

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Supplemental Revenue Assistance Payments Program 1-SURE	Amendment 24
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 32 E has been amended to clarify that producers should submit crop information on FSA-578.

Subparagraph 162 C has been amended to add Group Risk Plans 04, 05, and 06.

Part 20 has been amended to:

- include 2009 and future year payment processing
- provide information about the 2008 SURE Authorized Payment Process
- provide information about payment reports on the Common Payment Report.

Exhibit 6 has been amended to update the cranberries and peanuts prices.

Exhibit 20, subparagraph D has been amended to update PRF Yield Ton Per Acre and PRF Price/Ton to 2011.

Page Control Chart		
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9, 10	1-1, 1-2 2-5, 2-6 6-25, 6-26 20-1, 20-2 20-5 through 20-18 20-31 through 20-54 20-55 (remove)	6, pages 7, 8 20, pages 5, 6

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Part 1 General Information and Administrative Provisions

1 Purpose and Coverage

A Handbook Purpose

This handbook provides procedure for SURE that is implemented by DAFP through PECD.

B Related Handbooks

Related handbooks include the following.

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
appeals	1-APP.
signatures, powers of attorney, names and addresses, controlled substances, deceased individuals, or closed estates	1-CM.
--common payment reports	9-CM--
acreage reporting, compliance, prevented planting	2-CP
HELIC/WC	6-CP.
requests for relief and finality rule provisions	7-CP.
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accounting interface	6-FI.
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prompt payment interest	61-FI.
assignments and joint payees	63-FI.
establishing and reporting debts in CRS	*--64-FI.--*
providing public information	2-INFO.
NAP covered crops	1-NAP.
AGI, payment eligibility, payment limitation, and person determinations	1-PL.
eligibility flags, payment limitation allocations, and recording determinations	3-PL.
referring FSA/RMA discrepancies and/or potential abuse cases to RMA Regional Offices on AD-2007	4-RM.

2 Authorities

A Statutory Authority

The Food, Conservation, and Energy Act of 2008, Pub. L. 110-246, as amended by Pub. L. 110-329, Pub. L. 110-398, and Pub. L. 111-005 authorizes the Secretary to implement SURE.

B Regulatory Authority

Regulations for SURE are provided in 7 CFR Part 760, Subpart G.

C Limitations

If more than 1 handbook provision appears to apply, the provisions that are the most restrictive on benefits or eligibility apply.

This handbook constitutes FSA's internal operating guidelines issued by DAFP for carrying out the provisions of regulations. Handbook provisions are considered interpretive of regulations. Whenever an unintended conflict appears to exist between any handbook provision and the pertinent applicable Federal regulations, regulations apply.

31 Eligible Producers (Continued)**D Sugar Beet Shares**

Members of sugar beet cooperatives have shares that allow the member to plant a specific number of acres of sugar beets. These shares are specific to the member and **cannot** be leased to another producer. Instead, the cooperative requires the member, or estate when the member is deceased, to form a pool agreement or joint venture or limited liability partnership with the producer planting the member's shares. The cooperative further requires that the insurance policy be purchased under the individual grower of sugar beets or as a joint venture or limited liability partnership.

The RMA download provides an insurance record showing the insurance policy with the recorded producer as the individual grower of sugar beets or as a joint venture or limited liability partnership.

Since the member of the cooperative has **no** risk in the crop, FSA records will show the noncooperative producer using TIN listed as the producer of record for the sugar beets.

Producers meeting the criteria in this subparagraph are eligible for SURE providing **all** other program requirements are met. FSA-682 shall be processed for the producer listed on FSA-578. Process FSA-682 according to paragraph 326.

Note: Sugar beet stock owners who pool their shares with other growers, are eligible for SURE, provided their insurable interest is insured or insured by the sugar beet grower *-under the RMA policy rules. See subparagraph 35 K for these producers who have--* less than a 10 percent interest.

E Change in Ownership

A participant who lost control or ownership of the land with a disaster-affected crop during the growing season is ineligible to participate in SURE on the crops for which interest and ownership share was lost.

Participants who assume interest and ownership share through a transfer of indemnity for insured crops or transfers of coverage for NAP crops may assume eligibility for SURE. The crop transferred will be included in the successor's calculation of guarantee and revenue.

Any crop insurance indemnity or NAP payment made because of the transfer will be counted as revenue for the successor.

F Acreage Reporting

Producers who want to participate in SURE must report all crops, in all counties, in which they have an ownership share and risk. This includes crops on cropland and/or noncropland, including native or improved grass that will be mechanically harvested or grazed.

32 Crop Eligibility

A Definition of Farm

Farm means, for determining SURE eligibility, the entirety of all crop acreage in all counties that a producer planted or intended to be planted for harvest for normal commercial sale or on-farm livestock feeding, including native and improved grassland intended for haying.

Notes: For aquaculture, **except** for species for which an Aquaculture Grant Program payment was received, farm means all acreage used for aquatic species being produced in all counties that the producer intended to harvest for normal commercial sale.

For honey, farm means all bees and beehives in all counties that the participant intended to be harvested for a honey crop for normal commercial sale.

B Definition of Crop

Crop means all acres based on crop, type, and IU.

C Definition of Eligible Crops

Eligible crops means crops planted or prevented planted crops, types, IU's (excluding grazing), and practices:

- eligible for NAP according to 1-NAP
- for which Federal crop insurance is available.

Note: Eligible crops are crops that are planted or prevented from being planted, according to 2-CP, paragraph 24, with the intent of harvest.

D Pilot Programs

Producers are **not** required to purchase Pilot Program insurance coverage to meet RMPR.

IF a producer does...	THEN these acres will...
not purchase Pilot Program insurance coverage	not be included in the guarantee and revenue calculations.
purchase Pilot Program insurance coverage	be included in the guarantee and revenue.

E Acreage Reporting

Producers who want to participate in SURE **must** report all crops and IU's in all counties in which they have an ownership share and risk in the crop. This includes crops on cropland and/or noncropland, including native or improved grass that will be mechanically harvested *-or grazed. These crops and IU's must be reported on FSA-578.--*

162 Insured Crops (Continued)

C Crops With No RMA Established Yield (Continued)

- written agreement policies with the following **Written Agreement Codes** on SIR RMA Section “A” (Acreage) Record:
 - “**GP**” for:
 - *--Group Risk Plan (Plan Code 04)
 - Group Risk Income Protection - Harvest Revenue Option (Plan Code 05)
 - Group Risk Income Protection (Plan Code 06)
 - Group Risk Plan (Plan Code 12)
 - GRIP (Plan Code 73)--*

Note: For the following:

- hybrid corn seed
- hybrid grain sorghum
- popcorn
- sweet corn
- any other specialty corn or grain sorghum
- “**SC**” for any plan codes considered Special Purpose Corn (for example, Blue Corn); crop code must equal corn (0041)
- “**TP**” is used for multiple plan codes and insures special types and practices, such as Edamame Soybean varieties.

