

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Supplemental Revenue Assistance Payments Program 1-SURE	Amendment 31
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 21 B has been amended to require using FSA-770 SURE, including DD's concurrence and signature to comply with Improper Payments Information Act findings.

Subparagraphs 678 A and 679 C have been amended to reference manual access for the payment report.

Subparagraphs 678 B, 679 B, and 684 B have been amended to update screen shots.

Subparagraphs 680 A and B have been amended to provide instructions for manually accessing the payment report.

Subparagraph 689 D has been amended to remove reference to payment data sources that are no longer available.

Page Control Chart		
TC	Text	Exhibit
	1-31, 1-32 19.5-5 through 19.5-8 19.5-13, 19.5-14 19.5-14.5 through 19.5-14.8 (add) 19.5-23, 19.5, 24 19.5-49, 19.5-50	3, page 1

21 FSA-770 SURE**A Preventing Improper Payments**

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. FSA-770 SURE has been developed to assist County Offices to ensure that SURE payments are issued properly.

B FSA-770 SURE Applicability

FSA-770 SURE:

- is * * * required
- may be used as a management tool to help address deficiencies indentified by a review
- may be used to determine if SURE policies or procedures are being followed **before** issuing SURE payments
- *--requires DD's concurrence and signature in items 34 A and B.--*

C FSA-770 SURE Retention Period

All FSA-770 SURE payments shall be retained in the producer's SURE folder with FSA-682 according to 25-AS, Exhibit 27.7. If a new FSA-770 SURE is initiated, the original FSA-770 SURE shall be retained along with the newly initiated FSA-682 for SURE.

FSA-770 SURE shall be destroyed when FSA-682 is destroyed.

21 FSA-770 SURE (Continued)

D County Office Action

The County Office employee that completes each item on FSA-770 SURE:

- is certifying that the applicable SURE provisions have, or have **not**, been met
- shall refer to the applicable handbook provisions, as specified, for additional information.

Note: As an alternative, County Offices may choose to review all items **after** COC approval, if applicable; however, each item **must** be initialed and dated verifying that each item has been reviewed.

After **all** questions on FSA-770 SURE have been answered, the County Office employee shall sign and date FSA-770 SURE, item 29A as the preparer.

Notes: By signing as the preparer, the employee is **not** certifying that they have reviewed **all** items in the applicable part of FSA-770 SURE; they are certifying that the item with their initial was reviewed and that the applicable program provisions have or have **not** been met.

County Offices **cannot** rely solely on using FSA-770 SURE for administering SURE. **All** SURE provisions **must** be met, **not** just the items included on FSA-770 SURE. FSA-770 SURE is a tool to assist with SURE administration and includes the major areas where deficiencies may be identified, but it is **not** inclusive of all SURE provisions.

678 SURE 2012 Main Menu**A Overview**

After users have selected the 2012 program year, the SURE 2012 Main Menu will be displayed.

For 2012, the SURE Intranet web site contains the following reports:

- SURE Information Report
- *--Detailed Payment Report for SURE (manual access) (paragraph 680)--*
- RMA Producer Data Change Report
- RMA Producers not in SCIMS Report
- All RMA Producers Report.

For 2012, the SURE Intranet web site contains the following tools:

- SURE Data Query Tool
- SURE Workbook Template vX.X
- Tools for Factoring RMA Data:
 - By Share
 - By Eligible Acres
 - By Stage
 - By Share Differences
- Tolerance Tool
- Peanut Tool.

For 2012, the SURE Intranet web site contains the links:

- “NCT (2009-2014)”
- “SWIMS”.

678 SURE 2012 Main Menu (Continued)

B Example of the SURE 2012 Main Menu

The following is an example of the SURE 2012 Main Menu.

