 is equal to the effective date of CRP-1.

  File a copy of CCC-505 in the CRP folder.

65 Base Acres Reductions (Continued)

A Voluntary Permanent Base Acres Reduction (Continued)

- will **not** be reinstated after the reduction in base acres becomes effective

  Note: Reductions of base acres are permanent.

  Exception: Base acres reduced because of cropland enrollment into CRP may be restored to the farm for a program year if CRP-1 is voluntarily terminated, expired, or early released by the end of the CTAP application period or ARC/PLC application period for that program year.

- cannot be made to negate an FAV or wild rice violation or a violation found as the result of a spot check; however, all producers on a farm may choose to withdraw CCC-957 for the applicable year.

Notes: Participants must refund any overpayments caused by a reduction.

CTAP is **not** subject to payment reductions for FAV.

B Producer Requested Base Acres Reduction

OW's on the farm may request that the reduction of DCP cropland and base acreage be immediately completed. In this situation, the following actions shall be taken:

- adjust the DCP cropland in farm maintenance according to 10-CM
- OW's shall complete CCC-505 to permanently reduce base acres and/or CCC-517 to redistribute base acres
- adjust the base acres in farm maintenance according to 10-CM
- revise CCC-957 according to 2-DCP (Rev. 1)
- request a refund of any overpayments.

Provided the provisions concerning options following reconstitution of farms as specified in this handbook are satisfied, all signatures must be obtained on the new CCC-957 by the later established application deadline for CCC-957 for the program year or 30 calendar days following producer notification of the completion of the reconstitution.

66 Completing CCC-505

A Instructions for Completing CCC-505

OW's may request a voluntary permanent reduction of base acres, including generic base acres, by completing CCC-505 according to this table.

Item	Instruction	
1	Enter the State and county code where the farm is administratively located.	
2	Enter the farm number where base acres shall be reduced.	
3	**IF CCC-505 is…**	**THEN enter program year…**
	being prepared as a prerequisite for participation in CRP or GRP	• for CRP, equal to the effective date of CRP-1 **Note:** The program year on CCC-505 shall equal date FY CRP-1 becomes effective. **Example:** Producer completed and signed CCC-505 during CRP signup 26. If the CRP offer is accepted: • CRP-1 will be effective October 1, 2008 • base acre reduction is effective October 1, 2008 • CCC-505 program year is 2009. • for land enrolled in GRP under: • rental agreement, equal to date CCC-920 is approved by COC • easement, equal to date GRP easement is filed.
	completed for reasons other than CRP or GRP participation	equal to FY CCC-505 is approved by COC.
4	Enter the reason base acres are being reduced. If "other", specify the reason.	
5	Enter the tract numbers where base acres shall be reduced.	
6	For the tract numbers in item 5, enter the commodity for which base acres shall be reduced.	
7	Enter the tract level payment yield for the commodity entered in item 6. **Important:** The tract level yield may be different than the farm level yield for the commodity.	
8	For the tract numbers in item 5, enter the total base acres for the commodity in item 6 before reduction.	
9	Enter the total base acres for the commodity in item 6 to be reduced on tract numbers in item 5.	
10	For the tract numbers in item 5, enter the total base acres for the commodity in item 6 after the reduction.	

66 Completing CCC-505 (Continued)

A Instructions for Completing CCC-505 (Continued)

Item	Instruction
11	Enter the total number of base acres to be reduced for the farm number entered in item 2 (total of column 9).
12	Enter the total number of base acres on the farm number in item 2 before reduction.
13	Enter the total number of base acres on the farm number in item 2 after reduction (item 12 minus item 11).
14A	Requestor, if other than OW, shall sign.
14B	If: • the producer/applicant signing is **not** signing in the representative capacity, leave blank • anyone other than the producer/applicant is signing in a representative capacity, enter the title or relationship to the producer/applicant.
14C	Enter date signed.
15A and 16A	OW or representative shall sign. Only the affected OW shall sign CCC-505.
15B and 16B	If: • OW signing is **not** signing in the representative capacity, leave blank • anyone other than OW is signing in a representative capacity, enter the title or relationship to OW.
15C and 16C	Enter date signed.

17	Enter remarks.
	
	If base acres are being reduced because of enrollment into:
	• CRP, enter CRP-1 number and CRP-1 effective date
	• GRP, enter:
	  • CCC-920 number and beginning date of the contract period for land enrolled under a rental agreement
	  • System 36 application number and date easement is filed for land enrolled under an easement.
	
	Important: File copy of CCC-505 in the CTAP/ARC/PLC Program folder and CRP or GRP folder, as applicable.

18	COC shall indicate if CCC-505 is approved or disapproved.
19	Enter County Office name, address, and telephone number.
20	COC, or representative, will sign and date.

66 Completing CCC-505 (Continued)

B Processing CCC-505

Process CCC-505's according to this table.

Step	Action
1	Ensure that all base acres, including generic base acres, and reductions are listed.
2	Ensure that all affected OW signatures are present and properly executed.
3	If all applicable affected OW's do **not** sign CCC-505, within 30 calendar days, COC will: • act on the request if a reduction is required to comply with CTAP or ARC/PLC • disapprove, sign, and date if a reduction is **not** required to comply with CTAP or ARC/PLC. If all applicable signatures are obtained, COC or designee may approve CCC-505; however, approval is **not** necessary.
4	Reduce the base acres, including generic base acres, that exceed cropland in farm maintenance according to 10-CM. **Note:** Ensure that CCC-505 is properly executed before making these reductions or processing CTAP or ARC/PLC.
5	Date stamp and retain CCC-505.
6	Corrections: CCC-505 corrections are permitted, if acreage data on the farm is found to have changed during MIDAS or farm record updates. In cases where additional base acreage is required to be reduced because of rounding or other corrections, the additional base reduction because of CRP acreage can be added to the existing CCC-505 for the farm or tract.

Notes: CCC-505 (dated 02-21-12) was required effective February 24, 2012. Before this date, CCC-505 (dated 02-05-09) was acceptable.

CCC-505 (dated 01-22-13) was required effective February 5, 2013. Before this date, CCC-505 (dated 02-21-12) was acceptable.

CCC-505 (dated 01-22-13) and subsequent CCC-505's are acceptable.

66 Completing CCC-505 (Continued)

C Example of CCC-505

The following is an example of CCC-505.

This form is available electronically.

CCC-505
(06-26-14)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

1. STATE AND COUNTY CODE	2. FARM NO.	3. PROGRAM YEAR

4. REASON FOR REDUCTION OF BASE ACRES

☐ CRP Enrollment

☐ Other _____

VOLUNTARY PERMANENT BASE ACRE REDUCTION

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1412, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agriculture Act of 2014 (Pub. L. 113-79). The information will be used to process a request for a permanent reduction of the base acres established for identified crops. The information collected on the form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in an inability to process a request for a permanent reduction of the base acres established for identified crops.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agriculture Act of 2012 (Pub. L. 113-79), Title 1, Subtitle F – Administration.

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

PART A - REQUEST

The undersigned requests a permanent reduction of the base acres established for the following crop(s) for the farm identified in Item 2 above.

5. TRACT NO.	6. COMMODITY	7. YIELD	8. BASE ACRES ON TRACT BEFORE REDUCTION	9. BASE ACRES ON TRACT TO BE REDUCED	10. BASE ACRES ON TRACT AFTER REDUCTION *(Column 7 MINUS Column 9)*
			-	=	
			-	=	
			-	=	
			-	=	
11. Total Base Acres to be Reduced *(Total of Column 9)*					

12. Total Base Acres on Farm Before Reduction

13. Total Base Acres on Farm After Reduction *(Item 12 minus Item 11)*

14A. Requestor's Signature *(By)*	14B. Title/Relationship *(of the individual signing in the Representative Capacity)*	14C. Date *(MM-DD-YYYY)*
15A. Owner's Signature *(By)*	15B. Title/Relationship *(of the individual signing in the Representative Capacity)*	15C. Date *(MM-DD-YYYY)*
16A. Owner's Signature *(By)*	16B. Title/Relationship *(of the individual signing in the Representative Capacity)*	16C. Date *(MM-DD-YYYY)*

17. REMARKS (If the base acres are being reduced because of cropland enrollment into CRP, enter the CRP-1 number and the effective date of CRP-1).

PART B- APPROVAL *(COUNTY OFFICE USE ONLY)*

18. REDUCTION IS:

APPROVED ☐ DISAPPROVED ☐

19. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*

20. COC'S SIGNATURE	DATE *(MM-DD-YYYY)*	TELEPHONE NUMBER *(Area Code)*:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at ***http://www.ascr.usda.gov/complaint_filing_cust.html*** *or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at* ***program.intake@usda.gov****. USDA is an equal opportunity provider and employer.*

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release

A Policy

The same land cannot be subject to CCC-957 and/or enrolled in the ARC/PLC Program and at the same time be enrolled under CRP. However, if during the program or contract year CRP-1 expires, is voluntarily terminated, or is early released after September 30, 2013, and before the established application or enrollment deadline established for CTAP or the ARC/PLC Program, producers may apply for CTAP or enroll the following acreage and applicable yields, previously enrolled under CRP-1 in CTAP or the ARC/PLC Program, as applicable:

- base acres reduced from applicable CRP-15
- PFC acreage that was reduced on CCC-505 to be enrolled in CRP
- base acres that were reduced on CCC-505 to be enrolled in CRP.

Important: Only applicable acreage from CRP-1's that expire, are voluntarily terminated, or early released from **October 1, 2013,** and the **CTAP or ARC/PLC established application or enrollment deadline** is eligible to be included on a CTAP or ARC/PLC application or enrollment, as applicable.

The applicable acreage:

- may be distributed to the tract enrolled into CRP or to the tract from which it was removed

- will receive a direct and counter-cyclical yield equal to the tract level yield for this crop at the time the applicable acreage was removed.

See 10-CM for updating the farm maintenance system.

Notes: When base acres or previously reduced PFC acreage is included in CTAP application or ARC/PLC enrollment, base acres and PFC acreage become base acres or generic base acres.

See Exhibit 2 for the definition of "voluntarily terminated".

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release (Continued)

B Limitation on Base Acres

The total base acres on a farm must **not** exceed DCP cropland according to paragraph 64.

Applicable acreage previously under CRP-1 must **not** be included in CCC-957 or enrolled in the ARC/PLC Program unless the total DCP cropland for the farm is sufficient to support the additional base acres. Therefore, County Offices must determine the amount of base acres, previously reduced PFC acreage, or previously reduced base acres that may be included in CCC-957 and/or enrolled in the ARC/PLC Program.

Before applying for CTAP or enrolling ARC/PLC acreage previously under CRP-1, a farm may be combined with another farm to increase the amount of DCP cropland to support the additional acreage, if both of the following are met:

- all provisions of 10-CM for farm combinations are met
- the combination is completed before the final date to enroll the applicable acreage previously under CRP-1.

C Timing of Adjustment and Payments

Participants who elect to voluntarily terminate CRP-1 or who have acres affected by early release before the CRP-1 expiration date:

- cannot receive CTAP and ARC/PLC payments together with CRP payments on the same land for the same FY

  Note: CTAP and ARC/PLC payments can be paid on the same land; however, if CRP is paid on the land, the land cannot receive CTAP or ARC/PLC payments.

- must elect to receive **either** of the following for FY in which CRP-1 was voluntarily terminated:
  - CTAP and ARC/PLC payments
  - CRP payment, if applicable.

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release (Continued)

C Timing of Adjustment and Payments (Continued)

Adjustments to base acres on a farm because of CRP-1 that expires, is voluntarily terminated, or early released after September 30, 2013, and before October 1, 2018, may be made according to this table, if all other eligibility requirements are met.

IF CRP-1...	THEN...	AND...
is voluntarily terminated, expires, or early released in FY 2013 through 2018, as applicable, before CRP-1 expiration date	eligible producers may adjust base acres on the farm by applying for CTAP or enrolling eligible acreage by the application or enrollment deadline for the program of the applicable year	be paid full CTAP or ARC/PLC payments, as applicable, for FY in which acreage is subject to CCC-957 or enrolled in the ARC/PLC Program.
	eligible producers may adjust base acres on the farm by applying for CTAP or enrolling eligible acreage after September 30 of FY in which CRP-1 is voluntarily terminated, but no later than the application or enrollment deadline for the following FY.	

Note: Eligible acreage must be included on CCC-957 or ARC/PLC enrolled by the applicable CCC-957 or ARC/PLC enrollment deadline established for the applicable year to be eligible for CTAP or ARC/PLC payments, as applicable.

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release (Continued)

D Example 1

Jane Smith enrolled 100 acres of cropland on FSN 56 in CRP during signup. CRP-1 became effective on October 1, 2014. Before enrollment of the 100.0 acres of cropland into CRP, FSN 56 had:

- 500.0 acres DCP cropland
- 410.0 base acres, including generic base acres
- 0.0 CRP acres.

The total amount of base acres plus CRP acres cannot exceed the farm's DCP cropland plus double-cropping history. Accordingly, Jane Smith executed CCC-505 to reduce the base acres, including generic base acres, on FSN 56 to 400.0 acres. After enrollment of the 100.0 acres of cropland into CRP, FSN 56 has:

- 500.0 acres DCP cropland
- 400.0 base acres, including generic base acres
- 100.0 CRP acres
- 10.0 wheat base acres reduced on CCC-505.

Note: If upland cotton base acres or generic base acres are reduced instead of wheat base acres, eligible upland cotton base acres for CTAP and generic base acres are reduced.

On September 1, 2013, Jane Smith voluntarily terminates 2.3 acres from CRP. The 2.3 acres will be used for a horse pasture. The voluntary termination of 2.3 acres from CRP was approved by the applicable CCC official. Once the voluntary termination of the 2.3 acres of CRP is approved, and all other eligibility requirements are met, the County Office shall:

- notify all producers and OW's in writing that the 2.3 wheat base acres are available for enrollment into the ARC/PLC Program

- increase the base acres on FSN 56 to 402.3 if the producer applies for CTAP or enrolls the base acres by the applicable CCC-957 or enrollment deadline for the ARC/PLC Program

- notate the 2.3-base acre reinstatement in the "Remarks" section of CCC-505.

After the modifications to FY 2014 farm records have been completed, FSN 56 has:

- 500.0 acres DCP cropland
- 402.3 base acres, including generic base acres
- 97.7 CRP acres
- 7.7 base acres reduced on CCC-505.

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release (Continued)

E Example 2

Mike Jones enrolled 100.0 acres of cropland on FSN 119 in CRP during signup. CRP-1 became effective on October 1, 2013. Before enrollment of the 100.0 acres of cropland into CRP, FSN 119 had:

- 500.0 acres DCP cropland
- 410.0 base acres, including generic base acres
- 0.0 CRP acres.

Note: If upland cotton base acres or generic base acres are reduced instead of wheat base acres, eligible upland cotton base acres for CTAP and generic base acres are reduced.

The total amount of base acres plus CRP acres cannot exceed the farm's DCP cropland. Accordingly, Mike Jones executed CCC-505 to reduce the base acres on FSN 119 to 400.0 acres. After enrollment of the 100.0 acres of cropland into CRP, FSN 119 has:

- 500.0 acres DCP cropland
- 400.0 base acres, including base acres
- 100.0 CRP acres
- 10.0 wheat base acres reduced on CCC-505.

On July 1, 2013, Mike Jones voluntarily terminates 2.3 acres from CRP. The 2.3 acres will be used to build a house and out buildings. The voluntary termination of 2.3 acres from CRP was approved by the applicable CCC official. Because a house and out buildings do not meet the requirements to be considered DCP cropland, and the producer does not have enough available DCP cropland, the County Office must **not** make any modifications to base acres or acres recorded on CCC-505 for FSN 119.

After modifications have been made to CRP-1, FSN 119 has:

- 497.7 acres DCP cropland
- 400.0 base acres
- 97.7 CRP acres
- 10.0 wheat base acres reduced on CCC-505.

Note: If upland cotton base acres or generic base acres are reduced instead of wheat base acres, eligible upland cotton base acres for CTAP and generic base acres are reduced.

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release (Continued)

F Example 3

Joe Brown enrolled 10.0 acres of cropland on FSN 989 in CRP during signup. CRP-1 became effective on October 1, 2013. Before enrollment of the 10.0 acres of cropland into CRP, FSN 989 had:

- 25.0 acres DCP cropland
- 20.0 base acres
- 0.0 CRP acres.

The total amount of base acres plus CRP acres cannot exceed the farm's DCP cropland. Accordingly, Joe Brown executed CCC-505 to reduce the base acres on FSN 989 to 15.0 acres. After enrollment of the 10.0 acres of cropland into CRP, FSN 989 has:

- 25.0 acres DCP cropland
- 15.0 base acres
- 10.0 CRP base acres
- 5.0 wheat base acres reduced on CCC-505.

On May 1, 2014, Joe Brown sold 15.0 acres of non-CRP land. As a result of the land sale, FSN 989 has:

- 10.0 acres DCP cropland
- 0.0 base acres
- 10.0 CRP acres
- 5.0 wheat base acres reduced on CCC-505.

67 Adjusting Base Acres for CRP-1 Expiration, Voluntary Termination, or Early Release (Continued)

F Example 3 (Continued)

On May 15, 2014, Joe Brown voluntarily terminates his CRP-1. Joe Brown will use 7.0 acres to build a house, out buildings, and a tennis court, and 3.0 acres will be returned to crop production. The voluntary termination from CRP was approved by the applicable CCC official. Once the voluntary termination of CRP-1 is approved, and all other eligibility requirements are met, the County Office must:

- notify all producers and OW's in writing that the 3.0 wheat base acres are available for enrollment into the ARC/PLC Program
- increase the base acres on FSN 989 to 3.0 if the producer enrolls the base acres into the ARC/PLC Program by the applicable ARC/PLC enrollment deadline
- notate the 3.0-base acre reinstatement in CCC-505.

After the modifications to the applicable FY 2014 farm records are completed, FSN 989 has:

- 3.0 acres DCP cropland
- 3.0 base acres
- 0.0 CRP acres
- 2.0 wheat base acres reduced on CCC-505.

68-99 (Reserved)

Parts 3-5 (Reserved)

100-330 (Reserved)

Part 6 CTAP Application

Section 1 General Information

331 Application Period

A Application Dates

The annual application periods and deadlines for CCC-957's are for:

- 2014 CTAP on August 11, 2014, through October 7, 2014
- 2015 CTAP on July 31, 2015.

B Farms With CRP-1

Farms with CRP-1's that expire, are voluntarily terminated, or early released from September 30, 2013, through October 7, 2014, may have 2014 CCC-957 or expand CCC-957 to the extent:

- base acres reduced under CRP-15 were released
- PFC acreage was reduced on CCC-505
- base acres were reduced on CCC-505.

Note: See subparagraph 67 C for adjustments to base acres and yields because of CRP-1 that expires, is voluntarily terminated, or is early released. See 10-CM for updating the farm maintenance system.

C Reconstitution of Enrolled Farms

Farms signed up during the prescribed application period are no longer considered to be signed up following a farm reconstitution. Farms resulting from a reconstitution are not deemed to have CCC-957 and, therefore, may not earn benefits associated with CTAP unless a timely application is made following the reconstitution.

Note: See paragraph 333 for applications on reconstituted farms.

332 Overview of CCC-957

A CCC-957

CCC-957 includes the following for a farm:

- base acres, payment acres, and direct payment yields for upland cotton
- producer payment shares
- signatures of the producer and CCC representative.

Note: CCC-957 is available at **http://fsaintranet.sc.egov.usda.gov/fsa/**.

B CCC-957 Instructions

Complete CCC-957 according to this table.

Item	Instruction
1	Enter the applicable program year. **Note:** This will be prefilled if generated in CTAP software.
2	Enter the State code for FSN in item 4. **Note:** This will be prefilled if generated in CTAP software.
3	Enter the county code for FSN in item 4. **Note:** This will be prefilled if generated in CTAP software.
4	Enter the applicable FSN. **Note:** This will be prefilled if generated in CTAP software.

332 Overview of CCC-957 (Continued)

B CCC-957 Instructions (Continued)

Item	Instructions
5A	Enter the County Office name and address of FSN in item 4. **Note:** This will be prefilled if generated in CTAP software.
5B	Enter the telephone number of the County Office identified in item 5A (optional). **Note:** This will be prefilled if generated in CTAP software.
6	**Not used for CTAP.**
7	**Not used for CTAP.**
8	ENTER "Upland cotton". **Note:** This will be prefilled if generated in CTAP software.
9	Enter the number of upland cotton base acres listed in item 8. The upland cotton base acres are the payment acres for CTAP. **Note:** This will be prefilled if generated in CTAP software.
10	**Not used for CTAP.**
11A	Enter the direct payment yield for the crop in item 8. **Note:** This will be prefilled if generated in CTAP software.
12A	Enter the name and address of the farm OP, OW, or other tenant for the farm identified in item 4. **Note:** This will be prefilled if generated in CTAP software.
12B	Manually enter the e-mail address for the producer in item 12A (optional). **Note:** This entry is a collection of e-mail data **only**. For FSA to use the e-mail address as a means for communication, AD-2047 must be completed according to 1-CM.
12C	Enter the telephone number for the producer in item 12A (optional). **Note:** This will be prefilled if generated in CTAP software.

332 Overview of CCC-957 (Continued)

B CCC-957 Instructions (Continued)

Item	Instruction
13	ENTER "Upland cotton". **Note:** This will be prefilled if generated in CTAP software.
14	Enter the percentage interest that the producer in item 12A has in the farm's upland cotton base acres in item 9. **Note:** The producer claiming a percentage interest times upland cotton base acres must have sufficient producer share interest in cropland reported on FSA-578 to cover the claimed interest in upland cotton base acres. **Example:** The farm has 100.0 upland cotton base acres and the producer claims 100 percent interest in the upland cotton base acres on CCC-957. The producer must have the same percent share interest in at least 100.0 acres of cropland reported on the farm.
15A	The producer shall check (✓) the box to refuse all CTAP payments. If no payments are refused, no entry is required.
15B	Each producer refusing the CTAP payment shall initial. If no producer refuses a CTAP payment, no entry is required.
15C	Each producer refusing the CTAP payment will enter the date the payment was refused. If no payments are refused, no entry is required.
16A	The producer identified in item 12A shall sign.
16B	If the individual signing in item 16A is signing in a representative capacity for the participant, a title/relationship must be listed. If the individual in item 16A is the signatory, then no entry is required.
16C	Date the shareholder or person signing in a representative capacity signs CCC-957.
17A	The CCC representative or delegated representative will sign indicating approval of CCC-957.
17B	Enter the date the CCC representative signs item 17A.
18	Enter any applicable remarks.
19	An optional entry used to track employee updates of producer information by adding the employee's initials and date.

332 Overview of CCC-957 (Continued)

C Example of CCC-957

The following is an example of CCC-957.

*--

This form is available electronically. *(See Page 3 for Privacy Act and Paperwork Reduction Act Statements)*

CCC-957 (06-12-14) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation

COTTON TRANSITION ASSISTANCE PROGRAM (CTAP) APPLICATION

1. Program Year	2. State Code	3. County Code
4. Farm Number	5. CTAP Acres	6. Payment Yield

7A. Administrative County FSA Office Name and Address *(Including Zip Code)*

7B. Administrative County Office Telephone/Fax Number*(s)* *(Including Area Code)*:

THIS APPLICATION TO PARTICIPATE in CTAP is entered into between the Commodity Credit Corporation (CCC) and the undersigned producer(s) on the farm identified in Item 4 above for the cotton transition acres identified in Item 5 above. This application must be executed by each upland cotton producer with a greater than zero share interest in upland cotton base acres (referred to on this application as CTAP Acres) on the farm who seek a CTAP payment by the application deadline of September 30. Upland cotton producers with greater than a zero share interest in CTAP Acres who do not sign this application in the application period will not be paid a CTAP payment. By signing this application, the undersigned producer(s) on the farm identified in Item 4 intend to participate in CTAP subject to CCC approval. By signing this application, the undersigned producer(s): (1) agree to comply with the CTAP regulation, payment eligibility and payment limitation provisions; (2) acknowledge and agree that CTAP is subject to changes based upon change to applicable statute or regulation; (3) certify to the accuracy of the information set out on this form; and (4) a producer(s) claimed share of CTAP acres must correspond to the producer's share of cropland reported on the farm's acreage report.

Items 8 through 11 enter the producers name and CTAP payment shares for the farm in Item 4.

8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producer's Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*
8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*

FOR FSA USE ONLY

12A. Signature of CCC Representative	12B. Date (MM-DD-YYYY)

13. Remarks

14. Employee's Initials:

--*

332 Overview of CCC-957 (Continued)

C Example of CCC-957 (Continued)

*--

CCC-957 (06-12-14) Page 2 of 3

Items 8 through 11 specify the details for the CTAP payment shares, yields and payment acres for the farm in Item 4. *(Continuation)*

8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*
8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*
8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*
8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*

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332 Overview of CCC-957 (Continued)

C Example of CCC-957 (Continued)

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CCC-957 (06-12-14) Page 3 of 3

Items 7 through 11 specify the details for the CTAP payment shares, yields and payment acres for the farm in Item 4. *(Continuation)*

8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*
8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*
8A. Owner or Producer's Name and Address *(Including Zip Code)* 8B. Telephone No. *(Include Area Code)*:	9. Payment Share	
10A. Refused Payment Information: ☐ All CTAP Payments are Refused	10B. Producers Initials	10C. Date Initialed *(MM-DD-YYYY)*
11A. Producer's Signature (By)	11B. Title/Relationship of the Individual Signing in the Representative Capacity	11C. Date *(MM-DD-YYYY)*

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility for participation in and receipt of benefits from the Cotton Transition Assistance Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for participation in and receipt of benefits from the Cotton Transition Assistance Program.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

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333 Application Options on Reconstituted Farms

A Authorized Reconstitutions

Subject to the provisions of subparagraph B, the following reconstitutions are allowed, if FSA-155 is initiated by August 1 of the effective FY and all payments for the parent farm or farms made during the current FY, if applicable, have been refunded (or receivables have been established for unearned payments):

- divisions of all farms
- farm combinations in limited situations.

Note: CCC-957's may only be withdrawn according to paragraph 14.

B Application Signup and Eligibility and Options Following Reconstitutions

This table discusses application signup and eligibility options following reconstitutions.

IF…	THEN by the later of October 7, 2014, for 2014 or July 31, 2015, for 2015 or 30 calendar days following issuance of the notification of the completion of the reconstitution for either 2014 or 2015…
the parent farms of a reconstitution have a valid CCC-957 filed for either 2014 or 2015	resulting farms may likewise have CCC-957 signed by producers sharing in upland cotton base acres. **Notes:** Notification issued to the operator of record constitutes notice to all producers (OP, OW, and OT) on the farm regardless of whether copies of the notice are or are not actually sent to all producers. A valid CCC-957 must be effective and apply to a farm before CCC-957 can be signed.
a reconstitution request is initiated according to 10-CM by August 1, 2014, for 2014	producers sharing in upland cotton base acres on the farm can sign CCC-957. **Note:** Notification issued to the operator of record constitutes notice to all producers (OP, OW, and OT) on the farm regardless of whether copies of the notice are or are not actually sent to all producers.

334 Inaccurate Representation and Misrepresentations and Scheme or Device

A Inaccurate Representation

Producers must report and certify to program matters accurately. However, from time to time, errors in reporting or certification are detected that may impact eligibility or extent of eligibility.

If an error was made by a producer that did **not** meet the requirements of CTAP, but the producer made a good faith effort to fully comply, equitable relief provisions in 7-CP may be considered.

Program benefits and eligibility determinations must be based on the most accurate information available. Producers are responsible for refunding any program benefits that were paid based on incorrect information.

B Misrepresentations and Scheme or Device

COC's are given the discretion and authority to determine when an inaccurate representation or certification rises to the level of misrepresentation, scheme, or device.

A producer is ineligible to receive CTAP payments and will have the producer's interest in all CCC-957's canceled if it is determined that the producer has done any of the following:

- adopted any scheme or device that tends to defeat the purpose of CTAP
- made any fraudulent representation under CTAP
- misrepresented any fact affecting a CTAP or payment limitation eligibility (including actively engaged in farming) person determination
- violated or been determined ineligible under 7 CFR 1400.5.

334 Inaccurate Representation and Misrepresentations and Scheme or Device (Continued)

B Misrepresentations and Scheme or Device (Continued)

If COC determines a producer erroneously represented any fact affecting a determination to be made by CCC under CCC-957, CTAP payments will **not** be allowed on the farm with respect to the payment shares of that producer. If COC determines that the misrepresentation was intentional or fraudulent, or if the producer knowingly adopted any scheme or device that tends to defeat the purposes of CCC-957, the producer forfeits all rights to CTAP payments on each farm in which the producer has an interest and must refund to CCC all payments received by the producer during the period of the violation, plus interest computed from the date of payment disbursement.

All producers sharing in CTAP payments on an application are jointly and severally liable for any refunds determined according to subparagraph A and CCC will establish claims for the full amount of the refund against each producer according to 7 CFR Part 1403. A signatory to the application who does **not** receive any share of CTAP payments (a producer signing for a zero share) is **not** liable for the repayment of this refund.

335-351 (Reserved)

Section 2 Division of Payments

352 Eligibility to Receive Payments and Determining Cash or Share Leases

A Sharing of CTAP Payments

[7 CFR 1412.54] (a) Each eligible producer on a farm may apply for CTAP as specified in subpart H of this part and annually enroll in an ARC or PLC contract, as applicable, and receive assistance or payments determined to be fair and equitable as agreed to by all the producers on the farm and approved by the county committee.

(b) Each person or legal entity leasing a farm who applies for CTAP or elects and enrolls in ARC or PLC is required to provide a copy of their written lease to the county committee and, in the absence of a written lease, is required to provide to the county committee a complete written description of the terms and conditions of any oral agreement or lease. An owner's or landlord's signature affirming a zero share on either an application for assistance or contract under this part, as applicable, may be accepted as evidence of a cash lease between the owner or landlord and tenant, as determined by CCC. For the purposes of obtaining payments under this part, the signature or signatures, if entered on the application or contract to satisfy the requirement of furnishing a written lease, are required to be provided by the application or enrollment deadline established by CCC for the assistance or payment.

(c) When land on which base acres is leased on a share basis, neither the landlord nor the tenant is eligible to receive 100 percent of the CTAP payment or ARC or PLC payment for the farm.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

A Sharing of CTAP Payments (Continued)

[7 CFR 1412.54] (d) CCC will approve an ARC or PLC contract for enrollment and approve the division of payment when CCC is satisfied and determines that all of the following apply:

(1) The landlords, tenants, and sharecroppers sign the contract and agree to the payment shares shown on the contract;

(2) The interests of tenants and sharecroppers are being protected; and

(3) The payment shares shown on the application or contract do not circumvent either the provisions of this part or the provisions of part 1400 of this chapter.

(4) If any civil dispute between persons, legal entities, or members of legal entities not involving CCC is known or suspected to exist that CCC believes might impact the eligibility of any person or legal entity or administration of ARC, PLC, or CTAP under this part, the Deputy Administrator on CCC's behalf can elect to withhold making any determination on an application or contract until such time as the Deputy Administrator and CCC are satisfied that the dispute is resolved or no longer has any bearing on either the administration of ARC, PLC, or CTAP under this part or any eligible producer or potential eligible producer. A decision withheld under this paragraph will not be construed to be a decision or adverse decision under any law or regulation nor will it be construed to be a failure of FSA or CCC to act under any law or regulation.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

A Sharing of CTAP Payments (Continued)

Persons or legal entities who claim a share of CTAP payments must be producers with a crop share interest in upland cotton base acres. Persons or legal entities may share in CTAP payments if the person or legal entity is entitled to an ownership share of upland cotton base acres and is:

- OW on an eligible farm who meets the definition of "producer" on cropland reported on FSA-578 for the farm

- a producer, other than OW, with a share rent arrangement or cash lease agreement who has a crop share interest in those acres on cropland in sufficient enough amount to cover the producer's claimed or asserted share interest in upland cotton base acres on CCC-957.

Note: A landowner or landlord who cash leases land to another is **not** a producer on the cash rent land.

A producer on a farm with no share interest in cropland acres reported on FSA-578 (cropland acres can be reported to any crop or commodity or FAV) is **not** entitled to a share of upland cotton base acres on the farm or CTAP payments.

Persons or legal entities with a crop share interest in CTAP acres must have a share of a crop or crops reported on FSA-578. Persons or legal entities wanting CTAP payments must sign CCC-957. See paragraphs 12 and 397.

Important: CTAP payment acres (upland cotton base acres) are **not** impacted by cropland that is planted to FAV and wild rice. The amount of nonbase acres available to be planted to FAV and wild rice without resulting in a payment reduction to ARC/PLC payment acres may be reduced when there is a producer on a farm with interest in only nonbase acres.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

B Review of Leases

[7 CFR 1412.54] (e) A lease will be considered to be a cash lease if the lease provides for only a guaranteed cash payment for a specified amount, or a fixed quantity of the crop (for example, pounds or bushels per acre).

(1) If a lease contains provisions that require the payment of rent on the basis of the amount of crop produced or the proceeds derived from the crop, or the interest such producer would have had if the crop had been produced, or combination thereof, the agreement will be considered to be a share lease.

(2) If a lease provides for a guaranteed amount and a share of the crop or crop proceeds, the agreement will be considered a cash lease.

(3) If the lease is a cash lease, the landlord is not eligible for assistance or payments under this part. The leasing of grazing or haying privileges is not considered cash leasing.

Notes: Lease terms and CCC's view about whether a lease is cash or share impact a decision about who must sign CCC-957. They also could impact claimed shares on CCC-957, ARC/PLC, or shares of reported crops on FSA-578.

The completed CCC-957, with signatures, may be considered the written description of terms and conditions of valid leases provided there are no undisclosed terms.

There are no requirements in CTAP or the ARC/PLC Program that require leases to comport with any sort of reasonableness test. These matters could impact other decisions, such as payment limitation or eligibility provisions.

Important: CCC-957 producer shares must be substantiated with a sufficient producer share interest in reported cropland on FSA-578 to cover the producer's claimed ownership share of upland cotton base acres on the farm.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

C Current Regulations About Division of Payment Shares

7 CFR 1412.54 provides the following about lease types applicable for CTAP and ARC/PLC Program purposes.

Type of Lease	Definition

Cash	A cash lease provides for only a guaranteed sum, certain cash payment, or a fixed quantity of the crop.
	
	Example: Cash, pounds, or bushels per acre.
	
	A fixed or standing commodity payment is the payment a tenant or OP provides a landlord for using the land and the landlord's reduced risk on the crop, including the following:
	
	• a fixed amount of production, such as 10,000 bushels or pounds
	• an amount of production per acre, such as 40 bushels or pounds per acre
	• a guaranteed amount and share of the crop or crop proceeds
	• both a:
	
	  • guaranteed amount, such as a fixed dollar amount of quantity
	  • share of the crop proceeds.

Share	A share lease contains provisions that require any of the following: • payment of rent based on the amount of crop produced • proceeds derived from the crop • interest the producer would have had if the crop had been produced.

D Example 1

In this example, the lease agreement specifies that the rent is based on a share of the gross revenue of the crop proceeds. The rental amount is equal to $142.80 per acre based on the following variables:

- rent equal to 40 percent of the gross crop value
- guaranteed minimum yield of 170 bushels per acre
- actual price of $2.10 per bushel.

While the landowner does **not** actually receive 40 percent of the crop produced, this lease must be considered a cash lease because other rental amount is based on a guaranteed sum or minimum amount.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

E Example 2

In this example, the lease agreement specifies that there is a base, or minimum, cash rent amount that must be paid, but the landowner receives a share of the gross revenue in excess of the base value. The rental amount is based on the following variables:

- base, or minimum, cash rent is $100 per acre
- additional rent is 50 percent of the gross revenue in excess of $250 per acre
- yield of 52 bushels per acre
- price of $6.50 per bushel.

While the landowner does **not** actually receive 50 percent of the crop produced, this lease must be considered a "combination" lease, or cash lease, because the lease agreement includes a guaranteed amount and an additional amount based on a share of the crop proceeds.

F Example 3

In this example, the lease agreement specifies that the cash rent is based on a fixed number of bushels; however, the price is based on the value that will be set on a future date, but it is not based on the actual price received by the producer. The rental amount is based on the following variables:

- fixed number of bushels is 55 bushels per acre
- actual price is the price at the local elevator on December 1.

Note: This lease **must** be considered a cash lease.

G Payment of Cash Bonuses

Questions have been raised about how payment of cash "bonuses" to landowners impacts program eligibility. Tenants entering into agreements with landowners for the contract period may be considering paying landowners a "bonus" payment because of higher than expected yields or increased market prices. The payment of a bonus to a landowner, in itself, is **not** a violation of CTAP or ARC/PLC Program regulations.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

H Eligibility to Receive Payment

Each eligible producer on a farm shall have the opportunity to apply for CTAP and/or enroll in an ARC/PLC Program contract. The type of farm lease and the terms of the lease will define the appropriate sharing of payments.

This table defines the general eligibility to receive payment on a farm.