Note: The RMA Guarantee Basis provided for these written agreements shall **not** be used according to paragraph 308.

For a complete list of all RMA plan codes, see Exhibit 12.

D Guarantee Adjustment Factors

Crop guarantees must be adjusted to reflect any RMA adjustments to guarantee because of producer planting decisions, harvest decisions, and specific policy provisions applicable to each crop. Adjustment factors will be applied to guarantee and will always reduce the crop guarantee. Crops that are insured will have adjustment factors already included in the RMA Guarantee Basis, if applicable.

Note: Adjustment factors will be provided by RMA and included in SIR (Exhibit 4); however, they shall not be used to further reduce the RMA Guarantee Basis. The listed factors will be used to assist the County Office in calculating expected revenue.

For crops where no RMA acreage or RMA Guarantee Basis is provided, County Offices should follow the provisions in subparagraph B. See list of plan codes in subparagraph C.

163 NAP Crops**A Yield-Based NAP Covered Crops**

The guarantee for yield-based NAP crops will be calculated using the producer's NAP information with the exception that the eligible acres will be determined according to Part 4, the SURE yield will be calculated according to Part 5, and the price election is 100 percent.

-The price for honey posted on NCT is based on a processing price, **not** an "in field" price. To reflect an "in field" price, a .85 factor has been established to adjust the NCT price.

When entering a price for honey into the SURE * * * Workbook, multiply the NCT price by .85 and enter the result. Enter a harvested (H) code, **not** an unharvested (UH) code, in the SURE * * * Workbook "Stage Code" field.

See subparagraph 63 B for adjusting NAMP for honey.

B Guarantee Adjustment Factors

Crop guarantees must be adjusted to reflect any NAP adjustments to guarantee because of producer planting and harvest decisions applicable to each crop. Adjustment factors will be applied to guarantee and will always reduce the crop guarantee.

The following adjustment factors apply to NAP crops:

- late planting
- prevented planting
- unharvested.

Part 20 * * * SURE Payment Process

Section 1 SURE Payment Process

701 Web-Based SURE Payment Process

A Introduction

The SURE Payment Process is an automated process that determines whether the producer is eligible to receive payment and the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

* * * SURE payments are processed nightly for the following:

- payment amounts recorded through the SURE Payment Process during the workday
- any payment on the Nonpayment Report will be reprocessed to determine if the condition previously preventing the payment has been corrected.

* * *

701 Web-Based SURE Payment Process (Continued)

C High-Level Overview of the Payment Process

* * * The following is a high-level overview of the SURE Payment Process.

Step	Action		
1	Payment data is recorded and the payment process is triggered.		
2	*--System determines the producer level payment amount for the SURE payment.--*		
	IF the amount is...	AND a payment was...	THEN...
	greater than \$0		go to step 3 for the applicable amount recorded.
	\$0	previously issued	the payment process is discontinued for the applicable payment amount.
	not previously issued		
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is...	AND the resident alien field is...	THEN...
	an individual	<ul style="list-style-type: none"> • “Unknown” or “N/A” • “Yes” 	go to step 4.
		“No”	the payment entity is not eligible for payment.
any business type other than individual		go to step 4.	
4	System determines whether there is a SURE payment for the payment entity in NPS.		
	IF a payment...		THEN...
	has not already been sent to NPS for the payment entity		go to step 5.
	<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is signed 		<ul style="list-style-type: none"> • the payment in NPS is canceled and the new payment transaction is processed • go to step 5.
<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is not signed 			

702 Preparing to Issue Payments

A Introduction

The *** SURE Payment Process is an integrated process that reads a wide range of files to determine whether a payment should be issued and how much should be issued.

For payments to be calculated correctly, all supporting files must be updated correctly.

B Action to be Completed Before Issuing Payments

Before issuing any *** SURE payments, certain actions **must** be completed to ensure that the producer is eligible for payment. This table contains actions that **must** be completed **before** issuing SURE payments. COC, CED, or designee shall ensure that **all** actions are completed.

Item	Action
1	Ensure that all FSA-682 data has been recorded in the SURE Workbook and the 2 nd party review is completed.
2	Ensure that FSA-682 has been approved by COC or their designee, as applicable.
3	Ensure that SCIMS data is updated for the producer, and each member of a joint operation or entity, including: <ul style="list-style-type: none"> • customer name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that combined producer information is recorded in the web-based combined producer system according to 3-PL for producers applying for *** SURE benefits.
5	Ensure that all *** eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL.
6	Ensure that the *** entity and joint operation files are updated correctly according to 2-PL for the year for producers are seeking benefits.
***	***
7	Ensure that the Financial Services System has been updated with all the following information: <ul style="list-style-type: none"> • direct deposit information • assignments and joint payee information, if CCC-36, CCC-37, or both were filed for SURE • bankruptcy status.
8	Ensure that the payment amount calculated through the SURE Workbook is recorded in the web-based SURE payment software according to paragraph 712.

--703 Authorized Payment Processing*A 2008 SURE Payment Processing**

2008 SURE payment processing has been disabled. PECD authorization is required to issue these payments through the online payment web-based application.

To receive authorization to issue a 2008 SURE payment, State Offices shall submit a request through a SharePoint web site. The SharePoint web site provides for the following:

- submitting documentation for the original request
- submitting additional documentation, when applicable
- tracking the status of the request
- obtaining a copy of the authorization or denial
- notifying the applicable National Office Program Specialist of the submitted request.

Note: Although the authorization or denial will be updated to the case documentation on the SharePoint web site by the applicable National Office specialist, the official response will also be e-mailed to SED. and the requesting State program specialist.

