

FSA
HANDBOOK

Emergency Commodity Assistance Program

For State and County Offices

SHORT REFERENCE

1-ECAP

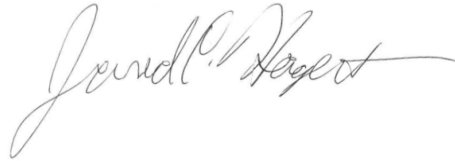
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Emergency Commodity Assistance Program 1-ECAP	Amendment 3
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 97 has been added for Spot Checks.

Exhibits 13 through 17 have been added for Spot Checks.

Page Control Chart		
TC	Text	Exhibits
1, 2	6-3 through 6-6 (add)	1, pages 1, 2 13, pages 1, 2 (add) 14, page 1 (add) 15, pages 1, 2 (add) 16, page1 (add) 17, page 1 (add)

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Part 1 Basic Information**1 Overview****A Background**

FSA is announcing the availability of ECAP, which will provide a 1-time economic assistance payment to eligible applicants of an eligible commodity for the 2024 crop year when an economic loss is determined. These payments will help farmers of eligible commodities cope with increased costs and falling commodity prices, allowing them to pay down debt relative to the 2024 crop and obtain financing for the 2025 crop year.

B Handbook Purpose

This handbook provides policy and procedures for administering ECAP.

C Authority and Responsibility

DAFP has the authority and responsibility for ECAP.

D Sources of Authority

Following are the sources of authority for ECAP:

- American Relief Act, 2025 (Pub. L. 118-158)
- NOFA published March 19, 2025, in the FR
- *--FR Notice published August 18, 2025.--*

E Modifying Provisions

Provisions in this handbook **must not** be revised without prior approval from the National Office. Any requests for revisions or amendments must be sent to the applicable program manager, through the Safety Net Division.

1 Overview (Continued)

F Related FSA Handbooks

Related FSA handbooks include the following:

- 22-AO for outreach
- 1-APP for appeals
- 32-AS and 32-AS Supplement for records management
- 1-CM for common provisions
- 10-CM for farm, tract, and crop data
- 2-CP for acreage and compliance provisions and determinations
- 6-CP for HELC and WC provisions
- 7-CP for finality rule and equitable relief provisions
- 1-FI for issuing payments
- 58-FI for managing debts and claims
- 62-FI for reporting data to IRS
- 63-FI for assignments and joint payments
- 64-FI for establishing and reporting receipts and receivables in NRRS
- 2-INFO for handling information available to the public in FOIA
- 3-INFO for safeguarding individual privacy from misuse of federal records and public access to these records
- 3-PL (Rev. 2) for web-based subsidiary files for 2009 and subsequent years
- 6-PL for payment limitation and payment eligibility provisions.

1 Overview (Continued)

G Forms

Forms, worksheets, applications, and other documents other than those provided in this handbook or issued by the National Office will **not** be used for ECAP.

Any document that collects data from an applicant or handler, regardless of whether their 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, Directives, Forms, and Records Management Branch, Forms Management Section
- OMB.

Forms, worksheets, and documents developed by State or County Offices **must** be submitted to the National Office for review and approval, according to 1-CM.

Important: State or County Office-developed forms, worksheets, or other documents will **not** be used for ECAP unless approved by the National Office.

2 Outreach

A General Information

Program outreach is a critical component of FSA’s objective in ensuring that access of information and programs to interested applicants and potential applicants is provided. FSA outreach activities are National, State, and County Office informational and educational efforts made to promote program benefits and eligibility criteria. Employees are required to conduct outreach activities on programs that align with FSA’s FY outreach goals, which includes ECAP.

The following types of outreach activities may be conducted to market ECAP:

- informational meetings
- program workshops and conferences
- stakeholder meetings
- electronic applicant newsletters
- press releases
- web announcements and other broadcast media formats.

Example: Radio and television public service announcements.

Outreach efforts are designed to increase participation from potential and current agricultural applicants. Outreach efforts are not guaranteed to reach all applicants. Employees are encouraged to work with partners to assist with outreach efforts.

State and County Office outreach coordinators will engage closely with partnering stakeholders organizations, non-profit organizations, community-based organizations, associations, and other USDA agencies to participate in and support collaborative outreach activities to promote ECAP.

Notes: All State and County Office eligible outreach activity types are required to be recorded in the Outreach Tracking and Information System to report the County Office’s outreach accomplishments that support FSA’s strategic outreach goals.

As resources permit, COC will ensure that specific program provisions are publicized and maintain a record of all public information efforts, including posting in Service Centers, according to public information and program policies.

B ECAP Websites

The following websites provide information used to administer ECAP.

Website	Link
ECAP Public Website	www.fsa.usda.gov/ecap
ECAP SharePoint Site	https://usdagcc.sharepoint.com/sites/FPAC-FSA-DAFP-EconomicLoss

3 NEPA Requirements

A Background

NEPA of 1969, as amended, requires that federal agencies must consider all potential environmental impacts before implementing activities that have the potential to significantly impact the human environment. All environmental processes must be fully completed before an action can be approved. Agencies must consult with and obtain comments from federal agencies that manage or have expertise about resources that are potentially affected. FSA's environmental compliance program's mission is to use all practicable means to ensure FSA compliance with all applicable environmental laws, regulations, and procedures. FSA uses an environmental review process to determine the appropriate level of NEPA analysis and documentation required.

B Programmatic Determination of Environment Compliance

The National Office has determined that ECAP does not constitute a major federal action that would significantly affect the quality of the human environment, individually or cumulatively. Therefore, FSA-850 will not be completed.

4 Erroneous Information and Misrepresentation

A Impact of Providing Erroneous Information and Misrepresentation

If any application for an ECAP payment resulted from erroneous information reported by the applicant, the payment will be recalculated and the applicant must refund any excess payment to USDA. If the error was the applicant's error, the refund must include interest to be calculated from the date of the disbursement to the applicant.

If any corrections to the ownership interest in the crop are made and would result in a lower payment, the applicant must refund the difference with interest from date of disbursement.

Any required refunds must be resolved according to debt settlement regulations in 7 CFR Part 3.

B Perjury

In either applying for or participating in ECAP, or both, the applicant is subject to laws against perjury and any penalties and prosecution resulting therefrom, with these laws including, but not limited to, 18 U.S.C. 1621. If the applicant willfully makes and represents as true any verbal or written declaration, certification, statement, or verification that the applicant knows or believes not to be true, in the course of either applying for or participating in ECAP, or both, then the applicant is guilty of perjury and, except as otherwise provided by law, may be fined, imprisoned for not more than 5 years, or both, regardless of whether the applicant makes this verbal or written declaration, certification, statement, or verification within or not within the United States.

4 Erroneous Information and Misrepresentation (Continued)

C Joint and Several Liability

All persons and legal entities with a financial interest in an operation or in an application for payment determined to have been paid incorrectly are jointly and severally liable for any refund, including related charges, that is determined to be due CCC for any reason.

5 Responsibilities

A STC Responsibilities

--Within the authorities and limitations in this handbook, NOFA, and FR, STC's will:--

- direct the administration of ECAP
- ensure that State and County Offices follow all ECAP provisions
- thoroughly document all actions taken in the STC meeting minutes
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- ensure that the State Office representative conducts reviews according to paragraph 96 to ensure that County Offices comply with ECAP provisions

Note: STC's may establish additional reviews to ensure that ECAP is administered according to ECAP provisions.

- take any oversight actions necessary to prevent County Offices from issuing any improper payments
- approve or disapprove any FSA-63 ECAP except those in which an STC member has a monetary interest
- comply with all ECAP provisions.

5 Responsibilities (Continued)

B SED Responsibilities

--Within the authorities and limitations in this handbook, NOFA, and FR, SED's will:--

- ensure that County Offices follow all ECAP provisions
- ensure that County Office employees and COC's are adequately trained
- thoroughly document all actions taken in the STC meeting minutes
- handle appeals according to 1-APP
- handle requests for equitable relief according to 7-CP
- ensure that DD or designee conducts payment reviews according to paragraph 96 and payment reviews are certified to the National Office

Note: SED's may establish additional reviews to ensure that ECAP is administered according to ECAP provisions.

- ensure that ECAP provisions are publicized
- immediately notify the National Office of software problems, incomplete or incorrect procedures, specific problems, or findings
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent County Offices from issuing any improper payments
- comply with all ECAP provisions.

5 Responsibilities (Continued)

C DD Responsibilities

--Within the authorities and limitations in this handbook, NOFA, and FR, DD's will:--

- ensure that COC's and County Offices follow ECAP provisions
- ensure that CED directs the County Office to follow all ECAP provisions
- ensure that CED's or designated employees conduct reviews according to paragraph 96
- complete DD payment reviews according to paragraph 96
- handle appeals according to 1-APP
- immediately notify SED or designated State Office employee of software problems, incomplete or incorrect procedures, specific problems, or findings
- ensure that all County Offices publicize ECAP provisions
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent County Offices from issuing any improper payments
- ensure that FSA assists applicants by providing as much ECAP information as it can in a variety of ways.

D COC Responsibilities

--Within the authorities and limitations in this handbook, NOFA, and FR, COC's will:--

- fully comply with all ECAP provisions
- ensure that CED's fully comply with all ECAP provisions
- ensure that CED's or designated employees conduct reviews according to paragraph 96

5 Responsibilities (Continued)

D COC Responsibilities (Continued)

- review and take action on FSA-63 ECAP's

Note: COC may redelegate authority to CED to review and approve routine FSA-63 ECAP's. Redlegation of authority must be documented in the COC meeting minutes. All adverse actions must go to COC for review and action. CED may not redelegate authority to review or approve routine FSA-63 ECAP's to any other County Office employees.

- thoroughly document all actions taken in the COC meeting minutes
- handle appeals according to 1-APP
- ensure that applicants receive complete and accurate ECAP information
- ensure that the County Office publicizes ECAP provisions
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent County Offices from issuing any improper payments.

E CED Responsibilities

--Within the authorities and limitations in this handbook, NOFA, and FR, CED's will:--

- fully comply with all ECAP provisions
- ensure that all County Office employees fully comply with all ECAP provisions
- if delegated, promptly review and approve routine FSA-63 ECAP's and document in the COC meeting minutes

Note: All adverse actions must go to COC for review and action. CED may not redelegate authority to review or approve routine FSA-63 ECAP's to any other County Office employees.

- conduct reviews according to paragraph 96

5 Responsibilities (Continued)

E CED Responsibilities (Continued)

- handle appeals according to 1-APP
- thoroughly document all actions taken in the COC meeting minutes
- immediately notify SED or designated State Office employee, through DD, of software problems, incomplete or incorrect procedures, specific problems, or findings
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent County Offices from issuing any improper payments
- ensure that applicants receive complete and accurate ECAP information.

Notes: Because of limited resources, publication may or may not be by direct mail or on an individual basis. FSA meets its publication responsibilities by making broad program announcements in press releases, print and electronic media, FR documents, radio and television announcements, and through posting program information in USDA Service Centers.

COC's will:

- ensure that ECAP provisions are publicized
- maintain a record of all publicity efforts.

F Program Analyst Responsibilities

--Within the authorities and limitations in this handbook, NOFA, and FR, program analysts will:--

- fully comply with all ECAP provisions
- immediately notify CED of software problems, incomplete or incorrect procedures, or specific problems
- ensure that all ECAP eligibility requirements have been met by applicants before issuing any payment to ensure that PIIA provisions are satisfied
- ensure that applicants receive complete and accurate ECAP information.

5 Responsibilities (Continued)

G Applicant Responsibilities

The applicant is responsible for being aware of ECAP provisions and accurately certifying to all required information, as applicable, on FSA-63 ECAP.

Applicants who are approved for participation in ECAP are required to retain documentation in support of their FSA-63 ECAP for 3 years after the date of approval. Applicants receiving ECAP payments or any other person who provides this information to USDA must permit authorized representatives of USDA or GAO, during regular business hours, to enter the agricultural operation and inspect, examine, and allow representatives to make copies of books, records, or other items for confirming the accuracy of the information provided by the applicant.

Programs administered by DAFP require accurate information from applicants. Applicants must understand that failure to provide complete and accurate information may result in any or all of the following:

- FSA-63 ECAP being disapproved or COC adjusted
- the applicant or applicants being determined ineligible for FSA programs for the applicable program year or multiple years
- the applicant or applicants being held liable under civil or criminal fraud statute or other statute or provision of law.

6 ECAP General Provisions and Policies

A Equitable Relief and Finality Provisions

Equitable relief and finality provisions in 7-CP apply.

B Controlled Substance Provisions

Controlled substance provisions apply according to 1-CM.

6 ECAP General Provisions and Policies (Continued)

C Administrative Offsets

ECAP payments issued by FSA are subject to administrative offsets.

D Assignments and Joint Payments

An applicant entitled to an ECAP payment may:

- assign the payment according to 63-FI
- use joint payment authorizations according to 63-FI.

The assignment code for ECAP is “24ELP”.

E Obtaining FSA-325 for Deceased, Disappeared, or Incompetent Producers

Follow 1-CM provisions for producers who have died, disappeared, or been declared incompetent.