Situation	Eligible to Receive Payment?	
	Lessor	Lessee
Landowner cash leases entire farm to lessee.	No, because the farm has been cash-leased to another. Landowner has no share of any crop.	Yes, if all other eligibility requirements are met.
Landowner leases grazing or haying rights or privileges on base acres to another, but land itself is not leased.	Yes, if all other eligibility requirements are met, because the land itself has not been leased, only the right to graze or hay.	No, lessee is not leasing land, the lessee is only leasing the right to graze or hay.
Landowner cash leases all base acres and lessee grazes or hays the land.	No, because all the base acres have been cash leased to the lessee.	Yes, if all other eligibility requirements are met, because the lessee has leased the land, not just grazing or haying rights. The fact that the lessee uses the land for grazing or haying is not relevant.
Landowner share leases all base acres to lessee.	Yes, if all other eligibility requirements are met. However, neither the lessor nor the lessee may receive 100 percent of CTAP or ARC/PLC payments.	Yes, if all other eligibility requirements are met. However, neither the lessor nor the lessee may receive 100 percent of CTAP or ARC/PLC payments.
Landowner leases (cash or share lease) only nonbase acres to lessee.	Landowner may be eligible to receive CTAP or ARC/PLC payments depending on lease arrangements for base acres on the farm.	No, because the lessee leases only nonbase acres. See subparagraph B.

Notes: See paragraph 447 if a crop subject to a commercial grower contract is grown on base acres.

COC must review grazing and haying leases to determine fair treatment of tenants/sharecroppers.

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

I Lease Expiration and Eligibility

The time period for lease arrangements vary significantly by different regions and by different crops.

If crops are produced on base acres:

- to be eligible to receive payments, persons must have an entitlement to a share of the crop and that person must share in the risk of production of those crops

- all persons who have an entitlement to a share of the crop and who share in the risk of production of crops on base acres must share in the payments.

An annual crop year lease may have a beginning date in one FY, and an ending date in another FY. However, because the lease is an annual lease for 1 crop year, it shall **not** be used to claim payments in more than 1 crop year. A producer is only eligible for payments applicable for that 1 crop year, if the lease is for only 12 months.

J Supportive and Necessary Contractual Documents

Supportive and necessary contractual documents must be in the FSA office before approving CCC-957. These include, but are not limited to, those items substantiating shares on CCC-957, such as leases, deeds, signatures, OW's, OP's, and other tenant signatures. These must be submitted during the application period.

The following may be considered acceptable supportive and necessary contractual documents even if received after the end of the application period:

- signatures from landowners signing to zero shares
- a copy of the cash lease agreement
- CCC-510 from the producer (Exhibit 14).

Reminder: COC's shall **not** approve CCC-957's until the signature from the landowner, a copy of the cash lease, or CCC-510 is received (Exhibit 14).

352 Eligibility to Receive Payments and Determining Cash or Share Leases (Continued)

K Documents Required for Payment Issuance

The following are required before payments can be issued:

- approved CCC-957
- AD-1026
- CCC-902 determination (**CCC-903**)
- CCC-941
- any other document necessary for the producer to be eligible for payment
- FSA-578 reporting all cropland acreage for the farm.

Notes: See 2-CP for acreage reporting requirements. FSA-578 is required.

Under no circumstances will payments be issued to participants who have **not** had required eligibility determinations made by FSA.

Producers **not** receiving payments, directly or indirectly, are **not** required to complete CCC-902 or CCC-941.

353 Approving CCC-957

A Approving CCC-957 for Payment

CCC-957 may be approved if all of the following are met:

- all persons who are producers on upland cotton base acres on the farm:
  - agree to the payment shares
  - sign CCC-957
- OW signature requirements for cash-rented land according to paragraph 395 are met
- COC determines that:
  - producer and payment shares do **not** attempt to circumvent payment limitation rules
  - interest of tenants, sharecroppers, and landowners are protected according to paragraph 356
  - payment shares:
    - are not in dispute
    - meet division of payment guidelines according to paragraph 356.

CCC-957 can be approved only after all the conditions in this subparagraph are met. CED's, with delegated authority from COC, have the authority to approve CCC-957 electronically. In the event that a change, such as a change to farm records, removes the approval date, the approving official may use the current date as the approval date for CCC-957. The change that removed the approval date may require the producer or County Office to take additional action on CCC-957 before approval.

B Payment Shares' Disapproval

If, for any FY, COC determines that OW or OP does **not** meet the terms and conditions of CTAP, COC must:

- **not** approve CCC-957 for payment for this FY
- obtain DD concurrence according to subparagraph B

353 Approving CCC-957 (Continued)

B Payment Shares' Disapproval (Continued)

- notify OW, OP, and all other persons signing CCC-957 of the payment disapproval with 1 single decision letter sent to all persons and legal entities signing CCC-957

  Note: The letter should show that it was sent to all producers signing CCC-957.

- document COC findings in the COC minutes and file a copy of the minutes in the farm folder

- provide applicable appeal rights.

Note: A decision by COC **not** to act or render a decision on disputed share contracts is **not** an adverse decision giving rise to any sort of appeal or appealability review.

C Revising CCC-957

Except as may be permitted according to paragraphs 397 and 398, revisions to CCC-957 must **not** be made after October 7, 2014, **for the 2014 program year** or July 31, 2015, for the 2015 program year.

Note: See 2-DCP (Rev. 1) for County Office procedure for revising CCC-957.

D Completing CCC-770 CTAP

See Exhibit 17 for information about the following:

- completing CCC-770 CTAP's
- the required number of CCC-770 CTAP's to complete.

354 (Reserved)

355 Division of Payments, Rules, and Examples

A Division of Payment Guidelines

There are multiple factors that may influence the proper division of payments. In reviewing CCC-957 or FSA-578 division of payment and shares, COC's should consider the following:

- past history on a farm
- whether the producers claiming a share have control of sufficient DCP cropland and an entitlement to a crop share interest to support the claimed payment share on CCC-957 or FSA-578
- the level of risk in the production of the crop being grown
- whether the shares provide equitable treatment to all of the producers on the farm.

B Example

A landowner has leased his or her farm for a half share of the crop (inputs were divided equally) for the years 2008 through 2013, and the acreage was shared equally by the landowner and tenant. 700 acres of upland cotton were planted each year and other acres are summer fallowed.

The landowner and tenant agree to the following shares and have signed CCC-957 for 2014:

	Landowner	Tenant
Upland Cotton	100 percent	0 percent

The landowner is leasing the 700 acres planted to upland cotton to the tenant for a 50 percent share of the crop. The landowner will operate the 700 acres of summer fallow.

COC must **not** approve this application because of the past history of the farming operation. Shares do **not** have to be divided equally, but should be consistent with the farm's present operation status.

356 Protecting Interests of Tenants, Sharecroppers, and Landowners

A Provisions About Tenants and Sharecroppers

[7 CFR 1412.55] (a) No payment or assistance authorized under this part will be made by CCC if:

(1) The landlord or operator has adopted a scheme or device for the purpose of depriving any tenant or sharecropper of the payments to which such person would otherwise be entitled under ARC, PLC, or CTAP. If any of such conditions occur or are discovered after payments have been made, all or any such part of the payments as the State committee may determine are required to be refunded to CCC; or

(2) The landlord terminated a lease in violation of State law as determined by a State court.

CCC is required to "provide adequate safeguards to protect the interests of tenants and sharecroppers". In addition, COC is charged with ensuring fair treatment of landowners. COC's will use the following to determine whether CCC-957 shares protect the interests of tenants and sharecroppers.

- COC must **not** approve CCC-957 payment shares if COC determines any of the following apply:
  - a landowner or OP denies tenants and sharecroppers an opportunity to participate if the tenant or sharecropper would have shared in upland cotton base acres
  - a State court determines a signatory violated State law concerning farm and agricultural property lease provisions
  - a landowner or OP adopts a scheme or device to deprive tenants or sharecroppers of payments that tenants or sharecroppers would otherwise be entitled to receive under CTAP.

356 Protecting Interests of Tenants, Sharecroppers, and Landowners (Continued)

A Provisions About Tenants and Sharecroppers (Continued)

- To assist COC's in determining whether producers meet landlord and tenant provisions, COC's may:

  - on an annual basis, determine customary crop share rental rates for all crops produced in the county

  - establish a parameter for the county using the lowest OW crop share percentage for any crop in the county as the low end and the highest OW crop share percentage for any crop as the high end of the parameter

  - review landlord payment shares for the farm to see whether they are less than the lowest, or exceed the highest customary crop share rental rates for any crop in the county.

    Note: COC's shall recognize that payment divisions that do **not** fall within the aforementioned parameters may be justifiable and do **not** necessarily reflect unfair treatment of tenants and sharecroppers.

    Example: COC determines landlord share rental rates for all crops (including FAV) range from .3333 to .5000. Therefore, COC must review landlord payment shares to see whether the landlord shares are less than .3333 or greater than .5000. All landlord shares for any crop outside these parameters must be thoroughly documented in the COC minutes.

- If a landowner or OP reduces the number of tenants from the preceding year, the landlord or OP may still earn current year's CTAP or ARC/PLC payment if the reason for the reduction is any of the following:

  - the landlord or OP purchased the farm for the current year

  - the tenant's lease expired or was legally terminated, and the tenant has no further rights to the farm

  - a producer leaves the farm voluntarily.

356 Protecting Interests of Tenants, Sharecroppers, and Landowners (Continued)

B Contract Intimidation

Do **not** approve CCC-957 if there exists between the OP or landlord, and any tenant or sharecropper, any lease, contract, agreement, or understanding, required or unfairly exacted by the OP or landlord, entered into in anticipation of participating in the program that does any of the following:

- forces tenants or sharecroppers to pay the landlord or OP any payment earned
- changes the status of tenants or sharecroppers to deprive tenants or sharecroppers of any payment or right otherwise received
- unfairly requires a reduction in the size of the tenant or sharecropper producer share.

COC will use information obtained from tenants and sharecroppers. Do **not** accept the following statements from the landowner or OP at face value without supporting documentation:

- tenants left voluntarily and, therefore, need not be replaced
- tenants requested assignment to a smaller share of the total farm acreage.

357 Division of Payment Disputes

A Policy

It is the responsibility of producers to:

- determine shares on CCC-957 or FSA-578
- submit all necessary signatures or supportive and necessary contractual documentation by deadlines.

Note: While FSA may assist producers, FSA is **not** responsible for determining what correct shares should be or for insuring that producers meet program requirements.

COC's must **not** be involved in or settle division of payment disputes or act on disputed share CCC-957's.

B Payment Shares Dispute

Payment shares are considered in dispute when there is a disagreement on shares. A disagreement is evident by having conflicting CCC-957's or some other dispute as to shares on FSA-578.

Note: Successions-in-interest are **not** considered payment disputes. See paragraph 398 for successions-in-interest.

357 Division of Payment Disputes (Continued)

C Determining Disputes

There are some cases where it is obvious that payment shares are **not** in dispute. To determine whether a payment share dispute exists, COC's will:

- determine whether available documentation supports who should share in payments on the farm
- determine whether the documentation supports what the payment shares should be
- review lease agreements and use them as a guide in determining who should share in the payments on a farm and what the payment shares should be, unless the lease agreement is in conflict with other provisions of this handbook

  Exception: In the event that the landowner or landlord cash rents an entire farm to another for an entire crop year, COC may render a determination on CCC-957 signed by the cash rent tenant. See paragraph 358.

- review past history to determine how payments were shared in previous years

  Note: There could be good reasons why previous year shares no longer apply.

- compare the previous year's rental agreement to the current year's rental agreement to determine whether rental rates are similar or have changed for the type of acreage being rented.

Disputes may exist when the available evidence does **not** support claimed payment shares.

Disputes generally do **not** exist when:

- everyone signing CCC-957 for a farm agrees on shares and there is no conflicting CCC-957 also containing all required signatures
- it is obvious that the available evidence supports who should share in payments
- all provisions of this handbook are met.

357 Division of Payment Disputes (Continued)

D Documenting a Dispute

If it is determined there is a disputed CCC-957, COC shall follow these instructions.

IF…	THEN notify…
CCC-957 containing signatures of all producers claiming a share of the application or contract has been approved and is subsequently challenged by another CCC-957 containing signatures of all producers claiming a share	• all producers on the approved CCC-957 that CCC's approval of CCC-957 is withdrawn and that all payments issued must immediately be refunded **Note:** See 1-APP for producers receiving the letter advising all producers of this adverse decision. • all producers on the previously approved CCC-957, as well as those on the challenging CCC-957, that there is a dispute of shares and that CCC will **not** approve any CCC-957 for the farm until the dispute is settled **Notes:** Copy all parties to this action. A COC notification that it will **not** process, act on, or approve any CCC-957 where there is a dispute of share is **not** an adverse decision giving rise to any sort of appeal or appealability review. Appeals or appealability reviews only occur if COC renders a decision to approve or disapprove CCC-957. • producers on all CCC-957's that they are responsible for resolving the dispute of shares and obtaining all necessary signatures of application or contract participants by the end of the application period.
conflicting CCC-957's show that there is a dispute of shares on CCC-957 and CCC-957 has not yet been approved	• all interested producers that CCC will **not** approve any CCC-957 for the farm until the dispute is settled **Notes:** To the extent possible, copy all parties, those asserting shares, OP, landowners, etc., with this notification. A COC notification that it will **not** process, act on, or approve any CCC-957 where there is a dispute of shares is **not** an adverse decision giving rise to any sort of appeal or appealability review. Appeals or appealability reviews only occur if COC renders a decision to approve or disapprove CCC-957. • producers on all CCC-957's that they are responsible for resolving the dispute of shares and obtaining all necessary signatures of participants by the end of the application period.

357 Division of Payment Disputes (Continued)

E Payment When Disputes Are Settled

Approval of CCC-957 will be handled in the normal manner for disputes resolved by the end of the application period.

Note: All interested parties who might be third parties according to 1-APP must receive a copy of the single determination of action on CCC-957 for a farm and be provided the same appeal rights as producers impacted by the decision.

If the dispute is settled after September 30 of the applicable FY, CCC-957 may be approved and payments issued to persons or legal entities accordingly only if CCC-957 containing signatures of those producers seeking payment was filed by September 30 of the applicable FY with the correct payment shares for all producers sharing in the upland cotton base acres.

F Signature Requirements

CCC-957 must **not** be approved until all producers sharing in the upland cotton base acres have been identified and have had an opportunity to sign CCC-957. If there is a dispute that is preventing 1 or more producers from signing, producers are responsible for ensuring that, as a condition of CTAP payment eligibility, CCC-957 with all necessary signatures of producers with shares entered is submitted to FSA by October 7, 2014.

If all producers who have a share of upland cotton base acres have been identified and there is no dispute about producer shares or no dispute is known to exist or suspected to exist, COC is authorized to approve CCC-957 for those producers who signed CCC-957 for their represented share so that shares for which a valid signature has been entered on CCC-957 can be paid without regard to unsigned producer shares.

Note: In no case will CCC-957 **not** containing required and necessary producer signature for a share be considered submitted for any purpose or determination on that unsigned producer's share. The producer who does **not** sign CCC-957 is due no determination nor does the producer who chooses not to sign or who simply does not sign have any right to contest any determination made for OT's who did sign the application.

358 Division of Payment Dispute Examples

A Examples

The following are examples and should **not** be construed to be actual situations or rules. The examples are intended to illustrate potential disputes and remedies.

B Basic Farm Data

Unless otherwise annotated, assume the following is applicable for each of the examples in this paragraph.

Farm Data

200 acres of DCP cropland
100 upland cotton base acres
Participated in DCP the prior FY

C Example 1

For FY 2014, a landowner cash leases the entire farm to Producer A. Producer A signs CCC-957 claiming 100 percent of the FY 2014 payment. The landowner disputes Producer A's share and signs another CCC-957 for FY 2014 claiming 100 percent of the payment. The County Office generates CCC-957's for FY 2014, one with 100 percent shares to the landowner and another with 100 percent shares to Producer A.

Under CTAP, the landowner who cash leases an entire farm cannot receive a share of the payment for any covered commodity. The landowner's dispute of payment shares is contrary to the lease agreement and regulations governing CTAP. COC will approve the FY 2014 CCC-957 for Producer A, and issue payments accordingly. The landowner's CCC-957 will be disapproved, and the landowner must be notified of appeal rights according to 1-APP. Producer A will be:

- copied with the adverse decision issued to the landowner
- noticed on all appeals as a third party.

358 Division of Payment Dispute Examples (Continued)

D Example 2

Producer A share rents from Landowner B. Producer A files CCC-957 claiming 75 percent of the FY 2014 payment. The landowner disputes Producer A's share and signs CCC-957 for FY 2014 claiming 33 percent of the payment. At the request of Producer A and Landowner B, the County Office generated CCC-957's with 75 percent share of the payment to Producer A, 25 percent to Landowner B, another CCC-957 with 67 percent of the payment to Producer A, and 33 percent to Landowner B.

FY 2014 CTAP payment shares are in dispute. Producer A and Landowner B must be informed that COC will **not** render any determination before the dispute is resolved. See subparagraphs 357 D and E. Producer A and Landowner B must resolve the share dispute before COC will process and act on CCC-957's and before issuing any payments.

If share disputes are **not** resolved, CTAP payments will **not** be made. This is **not** a program decision giving rise to any administrative review or appealability review. FSA essentially considers these applications to be "in conflict."

359-393 (Reserved)

Section 3 CCC-957 Requirements

394 CCC-957

A CCC-957 Signatures

[7 CFR 1412.82] Eligibility and CTAP application.

(a) Eligibility. In addition to any general eligibility provisions in this part, to be eligible for CTAP the following conditions are required:

(1) The producer is a person or legal entity who is actively engaged in farming and otherwise eligible for payment, as specified in 7 CFR part 1400;

(2) The producer is on a farm that has cotton base acres that were in existence as of September 30, 2013, as adjusted;

(3) The producer has an interest in the upland cotton base acres on the farm; and

(b) Producer's share interest. A producer's share interest in cropland on a farm must be equal to or greater than that producer's share interest in cotton base acres on the farm for that crop year, as reported on that farm's acreage report.

(c) Application. To apply, submit the application and supportive and necessary contractual documents to the FSA county office:

(1) For 2014 CTAP by October 7, 2014; and

(2) For 2015 CTAP, by July 31, 2015.

B Who Must Sign

CCC-957 must **not** be approved until all producers sharing in the upland cotton base acres on the farm have been identified and have had an opportunity to sign CCC-957. If there is a dispute that is preventing 1 or more producers from signing, producers are responsible for ensuring that, as a condition of CTAP payment eligibility, CCC-957 with all necessary signatures of producers with shares entered is submitted to FSA by October 7, 2014.

394 CCC-957 (Continued)

B Who Must Sign (Continued)

If all producers who have a share of upland cotton base acres have been identified and there is no dispute about producer shares or no dispute is known to exist or suspected to exist, COC is authorized to approve CCC-957 for those producers who signed CCC-957 for their represented share so that shares for which a valid signature have been entered on CCC-957 can be paid without regard to unsigned producer shares.

Note: In no case will CCC-957 containing a missing producer signature for a producer share be considered submitted for any purpose or determination on that missing signature producer's share. The producer's share that is **not** accompanied by a valid signature of the producer by the application deadline has made no application and is due no determination, nor does such a producer have any right to contest any determination made for OT's who did sign CCC-957.

COC will **not** consider or recommend equitable relief under any provision for a producer share missing a signature on CCC-957.

Notes: The failure of a producer to sign CCC-957 is **not** a failure to comply. There can be no compliance or compliance violation on a producer who has **not** signed or made an application.

Incomplete CCC-957's may be processed for producers who have entered valid shares according to subparagraph A.

C Cash Lease Signature Requirements

COC must determine whether a lease is considered a cash lease according to paragraph 352. If the lease is a cash lease, COC's will require any of the following if the landowner or landowners receive a zero share of the crop:

- written lease, rental arrangement, or other document signed by OW that proves that the producer has the land cash leased for FY

  Notes: Keep a copy of the document in the County Office folder.

  If the farm is a multiple-ownership farm, and none of the tracts owned by OW have DCP cropland on them, the signature of that landowner or proof of cash lease provisions do **not** apply.

394 CCC-957 (Continued)

C Cash Lease Signature Requirements (Continued)

- the landowner's signature or landowners' signatures on CCC-957

  Notes: All OW's whose interest is **not** already represented by a written cash lease or CCC-510 must sign.

  When spouses are joint OW's of a farm and proof of a cash lease is **not** provided, the signature of 1 spouse is sufficient for a "0" share, unless either spouse has previously notified FSA that spouses do **not** allow either spouse to sign for their joint interest.

- CCC-510, but only if the farm was cash leased by the producer in the previous FY and the producer was properly designated to receive payment on a program document for any FSA or CCC program that same year.

  Exception: This provision is **not** applicable if an ownership change on the farm has occurred since the previous FY.

Note: See Exhibit 14 for additional information about using CCC-510.

D Withdrawing Application

Eligible producers may withdraw from CCC-957 for the:

- 2014 program year, by October 7, 2014
- 2015 program year, by July 31, 2015.

395 10-Acre Rule Exception Signature Requirements

A Inapplicability of 10-Acre Rule to CTAP

The 10-acre rule provision does **not** apply or impact any producer share eligibility for CTAP.

CTAP will be paid without regard to whether or not a farm has more or less than 10 base acres or generic base acres.

396 Revised CCC-957

A Processing Revised CCC-957's

If it is necessary to revise shares on an approved CCC-957 before September 30 of the program year and application period and before issuing payments, follow these steps.

Step	Action
1	Use automated procedures in 2-DCP (Rev. 1) to remove the COC approval date when producer signature requirements have **not** been met.
2	Use the automated procedure in 2-DCP (Rev. 1) to process share revisions.
3	Print a revised CCC-957 and obtain signatures for producers revising shares.
4	On the revised CCC-957, ENTER "See Attached" in the "Signature" block for OW's who previously designated shares and producers whose shares were **not** affected by a transfer or change in interest of land.
5	Attach the revised CCC-957 to the original CCC-957.

COC will approve payment shares on the revised CCC-957.

Note: COC CCC-957 approval date must reflect the date COC approves the revised CCC-957 for payment.

397 Missing Signatures

A Incomplete CCC-957 With a Share Greater Than Zero

If an individual or entity has claim of a share of upland cotton base acres and the individual or entity wants to make themselves potentially eligible for CTAP payments under CCC-957, the individual or entity must sign CCC-957 by the CTAP application deadline.

The failure of any producer who has a share or claim to a share of upland cotton base acres on a farm to sign CCC-957 during the CTAP year application period will render that producer's share ineligible for CTAP payment consideration for the producer.

CCC-957 will be approved and producers who have signed for their respective shares and who have met all other program requirements will be issued payments without regard to missing producer signature shares.

B Incomplete Applications Including Names of Persons or Legal Entities With an Interest But a Zero Share

CCC-957 with missing signatures of producers with an interest, but a zero share of upland cotton base acres, may be acted on and approved if the provisions of subparagraph 352 J are met. Missing signatures that are provided according to this subparagraph may be submitted at anytime.

If anyone who has an interest, but a zero share of upland cotton base acres, fails to satisfy the provisions of this paragraph and/or subparagraph 352 J, COC will refrain from taking action on CCC-957. CCC-957 will be considered incomplete and requires no action or decision from FSA.

C Undivided Ownership Shares of OW's With Missing Signatures

If all producers other than OW having less than a majority **undivided ownership** interest in the farm sign, COC may approve CCC-957 if all of the following apply:

- OW's representing a majority of the undivided ownership interest shares of the farm signed CCC-957

  Note: Majority interest is greater than 50 percent of the collective undivided interest OW's share.

397 Missing Signatures (Continued)

C Undivided Ownership Shares of OW's With Missing Signatures (Continued)

- shares are acceptable to COC
- documentation indicates the signatories expended a reasonable effort to obtain missing signatures.

Note: Set a refuse payment flag in the CCC-957 automated process for OW with the missing signature.

D Example for Undivided Ownership Shares of OW's With Missing Signatures

The following example illustrates when to approve payments if all OW's with undivided ownership interest do **not** sign.

Operator A has a 60 percent payment share.
Owner A has a 10 percent payment share.
Owner B has a 10 percent payment share.
Owner C has a 10 percent payment share.
Owner D has a 10 percent payment share.

Each OW has a 25 percent interest of OW's undivided collective share of the farm. Owners A, B, and C signed CCC-957. Owner D did **not** sign CCC-509. Because Owners A, B, and C have a majority share of the OW's interest of the farm, approve payments for OW's who signed. Set the refuse payment flag for Owner D.

E Divided Ownership Shares of OW's With Missing Signatures

COC must **not** approve CCC-957 for payment if OW having a **divided** ownership interest share does **not** sign.

On farms for which 1 or more OW's may be unwilling to sign CCC-957, or may be unable to timely sign CCC-957, another OW or producer on the farm may wish to request a farm division according to 10-CM.

Note: Payments may be earned on each resulting farm for which all necessary signatures are obtained by the application deadline for CCC-957.

398 Succession-in-Interest

A Basic Rule

[7 CFR § 1412.87] Transfer of land and succession-in-interest.

(a) A succession in interest application for CTAP is required if there has been a change in the producer shares of upland cotton base acres in § 1412.82(a) for 2014 or 2015, as applicable, due to:

(1) A sale of land;

(2) A change of operator or producer, including a change in a partnership that increases or decreases the number of partners or changes who are partners;

(3) A foreclosure, bankruptcy, or involuntary loss of the farm;

(4) A change in producer shares to reflect changes in the producer's share of the upland cotton base acres relevant to the originally approved application; or

(5) Any other change determined by the Deputy Administrator to be a succession that will not adversely affect nor defeat the purpose of CTAP.

(b) A succession in interest to the CTAP application is not permitted if CCC determines that the change:

(1) Results in a violation of the landlord-tenant provisions specified in § 1412.55; or

(2) Adversely affects or otherwise defeats the purpose of CTAP.

(c) If a producer who is entitled to receive CTAP payments dies, becomes incompetent, or is otherwise unable to receive the payment, CCC will make the payment in accordance with part 707 of this title.

(d) A producer or owner of a farm is required to inform the county committee of changes in interest in base acres of upland cotton as specified in § 1412.82(b) on the farm not later than:

(1) August 1 of the fiscal year in which the change occurs if the change requires a reconstitution be completed in accordance with part 718 of this title; or

(2) September 30 of the fiscal year in which the change occurs if the change does not require a reconstitution be completed in accordance with part 718 of this title.

(e) In any case in which a CTAP payment has previously been made to a predecessor, such payment will not be paid to the successor, unless such payment has been refunded in full by the predecessor.

398 Succession-in-Interest (Continued)

A Basic Rule (Continued)

After CCC-957 is approved, any of the following changes may occur and be considered a basis for successions-in-interest:

- a transfer or change in the interest of a producer on the farm
- sale of land
- foreclosure, bankruptcy, or involuntary loss of the farm
- change in participant shares to reflect changes in shares originally approved on CCC-957.

Notes: Successors are **not** eligible for payments in any FY in which they do **not** meet the provisions of paragraphs 12 and 352.

See paragraph 400 if a participant who is entitled to a payment dies, becomes incompetent, or disappears.

B Farm Reconstitutions

[7 CFR 1412.87] (d) A producer or owner of a farm is required to inform the county committee of changes in interest in base acres of upland cotton as specified in § 1412.82(b) on the farm not later than:

(1) August 1 of the fiscal year in which the change occurs if the change requires a reconstitution be completed in accordance with part 718 of this title; or

(2) September 30 of the fiscal year in which the change occurs if the change does not require a reconstitution be completed in accordance with part 718 of this title.

The provision of this regulation applies only if:

- an application was filed on the parent farm by October 7, 2014, for 2014 CTAP and by July 31, 2015, for 2015 CTAP

- FSA-155 is initiated by August 1 of the applicable year.

Note: See paragraph 333.

398 Succession-in-Interest (Continued)

C Deadline for Notification of Succession

After CCC-957 has been approved, the farm OP, producer, OW, or participant must inform COC of changes in interest by:

- August 1 of the applicable year, if the change requires a reconstitution (paragraph 333)
- September 30, if the change does **not** require a reconstitution.

Note: It is important that producers understand that if a succession CCC-957 is generated, all necessary signatures must be entered on the succession CCC-957 or the producer shares not accompanied by a valid signature will **not** be considered filed for application purposes. Producers should **not** wait until the end of the application period or FY to report changes. Failure to report changes timely **and** enter all necessary signatures is a responsibility of those wanting to apply for CTAP on CCC-957. It is **not** FSA's responsibility to obtain signatures.

If a change occurs requiring a succession to CCC-957, but CCC-957 is **not** revised and signed by producers sharing in the revised CCC-957 by the end of the program year:

- none of the predecessors or potential successors are eligible for the applicable year CTAP payments on the farm

- all payments under the application must be refunded.

Notes: See subparagraph G for assessing refunds.

The requirement for a reaffirmed CCC-957 by producers, whether or not the producer's specific interest or share itself was impacted by succession, is the same as that which is specified in paragraph 397.

398 Succession-in-Interest (Continued)

D Signatures on New CCC-957

Participants having an interest in CCC-957 impacted by a succession-in-interest, only if that specific participant's share changed, must sign a revised CCC-957 no later than September 30 of the applicable year.

Before approving the revised CCC-957 for payment, COC's shall ensure that:

- shares represented on CCC-957 for which a producer may apply and seek payment have a valid signature on CCC-957
- payments have been refunded or debt collection activities have been initiated for the predecessor according to subparagraphs E and F.

Attach a copy of the original CCC-957 to the succession-in-interest CCC-957.

Reminder: The failure of a participant to sign revised CCC-957's will result in a loss of payment to the producer who did **not** sign the new CCC-957.

E Payment Issued, Full Succession

Participants who received payments on a farm and subsequently fail to meet the definition of a producer on the farm for the applicable program year must **refund** the payments. Debt collection activities will be initiated immediately upon loss of interest by the predecessor.

Note: A refund is required, including those cases where the predecessor was a producer at the time payments were issued. See subparagraph G.

398 Succession-in-Interest (Continued)

F Payment Issued, Partial Succession

Participants who received payments on a farm, and who subsequently agreed to a different or reduced payment share on a revised CCC-957, are responsible for refunding the amount of payments the participant cannot earn for the applicable contract year.

Notes: A refund is required, including cases where the predecessor was considered to be a producer at the time payments were issued.

FSA generally does **not** demand the refund at the time of share revision. This shall in no way be construed to mean a refund of unearned advance payments will **not** later be required.

Because CTAP payments will **not** be made until after the end of FY, there should **not** ordinarily be a requirement for refunds of payments from predecessors.

G Refunds From Predecessors

Debt collection activities will be initiated for predecessors according to subparagraph E or F, as applicable, **before** COC approves revised CCC-957 for succession.

H Payments to Successors

Successors may earn payments on a farm with respect to payment shares acquired from a predecessor. Debt collection activities will be initiated for the predecessor according to subparagraph E or F **before** the application can be approved and paid for the successor.

I Foreclosure Rule

A participant who signs CCC-957 must be required to make repayment if the farm was foreclosed on and the producer lost control of the farm.

Foreclosure does **not** void the application nor the responsibilities of the participant under the application if the producer continues or resumes operation or control of the farm.

Succession-in-interest rules apply to foreclosure.

399 Succession-in-Interest Examples

A Example 1

The following data applies to Examples 1 through 6:

FSN:	10
Farmland:	125
DCP Cropland:	100
Base Acres:	100

Note: Base acres includes upland cotton base acres or generic base acres.

Producer A, OO of FSN 10, plants 100 acres of wheat for harvest. In April, the wheat failed. Producer A signed an application for CTAP claiming a 100 percent share. In May, Producer A cash leases FSN 10 to Producer B. Producer B plants 100 acres of soybeans.

In this example, Producer B has obtained a share interest in the DCP cropland acreage effective with Producer B's date of lease. See paragraph 398.

Producers A and B must come to some decision and agreement about dividing the CTAP share. See paragraphs 356 and 357.

Note: In this example, both Producers A and B could claim a CTAP share interest based on the time each had this interest or other factors. COC must **not** involve itself in helping Producers A and B arrive at a reasonable distribution of shares. See paragraph 357.

B Example 2

Producer A, OO, plants 100 acres of wheat for harvest in November. In April, the wheat failed. Producer A signed CCC-957 seeking 100 percent share. In May, Producer A share leases 50 acres of DCP cropland in FSN 10 to Producer B. Producer B plants 50 acres of cotton. Producers A and B are sharing in the crop and have entered the following on CCC-957:

- 75 percent for Producer B
- 25 percent for Producer A.

399 Succession-in-Interest Examples (Continued)

B Example 2 (Continued)

Both Producers A and B are entitled to share in the CTAP payments for the farm. However, there has been a succession on base acres for the crop year. Therefore, Producer A may **not** be entitled to receive 100 percent of the payments.

Note: This example must **not** be interpreted to suggest that planting cotton is a requirement or has any bearing on determinations of share. DCP cropland does **not** have to be planted or considered planted to cotton to be eligible for a CTAP payment.

Producers A and B must come to some decision and agreement about dividing CTAP payments. See paragraphs 356 and 357.

Note: In this example, both Producers A and B could claim a CTAP share interest based on the time each had this interest or other factors. COC must **not** involve itself in helping Producers A and B arrive at a reasonable distribution of shares. See paragraph 357.

C Example 3

Producer A, OO, plants no crops. Producer A signed CCC-957 for a 100 percent share. In March, Producer A share leases FSN 10 to Producer B. Producer B plants 50 acres of cotton.

Assuming Producer A cash-leased all 100 acres of FSN 10 to Producer B for the crop year, a succession on all the base acres on the farm has occurred for the year. Producer B is entitled to 100 percent of any CTAP payments. Producer B is potentially eligible for payments because there was a total succession on the base acres for the crop year. See paragraph 357.

D Example 4

Producer A, OO, plants no crops. Producer A signed CCC-957 for a 100 percent share. In March, Producer A share-leased all of FSN 10 to Producer B. Producer B plants 50 acres of cotton. Producers A and B are sharing in the cotton and have entered the following shares on CCC-957:

- 75 percent for Producer B
- 25 percent for Producer A.

Producers A and B appear to be producers eligible to sign a contract and entitled to share in program payments. Producer A has retained an interest in 25 percent of the base acres.

399 Succession-in-Interest Examples (Continued)

E Example 5

Producer A, OO, plants no crops. Producer A signed CCC-957 for a 100 percent share. In March, Producer A cash leases all of FSN 10 to Producer B for the crop year. Producer B does **not** plant a crop.

The fact that Producer B did **not** plant a crop is **not** the determining factor. Producer A cash-leased the entire farm's DCP cropland acreage to Producer B for the crop year and a crop could have been planted and harvested for the year. Therefore, Producer B would meet the definition of a producer on the farm for the crop year. Producer B is potentially eligible for CTAP payments on the farm.

F Example 6

Producer A, OO, plants and harvests wheat for grain. Wheat harvest is completed in May. Producer A signed CCC-957 for a 100 percent share. Producer A voluntarily leaves the farm after the completion of the wheat harvest. Producer B cash leases the farm effective June 1 of the applicable year. Producer B may or may not plant a crop. It is, however, possible to plant a crop and harvest it in the crop year.

Producers A and B may each claim a share of CTAP payments. See paragraph 358.

400 Participants Who Are Deceased, Incompetent, or Have Disappeared

A Basic Rule

An individual who has died, disappeared, or been declared incompetent, but meets the definition of "producer" for the program year, is eligible for payments if a completed CCC-957 submitted by the applicable application deadline was approved. However, if payment is **not** to be issued to the producer who is a participant, FSA-325 must be completed according to this paragraph. This situation is **not** considered a succession.

Note: See 1-CM.

B Requesting Payments

FSA-325 must be completed, according to 1-CM, by the individuals or entities requesting payments **earned** by a participant who has died, disappeared, or been declared incompetent. Payments shall be issued to the individuals or entities requesting payment using the deceased, missing, or incompetent participant's ID number. A revised CCC-957 is **not** required to be completed when payments are issued under the deceased, missing, or incompetent participant's ID number.

Note: CCC-957 must **not** be revised to show the estate ID number after September 30 of the applicable program year.

401 Reviewing CCC-957's Modified After End of Application Period

A Introduction

Except as may be provided according to paragraphs 397 and 398, subparagraph:

- 353 C specifies that revisions to CCC-957 must **not** be made after October 7, 2014, **for the 2014 program year** or July 31, 2015, for the 2015 program year

- 394 A specifies that the final date for participants to provide all necessary signatures on CCC-957 is October 7, 2014, **for the 2014 program year** or July 31, 2015, for the 2015 program year.

Note: See subparagraph 445 C for late-filed application provisions.

2-DCP (Rev. 1) provides procedure or updating producer signature and application date information in the automated system.

To accommodate the policy provisions about applications, CCC-957 software has been modified to:

- allow the application date to be entered after the program year's established application deadline

- ensure that the **actual** date entered is **not** later than the established late-filed application period.

401 Reviewing CCC-957's Modified After End of Application Period (Continued)

B Updates Affecting Application Date

The application date is automatically removed when any of the following changes are made to data in the Farm Records Management System:

- OP is changed
- other tenant with CCC-957 share is removed from the farm
- OW is added to a tract associated with the farm
- base acres are modified
- direct and/or counter-cyclical payment yields are modified
- out-of-balance condition is created because of changes to DCP cropland.

