FSA
HANDBOOK

Agriculture Risk Coverage and Price Loss Coverage Program Automation

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-ARCPLC

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

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Farm Service Agency
Washington, DC 20250

Agriculture Risk Coverage and Price Loss Coverage Program Automation 2-ARCPLC	**Amendment 1**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide automation instructions and procedures for the Agriculture Risk Coverage and Price Loss Coverage Program.

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Part 1 Basic Information

1 Handbook Purpose, Related Handbooks, and Source of Authority

A Handbook Purpose

This handbook provides instructions for using the 2014 and future year web-based ARCPLC software.

B Related Handbooks

Handbooks related to the ARCPLC software include the following.

IF question is about…	THEN see…
acreage determinations	2-CP.
administering the ARC and PLC Program	1-ARCPLC.
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assignments and joint payees	63-FI.
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payment limitations and subsidiary files	5-PL.
payment reductions and violations	4-CP.
signature requirement, power of attorney, and maintaining the name and address file common provisions	1-CM.
web-based subsidiary files	3-PL.

C Sources of Authority

Authority for the 2014 through 2018 ARC and PLC Program is mandated by the Agricultural Act of 2014 (Pub. L. 113-79) and 7 CFR Part 1412.

2-5 (Reserved)

Part 2 ARCPLC Software

6 Overview

A Basic Information

ARCPLC software is intuitive web-based software with a centralized database. CCC-861 and CCC-862 will be updated by:

- County Office employees
- State Office employees that have been granted access to ARCPLC.

All State and County Office employees that have access to ARCPLC software will be able to load CCC-861 or CCC-862 for any customer nationwide. FSA customers with Internet access and eAuthentication Level 2 security access can load CCC-861's or CCC-862's for all farms to which they are linked. See Part 2 for additional information.

Note: Producers with eAuthentication Level 2 security access, and a representative role established in RLMS, have the ability to view and modify CCC-861's or CCC-862's on behalf of the producer they represent.

ARCPLC software will read farm and tract maintenance files.

B Definitions

In this part, user means County Office employees and producers **except** where specifically noted.

Home county means administrative county in the web-based environment.

7-10 (Reserved)

Section 1 County Office Access

Subsection 1 ARCPLC Software Access

11 Access to the ARCPLC Web Site

A Accessing the ARCPLC Web Site

To access the ARC/PLC Main Menu, go to FSA's Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "A-C". The FSA Intranet Screen will be redisplayed with applications with names starting with A to C. CLICK "**ARC/PLC Contract**".

Note: Internet Explorer shall be used when accessing ARCPLC software.

The ARC/PLC Login Screen will be displayed.

B ARC/PLC Login Screen

After users click "ARC/PLC Contract", the following ARC/PLC Login Screen will be displayed. CLICK "**ARC/PLC Login**" to continue.

Users will be prompted to login through the USDA eAuthentication Login Screen. Click "**Login with LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".

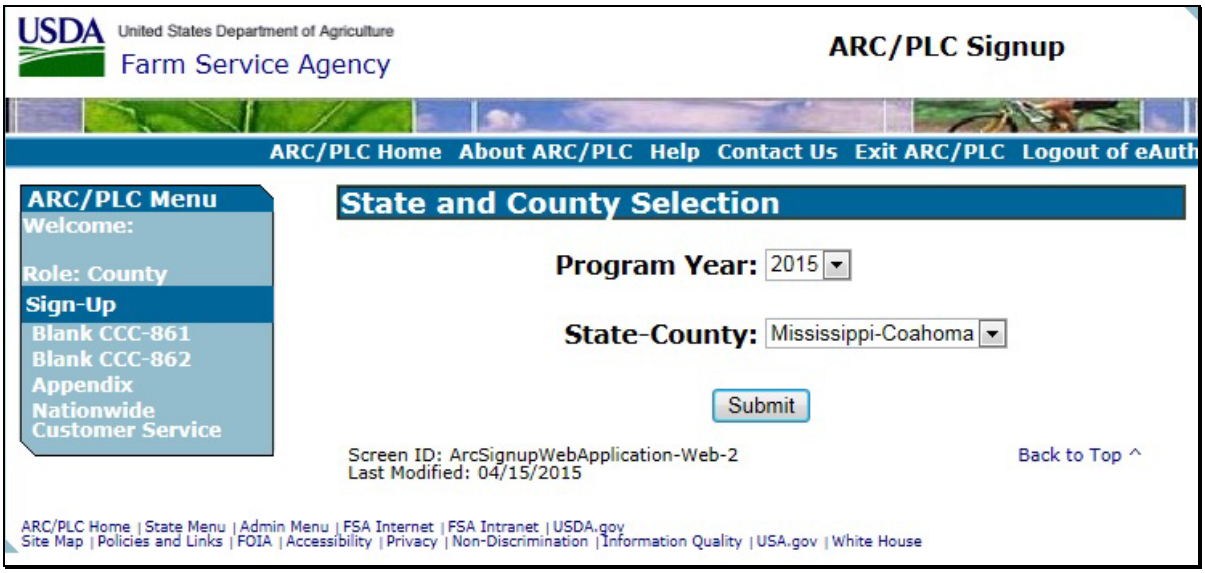
12 State, County, and Year Selection

A Overview

To access nationwide customer service, from the left navigation menu under "Sign-Up", CLICK "**Nationwide Customer Service**". When users are logged in and have been authenticated, users **must** select a State, county, and program year to process CCC-861 or CCC-862 in the home county. This provides **all** users nationwide the ability to create and load CCC-861's or CCC-862's for **any** producer. See paragraph 49 for more information on nationwide customer service access.

B Example of State and County Selection Screen

The following is an example of the State and County Selection Screen.



C State and County Selection Screen Options

The following options are available on the State and County Selection Screen.

Field/Button	Action
Program Year	Select correct program year.
State-County	Select correct State and county to record CCC-861 or CCC-862. **Note:** Users will only see State and counties linked to their EAS profile.
Submit	Search Selection Screen will be displayed.

13 Search Selection Screen

A Overview

When users select the State, county, and year and click “Submit”, the Search Selection Screen will be displayed. The Search Selection Screen allows users to access a farm by producer or the specific farm number.

B Example of Search Selection Screen

The following is an example of the Search Selection Screen.

C Search Selection Screen Options

The following options are available on the Search Selection Screen.

Field/Button	Action
Producer	Click radio button and CLICK “Submit”. SCIMS Customer Search Page will be displayed. See paragraph 14.
Farm Number	Click radio button, enter desired farm number to search, and CLICK “Submit”.
Submit	If searching by: • producer, the SCIMS Customer Search Page will be displayed • farm number, the Contract Signup Screen will be displayed.
Cancel	State and County Selection Screen will be displayed

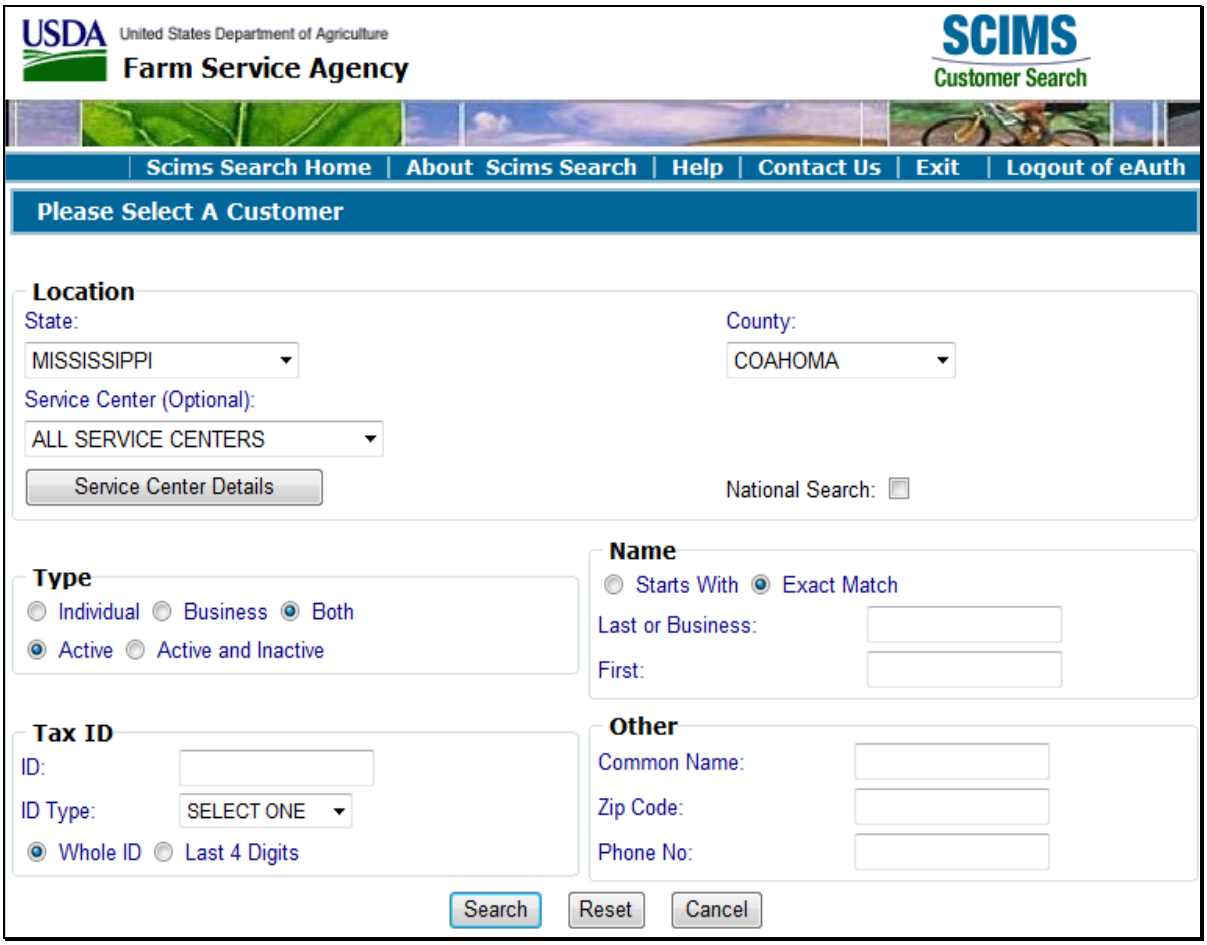
14 SCIMS Customer Search Page

A Overview

If users search by producer (subparagraph 13 C), the SCIMS Customer Search Page will be displayed. The SCIMS Customer Search Page provides users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Page

The following is an example of the SCIMS Customer Search Page. Customer search results will be based on selections made on this page. After a producer is selected, the Farm Selection Screen will be displayed. See paragraph 15.