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679 SIR

A Background

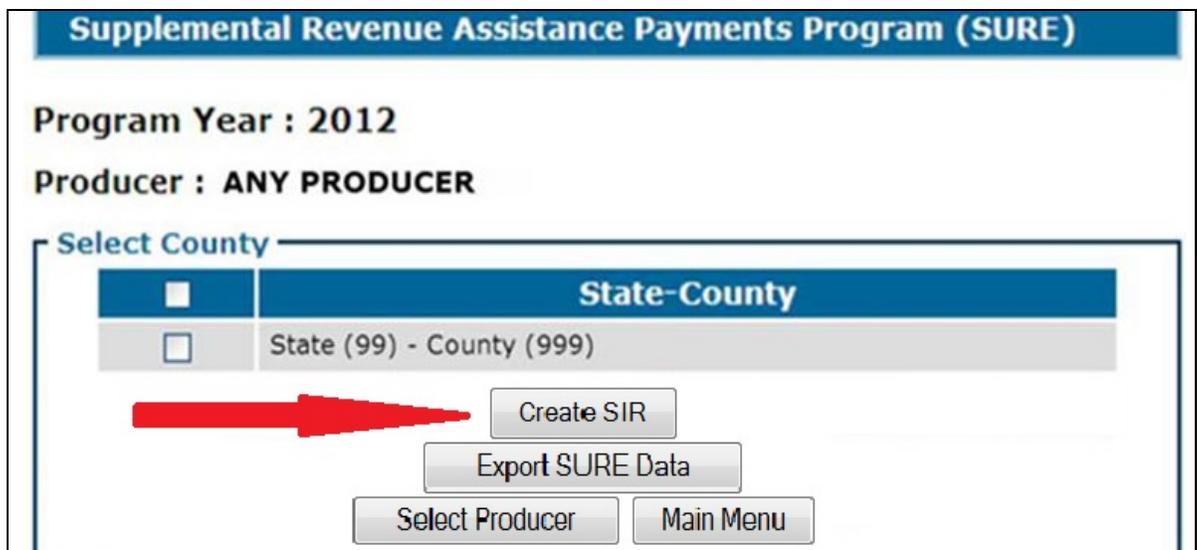
SIR is being provided as a reference report that will summarize the following:

- producer’s acreage data
- producer’s NAP data, if applicable
- producer’s NAP relief data, if applicable
- producer’s CAT relief data, if applicable
- any insurance data provided by RMA
- *--payment data (manual access) (paragraph 680)--*
- weighted CC yield data.

B Accessing SIR

From the 2012 Main Menu, CLICK “SURE Information Report (Web)” and select the producer in SCIMS. The SURE-Select County Screen will be displayed. The following is an example of the SURE-Select County Screen.

*--



--*

Select the county or counties, as applicable, and CLICK “Create SIR”. SIR will display in a separate window in PDF format. This report shall be printed, may be saved, is used to complete the producer’s workbook, and shall be filed in the producer’s program folder.

SIR shall be checked for changes and printed/reprinted, if applicable, **before** issuing payments to ensure that the most current data is being used.

Note SIR is an internal document; and may be shared with other FSA offices, but it shall **not** be shared with any party that is not an FSA employee.

*--679 SIR (Continued)

C Data Elements on SIR

The following data elements will print on SIR.

SIR	
Source File	Data Included
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable
2012 FSA-578 Data	Physical Location
	Crop
	Type
	Intended Use
	Status Code
	Practice
	Reported Acres
	Determined Acres
	Determined Indicator
	Share
	Planting Date
	Farm Number
	Tract Number
Field Number	
NAP Data – 2012 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period

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679 SIR (Continued)

C Data Elements on SIR (Continued)

SIR - 2012 RMA Data	
RMA Label	Data Entry Workbook Label
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
SY - Yield Type	
SY - Person Sharing	
Date Planted	
Update Date	
Date of Loss - Primary	
Date of Loss - Secondary	
SBI - Approved Insurance Provider	
SBI - ID Number	
SBI - ID Type Code	
SBI - Name	
Source File	Data Included
2012 Payment Data *--Note: As of August 6, 2015, see paragraph 680 for payment data instructions.--*	DCP Direct Payments
	DCP Counter-Cyclical Payments
	ACRE Direct Payments
	ACRE ACRE Payments
	Price Support Payments
	Price Support - CMA Payments
	NAP Payments
	Other Disaster Payments
2012 CC Yield Data	Crop
	Weighted Counter-Cyclical Yield
	Unit of Measure

Note: See Exhibit 4 for more information on RMA data elements.