In addition, the application date will be removed if CCC-957 base acre shares are revised.

Updates to the Farm Records Management System for any of these reasons constitute a modification of existing CCC-957's; therefore, the application date is automatically removed from the Farm Records Management System when the update occurs.

401 Reviewing CCC-957's Modified After End of Application Period (Continued)

C State Office Review Process

Except as provided in this handbook, subparagraph 353 C specifies that revisions to CCC-957's must **not** be made for the:

- 2014 program year after October 7, 2014
- 2015 program year after July 31, 2015.

Therefore, the All Farms With Application Date Modifications After End of Application Period Report will be available to State Office specialists that identifies all CCC-957's with an application date that was updated during the previous month. This report is available to State and National Office users **only**. See 2-DCP (Rev. 1) for instructions for printing the report.

State Offices are required to review the All Farms With Application Date Modifications After End of Application Period Report detailing where the application date has been updated during the previous month. State Offices shall:

- conduct a review of CCC-957's listed on the monthly report to ensure that policy has been administered properly

- take corrective action, if applicable, with County Offices if CCC-957's were updated in error.

Note: SED's may delegate the review to DD's.

402 Updating Producer Signature and Application Dates After End of Application Period

A Introduction

County Offices will ensure that all information recorded in the automated system accurately reflects actual signature, application, and approval date information. See 2-DCP (Rev. 1) for additional information about how data shall be entered in the web-based system.

If a valid signature of a producer with a share greater than zero or application date information is actually **received** after the end of the 2014 or 2015 application period specified in subparagraph 401 C, the system is designed to prevent County Office users from updating the system with that information.

If a valid signature of a landowner with zero share, cash lease, or CCC-510 is actually **received** after the end of the 2014 or 2015 application period specified in subparagraph 401 C, the system is designed to prevent County Office users from updating the system with that information.

Example: Landowner signed 2014 CCC-957 to zero shares on October 13, 2014. The system will **not** allow any zero share signature after September 30, 2014, to be entered as a producer signature date.

Because there are some instances where a date after the application deadline established for a specific CTAP year should be entered in the system for a producer signature or application date, a process has been developed that allows the system to be updated properly with the producer signature and application date information.

B Situations That Warrant Producer Signature or Application Dates To Be Later Than the End of the Application Period

The application date in the system is determined by the later of the following:

- the last signature date that was obtained for all producers on CCC-957
- date the cash lease or CCC-510 is provided to the County Office.

As specified in subparagraph 352 J, the following documentation is considered supporting documentation even if received after the end of the application period:

- landowner signing CCC-957 to zero shares
- a copy of a cash lease agreement
- CCC-510
- late-filed application is applicable according to subparagraph 445 C.

402 Updating Producer Signature and Application Dates After End of Application Period (Continued)

B Situations That Warrant Producer Signature or Application Dates To Be Later Than the End of the Application Period (Continued)

Some cases require State Office intervention so the system can be updated to accurately reflect when the signature was actually obtained and/or when CCC-957 was actually filed.

System validations do **not** allow County Offices to enter a producer signature with a:

- share greater than zero after the established deadline for the applicable CTAP application period
- zero share, cash lease agreement, or CCC-510 later than September 30 of the program year.

C County Office Action

For situations described in subparagraph B, County Offices must:

- **not** manipulate the system by entering a date **before** the established CCC-957 for the CTAP year
- **not** manipulate the system by entering an incorrect application date for signatures or cash lease documentation that were obtained after the application deadline established for the applicable CTAP
- submit a copy of the completed CCC-957 and cash lease documentation, if applicable, to the State Office with a cover memorandum requesting that the system be updated with either or both of the following:
    - landowner's signature date
    - CCC-957 application date.

D State Office Action

After verifying that the situation warrants intervention based on supporting documentation, State Office program specialists will update the signature and/or application date according to 2-DCP (Rev. 1).

403 Web-Based DCP State Office Administrative Access

A Requesting Web-Based DCP State Office Administrative Access

State Offices may request State Office administrative access be granted to State Office users or DD's. The State Office program specialist in charge of DCP shall select the employees who are to have State Office administrative access to DCP, and submit the following information to SLR:

- State Office name
- employee's legal first and last name
- employee's job title
- employee's USDA eAuthentication user ID.

SLR's shall do either of the following:

- disapprove and return the request to the State Office program specialist in charge of DCP
- approve the request and FAX the information to 202-690-2130.

Note: The subject of the FAX should be "Requesting DCP State Office Administrative Access".

SLR may contact Brent Orr, PECD, Risk and Production Program Manager by e-mail at **brent.orr@wdc.usda.gov** with any questions or concerns.

B Changing or Terminating User Roles With DCP State Office Administrative Access

If a user needs to be changed, use the process outlined in subparagraph A. The request shall include the user information to be added and the user information to be removed.

403 Web-Based DCP State Office Administrative Access (Continued)

C Adding DD as a State User

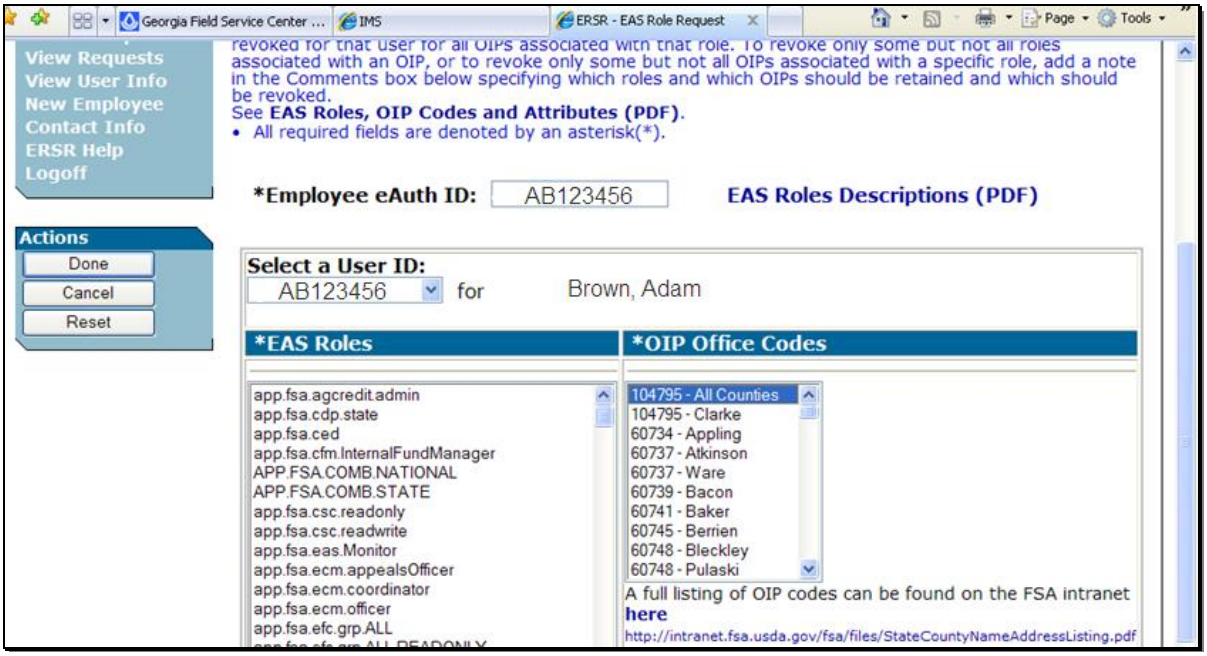
In many States, DD is **not** a "State User" in the ERSR system. For the administrative access granted according to subparagraph B to be valid, each DD must be given access by adding the "All Counties" OIP access code to each user's profile in ERSR.

To obtain this access, FSA-13A must be submitted to SLR.

Important: FSA-13A, item 18 **must** be completed to obtain access.

After FSA-13A is approved, SLR shall:

- access ERSR
- find and click on employee's name
- CLICK "**Extensible Authorization System (EAS)**"
- enter employee's eAuthentication ID and highlight OIP office codes for "All Counties" as shown in the example
- CLICK "**Done**"
- CLICK "**Submit**".



403 Web-Based DCP State Office Administrative Access (Continued)

D Updating Application and Approval Dates on CCC-957

DCP State Office administrative access users shall update the application and approval date for any reason specified in subparagraph 402 B or if:

- a successor-in-interest CCC-957 was properly executed according to paragraph 398
- a timely requested reconstitution was completed according to paragraph 333
- a late-filed CCC-957 was approved according to paragraph 445.

The user updating the application and approval date shall be satisfied that CCC-957 was filed according to procedure.

404 Applicability of Finality and Relief

A Background

Farm program delivery must be an equitable application of program provisions to correctly issue payments. Questions have arisen on the applicability of finality and relief that may be requested by COC. This information is being provided to assist the understanding of finality and relief as it relates to CTAP. This guidance should be used to supplement preparing finality and relief cases according to 7-CP.

Participants have the right to challenge, to FSA or NAD, whether FSA has its facts correct about a given determination, or whether FSA correctly applied the rules of a program. The need to consider relief may occur when a participant is out of compliance with program provisions or fails to satisfy some condition of eligibility in light of an error or oversight, by the producer or FSA.

404 Applicability of Finality and Relief (Continued)

B Determining the Need for Relief

There must be a decision on a program matter or extent of eligibility at issue before considering whether there is cause to consider relief.

Example: If COC wants to seek relief for a late-filed application, the application must first exist and be completed, signed, and submitted to FSA for action before FSA is compelled to reach a decision. Without the program document, submitted timely or otherwise, there is no FSA decision (or relief consideration) required or due.

FSA does **not** issue decisions or consider relief for hypothetical situations. See 1-APP, paragraph 10.

Example: A producer visits the County Office in November 2014 asking the status of his or her CTAP payments on a farm. PT finds that the producer did **not** file CCC-957 in 2014; therefore, no 2014 CTAP payments were issued. The producer wants to meet with COC to discuss why he or she should be allowed to apply for 2014 CTAP.

Note: Relief is **not** intended to be used to review the equity of program rules or deadlines. When something not otherwise anticipated by prescribed program rules occurs, relief under 1 or more of the forms (misinformation/misaction or failure to fully comply or programmatic relief) may be considered by FSA or NAD.

Results: Unless the producer signs CCC-957 for 2014, the producer is **not** entitled to either a decision on CCC-957 or relief consideration. When a producer submits CCC-957, timely or not, FSA will process that CCC-957 according to this handbook, which may or may not result in consideration of relief.

405 Finality and Types of Relief Applicable to CTAP

A Availability

Finality and the following types of relief apply to CTAP:

- finality
- equitable relief under misinformation/misaction
- equitable relief under failure to fully comply
- program relief
- base restoration.

B Finality

Regulations governing finality (commonly known as the "finality rule") are at 7 CFR 718.306. Instructions for finality are in 7-CP.

Applicability of the finality rule may appear to have the same effect as relief; that is, under the finality rule, a participant may be able to keep payments that were disbursed in error, through no fault of the participant. However, finality is not equitable relief. The key test for application of finality is whether the participant accurately represented all facts related to the participant's application or eligibility and the producer (not FSA) had no reason to suspect or know the FSA decision was in error. Additionally, finality applies only to decisions of STC's and COC's, and employees of STC's and COC's. The finality rule does **not** apply to decisions by National Office employees, decisions by RMA or reinsured companies, or decisions of SED's.

C Equitable Relief Under Misinformation/Misaction

Equitable relief under misinformation/misaction is often asserted when producers fail to apply timely. FSA only assists participants with applications. FSA employees cannot apply for a farm or participant. Participants are responsible for applying as it cannot be done for them. Additionally, the deadline for applications is in 7 CFR Part 1412 and in widely publicized public forums, such as newsletters, Internet, press announcements, etc. Therefore, a participant has "reason to know" (the reason is the test, not the participant's degree of knowledge) of their own actions (or misactions), whether they personally enrolled or not, as well as having access to information about the deadline for the application.

Example: A common allegation is, "I asked the FSA employee if there was anything else I needed to sign", and the employee said "no".

405 Finality and Types of Relief Applicable to CTAP (Continued)

C Equitable Relief Under Misinformation/Misaction (Continued)

While a person may interpret an FSA employee saying "no" to the question on whether there is anything else required as a communication from FSA that the person has already applied, the test under misinformation/misaction is whether there was incorrect program information or advice conveyed directly to the participant by FSA and whether the participant had any reason to know that the information was incorrect. In the example, FSA did not say or convey any incorrect information by answering "no". Additionally, in the example, it appears the participant relied upon the participant's own understanding of the information conveyed. If the FSA employee had stated that the participant had up to 3 weeks later to sign up, this communication might be considered a basis for a valid misinformation/misaction claim or request, provided the participant had no reason to question that advice or information and acted, to their own detriment and reliance, upon incorrect information (came in before COB within 3 weeks of the deadline).

D Equitable Relief Under Failure to Fully Comply

Failing to sign an application by a deadline is **not** a compliance violation or failure to comply. Compliance or performance violations can only occur with producers who have applied and/or are subject to an application's provisions and who are already subject to compliance or performance requirements.

Example: A farm may have to accurately report all DCP cropland acreage to satisfy program rules for CTAP. A spot check review indicates that the farm erred in reporting acreage (overstated or understated). The participant reported acreage timely and accurately and the producers strived to report production accurately.

The error in reported acreage does **not** appear to be intentional and is **not** large enough to cause suspicion of program malfeasance. However, determined acreage must be used. Even though the farm participant failed to accurately report acreage, allowing the farm to continue to receive benefits using determined acreage would be a form of relief under a failure to fully comply.

405 Finality and Types of Relief Applicable to CTAP (Continued)

E Program Relief

In individual circumstances or cases, under 7 CFR 1412.2, DAFP has the authority to allow STC's and COC's to waive or modify deadlines, except statutory deadlines and basic contract law provisions, such as the end of a contract period, and other nonstatutory requirements where DAFP determines the lateness or failure to meet the requirement not adverse to the operation of CTAP. The regulations specify that producers have no "right" to seek an exception under this provision. At FSA's discretion, FSA may (but does not have to) consider the matter.

Note: See paragraph 445.

Example: An individual was involved in an automobile accident and suffered short-term memory loss that was documented by a physician. When COC disapproved CCC-957 as being late-filed, COC recognized what it believed were extenuating circumstances and recommended that relief be granted to approve the late-filed application. In turn, STC referred the case to DAFP for consideration.

Result: DAFP approved the case because it was determined that circumstances warranted that action and that approval of relief would not give the producer any unfair advantage over others who met all CTAP requirements.

Example: FSA learns of a producer who had an interest in upland cotton base acres on a farm, but did **not** sign CCC-957 and did **not** receive a share of CTAP payments.

Result: Depending on when the error was first discovered and why, and assuming no other factors such as misinformation or misaction on the part of FSA, DAFP may, at its discretion, grant program relief to producers on CCC-957 as follows.

- Allow timely entered signatures of producers to retain and continue to receive payments based on corrected shares if it can be determined that those who did timely sign did **not** intentionally misrepresent themselves. FSA will **not** authorize and **not** issue payments to the shares not represented by a timely signature, if the share is represented by either a missing signature or a signature for the producer share in discrepancy is entered after the application period elapsed (September 30).

- If it can be determined that there was no intentional misrepresentation by any of the producers, provided there was a timely submitted CCC-957, allow producers to sign a corrected CCC-957 by the end of the application period with correct shares and have payments recomputed.

405 Finality and Types of Relief Applicable to CTAP (Continued)

F Base Restoration

Base restorations, except for statutory restorations, are limited to the adjustments shown in this subparagraph. Base adjustments needed during CLU certification are no longer authorized as all CLU's have been certified.

Statutory allowed base adjustments are:

- CRP entered into Section 1231 of the Food Security Act of 1985 with respect to the farm expires or is voluntarily terminated, or was terminated or expired during the period beginning on October 1, 2007, and ending on the date of enactment of the American Taxpayer Relief Act of 2012

- DCP cropland is released from coverage under a conservation reserve contract by the Secretary, or was released during the period beginning on October 1, 2007, and ending on the date of enactment of the American Taxpayer Relief Act of 2012

- eligible pulse crop acreage

- eligible oilseed acreage, if the Secretary designates additional oilseeds.

Example: A County Office employee realized an improper base reduction was entered into the Farm Records Management System.

Result: DAFP may authorize restoration of the base acres as a result of the documentation submitted.

406-424 (Reserved)

Part 7 Eligibility and Compliance Rules

Section 1 Farm Eligibility

425 General Information

A Application Period Compliance

Participants may receive payments with respect to the farm, if the participants agree to comply with program requirements. See paragraph 9 for program years and application periods.

B Farm Eligibility

A farm's producers are eligible to apply for CTAP if either of the following applies:

- the farm has upland cotton base acres
- the land on the farm was enrolled in CRP-1 that expired, was voluntarily terminated, or early released after September 30, 2013, and either of the following applies:
  - CRP-15 was protecting crop acreage bases
  - CCC-505 was used to reduce PFC acres or base acres, as applicable.

426 Eligible and Ineligible Land Uses for Base Acres

A Cropland and DCP Cropland Requirement

When base acres on a farm are converted to a nonagricultural commercial or industrial use, the total base acres on the farm will be reduced accordingly.

The upland cotton base acres or generic base acres and base acres of covered commodities will be proportionately reduced when it is determined that the land has been subdivided and developed for multiple residential units or other nonfarming uses if, in the judgment of COC, the size of the tracts and the density of the subdivision is such that the land is unlikely to return to the previous agricultural use, unless either of the following applies:

- the producers on the farm demonstrate that the land remains devoted to commercial agricultural production or is likely to be returned to the previous agricultural use and this land has **not** been divided from the farm with a farm reconstitution performed according to 7 CFR Part 718

- a properly constituted or reconstituted farm contains sufficient land that has **not** yet been subdivided and developed for multiple residential units or other nonfarming uses, and the producers on the farm demonstrate that the land remains devoted to commercial agricultural production or is likely to be returned to the previous agricultural use.

Land subject to CCC-957 must be used for an agricultural or related activity for the applicable FY, and **not** for a nonagricultural, commercial, or industrial use.

DCP cropland and effective DCP cropland will be determined and updated according to 10-CM for CTAP or ARC/PLC Program purposes, including base determinations.

If land use changes in subsequent years:

- the land use shall be updated according to 10-CM

- base acre reductions shall be processed using CCC-505, as applicable, according to subparagraph D.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

B Eligible Uses

A quantity of land equal to the total base acres and generic base acres for the farm must be used for an agricultural or conserving use. This table provides examples of land use, considered agricultural or related use, and nonagricultural use.

Agricultural	Nonagricultural
• land meeting the "DCP cropland" definition • sod • nursery acreage devoted to in-ground plants • wildlife habitats • pasture • acreage used to raise domesticated game for restaurants • trees planted for orchard or vineyard harvest, conservation purposes, or BCAP • temporary hoop houses for nursery agriculture • temporary nonagricultural uses, such as parking for a field day, etc.	• golf courses and other recreational facilities • land used for commercial development, buildings, or parking lots • strip mines • permanent structures, including those for agricultural uses • land subdivided and developed for multiple residential units or other nonfarming uses if the size of tracts and density of the subdivision is such that the land is unlikely to return to the previous agricultural use

Note: COC's shall submit questionable uses to DAFP, through the State Office, for determinations.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

C Eligible Land

Base acres cannot exceed DCP cropland except for established double-cropping. In addition to meeting other eligibility requirements, a farm, before application or enrollment, must have DCP cropland available on the farm greater than or equal to the total base acres for the farm. See 10-CM for the definition of "DCP cropland".

D Converting to Nonagricultural Use

DCP cropland converted to nonagricultural use:

- must be removed from DCP cropland according to 10-CM
- is **not** eligible as base acres from the date of conversion.

When conversion of DCP cropland to nonagricultural use results in base acres exceeding effective DCP cropland for the farm, farm OW's, OP, and CCC-957 participants have the following available options.

IF the conversion occurred…	**THEN within 30 calendar days of the conversion…**
before September 30 of FY in which the conversion occurred	all OW's must do either of the following: • complete CCC-505 to permanently reduce applicable base acres • withdraw the farm from CCC-957. Failure to reduce applicable base acres or withdraw CCC-957 will result in COC terminating CCC-957. Producers cannot withdraw after CCC-957 has expired (September 30 of the applicable FY). If there are less than 30 calendar days remaining before September 30 of FY at the time of the conversion, base acres may be left unchanged for that FY. Base reductions must be made before any application or enrollment in the immediately subsequent FY.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

D Converting to Nonagricultural Use (Continued)

IF the conversion occurred…	THEN within 30 calendar days of the conversion…
after September 30 of FY in which the conversion occurred	• all OW's must complete CCC-505 to permanently reduce applicable base acres effective for FY the conversion occurred • all producers are **not** eligible for unearned payments and, if payments were issued, must refund all unearned payments made, plus interest. If OW's fail to reduce applicable base acres, COC will permanently reduce applicable base acres and generic base acres, and conduct a thorough review of the situation to determine whether the case involves misrepresentation and/or a scheme or device that defeats the purpose of CTAP. See subparagraph 334 A for additional information. **Note:** Because CCC-509 in effect when the conversion occurred has expired, producers do **not** have the option to withdraw from CCC-957, nor can COC terminate the expired CCC-957.

Important: Reduction in base acres or withdrawal of farm from CCC-957 may result in unearned CTAP or ARC/PLC Program payments. All unearned payments must be refunded.

Example 1: A farm with 200 acres of DCP cropland and 200 base acres including generic base acres is subject to CCC-957 or enrolled in an ARC/PLC contract for FY 2014. On August 1, 2014, COC discovers 10 acres on the farm had been converted to a nonagricultural building site on May 4, 2014. COC must notify OW and OP that they must do either of the following within 30 calendar days:

- withdraw the farm from the FY 2014 CCC-957, and refund all unearned payments made for the farm

- OW must permanently reduce base acres by 10 acres, and refund the unearned payments made.

If the producers do **not** elect either of the options within 30 calendar days, COC must terminate CCC-957 and request refund of any unearned payments that were issued, if payments were made.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

D Converting to Nonagricultural Use (Continued)

Example 2: A farm with 200 acres of DCP cropland and 200 base acres including generic base acres was subject to CCC-957 or enrolled in FY 2014, and is also included on CCC-957 or enrolled in FY 2015. All FY 2014 program payments have been made for the farm. FY 2015 payments have **not** been made to the producers on the farm. COC discovers 10 acres on the farm were converted to a nonagriculture building site on August 4, 2014. COC must notify OW and OP that they must permanently reduce base acres by 10 acres, and refund the unearned payments made.

If the producers do not permanently reduce applicable base acres within 30 calendar days, COC will:

- permanently reduce 10 base acres
- terminate the FY 2015 CCC-957
- request refund of all unearned payments made for FY's 2014 and 2015.

E Land Enrolled in WBP

Land enrolled in WBP must **not** be included on a CTAP application or enrolled in ARC or PLC. County Offices will record land enrolled in WBP according to 10-CM.

All land enrolled in WBP may **not** be DCP cropland. County Offices shall ensure that land enrolled in WBP is recorded according to 10-CM.

Important: Enrollment of land into WBP may require the permanent reduction of base acres. Base acres shall **not** exceed effective DCP cropland plus double-cropped acres.

Note: Subparagraph I does not apply to land enrolled in WBP.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

F Land Enrolled in WRP

There are 2 separate statutory provisions affecting producers enrolling land in WRP.

- The statutory provisions of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), Section 1101(b) require a reduction of base acres if the sum of the base acres for a farm, together with the following acreage, exceeds the actual DCP cropland for the farm:
  - any acreage on the farm enrolled in CRP or WRP
  - any other acreage on the farm enrolled in a conservation program for which payments are made in exchange for **not** producing an agricultural commodity on the acreage.
- WRP provisions require that, in some situations, OW's and OP's of land subject to WRP conservation easements agree to the permanent retirement of any existing base acres for this land.

NRCS has a policy requiring producers to complete CCC-505 when offering land for enrollment in WRP. NRCS will provide FSA offices with a copy of CCC-505 when the WRP easement is recorded. However, base acre reduction is **not** effective until NRCS notifies FSA that the WRP easement has been recorded.

FSA County Offices shall ensure that the provisions of **both of the statutory provisions** specified are met for producers enrolling land in WRP to ensure that USDA is **not** compensating producers for the value of the base acres retired under WRP and issuing farm program payments on the same acreage under CTAP or the ARC/PLC Program. However, a coordinated effort is required with NRCS with certain responsibilities applying to each Agency.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

F Land Enrolled in WRP (Continued)

NRCS requires producers to complete CCC-505 when the producer offers land for enrollment in WRP. FSA County Offices are **not** responsible for, **and must not assist** producers in, completing CCC-505 for land being offered in WRP. However when requested, FSA County Offices shall provide producers with:

- a copy of FSA-156-EZ with information about the number of base acres applicable to the farm or farms
- a **blank** FSA-911 with instructions (Exhibit 19)
- a **blank** CCC-505
- aerial maps for the applicable farm or farms.

Although NRCS is responsible for notifying FSA when WRP easements are closed, producers bear responsibility for notifying FSA of changes that affect CTAP or ARC/PLC Program eligibility. CCC-509 Appendix and this handbook specify that changes in the farming operation that may affect any determination after CCC-509 is signed shall be reported to CCC by all applicable producers by signing a revised CCC-509 to reflect the change no later than September 30 of the applicable year.

Reminder: Although producers may ultimately have up until the end of a program year, application period, or contract period to report changes, if the changes cause or require the need for additional signatures or documents, those signatures or documents must also be submitted by the end of the contract period. Accordingly, producers should **not** wait until September 30 to report changes.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

F Land Enrolled in WRP (Continued)

Once the WRP easement is **closed**, NRCS will provide documentation about the WRP agreement including CCC-505 to the applicable FSA County Office. FSA County Offices shall follow the provisions of this table.

Note: If adequate documentation is **not** provided by NRCS to determine base acre reductions, acres on DCP cropland, and acres on non-DCP cropland, FSA County Offices shall immediately contact the applicable NRCS office to obtain the documentation necessary to update FSA records.

Step	Action
1	**Immediately** update the Farm Records Management System according to 10-CM to record the number of acres enrolled in WRP that are on DCP cropland. See 10-CM for additional information. **Note:** Acres enrolled in WRP that are on non-DCP cropland shall **not** be included in the "WRP" field in the Farm Records Management System.

2	• **Immediately** update the Farm Records Management System according to 10-CM to reduce the base acres as specified on CCC-505 **received from NRCS** for FY in which the WRP easement was recorded or WRP cost-share restoration agreement is approved. CCC-505 includes the number of base acres that must be retired, even if the number of base acres being retired is zero.
	
	Note: Producers may have elected to reduce base acres to increase the value of the WRP appraisal for a WRP easement. FSA County Offices shall reduce the base acres as specified on CCC-505. In some cases, there may be excess acreage on the farm that may **not** require base reduction, but the acreage shall be reduced as specified on CCC-505 because those acres were designated for retirement through the WRP easement.
	
	• Notify all producers on the farm that a revised CCC-957 that reflects the reduced base acres must be filed by:
	
	  • the application deadline for 2014 if the reduction occurs **before** June 1 of the applicable year
	
	  • September 30, 2015, for 2015.
	
	Note: This step is required; however, an additional reduction may be required as determined in steps 3 through 5. County Offices shall ensure that all steps in this table are followed.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

F Land Enrolled in WRP (Continued)

Step	Action
3	After steps 1 and 2 have been completed, County Offices will determine whether the number of base acres exceeds the effective DCP cropland plus double-cropped acreage according to paragraph 428. If the base acres still exceed the effective DCP cropland plus double-cropped acreage, then: • an additional reduction to base acres is required • CCC-957 for the applicable FY cannot be approved until the reduction of the base acres is completed • County Offices must follow the provisions of step 4.
4	If an additional base acre reduction is required according to step 3, County Offices will: • notify OW's of the farm that an additional reduction of base acres is required within 30 calendar days • notify all producers on the farm that a revised CCC-957 must be filed by September 30 of the applicable year that reflects the reduced base acres • ensure that all provisions of 10-CM are met for updating the Farm Records Management System and notifying applicable producers of the revision to the farm records. **Note:** Signatures on revised CCC-957 must be received no later than September 30 of the applicable FY.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

F Land Enrolled in WRP (Continued)

Step	Action
5	If CCC-505 is **not** filed by OW's of the farm within 30 calendar days according to step 4: • COC will initiate CCC-505 reducing the base acreage according to 10-CM • COC must **not** approve a revised CCC-957 unless all signature requirements are met by September 30, 2014, for 2014, and July 31, 2015, for 2015 **Note:** For those farms for which applications were filed by July 31, 2015, signatures on revised CCC-957's must be received no later than September 30 of 2015. • County Office will notify the producers associated with the farm of the COC determination of the reduction of base acres • County Office will ensure that all provisions of 10-CM are met for updating the Farm Records Management System and notifying applicable producers of the revision to the farm records.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

G Land Under EWP Flood Plain Easements

Land under the EWP Flood Plain Easement is **not** eligible to be included as upland cotton base acres under CCC-957 or enrolled in the ARC/PLC Program beginning the date the EWP Flood Plain Easement is filed.

Exception: DCP cropland under EWP Flood Plain Easement may be eligible for CTAP or the ARC/PLC Program in FY the EWP Flood Plain Easement is filed, provided **both** of the following are met:

- written documentation from NRCS that allows the acreage to be planted to an annual crop for harvest in FY the easement is filed, is submitted

  Note: Depending on the date the easement is filed, the applicable NRCS manual may **not** allow planting an annual crop in FY the easement is filed.

  Important: Neither haying nor grazing is considered planting an annual crop.

- all other requirements to apply for CTAP or enroll the acreage in the ARC/PLC Program are met.

DCP cropland acreage under the EWP Flood Plain Easement must be recorded according to 10-CM. The date EWP Flood Plain Easement acreage is recorded in the automated system is dependent upon:

- date EWP Flood Plain Easement is filed
- whether NRCS allows the planting an annual crop for harvest in FY.

All land under the EWP Flood Plain Easement may **not** be DCP cropland. County Offices must ensure that land under the EWP Flood Plain Easement is recorded according to 10-CM.

Important: Placement of land under the EWP Flood Plain Easement may require the permanent reduction of base acres. Base acres shall **not** exceed DCP cropland plus double-cropped acres.

Note: Subparagraph I does not apply to land under EWP Flood Plain Easements.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

H Land Under Federal Conservation Programs or Restrictive Easements Other Than WRP, WBP, or EWP Flood Plain Easements

Land under a Federal restrictive easement or agreement that prohibits **all** of the following and must **not** be included as upland cotton base acres under CTAP or enrolled in the ARC/PLC Program:

- annual planting of a crop for harvest as grain or lint
- haying
- grazing.

Note: See subparagraph I for easements/agreements that allow haying and/or grazing.

Land under a restrictive easement or agreement shall be ineligible for CTAP and the ARC/PLC Program beginning FY the cropping, haying, and grazing restrictions are effective.

DCP cropland acreage under a restrictive easement or agreement shall be recorded according to 10-CM.

Important: Land under a Federal restrictive easement or agreement may require the permanent reduction of base acres. Base acres must **not** exceed effective DCP cropland plus double-cropped acres.

The placement of land under a restrictive easement or agreement may result in a refund of payments received by the applicable producers.

Example 1: Land is placed under an easement that prohibits all cropping, haying, and grazing of the acreage. The restrictions prohibiting cropping, haying, and grazing are effective beginning the date the easement is filed.

The easement is filed on November 4, 2013. The land under easement is ineligible for CTAP beginning FY 2014.

Once the land under easement is **not** eligible for CTAP or the ARC/PLC Program, the County Office will:

- record the DCP cropland acreage under easement according to 10-CM
- require a reduction in base acres, if applicable
- request a refund of CTAP or ARC/PLC Program payments, if applicable.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

H Land Under Federal Conservation Programs or Restrictive Easements Other Than WRP, WBP, or EWP Flood Plain Easements (Continued)

Example 2: Land is placed under a restrictive easement that prohibits all cropping, haying, and grazing of the acreage. The restrictions prohibiting cropping, haying, and grazing are effective when the producer signs the applicable program agreement.

Notes: The program agreement is signed before the easement is filed.

Submit questionable cases about program agreements to the State or National Office for review, if necessary.

The program agreement is signed on July 1, 2014. The easement is filed on November 4, 2014. The land under easement is ineligible for CTAP or the ARC/PLC Program beginning FY 2014.

Once the land under easement is **not** eligible for CTAP or the ARC/PLC Program, the County Office will:

- record the DCP cropland acreage under easement according to 10-CM
- require a reduction in base acres, if applicable
- request a refund of CTAP or ARC/PLC Program payments, if applicable.

I Haying and Grazing of DCP Cropland Under a Federal Conservation Program or Restrictive Easement Except WRP, WBP, and EWP Flood Plain Easements

Land under any of the following may be eligible for CTAP or the ARC/PLC Program provided the easement or agreement, as applicable, allows haying and/or grazing of the acreage on an annual basis under “normal” circumstances.

- easements other than WRP, WBP, or EWP
- conservation programs.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

I Haying and Grazing of DCP Cropland Under a Federal Conservation Program or Restrictive Easement Except WRP, WBP, and EWP Flood Plain Easements (Continued)

For the purposes of this subparagraph, "normal" circumstances allow haying and/or grazing on an annual basis, including situations where haying and/or grazing is limited to a specific time period of the year.

Important: The following haying/grazing provisions are **not** considered "normal" circumstances:

- limited only to when emergency conditions exist
- **not** allowed on an annual basis.

Example 1: Land is placed under an easement that prohibits all cropping. The easement prohibits all haying. However, the easement allows grazing of the acreage every third year of the life of the easement.

The easement terms do **not** allow grazing on an annual basis; therefore, the land is **not** eligible for CTAP or the ARC/PLC Program.

Example 2: Land is placed under an easement that prohibits all cropping. The easement prohibits haying and grazing of the acreage, except in emergency situations, as determined by the easement terms. Accordingly, the land is **not** eligible for CTAP or the ARC/PLC Program.

Example 3: Land is placed under an easement that prohibits all cropping. The easement prohibits haying and grazing of the acreage except for the time period of August 1 through September 30 of each year.

The easement terms allow haying or grazing except for specific time period; therefore, the land is eligible for CTAP or the ARC/PLC Program, provided **all** other requirements are met.

Land enrolled in CRP or GRP is **not** eligible to be included in CCC-957 or enrolled under the ARC/PLC Program. See subparagraph J. Land under CRP easement or practice lifespan requirements is **not** eligible for CTAP or to be enrolled in the ARC/PLC Program. See subparagraph K.

426 Eligible and Ineligible Land Uses for Base Acres (Continued)

J Land Enrolled in CRP or GRP

Land enrolled in CRP or GRP is **not** eligible for CTAP and cannot be enrolled in the ARC/PLC Program.

Enrollment of land into CRP or GRP may require:

- reduction of base acres

  Note: See paragraph 428.

- refund of CTAP or ARC/PLC Program payments.

Note: Subparagraph I does not apply to land under CRP or GRP.

K Land Under CRP Easement or Practice Lifespan Requirement

Land under CRP easement or practice lifespan requirement:

- is **not** eligible for CTAP or to be enrolled in the ARC/PLC Program
- must be maintained in the automated system according to 10-CM.

For CRP signups 10, 11, and 12, participants who enrolled land in CRP to be devoted to certain CRP practices agreed to place the land under either of the following:

- 15- or 30-year easement
- 15- or 30-year practice lifespan requirement.

The terms and conditions of the CRP easement and practice lifespan requirements continue:

- after CRP-1 expires, for the life of the easement or practice lifespan
- the prohibition of cropping, haying, and grazing the acreage.

Note: Subparagraph I does not apply to land under CRP easement or practice lifespan requirement.

427 Acre Reductions for CRP, GRP, or WRP Enrollment

A General Rule

The sum of the following must **not** exceed DCP cropland on the farm, except to the extent there is an established double-cropped history on the farm:

- all base acres, including peanut base acres
- DCP cropland enrolled in:
  - CRP
  - EWP
  - WBP
  - WRP
- cropland or DCP cropland enrolled in GRP
- DCP cropland enrolled in any conservation program for which payments are made in exchange for **not** producing an agricultural commodity.

B When to Determine Reduction Acres for CRP and GRP

County Offices must calculate the number of acres on a farm that may be enrolled in CRP or GRP without requiring a reduction to base acres at the time the producer submits AD-1153, CRP-2, or CRP-2C.

When the producer determines to reduce base acres on a farm because of enrollment into CRP or GRP, the producer must complete CCC-505 at the time the acres are being offered for CRP or GRP.

Note: Producers may elect to modify the number of acres to be offered for CRP or GRP instead of reducing base acres on the farm.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

C When to Determine Reduction Acres for WRP

County Offices will follow the provisions in subparagraph 426 F immediately upon notification from NRCS that the WRP easement is closed or the cost-share restoration agreement is approved.

Reminder: There are 2 separate statutory provisions affecting producers enrolling land in WRP and County Offices must ensure that base acres are reduced, if necessary, to satisfy both provisions.