15 Farm Selection Screen

A Overview

After a producer has been selected, the Farm Selection Screen will be displayed with the farm number, operator name, election type, and CCC-861 or CCC-862 status for each farm associated with the selected producer.

Note: All farms associated with the producer will be displayed. Farms with no base acres will be marked, "No Base Acres" under the "Contract Status" column.

B Example of Farm Selection Screen

The following is an example of the Farm Selection Screen.

C Farm Selection Screen Options

The following options are available on the Farm Selection Screen.

Field/Button	Action
Program Year	Program year as selected.
State	State as selected and State code.
County	County as selected and county code.
Name	Displays names of all OO's, OP's, OT's, and OW's associated with the farm.
Farm Number	Click radio button of desired farm number to select.
New Search	Cancels all information entered into ARCPLC. Search Selection Screen will be displayed. See paragraph 13.
Continue	**After** clicking the radio button for the applicable farm number, CLICK "**Continue**". Only 1 farm can be selected at a time. Contract Signup Screen will be displayed. See paragraph 16.

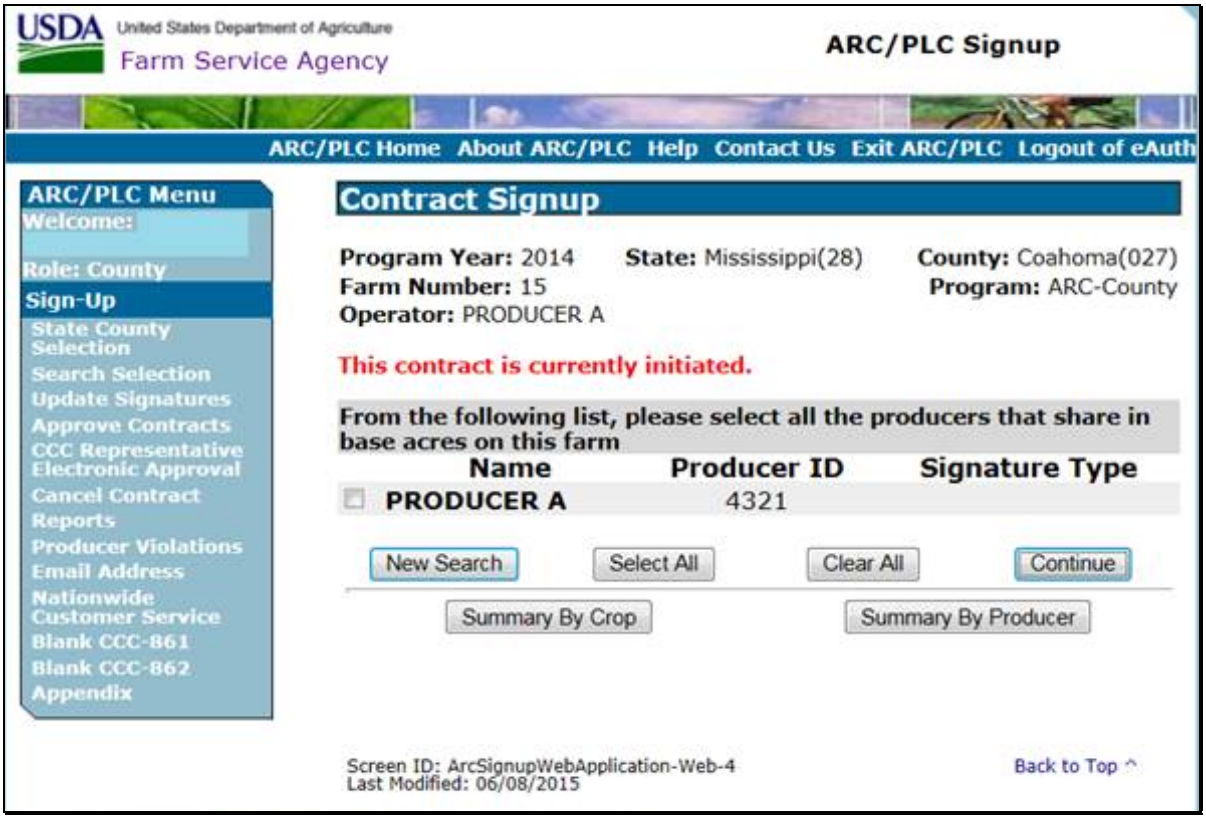
16 Contract Signup Screen

A Overview

The Contract Signup Screen provides users the ability to select the producer that has interest in CCC-861 or CCC-862.

B Example of Contract Signup Screen

The following is an example of the Contract Signup Screen.



16 Contract Signup Screen (Continued)

C Contract Signup Screen Options

The following options are available on the Contract Signup Screen.

Field/Button	Action
Name	Click checkbox for producers that share in the base acres on the farm.
New Search	Cancels all information entered on the Contract Signup Screen. Search Selection Screen will be displayed.
Select All	All producers on the farm will be selected that have an interest in the base acres. Check (✓) will be displayed in front of each producer's name. Click "Continue" and the Individual Producer Screen will be displayed. See paragraph 21 for ARC-CO and PLC or paragraph 31 for ARC-IC.
Clear All	Producers previously selected that have an interest in the base acres will be deselected.
Continue	Users can select either: • individual producers to share in CCC-861 by clicking the checkbox in front of the applicable producer's name • all producers, by clicking "Select All". CLICK "**Continue**". Individual Producer Screen will be displayed. See paragraph 21 for ARC-CO and PLC, and paragraph 31 for ARC-IC. **Note:** If **no** producers were selected that have a share in the base acres when users click "Continue", for: • ARC-CO and PLC, the Summary by Producer Screen will be displayed (paragraph 22) • ARC-IC, the ARC-Individual Summary Screen will be displayed (paragraph 32).

16 Contract Signup Screen (Continued)

C Contract Signup Screen Options (Continued)

Field/Button	Action
Summary By Crop (CCC-861's **only**.)	Summary by Crop Screen will be displayed. See paragraph 23. This screen can be used to: • load or modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-861.
Summary By Producer (CCC-861's **only**.)	Summary by Producer Screen will be displayed. See paragraph 22. This screen can be used to: • load or modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-861.
Summary (CCC-862's **only**.)	ARC-Individual Summary Screen will be displayed. See paragraph 32. This screen can be used to: • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-862.

Note: Farms with:

- ARC-CO and PLC elections will share CCC-861's
- ARC-IC election will have a separate CCC-862.

17-20 (Reserved)

21 Individual Producer Screen

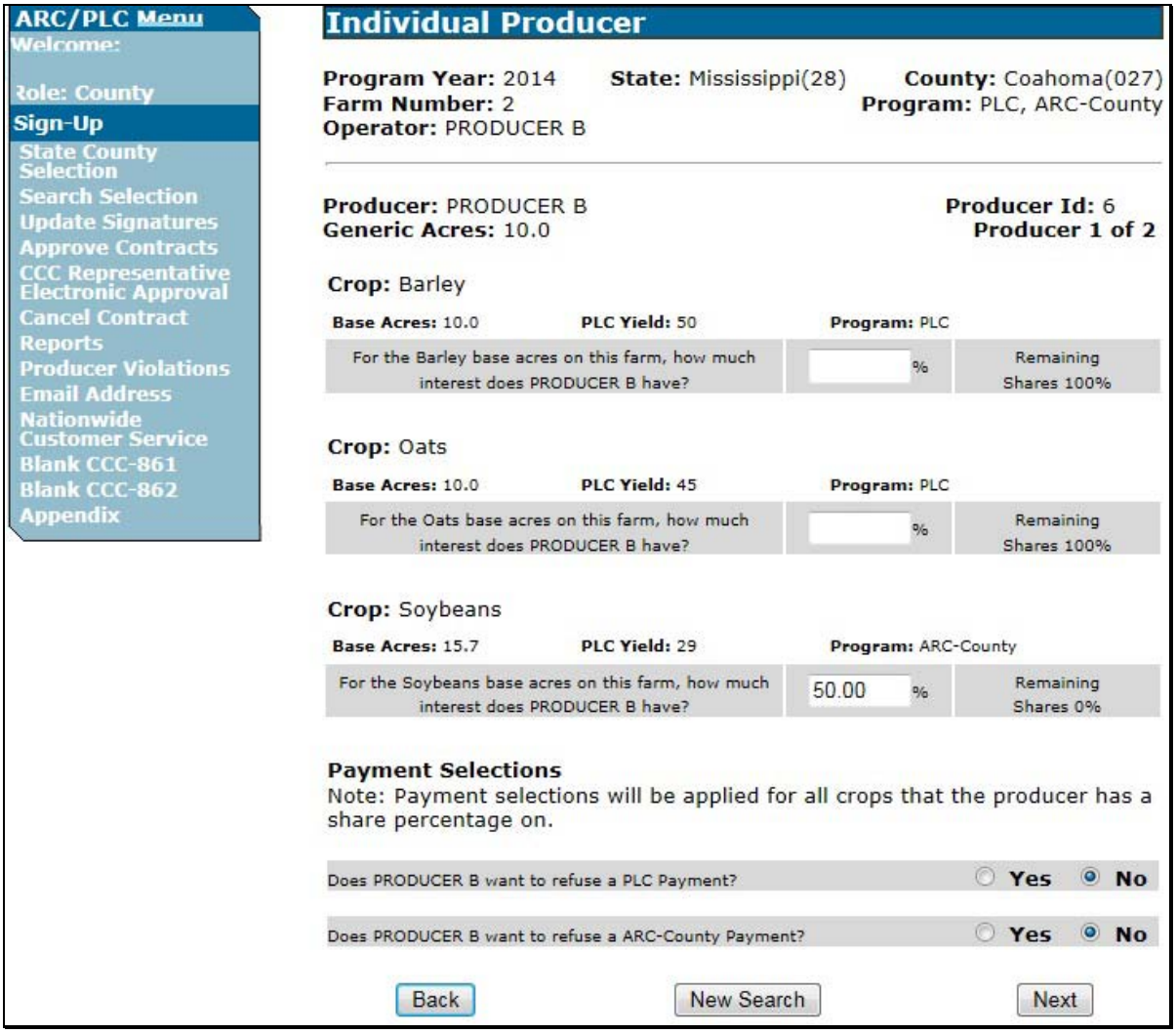
A Overview

The Individual Producer Screen provides a question and answer method of updating share and payment selection data. This screen may be skipped by clicking any of the following on the Contract Signup Screen:

- "Continue" **without** selecting any producers to share in CCC-861
- "Summary By Producer"
- "Summary By Crop".