A disclaimer will be displayed on the last page of the 2012 SIR that states the following:

“This report contains sensitive data. It is for FSA Internal Use Only and shall not be distributed.”

680 Detailed Payment Report for SURE

*--A Accessing Data Marts

As of August 6, 2015, the Detailed Payment Report for SURE will no longer be available on the SURE Intranet web site for all program years. This data must now be accessed manually by using Data Marts to produce the Detailed Payment Report.

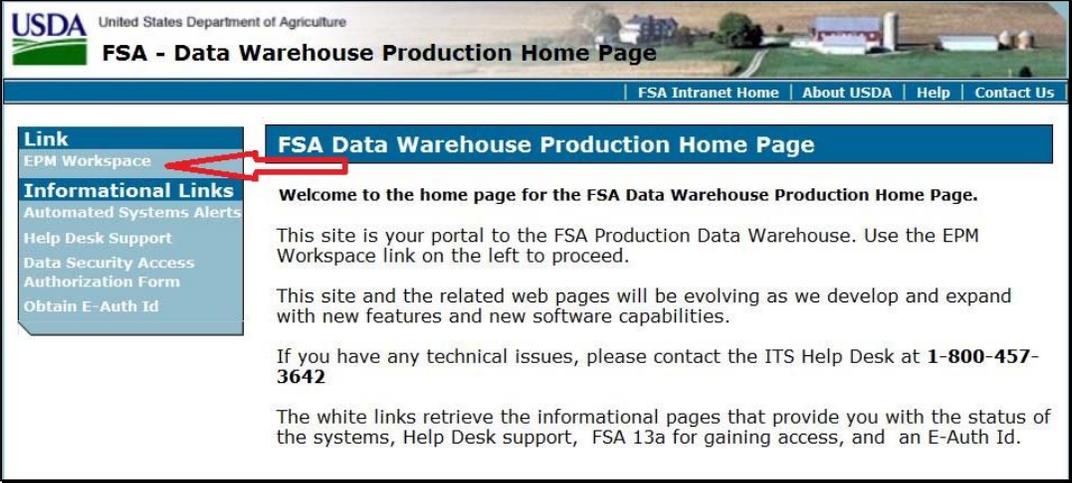
Access Data Marts from the FSA Intranet, FSA Applications Page at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp> according to the following steps.

Step	Action
1	<p>Under “Applications Directory”, CLICK “D-F” and the FSA Intranet Page will be displayed with “Applications Directory, D to F”. CLICK “Data Marts”.</p> 

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680 Detailed Payment Report for SURE (Continued)

*--A Accessing Data Marts (Continued)