B SharePoint Site and User Guide

A User Guide is available for the SharePoint web site. State Offices may access the User Guide according to the following:

- access the SharePoint web site at
https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment_auth/default.aspx
- CLICK “Shared Documents” on the left-hand side and then CLICK “**SharePoint User Guide**”

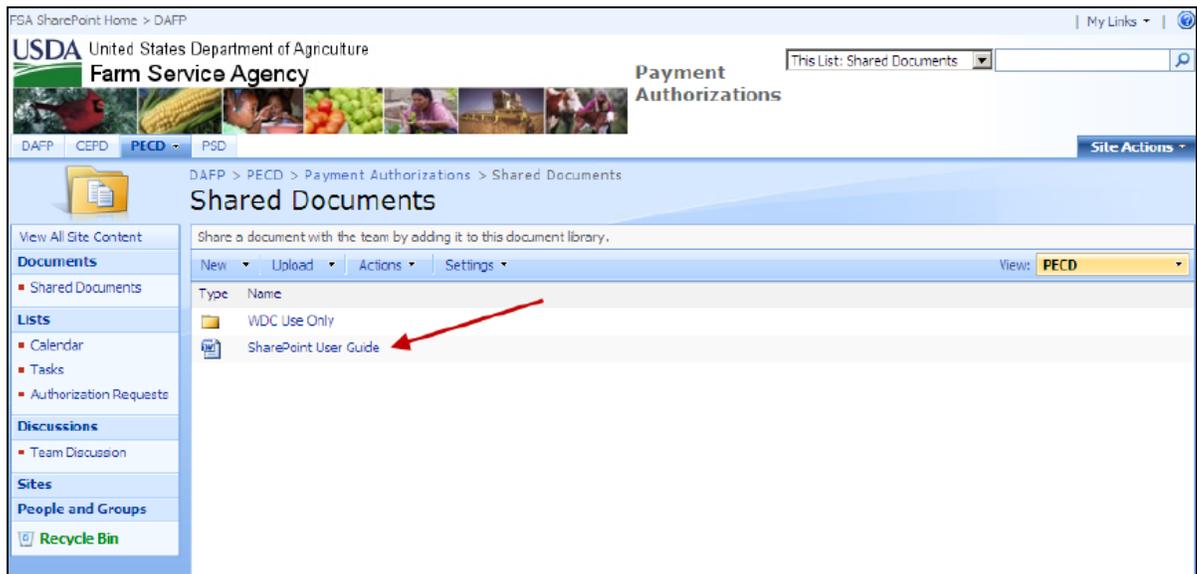
Important: The SharePoint User Guide will provide instructions on how to use the web site effectively, as well as what areas are to be updated and those areas meant for National Office use only.--*

*--703 Authorized Payment Processing (Continued)

B SharePoint Site and User Guide (Continued)

It is advised that **all** applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint web site is being used as effectively as possible.

The following is an example of the SharePoint User Guide location.

**C Authorized Users**

State Office specialists who are responsible for SURE have been granted access to the SharePoint web site.

Note: The current distribution lists maintained by PECD will be used to add authorized users to the SharePoint web site.

To request access or to provide State Office specialist personnel changes, the name of the specialist should be provided in an e-mail to **all** of the following:

- tina.nemec@wdc.usda.gov
- lenior.simmons@wdc.usda.gov
- tracey.smith@wdc.usda.gov.--*

--703 Authorized Payment Processing (Continued)*D Documentation for 2008 SURE Payment Request**

The following documentation will be required for 2008 SURE payments that are due the producer, but were not issued before payment software was disabled:

Note: Before uploading the case file to the SharePoint web site, the State Office shall ensure that the updated SURE Workbook has been uploaded to SWIMS according to Part 21.

- explanation about why the 2008 SURE payment was **not** issued before payment software was disabled
- amount requested to be paid
- SIR for the applicable producers
- FSA-682 and FSA-682A, as applicable
- 2008 SURE Payment History Report – Summary for the producer

Reminders: If the producer is a joint operation, Payment History Report – Summary **must** be submitted for **each** member of the joint operation.

Payment History Report – Summary **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
 - producer
 - affected member of the joint operation
- 2008 Subsidiary Print for **each**:
 - producer
 - affected member of the joint operation
- other documentation pertinent to the case, such as NAD decisions, FSA-321's, or receivable reports, if applicable.--*

704 (Reserved)

Section 2 General Payment Provisions**705 Payment Limitation****A Rule**

Producers applying for 2008 SURE payments are subject to person provisions. See 1-PL for additional information.

Producers applying for 2009 and subsequent year SURE benefits are subject to direct attribution provisions. See subparagraph 705 D.

B Payment Limitation

The payment limitation for the SURE Program is \$100,000, but payments for **all** of the following programs apply against this limitation:

- ELAP for honey bees and farm-raised fish
- ELAP for livestock
- LFP
- LIP
- stimulus payment authorized under ARRA for 2008 only
- SURE.

* * *

705 Payment Limitation (Continued)

C Effect of AGI on Payment Limitation for Entities

If a member of an entity is not eligible because of AGI provisions, the payment limitation for the entity is reduced by the ineligible member's ownership share in the operation. * * *

Example: ABC Corporation has 2 members, each with a 50 percent share. Member 1 does not meet AGI provisions. The corporation has a \$100,000 payment limitation, but since Member 1 does not meet AGI provisions, the payment limitation for the corporation is reduced by 50 percent and the maximum payment that can be issued to the corporation is \$50,000.

Note: Other payment eligibility provisions, such as conservation compliance, fraud, etc., do **not** affect the payment limitation for the entity because AGI is the **only** payment eligibility that is checked for members of entities.

***--D Direct Attribution Provisions**

2009 and subsequent year SURE payments are subject to direct attribution provisions according to the following:

- amounts payable to a joint operation or entity will be attributed to the members based on each member's ownership interest in the farming operation
- payment limitation provisions will be applied to the members of joint operations and entities, thereby potentially affecting the payment amount that can be issued to the joint operation or entity.--*

706 Payment Eligibility

A Introduction

Producers applying for SURE benefits must be in compliance with certain * * * payment eligibility provisions in addition to being an eligible SURE producer.

The SURE Payment Process reads the web-based eligibility system to determine whether a producer is eligible to be paid. If the producer is ineligible to be paid, the individual, joint operation, or entity will be placed on the Nonpayment Register with the appropriate message.

If the system is not updated to reflect the certifications on file and the determinations completed, the eligibility system must be updated before the producer can be paid.

***--B 2008 Payment Eligibility Requirements**

For certification/determination eligibility values, see 9-CM:

- Exhibit 6, subparagraph A for 2008 SURE
- Exhibit 6, subparagraphs B and C for 2009 SURE and future years.--*

* * *

707 Funds Control

A eFunds Accounts

*--The following eFunds accounts have been established for the SURE program:

- Account 2746 - 2009-2011 Original SURE
- Account 2762 - 2008 Original SURE (Authorized)
- Account 2763 - 2008 Stimulus SURE (Authorized).