D Determining Reduction Acres

County Offices will use the following to determine whether enrolling land into:

- CRP or GRP will require a reduction in any of the following:
  - base acres
  - number of acres offered for CRP
  - number of acres offered for GRP
- WRP will require a reduction in base acres according to the 2014 Farm Bill provisions.

Step	Action
1	Print FSA-156-EZ for the farm on which the acres are being offered for enrollment into CRP, GRP, or WRP. See 10-CM to print FSA-156-EZ.
2	From FSA-156-EZ, determine the number of double-cropped base acres by subtracting total base acreage from effective DCP cropland acres.
3	Add: • effective DCP cropland from FSA-156-EZ, plus • result of step 2. **Note:** If the result of step 2 is negative, use the effective DCP cropland.
4	From FSA-156-EZ, determine the total base acres for the farm.
5	Subtract the result of step 3 from the result of step 4.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

D Determining Reduction Acres (Continued)

Step	Action		
6	**IF the result of step 5 is…**	**AND the program is…**	**THEN…**
	negative		• 1 or more tracts on the farm are out-of-balance • correct out-of-balance tracts according to 10-CM and return to step 1.
	zero	CRP or GRP	no cropland or DCP cropland acres on the farm can be enrolled into CRP or GRP unless base acres are reduced in an amount equal to the number of acres offered for CRP or GRP. An additional reduction may be required if the farm has double-cropped acreage included in the base acres. See 10-CM for additional information on updating acreage information in the Farm Records Management System. **Note:** Land that does **not** meet the definition of "cropland" or "DCP cropland" may be eligible to be enrolled in GRP. Enrolling this land into GRP has no impact on either of the following: • total cropland or DCP cropland on the farm • base acres.
		WRP	no cropland or DCP cropland acres on the farm can be devoted to WRP unless base acres are reduced by the number of acres being recorded for the WRP easement or cost-share restoration agreement. An additional reduction may be required if the farm has double-cropped acreage included in the base acres. See 10-CM for additional information on updating acreage information in the Farm Records Management System.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

D Determining Reduction Acres (Continued)

Step	Action		
6 (Cntd)	**IF the result of step 5 is…**	**AND the program is…**	**THEN…**
	greater than zero	CRP or GRP	• cropland or DCP cropland acres in an amount equal to the result of step 5 may be enrolled in CRP or GRP without a reduction to base acres on the farm • cropland or DCP cropland acres in an amount exceeding the result of step 5 may **not** be enrolled in CRP or GRP without a corresponding reduction in base acres on the farm. **Note:** Land that does **not** meet the definition of "cropland" or "DCP cropland" may be eligible to be enrolled in GRP. Enrolling this land into GRP has no impact on either of the following: • total cropland or DCP cropland on the farm • base acres.
		WRP	• cropland or DCP cropland acres in an amount equal to the result of step 5 may be devoted to WRP without a reduction to base acres on the farm **Note:** NRCS may require the producer to file CCC-505 to reduce the base acres. See subparagraph 426 F. • cropland or DCP cropland acres in an amount exceeding the result of step 5 cannot be devoted to WRP unless base acres are reduced on the farm.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

E Producer Options

When enrollment in CRP or GRP will result in a reduction of base acres on the farm, OW shall, at the time AD-1153, CRP-2, or CRP-2C is submitted, elect 1 of the following:

- reduce the number of acres offered for CRP or GRP to an amount that results in no reduction to base acres
- execute CCC-505 to reduce the applicable number of base acres on the farm
- reduce a combination of the number of acres offered for CRP or GRP and the number of base acres on the farm.

Notes: When CCC-505 is executed because of land offered for enrollment in CRP or GRP, base acres must **not** be reduced until:

- applicable CRP-1 becomes effective
- CCC-920 is approved.

If acres offered for CRP or GRP are **not** accepted in CRP or GRP, applicable base acres shall **not** be reduced.

Example 1: FSN 1 consists of the following:

- 100 acres effective DCP cropland
- 0 double-cropped acres
- 90 base acres.

OW of FSN 1 offers 15 DCP cropland acres for enrollment in CRP during CRP signup 29. The number of DCP cropland acres that may be enrolled in CRP on FSN 1 without requiring a reduction to base acres is 10 acres (100 + 0 – 90 = 10). Therefore, OW must elect 1 of the following at the time CRP-2 is submitted:

- reduce the number of DCP cropland acres offered for CRP by at least 5 acres
- execute CCC-505 to reduce base acres by at least 5 acres
- reduce a combination of the number of acres offered for CRP and the number of base acres by a total of 5 acres.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

E Producer Options (Continued)

Example 2: FSN 200 consists of the following:

- 75 DCP cropland acres
- 25 double-cropped acres
- 100 base acres.

OW of FSN 200 offers 15 DCP cropland acres for enrollment in CRP during CRP signup 29. The number of DCP cropland acres that may be enrolled in CRP on FSN 200 without requiring a reduction to base acres is 0 acres (75 + 25 – 100 = 0). Therefore, OW must elect 1 of the following at the time CRP-2 is submitted:

- **not** offer any DCP cropland acres for enrollment in CRP

- execute CCC-505 to reduce base acres by at least 15 acres

- reduce a combination of the number of acres offered for CRP and the number of base acres by a total of 15 acres.

Example 3: FSN 50 consists of the following:

- 60 acres effective DCP cropland
- 0 double-cropped acres
- 50 base acres.

OW of FSN 50 offers 20 DCP cropland acres for enrollment in GRP. The number of DCP cropland acres that may be enrolled in GRP on FSN 50 without requiring a reduction to base acres is 10 acres (60 + 0 – 50 = 10). Therefore, OW must elect 1 of the following at the time AD-1153 is submitted:

- reduce the number of acres offered for GRP by at least 10 acres

- execute CCC-505 to reduce base acres by at least 10 acres

- reduce a combination of the number of acres offered for GRP and the number of base acres by a total of 10 acres.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

E Producer Options (Continued)

Example 4: FSN 300 consists of the following:

- 60 acres effective DCP cropland
- 0 double-cropped acres
- 50 base acres.

OW of FSN 300 offers 10 acres of DCP cropland that does **not** meet the definition of "DCP cropland" for enrollment in GRP. The number of acres of DCP cropland acres that may be enrolled in GRP on FSN 300 without requiring a reduction to base acres is 10 acres (60 + 0 – 50 = 10). Therefore, OW is **not** required to reduce either base acres or the number of acres offered to enroll in GRP.

Example 5: FSN 400 consists of the following:

- 60 acres effective DCP cropland
- 0 double-cropped acres
- 60 base acres.

OW of FSN 400 offers 40 non-DCP cropland acres for enrollment in GRP. The number of DCP cropland acres that may be enrolled in GRP on FSN 400 without requiring a reduction to base acres is 0 acres (60 + 0 – 60 = 0). However, the acres offered for enrollment in GRP are non-DCP cropland acres. Therefore, OW is **not** required to reduce either base acres or the number of acres offered to enroll in GRP.

F When to Complete CCC-505 to Reduce Base Acres

When the producer elects to reduce base acres because of enrollment in CRP or GRP, the producer must complete CCC-505 at the time the acres are offered for CRP or GRP.

If the producer elects to retire base acres for enrollment in WRP, the producer will provide CCC-505 to NRCS. NRCS will provide CCC-505 to FSA when the easement is closed.

Reminder: Even if the producer files CCC-505 with NRCS, FSA is still required to ensure that benefits are **not** issued to the producer for both programs. County Offices shall follow the provisions of subparagraph 426 F to ensure that base acres are reduced properly.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

G Effective Date of Base Acre Reduction for CRP

Base acre reductions required because of CRP participation are effective for the same FY the corresponding CRP-1 becomes effective.

The program year entered on CCC-505 is the program year in which the corresponding CRP-1 becomes effective. The Service Center must file a copy of CCC-505 in both the applicable CTAP or ARC/PLC Program farm folder and CRP folder, when base acres are reduced according to 10-CM because of CRP participation.

Example: DCP cropland was offered for enrollment in CRP on May 5, 2014. CRP-1 was effective October 1, 2014. CCC-505 to reduce base acres was signed by all OW's at the time CRP-1 was submitted (May 5, 2014) with a program year of 2015 (equal to FY of CRP-1).

Base acre reductions will become effective October 1, 2014 (FY 2015). If acres offered for CRP are **not** accepted, base acres shall **not** be reduced.

Important: Reduction of base acres may result in DCP overpayment and request for refund.

H Effective Date of Base Acre Reduction for GRP

Base acre reductions because of GRP participation shall be effective as follows:

- date GRP easement is filed, if land was enrolled using an easement
- date CCC-920 is approved by CCC.

The Service Center shall file a copy of CCC-505 in both the applicable CTAP or ARC/PLC Program farm folder and GRP folder.

Important: Reduction of base acres may result in CTAP or ARC/PLC overpayment and request for refund.

427 Acre Reductions for CRP, GRP, or WRP Enrollment (Continued)

I Effective Date of Base Acre Reduction for WRP

Base acre reduction because of enrollment in WRP is effective as follows:

- date WRP easement is closed
- date WRP cost-share restoration agreement is approved.

County Offices will file a copy of CCC-505 in the CTAP or ARC/PLC Program farm folder.

Important: Reduction of base acres may result in CTAP or ARC/PLC overpayment and request for refund.

J Restoration of Base Acres Reduced for Enrollment in CRP After September 30, 2008

Base acres reduced because of DCP cropland enrollment into CRP after September 30, 2008, may be restored to the farm if CRP-1 is voluntarily terminated, provided there is sufficient DCP cropland available and all other requirements are met.

Important: To ensure that the applicable base acres may be restored to a farm, CCC-505 must include all information required according to paragraph 66, including the information required in CCC-505, item 16. Incomplete CCC-505's may result in base acres not being restored to a farm.

K Restoration of Base Acres Reduced for Enrollment in GRP

Base acres reduced because of enrollment into GRP may be restored to the farm when both of the following are met, provided there is sufficient DCP cropland available and all other requirements are met:

- land is no longer enrolled in GRP
- life of easement has expired.

Important: To ensure that the applicable base acres may be restored to a farm, CCC-505 must include all information required according to paragraph 66, including the information required in CCC-505, item 16. Incomplete CCC-505's may result in base acres not being restored to a farm.

428 Protection of Base Acres

A Requirement

Producers must protect land that is subject to CCC-957 or enrolled in the ARC/PLC Program from weeds, including noxious weeds, and erosion, including providing sufficient cover if determined necessary by COC. The first violation of this provision will result in a reduction in the payments for the farm by an amount equal to 3 times the cost of maintenance of the acreage, but not to exceed 50 percent of the total payments for the farm. The second violation of this provision will result in a reduction in the payments for the farm by an amount equal to 3 times the cost of maintenance of the acreage, not to exceed the payments for the farm. A third violation of this provision will result in a complete reduction of all payments under the CTAP application or ARC/PLC Program contract.

B Approved Covers and Practices

STC will determine measures necessary to protect idle base acres from erosion and propagation of weeds, including noxious weeds, throughout the crop year STC determinations shall be provided to County Offices for publication throughout the program year. Determine, on a State-by-State basis, as follows:

- COC, along with the District Conservationist of NRCS, may recommend the cover crops or practices

- STC shall consult with State technical committees to determine whether additional practices that further the goals of these organizations and groups can be developed.

C Suggested Covers

Suggested covers include, but are not limited to, the following:

- annual, biennial, or perennial grasses and legumes, including sweet sorghums, sorghum grass crosses, and sudans

- volunteer stands, other than weeds

- crop residue from using no till or minimum till practices

- perennial covers approved for cost-share assistance.

429 HELC and WC

A HELC/WC Compliance

Producers must certify HELC/WC compliance on AD-1026 and meet the requirements according to 6-CP to qualify for DCP benefits.

COC will follow procedure in 6-CP for producers determined ineligible because a HELC/WC violation occurred.

B Terminating CCC-957 Shares for HELC/WC Violation

In addition to denying benefits for HELC/WC violations, COC must determine whether the violation is serious enough to warrant terminating the application or contract, with respect to the producer determined ineligible according to 6-CP, on each farm in which the producer has an interest.

Producers whose shares are terminated shall be notified by letter of the following:

- CCC-957 is in violation and will be terminated with respect to the producer on each farm in which the producer has an interest
- the producer forfeits all rights to receive CTAP and ARC/PLC Program payments, for any year in which they are determined ineligible, on each farm in which the producer has an interest
- the producer must refund all contract payments received by the producer on each farm the producer has an interest in during the period of the violation, plus interest
- reason for violation
- appeal rights according to 1-APP.

430 Planting Flexibility

A Plantings on Base Acres

Any commodity may be planted on:

- any land, including base acres or generic base acres, on a farm **not** enrolled in the ARC/PLC Program
- nonbase acres of a farm enrolled in the ARC/PLC Program
- base acres of a farm enrolled in the ARC/PLC Program that are payment acres, except for the following:
    - fruits
    - vegetables, other than mung beans and pulse crops
    - wild rice.

The planting of fruits, vegetables (other than mung beans and pulse crops), or wild rice does **not** adversely impact CTAP payment acres; however, the producer claiming a share of CTAP must have a share interest in reported cropland on the farm.

431-443 (Reserved)

Section 2 Producer Eligibility

444 General Information

A Eligible Producer

Producers eligible to apply for CTAP on CCC-957 are:

- OW of a farm who has a share of application acreage and assumes all or part of the risk of producing a crop on upland cotton base acres
- a producer (other than OW) on upland cotton base acres with a share- or cash rent lease for the crop year covered by the FY contract.

Important: A producer on a farm with an interest in only nonbase acres and who has no share interest in any upland cotton base acres on the farm is **not** eligible to enter into CCC-957 on that farm.

Upland cotton base acres can be planted to FAV and wild rice without resulting in a payment reduction or contract violation.

Only producers who sign CCC-957 can be considered to have applied for a CTAP payment. Producers who have a reported share of any crops reported on FSA-578, but who may not have signed CCC-957, are **not** eligible for any CTAP payments unless they sign CCC-957.

B Terms of Application

Producers who apply for CTAP must fully comply with the terms and conditions of CCC-957, and in return will receive direct and counter-cyclical payments, if applicable.

444 General Information (Continued)

C Producer Agreement to Program Requirements

Before producers on a farm may receive CTAP payments, with respect to the farm, the producers must agree, during the crop year for which payments are made and in exchange for CTAP payments to:

- maintain compliance with HELC/WC provisions on all their land
- use acreage equal to the upland cotton base acres for an agricultural or conserving use
- timely submit a report of all cropland acreage on the farm on an annual basis.

445 Application

A Signup Dates

Eligible producers on a farm with established upland cotton base acres will have an opportunity to apply for CTAP on CCC-957 for each of the years 2014 and 2015 according to this table.

Year of CCC-957	Signup Dates
2014	October 7, 2014
2015	July 31, 2015

B CCC-957 Including Upland Cotton Base Acres on a Farm

Producers who apply for CTAP must apply for a share of all upland cotton base acres on the farm. CCC-957's that do **not** include all the upland cotton base acres of a farm is **not** allowed.

445 Application (Continued)

C Late-Filed CCC-957's

The CCC-957 application deadline for:

- 2014 is October 7, 2014
- 2015 is July 31, 2015.

The following late-filed procedure applies:

- for any 2014 CTAP application share for which a producer made an application after the 2014 deadline, the producer's late-filed application will be processed by either of the following methods:

  - disapproved, with applicable appeal rights issued according to 1-APP

  - if accompanied by a written explanation from the producer explaining the late-filing (required for any case for which relief is being contemplated), forwarded to DAFP through STC with recommendations for DAFP action

  Note: Neither COC nor STC are under any obligation to recommend relief. COC or STC can disapprove the application and choose not forward a recommendation for relief of approval of the late-filed application to DAFP.

- for any 2015 CTAP application share for which a producer made an application after the 2015 deadline, the producer's late-filed application must be accompanied by a written explanation. STC's are delegated program relief authority and equitable relief authority under the misaction/misinformation provisions to approve 2015 CCC-957's satisfying all other program requirements that are submitted by producers to FSA from July 31, 2015, through August 31, 2015. For application signatures submitted after July 31, 2015, STC can decide whether or not to disapprove the late-filed application share or submit a recommendation of relief to DAFP.

  Notes: The 2015 application deadline is July 31, 2015. STC's have this delegated relief authority; however, producers seeking relief are responsible for explaining why equitable relief is warranted.

  For misaction/misinformation provisions involving 2015 applications, STC will process those requests under 2015 delegated authority. See subparagraph E.

445 Application (Continued)

D Timeline for CCC-957's for 2014

The following table and legend provide the timeline for 2014 CCC-957's as provided in subparagraph C.

Aug	Sep	Oct

IF 2014 CCC-957's occur…	THEN application approval authority is…	AND authority to load software is the…
beginning of 2014 CTAP application period through October 7, 2014	COC or CED, if redelegated	County Office.
after October 7, 2014	DAFP, if COC and STC both choose to recommend approval of late-filed CCC-957 according to subparagraph C	State Office.

E Timeline for CCC-957's for 2015

The following table and legend provide the timeline for 2015 CCC-957's as provided in subparagraph C.

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep

IF 2015 CCC-957's occur…	THEN application approval authority is…	AND authority to load software is the…
beginning of 2015 CTAP application period through July 31, 2015	COC or CED, if redelegated	County Office.
from August 3 through August 31, 2015	STC	State Office.
after August 31, 2015	DAFP	State Office.

Note: None of these deadlines or late-filed application periods has any bearing on the ARC/PLC Program.

446 Payment Limitation and AGI

A Payment Limitations

See subparagraph 10 E for payment limitations.

B AGI

See 5-PL for AGI provisions.

447 Commodities Grown Under Contract on Upland Cotton Base Acres

A Background

In recent years, the number of and kinds of commercial grower contracts have increased. These contracts differ greatly in the amount of risk borne by the company and grower.

Under commercial grower contracts, any of the following may occur:

- the grower has no ownership share of the crop, but may have risk of loss

  Note: The grower in this instance is actually an independent contractor or custom farmer for the company.

- both the company and grower share in the ownership of the crops and in the risk of producing the crops

- only the grower shares in the ownership of the crops and in the risk of producing the crops.

Note: This paragraph does **not** apply to hybrid seed contracts.

447 Commodities Grown Under Contract on Upland Cotton Base Acres (Continued)

B Eligibility for Payments

This table provides guidance for determining eligibility for payments when crops under a commercial grower contract are produced on upland cotton base acres.

IF the grower has...	THEN, if otherwise eligible, the grower is...
a share of the crop and has all or some of the risk in producing the crop or crops grown on upland cotton base acres	eligible to receive all of a CTAP payment for those acres.
no share of the crop under the grower contract, but may have some or none of the risk in producing a crop that is grown on upland cotton base acres	**not** eligible to receive a CTAP payment for those acres because the grower does **not** meet the definition of a "producer" on those acres.
a share of the crop under the grower contract and also some, but not all, of the risk in producing a crop that is grown on upland cotton base acres	• eligible to receive a portion of a CTAP payment if all other requirements are met • **not** eligible to receive the entire CTAP payment for those acres.

Note: Growers who have no ownership share of a crop grown on upland cotton base acres are always ineligible for CTAP payments on those acres, regardless of risk.

C COC Review of Commercial Grower Contracts

COC will:

- determine:
  - whether the signatories to a commercial grower contract meet the definition of "producer" provided in Exhibit 2 and 7 CFR Part 1412
  - whether a crop that is subject to a commercial grower contract is grown on upland cotton base acres
  - who shares in the crop and in the risk of producing a crop that is subject to a commercial grower contract and grown on upland cotton base acres
- ensure that the payment shares on CCC-957 are fair and equitable considering the grower's actual crop share and risk in producing the crop.

Note: In determining whether a grower of hybrid seed is a producer, COC must **not** take into consideration the existence of a hybrid seed contract. See paragraph 357.

447 Commodities Grown Under Contract on Upland Cotton Base Acres (Continued)

D COC Approval of Payment Shares

COC will approve CTAP application payment shares if all other eligibility requirements are met and both of the following apply:

- producers with a designated payment share meet the definition of "producer" on all of upland cotton base acres on the farm that payment is being requested

- payment shares are established according to this paragraph and criteria in Part 6.

Notes: All producers on the farm must sign CCC-957 designating payment shares for those shares to be eligible for producer payment.

If after filing FSA-578 it is determined that producers who do **not** appear on CCC-957 have certified to having a share interest in DCP cropland covering upland cotton base acres, those producers must sign CCC-957 for the producer's share to be eligible for CTAP payment consideration. If the producer does **not** sign CCC-957, that share interest will **not** be paid to that producer or anyone else.

448 Minor Child

A Eligibility of Minor Child

A minor is eligible to participate in CTAP if the requirements of 1-CM are met.

449 Handling Bankruptcy

A Introduction

This paragraph explains how to handle CCC-957 when a producer files for bankruptcy.

B If Bankruptcy Occurs Before CCC-957 Approval

COC shall follow this table when a producer files for bankruptcy before CCC-957 approval.

Step	Action
1	Contact the regional attorney through the State Office for guidance.
2	Approve CCC-957 if both of the following apply: • regional attorney authorizes CCC-957 approval • producer submitted CCC-957 in a timely manner.
3	See 1-CM for producer signature requirements.

C If Bankruptcy Occurs After CCC-957 Approval

When bankruptcy occurs after CCC-957 approval, contact the regional attorney through the State Office for instructions and guidance.

450 Federal and State Agencies

A Eligibility of Federal Agencies

With the exception of BIA, Federal agencies are ineligible for CTAP payments. Other eligible producers on the farm may receive payments.

BIA may accept program payments for eligible producers on tribal and allotted land.

B Eligibility of State Agencies

See 5-PL for the eligibility of State agencies.

451-468 (Reserved)

Parts 8 and 9 (Reserved)

469-549 (Reserved)

Part 10 CCC-957 Software

550 Overview

A Basic Information

Because of the similarities in the program requirements between CTAP and DCP, for using base acres and direct yields, the DCP/ACRE contract software will be used to complete CCC-957 applications for CTAP. Since 1 computer application will be used to complete and maintain both CTAP and DCP contracts, users will still see DCP headings in the software.

CCC-957 software is web-based software with a centralized database. CCC-957's will be updated by:

- County Office employees
- State Office employees who have requested access to CTAP.

CCC-957 software will read farm and tract maintenance files.

B Definitions

In this part, user means County Office employees and producers **except** where specifically noted.

Home county means administrative county in the web-based environment.

551 County Office Access to the CTAP Application

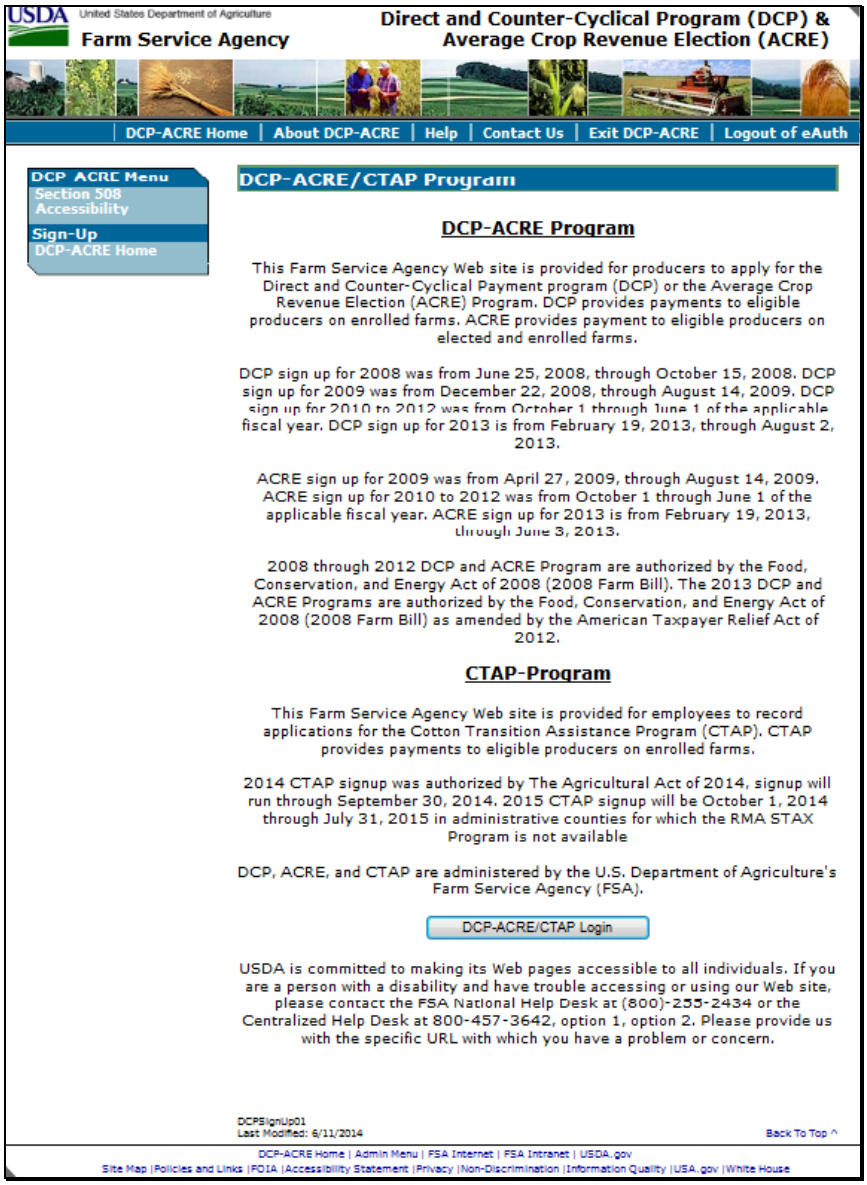
A Accessing the CTAP Home Page

To access the CTAP Home Page, go to FSA's Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. Select the link for "DCP-ACRE-CTAP Contract".

Note: Internet Explorer shall be used when accessing the DCP/ACRE/CTAP Home Page.

B CTAP Login Screen

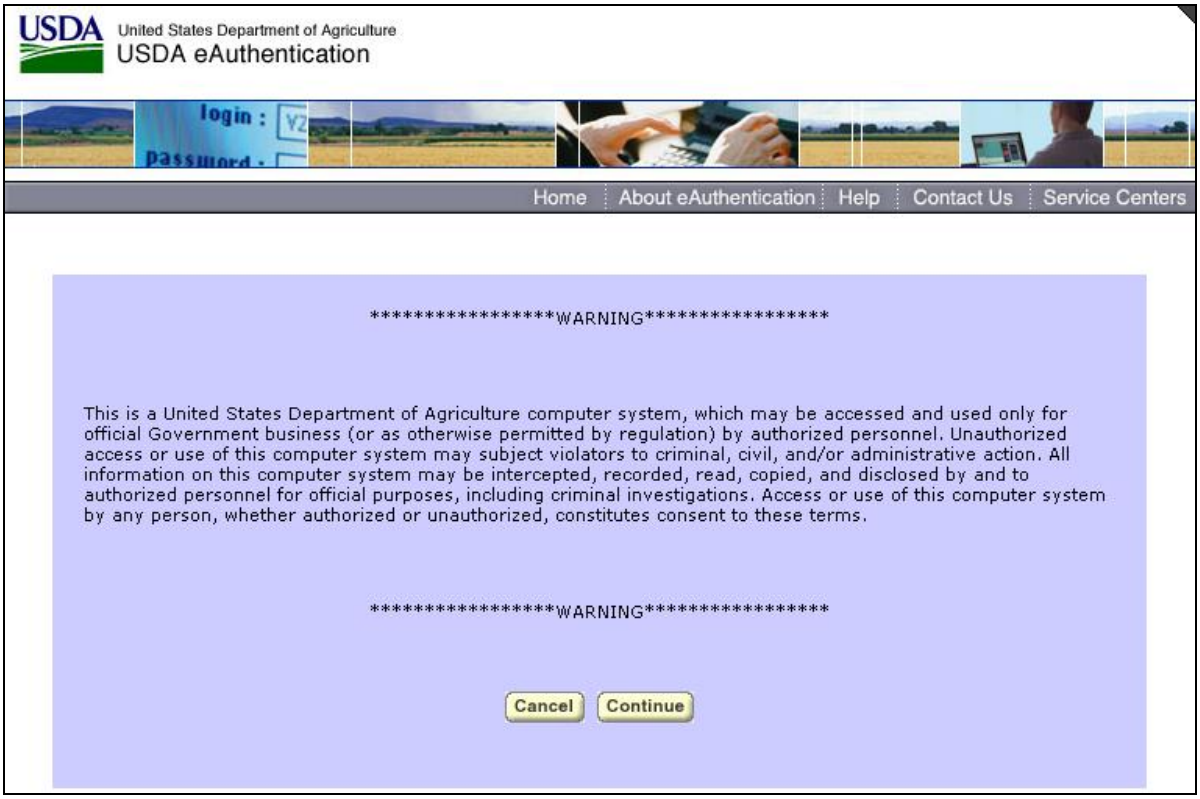
After users CLICK "DCP-ACRE-CTAP Contract", users will be prompted with the following screen. CLICK "**DCP-ACRE/CTAP Login**" to continue.



551 County Office Access to the CTAP Application (Continued)

C USDA eAuthentication Warning Screen

When users CLICK "DCP-ACRE/CTAP Login", the USDA eAuthentication Warning Screen will be displayed. CLICK "**Continue**" to proceed or "**Cancel**" to end the process.

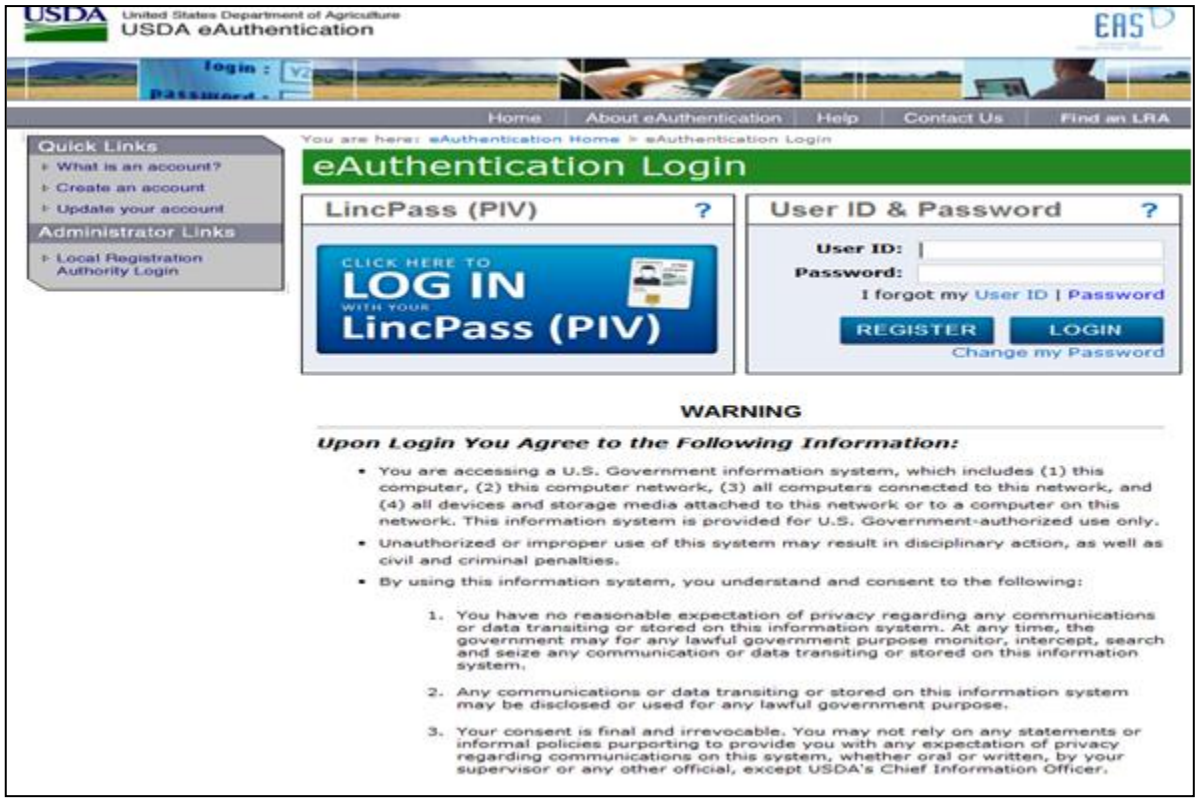


551 County Office Access to the CTAP Application (Continued)

D USDA eAuthentication Login Screen

After users CLICK "Continue", the following USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK "**Click Here to Log In With Your LincPass (PIV)**"
- enter user ID and password and CLICK "**Login**".



552 State, County, and Year Selection

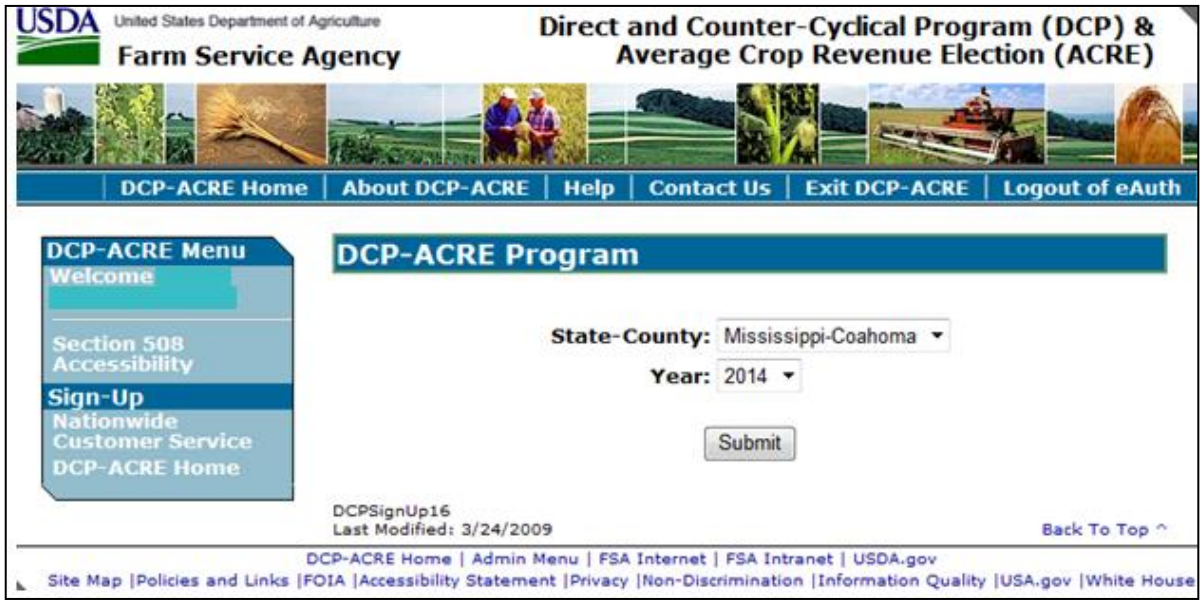
A Overview

When a user is logged in and has been authenticated, user **must** select a State, county, and program year to process CCC-957's in their home county.

Select the year 2014 or 2015 in the drop-down list to access CTAP.

B State-County and Year Selection Screen

The following is an example of the State-County and Year Selection Screen.



C Action

User shall use the drop-down lists to select the applicable:

- State/county
- crop year (2014 and 2015 are the only years applicable to CTAP). If any year before 2014 is selected, refer to 2-DCP (Rev. 1) for DCP/ACRE contract instructions.

  Note: Only States and counties with upland cotton bases will see 2014 in the drop-down list. Only States and counties that are **not** covered by RMA's STAX will see 2015 in the drop-down list.

CLICK "Submit". The Search by Producer or Farm Screen will be displayed.