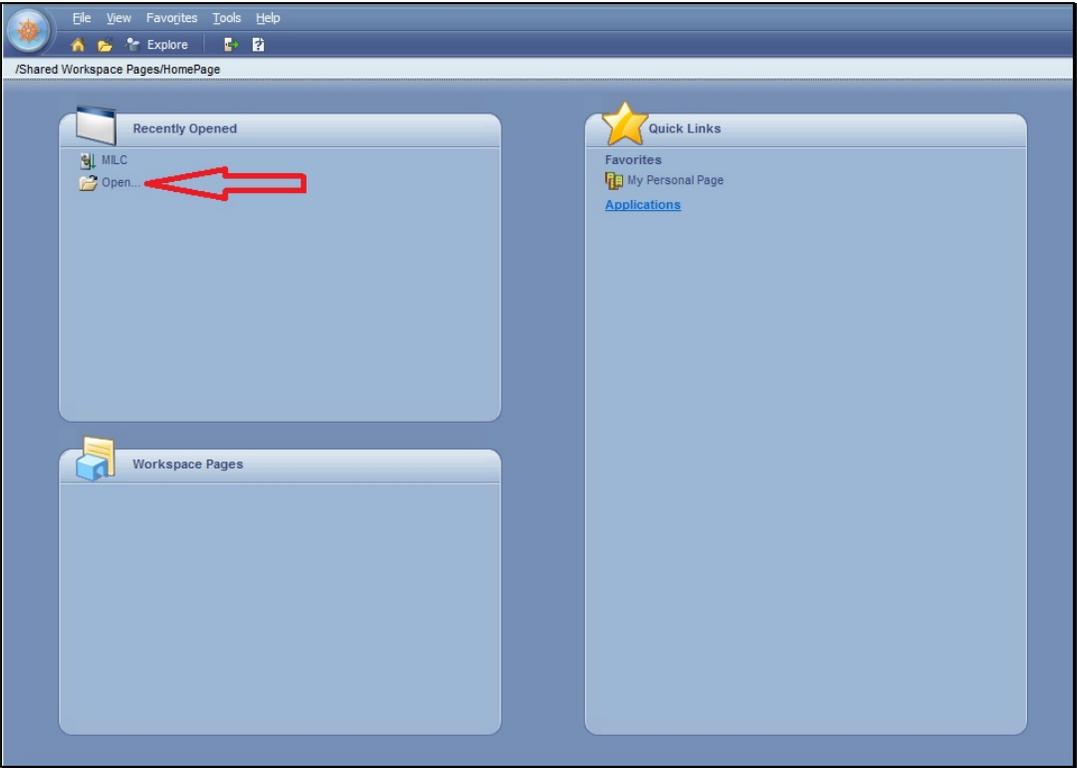
Step	Action
2	<p>On the Data Warehouse Home Page, CLICK “Oracle EPM11 Data Marts”.</p> 
3	<p>Under “Link,” CLICK “EPM Workspace”.</p> 
4	<p>The eAuthentication Warning Screen will be displayed. CLICK “Login LincPass (PIV)” or enter user ID and password and CLICK “Login”.</p>

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680 Detailed Payment Report for SURE (Continued)

***--B Accessing SURE Payment Reports**

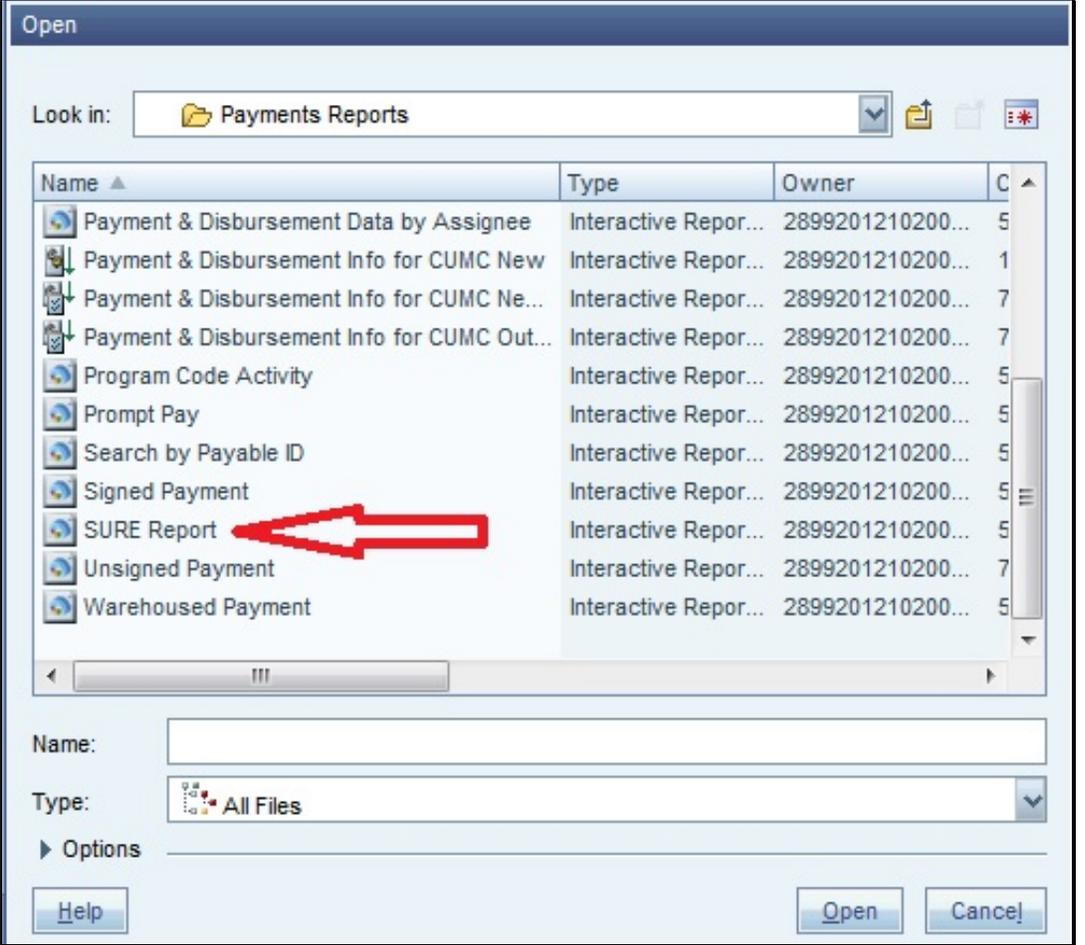
The following table provides steps to access SURE payment reports.