Note: Account 2754 - Stimulus is no longer active.

B State Office Access to the eFunds Application

SURE eFunds allotments are maintained at the national level. Therefore, allocation to State or County Offices is not required. State Office employees may be able to view SURE eFunds accounts, but can no longer move funds within the eFunds accounts.

The National Office will advise the State Office if the national allocation is exhausted and once additional funds are received.

Notes: When eFunds are exhausted, SURE payments will appear on the Insufficient Funds Report. See 9-CM, Part 5.--*

* * *

708 Financial System Provisions

A Administrative Offset

SURE payments are subject to administrative offset.

B Assignments

SURE and stimulus payments are assignable and jointly payable. If a producer elects to assign the payment or make the payment jointly payable, CCC-36 or CCC-37, as applicable, shall be filed according to 63-FI in the producer’s eligibility recording county.

County Offices shall establish the assignment or joint payment in the Financial Services System using the following program codes:

- *--“XXSURETF”, for SURE payments
- “XXSURERA”, for stimulus payments (2008 only).--*

C Bankruptcy

SURE * * * payments shall be issued to producers involved in bankruptcy proceedings according to guidance provided by the OGC regional attorney.

Note: County Offices shall not record the manually calculated payment amounts in the automated system until guidance is received from the OGC regional attorney.

D Direct Deposit

County Offices shall verify direct deposit information has been recorded correctly in the Financial Services System.

708 Financial System Provisions (Continued)**E Payment Due Date**

61-FI provides general guidance for determining payment due dates for various programs. The SURE payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed FSA-682
- date information was provided to FSA by RMA
- date policy decision was made increasing the amount payable to the producer, such as the decision to include the comparison of the CC payment yield when determining the SURE yield
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-502
 - CCC-526
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to compute or process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

* * *

709, 710 (Reserved)

Section 3 Recording SURE Payment Data

711 * * * SURE Web-Based Software

A Introduction

*--An automated application process is **not** available, therefore, the amounts calculated through the SURE Workbook **must** be recorded in the web-based SURE Payment Process.

B Accessing the SURE Home Page

To access the SURE Home Page, go to FSA’s Applications Intranet web site at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html. Under Production Adjustment & Disaster Programs, CLICK “**SURE Payment Process**”.

Note: Internet Explorer shall be used when accessing the SURE Payment Process.--*

Users will be prompted to login through the USDA eAuthentication Login Screen. On the USDA eAuthentication Login Screen, users **must**:

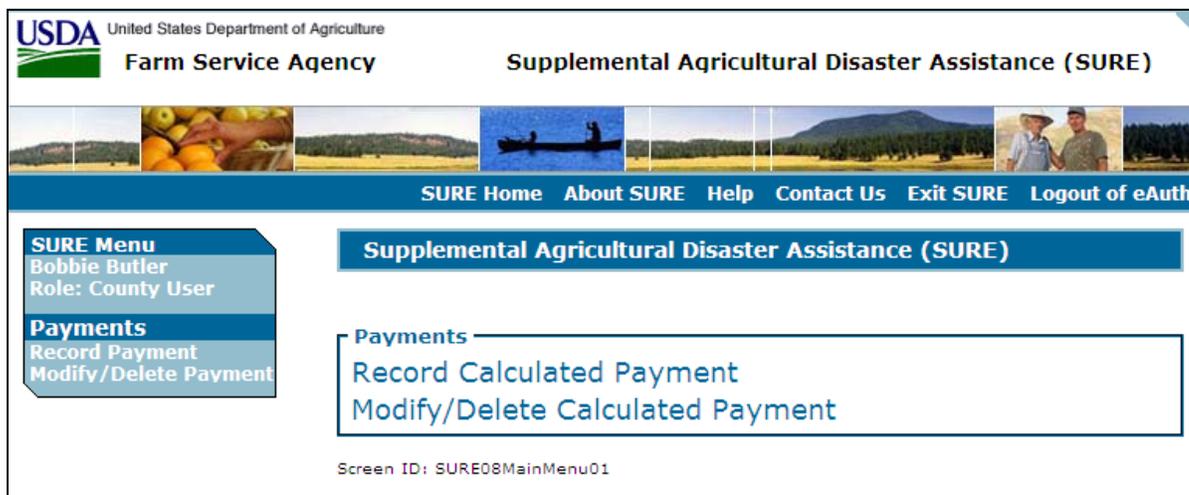
- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The SURE Home Page will be displayed.

C Example of SURE Home Page

The following is an example of the Supplemental Agricultural Disaster Assistance (SURE) Home Page for the * * * SURE * * * payment process.

*--



--*

712 Recording SURE Payment Data

A Introduction

Manually calculated SURE payment amounts **must** be recorded in the web-based system to initiate the payment process. The Record Calculated Payment Page allows the user to record the manually calculated SURE payment amounts.

B Authorized Users

Since a “SURE Farm” is defined as all crop acreage in all counties that is planted or intended to be planted, the payment data recorded in the SURE Payment Process represents crop data for all farms, tracts, and crops on a nationwide basis. As such, only 1 county will be allowed to record the SURE payment information.

The County Office that is designated as the “recording county” for the producer in the subsidiary eligibility system is the County Office that shall record SURE payment data. Any authorized user associated with the subsidiary recording county is allowed to record SURE payment data.

C Recording Payment Amounts

The following provides the steps for recording SURE payment amounts.

*--

Step	Action	Result
1	On the Select Program Year Page, select the applicable program year and CLICK “Continue” to continue the process.	The SURE Payment Main Menu will be displayed.
2	On the SURE Payment Process Main Menu, CLICK “Record Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Record Calculated Payment Page will be displayed indicating the selected producer name.
4	On Record Calculated Payment Page, users shall record the amount computed by the SURE Workbook process. CLICK “Submit” to continue with the process. Note: See paragraph 713 for additional information.	The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
5	On the Record Calculated Payment Confirmation Page, CLICK “Confirm” to record the payment amounts entered. Note: See paragraph 714 for additional information.	The SURE Payment Main Menu will be redisplayed.

--*

713 Record Calculated Payment Web Page

A Example of the Record Calculated Payment Page

The following is an example of the Record Calculated Payment Page.