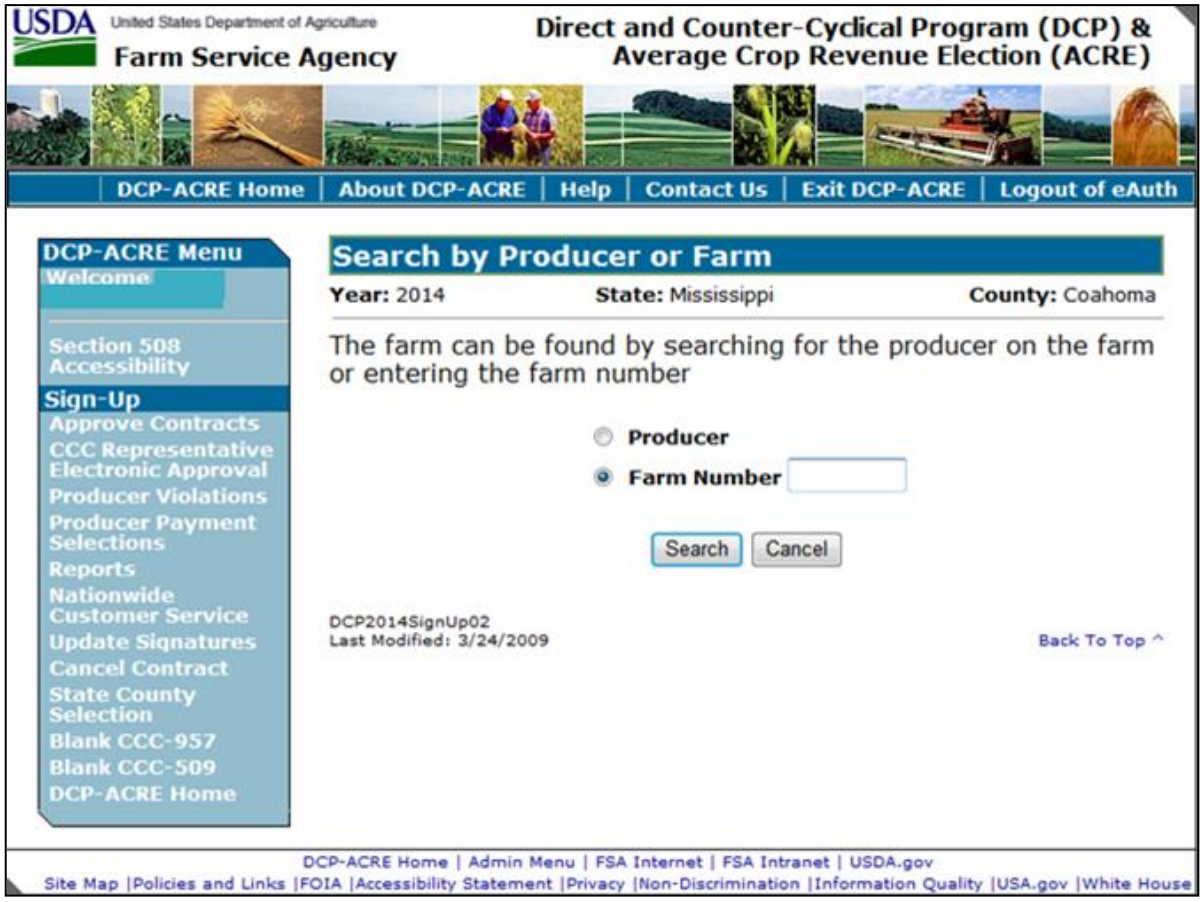
553 Search by Producer or Farm

A Overview

When a user has selected the State/county and year and clicked "Submit", the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to access a farm by producer or by the specific farm number.

B Search by Producer or Farm Screen

The following is an example of the Search by Producer or Farm Screen.



553 Search by Producer or Farm (Continued)

C Action

Users can search by producer or farm number; however, accessing CCC-957's by farm number will **not** update producer information that has changed since CCC-957 was initiated.

If any producer information has changed since CCC-957 was initiated, search by producer as follows:

- CLICK "**Producer**" radio button
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed. See paragraph 554.

Note: This option **must** be taken when any producer information has changed after CCC-957 has been initiated. Search for the producer who has changed and CCC-957 will be automatically updated with that producer's information.

To access CCC-957 by a specific farm number:

- CLICK "**Farm Number**" radio button
- enter the applicable farm number
- CLICK "**Search**".

The Select Producer(s) – Contract Details Screen will be displayed. See paragraph 556.

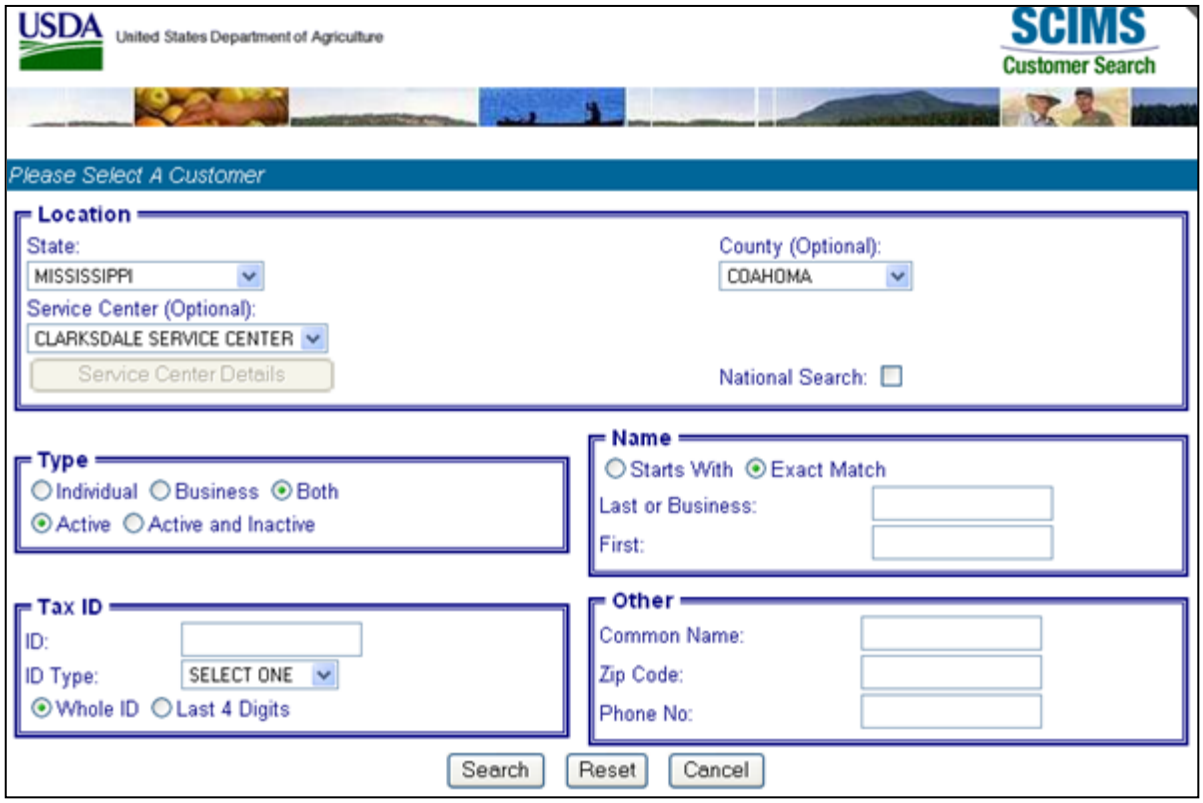
554 SCIMS Customer Searches

A Overview

If the user searched by producer (subparagraph 553 C), the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



User **must** select the customer based on search results by clicking the applicable producer. After a producer is selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed. See paragraph 555.

555 Select Contract – Farm Search – Farm Selection

A Overview

When a producer has been selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed with the farm numbers, OP, and contract status for each farm associated with the selected producer.

B Select Contract – Farm Search – Farm Selection Screen

The following is an example of the Select Contract – Farm Search – Farm Selection Screen.

C Options Available on the Screen

Following is an explanation of the options available on this screen.

Button	Result
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed. See subparagraph 553 C.
Continue	**After** clicking the radio button for the applicable CCC-957, CLICK "**Continue**". **Only** 1 farm can be selected at a time. The Select Producer(s) – Contract Details Screen will be displayed. See paragraph 556.

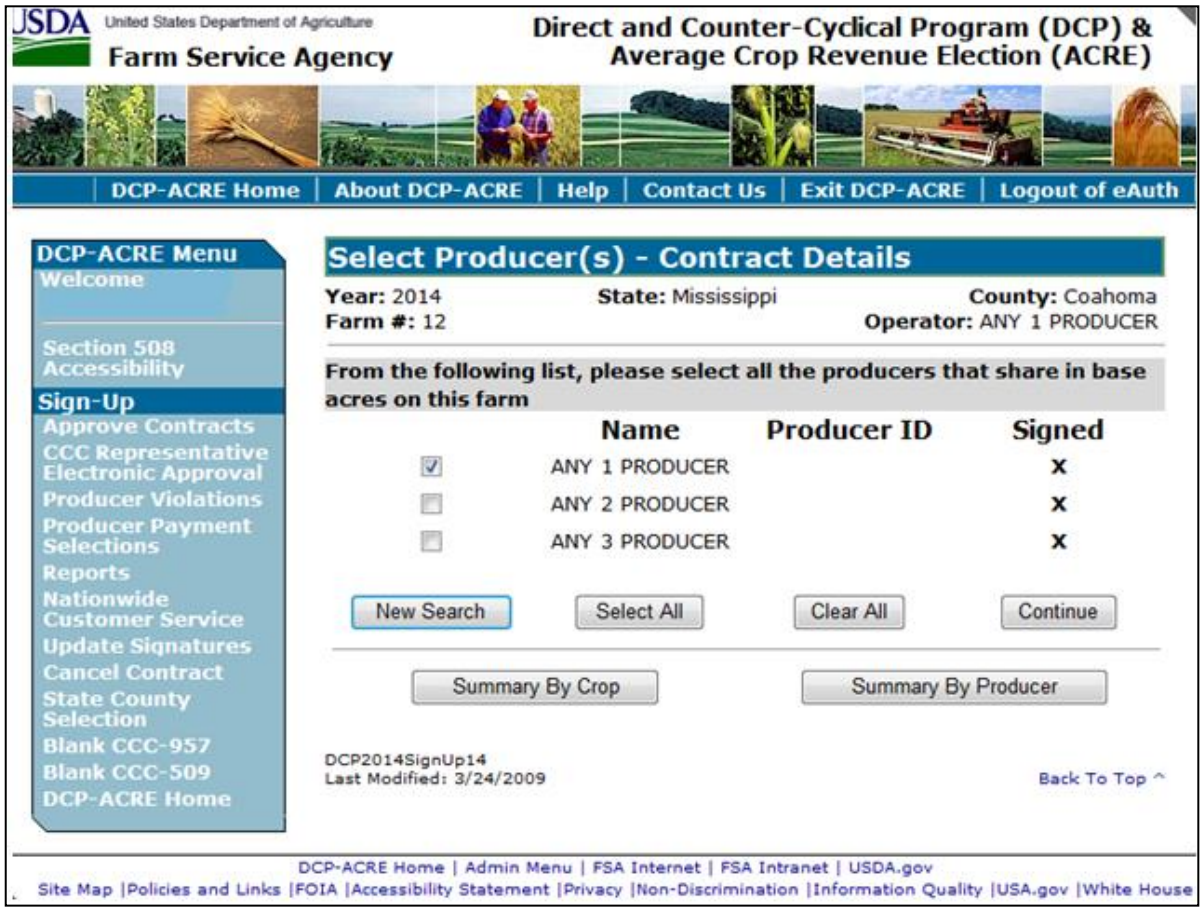
556 Select Producers – Contract Details

A Overview

The Select Producer(s) – Contract Details Screen provides users the ability to select the producers who share in CCC-957.

B Select Producer(s) – Contract Details Screen

The following is an example of the Select Producer(s) – Contract Details Screen.



556 Select Producers – Contract Details (Continued)

C Options Available on the Screen

The following table explains the options available on the Select Producer(s) – Contract Details Screen.

Button	Action/Result
Producer Selection	Select the producers who share in the base acres on the farm.
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed.
Select All	All producers on the farm will be selected to receive shares. A check (✓) will be displayed in front of each producer's name. The user **must** CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed. See paragraph 557.
Clear All	Producers previously selected to share in CCC-957 will be deselected.
Continue	Users can select either of the following: • individual producers to share in CCC-957; click box in front of the applicable producer's name • all producers, CLICK "**Select All**". CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed. See paragraph 557. **Note:** If **no** producers are selected to share in CCC-957, when users CLICK "**Continue**", the Consolidated By Producer Screen will be displayed. See paragraph 558.
Summary By Crop	The Consolidated By Crop Screen will be displayed. See paragraph 559. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-957.
Summary By Producer	The Consolidated By Producer Screen will be displayed. See paragraph 558. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-957.

557 Assign Producer Shares/Payment Selections

A Overview

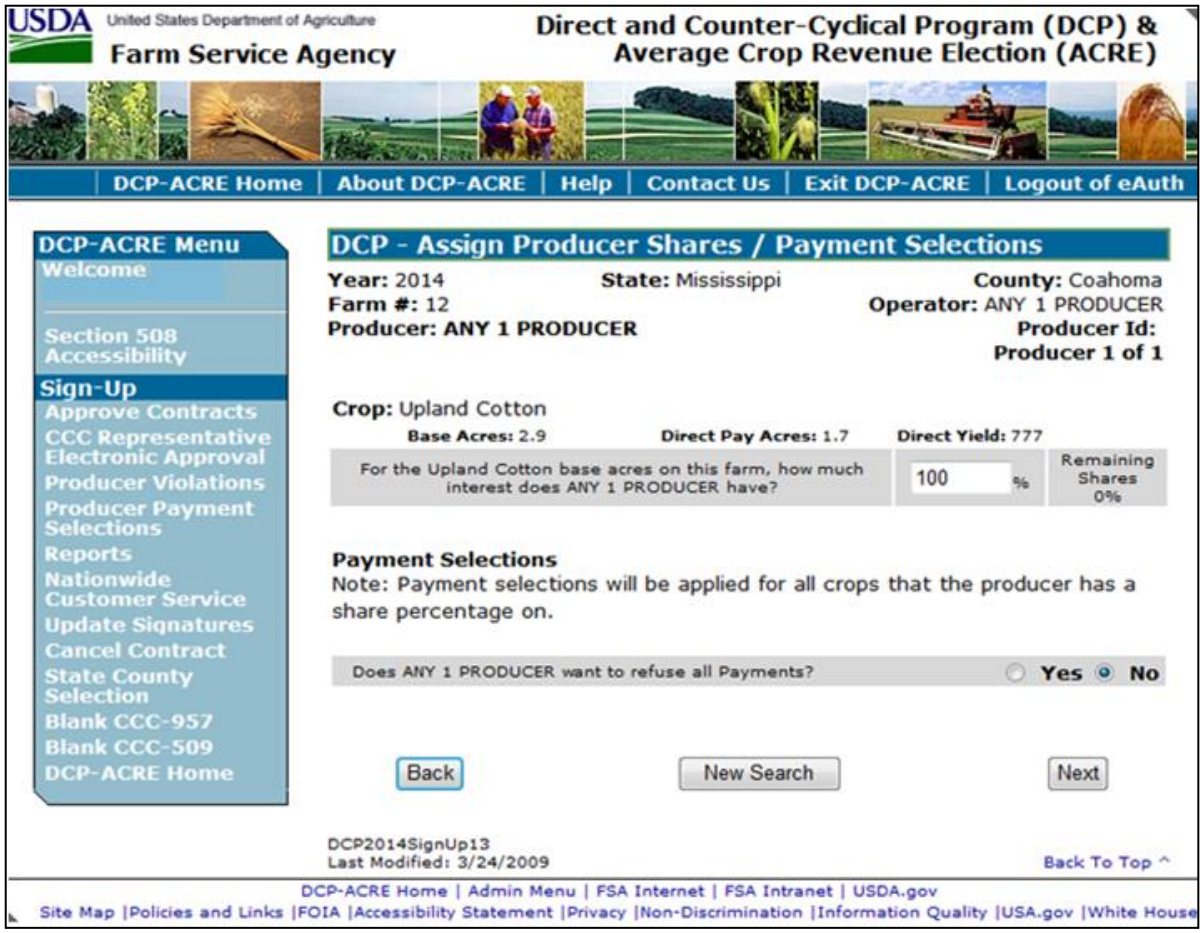
The Assign Producer Shares / Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen may be skipped by clicking any of the following on the Select Producer(s) – Contract Details Screen:

- "**Continue**" without selecting any producers to share in CCC-957
- "**Summary By Crop**"
- "**Summary By Producer**".

Note: Upland cotton will be the only crop listed.

B Assign Producer Shares / Payment Selections Screen

The following is an example of the Assign Producer Shares / Payment Selections Screen.



557 Assign Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop. **Note:** A screen will be completed for **each** producer who was selected to share in CCC-957 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers who: • have been selected to share in this CCC-957 • are remaining. **Example:** If 5 producers were selected to share in CCC-957, the field will display 1 of 5, 2 of 5, etc.	
Crop	"Upland Cotton".	
Base Acres	Base acres associated with upland cotton.	
Direct Pay Acres	Upland cotton payment acres are calculated by multiplying base acres times a set percentage (60 percent in 2014 and 36.5 percent for 2015).	
Direct Yield	Direct yield associated with upland cotton.	

557 Assign Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
For the Upland Cotton base acres on this farm, how much interest does (producer name) have?	Manual entry for producer's share.	Enter the producer's share of upland cotton. Enter share from 1 to 100 percent. **Note:** Two decimal places may be entered, if needed. **Example:** Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep user informed of how much of the share percentage has been used.	
Does (producer name) want to refuse all Payments?	Manual entry.	CLICK "Yes" or "No", as applicable.
Back	Select Producer(s) – Contract Details Screen will be displayed.	
New Search	Search by Producer or Farm Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • Consolidated by Producer Screen.	

558 Consolidated by Producer

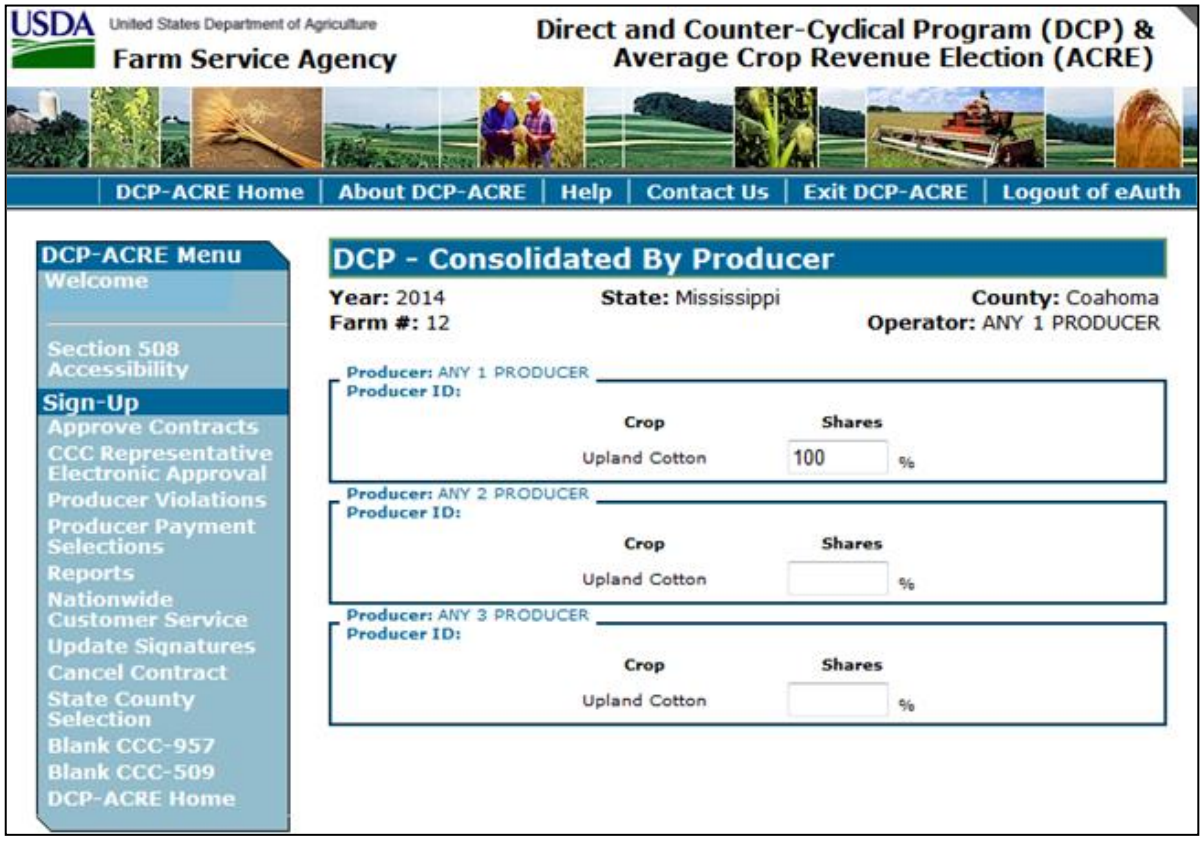
A Overview

The Consolidated By Producer Screen will be displayed if:

- all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- the user clicks “Continue” on the Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-957
- the user clicks “Summary by Producer” on the Select Producer(s) – Contract Details Screen.

B Consolidated By Producer Screen

The following is an example of the top of the Consolidated By Producer Screen.



558 Consolidated by Producer (Continued)

B Consolidated By Producer Screen (Continued)

The following is an example of the bottom of the Consolidated By Producer Screen.

Producer Signatures

Name	Type of Signature	Date of Signature	Producer Type
ANY 2 PRODUCER	Paper	05/21/2014 Calendar	OP
ANY 1 PRODUCER	Cash Lease	Calendar	OW
ANY 3 PRODUCER	Cash Lease	Calendar	OW

Payment Selections

Note: Payment selections will be applied for all crops that the producer has a share percentage on

Name	Producer ID	Refuse All Payment
ANY 2 PRODUCER		☐
ANY 1 PRODUCER		☐
ANY 3 PRODUCER		☐

When was this Contract Enrolled? 05/21/2014 Calendar

When was the Contract Approved? 06/19/2014 Calendar

Do you want to Cancel this Contract? ☐ Yes Reason: CCC-957 Entered in Error

Summary By Crop | New Search | Submit

558 Consolidated by Producer (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Consolidated By Producer Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of the producer's ID number.	
Crop	"Upland Cotton".	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent. **Note:** Two decimal places may be entered, if needed. **Example:** Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 percent and 66.67 percent.

558 Consolidated by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Name	All producers associated with the contract will be listed.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures. See subparagraph D for signature types.	If a producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. CCC-957's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-957. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-957.
Date of Signature	Manual entry.	Enter date the producer signed CCC-957 or the date CCC-957 was received by FAX in "mm/dd/yyyy", "mmddyyyy", or "mmddyy" format.
Producer Type	The producer type; such as, OO, OP, OT, or OW.	
Name	All producers associated with the contract will be listed.	
Producer ID	The last 4 digits of the producer's tax ID number will be listed.	

558 Consolidated by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Payment	Check the applicable box. A check (✓) will: • be displayed if producer previously elected to refuse all payments • **not** be displayed if producer previously elected to **not** refuse all payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all payments • add check (✓), if producer elects to refuse all payments.
When was this Contract Enrolled?	Manual entry.	Enter date **all** required producer signatures were received in "mm/dd/yyyy", "mmddyyyy", or "mmddyy" format.
When was the Contract Approved?	Manual entry. Approval date can also be entered through the Multiple CCC-957 Approval Process. See paragraph 562.	Enter COC approval date in "mm/dd/yyyy", "mmddyyyy", or "mmddyy" format. Approval date: • **cannot** be entered if all required signatures have **not** been received • will automatically be removed if shares are modified after approval date has been entered.
Do you want to Cancel this Contract?	Manual entry.	CLICK "Yes" if CCC-957 is to be canceled.

558 Consolidated by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Reason	Drop-down list.	User **must** select 1 of the following reasons from the drop-down list if CCC-957 is canceled: • Acreage Reporting Violation • CCC-957 Entered in Error • Farm Record Modification **Note:** Automatic cancels will occur. See paragraph 561. • Producer Withdrew Contract • Reconstitution.
Summary By Crop	Summarizes data by crop instead of by producer. See paragraph 559.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. The Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. The Print Screen will be displayed.	

558 Consolidated by Producer (Continued)

D Signature Types and Validations

The following table provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do **not** enter a signature date unless the producer has signed. OT's with zero shares do **not** have to sign and, therefore, signature type of **no** signature can remain.
Paper	• Enter date producer signed CCC-957. • Shares can be greater than or equal to zero.
FAX	• Enter date CCC-957 was received by FAX. • Shares can be greater than or equal to zero.
Cash Lease	• Producer **must** have cash lease. • No signature date required. • Shares **must** equal zero. • Producer **must** be OO, OP, or OW. **Note:** See subparagraph 394 C for cash lease signature requirements.
Undivided Interest	• Producer **must** be OO or OW. • Shares **must** be greater than zero. • **Must** have check (✓) in "Refuse All Payments" box. • No signature date required.
Spouse/Joint Owner	• Producer **must** be OO or OW. • Shares **must** be zero. • No signature date required. **Note:** See subparagraph 394 C for policy on spouse/joint OW signature requirements.

558 Consolidated by Producer (Continued)

D Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	• No signature date required. • Shares **must** equal zero. • Producer **must** be OO or OW. • CCC-957 **cannot** be approved until after June 1 of each program year. **Note:** See subparagraph 394 C for policy on cash rent certifications.
No Interest in Cropland	• Producer **must** be OO or OW. • Shares **must** equal zero. **Note:** See subparagraph 394 C for signature requirements for OW's with no interest in the DCP cropland.
Joint Venture/ No ID	• Producer **must** be OO or OW. • Shares **must** equal zero. **Note:** This option shall **only** be used for a joint venture **without** an ID number. See 1-CM for more information on signature requirements.

559 Consolidated by Crop

A Overview

The Consolidated By Crop Screen will be displayed when user clicks “Summary By Crop” on either of the following:

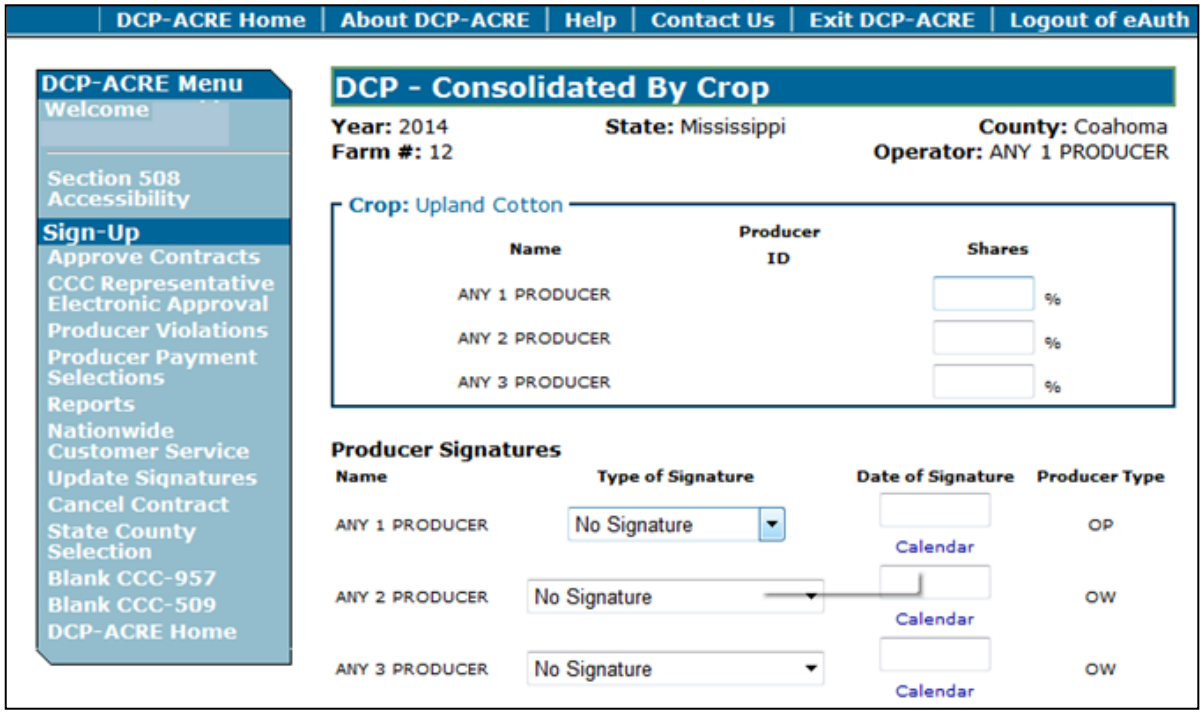
- Select Producer(s) – Contract Details Screen
- Consolidated By Producer Screen.

Note: Will only display “Upland Cotton”.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Consolidated By Producer Screen. See paragraph 558.

B Consolidated By Crop Screen

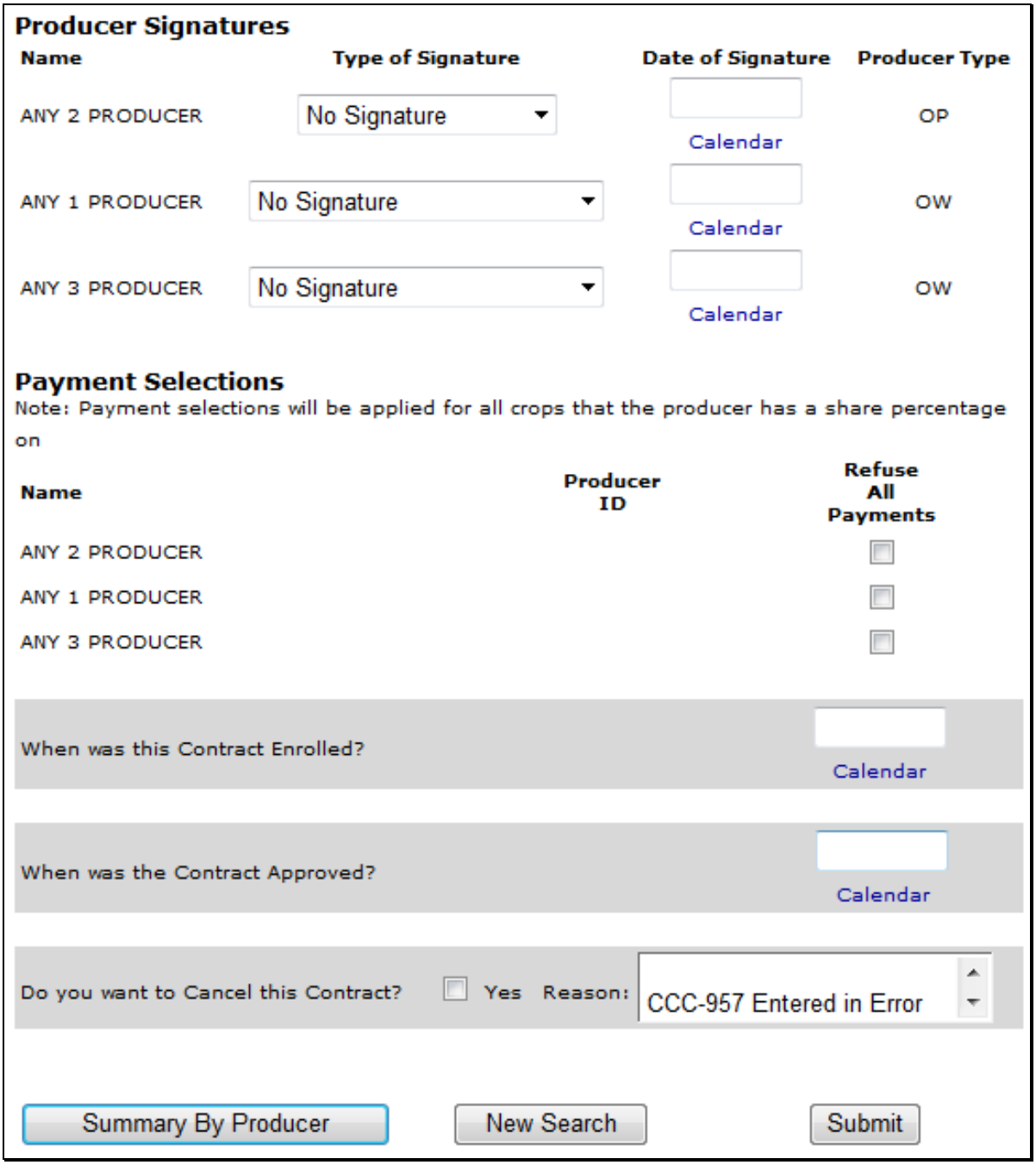
The following is an example of the top of the Consolidated By Crop Screen.



559 Consolidated by Crop (Continued)

B Consolidated By Crop Screen (Continued)

The following is an example of the bottom of the Consolidated By Crop Screen.



560 Contracts Automatically Canceled When Farm Maintenance Is Modified

A Overview

CCC-957 software reads farm and tract records for upland cotton base acres, OP's, OT's, and OW's. CCC-957's will be **automatically** canceled if any of the following are changed in farm records:

- DCP cropland, if reduced below the farm level base acres
- farm level base acres
- OP's
- OT's, with shares greater than zero
- OW's.

Note: Adding OT to a farm will **not** automatically cancel CCC-957.

B Action

County Offices shall:

- initiate new CCC-957
- obtain applicable producers' signatures
- provide new CCC-957's to COC for approval.

C Report

A report to identify CCC-957's that have been canceled is provided on the Reports Screen. Farm records modification will be listed as the cancel reason. See paragraph 566.

561 SCIMS Changes

A Overview

CCC-957 software reads SCIMS for customer information. Changes to customer data in SCIMS may affect CCC-957. These changes include, but are not limited to, the following:

- ID number changes
- duplicate resolutions
- individual changes to business using individual's SSN
- business using individual's SSN changes to individual
- business using individual's SSN changes to business using EIN.

B ID Number Changes

ID numbers shall be corrected in SCIMS according to 1-CM.

CCC-957's will **not** be automatically updated with a corrected ID number. Do **not** update CCC-957's with a corrected ID number. CTAP does **not** use ID numbers as a basis for issuing payment.

C Duplicate Resolutions

CCC-957's **may** be automatically canceled when a duplicate record is resolved by the State SCIMS Security Office and the customer being resolved is associated with CCC-957's.

If CCC-957 is:

- canceled, County Offices must re-access CCC-957 to re-enter share, signature, and payment selection

- **not** canceled, no action is necessary for CCC-957.

561 SCIMS Changes (Continued)

D Individual Changes to Business Using Individual's SSN

CCC-957's will **not** be automatically canceled if an individual's SCIMS record is changed to a business using that individual's SSN.

It is **not** necessary to access and modify CCC-957 to the business name unless the individual who previously signed CCC-957 does **not** have signature authority for the business.

If the individual who previously signed CCC-957 does **not** have signature authority for the business, then the County Office shall:

- manually cancel CCC-957
- obtain new signature from the business.

Note: Signature must still meet signature rules in this handbook.

E Business Using Individual's SSN Changes to Individual

Do **not** create a new SCIMS record for the business. The existing individual's SCIMS record shall be updated.

It is **not** necessary to access and modify CCC-957 to the individual's name unless the individual is **not** the person who previously signed CCC-957 for the business.

If the individual is **not** the person who previously signed CCC-957 for the business, then the County Office shall:

- manually cancel CCC-957
- obtain new signature from the individual.

Note: Signature must still meet signature rules in this handbook.

561 SCIMS Changes (Continued)

F Business Using Individual's SSN Changes to Business Using EIN

When a business that is using an individual's SSN receives an EIN from IRS, the SCIMS record for the business using SSN is maintained and a new record is added in SCIMS for the business using EIN. Therefore, both the business using SSN and the business using EIN will be maintained in SCIMS.

CCC-957's, associated with the business using the individual's SSN, may need to be updated to the business using an EIN. If it is necessary to correct CCC-957's, County Offices must take the following action:

- access current year farm records
- remove the business using individual's SSN from all applicable farms

  Note: Current year CCC-957 will be automatically canceled because of farm records modification and receivables will be automatically created for business using individual's SSN. Follow existing FI policy to satisfy the receivable for business using individual's SSN.

- add the business using an EIN to any applicable farms
- access current year CCC-957
- re-enter share, signature, and payment selections.

  Notes: Signature must still meet signature rules in this handbook.

  CTAP payments will be processed for business using EIN when CCC-957 contains an approval date.

562 Approving Multiple Contracts

A Overview

Users can either enter:

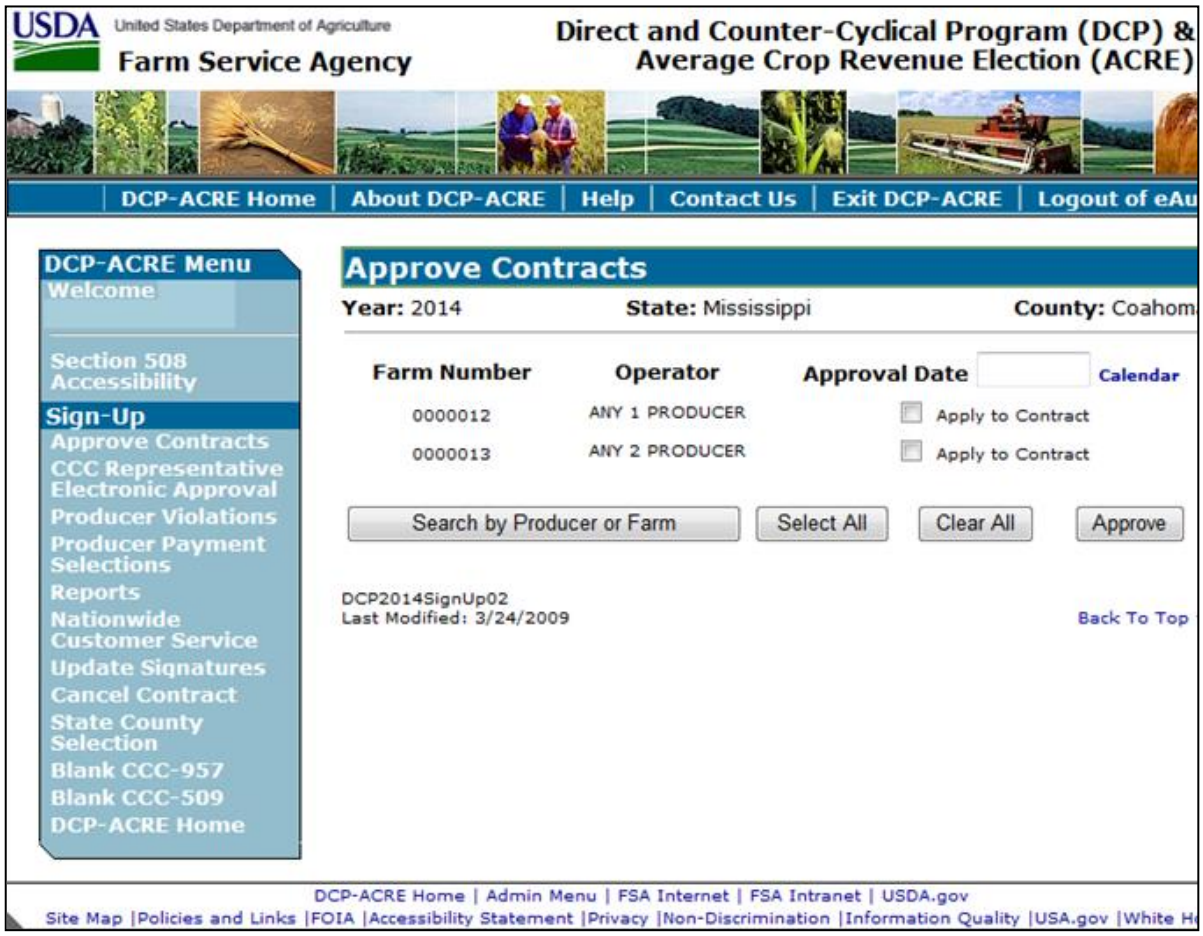
- the same approval date for multiple CCC-957's

  Note: To access the multiple CCC-957 approval process, under "Sign-Up", CLICK "**Approve Contracts**".