B Example of the Individual Producer Screen

The following is an example of the Individual Producer Screen for CCC-861's.



21 Individual Producer Screen (Continued)

C Individual Producer Screen Options

The following table provides the field descriptions and actions for the Individual Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop.	Screen will be completed for **each** producer that was selected to share in CCC-861 on the Contract Signup Screen.
Producer Id	Last 4 digits of producer's ID number.	
Generic Acres	Number of generic base acres present on the farm.	
Producer (#) of (#)	Number of producers that: • have been selected to share in this CCC-861 • are remaining. **Example:** If 5 producers were selected to share in CCC 861, the field will display 1 of 5, 2 of 5, etc.	

21 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Crop	Each crop associated with the selected farm in farm maintenance.	
Base Acres	Base acres associated with each crop.	
PLC Yield	PLC yield associated with each crop	
Program	Election associated with each crop.	
For the [*crop name*] base acres on this farm, how much interest does [*producer name*] have? [*Share*]%	Manual entry for producer's share specific to applicable crop.	Enter share from 1 to 100 percent with 2 decimal places, if needed. **Example:** Producers A and B share 33 1/3 and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer.	This is a tool to keep users informed of how much of the share percentage has been used.

21 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Does [*producer name*] want to refuse a PLC Payment?	Manual entry. **Note:** Only applicable if the farm has PLC election.	CLICK "Yes" or "No", as applicable.
Does [*producer name*] want to refuse a ARC-County Payment?	Manual entry. **Note:** Only applicable if the farm has ARC-CO election.	CLICK "Yes" or "No", as applicable.
Back	Selected producer's Contract Signup Screen will be displayed.	
New Search	Search Selection Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • Summary by Producer Screen.	

22 Summary by Producer Screen

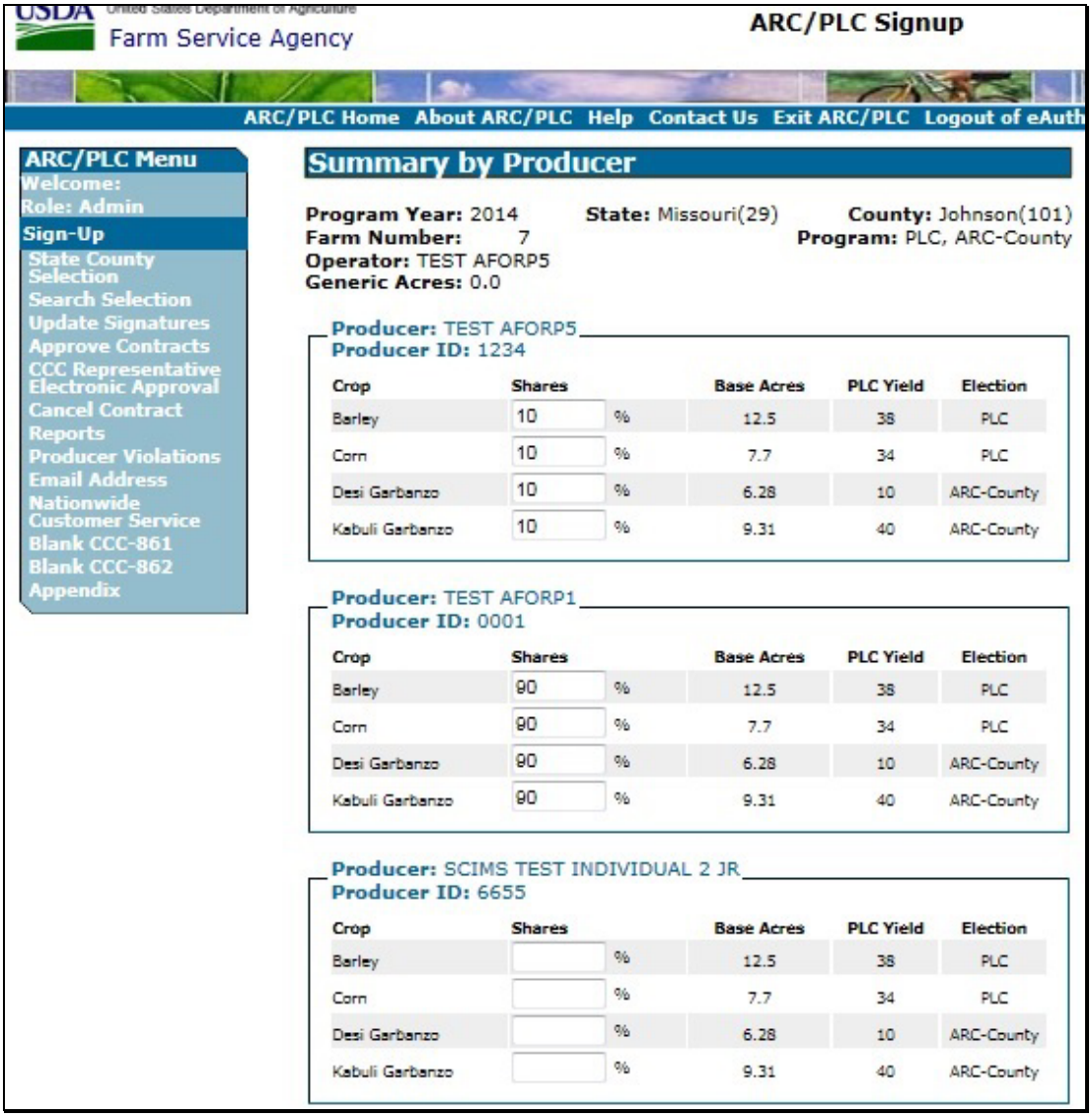
A Overview

The Summary by Producer Screen will be displayed as follows:

- when all producer share and payment selection data has been entered on the Individual Producer Screen and users click “Next”
- users click “Continue” on the Contract Signup Screen **without** any producers being selected to share in CCC-861
- users click “Summary By Producer” on the Contract Signup Screen.

B Example of Summary by Producer Screen

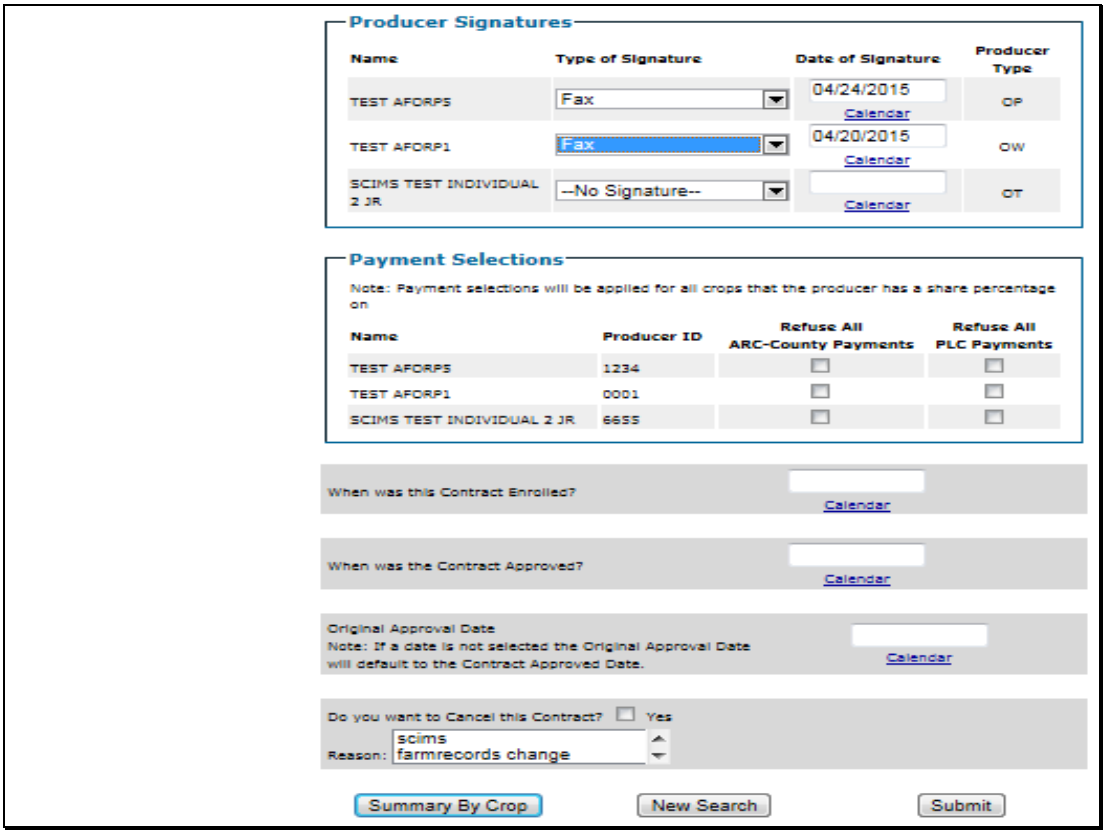
The following is an example of the top of the Summary by Producer Screen.



22 Summary by Producer Screen (Continued)

B Example of the Summary by Producer Screen (Continued)

The following is an example of the bottom of the Summary by Producer Screen.