*--

USDA United States Department of Agriculture
Farm Service Agency Supplemental Agricultural Disaster Assistance (SURE)

SURE Home About SURE Help Contact Us Exit SURE Logout of eAuth

SURE Menu
Bobbie Butler
Role: County User

Payments
Record Payment
Modify/Delete Payment

Supplemental Agricultural Disaster Assistance (SURE)

Record Calculated Payment

Customer Name : BRITTANY BRADSHAW
Program Year : 2009
SURE Payment Amount:

Screen ID: SURE08Record01

--*

B Information from the SURE Workbook

Calculated payment amounts from the SURE Program Farm and Eligibility Summary, FSA County Office Use Only Section shall be recorded in the web-based payment process as indicated in the following example.

Producer Name BRITTANY BRADSHAW Recording County Audrain Mo		2009 SURE Program Farm and Eligibility Summary		FSA County Office Use Only SURE Payment Amount \$ 11,184 Date Loaded by: wdc 1/27/2010 2nd Party Rev: wdc 1/27/2010 Finalized by:	
Enter data for up to six additional counties:					
Farm Data					
	County:	Audrain MO	Monroe Co Missouri		
1.	Program Guarantee (Original)	\$ 157,422	\$ 37,772		
2.	Program Guarantee (Stimulus)	\$ 166,526	\$ 39,989		
3.	Expected Revenue	\$ 241,693	\$ 56,937		
4.	Estimated Crop Value	\$ 122,817	\$ 34,945		
5.	Other Revenue	\$ 18,535	\$ 257		
6.	Disaster Declaration ("x")	x	x		

--*

713 Record Calculated Payment Web Page (Continued)

C Page Options

*--The following options are available on the Select Program Year and Record Calculated Payment Pages.

Option	Action
“Submit”	Continues the process of recording SURE payment data after the amount has been recorded in the “SURE Payment Amount” field.
“Cancel”	Discontinues the process and returns to the SURE Payment Process Main Menu without updating the payment amount.--*

D Error Messages

The following error messages may be displayed depending on the data recorded.

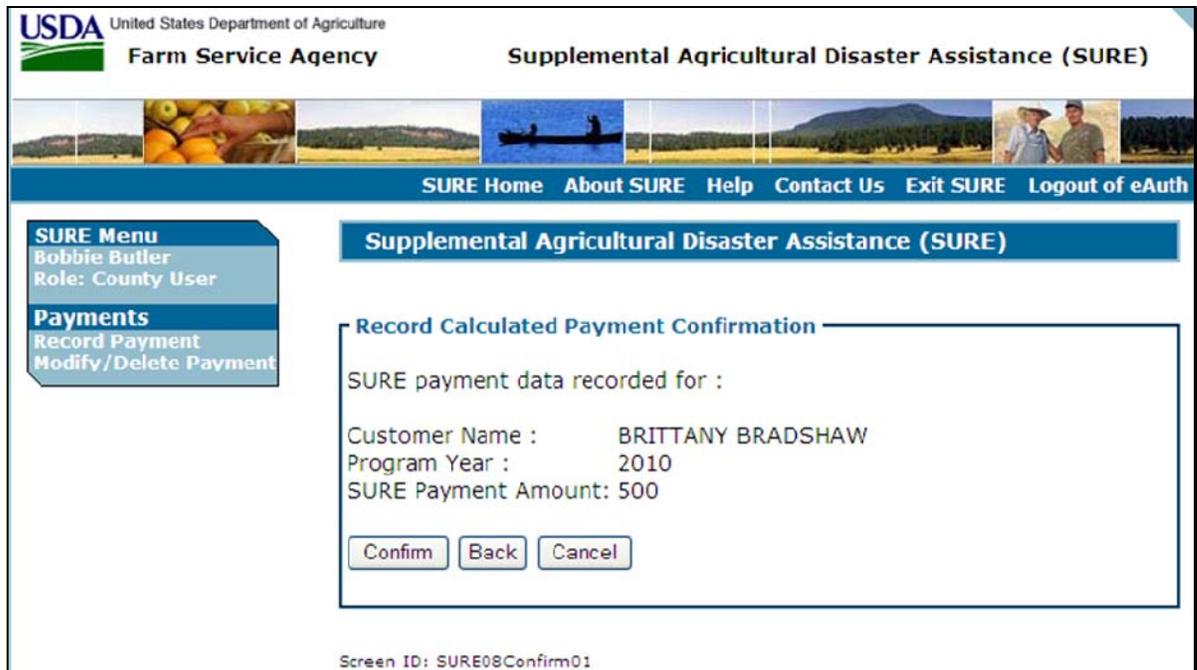
Error Message	Description of Problem	Corrective Action
Payment data can only be recorded by the recording county for the producer.	User attempted to record the SURE payment data is not an authorized user for the producer’s designated recording county.	County Offices shall ensure that the SURE payment information is sent to the county designated as the producer’s subsidiary recording county. See 3-PL for additional information on the subsidiary recording county.
The amount recorded in each field must be in whole dollars.	<ul style="list-style-type: none"> Amount was not entered in whole dollars. *** Amounts entered include dollar signs or commas. 	Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas.
--SURE payment amount cannot be 0 for this year. Please enter a value greater than 0.--	<p>User attempted to record \$0 in each payment amount field.</p> <p>If the calculated payment amounts from the SURE Workbook is \$0 for the SURE payment, *** there is no need to record payment amounts in the SURE Payment Process.</p>	
Payment for producer already exists.	Amounts have already been recorded for the selected producer.	Re-access the recorded payment information through the “Modify/Delete Calculated Payment” *--option on the SURE Payment Process Main Menu according to--* paragraph 715.

714 Calculated Payment Confirmation Web Page

A Example of the Record Calculated Payment Confirmation Page

The following is an example of the Record Calculated Payment Confirmation Page.

*--



--*

B Page Options

The following options are available on the Record Calculated Payment Confirmation Page.

Option	Action
“Confirm”	Records the payment amounts and triggers the payment process.
“Back”	Returns to the Record Calculated Payment Page so the amounts can be modified, if necessary.
“Cancel”	*--Discontinues the process and returns to the SURE Payment Process Main Menu without updating the payment amounts.--*

715 **Modifying/Deleting Previously Recorded SURE Payment Data**

A Introduction

*--Previously entered payment amounts can be modified or deleted. From the SURE Payment Process Main Menu, CLICK “Modify/Delete Calculated Payment”.

Note: 2008 SURE payments cannot be modified or deleted. See paragraph 703.--*

B Affect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN...
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or NRRS, as applicable.
		either of the following: <ul style="list-style-type: none">not certifiedcertified, but not signed	<ul style="list-style-type: none"> original amount in NPS will be canceled and the system will retrigger the payment to reprocess new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.
deleted	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> payment amounts will be deleted system will retrigger the payment to reprocess to determine whether the producer is overpaid a receivable may be created in NRRS if a portion of the original payment amount was certified/signed.
		certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to NRRS.
		either of the following: <ul style="list-style-type: none">not certifiedcertified, but not signed	original amount in NPS will be canceled.