- approvals by specific farm number on the Consolidated By Producer and Consolidated By Crop Screens.

B Approve Contracts Screen

The following is an example of the Approve Contracts Screen.



562 Approving Multiple Contracts (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph D.	
Operator	OP associated with each farm.	
Approval Date	Manual entry or use calendar option.	Enter the approval date to apply to the applicable CCC-957's. Only 1 date can be entered at a time and **must** be entered in "mm/dd/yyyy", "mmddyyyy", or "mmddyy" format.
Apply to Contract	Check the applicable box.	Click the "**Apply to Contract**" box for each CCC-957 to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-957's displayed on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-957's that have been selected to be included in the multiple CCC-957 approval will be deselected.	
Approve	Applies the approval date to all CCC-957's that have been selected. Search by Producer or Farm Screen will be displayed.	

D Criteria for Being Included in Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- all applicable signature types and dates **must** be entered for **all** producers having a share in upland cotton base acres

- enrollment date **must** be entered.

563 CCC Representative Electronic Approval

A Overview

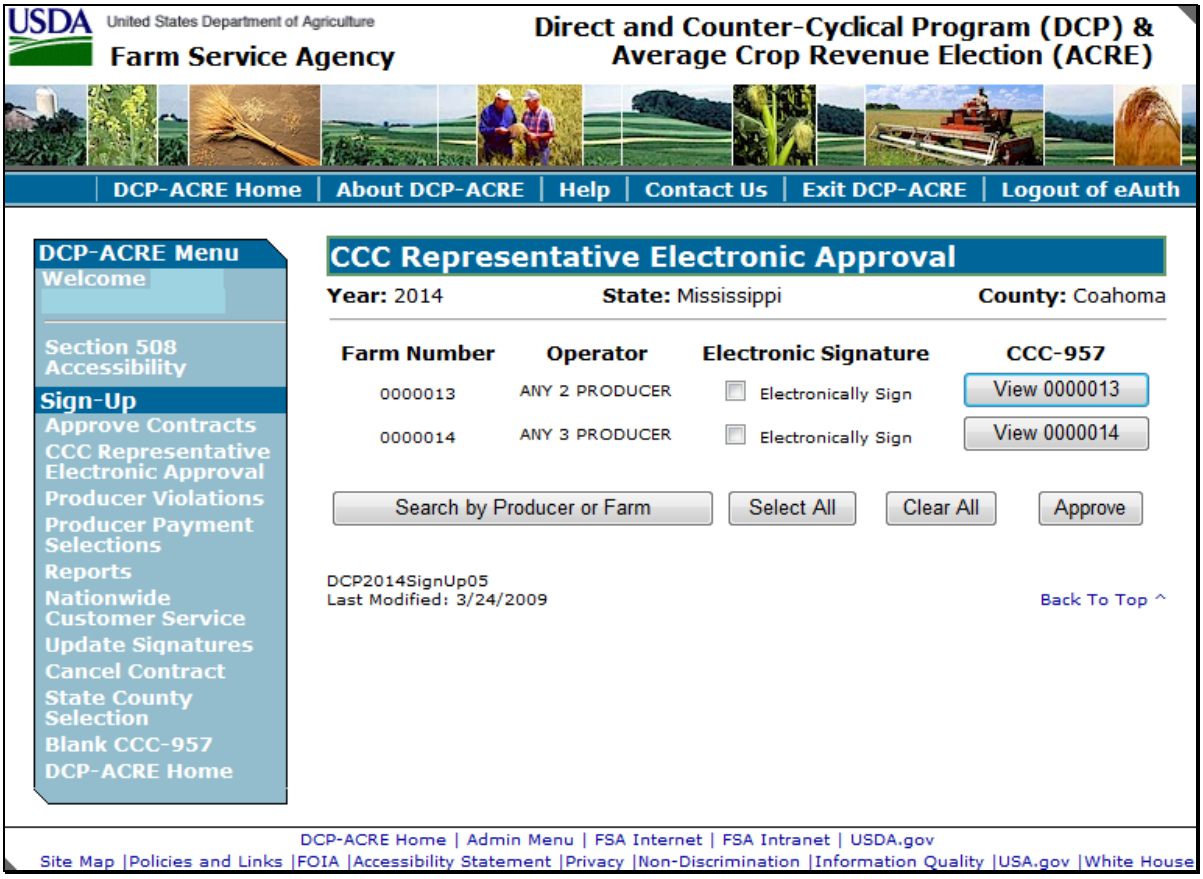
CCC-957's can be electronically approved. To access the CCC Representative Electronic Approval Screen, under "Sign-Up", CLICK "**CCC Representative Electronic Approval**".

All County Office employees have access to the CCC Representative Electronic Approval Screen; however, **only employees designated to approve CCC-957's shall access and electronically approve CCC-957's**.

The approving official's name will be printed in the "CCC Representative Signature" block and the system date will be entered for the approval date.

B CCC Representative Electronic Approval Screen

The following is an example of the CCC Representative Electronic Approval Screen.



563 CCC Representative Electronic Approval (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph A.	
Operator	OP associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CLICK "**Electronically Sign**" when electronically approving the applicable farm's CCC-957.
CCC-957/View (Farm Number)	Provides for electronically viewing the farm's CCC-957.	CLICK "**View (farm number)**" to electronically view CCC-957. **Note:** This is **only** a pre-approved view. The approver's name and date will **not** be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-957's on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-957's that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all CCC-957's that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

563 CCC Representative Electronic Approval (Continued)

D Criteria for Being Included in Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- all signature types and dates **must** be entered for the following:
  - **all** producers with shares greater than zero
  - **all** OW's
- enrollment date **must** be entered.

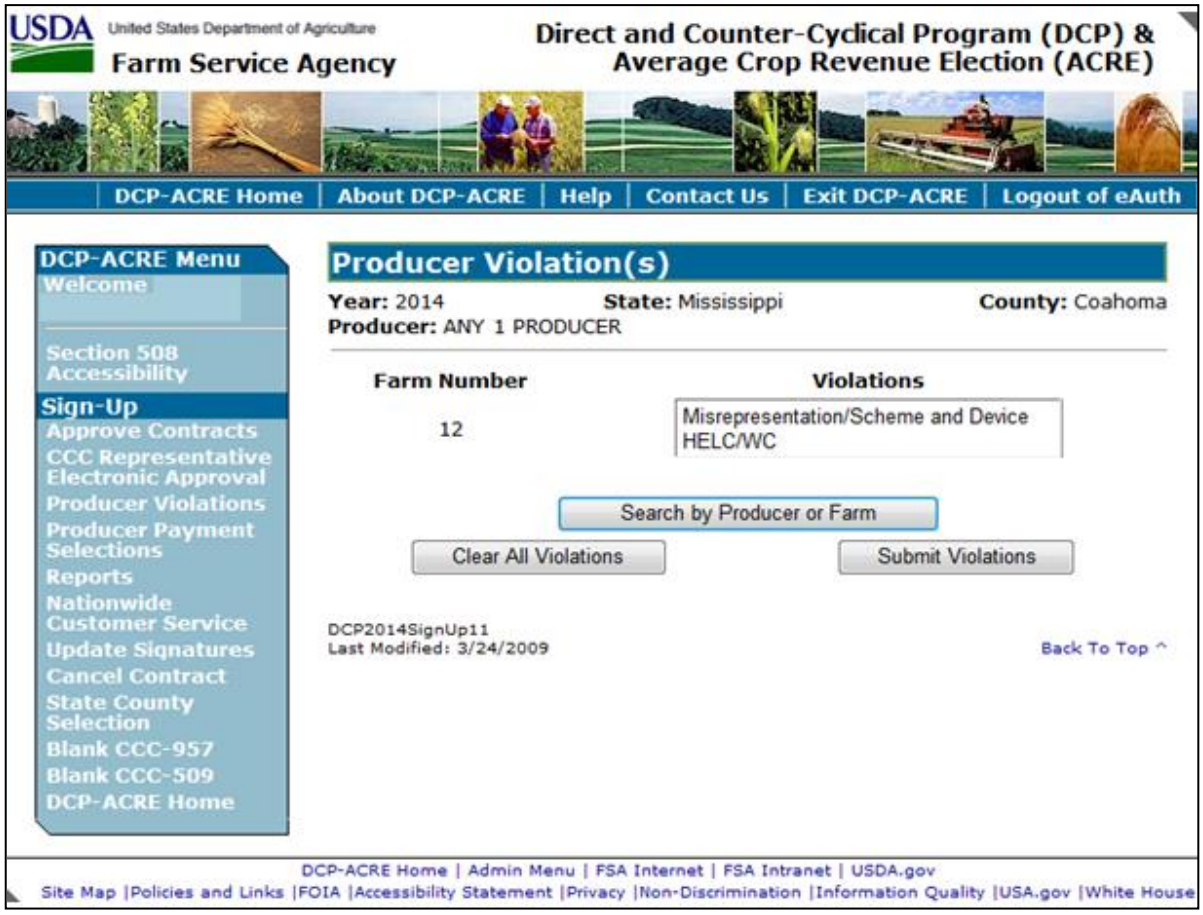
564 Producer Violations

A Overview

To access producer violations, under "Sign-Up", CLICK "**Producer Violations**". The SCIMS Customer Search Screen will be displayed. Select the applicable producer and CLICK "**Continue**". The Producer Violation(s) Screen will be displayed.

B Producer Violation(s) Screen

The following is an example of the Producer Violation(s) Screen.



Notes: Only farms with approved CCC-957's will be displayed.

Producers are **not** authorized to update producer violations.

564 Producer Violations (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Producer Violation(s) Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer who was selected on SCIMS Customer Search Page.	
Farm Number	Farm numbers with approved CCC-957's associated with selected producer.	
Violations	The following violations are provided for selection: • Misrepresentation/Scheme and Device • HELC/WC.	Click the applicable farm-specific violation.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Clear All Violations	Deselects all violations previously selected.	
Submit Violations	Submits violations that were selected or deselected.	

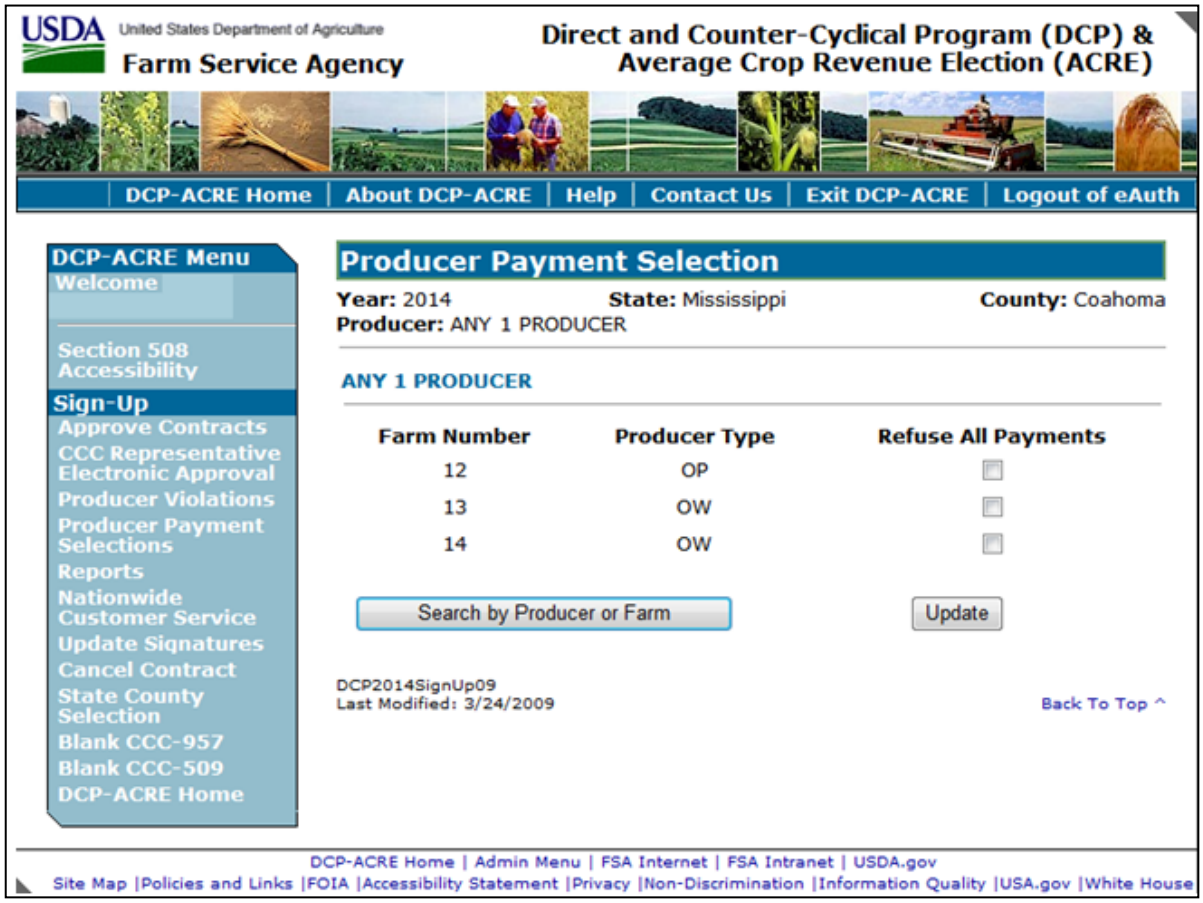
565 Producer Payment Selection

A Overview

The Producer Payment Selection Screen is used to view or update a specific producer's payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under "Sign-Up", CLICK "**Producer Payment Selections**". The SCIMS Customer Search Screen will be displayed. Select the applicable producer and CLICK "**Continue**". The Producer Payment Selection Screen will be displayed.

B Producer Payment Selection Screen

The following is an example of the Producer Payment Selection Screen.



565 Producer Payment Selection (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Producer Payment Selection Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer who was selected on SCIMS Customer Search Page.	
Farm Number	All farms that the selected producer has shares greater than zero.	
Producer Type	Selected producer's role on the farm as follows: • OO • OP • OT • OW.	
Refuse All Payments	Check the applicable box. A check (✓) will: • be displayed, if producer previously elected to refuse all payments • **not** be displayed, if producer previously elected to **not** refuse all payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all payments • add check (✓), if producer elects to refuse all payments.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

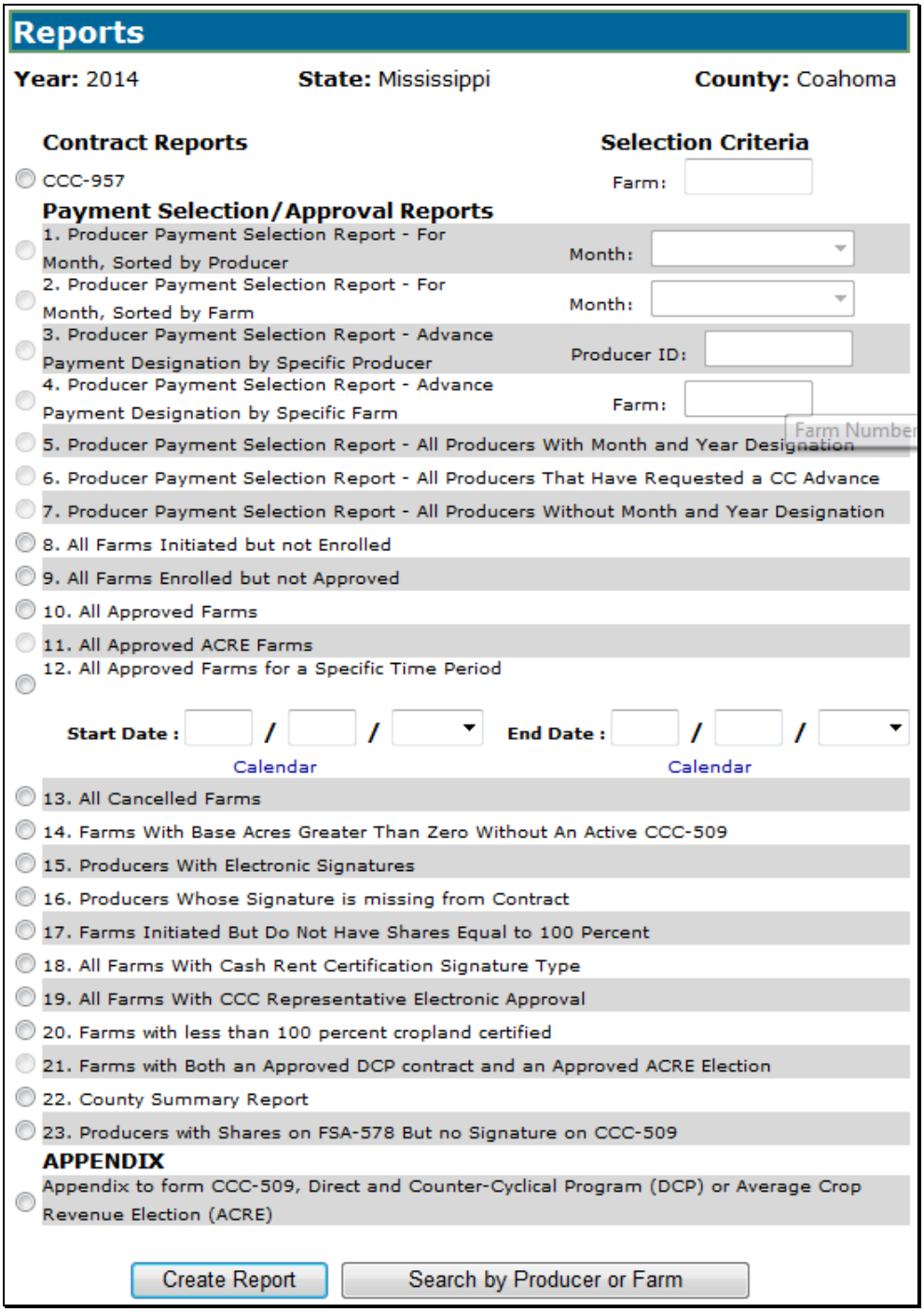
566 Reports

A Overview

Several standard reports are available for County Offices to use as tools for CTAP contracts. To access the Reports Screen, under "Sign-Up", CLICK "**Reports**".

B Reports Screen

The following is an example of the Reports Screen.



566 Reports (Continued)

C Field Descriptions/Actions

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time. Reports will be displayed in PDF with an option to print.

Note: All reports, **except** CCC-957, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

Report	Action	Result
CCC-957	Select report and enter farm number.	Pre-filled CCC-957 will be displayed. **Note:** The text size in Internet Explorer **must** be set to medium for CCC-957 to print properly. To change the text size, open Internet Explorer and click the following: • "**View**" • "**Text Size**" • "**medium**".
All Farms Initiated but **Not** Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated but have **not** been enrolled.
All Farms Enrolled but **Not** Approved	Select report.	Report will be displayed identifying all farms that have an enrollment date entered but have **not** been approved.
All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
All Approved Farms for a Specific Time Period	Select report and enter start and end dates.	Report will be displayed identifying all farms that were approved within the selected dates.

566 Reports (Continued)

C Field Descriptions/Actions (Continued)

Report	Action	Result
All Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by farm maintenance changes.
Farms with Base Acres Greater than Zero Without an Active CCC-957	Select report.	Report will be displayed identifying all farms that have base acres greater than zero in farm maintenance, but do **not** have an initiated CCC-957.
Producers Whose Signature is Missing from Report	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm who are missing signatures.
Farms Initiated But Do **Not** Have Shares Equal to 100 Percent	Select report.	Report will be displayed identifying all farms that do **not** have 100 percent of the shares designated.
All Farms With Cash Rent Certification Signature Type	Select report.	Report will be displayed identifying all farms that have 1 or more producers with a cash rent certification signature type.
All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC Representative Electronic Approval Process.
Farms With Less Than 100 Percent Cropland Certified	Select report.	Report will be displayed identifying all farms with less than 100 percent cropland certified on FSA-578.
County Summary Report	Select report.	Report will be displayed providing a summary of CTAP enrollment information in the county selected on the State Report Selection Screen.
Producers With Shares on FSA-578, But No Signature on CCC-957	Select report.	Report is used for CTAP. Report will be displayed identifying all producers who share on CCC-957, but do not have an actual signature on FSA-578.

567 Nationwide Customer Service

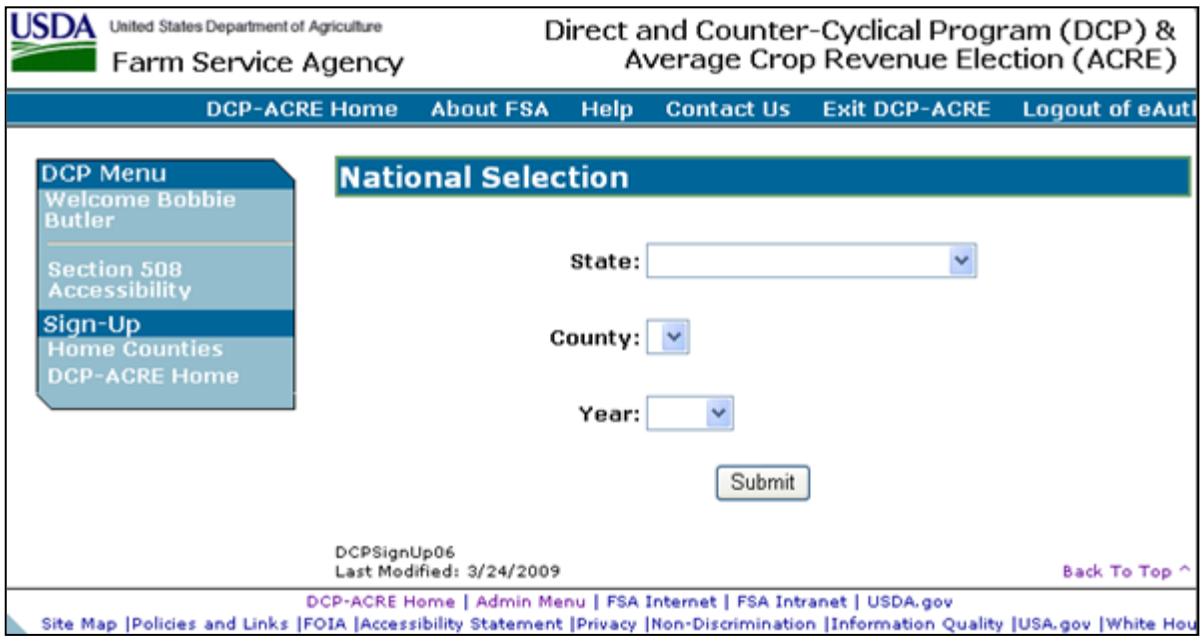
A County Office User Access

CCC-957 software provides nationwide customer service for County Office users. County Office users have the ability to load and access CCC-957's for any producer nationwide. This is extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-957's have limited authority.

To access Nationwide Customer Service, under "Sign-Up", CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

B National Selection Screen

The following is an example of the National Selection Screen.



567 Nationwide Customer Service (Continued)

B National Selection Screen (Continued)

The following table provides the fields, descriptions, and actions for the National Selection Screen.

Field/Button	Description	Action
State	Drop-down list with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down list with county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down list with program years.	Select the applicable program year. **Note:** 2014 and 2015 are only available for selection for States and counties with contracts available to be enrolled in CTAP.
Submit	Search by Producer or Farm Screen will be displayed.	

C Search by Producer or Farm Screen

The following is an example of the Search by Producer or Farm Screen that will be displayed after user clicks "Submit" on the National Selection Screen.

567 Nationwide Customer Service (Continued)

C Search by Producer or Farm Screen (Continued)

To switch back to the home county, under "Sign-Up", CLICK "**Home Counties**".

The Nationwide Customer Service, Search by Producer or Farm Screen functionality is the same as when CCC-957's are being loaded in the home county. See paragraph 553 for searching by producer or farm number. After a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

D Select Producer(s) – Contract Details Screen

The Nationwide Customer Service, Select Producer(s) – Contract Details Screen functionality is the same as when CCC-957's are being loaded in the home county. See paragraph 556. One of the following will be displayed, based on the actions taken on the Select Producer(s) – Contract Details Screen:

- Assign Producer Shares / Payment Selections Screen
- Consolidated By Producer Screen
- Consolidated By Crop Screen.

E Assign Producer Shares / Payment Selections Screen

The Nationwide Customer Service, Assign Producer Shares / Payment Selections Screen functionality is the same as when CCC-957's are being loaded in the home county. See paragraph 557.

567 Nationwide Customer Service (Continued)

F Consolidated By Producer Screen

The Nationwide Customer Service, Consolidated By Producer Screen functionality is the same as when CCC-957's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-957 **cannot** be canceled.

All of these activities **must** be done in the producer's home county. See paragraph 558 for Consolidated By Producer Screen functionality.

G Consolidated By Crop Screen

The Nationwide Customer Service, Consolidated By Crop Screen functionality is the same as when CCC-957's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-957 **cannot** be canceled.

All of these activities **must** be done in the producer's home county. See paragraph 559 for Consolidated By Crop Screen functionality.

H County Office Action

County Offices that process nationwide customer service CCC-957's **must**:

- immediately FAX a copy of the signed CCC-957 to the producer's home county
- mail the original signed CCC-957 to the producer's home county
- maintain a copy of the signed CCC-957.

568 Update Signatures

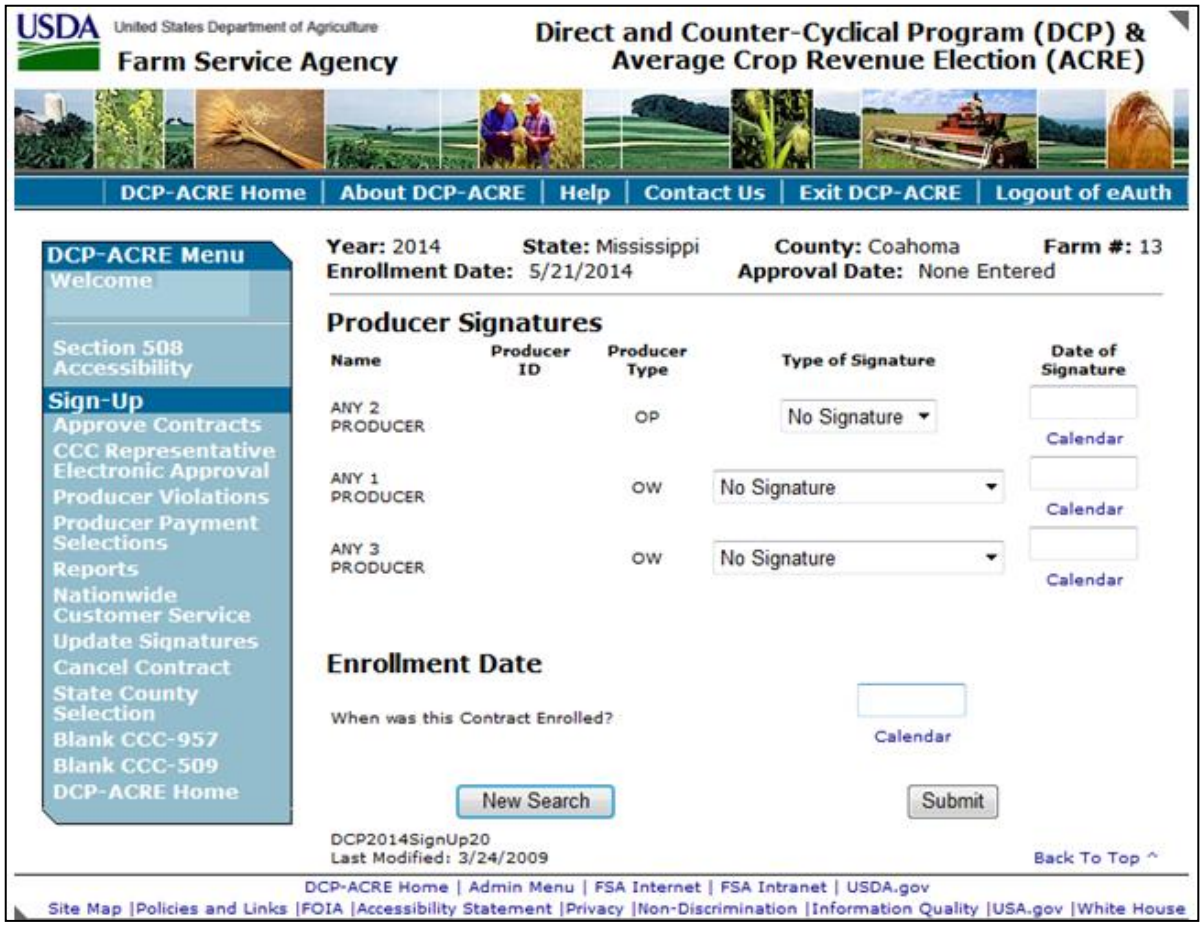
A Overview

Updating signatures **without** accessing CCC-957 is available in CCC-957 software. To access the update signatures process, under "Sign-Up", CLICK "**Update Signatures**".

Note: Signatures can also be updated on the Consolidated By Producer and Consolidated By Crop Screens.

B Update Signatures Screen

The following is an example of the Update Signatures Screen.



568 Update Signatures (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Update Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Enrollment Date	Enrollment date as entered on the Consolidated By Producer or Consolidated By Crop Screen.	
Approval Date	Approval date as entered on the Consolidated By Producer, Consolidated By Crop, Approve Contracts, or CCC Representative Electronic Approval Screen.	
Name	All producers associated with the contract will be listed.	
Producer ID	The last 4 of each producer's tax ID number will be listed.	
Producer Type	The producer type; such as, OO, OP, OT, or OW.	
Type of Signature	Drop-down list. See subparagraph 558 D for signature types.	If producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. Contracts **cannot** be enrolled or approved until all signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-957. **Note:** Type of signature shall **only** be updated when the producer actually signs and dates CCC-957.

568 Update Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry or use calendar option.	Enter date the producer signed CCC-957 in "mm/dd/yyyy", "mmddyyyy", or "mmddyy" format. See subparagraph 558 D for signature date exceptions.
When was this Contract Enrolled?	Manual entry or use calendar option.	Enter the date all required producer signatures have been received in "mm/dd/yyyy", "mmddyyyy", or "mmddyy" format. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 558 D for signature type validations.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. The Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. The Print Screen will be displayed.	

569 Cancel Contract by Farm

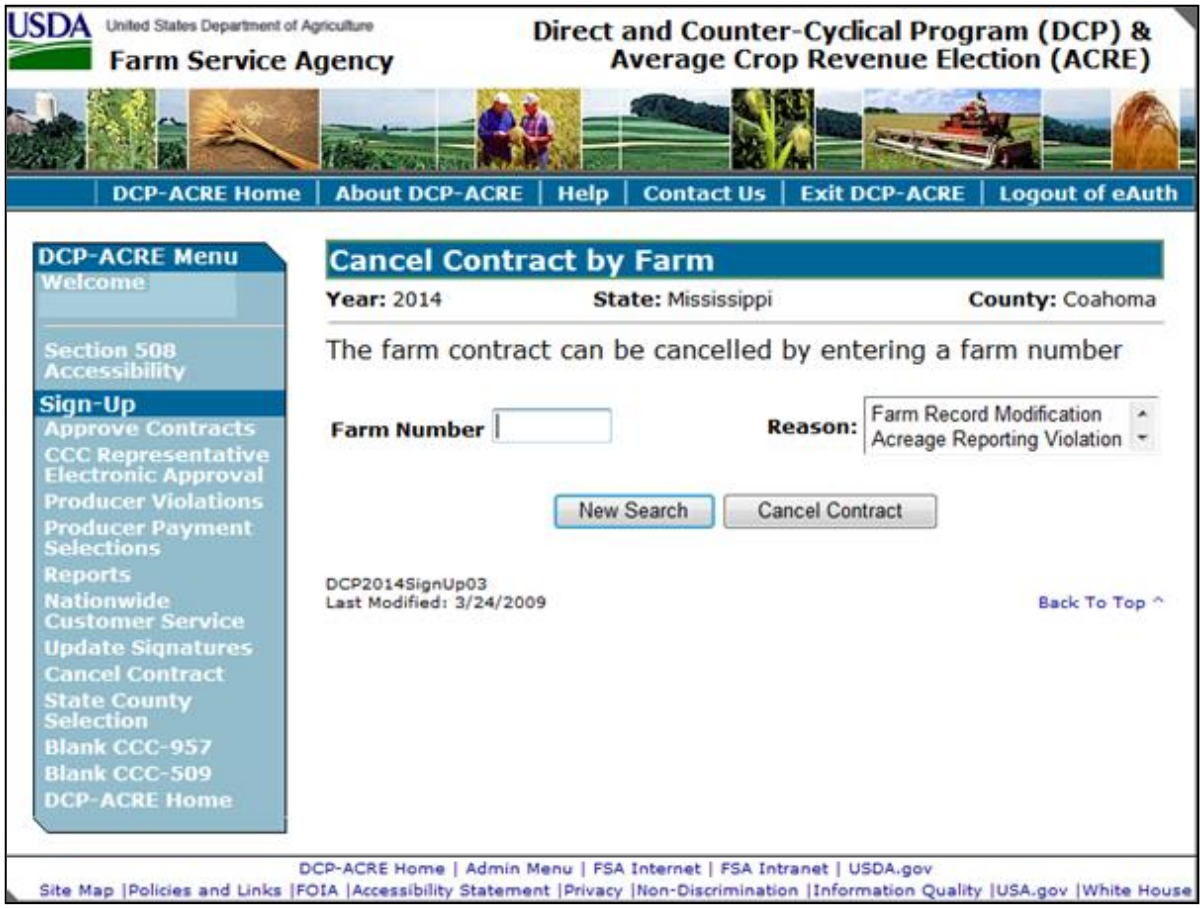
A Overview

Canceling CCC-957's **without** accessing CCC-957 is available in CCC-957 software. To access the CCC-957 cancellation process, under "Sign-Up", CLICK "**Cancel Contract**".

Note: CCC-957's can also be canceled on the Consolidated By Producer and Consolidated By Crop Screens.

B Cancel Contract by Farm Screen

The following is an example of the Cancel Contract by Farm Screen.



569 Cancel Contract by Farm (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Cancel Contract by Farm Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Manual entry.	Enter the farm number of CCC-957 to be canceled.
Reason	Drop-down list.	User **must** select 1 of the following reasons from the drop-down list, if CCC-957 is canceled: • Acreage Reporting Violation • CCC-957 Entered in Error • Farm Record Modification **Note:** Automatic cancels will occur. See paragraph 561. • Out Transfer • Producer Withdrew Contract • Reconstitution.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. The Search by Producer or Farm Screen will be displayed.	
Cancel Contract	CCC-957 is canceled. The Contract Canceled Screen will be displayed.	