Producer Signatures

Name	Type of Signature	Date of Signature	Producer Type
TEST AFORP5	Fax	04/24/2015 Calendar	OP
TEST AFORP1	Fax	04/20/2015 Calendar	OW
SCIMS TEST INDIVIDUAL 2 JR	--No Signature--	Calendar	OT

Payment Selections

Note: Payment selections will be applied for all crops that the producer has a share percentage on

Name	Producer ID	Refuse All ARC-County Payments	Refuse All PLC Payments
TEST AFORP5	1234	☐	☐
TEST AFORP1	0001	☐	☐
SCIMS TEST INDIVIDUAL 2 JR	6655	☐	☐

When was this Contract Enrolled? Calendar

When was the Contract Approved? Calendar

Original Approval Date
Note: If a date is not selected the Original Approval Date will default to the Contract Approved Date. Calendar

Do you want to Cancel this Contract? ☐ Yes
Reason: sciims farmrecords change

Summary By Crop | New Search | Submit

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options

The following table provides the field descriptions and actions for the Summary by Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Generic Acres	Number of generic base acres present on the farm	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All crops with base acres on the selected farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares, as applicable. Enter share from 1 to 100 percent with 2 decimal places, if needed. **Example:** Producers A and B share 33 1/3 and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent before the farm can be enrolled or approved.

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Base Acres	Base acres associated with each crop.	
Yield	Yield associated with crop.	
Election	Election associated with each crop.	
Producer Signatures	If a producer signs electronically, ARCPLC software will update the producer signature block.	All other signature types **must** be updated by the County Office.
Type of Signature	Manual selection. The type of signature provided by the producer. ARCPLC software will update electronic signatures. See subparagraph E for signature types.	If a producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. CCC-861's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-861. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-861.
Date of Signature	Manual entry.	Enter date the producer signed CCC-861 or the date CCC-861 was received by FAX in m/dd/yyyy, mm/dd/yyyy, mmddyyyy, mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-861 on or before August 1 of applicable contract period. **Notes:** See subparagraph E for signature date validations. For 2014 and 2015, the applicable contract period has been extended to September 30.

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Producer Type	OO, OP, OT, or OW.	
Payment Selections	Producer payment selection summary data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections, as applicable. If the producer chooses to refuse all ARCPLC payment, click checkbox, as applicable.
When was this Contract Enrolled?	Manual entry. Producers are **not** authorized to enter CCC-861 or CCC-862 enrollment dates.	Enter date all shares equal 100 percent and **all** required producer signatures were received in m/dd/yyyy, mm/dd/yyyy, mmddyyyy, or mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August1 of applicable contract period. **Notes:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph E for signature type validations. For 2014 and 2015, the applicable contract period has been extended to September 30.

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
When was the Contract Approved?	Manual entry. Approval date can also be entered through the multiple CCC-861 approval process. See paragraph 40. Producers are **not** authorized to enter CCC-861 approval dates.	Enter COC approval date in m/dd/yyyy, mm/dd/yyyy, mmddyyyy, or mmddyy format. The approval date: • **cannot** be entered if shares do **not** equal 100 percent for all crops • **cannot** be entered if all required signatures have **not** been received • will automatically be removed if shares are modified after approval date has been entered. **Note:** County Offices shall **not** approve CCC-861's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.
Original Approval Date	Displays the original date CCC-861 was approved. This date will **not** change if CCC-861 is later modified or canceled and reloaded.	

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Do you want to Cancel this contract?	Manual entry.	CLICK "Yes", if CCC-861 is to be canceled. **Note:** Cancelling CCC-861 will result in any FAV payment reductions for the farm being canceled.
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down list, if CCC-861 is canceled: • "Acreage Reporting Violation" • "CCC-861 Entered in Error" • "Farm Record Modification" **Note:** Automatic cancellations will occur. See paragraph 38. • "FAV Violation" • "Out Transfer" • "Producer Withdrew Contract" • "Reconstitution".
Summary By Crop	Summarizes data by crop instead of by producer.	See paragraph 23.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search Selection Screen will be displayed.	
Submit	Data is stored. Contract Submission Screen will be displayed.	

22 Summary by Producer Screen (Continued)

D Generic Only Farms

Farms that only contain generic base acres will **not** display the "Crop and Share" section of the screen. No shares will be entered for CCC-861's. Payment share will be driven off FSA-578. Signature rules for owners and operators will still apply.

E Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No Signature (Default)	Do **not** enter a signature date unless the producer has signed. OT's with zero shares do **not** have to sign; therefore, signature type of **no** signature can remain.
Paper	• Enter date producer signed CCC-861. • Shares can be greater than or equal to zero.
FAX	• Enter date CCC-861 was received by FAX. • Shares can be greater than or equal to zero.
Cash Lease	• Producer **must** have cash lease. • No signature date required. • Shares **must** equal zero. • Producer **must** be OO, OP, or OW. **Note:** See 1-ARCPLC, subparagraph 204 C for cash lease signature requirements.
Undivided Interest	• Producer **must** be OO or OW. • Shares **must** be greater than zero. • **Must** check (✓) in "Refuse All Payments". • No signature date required.
Spouse/Joint Owner	• Producer **must** be OO or OW. • Shares **must** be zero. • No signature date required. **Note:** See 1-ARCPLC, subparagraph 204 C for policy on spouse or joint OW signature requirements.

22 Summary by Producer Screen (Continued)

E Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	• No signature date required. • Shares **must** equal zero. • Producer **must** be OO or OW. **Note:** See 1-ARCPLC, subparagraph 204 C for policy on cash rent certifications.
No Interest in DCP Cropland	• Producer **must** be OO or OW. • Shares **must** equal zero. **Note:** See 1-ARCPLC, subparagraph 204 C for signature requirements for OW's with no interest in the DCP cropland.
Electronic (Default)	When a producer signs electronically, the signature type will be defaulted to electronic.
Joint Venture/ No ID	• Producer **must** be OO, OW, or OP. • Shares **must** equal zero. **Note:** This option shall **only** be used for a joint venture **without** an ID number. See 1-CM for more information on signature requirements.

23 Summary by Crop Screen

A Overview

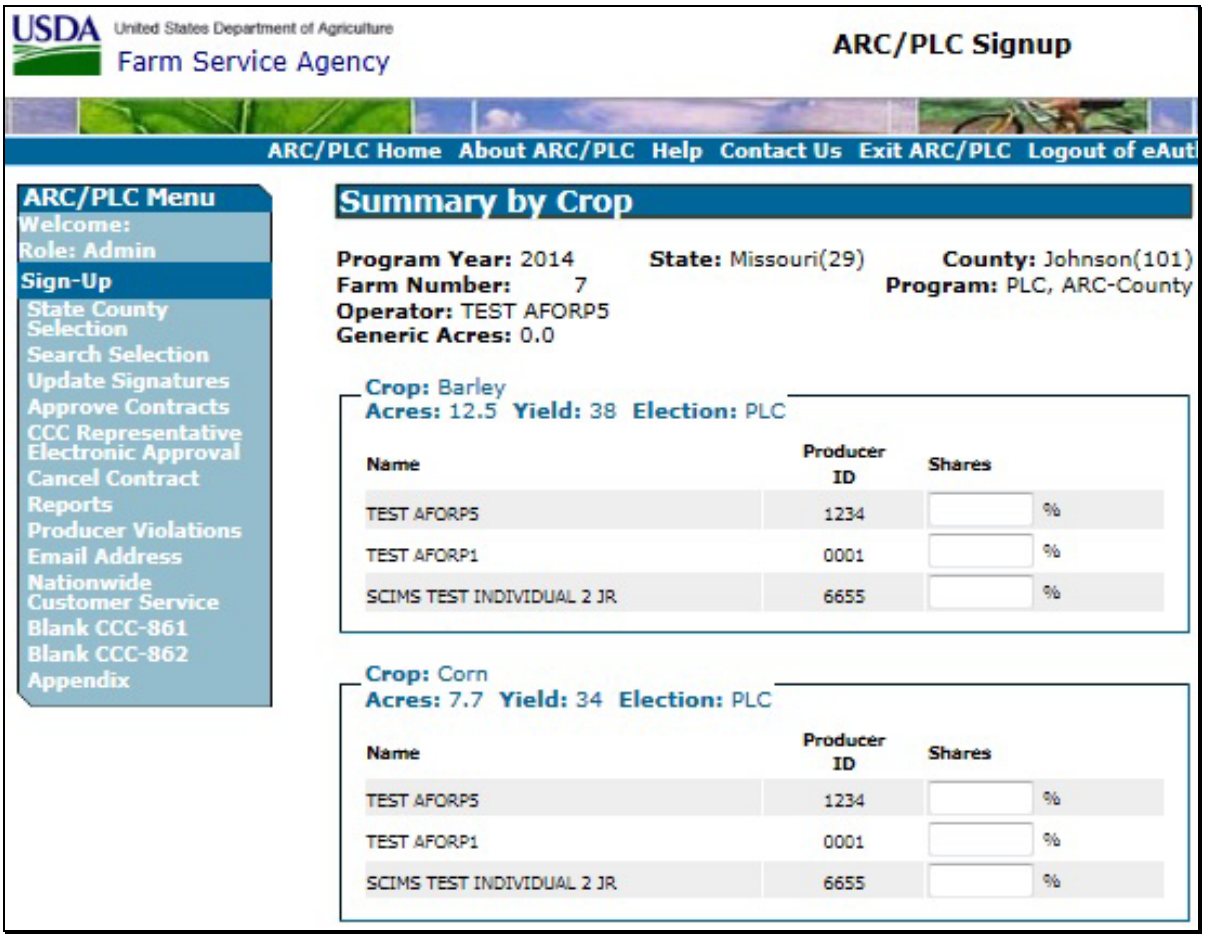
The Summary by Crop Screen will be displayed when users click “Summary By Crop” on either of the following:

- Contact Signup Screen
- Summary by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Summary by Producer Screen (paragraph 22).