715 **Modifying/Deleting Previously Recorded SURE Payment Data (Continued)**

C Modifying Payment Amounts

This table provides the steps for modifying SURE payment amounts.

Step	Action	Result
1	*--After selecting the program year, CLICK “Modify/Delete Calculated Payment” on the SURE Payment Process Main Menu.--*	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete Calculated Payment Page will be displayed indicating: <ul style="list-style-type: none"> • selected producer • payment amounts previously recorded.
3	Modify the payment amounts, as applicable, and CLICK “Modify” to continue with the process. Note: See paragraph 717 for additional information.	The Modify Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Modify Calculated Payment Confirmation Page, CLICK “Confirm” to accept the changes. Note: See paragraph 718 for additional information.	*--The SURE Payment Process Main Menu will be redisplayed.--*

D Deleting Payment Amounts

This table provides the steps for deleting SURE payment amounts.

Step	Action	Result
1	*--After selecting the program year, CLICK “Modify/Delete Calculated Payment” on the SURE Payment Process Main Menu.--*	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete Calculated Payment Page will be displayed indicating: <ul style="list-style-type: none"> • selected producer • payment amounts previously recorded.
3	CLICK “Delete” to continue with the process. Note: See paragraph 717 for additional information.	The Delete Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Delete Calculated Payment Confirmation Page, CLICK “Confirm Delete” to accept the changes. Note: See paragraph 719 for additional information.	*--The SURE Payment Process Main Menu will be redisplayed.--*

716 **Modify/Delete Calculated Payment Web Page**

A Example of the Modify/Delete Calculated Payment Page

The following is an example of the Modify/Delete Calculated Payment Page.

*--



B Page Options

The following options are available on the Modify/Delete Calculated Payment Page.

Option	Action
"Modify"	Continues the process of recording the revised SURE payment data for the SURE payment amount.
"Delete"	Deletes the previously recorded SURE payment data.
"Cancel"	Discontinues the process and returns to the SURE Payment Process Main Menu without updating the payment amounts.--*

***--716 Modify/Delete Calculated Payment Web Page (Continued)**

C Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
You are not authorized to modify or delete payment requests for the recording county of producer (producer name).	User attempting to modify or delete the SURE payment data is not an authorized user for the producer's designated recording county.	County Offices shall ensure that the SURE payment information is sent to the county designated as the producer's subsidiary recording county. See 3-PL for additional information on the subsidiary recording county.
The amount recorded in each field must be in whole dollars.	<ul style="list-style-type: none"> • Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if 1 amount is \$0. • Amounts entered include dollar signs or commas. 	Correct the amounts recorded in each field ensuring that only numeric data is entered without dollar signs or commas.

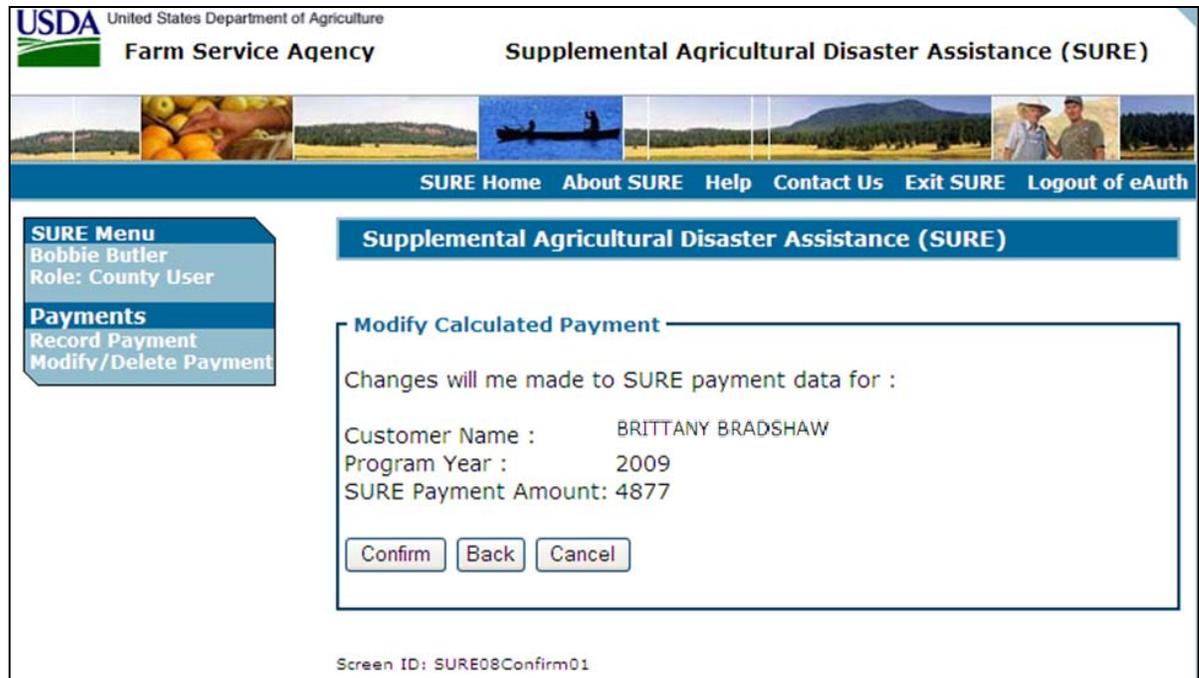
--*

717 Modify Calculated Payment Confirmation Web Page

A Example of the Modify Calculated Payment Confirmation Page

The following is an example of the Modify Calculated Payment Confirmation Page.

*--



B Page Options

The following options are available on the Modify Calculated Payment Confirmation Page.