F Sequestering ECAP Payments

Sequestration does not apply.

7 Customer Records for ECAP Applicants

A Overview

All applicants seeking ECAP benefits must have a customer record established in CRM Business Partner that includes a valid TIN.

B Collecting Customer Data

Applicants who are:

- new customers must complete AD-2047 to provide information that positively identifies the customer
- existing customers may update their profile by completing AD-2047, as needed.

The customer information must be recorded in CRM Business Partner according to 11-CM.

C Farm Record

An applicant is required to be associated with a farm to be eligible for ECAP.

8-23 (Reserved)

Part 2 ECAP Eligibility Policy and Provisions**24 ECAP Eligibility Requirements****A Applicant Eligibility**

To be eligible for ECAP, the applicant must:

- have an interest in input expenses for a covered commodity
- have reported acreage of eligible commodities to FSA on FSA-578
- report acres that were prevented from being planted to FSA using CCC-576, if applicable
- be 1 of the following:
 - citizen of the United States
 - resident alien, which for purposes of ECAP, means “lawful alien” as defined in 7 CFR 1400.3
 - partnership organized under State law
 - corporation, LLC, or other organizational structure organized under State law
 - Indian Tribe or Tribal organization, as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304)
 - foreign person or foreign entity who meets all requirements as described in 7 CFR Part 1400.

Notes: The regulations in 7 CFR Part 1400, subpart E, are applicable to foreign persons and legal entities (foreign and domestic) containing members, stockholders, or partners who are not U.S. citizens or resident aliens who own more than 10 percent of the legal entity.

Ownership interest does not mean interest as a landowner. In this context, ownership interest means the ownership share percentage in the planted or prevented planted acreage of the eligible commodity for program year 2024.

See 6-PL, Part 5, Section 11, for additional information on foreign person provisions.

24 ECAP Eligibility Requirements (Continued)**B Ineligible Applicants**

The following persons or legal entities are **ineligible**:

- applicants who did not have responsibility for input expenses for the acreage of an eligible commodity
- States, including agencies, divisions, or political subdivisions thereof, are ineligible for ECAP payments, except as provided in 6-PL, paragraph 310
- federal agencies, with the exception of BIA

Note: BIA may apply for ECAP for eligible producers on tribal and allotted land.

- applicants who have been suspended or debarred or otherwise excluded from participating in federal programs, according to 1-CM, paragraph 823.

C Deceased Producers

If FSA-63 ECAP involving a deceased producer or closed estate is signed by an authorized individual, payments will be issued using the TIN of the eligible individual or individual's estate, as applicable.

Note: See 1-CM for guidance on deceased, missing, or incompetent producers.

D Dissolved Entities

If a producer is a general partnership or joint venture that was dissolved, all members of the general partnership or joint venture at the time of dissolution, or their representatives, must sign FSA-63 ECAP and required forms.

Note: See 1-CM for guidance on dissolved entities.

25 Eligible Acreage

A Eligible Commodities, Types, and Intended Uses

The following table shows the eligible commodities, types, and intended uses for ECAP.

Crop Name	Crop Code	Type Name	Intended Use
Barley	0091	All	FG, GR, GZ, SD
Canola	0711	All	GR, PR, SD
Chickpeas, Large	0047	Garbanzo, Large Kabuli (GAR)	DE, FG, FH, PR, SD
Chickpeas, Small	0047	<ul style="list-style-type: none"> • Garbanzo, Small Kabuli (GAS) • Garbanzo, Desi (GAD) 	SD
Corn	0041	<ul style="list-style-type: none"> • White (WHE) • Yellow (YEL) • Amylose (AMY) • Popcorn (POP) • Waxy (WXY) • High Amylase (AMA) 	FH, GR, GZ, PR, SD, SG
Cotton	0021 0022	<ul style="list-style-type: none"> • Upland • ELS 	
Crambe	0714		GR, SD
Flax	0031	All	GR, OL, PR, SD
Lentils	0401		DE, FG, GZ, SD
Mustard	0130	All	GR, PR, SD
Oats	0016	All	FG, GR, GZ, SD
Peanuts	0075	All	GP, HP, NP
Peas, Dry	0067	<ul style="list-style-type: none"> • Austrian (AUS) • Green (GRN) • Wrinkled (WSD) • Yellow (YEL) 	DE, FG, GZ, SD
Rapeseed	0129		FG, GR, GZ, PR, SD
Rice	0018 0904	<ul style="list-style-type: none"> • Long Grain (LGR) • Medium Grain (MGR) • Short Grain (SGR) • Temperate Japonica (JCA) • Sweet 	GR, PR, SD
Safflower	0079		FG, GR, PR, SD
Sesame	0396		GR, PR, SD
Sorghum	0051 0052	<ul style="list-style-type: none"> • All • Dual-Purpose 	FG, GR, GZ, SD, SG
Soybeans	0081	All	FG, FH, GR, GZ, PR, SD
Sunflower	0078	All	FG, GR, PR, SD
Wheat	0011	All	FG, GR, GZ, SD

Note: Any type or intended use not listed in this table is not eligible for ECAP.

25 Eligible Acreage (Continued)

B Acreage Requirements

Eligible acreage must:

- be physically located in the United States or territories
- be reported on FSA-578 for program year 2024
- if prevented, have CCC-576 on file for program year 2024.

Eligible acres of a commodity are equal to the sum of the following:

- acreage planted to an eligible commodity for harvest, grazing, haying, silage, or other similar purposes for the 2024 crop year
- 50 percent of the acreage that was prevented from being planted during the 2024 crop year to an eligible commodity because of drought, flood, or other natural disaster, or other condition beyond the producer's control on the farm, as determined by the Secretary.

Acreage that is reported or determined in CARS will be used to calculate eligible acreage.

C Acreage Reports

Producers are required to file acreage reports for all crops for which they are requesting ECAP benefits. The automated FSA-63 ECAP will interface with CARS to pre-populate the producer's eligible acres on FSA-63 ECAP.

*--Acreage reports:

- may already be on file with FSA
- may be late-filed according to 2-CP
- were accepted **for ECAP purposes only until August 15, 2025.--***

Changes to the 2024 CARS data may adversely impact other program payments, such as ARC/PLC, LFP, NAP, or MAL's and LDP's.

For late-filed acreage reports for **ECAP purposes only**:

- producers will sign FSA-578 certifying to reported acreage
- County Offices will load acreage in CARS but will **not** certify in CARS

Note: If farm records are not established, County Offices will establish CRM Farm Records according to 10-CM.

25 Eligible Acreage (Continued)

C Acreage Reports (Continued)

- acreage reports submitted after the subsequent year's ARD will be processed
- the late-filed acreage reporting fee will be waived
- the required farm visit determining the crop acreage and practice will not be required.

With this option, producers must be able to provide COC with documentation that substantiates the existence of the crop acreage, not just the purchase of inputs to produce the crop. This evidence includes the following:

- precision planting, spraying, or harvesting data or maps that can be tied to the field claimed as planted
- drone photos with locations and notable physical boundaries showing the planted crop in the field
- other aerial or ground imagery records the producer may have that clearly proves the existence of the crop in the field.

If an applicant is not able to meet the requirements listed in this subparagraph, they have the option of paying for a farm visit to verify the existence of the crop and crop acreage in cases where crop residue can still be identifiable.

In addition to the existence of the crop, proof of disposition is also required as provided in 2-CP, subparagraph 27 B.

COC is required to review the late-filed FSA-578 and all supporting documentation provided to determine whether requirements are met. If COC:

- is satisfied, the acreage reported will be eligible for ECAP
- finds the documentation does not justify the reported acreage, FSA-63 ECAP will need a COC adjustment loaded for the specific commodity.

Note: If acreage was timely filed with RMA and is available in CIMS, FSA will:

- consider those acres as timely reported according to 2-CP
- load the acreage in CARS.

For late-filed prevented planted acreage reports for **ECAP purposes only**:

- producers will complete a manual CCC-576, Parts A and B
- producers will sign FSA-578 certifying the late-filed prevented planted acres

25 Eligible Acreage (Continued)

C Acreage Reports (Continued)

- County Offices will load acreage in CARS but will **not** certify in CARS

Note: If farm records are not established, County Offices will establish CRM Farm Records according to 10-CM.

- prevented planted acreage reports submitted after the subsequent year's ARD will be processed
- the late-filed acreage reporting fee will be waived
- the required farm visit verifying eligible disaster conditions will not be required.

COC will review FSA-578 and CCC-576 for all late-filed prevented planted acreage reports for ECAP purposes. If there is not supporting weather data or similarly affected producers in the area, COC can request additional documentation to support the prevented planted late filing. The producer must provide documentation to COC's satisfaction to support the prevented planted acreage reported. Documentation may include, but is not limited to, the following:

- crop insurance information
- documentation of intent to plant, including field preparation, seed purchase, or other applicable information
- weather data from a national or local source
- photos of the prevented planted ground that substantiate the claim.

Note: If prevented planted acreage was timely filed with RMA, FSA will consider those acres as timely reported and load the acreage in CARS. A producer must still complete CCC-576, and COC is required to review and approve the prevented planted event. If COC finds there is not sufficient information to approve, the acreage can be reduced accordingly.

The County Office will:

- issue a notification letter requesting additional documentation
- provide the producer 30 calendar days to submit the information for review.

If any prevented planted acreage is disapproved, COC will complete FSA-63 ECAP, item 15 and provide appeal rights.

All late-filed reviews, approvals, and disapprovals for planted and prevented planted must be recorded in the COC meeting minutes, including the supporting information used in determining the specific action.

25 Eligible Acreage (Continued)

D Crop Status Codes

To be counted towards eligible acres on FSA-63 ECAP, all acres must be reported in CARS using 1 of the crop status codes in the following table. For more information on crop status codes, see 2-CP.

Crop Status Code	IF the acreage reported (or determined if present) in CARS has the crop status code of...	THEN ECAP eligibility will be limited to...
I	initial-first crop, planted	the planted eligible commodity.
IP	initial crop, prevented planted	the prevented planted eligible commodity.
IF	initial crop, failed	the failed eligible commodity.
D	covered commodity followed by a different covered commodity – meets double-cropping definition	both plantings of the eligible commodities.
DP	covered commodity followed by a different covered commodity – meets double-cropping definition, prevented planted	both the initial planting and prevented planted eligible commodities.
DF	double-cropped covered commodity followed by a different covered commodity, failed	both the initial planting and failed planting eligible commodities.
E	covered commodity followed by FAV or wild rice, or vice versa – meets double-cropping definition	the planted eligible commodity.
EP	covered commodity followed by FAV or wild rice, or vice versa – meets double-cropping definition, prevented planted	the prevented planted eligible commodity.
EF	covered commodity followed by FAV or wild rice, or vice versa – meets double-cropping definition, failed	the failed eligible commodity.
G	noncovered commodity or non-FAV followed by covered commodity or vice versa – meets double-cropping definition	the planted eligible commodity.
GP	noncovered commodity or non-FAV followed by covered commodity or vice versa – meets double-cropping definition, prevented planted	the prevented planted eligible commodity.
GF	noncovered commodity or non-FAV followed by covered commodity or vice versa – meets double-cropping definition, failed	the failed eligible commodity.

25 Eligible Acreage (Continued)

D Crop Status Codes (Continued)

Crop Status Code	IF the acreage reported (or determined if present) in CARS has the crop status code of...	THEN ECAP eligibility will be limited to...
M	noncovered commodity or non-FAV followed by covered commodity or vice versa – does not meet double-cropping definition	the planted eligible commodity.
MP	noncovered commodity or non-FAV followed by covered commodity or vice versa – does not meet double-cropping definition, prevented planted	the prevented planted eligible commodity.
MF	noncovered commodity or non-FAV followed by covered commodity or vice versa – does not meet double-cropping definition, failed	the failed eligible commodity.
J	covered commodity followed by another covered commodity – does not meet approved double-cropping definition * * *	both plantings of the eligible commodities.
*--JP	covered commodity followed by another covered commodity – does not meet approved double-cropping definition, prevented planted	both plantings of the eligible commodities.
JF	covered commodity followed by another covered commodity – does not meet approved double-cropping definition, failed	both plantings of the eligible commodities.
H	noncovered commodity/non-FAV followed by FAV or vice versa – meets double-cropping definition	the planted eligible commodity.
HP	noncovered commodity/non-FAV followed by FAV or vice versa – meets double-cropping definition, prevented planted	the prevented planted eligible commodity.
HF	noncovered commodity/non-FAV followed by FAV or vice versa – meets double-cropping definition, failed	the failed eligible commodity.
K	covered commodity followed by FAV/wild rice or vice versa – does not meet double-cropping definition	the planted eligible commodity.
KP	covered commodity followed by FAV/wild rice or vice versa – does not meet double-cropping definition, prevented planted	the prevented planted eligible commodity.
KF	covered commodity followed by FAV/wild rice or vice versa – does not meet double-cropping definition, failed	the failed eligible commodity.--*

25 Eligible Acreage (Continued)

D Crop Status Codes (Continued)

*--

Crop Status Code	IF the acreage reported (or determined if present) in CARS has the crop status code of...	THEN ECAP eligibility will be limited to...
N	noncovered commodity/non-FAV followed by FAV or vice versa – does not meet double-cropping definition	the planted eligible commodity.
NP	noncovered commodity/non-FAV followed by FAV or vice versa – does not meet double-cropping definition, prevented planted	the prevented planted eligible commodity.
NF	noncovered commodity/non-FAV followed by FAV or vice versa – does not meet double-cropping definition, failed	the failed eligible commodity.
O	noncovered commodity/non-FAV followed by a noncovered commodity/ non-FAV – meets double-cropping definition	the planted eligible commodity.
OP	Noncovered commodity/non-FAV followed by a noncovered commodity/ non-FAV – meets double-cropping definition, prevented planted	the prevented planted eligible commodity.
OF	noncovered commodity/non-FAV followed by a noncovered commodity/ non-FAV – meets double-cropping definition, failed	the failed eligible commodity.