B Example of Summary by Crop Screen

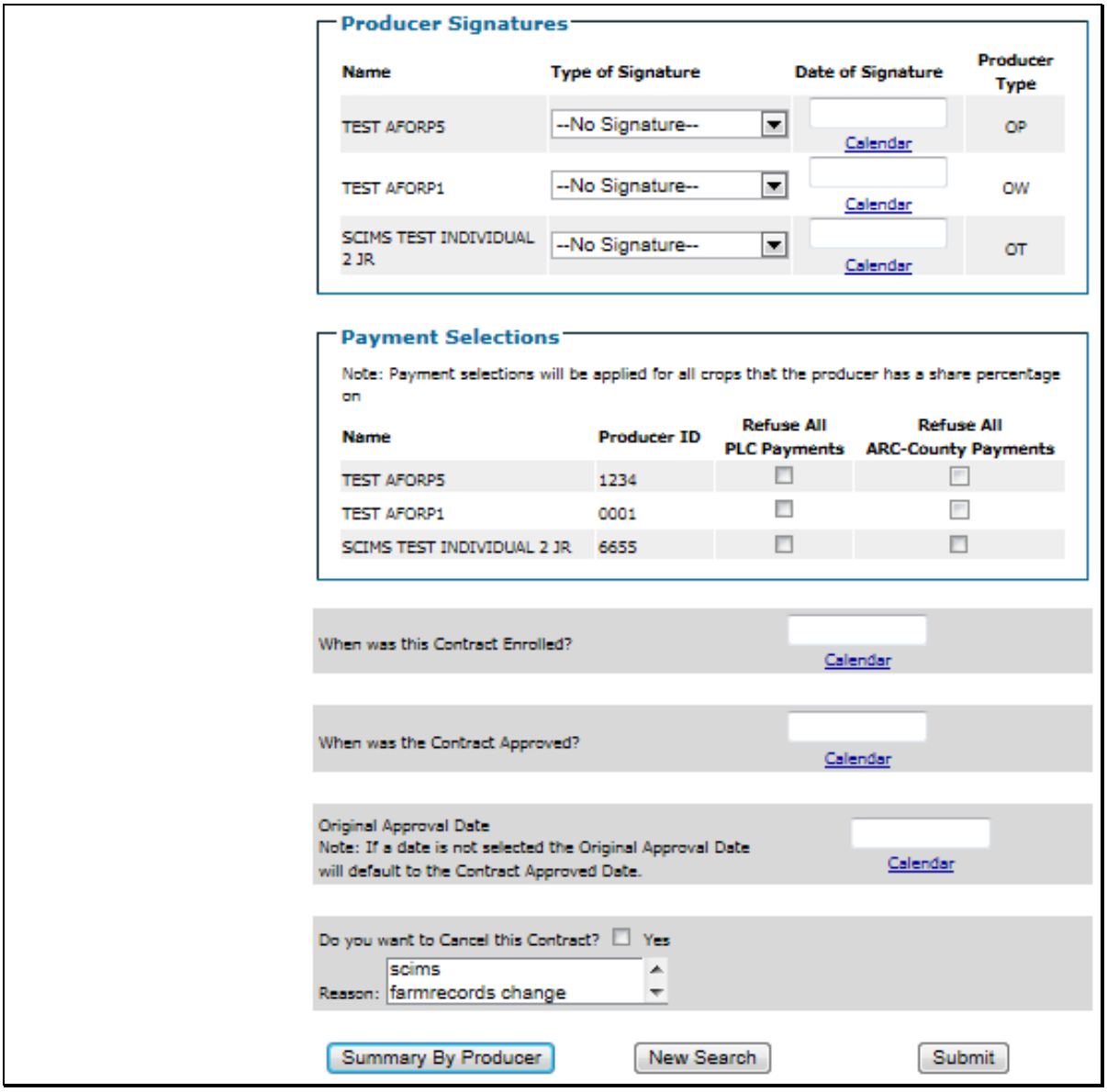
The following is an example of the top of the Summary by Crop Screen.



23 Summary by Crop Screen (Continued)

B Example of the Summary by Crop Screen (Continued)

The following is an example of the bottom of the Summary by Crop Screen.



Producer Signatures

Name	Type of Signature	Date of Signature	Producer Type
TEST AFORP5	--No Signature--	Calendar	OP
TEST AFORP1	--No Signature--	Calendar	OW
SCIMS TEST INDIVIDUAL 2 JR	--No Signature--	Calendar	OT

Payment Selections

Note: Payment selections will be applied for all crops that the producer has a share percentage on

Name	Producer ID	Refuse All PLC Payments	Refuse All ARC-County Payments
TEST AFORP5	1234	☐	☐
TEST AFORP1	0001	☐	☐
SCIMS TEST INDIVIDUAL 2 JR	6655	☐	☐

When was this Contract Enrolled? Calendar

When was the Contract Approved? Calendar

Original Approval Date
Note: If a date is not selected the Original Approval Date will default to the Contract Approved Date. Calendar

Do you want to Cancel this Contract? ☐ Yes

Reason: scims farmrecords change

Summary By Producer | New Search | Submit

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options

The following table provides fields, descriptions, and actions on the Summary by Crop Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Generic Acres	Number of generic base acres present on the farm.	
Crop	The crop with base acres greater than zero as recorded in the Farm Records system.	
Acres	Base acres for each crop.	
Yield	PLC yield for each crop.	
Election	Election for each crop.	
Name	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares, as applicable. Enter share from 1 to 100 percent with 2 decimal places, if needed. **Example:** Producers A and B share 33 1/3 and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent before the farm can be enrolled or approved.
Producer Signatures	If a producer signs electronically, ARCPLC software will update the producer signature block.	All other signature types **must** be updated by the County Office.
Type of Signature	Manual selection. The type of signature provided by the producer. ARCPLC software will update electronic signatures. See subparagraph 22 E for signature types.	If a producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. CCC-861's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-861. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-861.

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter date the producer signed CCC-861 or the date CCC-861 was received by FAX in mm/dd/yyyy, mmddyyyy, mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-861 on or before August 1 of applicable contract period. **Notes:** See subparagraph 22 E for signature date validations. For 2014 and 2015, the applicable contract period has been extended to September 30.
Producer Type	OO, OP, OT, or OW.	
Payment Selections	Producer payment selection summary data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections, as applicable. If the producer chooses to refuse all ARCPLC payment, click checkbox, as applicable.

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
When was this Contract Enrolled?	Manual entry. Producers are **not** authorized to enter CCC-861 enrollment dates.	Enter date all shares equal 100 percent and **all** required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August 1 of applicable contract period. **Notes:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 22 E for signature type validations. For 2014 and 2015, the applicable contract period has been extended to September 30.
When was the Contract Approved?	Manual entry. Approval date can also be entered through the multiple CCC-861 approval process. See paragraph 40. Producers are **not** authorized to enter CCC-861 approval dates.	Enter COC approval date in m/dd/yyyy, mm/dd/yyyy, mmddyyyy, or mmddyy format. The approval date: • **cannot** be entered if shares do **not** equal 100 percent for all crops • **cannot** be entered if all required signatures have **not** been received • will automatically be removed if shares are modified after approval date has been entered. **Note:** County Offices shall **not** approve CCC-861's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Original Approval Date	Displays the original date CCC-861 was approved. This date will **not** change if CCC-861 is later modified or canceled and reloaded.	
Do you want to Cancel this contract?	Manual entry.	CLICK "Yes", if CCC-861 is to be canceled. **Note:** Cancelling CCC-861 will result in any FAV payment reductions for the farm being canceled.
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down list, if CCC-861 is canceled: • "Acreage Reporting Violation" • "CCC-861 Entered in Error" • "Farm Record Modification" **Note:** Automatic cancellations will occur. See paragraph 38. • "FAV Violation" • "Out Transfer" • "Producer Withdrew Contract" • "Reconstitution".

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Summary By Producer	Summarizes data by producer instead of by crop.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search Selection Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

D Generic Only Farms

Farms that only contain generic base acres will **not** display the "Crop" section with shares on the screen. No shares will be entered for these CCC-861's. Payment share will be driven off FSA-578. Signature rules for owners and operators will still apply.

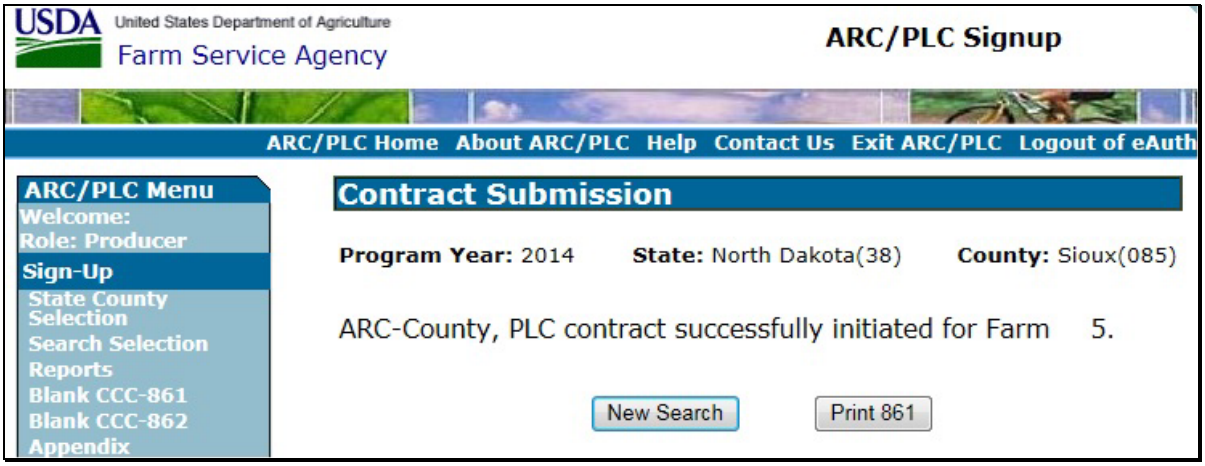
24 Contract Submission Screen

A Overview

After CCC-861 data has been loaded and submit, the Contract Submission Screen will be displayed.

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen.



C Contract Submission Screen Options

The following table provides the field descriptions on the Contract Summary Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
New Search	Search Selection Screen will be displayed.
Print 861	PDF file of CCC-861 will be displayed in a new Internet Explorer window. Users can save or print using the standard PDF functionality.