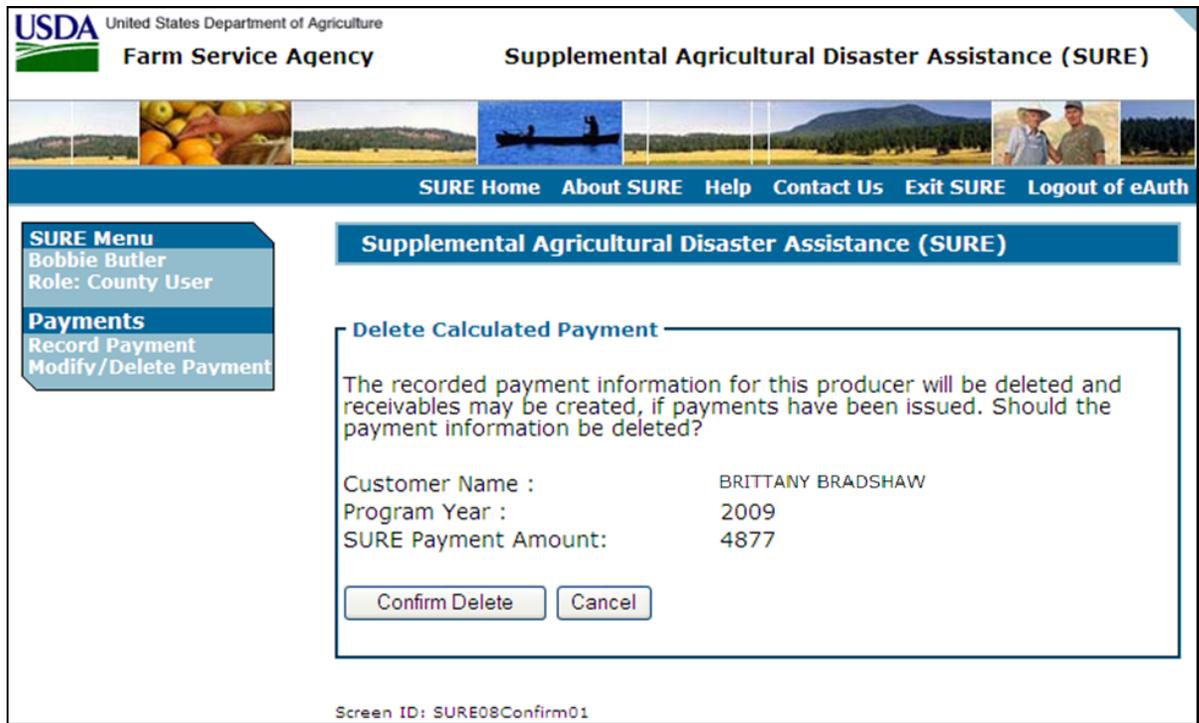
Option	Action
“Confirm”	Records the modified payment amounts and triggers the payment re-process.
“Back”	Returns to the Modify/Delete Calculated Payment Page so the amounts can be modified, if necessary.
“Cancel”	Discontinues the process and returns to the SURE Payment Process Main Menu without updating the payment amounts.--*

718 Delete Calculated Payment Confirmation Web Page

A Example of the Delete Calculated Payment Confirmation Page

The following is an example of the Delete Calculated Payment Confirmation Page.

*--



B Page Options

The following options are available on the Delete Calculated Payment Confirmation Page.

Option	Action
“Confirm Delete”	Deletes the recorded payment data and triggers the payment re-process. A receivable will be established in NRRS if payments have been certified and signed.
“Cancel”	Discontinues the process and returns to the SURE Payment Process Main Menu without updating the payment amounts.--*

719 Handling Overpayments

A Introduction

The SURE Payment Process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include:

- * * * SURE Payment Process where payment amounts from the SURE Workbook are recorded
- subsidiary system including data about eligibility, combined producer, and entity file data
- SCIMS.

If something changes in any of these systems, the SURE Payment Process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

*--**Note:** 2008 SURE overpayments are handled manually. See subparagraph F.--*

B Transferring Overpayment Amounts to NRRS

For any overpayment amount calculated as \$1 or greater, the system will automatically transfer the overpayment to NRRS. Users do **not** have the option of “holding” the overpayment to correct a condition that caused an erroneous overpayment to be computed.

Warning: * * * The system is integrated with other systems, therefore, it is critical that County Offices do **not** make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly, but removing flags or deleting data to “trigger” the system to function could worsen the situation.

C Handling Debts Less than \$100

County Offices shall follow 58-FI for handling receivables less than \$100.

***--719 Handling Overpayments (Continued)**

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is transferred to NRRS, based on the type of condition that generated the overpayment. The following are the debt basis codes used for SURE payments.

IF the reason the payment entity/member is overpaid is because of...	THEN the discovery/debt basis reason sent to NRRS is...
payment eligibility because of fraud	10-423.
payment limitation issues	10-426.
payment eligibility, except fraud	10-427.
prior payments exceed the current payment	10-428.

E Charging Interest

Interest shall be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-682 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:
 - “person” determination requirements not being met
 - certification to AGI provisions
 - violation of conservation compliance provisions
 - violation of controlled substance provisions
- producer knowingly adopted a scheme or device that tended to defeat the purposes of the SURE Program.--*

719 Handling Overpayments (Continued)**E Charging Interest (Continued)**

Interest shall **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would not have had reason to know was invalid, such as the calculation of the **RMA Guarantee Basis**
- FSA National, State, or County Office erred
- producer voluntarily refunds the payment that was issued and COC has not determined that the producer is ineligible.

Note: Software does not currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is not repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should be charged from the date of disbursement:

- County Offices shall contact their State Office for assistance
- State Offices shall contact OBF for guidance.

***--F Overpayment Processing for 2008 SURE Payment Request**

The overpayment processing for 2008 SURE is a manual process. If an overpayment is determined for a 2008 SURE payment, County Offices must establish a manual receivable using the Common Receivables Function in the Accounting application.

County Offices shall follow instructions in 64-FI to establish the manual receivable.--*

720 (Reserved)

Section 4 Payment Reports**721, 722 (Withdrawn--Amend. 24)*****--723 SURE Payment Reports****A Reports**

SURE Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas so information about these reports are accessed from the Common Payment Report System. See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.

The following SURE Payment reports are available from the Common Payment

- Submitted Payments Report
- Submitted Overpayments Report
- Pending Overpayments Report
- Nonpayment/Reduction Report
- Insufficient Funds Report
- Payment History Report – Summary
- Payment History Report – Detail Report

Note: The Payment History Report – Summary is the only report available for 2008 SURE Payments.--*

723-800 (Reserved)

NASS U.S. Prices (Continued)

***--D 2011 NASS U.S. Prices**

This table provides NASS U.S. prices for determining NAMF.