Step	Action
1	<p>After completing the steps in subparagraph A, the following Shared Workspace Pages/HomePage will be redisplayed. Under “Recently Opened” CLICK “Open”.</p> 

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680 Detailed Payment Report for SURE (Continued)

*--B Accessing SURE Payment Reports (Continued)

Step	Action																																																
2	<p>An “Open” dialog box will be displayed with a list of payment reports. Scroll down and CLICK “SURE Report”.</p>  <p>The screenshot shows an 'Open' dialog box with the following table of files:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Owner</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>Payment & Disbursement Data by Assignee</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> <tr> <td>Payment & Disbursement Info for CUMC New</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>1</td> </tr> <tr> <td>Payment & Disbursement Info for CUMC Ne...</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>7</td> </tr> <tr> <td>Payment & Disbursement Info for CUMC Out...</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>7</td> </tr> <tr> <td>Program Code Activity</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> <tr> <td>Prompt Pay</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> <tr> <td>Search by Payable ID</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> <tr> <td>Signed Payment</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> <tr> <td>SURE Report</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> <tr> <td>Unsigned Payment</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>7</td> </tr> <tr> <td>Warehoused Payment</td> <td>Interactive Repor...</td> <td>2899201210200...</td> <td>5</td> </tr> </tbody> </table> <p>The 'SURE Report' entry is highlighted with a red arrow.</p>	Name	Type	Owner	C	Payment & Disbursement Data by Assignee	Interactive Repor...	2899201210200...	5	Payment & Disbursement Info for CUMC New	Interactive Repor...	2899201210200...	1	Payment & Disbursement Info for CUMC Ne...	Interactive Repor...	2899201210200...	7	Payment & Disbursement Info for CUMC Out...	Interactive Repor...	2899201210200...	7	Program Code Activity	Interactive Repor...	2899201210200...	5	Prompt Pay	Interactive Repor...	2899201210200...	5	Search by Payable ID	Interactive Repor...	2899201210200...	5	Signed Payment	Interactive Repor...	2899201210200...	5	SURE Report	Interactive Repor...	2899201210200...	5	Unsigned Payment	Interactive Repor...	2899201210200...	7	Warehoused Payment	Interactive Repor...	2899201210200...	5
Name	Type	Owner	C																																														
Payment & Disbursement Data by Assignee	Interactive Repor...	2899201210200...	5																																														
Payment & Disbursement Info for CUMC New	Interactive Repor...	2899201210200...	1																																														
Payment & Disbursement Info for CUMC Ne...	Interactive Repor...	2899201210200...	7																																														
Payment & Disbursement Info for CUMC Out...	Interactive Repor...	2899201210200...	7																																														
Program Code Activity	Interactive Repor...	2899201210200...	5																																														
Prompt Pay	Interactive Repor...	2899201210200...	5																																														
Search by Payable ID	Interactive Repor...	2899201210200...	5																																														
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Unsigned Payment	Interactive Repor...	2899201210200...	7																																														
Warehoused Payment	Interactive Repor...	2899201210200...	5																																														