--*

Note: Any crop status code not listed in this table is **not** eligible for ECAP.

25 Eligible Acreage (Continued)**E Prevented Planted Acreage**

Acreage that has been reported as prevented planted must have CCC-576 on file. The total amount of the acreage is limited to 50 percent of the reported prevented planted acreage.

Note: Follow 2-CP for additional prevented planted eligibility information.

F Destroyed Acreage

Acreage that has been reported as an initial crop and is now being reported as destroyed, for ECAP purposes only, is required to have documentation verifying the destruction of the crop. This documentation must tie to the acreage being claimed as destroyed and provide a specific method of destruction. Site visits are not authorized to verify destruction for the 2024 commodity.

Note: For crops destroyed because of natural disasters, see 2-CP policy for failed acreage.

G Failed Acreage

Acreage that is being reported as failed must be reported before the disposition of the crop according to 2-CP policy. Failed acreage reports, for ECAP purposes only, are not allowed.

25 Eligible Acreage (Continued)

H Multiple Intended Use Commodities

Acreage that is reported with 2 different intended uses will be limited to payment on the acreage only 1 time.

IF...	THEN...
both intended uses were reported by the same producer	only 1 intended use will be paid.
intended uses were reported by 2 or more different producers	the producer who is responsible for input expenses for the acres will be eligible for payment.
producers shared responsibility for input expenses for the acreage	each producer will be eligible for the share of acreage that is proportional to their share of the inputs.

Acreage would need to be manually adjusted on FSA-63 ECAP, item 13 to ensure that producers are paid correctly. Complete the ECAP Small Grain Multi-Use Workbook, located on the [ECAP SharePoint](#) site, for each applicant before entering the adjustment on FSA-63 ECAP.

When adjustments are made after an applicant signs FSA-63 ECAP, send a letter to notify the applicant of the reduction. This letter must include applicable appeal rights according to 1-APP. An example letter is provided in Exhibit 5, and a Microsoft Word version of this letter is available as a template on [SharePoint](#).

Example 1: Producer A reports 100 acres of wheat for grazing. Producer B reports the same acres for grain. Producer A has no interest in input expenses. Producer A would not be eligible for a payment and would need to adjust the acreage on FSA-63 ECAP to zero.

Example 2: Producer A reports 100 acres of wheat for grazing. Producer B reports the same acres for grain. Producer A is responsible for 25 percent of the input expenses, and Producer B is responsible for 75 percent. Producer A would only be eligible for payment on 25 acres, and Producer B would be eligible for 75 acres. Both producers would need acreage adjustments on their FSA-63 ECAP.

Note: In both examples, the total 100 acres of wheat will show on both producers' FSA-63 ECAP's. COC needs to ensure that acres are correctly adjusted between applicants so that combined payment acres do not exceed 100 acres.

25 Eligible Acreage (Continued)

I Eligible Subsequent ECAP Commodity Acreage Following Short-Rated Small Grains

FCIC small grain crop provisions provide a reduced premium when the:

- small grain is intentionally destroyed before harvest
- producer:
 - notifies their crop insurance agent in writing on or before the date designated in the special provisions of the intended destruction
 - does not claim an indemnity on the acreage.

This practice is referred to as short rate. In instances where producers short rate their small grain acreage and then timely plant an eligible spring commodity in approved or **non-approved** double-cropping scenarios, both eligible commodities and corresponding acreage will be eligible for ECAP.

A report from RMA will be provided to each State where RMA records reflect 2024 crop year short-rated small grains exist in the State. The RMA report will indicate State, county, producer's core customer identification number, small grain crop, FSN or unit, and acres. Compare FSA-63 ECAP to the RMA report to verify the small grain acreage was accurately reported to crop insurance in compliance with a short-rated policy where a claimed subsequent crop exists **before approval**.

The producer is required to provide documentation from their crop insurance agent that verifies the short-rated acreage if:

- a producer's acreage is not reflected on the RMA report
- the number of eligible **subsequent** commodity acres (does not include initial of same crop) claimed exceeds the short-rated acreage on the RMA report
- a commodity is missing from the RMA report.

Example: A producer plants 100 acres of wheat, and timely and appropriately notifies their crop insurance agent the acreage will be short-rated. The producer subsequently plants the same 100 acres to cotton, and the county is not an approved double-cropping county. Both the 100 acres of wheat and the 100 acres of cotton are considered eligible acreage for ECAP.

Acreage will need to be manually adjusted on FSA-63 ECAP, item 13 to ensure that producers are paid correctly.

25 Eligible Acreage (Continued)

J RMA Exemptions

RMA has exemptions that allow a person to insure another person's interest in the crop. When verifying producer eligibility (ownership share and risk in the crop), these exemptions apply to ECAP.

An individual or entity cannot claim to have an interest in the land or crop to FSA and claim to have the same interest in the same land or crop as a different individual or entity to RMA unless 1 of the following RMA exemptions is met.

- Husband or Wife – Either spouse may insure all interest in the crop under 1 policy. A husband and wife have an interest in each other; therefore, a spouse can insure all of the land interests of the other spouse, unless proven to be legally separated.
- Landlord or Tenant – Either the landlord or tenant may insure both parties' share with the permission of the other party.
- Revocable Trust – An individual beneficiary's or grantor's TIN is used to insure the entire interest of the revocable trust.
- Joint Venture – If an employee identification number has been established for a joint venture, it must be used and reported to RMA. However, if the joint venture does not have an employee identification number, 1 of the member's TIN is used to insure the entire interest of the joint venture with all members agreeing and signing the policy.
- Doing Business As – A producer with a TIN for DBA with only the individual as sole proprietor can insure using either the DBA's TIN or the individual's TIN. If DBA has substantial beneficial interest other than the individual, DBA is not eligible for the exception.
- Transfer of Coverage and Right to an Indemnity – A producer's share is insured under a policy purchase by another individual who transfers the insurance coverage to the producer. The original insured individual (transferor) transfers the insurance coverage to another person (transferee).

Note: This does not include name, TIN, or entity structure differences.

Exception: Marital or legal name changes.

For any of the RMA exemptions to be met, the producer must be listed as a SBI on the crop insurance policy, unless SBI is less than 10 percent.

25 Eligible Acreage (Continued)

*--K Subsequent Acreage

An update to the NOFA was posted in the FR on August 18, 2025, with a change to subsequent acreage eligibility. Any acreage of covered commodities that have a subsequent acreage status code listed in the following table are eligible to be included in the ECAP acreage for payment.

J	H
JF	HF
JP	HP
O	N
OF	NF
OP	NP
K	KP
KF	

--*

26-40 (Reserved)

Part 3 Application Process

41 Signup

A ECAP Signup

Producers must submit a completed FSA-63 ECAP for their entire operation nationwide before the end of the application period. The application period for 2025 began on *--March 19, 2025, and ends August 15, 2025. For producers that have eligible acres of subsequent commodities the deadline to apply for the subsequent commodities is September 30, 2025.--*

Note: Producers cannot alter prefilled data items on FSA-63 ECAP. See paragraph 43 for policy on revising FSA-63 ECAP's.

B FSA-63 ECAP Adjustments

Acreage that is listed as a multi-use on FSA-63 ECAP, item 13 must be adjusted to ensure that all involved applicants are not paid in excess of the physical acres reported with a multiple intended use. Not every FSA-63 ECAP will need an adjustment; however, at least 1 applicant related to the multiple intended use report of acres will have a reduction to ensure that physical acres are not overpaid.

Acreage that is part of a short-rated small grain and subsequent crop combination will need an adjustment on FSA-63 ECAP, item 13. Applicants that use FCIC small grain crop provisions will need to add the acreage of the subsequent eligible commodity to FSA-63 ECAP manually.

*--Any adjustment made for a short-rated small grain and subsequent crop combination must be re-evaluated if the applicant modifies the application due to updated subsequent acreage eligibility after August 15, 2025.

Initial acreage of eligible commodities not enrolled by August 15, 2025, is not eligible for payment. Only subsequent acres are eligible for payment after August 15, 2025. Acreage of initially eligible commodities added to an application after August 15, 2025, must be downward adjusted by COC before approval.--*

C Signing FSA-63 ECAP

By signing FSA-63 ECAP, the applicant listed on FSA-63 ECAP is:

- applying for an ECAP payment
- certifying that all information provided on FSA-63 ECAP is true and correct
- agreeing to comply with regulations in 28 U.S.C. and 18 U.S.C.

Note: Any FSA-63 ECAP that was printed or signed from the National Office BOX folder titled “Emergency Commodity Assistance Program (ECAP) – Data as of 03-10-2025” must be re-signed by the applicant by April 30, 2025.

41 Signup (Continued)

D Application Package

An application package includes the following:

- AD-1026 for applicants and all affiliates with farming interests
- AD-2047, if not previously filed
- CCC-901, if applicable
- CCC-902
- CCC-943, if applicable
- FSA-63 ECAP
- FSA-325, if applicable
- SF-3881, if not previously filed.

Note: The policy allowing hardship waivers of the EFT requirement applies to ECAP.
See 63-FI.

E Submitting FSA-63 ECAP

A producer may submit one FSA-63 ECAP nationwide using any of the following methods:

- in person
- by mail
- electronically by 1 of the following:
 - FAX
 - email with a scanned or photocopy of the signed FSA-63 ECAP
 - BOX and One-Span
 - other authorized method that is provided by supplemental notice or other guidance

Note: See 1-CM for policy on signature and electronic filing.

- online application at https://fcp-apps-fsa.fpac.usda.gov/usda_scc_gateway/ecap/app/.

Notes: Submitting FSA-63 ECAP online requires an active Level 2 eAuthentication account through Login.gov. Individual producers can register for a Login.gov account at <https://login.gov/>.

--Once an application has been submitted it is no longer able to be updated in the online application. Producers will have to contact the County Office.--

41 Signup (Continued)

E Submitting FSA-63 ECAP (Continued)

Although FSA-63 ECAP’s may be submitted to any County Office nationwide, if the receiving County Office is not the recording County Office, the receiving County Office must date-stamp FSA-63 ECAP and send it by email, FAX, or BOX to the recording County Office listed on the producer’s FSA-63 ECAP. A copy of FSA-63 ECAP will be maintained in the receiving County Office according to 1-CM.

F Completing FSA-63 ECAP

FSA-63 ECAP will be prefilled for the County Office and the applicant. The applicant applying for an ECAP payment will complete FSA-63 ECAP, items 17, 18, and 19. Applicants with multi-use or short-rated commodities will also complete item 13.

Item	Instructions
1	This will be populated by the automated system.
2	This will be populated by the automated system.
3	This is “2024” and will be populated by the automated system.
4	This will be populated by the automated system.
5A	This will be populated by the automated system. Information is obtained from FSA records.
5B	This will be populated by the automated system. Information is obtained from FSA records.
5C	This will be populated by the automated system. Information is obtained from FSA records.
Part A – Applicant Information	
6	Prepopulated with the full name of the producer who is applying for 2024 ECAP benefits. Information is obtained from FSA records. If changes are needed, contact the County Office listed in item 5A.