570-579 (Reserved)

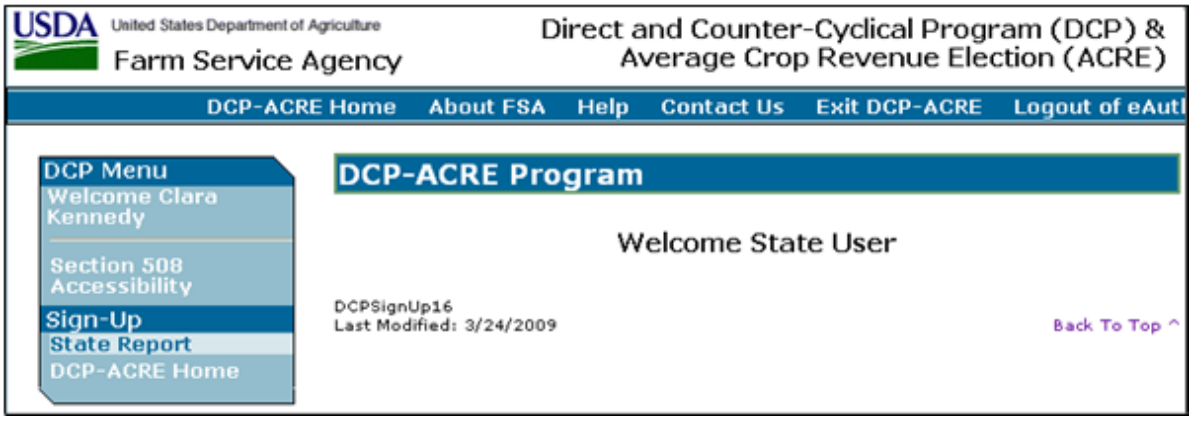
580 State Office Access to the CTAP Application

A Accessing the CTAP Application

State Office users shall access DCP/ACRE/CTAP software according to paragraph 551. After logging on through eAuthentication, the State User Home Page will be displayed.

B State User Home Page

The following is an example of the State User Home Page.



581 State Report Selections

A Overview

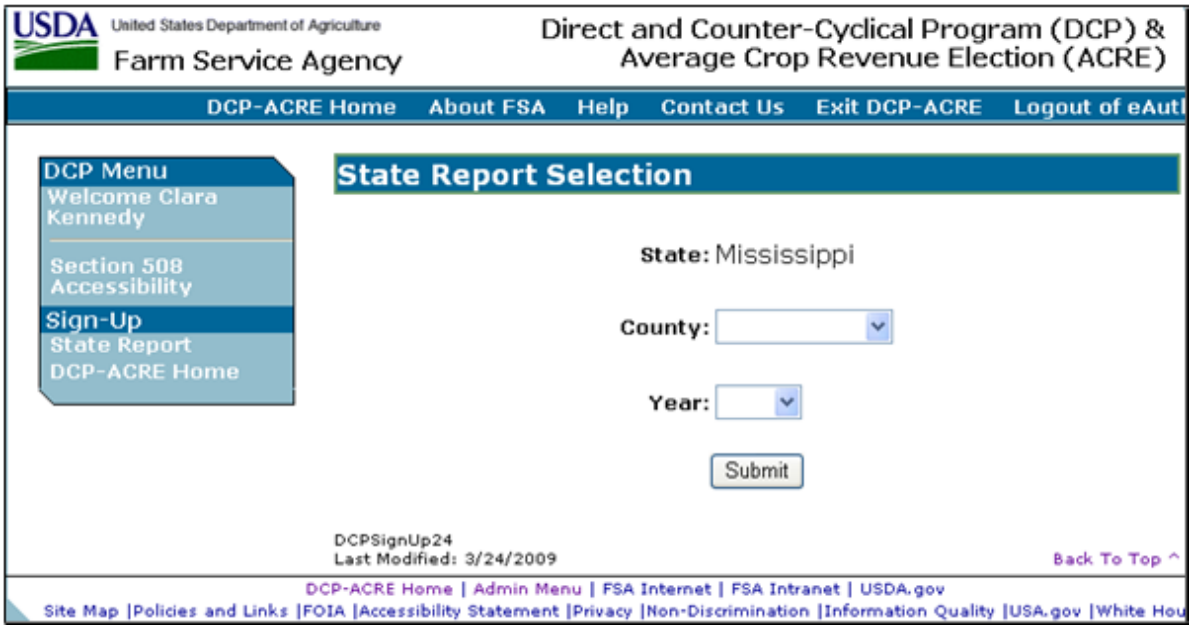
State Office users will **only** have access to State Office reports, **unless** they have requested:

- Nationwide Customer Service access according to paragraph 583
- State Office representative access according to paragraph 584.

To access State Office reports, under "Sign-Up", CLICK "**State Report**". The State Report Selection Screen will be displayed.

B State Report Selection Screen

The following is an example of the State Report Selection Screen.



C Field Descriptions and Actions

The following table provides field descriptions and actions that can be taken on the State Report Selection Screen.

Field/Button	Description	Action
State	State associated with the user.	
County	Drop-down list with the county names applicable to the user's State.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down list with program years.	Select the applicable program year.
Submit	The State Reports Screen will be displayed.	

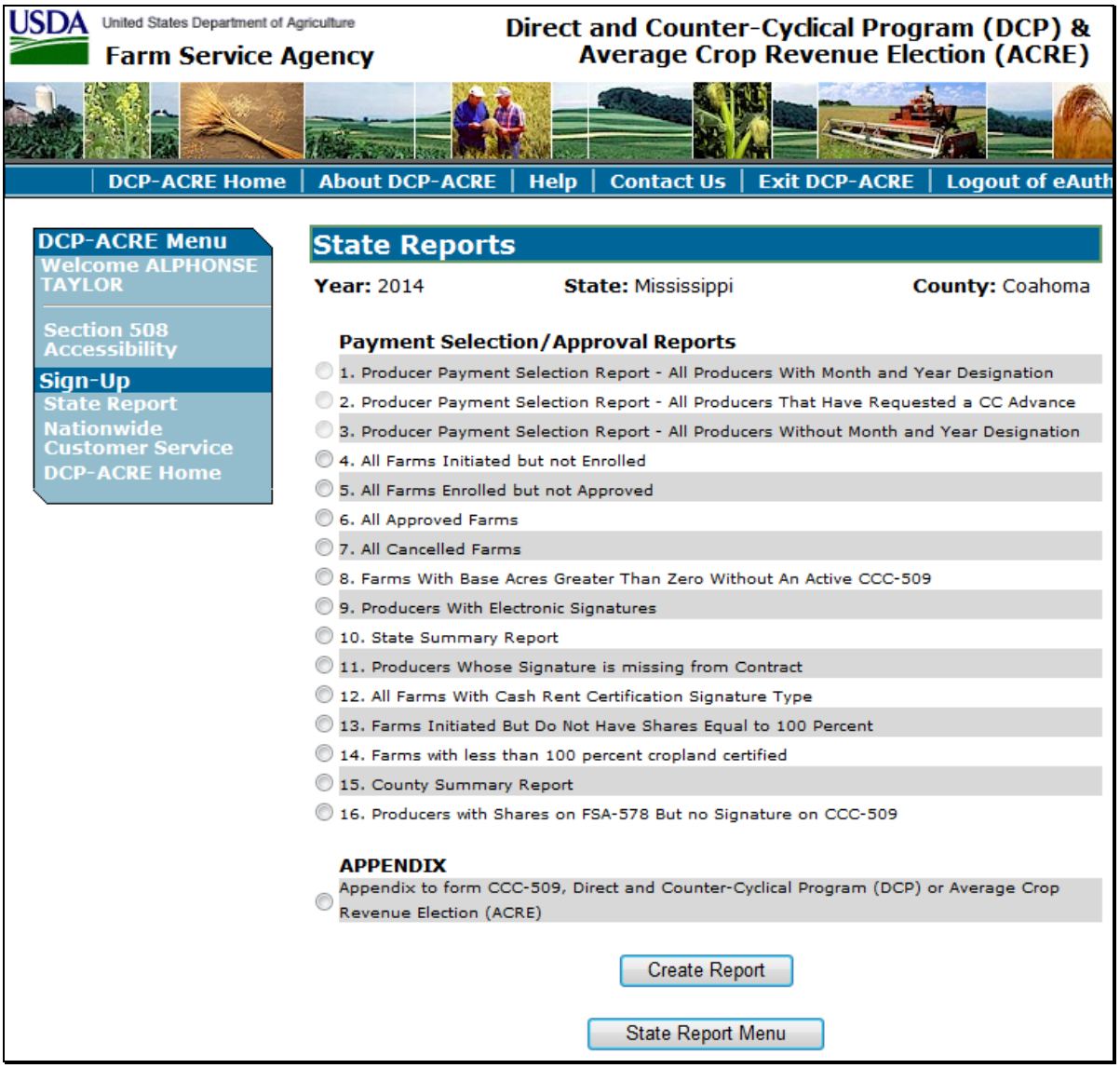
582 State Reports

A Overview

Several standard reports are available for State Offices to use as tools for assisting County Offices with CTAP contracts. To access the State Reports Screen, under "Sign-Up", CLICK "**State Report**".

B State Reports Screen

The following is an example of the State Reports Screen.



582 State Reports (Continued)

C Report Descriptions

The following table provides descriptions of each of the available reports. Only 1 report can be created at a time. The report will be displayed in PDF format and can be printed, if needed.

Note: All State reports, **except** the CTAP Contract Report, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

IF user selects the following...	THEN the following will be displayed...
All Farms Initiated but not Enrolled	all farms that have been initiated, but have **not** been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled but not Approved	all farms that have an enrollment date entered, but have **not** been approved in the county selected on the State Report Selection Screen.
All Approved Farms	all approved farms in the county selected on the State Report Selection Screen.
All Cancelled Farms	all farms that have been canceled by a County Office user or by farm maintenance changes in the county selected on the State Report Selection Screen.
Farms With Base Acres Greater Than Zero Without An Active CCC-957	all farms that have base acres greater than zero in farm maintenance, but do **not** have an initiated CCC-957 in the county selected on the State Report Selection Screen.
State Summary Report	a summary count of CCC-957's that are initiated, enrolled, approved, and canceled for each county in the State.
Producers Whose Signature is missing from Contract	all farms that are missing producer signatures in the county selected on the State Report Selection Screen.
All Farms With Cash Rent Certification Signature Type	all farms that have 1 or more producers with a cash rent certification signature type in the county selected on the State Report Selection Screen.
Farms Initiated But Do Not Have Shares Equal to 100 Percent	all farms that do **not** have 100 percent of shares designated in the county selected on the State Report Selection Screen.
Farms with less than 100 Percent cropland certified	all farms that have an active CCC-957, but do **not** have 100 percent of cropland certified on FSA-578 in the county selected on the State Report Selection Screen.
County Summary Report	a summary count of eligible farms and CCC-957's that are initiated, enrolled, and approved in the county selected on the State Report Selection Screen.

583 Nationwide Customer Service

A Requesting Access

New State Office users shall request access to CTAP Nationwide Customer Service according to the following:

- provide the National Office with all State employees who are to have access, and include the following:

  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID

- FAX information to 202-720-0051, Attn: Neeru Gulati

  Note: Include on the FAX that the request is for CTAP State Office user Nationwide Customer Service access.

- contact PECD, Program Delivery Branch at 202-720-3464 with any questions or concerns.

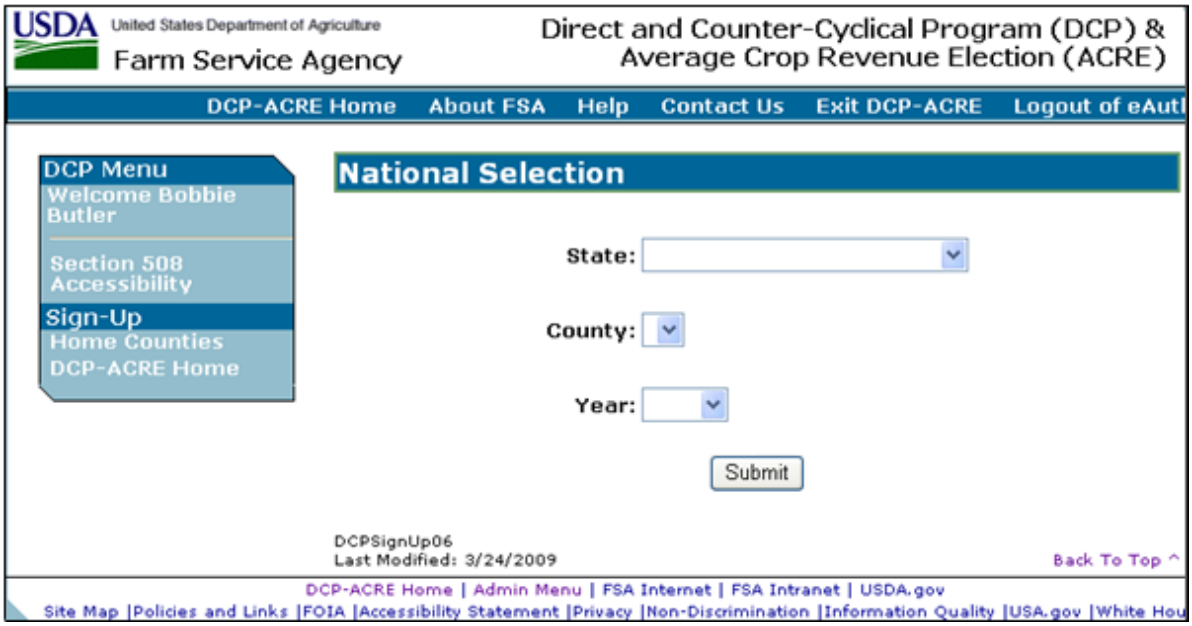
Note: Additional employees can be added at any time by requesting access according to this subparagraph. If the employee already has access according to subparagraph C, no additional access request is needed.

To access Nationwide Customer Service, under "Sign-Up", CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

583 Nationwide Customer Service (Continued)

B National Selection Screen

The following is an example of the National Selection Screen.



C Accessing Nationwide Customer Service

State Office users who request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 567.

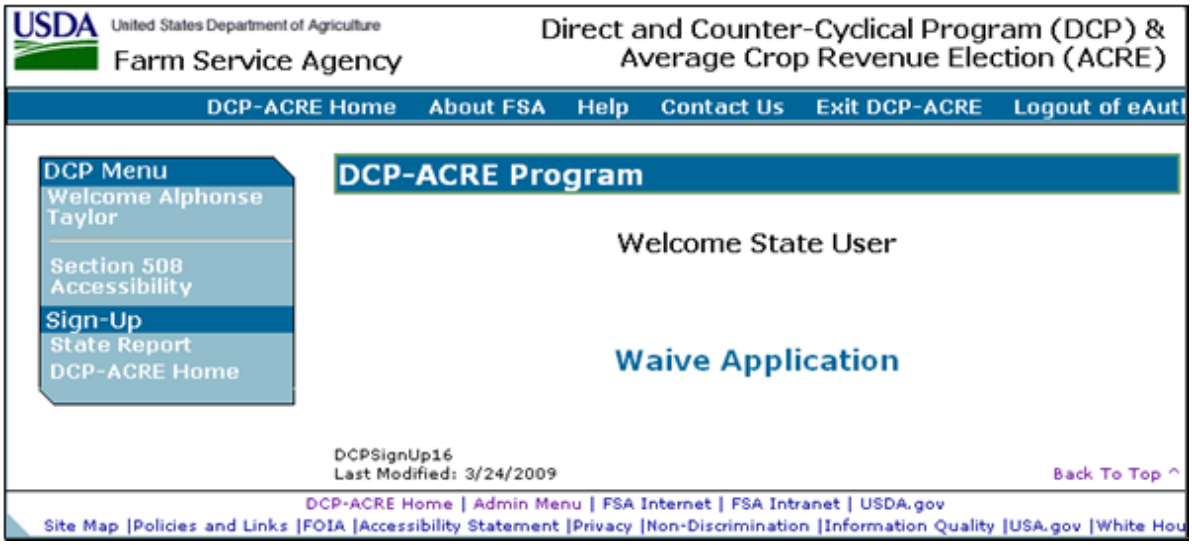
584 State Office Administrative Access

A Overview

State Office administrate access for CTAP contracts is the same as State Office administrative access for DCP and ACRE. No action will be required for employees who currently have access for DCP and ACRE to access CTAP contracts. 1-DCP, paragraph 403 provides instructions for requesting State Office web-based DCP administrative access for new requests. State Office users who are granted administrative access will be able to update signature and enrollment dates that are later than the signature and enrollment date deadline.

B Welcome Screen

When a State Office user with web-based DCP/ACRE/CTAP administrative access logs in, the following screen will be displayed.



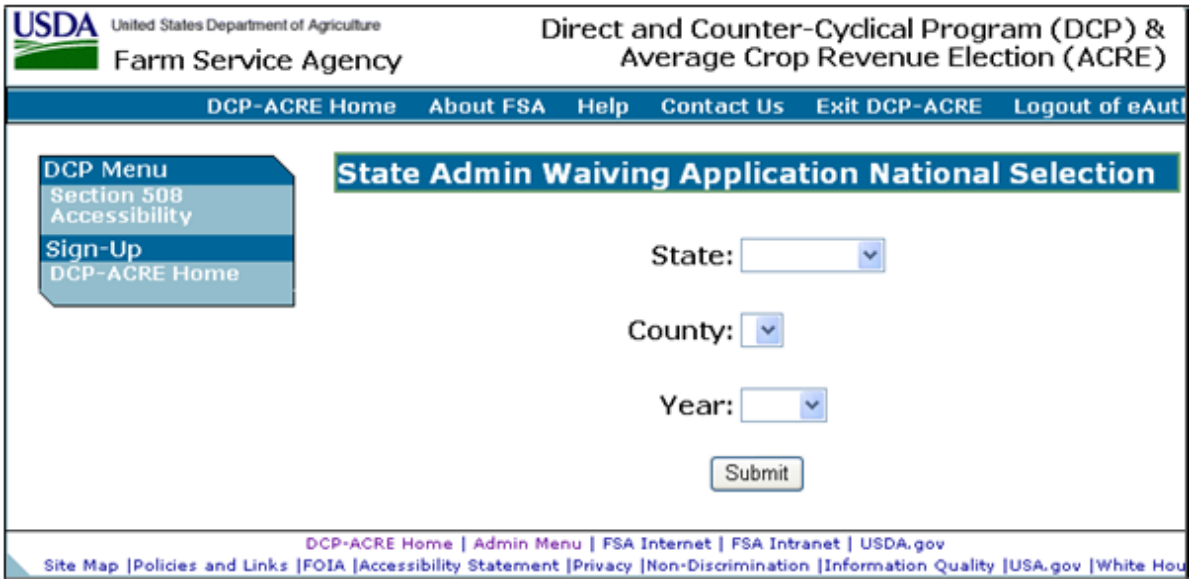
CLICK "**Waive Application**" to enter the administrative option.

584 State Office Administrative Access (Continued)

C State Admin Waiving Application National Selection Screen

After users CLICK "Waive Application", the State Admin Waiving Application National Selection Screen will be displayed. From the drop-down lists, select the State, county, and year of CCC-957 to be updated.

Note: State Office administrative access users will **only** be able to update CCC-957's within their State.



D Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in the State Office administrative access is the same as CCC-957's being loaded in the home county. See paragraph 553. After a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

584 State Office Administrative Access (Continued)

E Select Producer(s) – Contract Details Screen

The functionality of the Select Producer(s) – Contract Details Screen in the State Office administrative access is the same as CCC-957's being loaded in the home county. See paragraph 556. One of the following screens will be displayed based on the actions taken on the Select Producer(s) – Contract Details Screen:

- Assign Producer Shares / Payment Selections Screen
- Consolidated By Producer Screen
- Consolidated By Crop Screen.

F Assign Producer Shares / Payment Selections Screen

The functionality of the Assign Producer Shares / Payment Selections Screen in the State Office administrative access is the same as CCC-957's being loaded in the home county. See paragraph 557.

G Consolidated By Producer Screen

The functionality of the Consolidated By Producer Screen in the State Office administrative access is the same as CCC-957's being loaded in the home county, **except** the signature and enrollment date can be later than the signup deadline. See paragraph 558.

H Consolidated By Crop Screen

The functionality of the Consolidated By Crop Screen in the State Office administrative access is the same as CCC-957's being loaded in the home county, **except** the signature and enrollment date can be later than the signup deadline. See paragraph 559.

I State Office Action

State Offices that update CCC-957's through the State Office administrative access **must** immediately notify the County Office of actions that were taken on CCC-957.

585-599 (Reserved)

Part 11 (Reserved)

600-649 (Reserved)

Part 12 CTAP Payment Provisions

*--Section 1 Program Payment Provisions

650 General Provisions

A Introduction

This part contains the following:

- general provisions applicable to CTAP payments
- provisions for processing CTAP payment and overpayments
- information about the following Common Payment Reports:

  - Estimated Calculated Payment Report
  - Submitted Payments Report
  - Submitted Overpayments Report
  - Pending Overpayment Summary Report
  - Pending Overpayment Report
  - Nonpayment/Reduction Report
  - Insufficient Funds Report
  - Payments Computed to Zero Report
  - Payment History Report - Summary
  - Payment History Report – Detail.

B Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for program benefits. Payments shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

Note: If CCC-957 has been filed by the producer, a revised CCC-957 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

CTAP payments are subject to administrative offsets.

D Bankruptcy

State and County Offices shall contact the OGC Regional Attorney for guidance before issuing CTAP payments for all bankruptcy cases.**--***

***--650 General Provisions (Continued)**

E Assignments

County Offices shall process assignments and joint payments according to 63-FI.

F Processing Payments

Payments shall be issued as soon as **all** of the following conditions exist:

- CTAP payment software is available
- producer has provided all required program documentation
- CCC-957 is approved
- program regulations are published.

G Funds Control Process

CTAP payments use the e-Funds accounting process which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds for CTAP payments will be controlled at the National level. If adequate funding is not available, those producers that cannot be paid will be listed on the Insufficient Funds Report in the Common Payment Reports System.**--***

*--650 General Provisions (Continued)

H e-Funds Access

Funding for CTAP is established with the numeric accounting codes 2440.

The funding will be maintained at the National level and will **not** be allotted to individual counties; therefore, State Office specialists will **not** need access to this program.

I General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

J Submitting Payment Problems

If there is an issue with a CTAP payment, then State Office Specialists should update the applicable information to the payment problem SharePoint web site. The link for the payment problem SharePoint web site is **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx**.

K Providing State Office Access to the Payment Problem SharePoint Site

State Office Specialists should request access to the payment problem SharePoint web site by e-mailing a request to **tina.nemec@wdc.usda.gov**, and providing the specific program areas of responsibility.

Note: CTAP has been added to the DCP/ACRE payment problem SharePoint web site so any State Office Specialists having access to the DCP/ACRE web site will also be able to update CTAP payment problems to the same site.**--***

*--651 Payment Limitation Provisions

A Payment Limitation Information for CTAP Payments

CTAP payments are limited to a maximum payment limitation amount per person or legal entity, and will be attributed through direct attribution.

See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

As each payment is processed through NPS, the available payment limitation for the person or legal entity will be reduced until:

- all CTAP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person.**--***

*--652 Payment Subsidiary Eligibility Provisions

A Introduction

The payment process reads the web-based eligibility system, for the year associated with CCC-957 to determine if a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued for that year and the producer or member will be listed on the Nonpayment Register with the applicable message.

Reminder: Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

B CTAP Subsidiary Eligibility

The following identifies web-based eligibility determinations applicable to CTAP payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register.

Eligibility Determination/Certification	Value	Eligible for CTAP Payment	Exceptions
Actively Engaged	Actively Engaged	Yes	
	Not Filed	No	
	Awaiting Determination	No	
	Awaiting Revisions	No	
	Not Actively Engaged	No	
AD-1026	Certified	Yes	
	Awaiting Certification	No	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
	Compliant Agent	Yes	
	Exempt	Yes	
	Not Filed	No	
	Not Met - COC	No	
	Not Met - Producer	No	

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***--652 Payment Subsidiary Eligibility Provisions (Continued)**

B CTAP Subsidiary Eligibility (Continued)

Eligibility Determination/Certification	Value	Eligible for CTAP Payment	Exceptions
AGI **Note:** AGI is not currently verified by the system. County Offices need to ensure that producers and members have certified to meeting the $900,000 average AGI provisions on CCC-941 for 2014 CTAP before certifying or signing payments in NPS.	Compliant Producer	Yes	"Value" and "Eligible for CTAP Payment" information for AGI in this table will **not** be used by the system to determine AGI eligibility for payments, because AGI is **not** currently being verified by the system during the payment process. See AGI **Note** in this table.
	Compliant Agent	Yes	
	Exempt	Yes	
	Not Filed	No, see **Note**	
	Not Met - COC	No, see **Note**	
	Not Met - Producer	No	
Cash Rent Tenant	Eligible	Yes	If a determination is "Partially Eligible", then a cropland factor payment reduction will apply.
	Partially Eligible	Yes	
	Ineligible	No	
	Not Applicable	Yes	
	Awaiting Determination	No	
	Exempt	Yes	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
FCIC Fraud	Compliant	Yes	
	Not Compliant	No	

--*

653-699 (Reserved)

Section 2 Processing CTAP Payments

*--700 CTAP Payments

A Supporting Files for Integrated Payment Processing

The CTAP payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** the following.

Type of Information	How Information Is Used for Payment Processing	Source
CCC-957 Data	The information from CCC-957 is used to compute the payment amount for the producer.	Web-based CTAP Application System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which CCC-957 was filed.	Web-based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	SCIMS

Entity and Joint Operation Information	Used to determine the following for the year in which CCC-957 is filed:
	• member contribution value
	• substantive change value
	• members and member's share of the following:
	  • entities
	  • general partnerships
	  • joint ventures.
		Business File

Combined Producer Information	Used to determine whether CTAP producers or members of entities or joint operations are combined with other producers. This information is used to ensure the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Cropland Reporting Indicator	Used to determine whether the producer has met Cropland Reporting provisions.	Compliance System
Payment rate for the cotton	Used to determine the payment rate for cotton.	Program Parameter Table
Financial Related Information	• Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS.	NPS or NRRS

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***--700 CTAP Payments (Continued)**

B Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following provides actions that must be completed to issue payments properly. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that CCC-957 has been approved and that the approval date has been recorded in the system according to paragraph 562.
2	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the web-based eligibility system.
3	Ensure that the applicable CCC-902 is on file and actively engaged determinations are completed according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that CCC-941 is on file for the applicable year for producers seeking benefits and the certification information is recorded in the web-based eligibility system. See 5-PL.
5	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
6	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 1).
7	Ensure that the member contribution and substantive change values are updated according to 5-PL.
8	Ensure that the combined producer files are updated correctly for the applicable year. See 5-PL.
9	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for CTAP.

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***--700 CTAP Payments (Continued)**

C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for CTAP payments.

SCIMS Business Code	Business Type and/or Description
Social Security Numbers With the Following Business Types	
00	Individual
07	Trust-Revocable
22	LLC
Employer ID Numbers With the Following Business Types	
02	General Partnership
03	Joint Venture
04	Corporation
05	Limited Partnership
06	Estate
07	Trust-Revocable
10	Churches, Charities, and Non-Profit Organizations
13	Public Schools
17	Trust Irrevocable
18	Individual Operating as a Small Business
20	Indian Tribal Venture
22	LLC
Temporary ID Numbers With the Following Business Type	
15	Indians Represented by BIA

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***--700 CTAP Payments (Continued)**

D Eligible Commodities

The only commodity eligible for CTAP payments is upland cotton.

E Payment Rate for Upland Cotton

The payment rate for upland cotton is 0.09 per pound.

F Issuing Payments Less Than $1

The CTAP payment processes will:

- issue payments that round to at least $1
- **not** issue payments less than 50 cents.**--***

*--701 Payment Processing

A Computing Payment and Overpayment Amounts

The CTAP payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
  - gross payment amount
  - reduction amounts
  - net payment amount
  - overpayment amount.

The following describes the high level system processing sequence to calculate CTAP payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the farm and producer according to subparagraph C.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each farm and producer: • gross payment amount • program specific reductions • 1 reason, if producer is ineligible because of subsidiary eligibility provisions.
7	Direct attribution will determine the following: • reduction amounts • payment limitation availability • net payment or overpayment amount • reasons for nonpayment or overpayment.
8	Determine whether e-Funds are available for the payment.
9	Provide the payment amount to NPS, or update the overpayment amount to the Pending Overpayment Report.
10	Update applicable information to the Common Payment Reports. See 9-CM, Part 5 for information about the Common Payment Reports.

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701 Payment Processing (Continued)

B Triggering Payments

Payment will be triggered through events that occur throughout the system. As a result, processing will now be behind the scenes for the most part. Calculations and determinations will occur during the evening and nighttime hours without users intervention. The following table provides trigger types and descriptions.

Trigger Type	Description
Initial	After release of the payment software, a process will automatically run to determine all CCC-957's that are approved for payment. This will initiate the process described in subparagraph A and does **not** require any County Office user interaction. • Payments will be sent to NPS for certification and signature. • Overpayment will be updated to the Pending Overpayment Report.
Primary	Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve CCC-957. Entering the COC approval date initiates the payment process for the selected CCC-957's.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Register. If a condition causing the producer to be on the Nonpayment Register is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

C Gross Payment Calculation

The gross payment for the farm, producer, and crop is determined by completing the following calculation for each producer that has a share in upland cotton on CCC-957:

- payment acres, times
- upland cotton yield, times
- producer share, times
- upland cotton payment rate.

The calculation results should be rounded to whole dollars.

Note: Gross payment amounts will be determined by the program application and will then be processed through direct attribution where subsidiary eligibility and other reductions are applied.

701 Payment Processing (Continued)

*--D Sequestering CTAP Payments

Sequestration applies to CTAP payments. The sequestration percentage is determined based on the original approval date for the CTAP application.

Note: The original approval date is the first approval date entered in the system for the CTAP application.

CTAP payments will be sequestered according to the following.

IF the original approval date for the 2014 CTAP application is…	THEN the sequestration percent applied to the payment is…
before October 1, 2014	7.2 percent
October 1, 2014, or after	7.3 percent.

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702-720 (Reserved)

*--721 CTAP Payment Reports

A Displaying or Printing CTAP Reports

CTAP Payment Reports are available to provide information about each payment, nonpayment, or overpayment. Most of the payment reports have information that is common between program areas, so information about these reports is provided in 9-CM. The Estimated Calculated Payment Report and the Payment History Report - Detail have program specific data so information for these reports are provided in this handbook. CTAP payment report information is available according to the following table.

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	9-CM, paragraph 52
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed in Zero Report	Live	9-CM, paragraph 68
Payment History Report - Summary	Report Database	9-CM, paragraph 69
Payment History Report - Detail	Report Database	Paragraph 232

Note: See 9-CM, paragraph 52 for instructions on accessing the Common Payment Reports System.--*

*--722 Estimated Calculated Payment Report

A Introduction

The Estimated Calculated Payment Report will include information about calculating the CTAP payment for each producer on the farm.

B Reviewing the Estimated Calculated Payment Report

County Offices shall access the Estimated Calculated Payment Report to view or print the calculated payment information for the farm or producers on the farm. The Estimated Calculated Payment Report process allows County Offices to view or print the Estimated Calculated Payment Report.

C Accessing the Estimated Calculated Payment Report

Access the Estimated Calculated Payment Report according to 9-CM, paragraph 52.**--***

***--722 Estimated Calculated Payment Report (Continued)**

D Information Displayed/Printed on the Estimated Calculated Payment Report

The following information will be displayed and/or printed on the Estimated Calculated Payment Report.

Field	Description
Program Year	Year associated with CCC-957 that was filed by the producer.
Program Name	Program name, “CTAP”.
State	State as selected.
County	County as selected.
Approved Contract	Indicator of “Y” or “N” provides status of whether CCC-957 is approved or not approved.
Cropland Reported	Indicator of “Y” or “N” provides status of whether all cropland has been reported and certified.
Farm Number	Farm number from CCC-957.
Producer Name	Name of the producer associated with the selection.
Crop	Crop name “Upland Cotton”.
Payment Acres	Payment acres for upland cotton from CCC-957.
Payment Yield	Payment yield for upland cotton from CCC-957.
Producer Share	Producer share for upland cotton from CCC-957.
Payment Rate	Payment rate for upland cotton from the Program Parameter Table.
Calculated Payment	Calculated payment for the crop, which is the result of multiplying the following: • net payment acres, times • payment yield, times • producer share, times • payment rate.
Total Calculated Payment	Total upland cotton payment for the producer.

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723-729 (Reserved)

*--730 Payment History Report - Detail

A Introduction

The CTAP Payment History Report - Detail is a report that provides detailed information about the CTAP payment for the farm and producer.

B Accessing the Payment History Report

Access the Payment History Report - Detail according to 9-CM, paragraph 52.

C Information on the Payment History Report - Detail

The following information will be displayed and/or printed on the Payment History Report - Detail.

Field	Description
Program Year	Year associated with CCC-957 that was filed by the producer.
Program Name	Program name, “CTAP”.
State, County	State and county as selected.
Farm Number	Farm number from CCC-957.
Producer Name	Name of the producer associated with the selection.
ID / Type	Last 4 digits of the producer’s ID number and type.
Business Type	Business type associated with the producer.
Producer Information	
Transaction Date	Date the payment was sent to NPS.
Type of Transaction	Type of transaction for the information displayed, such as “Payment” or “Receivable”.
Crop	Crop name, “Upland Cotton”.
Payment Acres	Payment acres for upland cotton from CCC-957.
Payment Yield	Payment yield for upland cotton from CCC-957.
Share	Producer share for upland cotton from CCC-957
Payment Rate	Payment rate for upland cotton from the Program Parameter Table.
Gross Payment	Calculated gross payment amount for upland cotton.
AGI Reduction	Amount of the payment reduced because of an AGI reduction.

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***--730 Payment History Report - Detail (Continued)**

C Information Displayed/Printed on the Payment History Report - Detail (Continued)

Field	Description
Producer Information (Continued)	
Pay Limit Reduction	Amount of the payment reduced because of a payment limitation reduction.
Net Payment	Payment amount for upland cotton included in the payment sent to NPS for the farm or producer selected.
Net Payment Amount	Total upland cotton payment amount for the producer.
If the Payment History Summary Record selected is for an entity or joint operation, the following additional information will display/print for each member of the entity or Joint Operation.	
Crop	Crop name, “Upland Cotton”.
Gross Payment	Calculated gross payment amount for upland cotton.
AGI Reduction	Amount of the payment reduced because of an AGI reduction.
Cropland Factor Reduction	Amount of the payment reduced because of a cropland factor reduction.
Pay Limit Reduction	Amount of the payment reduced because of a payment limitation reduction.
Member Contribution Reduction	Amount of the payment reduced because of a member contribution reduction.
Substantive Change Reduction	Amount of the payment reduced because of a substantive change reduction.
Member Level Reduction	Amount of the payment reduced because of a member level reduction.
Net Payment	Payment amount included in the total payment sent to NPS for the member.
Net Payment Amount	Total upland cotton payment amount for the member.

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731-739 (Reserved)

*--Section 3 Canceling CTAP Payments

740 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected.

Notes: User intervention is not allowed for the cancellation process.

If the:

- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due

- payment amount is determined to be incorrect and the payment has been signed in the NPS System, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.**--***

741-749 (Reserved)

*--Section 4 Overpayments

750 General Provisions for Overpayments

A Introduction

Overpayments will be determined during the CTAP payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt then the overpayment should be transferred to NRRS immediately.**--***

*--751 Collecting Overpayments

A Introduction

Overpayment amounts will be determined by farm and producer. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments.

B Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued for the wrong farm or producer.	Immediately
After something affecting the payment amount is changed on CCC-957.	The payment was issued and later something affecting the payment amount changes on CCC-957.	Immediately
After producer misrepresentation is determined.	Producer received a payment and COC determines that the producer misrepresented their interest on CCC-957.	Immediately
After payment limitation exceeded.	It is determined that the payment issued exceeds the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changes that makes the producer ineligible for payment.	Immediately
After cropland acres are changed so that all acres are not reported and/or certified on FSA-578.	Payment was issued and FSA-578 information is changed so that all acres are no longer reported and/or FSA-578 is no longer certified.	Immediately
Any time CCC-957 is canceled.	CCC-957 was canceled after payments were issued to the producer.	Immediately.

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*--752 Charging Interest

A Introduction

Interest shall be charged on all CTAP overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received a CTAP payment
- the producer does not meet AGI provisions
- conservation compliance provisions are violated
- controlled substance provisions are **not** met
- substantive change provisions are **not** met.