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684 SURE Data Query Tool (Continued)

B Accessing the SURE Data Query Tool

From the 2012 Main Menu, users select “SURE Data Query Tool” and select the producer in SCIMS. The following is an example of the SURE Select County Screen.

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Select the county for which to use the SURE Data Query Tool, and CLICK “Export SURE Data”.

C Example SURE Data Query Tool Screen

The following is an example of the SURE Data Query Tool Screen.

Supplemental Revenue Assistance Payments Program (SURE)													
Program Year : 2012			Admin State : State (00)				Admin County : County (000)						
Producer : ANY PRODUCER													
Update													
<input type="checkbox"/> Eligible	Unit #	Location (if not admin)	Crop	Type IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field
<input type="checkbox"/>			CORN	YEL GR	I	N	13.35		0.5000	2012-04-23	00000000	000	1
<input type="checkbox"/>			CORN	YEL GR	I	N	2.10		0.5000	2012-04-24	00000000	000	3
<input type="checkbox"/>			MIXED FORAGE	NSG FG	I	N	4.71		0.5000	2012-01-01	00000000	000	6
<input type="checkbox"/>			MIXED FORAGE	NSG FG	I	N	12.89		0.5000	2012-01-01	00000000	000	7
<input type="checkbox"/>			SOYBEANS	COM GR	I	N	1.00		0.5000	2012-05-25	00000000	000	2
<input type="checkbox"/>			SOYBEANS	COM GR	I	N	8.70		0.5000	2012-05-25	00000000	000	5
Update													
Ineligible crops													
Location (if not admin)	Crop	Type IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field		
-	FALLOW		I	N	0.63		0.5000	1900-01-01	00000000	000	4		

*--684 SURE Data Query Tool (Continued)

D Field Descriptions and Actions

The following provides the field descriptions and actions on the Producers Crop Data Screen.

Field/Button	Description	Action
Program Year	The selected year will be displayed.	
Admin State	Administrative State selected on the SURE Select County Screen will be displayed with the State code.	
Admin County	Administrative County selected on the SURE Select County Screen will be displayed with the County code.	
Producer	Name of the selected producer will be displayed.	
Eligible	Manual selection.	Check (✓) the “ Eligible ” box next to the crops that are eligible for 2012 SURE. If all displayed crops are eligible for 2012 SURE, check (✓) the “ Eligible ” box in the header to select all crops.
Unit Number	<p>Manual entry.</p> <p>Unit number is a unique number that can be used to summarize multiple acreage line items into 1 line item. Users can enter the RMA or NAP unit number, if applicable, or any other unique number.</p> <p>Note: If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the actual unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.</p>	<p>Enter a unit number for the acreage line item.</p> <p>If the same unit number is entered for multiple acreage line items, the line items will be considered 1 unit if all of the following match:</p> <ul style="list-style-type: none"> • location • crop • crop type • intended use • status • practice • share. <p>If any of the preceding items are different, the acreage line items will be considered separate units.</p>

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*--689 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

Following is an example of the Data Entry Worksheet, “Other Payment Amounts” data cells.