41 Signup (Continued)

F Completing FSA-63 ECAP (Continued)

Item	Instructions
7	<p>The following items are prepopulated:</p> <ul style="list-style-type: none"> • item 7A with the first address line • item 7B with the second address line, if applicable • item 7C with the city • item 7D with the State • item 7E with the ZIP Code. <p>Information is obtained from FSA records. If changes are needed, contact the County Office listed in item 5A.</p>
8	<p>The following items are prepopulated:</p> <ul style="list-style-type: none"> • item 8A with the primary phone number and indicate “Home” or “Cell” • item 8B with the alternate phone number and indicate “Home” or “Cell” (optional entry). <p>Information is obtained from FSA records. If changes are needed, contact the County Office listed in item 5A.</p>
9	<p>Prepopulated with the producer’s email address (optional entry).</p> <p>Information is obtained from FSA records. If changes are needed, contact the County Office listed in item 5A.</p>
<p>Part B – Applicant Eligible Reported Commodities and Acres</p>	
10	<p>Prepopulated with the eligible commodity.</p> <p>Information is obtained from FSA records as certified on the applicant’s 2024 FSA-578’s.</p> <p>If FSA-578 is not on file for an eligible commodity, the applicant can contact the County Office to late-file an acreage report.</p>
11	<p>Prepopulated with reported acres.</p> <p>Information is obtained from FSA records on 2024 FSA-578’s. Acreage is calculated using the applicant’s shares reported for each commodity multiplied by the acreage for each field and added together for all fields nationwide.</p> <p>If FSA-578 is not on file for an eligible commodity, the applicant can contact the County Office to late-file an acreage report.</p>

41 Signup (Continued)

F Completing FSA-63 ECAP (Continued)

Item	Instructions
12	For COC use only, leave blank.
13	Used for short-rated and multiple intended use commodities. Contact the local FSA office for assistance for determining value, if applicable.
14	<p>Prepopulated with 50 percent of reported prevented planted acres.</p> <p>Information is obtained from FSA records on 2024 FSA-578's. Acreage is calculated using the applicant's shares reported for each prevented planted commodity multiplied by the acreage for each field, multiplied by 50 percent, and added together for all fields nationwide.</p> <p>If FSA-578 is not on file for an eligible prevented planted commodity, the applicant can contact the County Office to late-file an acreage report.</p>
15	For COC use only, leave blank.
16	Used for short-rated and multiple intended use commodities. Contact the local FSA office for assistance for determining value, if applicable.
Part C – Applicant Certification	
17	Applicant requesting a 2024 ECAP payment must sign certifying to the information in Parts A and B.
18	<p>If signing on behalf of an entity or another individual, enter the representative title or relationship to the entity or individual.</p> <p>Note: If not signing in the representative capacity, this field should be left blank.</p>
19	Enter the date the applicant signs in “MM/DD/YYYY” format.
Part D – County Committee (COC) Determination	
20	COC or designee approving FSA-63 ECAP must sign.
21	Enter the title of COC or designee who signed in item 20.
22	Enter the date COC or designee signs in “MM/DD/YYYY” format.
23	COC or designee will check “Approved” or “Disapproved”, as applicable.

41 Signup (Continued)

G Example of FSA-63 ECAP

The following is an example of FSA-63 ECAP.

FSA-63 ECAP (03-19-25)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		OMB Approved No: 0503-0028 OMB Expiration Date: 10/31/2027		
EMERGENCY COMMODITY ASSISTANCE PROGRAM (ECAP)				FOR COUNTY OFFICE USE ONLY		
				1. Recording State <i>Name Code</i>		2. Recording County <i>Name Code</i>
				3. Program Year 2024		4. Application Number
				5A. Recording County FSA Office Name and Address		
				5B. Recording County Phone Number		5C. Recording County Fax Number
PART A – APPLICANT INFORMATION						
6. Applicant's Name <i>(Person or Legal Entity)</i>						
7A. Address Line 1			8A. Primary Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Cell			
7B. Address Line 2			8B. Alternate Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Cell			
7C. City		7D. State	7E. Zip	9. Email Address		
PART B – APPLICANT ELIGIBLE REPORTED COMMODITIES AND ACRES						
10. COMMODITY	11. 2024 ELIGIBLE PLANTED ACRES	12. COC ADJUSTMENT	13. OTHER ADJUSTMENT	14. 2024 ELIGIBLE PREVENT PLANT ACRES <i>(50% of Reported)</i>	15. COC ADJUSTMENT	16. OTHER ADJUSTMENT
PART C – APPLICANT CERTIFICATION						DATE STAMP
<i>The undersigned certifies and acknowledges that the applicable acreage on this form is accurate and represents only the applicant's share interest of the crop acreage of the applicable commodity. I hereby sign and acknowledge under penalty of perjury in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621 that the foregoing is true and correct.</i>						<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
17. Applicant's Signature		18. Title/Relationship of Representative		19. Date (MM/DD/YYYY)		

42 **Reviews and Approvals**

A Reviewing and Processing FSA-63 ECAP

The recording COC is responsible for acting on all FSA-63 ECAP’s within 30 calendar days of submission. Before approving FSA-63 ECAP’s, COC or designee must take the following actions.

Step	Action
1	Confirm the applicant has signed FSA-63 ECAP correctly. Follow 1-CM for the applicant’s signature.
2	Determine the applicant’s overall eligibility according to paragraph 24.
3	Confirm FSA-63 ECAP was received or postmarked by the end of the application period.

B Delegation of Authority

The authority to approve routine FSA-63 ECAP’s may be redelegated in writing by COC to CED, according to 16-AO, except forms and documents in which CED has a monetary interest.

Routine cases do not include FSA-63 ECAP’s with multiple intended use commodities, subsequent acreage of ECAP commodities that follow a short-rated small grain, or FSA-63 ECAP’s related to acreage report revisions, late-filed acreage reports, or corrections.

IF the applicant is...	THEN approval authority is...
federal or non-federal State or County Office employee	CED.
COC member	
DD	
SED	
STC member	
CED	COC.
any producer in a recording County Office	

42 Reviews and Approvals (Continued)**C Approval Process**

If all program eligibility requirements are met and COC or delegate has determined that the information on FSA-63 ECAP is reasonable and accurate, COC or delegate will approve FSA-63 ECAP and thoroughly document approval in the COC meeting minutes.

Notes: COC may redelegate authority to CED to review and approve routine FSA-63 ECAP's. All adverse actions must go to COC for review.

Completing eligibility forms (such as AD-1026, CCC-901, and CCC-902) is not a condition of approval. However, these forms must be filed within 1 year from the date of the application deadline. Failure to timely provide all eligibility forms may result in no payment or a reduced payment.

If COC determines a COC adjustment is needed for the acreage in FSA-63 ECAP, item 12 or 15, COC will document the adjustment in the COC meeting minutes and provide notification to the applicant. If the acreage is decreased with the adjustment, proper appeal rights must be given.

Example: A producer late files a prevented planted acreage report. COC disapproves the notice of loss, and determined acres were not loaded into the CARS software. The decreased acreage is loaded into FSA-63 ECAP, item 15 before COC signs the approval.

D Disapproval Process

COC may disapprove FSA-63 ECAP for any of the following reasons:

- person or legal entity applying for ECAP is determined to be an ineligible producer according to subparagraph 24 A
- producer did not provide sufficient documentation to support the share of acreage claimed when requested by COC
- signature requirements were not met according to 1-CM
- FSA-63 ECAP was submitted or postmarked after the announced signup deadline.

42 Reviews and Approvals (Continued)

D Disapproval Process (Continued)

If COC disapproves FSA-63 ECAP, COC must:

- thoroughly document the reason for the disapproval in the COC meeting minutes
- notify the producer of the disapproval in writing
- provide applicable appeal rights according to 1-APP.

E Withdrawing FSA-63 ECAP

A producer:

- may withdraw FSA-63 ECAP any time after submission until the end of the application period; however, copies of all submitted FSA-63 ECAP's must be kept in the file
- must request a withdrawal in writing and submit the request to the recording County Office.

Note: The recording County Office must date-stamp the request.

All actions must be thoroughly documented in the COC meeting minutes.

F Letter Notifying Applicant of Disapproval

Send a letter to notify the applicant that their FSA-63 ECAP has been disapproved and to provide appeal rights. An example letter is provided in Exhibit 7, and a Microsoft Word version of this letter is available as a template on [SharePoint](#).

43 Revising FSA-63 ECAP

A FSA-63 ECAP Acreage Revisions

FSA-63 ECAP's may be revised through August 15, 2025. A requested revision after this date will be treated as a late-filed FSA-63 ECAP. The only manual revisions allowed are to multiple intended use commodities and subsequent commodities following short-rated small grain provisions. All other revisions to acreage must be completed through CARS with modifications to the applicant's FSA-578's.

If an applicant files a revised FSA-63 ECAP:

- the original FSA-63 ECAP must be kept on file
- COC will be required to review, document, and take action on the revision.

Note: Any revisions to multiple intended use commodities must have a new Small Grain Multi Intended Use Workbook, located on the [ECAP SharePoint](#) site, completed and attached to the revised FSA-63 ECAP.

If a change is made on an applicant's FSA-578 and FSA-63 ECAP has already been filed, a revised FSA-63 ECAP must be created and signed by the applicant by August 15, 2025. Follow 2-ECAP for instructions on revised and suspended FSA-63 ECAP's.

*--B FSA-63 ECAP Revisions for Subsequent Acres

FSA-63 ECAP's may be revised through September 30, 2025, for any application that contains eligible subsequent acres. Any adjustment that was previously made due to short-rate must be re-evaluated. The only manual revisions allowed are to multiple intended use commodities. All other revisions to the acreage must be completed through CARS with modifications to the applicant's FSA-578's.--*

44 Late-Filed FSA-63 ECAP's

A Registers

Registers will be authorized according to 1-CM when deemed necessary. The County Office will maintain a copy of the ECAP register for future reference.

B FSA-63 ECAP Received After the Application Deadline

If FSA-63 ECAP is received after the application deadline, notify the applicant with appeal rights included in the example letter in Exhibit 8. Provide appeal rights according to 1-APP.

44 Late-Filed FSA-63 ECAP’s (Continued)

B FSA-63 ECAP Received After the Application Deadline (Continued)

DAFP has the authority to waive or modify application deadlines and other requirements or program provisions not specified in law, in cases where DAFP determines it is equitable to do so and where the lateness or failure to meet these other requirements or program provisions do not adversely affect the ECAP operation.

STC and COC do not have authority to approve programmatic relief for late-filed FSA-63 ECAP’s. However, a late-filed FSA-63 ECAP will be reviewed according to the following table.

Notes: Neither STC nor COC are under any obligation to recommend relief. COC is not required to submit cases to STC that COC believes do not warrant relief, nor is STC required to approve cases that STC believes do not warrant relief. If relief is not recommended by either STC or COC:

- the late-filed FSA-63 ECAP will be disapproved
- the County Office will notify the applicant in writing of the decision on the applicant’s request for programmatic relief with appropriate appeal rights according to 1-APP, based on the reviewing authority’s decision that FSA-63 ECAP was late-filed and that relief was not appropriate.

Cases do not have to be submitted to STC or DAFP for disapproval of relief.

Producer Action	County Office or COC Action	STC Action
FSA-63 ECAP is submitted after the application deadline, but is not accompanied with a written explanation as to why the deadline was not met.	Issue a letter to the applicant to: <ul style="list-style-type: none"> • explain that FSA received FSA-63 ECAP after the application deadline • request a written explanation within 30 calendar days of why the deadline was not met if the applicant wishes to have FSA-63 ECAP considered for approval. 	No actions are needed.

44 Late-Filed FSA-63 ECAP's (Continued)

B FSA-63 ECAP Received After the Application Deadline (Continued)

Producer Action	County Office or COC Action	STC Action
<p>FSA-63 ECAP is submitted after the application deadline and is accompanied with a written explanation as to why the deadline was not met.</p>	<p>Review for programmatic relief consideration.</p> <ul style="list-style-type: none"> If COC determines circumstances merit programmatic relief, complete FSA-321 and forward all documents to STC. 	<p>Review FSA-63 ECAP and written explanation to determine whether programmatic relief should be granted.</p> <ul style="list-style-type: none"> If yes, STC will concur and forward all documents to DAFP for determination. If no, STC will take no action and send FSA-63 ECAP back to COC to issue a letter that FSA-63 ECAP has been reviewed, and FSA will disapprove since FSA-63 ECAP was late-filed. COC will disapprove and notify the applicant with appeal rights included in the example letter in Exhibit 8.
	<ul style="list-style-type: none"> If COC determines circumstances do not merit programmatic relief, issue a letter to the applicant stating that FSA-63 ECAP and written explanation have been reviewed and considered late and have been disapproved with appeal rights included in the example letter in Exhibit 8. 	<p>No actions are needed.</p>

45-59 (Reserved)

Part 4 Payment Eligibility and Payment Limitation

60 Payment Eligibility

A Payment Eligibility Rules

The following payment eligibility rules apply to ECAP applicants:

- actively engaged in farming
- rules for non-family joint operation
- cash rent tenant
- foreign person rule
- minor child
- conservation compliance
- controlled substance.

B Deadline for Filing Eligibility Documents

Applicants must file all required and optional eligibility documents by August 17, 2026.

61 Payment Limitation

A Payment Limitation Rules

ECAP uses a 2-tier payment limitation that is determined based on the percent of the **average gross income** for a producer that is derived from farming, ranching, or forestry. This is a change from other FSA and CCC programs that use **average AGI**. The payment limitation:

- is separate from any other program
- uses 2024 as the program year for eligibility and limitation determinations.

The income test based on **average gross income**:

- was established under the American Relief Act, 2025 (Pub. L. 118-158)
- uses gross income, as defined under the Internal Revenue Code in 26 U.S.C. 61.

Note: The meaning in general for gross income includes all income from whatever source derived before any adjustments or deductions.

The applicable years for the 2024 program will be an average of 2020, 2021, and 2022.

Note: See 6-PL for policy about the following:

- average gross income provisions
- calculating average gross income from farming, ranching, and forestry
- determining percentage of average gross income from farming, ranching, and forestry operations.