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2011 Price
0001		Tobacco Burley			LBS	1.751
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.682
	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.682
	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.682
	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.682
	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.682
0003		Tobacco Virginia Fire Cured			LBS	2.030
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.557
	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.557
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.278
	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.278
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	6.200
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.750
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	8.24
	HRW	Wheat	Hard Red Winter Wheat	GR	BU	6.81
	HWR	Wheat	Hard White Winter Wheat	GR	BU	6.81
	HWS	Wheat	Hard White Spring Wheat	GR	BU	8.24
	SRW	Wheat	Soft Red Winter Wheat	GR	BU	6.81
	SWS	Wheat	Soft White Spring Wheat	GR	BU	8.24
	SWW	Wheat	Soft White Winter Wheat	GR	BU	6.81
0016	SPR	Oats	Spring	GR	BU	3.49
	WTR	Oats	Winter	GR	BU	3.49
0018	LGR	Rice	Long Grain		LBS	NA
	MGR	Rice	Medium Grain		LBS	NA
	SGR	Rice	Short Grain		LBS	NA
0022		Cotton, ELS			LBS	NA
0031	COM	Flax	Common	SD	BU	NA
	LIN	Flax	Linola	SD	BU	NA
0038		Sugarcane		PR	LBS	NA
0039		Sugar Beets		PR	TON	NA

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NASS U.S. Price (Continued)

D 2011 NASS U.S. Prices (Continued)

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2011 Price
0041	YEL	Corn	Yellow	GR	BU	6.22
	YEL	Corn	Yellow	SD	BU	6.22
	YEL	Corn	Yellow (Certified Organic)	GR	BU	10.55
0051	GRS	Sorghum	Grain	GR	BU	5.99
	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	5.99
	HIG	Sorghum	Hybrid	SD	BU	5.99
	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	5.99
	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	5.99
	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	5.99
0058		Cranberries		FH	BBL	*--44.60
		Cranberries		PR	BBL	44.60
0067	AUS	Peas	Austrian Peas	DE	LBS	0.195
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.318
	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.318
	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.318
	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.318
	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.318--*
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	NA
	OIL	Sunflowers	Sunflower Oil	GR	LBS	NA
0080	DOP	Millet	Dove Proso	GR	BU	NA
0081	COM	Soybeans	Common	GR	BU	12.50
	COM	Soybeans	Common (Certified Organic)	GR	BU	18.90
	EDA	Soybeans	Edamame Soybeans	GR	BU	12.50
	EDA	Soybeans	Edamame (Certified Organic)	GR	BU	18.90
	LER	Soybeans	Lerado	GR	BU	12.50
	LER	Soybeans	Lerado (Certified Organic)	GR	BU	18.90
0091	SPR	Barley	Spring Barley	GR	BU	4.91
	WTR	Barley	Winter Barley	GR	BU	4.91
0094		Rye		GR	BU	7.76
0129		Rapeseed		SD	LBS	NA
0469		Macadamia Nuts			LBS	0.780
0711	FAL	Canola	Fall Seeded	SD	LBS	NA
	SPR	Canola	Spring Canola	SD	LBS	NA

Note: All prices entries with “NA,” prices are not currently available and will be updated when the price becomes available.

PRF Price and Yield Charts (Continued)

D 2011 Crop Year PRF Price and Yield Data

The following prices and yields were received from RMA and relate to the county base value for 2011 PRF hay land policies.

Commodity	State	*--2011 PRF Yield Ton Per Acre	2011 PRF Price/Ton--*
Hay All (Dry)	Alabama	2.13	\$90.6667
Hay All (Dry)	Alaska	1.20	\$298.3333
Hay All (Dry)	Arizona	7.89	\$152.0000
Hay All (Dry)	Arkansas	2.18	\$84.1667
Hay All (Dry)	California	5.76	\$150.6667
Hay All (Dry)	Colorado	2.79	\$145.0000
Hay All (Dry)	Connecticut	2.08	\$208.0000
Hay All (Dry)	Delaware	2.54	\$174.0000
Hay All (Dry)	Florida	2.90	\$129.6667
Hay All (Dry)	Georgia	2.13	\$85.6667
Hay All (Dry)	Idaho	3.77	\$151.3333
Hay All (Dry)	Illinois	3.04	\$129.0000
Hay All (Dry)	Indiana	2.75	\$140.6667
Hay All (Dry)	Iowa	3.43	\$116.0000
Hay All (Dry)	Kansas	2.51	\$106.1667
Hay All (Dry)	Kentucky	1.99	\$107.0000
Hay All (Dry)	Louisiana	2.67	\$89.3333
Hay All (Dry)	Maine	1.71	\$169.0000
Hay All (Dry)	Maryland	2.65	\$173.6667
Hay All (Dry)	Massachusetts	1.93	\$205.0000
Hay All (Dry)	Michigan	2.47	\$139.6667
Hay All (Dry)	Minnesota	2.54	\$112.6667
Hay All (Dry)	Mississippi	2.60	\$65.0000
Hay All (Dry)	Missouri	2.01	\$97.1667
Hay All (Dry)	Montana	1.86	\$96.6667
Hay All (Dry)	Nebraska	2.35	\$84.0000
Hay All (Dry)	Nevada	3.49	\$147.6667
Hay All (Dry)	New Hampshire	1.83	\$201.0000
Hay All (Dry)	New Jersey	1.99	\$139.6667
Hay All (Dry)	New Mexico	4.37	\$167.3333
Hay All (Dry)	New York	1.95	\$127.3333
Hay All (Dry)	North Carolina	1.94	\$94.6667
Hay All (Dry)	North Dakota	1.65	\$67.1667

PRF Price and Yield Charts (Continued)

D 2011 Crop Year PRF Price and Yield Data (Continued)

Commodity	State	*--2011 PRF Yield Ton Per Acre	2011 PRF Price/Ton--*
Hay All (Dry)	Ohio	2.55	\$134.3333
Hay All (Dry)	Oklahoma	1.91	\$92.8333
Hay All (Dry)	Oregon	2.98	\$162.3333
Hay All (Dry)	Pennsylvania	2.29	\$160.3333
Hay All (Dry)	Rhode Island	1.96	\$208.3333
Hay All (Dry)	South Carolina	2.00	\$115.0000
Hay All (Dry)	South Dakota	2.01	\$89.3333
Hay All (Dry)	Tennessee	1.94	\$90.1667
Hay All (Dry)	Texas	2.21	\$126.0000
Hay All (Dry)	Utah	3.73	\$136.3333
Hay All (Dry)	Vermont	1.84	\$162.0000
Hay All (Dry)	Virginia	2.09	\$135.6667
Hay All (Dry)	Washington	3.99	\$170.0000
Hay All (Dry)	West Virginia	1.75	\$93.0000
Hay All (Dry)	Wisconsin	2.36	\$94.8333
--Hay All (Dry)	Wyoming	2.09	\$110.3333--