Interest for ineligible producers will be charged from the date of disbursement. The system will compute this interest when the overpayment is established in NRRS.**--***

***--752 Charging Interest (Continued)**

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.**--***

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		7, 352, 429, 652, 700
AD-1153	Application for Long-Term Contracted Assistance Through the _____ Program		427
AD-2047	Customer Data Worksheet Request for SCIMS Record Change (For Internal Use Only)		332
CCC-36	Assignment of Payment		700
CCC-37	Joint Payment Authorization		700
CCC-505 (02-05-09)	Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acres Reduction		Parts 1, 2, 6, 7, Ex. 19
CCC-505 (02-21-12)	Voluntary Permanent Base Acres Reduction		Parts 1, 2, 6, 7, Ex. 19
CCC-505 (01-22-13)	Voluntary Permanent Base Acres Reduction		Parts 1, 2, 6, 7, Ex. 19
CCC-505 (06-23-14)	Voluntary Permanent Base Acres Reduction	66	Parts 1, 2, 6, 7, Ex. 19
CCC-510	Cash Rent Certification Statement	Ex. 14	352, 394, 402
CCC-770 CTAP	Cotton Transition Assistance Program Contract Checklist	Ex. 17	353
CCC-770 Eligibility	Eligibility Checklist		Ex. 17
CCC-855	Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish Program (ELAP) and Livestock Forage Disaster Program (FLP) Lease Agreement Certification Statement		Ex. 14
CCC-902 Continuation	Continuation Sheet for Leased or Owned Land		7, 352, 700
CCC-902E	Farm Operating Plan for Entity 2009 and Subsequent Program Years		7, 352, 700
CCC-902I	Farm Operating Plan for Individual 2009 and Subsequent Program Years		7, 352, 700
CCC-903	Worksheet for Payment Eligibility and Payment Limitation Determinations		352

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-920	Grassland Reserve Program Contract		66, 427
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		7, 352, 700
CCC-957	Cotton Transition Assistance Program (CTAP) Application	332	Text, Ex. 2, 14, 17
CRP-1	Conservation Reserve Program Contract		9, 65-67, 331, 425-427, Ex. 2
CRP-2	Conservation Reserve Program Worksheet		427
CRP-2C	Conservation Reserve Program Worksheet (for Continuous Signup)		427
CRP-15	Agreement for Reduction of Bases, Allotments and Quotas		67, 331, 425
FSA-155	Request for Farm Reconstitution		333, 398
FSA-156-EZ	Abbreviated 156 Farm Record and Tract Listing		426, 427, Ex. 19
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		400
FSA-578	Report of Acreage		Text, Ex. 17
FSA-911	Wetland Reserve Program Projected Base Acre Reduction Worksheet	Ex. 19	426

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
ARC	Agricultural Risk Coverage	Parts 1, 2, 6, 7, Ex. 2, 14
CTAP	Cotton Transition Assistance Program	Text, Ex. 2, 4, 14, 17
EIN	employer ID number	561
ERSR	Electronic Repository of Security Request	403
OIP	Office Information Profiles	403

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviations	Term	Reference
OO	owner/operator	399, 558, 565, 568, Ex. 2, 17
OP	operator	Text, Ex. 2, 14
OT	other producer	333, 357, 394, 397, 558, 560, 565, 568, Ex. 17
OW	owner	Text, Ex. 2
PLC	Price Loss Coverage	Parts 1, 2, 6, 7, Ex. 2, 14
STAX	Stacked Income Protection Plan	1, 10, 394, 552

Redelegations of Authority

COC may redelegate authority to approve CCC-505's and CCC-957's, to CED, in routine cases. Redelegation shall be documented in COC minutes.

Definitions of Terms Used in This Handbook

Approved Status

Approved status means CCC-957 with:

- producer signatures for all shares
- an enrollment date entered in the system
- a COC approval date entered in the system.

Base Acre Payment

Base acre payment is a CTAP payment that is predicated on a farm's upland cotton base acres.

Base Acres

[7 CFR 1412.3] "Base acres" means, with respect to a covered commodity on a farm, the number of acres in effect on September 30, 2013, as defined in the regulations in 7 CFR part 1412, subpart B that were in effect on that date, subject to any reallocation, adjustment, or reduction. Unless specifically stated otherwise, the term "base acres" *--includes any generic base acres when planted to a covered commodity or are eligible--* subsequently planted crop acreage.

Cash Lease

A cash lease provides for only a guaranteed sum, certain cash payment, or a fixed quantity of the crop.

Contract or Application Period

Contract or application period means the compliance period specified for the contract or application for the particular program year, as designated on the contract or application. References to the "contract" or "application" period refer to the compliance period for the particular program year. The compliance period for the each program year is October 1 through September 30. For example, for the 2014 contract or application (and; therefore, for the 2014 program), the period begins on October 1, 2013, and ends on September 30, 2014.

Contract or Application Year

Contract or application year means the particular year of the particular contract or application based on the compliance period for the contract or application. The compliance year will run from October 1 to the following September 30 and will have the same name as the corresponding FY. For example, the 2014 contract year will be October 1, 2013, through September 30, 2014, and that year will also be considered the 2014 crop year.

Definitions of Terms Used in This Handbook (Continued)

Contracts or Applications

Contracts or applications are CCC-approved standard, uniform forms and appendixes specified by CCC that constitute the agreement for participation in CTAP or ARC/PLC.

Corn

Corn means field corn or sterile high-sugar corn. Popcorn, corn nuts, blue corn, sweet corn, and corn varieties grown for decoration uses are **not** corn.

Covered Commodity

Covered commodity means wheat, oats, and barley (including wheat, oats, and barley used for haying and grazing), corn, grain sorghum, long grain rice, medium grain rice, pulse crops, soybeans, other oilseeds, and peanuts.

Crop Year

Crop year means the relevant contract or application year. For example, the 2014 crop year is the year that runs from October 1, 2013, through September 30, 2014, and references to payments for that year refer to payments made under contracts or applications with the compliance year that runs during those dates.

Cropland

Cropland is land that COC determines meets 1 of the following conditions:

- currently being tilled for the production of a crop for harvest

  Note: Land that is seeded by drilling broadcast or other no-till planting practices shall be considered tilled.

- **not** currently tilled, but it can be established that this land has been tilled in a prior year and is suitable for crop production

- currently devoted to a 1-row or 2-row shelter belt planting, orchard, or vineyard

- in terraces that were cropped in the past, even though they are no longer capable of being cropped

Definitions of Terms Used in This Handbook (Continued)

Cropland (Continued)

- in sod waterways or filter strips planted to a perennial cover or is preserved as cropland according to 7 CFR Part 1410

- land that has newly been broken out for purposes of being planted to a crop that the producer intends to, and is capable of, carrying through to harvest, using tillage and cultural practice that are consistent with normal practice in the area; provided further that, in the event that these practices are **not** used other than for reasons beyond the producer's control, the cropland determination shall be void retroactive to the time at which the land was broken out.

CRP Contract Expiration

CRP contract expiration is land that is no longer enrolled in CRP under the applicable contract because the CRP contract period has expired.

DCP Cropland

DCP cropland is as defined in 7 CFR Part 718 and 10-CM.

Deputy Administrator

Deputy Administrator means the person who holds the position of DAFP for FSA.

Developed

Developed means:

- land that has been approved by the local Government for uses other than commercial agricultural uses

- construction activity that has begun to install any aspect of the development, such as utilities or roadways.

Dry Peas

Dry peas means Austrian, wrinkled seed, yellow, Umatilla, and green peas, excluding peas grown for the fresh, canning, or frozen markets or similar markets.

Definitions of Terms Used in This Handbook (Continued)

Enrolled Status

Enrolled status means a contract with:

- producer signatures for all shares
- an enrollment date entered in the system
- **no** COC approval date entered in the system.

Excess Base Acres

Excess base acres are the number of base acres, including upland cotton and generic base acres, that exceed the farm's total DCP cropland.

Extra Long Staple Cotton

Extra long staple cotton is cotton that is other than upland cotton and both of the following:

- produced from pure strain varieties of the Barbadense species or any hybrid of the species, or other similar types of extra long staple cotton, designated by the Secretary, having characteristics needed for various end uses for which United States upland cotton is **not** suitable and grown in irrigated cotton-growing regions of the United States designated by the Secretary or other areas designated by the Secretary as suitable for the production of the varieties or types

- ginned on a roller-type gin or, if authorized by the Secretary, ginned on another type gin for experimental purposes.

Farm

Farm means a tract, or tracts, of land that are considered to be a separate operation with the same OO.

Home County

Home county means administrative county in the web-based environment.

Definitions of Terms Used in This Handbook (Continued)

Initiated Status

Initiated status is an application or contract that has been started in the automated system, but does **not** have either of the following:

- shares with producer signatures totaling 100 percent
- an enrollment or application date entered in the system.

Landlord

A landlord is someone who rents or leases farmland to another.

Marketing Year

A marketing year is the 12-month period beginning the calendar year the crop is normally harvested as follows:

- barley, oats, and wheat - June 1 through May 31
- canola, dry edible peas, flaxseed, lentils, and rapeseed - July 1 through June 30
- upland cotton, peanuts, and rice - August 1 through July 31
- corn, crambe, grain sorghum, mustard, safflower, sesame, soybeans, sunflowers, and chickpeas - September 1 through August 31.

Medium Grain Rice

Medium grain rice includes short grain rice.

Nonagricultural Commercial or Industrial Use

Nonagricultural commercial or industrial use is land that is no longer suitable for producing annual or perennial crops, including conserving uses, or forestry products.

Nonbase Acres

Nonbase acres are the number of DCP cropland acres on the farm minus the total number of base acres on the farm.

Definitions of Terms Used in This Handbook (Continued)

Normal Planting Period

Normal planting period is a period during which the crop is normally planted in the area with the expectation of producing a normal crop.

Oilseeds

Oilseeds are acreage of soybeans, sunflower seed, rapeseed, canola, crambe, safflower, flaxseed, mustard seed, sesame, or other oilseeds designated by CCC.

Operator (OP)

OP means an individual, entity, or joint operation in general control of the farming operations on the farm during the current year as determined by COC.

Other Oilseeds

Other oilseeds is a crop of sunflower seed (oil and confectionary), rapeseed, canola, crambe, safflower, flaxseed, mustard seed, sesame, or, if designated by the Secretary, another oilseed.

Owner (OW)

OW means individual, entity, or joint operation that has legal ownership of farmland.

Participant

A participant is someone who applies, participates in, or receives payments or benefits in any program.

Pasture

Pasture is land that is used to, or has the potential to, produce food for grazing animals.

Definitions of Terms Used in This Handbook (Continued)

Payment Acres

[7 CFR 1412.3] "Payment acres" mean:

(1) For the purpose of ARC-CO and PLC, subject to planting flexibility provisions as specified § 1412.46, the payment acres for each covered commodity on a farm will be equal to 85 percent of the base acres for the covered commodity on the farm.

(2) For the purpose of ARC-IC, subject to planting flexibility provisions as specified in § 1412.46, the payment acres for a farm will be equal to 65 percent of the base acres for all of the covered commodities on the farm.

(3) For the purpose of CTAP under subpart H of this part, the payment acres for a farm are the base acres of upland cotton in effect on a farm on September 30, 2013, subject to any adjustment or reduction under this part.

Payment Yield

[7 CFR 1412.3] "Payment yield" means for a farm for—

(1) A covered commodity, the yield established under subpart C of this part; and

(2) Upland cotton, the direct payment yield for upland cotton for the farm as of September 30, 2013.

Planted and Considered Planted (P&CP)

P&CP means, with respect to an acreage amount, the sum of the planted and prevented planted acres approved by COC on the farm for a crop.

Prevented Planting

Prevented planting is the inability to plant crop acreage with proper equipment during the established planting period for the crop.

Producer

Producer means an OW, OP, landlord, tenant, or sharecropper who shares in the risk of producing a crop and is entitled to share in the crop available for marketing from the farm, or would have shared had the crop been produced. A producer includes a grower of hybrid seed.

Definitions of Terms Used in This Handbook (Continued)

Pulse Crops

Pulse crops mean dry peas, lentils, small chickpeas (Desi Garbanzo beans), and large chickpeas (Kabuli Garbanzo beans).

Rice

Rice is rice excluding sweet, glutinous, or candy rice, such as Mochi Gomi.

Share Lease

A share lease contains provisions that require any of the following:

- payment of rent based on the amount of crop produced
- proceeds derived from the crop
- interest the producer would have had if the crop had been produced.

Sharecropper

Sharecropper is an individual who performs work in connection with the production of a crop under the supervision of OP and who receives a share for his or her labor.

Skip-Row or Strip-Crop Planting

Skip-row or strip-crop planting is a cultural practice in which strips or rows of the crop are alternated with strips or rows of idle land or another crop.

Supportive and Necessary Contractual Documents

Supportive and necessary contractual documents are those documents including, but not limited to, those items substantiating the CTAP application, such as leases, deeds, signatures of applicants, OW's, OP's, and other tenant signatures when and where applicable.

Tenant

Tenant is someone, other than a sharecropper, who does either of the following:

- rents land from another in consideration of the payment of a specified amount of cash or amount of a commodity

- rents land from another in consideration of the payment of a share of the crops or proceeds.

Definitions of Terms Used in This Handbook (Continued)

Tract

Tract is a unit of contiguous land, under 1 ownership, which is operated as a farm or part of a farm.

Upland Cotton

Upland cotton means cotton that is produced in the United States from other than pure strain varieties of the Barbadense species, any hybrid thereof, or any other variety of cotton in which 1 or more of these varieties predominate. In other words, any cotton that is **not** extra long staple cotton. For program purposes, brown lint cotton is considered upland cotton.

User

User means county FSA employees with level 2 eAuthentication access and State Office administrative users, **except** where specifically noted.

Voluntarily Terminated

Voluntarily terminated is the termination of CRP-1 when either of the following apply:

- request for termination by applicable participants
- death of CRP participants with no succession to CRP-1.

Important: Termination of CRP-1 for any other reason, including the following, is **not** a voluntary termination:

- violation of CRP-1
- sale of land enrolled in CRP.

WRP Acres

WRP acres are DCP cropland acres on the farm enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et. seq.

Screen Index

The following screens are displayed in this handbook.

Screen Number	Screen Name	Reference
	Approve Contracts Screen	562
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Cotton Transition Assistance Program (CTAP) Fact Sheet

The following is an example of the CTAP Fact Sheet.

USDA
UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

2014 Farm Bill

FACT SHEET

August 2014

Cotton Transition Assistance Program (CTAP)

BACKGROUND

CTAP, created by the 2014 Farm Bill, provides interim payments to cotton producers during the 2014 crop year until the Stacked Income Protection Plan (STAX), a new insurance product also created by the legislation, becomes available. CTAP is only authorized for the 2014 crop year, but extends for the 2015 crop year in counties where the new STAX may not be available.

While CTAP is administered by the Farm Service Agency (FSA), STAX will be administered by the USDA's Risk Management Agency (RMA). Information on STAX can be found on the RMA website at www.rma.usda.gov.

For crop years 2014 and 2015, CTAP is based on a farm's 2013 adjusted cotton base acres effective under the 2008 Farm Bill, as of Sept. 30, 2013.

With respect to a farm's effective 2013 cotton base acres, as adjusted, CTAP payments will be issued to 2014 producers who apply and who meet all eligibility requirements. Payments also will be made available to eligible 2015 producers who apply and meet all eligibility requirements and whose farms are located in counties where STAX may not be available.

Under CTAP, there is no requirement that producers plant cotton in order to be eligible for payment; however, eligible producers must have adequate share in enough cropland acres to cover their claimed interest in cotton base acres on form CCC-957.

ELIGIBILITY REQUIREMENTS

To be eligible for CTAP, owners, operators, landlords, tenants and sharecroppers must apply and designate their share by signing form CCC-957. A producer signing form CCC-957 acknowledges and agrees to:

- Comply with highly erodible land conservation and wetland conservation requirements on all their land;
- Comply with average adjusted gross income limitation provisions;
- Meet requirements considered actively engaged in farming;
- Devote acreage equal to the cotton base acreage to an agricultural or conserving use;
- Effectively control noxious weeds on the farm according to sound agricultural practices;
- File an acreage report with respect to all crops and all cropland on the farm;
- Notify FSA when there is a transfer of or change of interest of a producer.

CTAP APPLICATION PERIOD

For crop year 2014, the application period to enroll begins Aug. 11, 2014 and runs through Oct. 7, 2014.

For crop year 2015, the application period will begin after Oct. 1, 2014, and end July 31, 2015.

MAXIMUM PAYMENT AMOUNTS

CTAP payments in each of the 2014 and 2015 program years are limited to $40,000 per person or entity. The limitation is applied by attributing both the amounts received directly by entities and persons and indirect amounts received through entities. CTAP applications approved before Oct. 1 are subject to congressionally mandated automatic reductions of 7.2 percent for the 2014 crop year. Applications approved after Oct. 1 will be reduced the required 7.3 percent for the 2015 crop year. The Budget Control Act of 2011 requires USDA to implement these reductions to program payments.

ADJUSTED GROSS INCOME(AGI)

Persons or legal entities whose average adjusted gross income exceeds $900,000 are not eligible for CTAP payments. The years used to calculate AGI

Page 1

Cotton Transition Assistance Program (CTAP) Fact Sheet (Continued)

FACT SHEET
CTAP

August 2014

for 2014 CTAP are the 2010, 2011 and 2012 tax years. For 2015 CTAP, the years used to calculate AGI are the 2011, 2012 and 2013 tax years.

CTAP PAYMENTS

CTAP payments for crop year 2014 will be issued to eligible cotton producers satisfying all program and payment eligibility requirements on or after Oct. 1, 2014. CTAP payments for crop year 2015 will be issued on or after Oct. 1, 2015.

For crop year 2014, CTAP payments are calculated by multiplying:

- 60 percent of the farm's upland cotton base acres (generic base) times;
- The farm's direct payment yield for upland cotton times;
- $0.09 times;
- The producer's share on the approved application.

The following is an example for a 2014 CTAP payment:

100 upland cotton base acres x 60 percent = 60.0 payment acres
60.0 payment acres x 750 lb. direct payment yield x .09 = $4,050

For crop year 2015, in counties where STAX is not available, CTAP payments are calculated by multiplying:

- 36.5 percent of the farm's upland cotton base acres (generic base) times;
- The farm's direct yield for upland cotton times;
- $0.09 times;
- The producer's share on the approved application.

The following is an example for 2015 CTAP payment in a county for which STAX is not available:

100 upland cotton base acres x 36.5 percent = 36.5 payment acres

36.5 payment acres x 750 lb. direct payment yield x .09 = $2,463.75

CTAP payments are not based on producers' current plantings of cotton acres, but instead are calculated using the base acres and the direct payment yield of upland cotton established on the farm.

PLANTING FLEXIBILITY PROVISIONS

CTAP payment acres (upland cotton base acres) are not impacted by cropland that is planted to fruit and vegetables (FAV's) and wild rice.

FOR MORE INFORMATION

Further information on CTAP is available at local FSA offices or on FSA's website at www.fsa.usda.gov.

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To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

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CCC-510, Cash Rent Certification Statement

A Introduction

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and Information Collection Procedures, including clearance of these documents by the following offices:

- National Office program area
- MSD, Forms, Graphics, and Records Section
- OMB.

No State or County Office-developed form, worksheet, or other document will be used to collect information from producers for CTAP or the ARC/PLC Program unless it is approved by the National Office Risk and Production Program Manager **before** use.

B Completing CCC-510

Important: CCC-510 with a form date of:

- "05-10-07" or earlier is invalid for use for 2009 and subsequent crop years
- "03-10-09" is usable for 2009 DCP (but not ACRE) only
- "04-22-09" is usable for DCP or ACRE for 2009 and subsequent crop years
- "07-25-14".

CCC-510 is valid for only 1 contract year.

Producers who cash rent land can provide County Offices with CCC-510 if the provisions of paragraph 394 about using CCC-510 can be met. County Offices will:

- **not** use any other locally developed CCC-510's
- complete items 1 through 3 and reproduce CCC-510 locally for use by producers
- **not complete items 4 through 12**.

Notes: This information must be completed by the producer and must **not** be filled by County Offices under any circumstance.

If CCC-855 is already on file for a producer and that completed CCC-510 with signatures of lessee and lessor contains enough information for FSA to verify the lessee's interest as a producer on the same year of the CTAP application, CCC-855 is permitted to be used to verify lease terms for the same program.

CCC-510, Cash Rent Certification Statement (Continued)

B Completing CCC-510 (Continued)

Complete CCC-510 according to this table.

Item	Instruction
	The following items can be pre-filled by the County Office before CCC-510 is locally reproduced.
1	Enter the State name where the farm is administratively located.
2	Enter the county name where the farm is administratively located.
3	Enter the applicable contract period.
	The following items shall be completed by the OP or tenant (lessee). County Offices are authorized to provide the producer with the farm number for the applicable farm; however, CCC-510 must be completed by the lessee producer.
4	Print the name of the OP/tenant (lessee).
5	Print the name of the landowner or landlord who is leasing the acreage to the lessee.
6	Enter the farm number for the applicable farm.
7	Enter the number of acres being leased by the lessee.
8	Enter the beginning date for the lease.
9	Enter the date that the lease expires.
10	Enter information about the terms (such as cash) of the lease.
11A	The lessee or representative shall sign.
11B	If: • the lessee signing is **not** signing in the representative capacity, leave blank • anyone other than the lessee is signing in a representative capacity, enter the title or relationship to the lessee.
11C	Enter the date signed.

C Forms Accepted Before Issuing CCC-510

If the producer provided a statement before issuing CCC-510, that statement can be accepted if **all of the following apply**:

- the producer meets the requirements of paragraph 394 about using CCC-510
- adequate information has been provided on the statement to allow COC to make an informed determination about approving CCC-957
- statement was provided by the lessee.

If the producer's statement instead of CCC-510 does **not** meet these requirements, CCC-957 must **not** be approved. CCC-510 is required.

CCC-510, Cash Rent Certification Statement (Continued)

D Example of CCC-510

The following is an example of CCC-510.

This form is available electronically.

CCC-510 (07-25-14) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation **CASH RENT CERTIFICATION STATEMENT**	1. State
	2. County
	3. Contract Period

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1412, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility for program benefits for those producers who provide certification of the cash rent land provisions of their cash lease in lieu of providing the actual cash lease. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

PART A – CASH RENT INFORMATION AND CERTIFICATION STATEMENT

4. Operator/Tenant *(Lessee) (Print)*:

5. Landowner/Landlord *(Lessor) (Print)*:

6. FSA Farm Number	7. Number of Acres Leased	8. Lease Commenced on:	9. Lease Expires on:

10. Terms of the Lease Agreement

I certify that I am a cash rent lessee, based on the definitions specified below, with the lessor identified above for the specified farm and that all information entered on this certification is true and correct. Further, I cash leased this farm in the previous fiscal year and I understand that if documentation or information is later produced that contradicts this certification, any application or contract for the applicable year could be subject to termination and any payments issued deemed unearned.

11A. Signature of Lessee (By)	11B. Title/Relationship of the Individual Signing in a Representative Capacity	11C. Date *(MM-DD-YYYY)*

PART B – LEASE DEFINITIONS

The terms of the lease agreement between the lessee and the lessor determine whether the lease is considered as a share-rent or cash-rent arrangement. The following definitions are applicable.

Cash Lease - A lease will be considered a cash lease if the lease provides for only a guaranteed cash payment for a specified amount, or a fixed quantity of the crop (for example, cash, pounds, or bushels per acre). If the lease provides for the greater of a determinable guaranteed amount or determinable share of the crop or crop proceeds, such agreement will be considered a cash lease. The leasing of grazing or haying privileges is not considered cash leasing.

Share Lease – A lease will be considered a share lease if the lease contains provisions that require the payment of rent on the basis of the amount of crop produced or the proceeds derived from the crop, of the interest such producer, would have had if the crop had been produced, or combination thereof.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at ***http://www.ascr.usda.gov/complaint_filing_cust.html****, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at* ***program.intake@usda.gov****. USDA is an equal opportunity provider and employer.*

CCC-770 CTAP, Cotton Transition Assistance Program Contract Checklist

A Application Checklist

CCC-770 CTAP:

- shall be considered as a management tool to help address deficiencies indentified by a review or spot check of whether program policies or procedures are being followed before issuing various farm program payments

  Note: CED's and/or STC representatives may require additional CCC-770 CTAP's if deemed necessary.

- will be completed when SED, STC, DD, or CED determines that internal control deficiencies exist

- does **not** negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to CTAP.

  Reminder: County Offices must ensure that eligibility has been updated according to CCC-770 Eligibility **before** payments are issued to applicable producers.

B Maintaining CCC-770 CTAP

CCC-770 CTAP is applicable for the application period and contains items that must be verified **before** issuing payments.

C Retention Period

All CCC-770 CTAP's must be retained in the CTAP application folder with CCC-957, according to 25-AS, Exhibit 33.6. If a new CCC-770 CTAP is initiated because of a revision to CCC-957, the original CCC-770 CTAP will be retained, along with the revised CCC-770 CTAP.

Note: Because of several "Hold" litigations, no records are to be destroyed until further notice. Records may be sent to approved FRC's for archival.

D County Office Action

County Offices must check (✓) the "Yes" or "No" column for all questions on CCC-770 CTAP.

The County Office employee who completes an item on CCC-770 CTAP:

- is affirming that the applicable program provisions have, or have **not**, been met
- will sign and date CCC-770 CTAP.

Note: As an alternative, County Offices may opt to review all items after COC has approved CCC-957.

Once a question in the applicable part of CCC-770 CTAP has been answered in a manner that supports the approval of the applicable CCC-957, for items 5 through 10, the preparer shall sign item 10.

Note: By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of CCC-770 CTAP.

Additionally, County Offices shall:

- initiate CCC-770 CTAP, if CCC-957 is revised, as follows:
  - at any point during the contract period and CCC-770 CTAP was previously completed for the farm
  - as 1 of the first five CCC-957's completed by that employee
- **not** enter the COC approval date in the automated system if any item on CCC-770 CTAP is answered "No"
- ensure that the automated system is updated immediately by entering or removing the COC approval date, as applicable, to ensure that payments are timely and are **not** issued in error
- see applicable handbook provisions as specified for additional information.

Reminder: County Offices **cannot** rely solely on using CCC-770 CTAP for administering CTAP. All program provisions **must** be met, **not** just the items included on CCC-770 CTAP. CCC-770 CTAP is a tool to assist with program administration and includes the major areas where deficiencies have been identified, but it is **not**, nor is it intended to be, inclusive of all CTAP provisions.

CCC-770 CTAP, Cotton Transition Assistance Program Contract Checklist (Continued)

E CED Action

CED or their designated representative shall do the following:

- spot-check the first five CCC-770 CTAP's completed by each FSA employee
- randomly spot-check a minimum of five CCC-770 CTAP's for each FSA employee participating, including STC and COC members.

When spot-checking information certified on CCC-770 CTAP, CED's or their designated representative will:

- review CCC-770 CTAP
- indicate whether or **not** they concur with the certification of items 5 through 10
- sign and date item 13
- report to COC and the STC representative any CCC-770 CTAP in which CED does **not** concur with the preparer's determination.

F STC or Designee Spot Checks

STC or designee will spot-check a minimum of 5, **not** to exceed 10, CCC-770 CTAP's spot-checked by CED or designee in each Service Center.

STC or their designee will submit the results of the spot checks to SED.

When spot-checking information certified on CCC-770 CTAP, STC or their designee will:

- review CCC-770 CTAP
- indicate whether or **not** STC concurs with the certification of items 5 through 10
- sign and date item 14.

CCC-770 CTAP, Cotton Transition Assistance Program Contract Checklist (Continued)

G National Report

SED's will report the **total** number of the following to the National Office as of September 30 of each FY:

- CCC-770 CTAP's completed
- CCC-770 CTAP's spot-checked by CED
- CCC-770 CTAP's spot-checked by STC or their designee
- "Do Not Concur" signed by CED
- "Do Not Concur" signed by STC or designee.

Submit the National Report, in the format provided by the National Office, no later than October 31 each FY.

CCC-770 CTAP, Cotton Transition Assistance Program Contract Checklist (Continued)

H Example of CCC-770 CTAP

The following is an example of CCC-770 CTAP.

This form is available electronically.

CCC-770 CTAP (08-08-14)	**U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. State Name	2. County Name
COTTON TRANSISTION ASSISTANCE PROGRAM CONTRACT CHECKLIST		3. Crop Year	4. Farm Number
County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producers.			

Office Staff Actions:	**Handbook or Other Reference**	**YES**	**NO**
5. Have all signatures, or other supporting documentation such as a cash lease or cash rent certification statement, been obtained for all tenants and owners associated with the farm?	*1-CTAP, paragraph 352*		
6. Has signature authority been verified for all signatures on the CCC-957?	*1-CM, Part 25*		
7. Was the application enrolled by the applicable deadline?	*1-CTAP, paragraph 394*		
8. Have the division of payment provisions been satisfied for all producers sharing in the base acres on the CCC-957?	*1-CTAP, paragraphs 352-358*		
9. Is the CCC-957 signed, dated, and approved by the COC or an authorized designee?	*1-CTAP, paragraph 353*		
10. Does each producer sharing in the CTAP acres control enough effective DCP cropland to support their share of the CTAP base acres on the CCC-957?	*1-CTAP, paragraph 355*		

11A. Signature of Preparer	Date	11B. Signature of Preparer	Date
12C. Signature of Preparer	Date	12D. Signature of Preparer	Date

13. I concur/do not concur the above items have been verified and updated accordingly:	☐ Concur	☐ Do Not Concur
13A. CED Signature for Spot Check	13B. Date	
14. I concur/do not concur the above items have been verified and updated accordingly:	☐ Concur	☐ Do Not Concur
14A. DD Signature for Spot Check	14B. Date	

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FSA-911, Wetland Reserve Program Projected Base Acre Reduction Worksheet

A Instructions for Completing FSA-911

Landowners shall use FSA-911 to determine whether a base reduction is required based on a proposed number of DCP cropland acres being offered for enrollment in WRP.

Reminder: County Offices will provide information to landowners with information needed to complete FSA-911. See subparagraph 426 F for additional information.

Landowners should complete FSA-911 according to this table.

Item	Action	
	Part A - Information About This Farm **Note:** Landowners should obtain a copy of FSA-156-EZ to assist with completing FSA-911.	
1	Enter "Cropland" acres for the farm from FSA-156-EZ.	
2	Enter "DCP Cropland" acres for the farm from FSA-156-EZ.	
3	Enter "Effective DCP Cropland" acres for the farm from FSA-156-EZ.	
4	Enter "Double-Cropped" acres for the farm from FSA-156-EZ.	
5	Enter "Total Base Acreage" for the farm from FSA-156-EZ.	
6	Using FSA-156-EZ, determine whether there is more than 1 tract associated with the farm.	
	IF there is…	**THEN select…**
	1 tract on the farm	"No".
	more than 1 tract on the farm	"Yes".
7	Determine the available DCP cropland acreage for the farm by subtracting: • DCP cropland determined in item 1, minus • total base acreage determined in item 5. **Note:** If the result is negative, enter zero.	
8	Determine the double-cropped acreage included in base acreage by subtracting: • total base acreage determined in item 5, minus • DCP cropland determined in item 1.	

FSA-911, Wetland Reserve Program Projected Base Acre Reduction Worksheet (Continued)

A Instructions for Completing FSA-911 (Continued)

Item	Action	
	Part B – Projected Base Reduction	
9	Enter the total number of proposed DCP **cropland** acres, excluding CRP acres, that are being offered for WRP enrollment. **Note:** Do **not** include non-DCP cropland acres that may also be offered for enrollment in WRP. Also, acreage currently in CRP that will be offered for enrollment for WRP shall be excluded.	
10	Enter the available DCP cropland acreage for the farm that was determined in item 7.	
11	Determine the initial base acre reduction for the farm by subtracting: • proposed number of acres being offered in WRP entered in item 9, minus • available DCP cropland acreage for the farm entered in item 10. **Note:** If the result is negative, enter zero.	
12	Determine the revised DCP cropland by subtracting: • DCP cropland entered in item 1, minus • initial base reduction determined in item 11.	
13	Determine whether the available double-cropped acreage included in base acres is greater than the revised DCP cropland.	
	IF the double-cropped acreage determined in item 8 is…	**THEN…**
	greater than the revised DCP cropland determined in item 12	select "Yes" and subtract: • revised effective DCP cropland determined in item 12, minus • available double-cropped acres determined in item 8.
	less than the revised effective DCP cropland determined in item 12	select "No" and enter zero.

FSA-911, Wetland Reserve Program Projected Base Acre Reduction Worksheet (Continued)

A Instructions for Completing FSA-911 (Continued)

Item	Action
14	Determine the projected base acre reduction required for the farm based on the proposed WRP offer by adding: • initial base acre reduction determined in item 11, plus • required reduction of double-cropped acreage determined in item 13.
15	Landowners have the option of voluntarily retiring base acres through WRP easement in addition to any required reduction. If applicable, enter the number of base acres that are voluntarily retired through enrollment in WRP.
16	Determine the total projected base acre reduction for the farm based on the proposed WRP offer by adding: • required base acre reduction determined in item 11, plus • required reduction of double-cropped acreage determined in item 13. Landowners should use the information determined in this item to complete CCC-505, which is required to be filed when an offer for enrollment in WRP is filed. If the proposed number of acres entered in item 9 for enrollment in WRP is increased or decreased, then landowners should prepare another FSA-911 to ensure that the correct amount of base acres are reduced. If "Yes" was selected in item 6 indicating there are multiple tracts on the farm, then landowners may also have the option to redistribute base acres to other tracts on the farm to retain base acres for higher valued crops. Landowners should contact the local County Office to obtain additional information about the potential redistribution of base acres.

FSA-911, Wetland Reserve Program Projected Base Acre Reduction Worksheet (Continued)

B Example of FSA-911

The following is an example of FSA-911.

This form is available electronically.

FSA-911
(08-08-14)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

WETLAND RESERVE PROGRAM
PROJECTED BASE ACRE REDUCTION WORKSHEET

This worksheet has been developed to assist landowners with determining whether a base acre reduction is required due to an offer of acreage for enrollment into the Wetland Reserve Program. The use of this worksheet is voluntarily and is not a requirement to participate the Wetlands Reserve Program.

A. State:

B. County:

C. Farm Number:

PART A – INFORMATION ABOUT THIS FARM

Determine this information from the FSA-156EZ form obtained from the local FSA Office for the applicable farm.

1. CROPLAND	2. DCP CROPLAND	3. EFFECTIVE DCP CROPLAND	4. DOUBLE-CROPPED ACRES	5. TOTAL BASE ACREAGE

6. Is there more than one tract associated with this farm? *If "YES", see the note in Item 16 if a projected base reduction is required.*	☐ YES ☐ NO
7. Available cropland acreage for the farm. *Effective DCP cropland in Item 3 minus total base acreage in Item 5. If the result is negative, enter 0.* ►	
8. Double-cropped acreage included in total base acres. *Item 5 minus Item 3. If the result is negative, enter 0.* ►	

PART B – PROJECTED BASE ACRE REDUCTION

9. Proposed total number of **cropland** acres being offered for WRP enrollment. ► **Note:** Acreage offered for enrollment in WRP may be on cropland and/or non-cropland acreage. Landowner(s) should only enter the number of acres that are on cropland in this field. Non-cropland acres should not be included on this worksheet.		
10. Available cropland acreage for the farm determined in Item 7.		
11. Initial base acre reduction for the farm based on the proposed WRP offer recorded in Item 9. *Item 9 minus Item 10. If the result is negative, enter 0.*		
12. Revised effective DCP cropland. *(Item 3 minus Item 11)*		
13. Is the available double-cropped acreage determined in Item 8 greater than the revised effective DCP cropland determined in Item12? ☐ YES. Subtract the revised effective DCP cropland determined in Item12 from the available double-cropped acres for the farm determined in Item 8. ► **Note:** Double-cropped acreage cannot be greater than the effective DCP cropland. Therefore then an additional reduction to base acres is required. ☐ NO. Enter zero. ►		
14. Total projected base acre reduction required for the farm **based on the proposed WRP offer recorded in Item 9**. *(Item 11 plus Item 13)* ►		
15. Number of additional base acres that are voluntarily retired through enrollment in WRP. ► **Note:** Landowners may opt to retire base acres over and above the required reduction determined in Item 14. If so, enter the number of base acres being retired through the WRP offer.		
16. Total projected base acre reduction for the farm **based on the proposed WRP offer.** *(Item 14 plus Item 15)* ► **Note**: The number of acres determined in Item 16 should be used to complete the CCC-505 form, which is required to be filed when an offer for enrollment in WRP is filed. If the proposed number of acres entered in Item 9 for enrollment in WRP is increased or decreased, landowners should prepare another worksheet to ensure the correct numbers of base acres are reduced. If "YES" was selected in Item 6 indicating there are multiple tracts on the farm, landowners may also have the option of redistributing base acres to other tracts on the farm in order to retain base acres for higher valued crops. Landowners should contact the local FSA county office to obtain additional information regarding the potential redistribution of base acres.		

DISCLAIMER: Completion of this worksheet does not obligate the landowner to enroll acreage into WRP and should only be used as a guide to determine whether a base acre reduction is required based on the proposed number of cropland acres that may be offered for WRP enrollment. If the landowner opts to enroll acreage into WRP, it is recommended that this worksheet be completed by the landowner to determine the number of base acres that are required to be reduced based on the landowner's intentions. If base acres are voluntarily retired through the WRP easement or are required to be reduced based on the acres being enrolled in WRP, landowners must complete a CCC-505, Voluntary Permanent Base Acre Reduction, form when the WRP offer is filed. Acres included on the CCC-505 will be reduced from the base acres for the farm when the WRP easement is recorded. This reduction is permanent for the fiscal year in which the WRP offer is recorded and producers are not eligible for CTAP, PLC, or ARC payments on the reduced acreage. Reduction of base acres included on a CCC-505 shall not be returned to the farm.

Landowners should contact the local FSA County Office to obtain a blank CCC-505 form, a copy of the FSA-156EZ for the farm, and copies of aerial maps associated with the farm or to obtain additional information regarding reductions of base acres. A blank CCC-505 can also be obtained by visiting the following web site - http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home.

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