61 Payment Limitation (Continued)**A Payment Limitation Rules (Continued)**

The 2-tier payment limitation provision includes the total payments received, directly or indirectly, by a person or legal entity (except a joint venture or general partnership) under ECAP and may not exceed the following:

- \$125,000, if less than 75 percent of the average gross income of the person or legal entity for the 2020, 2021, and 2022 tax years is derived from farming, ranching, or forestry activities
- \$250,000, if at least 75 percent of the average gross income of the person or legal entity for the 2020, 2021, and 2022 tax years is derived from farming, ranching, or forestry activities.

Note: The total amount of payments received, directly or indirectly, by a person or legal entity (except a joint venture or general partnership) may not exceed \$125,000 unless the optional certification for the expanded payment limitation is filed by the applicant, which may increase the payment limitation to \$250,000.

The following payment limitation rules apply to ECAP applicants:

- payments to persons and legal entities will be limited according to the rules for attribution in 7 CFR 1400.105 and 6-PL, Part 3
- substantive change
- payment limitation adjustments.

B AGI Provisions

The \$900,000 AGI provisions in 6-PL, Part 8 are **not** applicable.

61 Payment Limitation (Continued)

C Optional Certification for Expanded Payment Limitation

Applicants requesting an expanded payment limitation must:

- complete CCC-943 for the 2024 program year
- provide a certification from an EA that is properly admitted to practice before the IRS, licensed CPA, or attorney certifying at least 75 percent of the average gross income of a person or legal entity (except a joint venture or general partnership) for the 2020, 2021, and 2022 tax years is derived from farming, ranching, or forestry activities.

Requests for an expanded payment limitation to \$250,000 is optional for all applicants, including the following:

- persons
- legal entities
- interest holders in a legal entity, including embedded entities to the fourth level of ownership interest, regardless of share
- members of a joint venture or general partnership, regardless of the number of members
- Native Americans or tribes represented by BIA.

If the member of a legal entity does not file CCC-943:

- member's payment limitation will remain at \$125,000
- payments for the legal entity will be reduced accordingly through application of direct attribution provisions.

Note: A joint venture or general partnership is not considered to be a legal entity (such as a corporation, limited liability partnership, or LLC) for FSA-63 ECAP of the optional payment limitation provisions.

An EA, CPA, or attorney must complete CCC-943, Part D. See 6-PL, Exhibit 26 for an example of CCC-943 and completion instructions.

Note: Do not send CCC-943 to IRS for verification of average gross income.

61 Payment Limitation (Continued)**D Recording CCC-943 in Subsidiary**

A producer's request for an optional expanded payment limitation on CCC-943 will be recorded in the 2024 program year web-based subsidiary record according to 3-PL (Rev. 2), only after **both** of the following:

- the producer has completed the applicable form
- the EA's, CPA's, or attorney's signature has been provided on the form or a written certification statement from the EA, CPA, or attorney has been received.

As each ECAP payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all ECAP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

Note: Payment reprocessing occurs throughout ECAP's lifespan. Reprocessed payments may not occur in the same order as originally issued, which could impact payment limitation for applicants associated with multiple FSA-63 ECAP's.

62-77 (Reserved)

Part 5 Payments**78 Payment Provisions****A Determined Payment Rates**

An ECAP payment will be equal to the greater of either of the following:

- 26 percent of the product obtained by multiplying the economic loss for an eligible commodity, which is the difference between the expected cost of production per acre and the expected gross return per acre for that eligible commodity, by the eligible acres of that eligible commodity on the farm
- the product obtained by multiplying the following 3 numbers:
 - 8 percent of the eligible commodity's PLC reference price (7 U.S.C. 9011(19))
 - PLC national average payment yield for the eligible commodity (7 U.S.C. 9011(15))
 - number of eligible acres of that eligible commodity on the farm.

For ECAP payment calculations, FSA has calculated a payment rate for each eligible commodity that is equal to the greater of either of the following:

- 26 percent of the economic loss, which is the difference between the expected cost of production per acre and the expected gross return per acre, for an eligible commodity (referred to as the "economic loss payment rate" in this handbook)
- 8 percent of the eligible commodity's PLC reference price, multiplied by the eligible commodity's PLC national average payment yield (referred to as the "minimum payment rate" in this handbook).

78 Payment Provisions (Continued)

A Determined Payment Rates (Continued)

The payment rates for each commodity are shown in the following table.

Crop	10-Year Average Harvested Yield	Unit	Price Forecast	Forecasted Cost of Production	Net Gross Return	26 Percent of Gross Loss	Reference Price	National Average PLC Yield	Minimum Payment	Payment Rate (Greater of Gross Return vs Minimum Payment)
	(a)		(b)	(c)	(a*b)-c	((a*b)-c)*0.26	(d)	(e)	(d*e)*0.08	
Barley	73.35	BU	\$6.60	\$472.01	\$12.10	N/A	\$4.95	54.73	\$21.67	\$21.67
Canola	17.26	CWT	20.30	472.80	-122.42	\$31.83	20.15	16.56	26.69	31.83
Large Chickpeas	12.95	CWT	33.00	482.64	-55.29	14.38	21.54	13.94	24.02	24.02
Small Chickpeas	13.64	CWT	26.00	475.61	-120.97	31.45	19.04	14.24	21.69	31.45
Corn	174.16	BU	4.10	879.10	-165.04	42.91	3.70	140.76	41.66	42.91
Cotton	861.60	LB	0.66	894.56	-325.90	84.74	0.37	1755.59	51.97	84.74
Crambe	13.90	CWT	19.10	310.78	-45.29	11.78	20.15	11.84	19.08	19.08
Flax	18.50	BU	12.50	311.90	-80.65	20.97	11.28	19.29	17.41	20.97
Lentils	10.73	CWT	34.50	396.01	-25.83	6.71	19.97	12.08	19.30	19.30
Mustard	6.84	CWT	47.90	346.73	-19.09	4.96	20.15	7.05	11.36	11.36
Oats	66.41	BU	3.40	524.48	-298.69	77.66	2.40	51.94	9.97	77.66
Peanuts	38.86	CWT	26.50	1184.95	-155.16	40.34	26.75	35.28	75.51	75.51
Peas	17.94	CWT	13.80	292.10	-44.53	11.58	11.00	18.21	16.02	16.02
Rapeseed	18.47	CWT	15.90	381.98	-88.31	22.96	20.15	14.66	23.63	23.63
Rice	75.49	CWT	15.60	1314.84	-137.20	35.67	15.28	62.92	76.94	76.94
Safflower	12.39	CWT	29.90	471.71	-101.25	26.32	20.15	10.85	17.49	26.32
Sesame	4.89	CWT	39.00	255.45	-64.74	16.83	20.15	3.17	5.12	16.83
Sorghum	66.73	BU	4.10	437.14	-163.55	42.52	3.95	61.90	19.56	42.52
Soybeans	50.08	BU	10.20	625.29	-114.47	29.76	8.40	40.44	27.18	29.76
Sunflowers	16.79	CWT	19.85	438.00	-104.72	27.23	20.15	14.40	23.21	27.23
Wheat	48.24	BU	5.60	388.19	-118.05	30.69	5.50	41.48	18.25	30.69

78 Payment Provisions (Continued)

B Payment Calculations

Payments are calculated using the established payment rate times the eligible acres per commodity. Payments will be factored by 85 percent to ensure that funding is not exceeded. If there is funding available after the application period ends, an additional payment may be issued.

C Payment Examples

Example 1: Basic calculation with only 1 farm.

	Eligible Commodity	Reported Acres (Producer Share)	Total Eligible PP Acres (50%)	(a) Total Acres for Payment	(b) Eligible Crop Payment Rate	(c) Calculated Payment Amount (a) x (b)	(d) Payment Factor (85%)	Calculated Gross Payment (c) x (d)
Farm 100	Corn	1000	0	1000	\$42.91	\$42,910.00	85%	\$36,473.50
	Soybeans	500	0	500	\$29.76	\$14,880.00	85%	\$12,648.00
Producer Total Gross Payment								\$49,121.50

78 Payment Provisions (Continued)

C Payment Examples (Continued)

Example 2: Basic calculation with more than 1 farm.

The producer has Farm 100 in County A and Farms 200 and 300 in County B. The recording County Office is County B. The payment will be issued out of County B.

	Eligible Planted Crop	Eligible Planted Acres (Producer Share)	Eligible PP Acres (50%)	(a) Total Acres for Payment
Farm 100	Corn	1000	0	1000
	Soybeans	500	0	500
Farm 200	Grain Sorghum	100	0	100
Farm 300	Soybeans	200	0	200
	Grain Sorghum	50	0	50

Eligible Planted Crop	Total Eligible Planted Acres (Producer Share)	Total Eligible PP Acres (50%)	(a) Total Acres for Payment	(b) Eligible Crop Payment Rate	(c) Calculated Payment Amount (a) x (b)	(d) Payment Factor (85%)	Calculated Gross Payment (c) x (d)
Corn	1000	0	1000	\$42.91	\$42,910.00	85%	\$36,473.50
Soybeans	700	0	700	\$29.76	\$20,832.00	85%	\$17,707.20
Grain Sorghum	150	0	150	\$42.52	\$6,378.00	85%	\$5,421.30
Producer Total Gross Payment							\$59,602.00

78 Payment Provisions (Continued)

C Payment Examples (Continued)

Example 3: With prevented planted acres.

The producer has 3 farms and certified a total of 70 acres of prevented planted corn, 20 acres of prevented planted oats, and 20 acres of prevented planted wheat. The following tables show the 50 percent calculation for the prevented planted acreage.

	Eligible Planted Crop	Eligible Planted Acres (Producer Share)	Eligible PP Acres (50%)	(a) Total Acres for Payment
Farm 400	Corn	100	10	100
	Soybeans	125	0	125
Farm 500	Corn	150	25	175
	Wheat	75	0	75
Farm 600	Oats	80	10	90
	Wheat	200	10	210

Eligible Planted Crop	Total Eligible Planted Acres (Producer Share)	Total Eligible PP Acres (50%)	(a) Total Acres for Payment	(b) Eligible Crop Payment Rate	(c) Calculated Payment Amount (a) x (b)	(d) Payment Factor (85%)	Calculated Gross Payment (c) x (d)
Corn	250	35	285	\$42.91	\$12,229.35	85%	\$10,394.95
Soybeans	125	0	125	\$29.76	\$3,720.00	85%	\$3,162.00
Wheat	275	10	285	\$30.69	\$8,746.65	85%	\$7,434.65
Oats	80	10	90	\$77.66	\$6,989.40	85%	\$5,940.99
Producer Total Gross Payment							\$26,932.59

78 Payment Provisions (Continued)

C Payment Examples (Continued)

Example 4: Eligible skip row.

	Eligible Planted Crop	Total Eligible Planted Acres (Producer Share)	Total Eligible PP Acres (50%)	(a) Total Acres for Payment	(b) Eligible Crop Payment Rate	(c) Calculated Payment Amount (a) x (b)	(d) Payment Factor (85%)	Calculated Gross Payment (c) x (d)
Farm 100	Corn	500	30	530	\$42.91	\$22,742.30	85%	\$19,330.96
	Wheat	125	10	135	\$30.69	\$4,143.15	85%	\$3,521.68
Farm 200	Cotton	200		300	\$84.74	\$25,422.00	85%	\$21,608.70
	Skip Row	100						
Producer Total Gross Payment								\$44,461.34

Example 5: Multiple intended use.

	Eligible Planted Crop	Eligible Planted Acres (Producer Share)	Eligible PP Acres (50%)	(a) Total Acres for Payment
Farm 400	Wheat GR	100	0	100
	Wheat GZ	100	0	100
	Wheat	200	10	210

	Eligible Planted Crop	Total Eligible Planted Acres (Producer Share)	Total Eligible PP Acres (50%)	(a) Total Acres for Payment	(b) Eligible Crop Payment Rate	(c) Calculated Payment Amount (a) x (b)	(d) Payment Factor (85%)	Calculated Gross Payment (c) x (d)
Farm 400	Wheat Multi-Use	100	0	100	\$30.69	\$3,069.00	85%	\$2,608.65
	Wheat	200	10	210	\$30.69	\$6,444.90	85%	\$5,478.17
Producer Total Gross Payment								\$8,086.82

78 Payment Provisions (Continued)

C Payment Examples (Continued)

Example 6: Short-rated small grains.

The producer planted 100 acres of wheat and appropriately reported to the crop insurance agent as short-rated acreage. They then planted 100 acres of cotton as a subsequent commodity in a non-approved double-cropping county. There are 50 acres of cotton on a separate farm.