25-30 (Reserved)

31 Individual Producer Screen

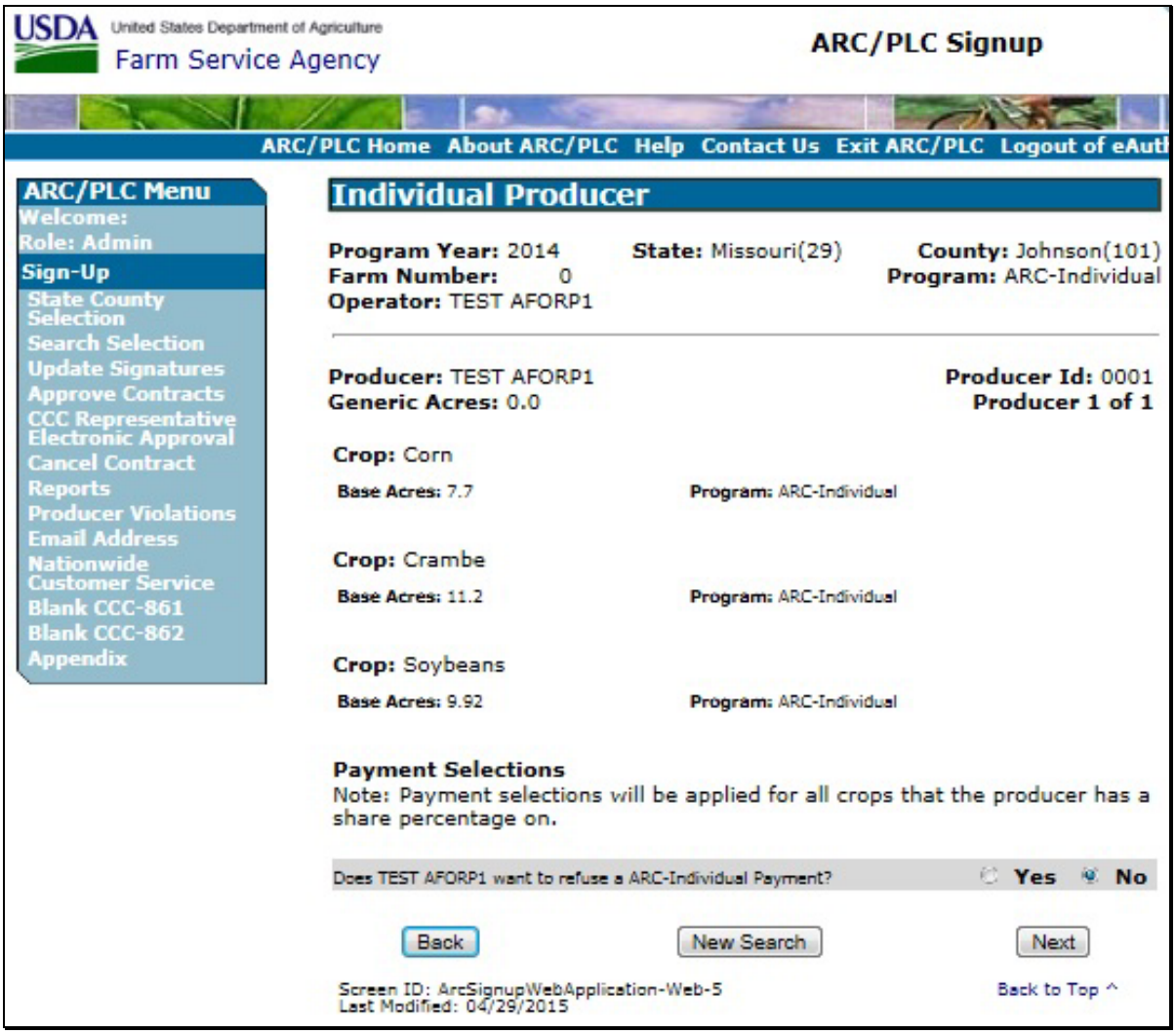
A Overview

The Individual Producer Screen provides a question and answer method of updating payment selection data. This screen will provide a step-by-step method to complete CCC-862's. This screen may be skipped by clicking any of the following:

- "Continue" on Contract Signup Screen **without** selecting any producers to share in CCC-862
- "Summary" on Contract Signup Screen.

B Example of the Individual Producer Screen for CCC-862's

The following is an example of the Individual Producer Screen for CCC-862's.



31 Individual Producer Screen (Continued)

C Individual Producer Screen Options

The following table provides the field descriptions and actions for the Individual Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop. **Note:** A screen will be completed for **each** producer that was selected to share in CCC-862 on the Contract Signup Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Generic Acres	Displays the number of generic base acres on the farm	
Producer (#) of (#)	Number of producers that: • have been selected to share in this CCC-862 • are remaining. **Example:** If 5 producers were selected to share in CCC-862, the field will display 1 of 5, 2 of 5, etc.	

31 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Crop	Each crop associated with the selected farm in farm maintenance.	
Base Acres	Base acres associated with each crop.	
Program	Election associated with each crop.	
Does [*producer name*] want to refuse a ARC-Individual Payment?	Manual entry.	CLICK “Yes” or “No”, as applicable.
Back	Select Contract Signup Screen will be displayed.	
New Search	Search Selection Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • ARC-Individual Summary Screen.	

32 ARC-Individual Summary Screen

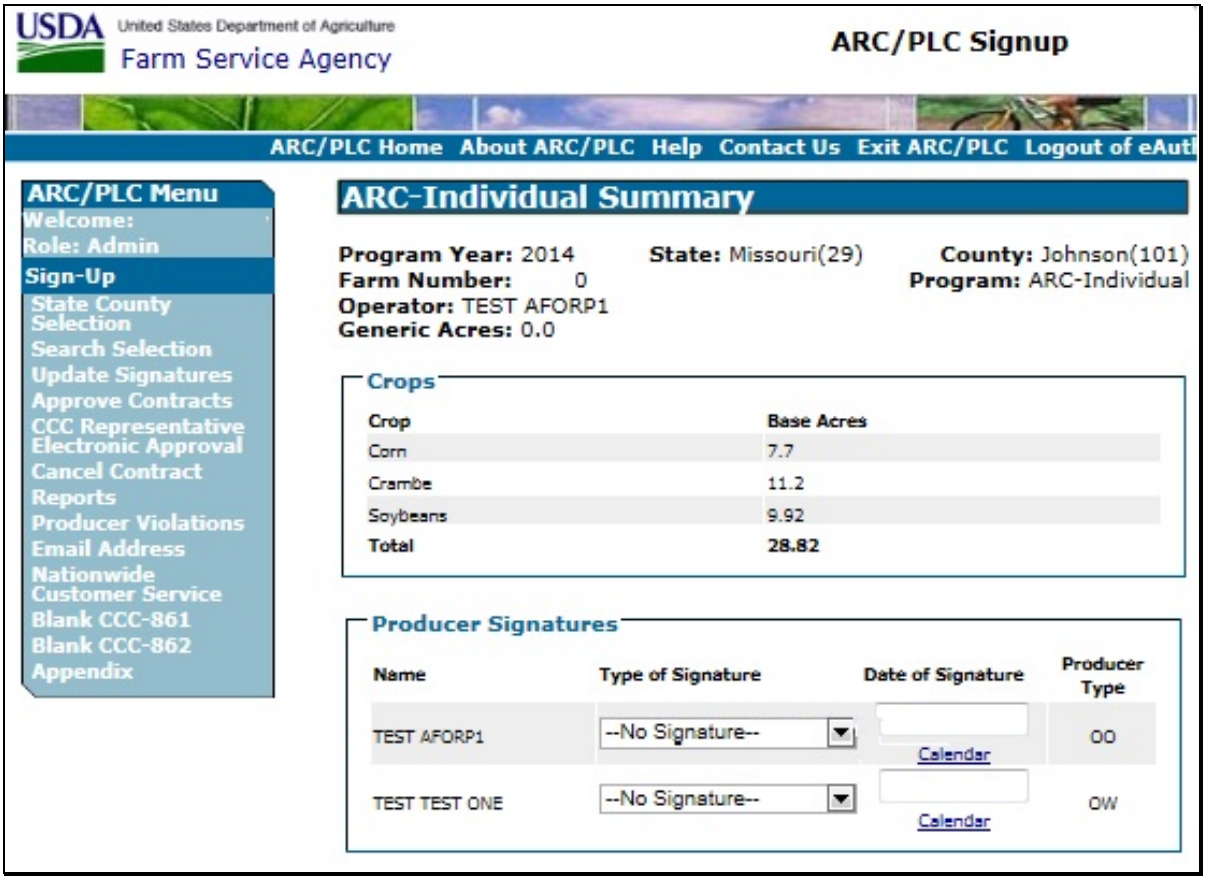
A Overview

The ARC-Individual Summary Screen will be displayed as follows:

- when all producer payment selection data has been entered on the individual Producer Screen
- users click “Continue” on Contract Signup Screen **without** any producers being selected to share in CCC-862
- users click “Summary” on Contract Signup Screen.