Other Payment Amounts:			Other Payment Amounts:	
DCP	Direct Payments	\$ 8,000.00	NAP Payments	
	CC Payments			
ACRE	Direct Payments		Information Only (No Data Entry) RMA (Crop Ins.) Indemnities \$ 15,000 Imputed CAT/NAP Amt: \$ 30,434	
	ACRE Payments			
Price Support (LDP, MG, Market Certs.) CMA:				
FSA Settlements				
RMA Settlements				
Other Disaster Payments				
Guar. Pmts./Contract Growers				

The following provides instructions for completing the “Other Payment Amounts” fields.

Field		Definition and Rule
DCP	Direct Payments <u>1/</u>	Enter 100 percent of the total DCP direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2012. Only 15 percent of the total DCP direct payment will apply against the revenue; however, the user shall enter 100 percent of the total DCP direct payment; the Data Entry Worksheet will calculate the 15 percent.
	CC Payments <u>1/</u>	Enter total DCP CC payments the producer received in all counties nationwide or administrative county for program year 2012.
ACRE	Direct Payments <u>1/</u>	Enter 100 percent of the total ACRE direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2012. Only 15 percent of the total ACRE direct payment will apply against the revenue; however, the user shall enter 100 percent of the total ACRE direct payment; the Data Entry Worksheet will calculate the 15 percent.
	ACRE Payments <u>1/</u>	Enter total ACRE ACRE payments the producer received in all counties nationwide or administrative county for program year 2012.
	CMA <u>2/</u>	Enter total LDP payments, eLDP payments, marketing loan gain payments, marketing certificate loan gain benefits the CMA producer received in all counties nationwide or administrative county for program year 2012.
FSA Settlements		Enter total FSA settlement payments, not including FLP settlements, the producer received in the administrative county for program year 2012. FSA settlements include payments to the producer as a result of a court proceeding. These types of payments will not have a program code and will not appear on any Producer Payment History Report. The producer will have to certify to this payment amount, if applicable.
RMA Settlements		Enter total RMA settlement payments the producer received in the administrative county for program year 2012. RMA settlements include payments to the producer because of arbitration. These types of payments will not appear on any RMA report. The producer will have to certify to this payment amount, if applicable.
Other Disaster Payments		Enter any other FSA disaster program payments (programs authorized through Section 32 funds or potential ad hoc programs; any programs that are approved will be identified in Part 9) the producer received in the administrative county for program year 2012.
Guaranteed Payment to Contract Growers		Enter total guaranteed payments to contract growers the producer received in the administrative county for program year 2012. The producer will have to certify to this payment amount, if applicable.

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689 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

Field	Definition and Rule
NAP Payments	Enter total NAP payments the producer received in all counties nationwide or by the administrative county for program year 2012.
RMA (Crop Ins.) Indemnities	RMA gross indemnities and producer premiums are included in the crop data entry with the result automatically entered here. Manual entry is not allowed in this cell. If the net indemnity is equal to or less than zero, a dash “-” will be displayed.
Imputed CAT/NAP Amt:	Imputed CAT/NAP payments are automatically calculated according to subparagraph 263 H, when applicable. Manual entry is not allowed in this cell.

1/ DCP Direct and DCP CC, ACRE Direct and ACRE-ACRE, and LDP payment amounts ***--**are found in the Data Mart SURE Report (paragraph 680). If disbursements and receivables are found for any of these program categories, subtract the receivable from the disbursement **before** entering payment amount into the SURE Workbook.

2/ Price Support - CMA payments are found in the Data Mart SURE Report (paragraph 680).

Notes: The 2012 payment data for SURE is referenced in paragraph 680. The **--*** administrative county may enter the “other payment amounts” during the completion of the workbook for the producer in that administrative county, however, it will be the recording county’s responsibility to ensure that all “other payment amounts” issued for all counties is entered accurately for the producer. The recording county shall ensure that there are no duplicate entries or missing payments.

If the only data that would be entered in a workbook for a producer in an administrative county is “Other Payment Amount”, the administrative county will notify the recording county and the “Other Payment Amount” data for the administrative county will be entered in the recording county’s workbook by the recording county. The administrative county will not complete a workbook for the producer in this case.

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The following menus and screens are displayed in this handbook.

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