	Eligible Planted Crop	Eligible Planted Acres (Producer Share)	Eligible PP Acres (50%)	(a) Total Acres Reported
Farm 400	Wheat	100	0	100
	Cotton – Subsequent	100	0	100
Farm 500	Cotton	50	0	50

	Eligible Planted Crop	Total Eligible Planted Acres (Producer Share)	Total Eligible PP Acres (50%)	(a) Total Acres for Payment	(b) Eligible Crop Payment Rate	(c) Calculated Payment Amount (a) x (b)	(d) Payment Factor (85%)	Calculated Gross Payment (c) x (d)
Farm 400	Wheat	100	0	100	\$30.69	\$3,069.00	85%	\$2,608.65
	Cotton	150		150	\$84.74	\$12,711.00	85%	\$10,804.35
Producer Total Gross Payment								\$13,413.00

Note: FSA-63 ECAP must be manually adjusted to add the 100 acres of subsequent cotton to the 50 acres already on FSA-63 ECAP.

79 Division of Payment Disputes

A Policy

It is the responsibility of producers to:

- determine shares on FSA-578 and acres on FSA-63 ECAP for multiple intended use commodities
- 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 ensuring that producers meet ECAP requirements.

COC's must **not** be involved in, settle division of payment disputes for, or act on disputed shares for FSA-63 ECAP's.

B Payment Share Disputes

Payment shares are considered in dispute when there is a disagreement on reported acre shares or multiple intended use shares. A disagreement is evident by having a conflicting FSA-63 ECAP on file.

79 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 **must**:

- determine whether available documentation supports who shares in payments on the farm
- determine whether the documentation supports claimed payment shares
- review lease agreements and use them as a guide in determining who shares in payments on the farm and what the correct payment shares should be, unless the lease agreement is in conflict with other provisions of this handbook
- compare the previous year's rental agreement to the current year's rental agreement to determine whether input expenses 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:

- it is obvious that the available evidence supports who should share in payments
- all provisions of this handbook are met.

79 Division of Payment Disputes (Continued)

D Documenting a Dispute

If it is determined there is a disputed FSA-63 ECAP, COC will follow these instructions.

IF...	THEN notify...
<p>FSA-63 ECAP's containing signatures of all producers claiming a share of the acreage have been approved and are subsequently challenged by another FSA-63 ECAP containing signatures of all producers claiming a share</p>	<ul style="list-style-type: none"> • all producers on approved FSA-63 ECAP's that COC's approval of FSA-63 ECAP is withdrawn because of the dispute and will remain in a disputed status until documentation is provided to COC resolving the dispute • all producers on previously approved FSA-63 ECAP's, and on the challenging FSA-63 ECAP, that there is a dispute of shares and that COC will not approve any FSA-63 ECAP that includes the specific farm until the dispute is settled <p>Notes: Send the same letter to all parties concerning this action and copy all parties to this action.</p> <p>COC notification that it will not act on or approve any FSA-63 ECAP, 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 FSA-63 ECAP.</p> <ul style="list-style-type: none"> • producers on all FSA-63 ECAP's that they are responsible for resolving the dispute of shares and obtaining all necessary signatures of applicants by the end of the application period.
<p>conflicting FSA-63 ECAP's show that there is a dispute of shares and FSA-63 ECAP's have not yet been approved</p>	<ul style="list-style-type: none"> • all interested producers that COC will not approve any FSA-63 ECAP that includes the specific farm until the dispute is settled <p>Notes: To the extent possible, send the same letter and copy all parties asserting shares, operators, landowners, etc., with this notification.</p> <p>COC notification that it will not act on or approve any FSA-63 ECAP, where there is a dispute of shares, will not be considered 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 FSA-63 ECAP.</p> <ul style="list-style-type: none"> • producers on all FSA-63 ECAP's that they are responsible for resolving the dispute of shares and obtaining all necessary signatures of applicants by the end of the application period.

79 Division of Payment Disputes (Continued)**E Payment When Disputes Are Resolved for ECAP**

Approval of FSA-63 ECAP once a dispute is resolved before the end of the application period will be handled the same as for FSA-63 ECAP's not having a dispute.

If a dispute is resolved after August 15, 2025, FSA-63 ECAP may be approved and payments issued accordingly, **only** if FSA-63 ECAP was filed on or before August 15, 2025, with payment acres and required signatures for all FSA-63 ECAP's in agreement.

Disputing parties requesting payment must have payment acres greater than zero to receive payment. Approved FSA-63 ECAP payment shares will be limited to not more than the payment acres requested on the disputed FSA-63 ECAP.

Example: Producers A and B both file FSA-63 ECAP requesting 100 percent of the farm's acreage timely. After August 15, 2025, Producers A and B agree to shares of 50 percent each. COC may approve the contract for payment to Producers A and B if FSA-63 ECAP's requesting 50 acres for each producer is timely filed by both producers with required signatures before August 15, 2025.

If there is a dispute that is preventing 1 or more producers from signing, producers are responsible for ensuring that, as a condition of FSA-63 ECAP eligibility, FSA-63 ECAP with all necessary signatures of producers is submitted to FSA no later than the end of the application period to be considered for approval.

COC will render no determination or action on FSA-63 ECAP's **not** having all necessary signatures and supportive and necessary contractual documents. FSA cannot approve enrollments of parts of eligible acreage.

80-95 (Reserved)

Part 6 Reviews

96 Payment Reviews

A CED Payment Reviews

CED payment reviews:

- ensure that FSA-63 ECAP's and eligibility forms are completed correctly
- demonstrate that the County Office understands and is implementing ECAP policy correctly.

CED is required to review **completed FSA-63 ECAP's** from the **first 5 producers for each Service Center** as part of their supervisory responsibility to ensure that program integrity and accountability requirements are met.

The initial review completed by CED must include all documents required to issue payments, including eligibility documents. If the eligibility documentation is not available for 1 or more of the first 5 producers, CED will select the next available completed FSA-63 ECAP payment until five FSA-63 ECAP payments are available for review. Complete the CED Payment Review Checklist in Exhibit 11. A PDF version is available on [SharePoint](#).

During the initial review, CED will complete the CED Payment Review Checklist and do the following:

- ensure that FSA-63 ECAP is completed correctly
- review all signatures obtained, including representative signature authorities
- ensure that all required payment limitation and payment eligibility forms are on file and completed correctly
- review and ensure that all software components are loaded correctly and match paper versions, if applicable, for all documents.

Upon completion, CED will:

- certify to DD or State Office designee that the first 5 completed FSA-63 ECAP payments have been reviewed
- provide the application package for DD or State Office designee review.

Note: CED does not have to wait until all five FSA-63 ECAP payments have been reviewed to submit to DD.

Any corrective actions must be taken within 30 calendar days and reported to DD to verify completion.

96 Payment Reviews (Continued)**B DD or State Office Designee Reviews**

DD or another employee designated by SED will review FSA-63 ECAP payments from the first five FSA-63 ECAP's paid in a Service Center to verify that:

- a signed FSA-63 ECAP was filed by the person or authorized representative of a legal entity
- all required eligibility documentation is on file
- the applicant meets ECAP requirements.

DD or State Office designee will complete the DD Payment Review Checklist in Exhibit 12 for each Service Center and provide it to their State Office. A PDF version is available on [SharePoint](#).

Note: DD or State Office designee will ensure that any corrective actions needed are completed within 30 calendar days.

C State Office Reviews

SED will review all DD Payment Review Checklists for each Service Center and verify that:

- DD has reviewed the first 5 payments for each Service Center
- any corrective actions identified in the reviews have been completed.

SED will provide a completed report to the National Office through [SharePoint](#) identifying all findings and corrective actions taken within 30 calendar days of DD or State Office designee reviews.

--97 Spot Checks*A National Producer Selection**

A selection of producers who were paid through ECAP will be made by the National Office using a statistical sampling method developed by EPAD. This selection is based on payment data for ECAP eligible crops and includes at least 1 application per State, and no more than 5 applications per county. The selection list is posted on the [ECAP SharePoint](#).

The national producer selection list will display the following:

- recording State code
- recording county code
- CCID
- payment amount.

Note: Not all counties will have producers selected for spot check.

B Spot Check Documentation

Applicants will have 30 calendar days to provide the requested information. Applicants must provide documentation for each commodity on FSA-63 ECAP.

Examples of supporting documentation that may be used to support FSA-63 ECAP include the following:

- precision planting, spraying, or harvesting geospatial data or maps
- drone photos with location and notable physical boundaries
- other aerial or ground imagery with the ability to determine date, acres, and crop
- seed receipts showing the amount, variety, and date purchased
- receipts for cleaning, treating, etc., seed planted on the farm
- a written contract or documentation of an oral contract to produce a specific crop
- evidence accepted and approved by RMA or another USDA agency
- receipts showing number and units sold if the sale can be positively identified as sale of the crop for the farm for the year represented
- documentation of payment for custom harvesting indicating acreage, location, and crop year
- records showing the crop was fed to livestock.

Note: CIMS data is not acceptable documentation for a spot check and is not authorized.--*

*--97 Spot Checks (Continued)

C Producer Notification of Selection for Spot Check

The County Office will send a notification letter to applicants selected for a spot check within 30 days of spot check list being provided from the National Office (Exhibit 13). A Microsoft Word version of this letter is available as a template on the [ECAP SharePoint](#).

D Failure to Provide acceptable Documentation for Spot Check

Failure to timely provide acceptable documentation within 30 calendar days will result in COC determining the participant ineligible for program benefits and the producer will be required to refund all payments issued under ECAP. COC must:

- thoroughly document the decision in the COC minutes
- notify the participant in writing of the ineligibility determination (Exhibit 14)
- afford appeal rights according to 1-APP.

Note: A Microsoft Word version of this letter is available as a template on the [ECAP SharePoint](#).

E Conducting the ECAP Spot Checks

The County Office will complete the ECAP National Spot Check Checklist (Exhibit 15) for each applicant selected. A PDF version is available on the [ECAP SharePoint](#).

The County Office will provide the results of the ECAP National Spot Check Checklists and all documentation to COC within 30 calendar days of applicant providing documentation.--*

*--97 Spot Checks (Continued)

F Discrepancy in Acreage

The following provides guidance when there is a discrepancy in acreage by commodity between the:

- acreage as certified on the FSA-63 ECAP
- actual documentation as determined from the documentation provided by the applicant.

IF determined acreage is...	THEN COC...
equal to or greater than the certified acreage	has no action required.
less than but within 5 percent of the certified acreage	Note: Do not enter the determined acreage in the “COC Adjustment” fields. No additional payment will be issued.
more than 5 percent of the certified acreage	<ul style="list-style-type: none"> • must: <ul style="list-style-type: none"> • determine the producer did not comply with ECAP provisions • adjust the acreage downward to the acreage determined from the documentation provided by the applicant in the “COC Adjustment” field • will also consider whether there is fraud or abuse according to subparagraph I.

G COC Action on Spot Checks

COC will:

- review all spot check findings, facts, and documentation
- issue an administrative determination of eligibility
- afford appeal rights according to 1-APP.

If a spot check finding results in a required adjustment, COC will enter the adjustment in on FSA-63 ECAP, item 12 or item 15.

Note: Make only downward adjustments resulting from a spot check.

Once administrative determination is made, the County Office will:

- notify the producer of the results of the spot check (Exhibit 16 or Exhibit 17)
- load spot check results into recording system by announced deadline.

Note: A Microsoft Word version of these letters are available as a template on the [ECAP SharePoint](#).--*

***--97 Spot Checks (Continued)**

H Quality Reviews on Spot Checks

Once all spot check results have been loaded into the recording system, a quality review will be completed by an SED designee. The quality review samples will be provided by the National Office and must be completed and entered into the recording system by the announced deadline.

I Discovery of Fraud or Abuse

COC will follow 1-CM for applications suspected of fraud or abuse with intent to defeat the purpose of ECAP.--*

Reports, Forms, Abbreviations, and Delegations 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 (HELIC) and Wetland Conservation (WC) Certification		41, 42
AD-2047	Customer Data Worksheet		7, 41
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2020 and Subsequent Years		24, 25
CCC-901	Member's Information		41, 42
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		41, 42
CCC-943	75% of Average Gross Income From Farming, Ranching, or Forestry Certification		41, 61
FSA-63 ECAP	Emergency Commodity Assistance Program (ECAP)	41	Text, Ex. 5, 7, 8
FSA-321	Finality Rule and Equitable Relief		44
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		6, 41
FSA-578	Report of Acreage		24, 25, 41, 43, 79
FSA-850	Environmental Screening Worksheet		3
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		41

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
ARC	Agriculture Risk Coverage	25, Ex. 2
ARD	acreage reporting date	25
CARS	Crop Acreage Reporting System	25, 42, 43
CPA	certified public accountant	61
CIMS	Comprehensive Information Management System	25
CRM	Customer Relationship Management	7, 25
DBA	doing business as	25
EA	enrolled agent	61
ECAP	Emergency Commodity Assistance Program	Text, Ex. 2, 5, 7, 8
EPAD	Economic and Policy Analysis Division	97
NOFA	Notice of Funding Availability	1, 5
PIIA	Payment Integrity Information Act	5
PLC	Price Loss Coverage	25, 78, Ex. 2
PP	Prevented Planted	78

Delegations of Authority

This table lists delegations of authority in this handbook.

Delegation	Reference
COC may redelegate authority to review and approve FSA-63 ECAP's to CED, in routine cases. Delegations must be documented in the COC meeting minutes.	42

Definitions of Terms Used in This Handbook

Application

Application means FSA-63 ECAP.