B Example of ARC-Individual Summary Screen

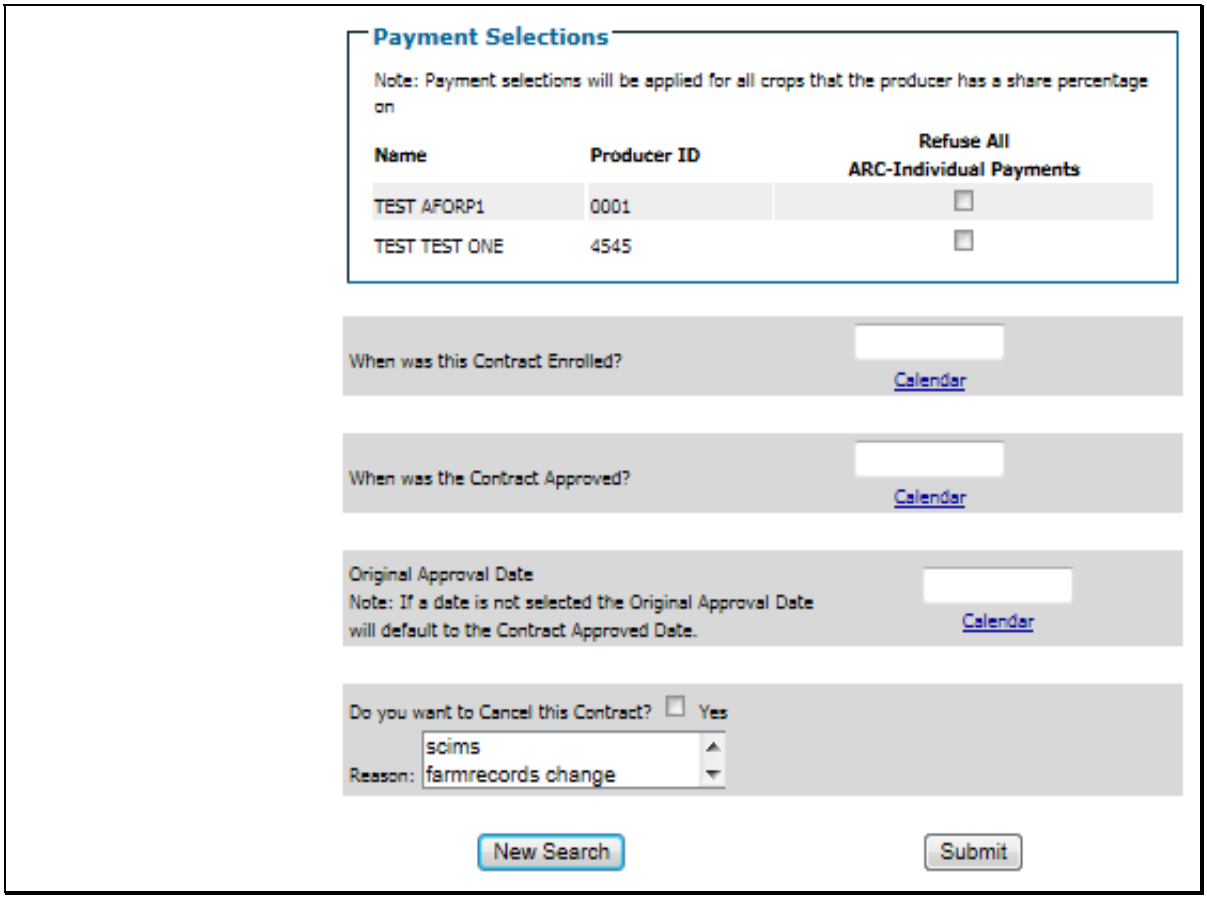
The following is an example of the top of the ARC-Individual Summary Screen.



32 ARC-Individual Summary Screen (Continued)

B Example of the ARC-Individual Summary Screen (Continued)

The following is an example of the bottom of the ARC-Individual Summary Screen.



32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options

The following table provides the field descriptions and actions for the ARC-Individual Summary Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Generic Acres	Number of generic base acres present on the farm	
Crops	All crops with base acres on the selected farm.	
Base Acres	The number of base acres for the applicable crop	
Producer Signatures	If a producer signs electronically, ARCPLC software will update the producer signature block.	All other signature types **must** be updated by the County Office.
Name	Displays names of all OO's, OP's, OT's, and OW's associated with the farm.	
Type of Signature	Manual selection. The type of signature provided by the producer. ARCPLC software will update electronic signatures. See subparagraph 22 E for signature types.	If the producer type is OO, OW, or OP, a signature type other than no signature **must** be updated. CCC-862's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-862. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-862.

32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter date the producer signed CCC-862 or the date CCC-862 was received by FAX in mm/dd/yyyy, mmddyyyy, mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-862 on or before August 1 of applicable contract period. **Notes:** See subparagraph 22 E for signature date validations. For 2014 and 2015, the applicable contract period has been extended to September 30.
Producer Type	OO, OP, OT, or OW.	
Payment Selections	Producer payment selection summary data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections, as applicable. If the producer chooses to refuse ARCPLC payment, click checkbox, as applicable.

32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

Field/Button	Description	Action
When was this Contract Enrolled?	Manual entry. Producers are **not** authorized to enter CCC-862 enrollment dates.	Enter date all shares equal 100 percent and **all** required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August 1 of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 22 E for signature type validations. For 2014 and 2015, the applicable contract period has been extended to September 30.
When was the Contract Approved?	Manual entry. Approval date can also be entered through the multiple CCC-862 approval process. See paragraph 40. Producers are **not** authorized to enter CCC-862 approval dates.	Enter the COC approval date in mm/dd/yyyy, mmddyyyy, or mmddyy format. The approval date: • **cannot** be entered if all required signatures have **not** been received • will automatically be removed if signatures are modified after approval date has been entered. • will be removed when a change the Farm Records system is detected. See paragraph 38. **Note:** County Offices shall **not** approve CCC-862's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

Field/Button	Description	Action
Original Approval Date	Displays the original date CCC-862 was approved. This date will **not** change if CCC-862 is later modified or canceled and reloaded.	
Do you want to Cancel this contract?	Manual entry. Producers are **not** authorized to: • cancel CCC-862 • reinstate CCC-862 on a canceled farm.	CLICK "Yes", if CCC-862 is to be canceled. **Note:** Cancelling CCC-862 will result in any FAV payment reductions for the farm being canceled.
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down list, if CCC-862 is canceled: • "Acreage Reporting Violation" • "CCC-862 Entered in Error" • "Farm Record Modification" **Note:** Automatic cancellations will occur. See paragraph 38. • "FAV Violation" • "Out Transfer" • "Producer Withdrew Contract" • "Reconstitution".
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

33 Contract Submission Screen

A Overview

After CCC-862 data has been loaded and submit is selected on the ARC-Individual Summary Screen, the Contract Submission Screen will be displayed.

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen.

C Summary Contract Submission Screen Options

The following options are available on the Contract Submission Screen.

Field/Button	Description
New Search	Search Selection Screen will be displayed. See paragraph 13.
Print 862	PDF file of CCC-862 will be displayed in a new Internet Explorer window. Users can save or print using the standard PDF functionality.

34-37 (Reserved)

Subsection 4 CCC-861 and CCC-862 Modifications

38 CCC-861's and CCC-862's Automatically Canceled When Farm Maintenance is Modified

A Overview

ARCPLC software reads farm and tract records for base acres, PLC yields, OP's, OT's, and OW's. CCC-861's and CCC-862's will be **automatically** canceled if any of the following are changed in the Farm Records system:

- DCP cropland, if reduced below the farm level base acres
- farm level base acres
- farm level PLC yield with base acres greater than zero
- OP's
- OT's, with shares greater than zero for CCC-861's or with a signature type present for CCC-862's.
- OW's.

Note: Adding OT to a farm will **not** automatically cancel CCC-861.

B Action

County Offices shall:

- initiate new CCC-861 or CCC-862
- obtain applicable producers signatures
- provide new CCC-861's or CCC-862's to COC for approval.

C Report

A report to identify CCC-861's and CCC-862's that have been canceled is provided on the Reports Menu. "Farm Record Modification" will be listed as the cancel reason. See paragraph 51.

39 Business Partner Changes

A Overview

ARCPLC software reads SCIMS for customer information. SCIMS is populated based on data entered or modified in Business Partner. Changes to customer data in Business Partner may affect CCC-861 and CCC-862. These changes include, but are **not** limited to, the following:

- ID number changes
- duplicate resolutions.

B ID Number Changes

ID numbers shall be corrected in Business Partner.

CCC-861's and CCC-862's will **not** be automatically updated with a corrected ID number. Do **not** update CCC-861's and CCC-862's with a corrected ID number. ARCPLC does **not** use ID numbers as a basis for issuing payment.

C Duplicate Resolutions

CCC-861's and CCC-862's **may** be automatically canceled when a duplicate record is resolved by the State security officer and the customer being resolved is associated with CCC-861 and CCC-862.

If CCC-861 or CCC-862 is canceled, County Offices **must** re-access CCC-861 or CCC-862 to reenter share (if applicable), signature, and payment selection.

39 Business Partner Changes (Continued)

D Entity Using Individual's SSN Changes to Business Using EIN

When an entity that is using an individual's SSN receives an EIN from IRS, the BP record for the entity using SSN is maintained and a new record is added in BP for the entity using EIN. Therefore, both the entity using SSN and the business using EIN will be maintained in Business partner.

CCC-861's and CCC-862's associated with the business using the individual's SSN, may need to be updated to the business using an EIN. If it is necessary to correct CCC-861 or CCC-862, County Offices **must** take the following action:

- access current year farm records
- remove the entity using individual's SSN from all applicable farms.

Notes: Current year CCC-861's and CCC-862's will be automatically canceled because of farm record modifications and receivables will be automatically created for entity using individual's SSN. Follow existing FI policy to satisfy the receivable for entity using individual's SSN, as follows:

- add the entity using an EIN to any applicable farms
- access current year CCC-861's and CCC-862's
- reenter share (if applicable), signature, and payment selections.

Signature **must** still meet 1-ARCPLC signature rules.

ARCPLC payments will be processed for an entity using EIN when CCC-861 and/or CCC-862 contain an approval date.

40 Approve Contracts Screen

A Overview

Users can either enter:

- the same approval date for multiple CCC-861's or CCC-862's
- approvals by specific farm number on the Summary by Producer Screen, Summary by Crop Screen, or ARC-Individual Summary Screen.

  Note: This option will only display farms that have already been enrolled.

To access the multiple CCC-861's or CCC-862's approval process, from the navigation menu under "Sign-Up", CLICK "**Approve Contracts**".

B Example of the Approve Contracts Screen

Following is an example of the Approve Contracts Screen.

40 Approve Contracts Screen (Continued)

C Approve Contracts Screen Options

The following options are available on the Approve Contracts Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm numbers that meet the criteria in subparagraph A.	
Operator	Operator associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable CCC-861's and CCC-862's. Only 1 date can be entered at a time and **must** be entered in mm/dd/yyyy, mmddyyyy, or mmddyy format.
Apply to Contract	Manual entry.	CLICK "**Apply to Contract**" for each CCC-861 or CCC-862 to which the entered approval date applies.
New Search	Search by Selection Screen will be displayed.	
Select All	All CCC-861's or CCC-862's displayed on the screen will be selected. Check (✓) will be displayed for each CCC-861 or CCC-862 number.	
Clear All	All CCC-861's or CCC-862's that have been selected to be included in the multiple CCC-861 or CCC-862 approval will be deselected.	
Approve	Applies the entered approval date to all CCC-861's or CCC-862's that have been selected. Search Selection Farm Screen will be displayed.	