ARC

ARC means Agriculture Risk Coverage provided in 7 U.S.C. 9017.

Average Gross Farm Income

Average gross farm income means the average of the person's or legal entity's gross income derived from farming, ranching, and silviculture operations, for the base period consisting of the 2020, 2021, and 2022 tax years.

If the resulting average gross farm income derived from the bullets of the definition of "income derived from farming, ranching, and silviculture operations" is at least 66.66 percent of the average gross income of the person or legal entity, the average gross farm income may also take into consideration income or benefits derived from the following:

- sale, trade, or other disposition of equipment to conduct farm, ranch, or forestry operations
- provision of production inputs and production services to farmers, ranchers, foresters, and farm operations.

For legal entities not required to file a federal income tax return, or a person or legal entity that did not have taxable income in 1 or more of the tax years during the base period (2020, 2021, or 2022), the average gross farm income will be the gross farm income averaged for the 2020, 2021, and 2022 tax years, as determined by FSA.

For a legal entity created during the base period, the average gross farm income will include only those years of the base period for which it was in business; however, a new legal entity will not be considered "new" to the extent it takes over an existing operation and has any elements of common ownership interest and land with the preceding person or legal entity from which it took over. When there is such commonality, income of the previous person or legal entity will be averaged with that of the new legal entity for the base period.

For a person filing a joint tax return:

- the certification of average gross farm income may be reported as if the person had filed a separate federal tax return
- the calculation is consistent with the information supporting the filed joint return.

Definitions of Terms Used in This Handbook (Continued)

Average Gross Income

Average gross income means the average of the gross income as defined under 26 U.S.C. or comparable measure of the person or legal entity. The relevant tax years for the 2024 program are 2020, 2021, and 2022.

Base Period

Base period means the 2020, 2021, and 2022 tax years.

Corn

Corn means only white, yellow, amylose, popcorn (excluding strawberry popcorn), waxy, and high amylase corn.

Cotton

Cotton means ELS cotton and upland cotton.

Crop Year

Crop year means the calendar year in which commodities were intended for harvest.

Deputy Administrator

Deputy Administrator means FSA DAFP.

Determined Acreage

Determined acreage means acreage that is established by an FSA representative by 1 of the following:

- using official acreage
- digitizing areas on a photograph or other imagery
- making computations from scaled dimensions or ground measurements.

Definitions of Terms Used in This Handbook (Continued)**Double Cropping**

Double cropping means, as determined by the Deputy Administrator on a regional basis, consecutive planting of 2 specific crops that have the capability to be planted and carried to maturity for the intended uses, as reported by the producer, on the same acreage within a 12-month period. To be considered double cropping, the planting of 2 specific crops must be in an area where STC has determined that producers are typically able to repeat the same cycle successfully in a subsequent 12-month period under normal growing conditions.

Dry Peas

Dry peas mean Austrian, green, wrinkled seed, and yellow peas, excluding peas grown for the fresh, canning, or frozen market.

Economic Loss

Economic loss means, as specified in section 2102(a)(4)(B) of the American Relief Act, 2025, the difference between the expected cost of production per acre for an eligible commodity and the expected gross return per acre for that eligible commodity.

Eligible Commodities

Eligible commodities mean barley, canola, corn, cotton, crambe, dry peas, flax, large chickpeas, lentils, mustard, oats, peanuts, rapeseed, rice, safflower, sesame, small chickpeas, sorghum, soybeans, sunflowers, and wheat.

Expected Cost of Production Per Acre

Expected cost of production per acre means, as specified in section 2102(a)(3) of the American Relief Act, 2025:

- for wheat, corn, grain sorghum, barley, oats, cotton, rice, and soybeans, the total costs listed for the 2024 crop year with respect to the applicable eligible commodity contained in the most recent data product entitled “national average cost-of-production forecasts for major U.S. field crops” published by the Economic Research Service
- for an eligible commodity not specified in the first bullet, a comparable total estimated cost-of-production, as determined by the Secretary.

Definitions of Terms Used in This Handbook (Continued)

Expected Gross Return Per Acre

Expected gross return per acre means, as specified in section 2102(a)(2) of the American Relief Act, 2025:

- for wheat, corn, grain sorghum, barley, oats, cotton, rice, and soybeans, the product obtained by multiplying:
 - the projected average farm price for the applicable eligible commodity for the 2024-2025 marketing year contained in the most recent World Agricultural Supply and Demand Estimates published before December 21, 2024, by the World Agricultural Outlook Board
 - the national average harvested yield per acre for the applicable eligible commodity for the most recent 10 crop years, as determined by the Secretary
- for an eligible commodity not specified in the first bullet, a comparable estimate of gross returns, as determined by the Secretary.

ELS Cotton

ELS cotton means cotton that follows the standard planting and harvesting practices of the area in which the cotton is grown, and meets all the following conditions:

- American-Pima, Sea Island, Sealand, all other varieties of the Barbandense species of cotton and any hybrid thereof, and any other variety of cotton in which 1 or more of these varieties is predominant
- acreage is grown in a county designated as an ELS county by the Secretary
- production from the acreage is ginned on a roller-type gin.

Farming Operation

Farm operation means a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation. A person or legal entity may have more than 1 farming operation if the person or legal entity is a member of 1 or more legal entity or joint operation.

Grain Sorghum

Grain sorghum means grain sorghum of a feed grain or dual-purpose variety (including any cross that, at all stages of growth, having characteristics of a feed grain or dual-purpose variety) that follows the standard planting and harvesting practice for grain sorghum for the area in which the grain sorghum was planted. Sweet sorghum is not considered a grain sorghum.

Definitions of Terms Used in This Handbook (Continued)**Income Derived From Farming, Ranching, and Silviculture Operations**

Income derived from farming, ranching, and silviculture operations means income of a person or legal entity derived from the following:

- production of crops and unfinished raw forestry products
- production of livestock, aquaculture products used for food, honeybees, and products derived from livestock
- production of farm-based renewable energy
- selling (including the sale of easements and development rights) of farm, ranch, and forestry land, water or hunting rights, or environmental benefits
- rental or lease of land or equipment used for farming, ranching, or forestry operations, including water or hunting rights
- processing, packing, storing, and transportation of farm, ranch, or forestry commodities, including renewable energy
- feeding, rearing, or finishing of livestock
- payments or benefits, including benefits from risk management practices, crop insurance indemnities, and catastrophic risk protection plans
- sale of land that has been used for agricultural purposes
- benefits (including, but not limited to, cost-share assistance and other payments) from any federal program made available and applicable to payment eligibility and payment limitation rules, as provided in 7 CFR Part 1400
- income reported on IRS Schedule F or other schedule, approved by DAFP, used by the person or legal entity to report income from such operations to the IRS
- wages or dividends received from a closely held corporation, an Interest Charge Domestic International Sales Corporation (also known as IC-DISC), or legal entity comprised entirely of family members when more than 50 percent of the legal entity's gross receipts for each tax year are derived from farming, ranching, and forestry activities as defined in this document
- any other activity related to farming, ranching, or forestry, as determined by DAFP
- the sale or exchange of equipment used to conduct farm, ranch, or forestry operations and the provision of production inputs and services to farmers, ranchers, foresters, and farm operations, if the average gross income from the above items is at least 66.66 percent of the average gross income.

Definitions of Terms Used in This Handbook (Continued)**Legal Entity**

Legal entity means an entity that is created under Federal or State law and that does either of the following:

- owns land or an agricultural commodity
- produces an agricultural commodity.

Legal entities include corporations, joint stock companies, associations, limited partnerships, LLC's, irrevocable trusts, estates, charitable organizations, general partnerships, joint ventures, and other similar organizations created under Federal or State law, including any such organization participating in a business structure as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or a participant in a similar organization. A business operating as a sole proprietorship is considered a legal entity.

Minor Child

Minor child means a person who is under 18 years of age as of June 1, 2024.

Ownership Interest

Ownership interest means to have either a legal ownership interest or a beneficial ownership interest in a legal entity. For the purposes of administering ECAP, a person or legal entity that owns a share or stock in a legal entity that is a corporation, LLC, limited partnership, or similar type entity where members hold a legal ownership interest and shares in the profits or losses of such entity is considered to have an ownership interest in such legal entity. A person or legal entity that is a beneficiary of a trust or heir of an estate who benefits from the profits or losses of such entity is also considered to have a beneficial ownership interest in such legal entity.

Definitions of Terms Used in This Handbook (Continued)

Peanuts

Peanuts mean all peanuts, excluding perennial peanuts.

Person

Person means an individual who is a natural person and does not include a legal entity.

PLC

PLC means Price Loss Coverage provided in 7 U.S.C. 9016.

Producer

Producer means an owner, operator, 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.

Production Inputs

Production inputs mean materials to conduct farming operations, such as seeds, chemicals, and fencing supplies.

Production Services

Production services mean services provided to support a farming operation, such as custom farming, custom feeding, and custom fencing.

Rice

Rice means long grain rice and medium grain rice, including temperate japonica, short grain, and sweet rice.

Definitions of Terms Used in This Handbook (Continued)

Secretary

Secretary means the Secretary of Agriculture.

Short Rate

Short rate means when FCIC small grain crop provisions allow for a reduced premium for small grain acreage that is intentionally destroyed before harvest.

Skip Row

Skip row means a cultural practice in which rows of a crop are alternated with strips of idle land or another crop, as determined by the Secretary.

United States


United States means all 50 States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any other territory or possession of the United States.

Upland Cotton

Upland cotton means cotton that is produced in the United States from other than pure strain varieties of the Barbados species, any hybrid thereof, or any other variety of cotton in which 1 or more of these varieties predominate. In other words, it means any cotton that is not ELS cotton.

Letter Notifying Applicant of Approval With Reduced Acreage

The following is an example of a letter for approving FSA-63 ECAP that COC has reduced acreage.

	United States Department of Agriculture	Farm Production and Conservation	Farm Service Agency	Any County FSA Office 1235 Street Name. City, State 11111 Voice: 123-456-7891 FAX: 444-789-4656
---	--	---	------------------------------------	---

Insert date here

Mr. Commodity Producer
123 Corn Lane
Rice, TX 77553

Dear Mr. Producer,

This letter is in response to your 2024 Emergency Commodity Assistance Program (ECAP) application.

FSA has reviewed your application and has approved it with a reduced acreage for [insert commodity]. This reduction was due to [insert description of basis for reduction].

If you believe we have not properly reviewed your application, you may appeal this determination to the County Committee by filing a written request no later than 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at the following address and explain why you believe this determination is erroneous.

Any County FSA Committee
1235 Street Name.
City, State 11111

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR Part 780 and 7 CFR Part 11.


Sincerely,

Sharina Farmer
County Executive Director

USDA is an equal opportunity provider, employer, and lender.

Letter Notifying Applicant of Disapproval

The following is an example of a letter for disapproving FSA-63 ECAP.

	United States Department of Agriculture	Farm Production and Conservation	Farm Service Agency	Any County FSA Office 1235 Street Name. City, State 11111 Voice: 123-456-7891 FAX: 444-789-4656
---	--	---	------------------------------------	--

Insert date here

Mr. Commodity Producer
123 Corn Lane
Rice, TX 77553

Dear Mr. Producer,

This letter is in response to your 2024 Emergency Commodity Assistance Program (ECAP) application.

FSA has reviewed your application and has disapproved it due to [insert description of basis for disapproval].

If you believe we have not properly reviewed your application, you may appeal this determination to the County Committee by filing a written request no later than 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at the following address and explain why you believe this determination is erroneous.

Any County FSA Committee
1235 Street Name.
City, State 11111

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR Part 780 and 7 CFR Part 11.


Sincerely,

Sharina Farmer
County Executive Director

USDA is an equal opportunity provider, employer, and lender.

Letter Notifying Applicant of Disapproval for Late-Filed FSA-63 ECAP

The following is an example of a letter for disapproving FSA-63 ECAP that was late-filed after the application deadline.

 United States Department of Agriculture	Farm Production and Conservation	Farm Service Agency	Any County FSA Office 1235 Street Name. City, State 11111 Voice: 123-456-7891 FAX: 444-789-4656
--	---	------------------------------------	--

Insert date here

Mr. Commodity Producer
123 Corn Lane
Rice, TX 77553

Dear Mr. Producer,

This letter is in response to your 2024 Emergency Commodity Assistance Program (ECAP) application.

FSA has reviewed your application and determined it was filed after the enrollment deadline of August 15, 2025. The County Committee has disapproved the application based on this reasoning.

If you believe we have not properly reviewed your application, you may appeal this determination to the County Committee by filing a written request no later than 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at the following address and explain why you believe this determination is erroneous.

Any County FSA Committee
1235 Street Name.
City, State 11111

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR Part 780 and 7 CFR Part 11.

Sincerely,

Sharina Farmer
County Executive Director

USDA is an equal opportunity provider, employer, and lender.

CED Payment Review Checklist

The following questions are for CED when reviewing the first five FSA-63 ECAP payments.

ECAP CED Reviews

Complete this review on the first 5 payments per Service Center and send to DD within 30 days.

State: _____ County: _____	
Producer Name: _____ Application Number: _____	
Application Questions	
1. Has the applicant completed Part C of the FSA-63 ECAP?	Yes or No
Comment/Corrective Action:	
2. Was valid signature authority on file for the producer who signed in item 17 of the FSA-63 ECAP, if applicable?	Yes, No, or Not Applicable
Comment/Corrective Action:	
3. Has the FSA-63 ECAP been date stamped?	Yes or No
Comment/Corrective Action:	
4. For Multi-Use Commodities on the FSA-63 ECAP, was the Small Grain Multi-Intended Use Workbook completed and second partied prior to approval?	Yes, No, or Not Applicable
Comment/Corrective Action:	
5. Has COC or designee completed the FSA-63 ECAP Part D within 30 days of submitted application?	Yes or No
Comment/Corrective Action:	
6. Are COC delegations of Authority on file and recorded in COC minutes?	Yes or No
6.1 Date of COC minutes or action between minutes	(MM/DD/YYYY)
Comment/Corrective Action:	
7. Were the applicant's late filed acreage reports reviewed by COC prior to approval?	Yes, No, or Not Applicable
Comment/Corrective Action:	
8. Were there any adjustments entered in items 12, 13, 15, or 16?	Yes or No

CED Payment Review Checklist (Continued)

Comment/Corrective Action:	
8.1 If adjustments were entered did COC approve the FSA-63 ECAP?	Yes, No, or Not Applicable
Comment/Corrective Action:	
9. Does signed application match application loaded in ECAP software?	Yes or No
Comment/Corrective Action:	
10. Does the approval type match what is loaded (electronic, signed, etc.)	Yes or No
Comment/Corrective Action:	
11. Is CCC-902 on File and loaded into business file?	Yes or No
11.1 Year CCC- 902 was filed?	
Comment/Corrective Action:	
12. Is there a completed, signed CCC-903 on file that matches the CCC-902 and determination date loaded in business file?	Yes or No
Comment/Corrective Action:	
13. If a cash rent tenant determination is needed, was it completed and recorded on the CCC-903?	Yes, No, Not Applicable
Comment/Corrective Action:	
14. Have there been updates to the CCC-902 since originally filed?	Yes or No
Comment/Corrective Action:	
15. Was a new CCC-903 determination needed, completed, and signed?	Yes, No, or Not Applicable
Comment/Corrective Action:	
16. Is AD-1026 on file for participant and all affiliates with farming interest?	Yes or No
Comment/Corrective Action:	
County Executive Director Review:	
County Executive Director	Completion Date
CED Notes:	

DD Payment Review Checklist

The following is the DD Payment Review Checklist.


ECAP DD Payment Reviews	
Complete this review per Service Center and send to STO within 30 days.	
State: _____	
Service Center Name: _____	
Application Questions	
1. Has CED reviewed 5 payments per service center?	Yes or No
Comment/Corrective Action:	
2. Has CED provided all reviewed documentation to DD within 30 days of payments?	Yes or No
Comment/Corrective Action:	
3. Has the FSA-63 ECAP been date stamped on all 5 applications reviewed?	Yes or No
Comment/Corrective Action:	
4. For applications that have multi-use commodities, was the Small Grain Multi-Intended Use Workbook completed and second partied prior to approval?	Yes, No, or Not Applicable
5. Has COC or designee completed the FSA-63 ECAP Part D within 30 days of submission on all 5 applications reviewed?	Yes or No
Comment/Corrective Action:	
6. Are COC delegations of authority on file and recorded in COC minutes?	Yes or No
6.1 Date of COC minutes or action between minutes	(MM/DD/YYYY)
Comment/Corrective Action:	
7. Were all late filed acreage reports reviewed by COC prior to approval?	Yes, No, or Not Applicable
Comment/Corrective Action:	
8. Were there any adjustments entered in items 12, 13, 15, or 16?	Yes or No
8.1 If adjustments were entered did COC approve the FSA-63 ECAP?	Yes, No, or Not Applicable
Comment/Corrective Action:	

DD Payment Review Checklist (Continued)

9. Does the signed applications match the applications loaded in the ECAP software?	Yes or No
Comment/Corrective Action:	
10. Does the approval type match what is loaded (electronic, signed, etc.) in the ECAP software?	Yes or No
Comment/Corrective Action:	
11. Is a CCC-902 on File for all applications and loaded in Business File?	Yes or No
Comment/Corrective Action:	
12. Is there a completed, signed CCC-903 on file that matches the CCC-902 for all applications and determination date loaded in Business File?	Yes or No
Comment/Corrective Action:	
13. If a cash rent tenant determination was needed, was it completed and recorded on the CCC-903s?	Yes, No, Not Applicable
Comment/Corrective Action:	
14. Have there been updates to the CCC-902s since originally filed?	Yes or No
Comment/Corrective Action:	
15. Was a new CCC-903 determination needed, completed, and signed for any 902 that was updated?	Yes, No, or Not Applicable
Comment/Corrective Action:	
16. Is AD-1026 on file for participant and all affiliates with farming interest for all applications?	Yes or No
Comment/Corrective Action:	
17. Were all payments certified and signed in NPS within 30 days?	Yes or No
Comment/Corrective Action:	
18. Are corrective actions needed?	Yes or No
Comments/Corrective Actions:	
18.1 Date corrective actions are completed	
District Director Review:	
District Director	Completion Date

Letter Notifying Applicant of Spot Check Selection

The following is an example of a letter for applicant notification of selection for spot check.

 **Farm Service Agency**
U.S. DEPARTMENT OF AGRICULTURE

[State/County Name Here] State Office / County Service Center
Street Address
Street Address
City, State, ZIP Code
PHONE: xxx.xxx.xxxx

TO NAME
Street Address
City, State, ZIP Code

Month XX, 20XX

Dear Name Here,

This letter is to notify you that you have been randomly selected for spot check of your Emergency Commodity Assistance Program (ECAP) application for 2024.

As a condition of applying and receiving an ECAP payment, you agreed to provide acceptable documentation in support of your commodities and acreage on the FSA-63 ECAP.

Examples of supporting documentation may include, but are not limited to:

- precision planting, spraying, or harvesting geospatial data or maps
- drone photos with location and notable physical boundaries
- other aerial or ground imagery with the ability to determine date, acres, and crop
- seed receipts showing the amount, variety, and date purchased
- receipts for cleaning, treating, etc., for seed planted on the farm
- a written contract or documentation of an oral contract to produce a specific crop
- evidence that was accepted and approved by RMA or another USDA agency
- receipts showing number and units sold if the sale can be positively identified as sale of the crop for the farm for the year represented
- documentation of payment for custom harvesting indicating acreage, location, and crop year
- records showing the crop was fed to livestock

Please submit your documentation to the (Enter County) FSA office at the following address within 30 calendar days:

Any County FSA Office
Any street or PO Box
City, State, ZIP

Farm Service Agency
USDA is an equal opportunity provider, employer, and lender.

Letter Notifying Applicant of Spot Check Selection (Continued)

You must respond to this request for evidence to support your commodity and acreage certification on the FSA-63 ECAP. Failure to timely submit documentation will result in program ineligibility for ECAP, requiring a full refund of all payments made, including interest from the date of disbursement.


Sincerely,

Name
Title

Farm Service Agency
USDA is an equal opportunity provider, employer, and lender.

Letter Notifying Applicant of Failure to Provide Documentation for Spot Check

The following is an example of a letter for failure to provide documentation for spot check.

 **Farm Service Agency**
U.S. DEPARTMENT OF AGRICULTURE

[State/County Name Here] State Office / County Service Center
Street Address
Street Address
City, State, ZIP Code
PHONE: xxx.xxx.xxxx

TO NAME
Street Address
City, State, ZIP Code

Month XX, 20XX

Dear Name Here,

You were previously notified by letter dated (enter date), advising you were selected for spot check of your Emergency Commodity Assistance Program (ECAP) application. You were provided 30 calendar days to provide acceptable documentation to the (enter county) FSA office. As of the date of this letter, FSA has not received documentation to support your commodity and acreage on the FSA-63 ECAP.

As a result, you are determined ineligible for ECAP benefits. You will be notified by separate communication of any amount owed as a result of this determination of ineligibility for failing to respond to FSA's request for documents.

If you believe we have not properly reviewed your application, you may appeal this determination to the County Committee by filing a written request no later than 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at the following address and explain why you believe this determination is erroneous.

Any County FSA Committee
1235 Street Name.
City, State 11111

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR Part 780 and 7 CFR Part 11.

Sincerely,

Name
Title

Farm Service Agency
USDA is an equal opportunity provider, employer, and lender.

National Spot Check Checklist

The following checklist must be completed for each designated Spot Check and provided to SED Designee upon completion of COC determination.

ECAP National Spot Checks

Complete this checklist for each selected Spot Check and provide to SED Designee once complete.

State: _____	
Service Center Name: _____	
County Name: _____	
Producer Name : _____	
Spot Check Application Questions	
1. Was the FSA-63 ECAP signed prior to September 30, 2025?	Yes or No
1.1 If no, no additional action is needed.	
Comment/Corrective Action:	
2. Was applicant notified by letter of spot check selection within 30 days of spot check list provided?	Yes or No
2.1 If yes, date of letter.	
Comment/Corrective Action:	
Documentation Provided Questions	
3. What date was documentation received from the producer?	(MM/DD/YYYY)
3.1 Did the documentation provided substantiate both the commodities and acreage certified on the FSA-63 ECAP?	Yes, No
3.2 If no, was the discrepancy the commodity or acreage?	Commodity, Acreage, Both
3.3 What Commodity(s) contained the discrepancy?	
3.4 How many acres are over reported on the FSA-63 ECAP for the applicable commodity(s)?	
COC Action Questions	
4. If a discrepancy was found, has COC entered reduction in item 12 or 15 (COC Adjustment) of FSA-63ECAP both on paper and in software?	Yes, No, N/A
4.1 If no, when will adjustment be loaded in software?	(MM/DD/YYYY)
Note: Action in item 6 and 9 must be completed prior to submission of this checklist.	
5. Has the COC issued spot check determination letter?	Yes or No

National Spot Check Checklist (Continued)


ECAP National Spot Checks

State: _____
Service Center Name: _____
County Name: _____
Producer Name: _____

5.1 If yes, what date was letter issued?	(MM/DD/YYYY)
6. Are spot check review, documentation, and results recorded in COC minutes?	Yes or No
6.1 Date of COC minutes or action between minutes.	(MM/DD/YYYY)
7. If a discrepancy was found and a final determination letter issued, does the applicant appear on the ECAP Pending Overpayment Report?	Yes, No, N/A
7.1 If yes enter the overpayment amount.	
7.2 If yes, has pending overpayment been transferred to a receivable?	Yes or No
7.3 If yes, enter the receivable ID number.	
Additional Comments:	

Letter Notifying Applicant of Spot Check Results

The following is an example of a letter for applicant notification of completed spot check.

 **Farm Service Agency**
U.S. DEPARTMENT OF AGRICULTURE

[State/County Name Here] State Office / County Service Center
Street Address
Street Address
City, State, ZIP Code
PHONE: xxx.xxx.xxxx

TO NAME
Street Address
City, State, ZIP Code

Month XX, 20XX

Dear Name Here,

Thank you for your participation in the Emergency Commodity Loss Assistance Program (ECAP). You were notified on (insert date) that you were selected for a spot check for the commodities and acreage certified on the FSA-63 ECAP application. Thank you for responding and providing the required documentation for review.

The spot check has been completed. The records you provided substantiated all of the commodities and acres reported on the FSA-63 ECAP. There will be no reduction in acres or refunds required.

If you have additional questions concerning this review, please contact us at the number above.

Sincerely,

Name
Title

Farm Service Agency
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Letter Notifying Applicant of Spot Check Results with Reduction Applied

The following is an example of a letter for applicant notification of completed spot check with a reduction applied.

USDA Farm Service Agency
U.S. DEPARTMENT OF AGRICULTURE

[State/County Name Here] State Office / County Service Center
Street Address
Street Address
City, State, ZIP Code
PHONE: xxx.xxx.xxxx

TO NAME
Street Address
City, State, ZIP Code

Month XX, 20XX

Dear Name Here,

Thank you for your participation in the Emergency Commodity Assistance Program (ECAP). You were notified on (insert date) that you were selected for a spot check for the commodities and acreage certified on the FSA-63 ECAP application. Thank you for responding and providing the required documentation for review.

The spot check has been completed. The records you provided did not substantiate all the commodities and acreage certified on the FSA-63 ECAP. The FSA-63 ECAP will be adjusted for (insert commodity or acres) determined not eligible for ECAP. You will be notified by separate letter of any amounts owed as a result of the adjustment.

If you believe we have not properly reviewed your application, you may appeal this determination to the County Committee by filing a written request no later than 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at the following address and explain why you believe this determination is erroneous.

Any County FSA Committee
1235 Street Name.
City, State 11111

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR Part 780 and 7 CFR Part 11.

Sincerely,

Name
Title

Farm Service Agency
USDA is an equal opportunity provider, employer, and lender.