41 CCC Electronic Approval Screen

A Overview

CCC-861's and CCC-862's can be electronically approved. To access the CCC electronic approval process, from the navigation menu under "Sign-Up", CLICK "**CCC Representative Electronic Approval**".

All County Office employees have access to the CCC electronic approval process; however, **only employees designated to approve CCC-861's and CCC-862's shall access and electronically approve CCC-861's and CCC-862's** . No paper COC approval signature is required if this option is taken.

The approving official's name will be printed in the CCC representative signature block and the system date will be entered for the approval date.

Note: This option will only display farms that have already been enrolled.

B Example of the CCC Electronic Approval Screen

The following is an example of the CCC Electronic Approval Screen.

41 CCC Electronic Approval Screen (Continued)

C CCC Electronic Approval Screen Options

The following table provides the field descriptions and actions for the CCC Electronic Approval Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm numbers that meet the criteria in subparagraph A.	
Operator	Operator associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CLICK "**Electronically Sign**" when electronically approving the applicable farm's CCC-861 or CCC-862.
CCC-861/862 [*Farm Number*]	Provides for electronically viewing the farms CCC-861's or CCC-862's.	CLICK "**View [*Farm Number*]**" to electronically view CCC-861 or CCC-862. **Note:** This is **only** a pre-approved view. The approver's name and date will **not** be displayed through this view option.
New Search	Search Selection Screen will be displayed.	
Select All	All CCC-861's or CCC-862's on the screen will be selected. Check (✓) will be displayed for each farm number in the "Electronic Signature" column.	
Clear All	All CCC-861's or CCC-862's that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all CCC-861's or CCC-862's that have been selected to be electronically approved. Search Selection Screen will be displayed.	

41 CCC Electronic Approval Screen (Continued)

D Criteria for Being Included in the Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- all shares for all crops **must** equal 100 percent
- all signature types and dates **must** be entered for the following:
  - all producers with shares greater than zero
  - all OW's
- enrollment date **must** be entered.

42 Producer Violations Screen

A Overview

To access producer violations, from the navigation menu under "Sign-Up", CLICK "**Producer Violations**". SCIMS Customer Search Page will be displayed. Select the applicable producer and CLICK "**Continue**". The Producer Violations Screen will be displayed.

Note: Only farms with an approved CCC-861's or CCC-862's will be displayed. Producers are **not** authorized to update producer violations.

B Example of the Producer Violations Screen

Following is an example of the Producer Violations Screen.

42 Producer Violations Screen (Continued)

C Producer Violations Screen Options

The following table provides the field descriptions and actions for the Producer Violations Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Producer	Producer that was selected on SCIMS Customer Search Page.	
Farm Number	Farm numbers with approved CCC-861's or CCC-862's associated with selected producer.	
Violations	The Misrepresentation/Scheme and Device violation is provided for selection.	Click the farm specific violation.
Search by Producer or Farm	Search Selection Screen will be displayed.	
Clear All Violations	Deselects all violations previously selected.	
Submit Violations	Submits violations that were selected or deselected.	

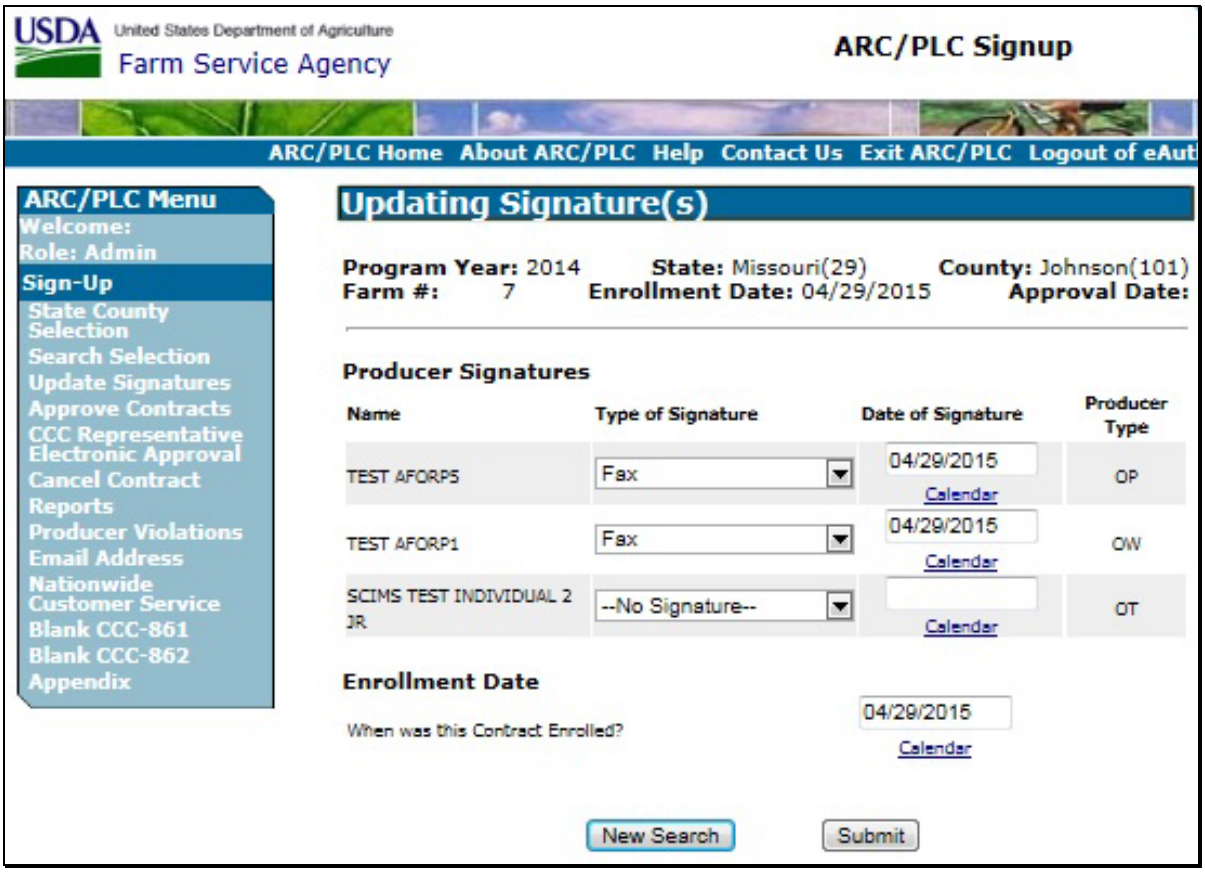
43 Updating Signature(s) Screen

A Overview

To update producer signatures, from the left navigation menu under “Sign-Up”, CLICK “**Update Signatures**”. The Search By Farm for Updating Signature(s) Screen will be displayed. Enter desired farm number and CLICK “**Submit**”.

B Example of the Updating Signature(s) Screen

Following is an example of the Updating Signature(s) Screen.



43 Updating Signature(s) Screen (Continued)

C Updating Signature(s) Screen Options

The following options are available on the Updating Signature(s) Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm #	Farm number selected.	
Enrollment Date	Displays current enrollment date.	
Name	Displays names of all OO's, OP's, OW's, and OT's associated with the farm.	
Type of Signature	Manual selection. The type of signature provided by the producer. ARCPLC software will update electronic signatures. See subparagraph 22 E for signature types.	If the producer is an OO or OW a signature type other than no signature **must** be updated. CCC-861's or CCC-862's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-861 or CCC-862. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-861 or CCC-862.

43 Updating Signature(s) Screen (Continued)

C Updating Signature(s) Screen Options (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter date the producer signed CCC-861 or CCC-862, or the date CCC-861 or CCC-862 was received by FAX in mm/dd/yyyy, mmddyyyy, mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-861 or CCC-862 on or before August 1 of applicable contract period. **Notes:** See subparagraph 22 E for signature date validations. For 2014 and 2015, the applicable contract period has been extended to September 30.
Producer Type	OO, OP, OT, or OW.	
Enrollment Date	Manual entry. Producers are **not** authorized to enter CCC-861 or CCC-862 enrollment dates.	Enter date all shares equal 100 percent and all required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddyy format. See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August 1 of applicable contract period. **Notes:** All applicable signature types **must** be loaded before an enrollment date can be entered. See subparagraph 22 E for signature type validations. For 2014 and 2015, the applicable contract period has been extended to September 30.
New Search	Search Selection Screen will be displayed.	
Submit	Entered information will be saved. Search Selection Screen will be displayed.	

44 Cancel Contract Screen

A Overview

To cancel CCC-861's or CCC-862's **without** accessing CCC-861 or CCC-862, from the navigation menu under "Sign-Up", CLICK "**Cancel Contract**". The Cancel Contract Screen will be displayed.

Note: CCC-861's or CCC-862's can also be canceled on the Summary by Producer Screen, Summary by Crop Screen, or ARC-Individual Summary Screen.

B Example of the Cancel Contract Screen

Following is an example of the Cancel Contract Screen.

44 Cancel Contract Screen (Continued)

C Cancel Contract Screen Options

The following table provides the field descriptions and actions on the Cancel Contract Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Manual entry.	Enter the farm number of CCC-861 or CCC-862 to be canceled.
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down list, if CCC-861 or CCC-862 is canceled: • "Acreage Reporting Violation" • "CCC-861/CCC-862 Entered in Error" • "Farm Record Modification" • "Out Transfer" • "Producer Withdrew Contract" • "Reconstitution".
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search Selection Screen will be displayed.	
Submit	CCC-861 or CCC-862 is canceled. Cancel Contract Screen will be redisplayed. **Note:** FAV payment reductions for the farm will also be canceled.	

45 Email Address for a State-County Screen

A Overview

ARCPLC software will send e-mail notifications to County Office users if CCC-861 or CCC-862 is:

- initiated by a producer with the eARCPLC system (paragraph 61)
- initiated by the “Nationwide Customer Service” option (paragraphs 49 and 57)
- canceled.

To facilitate delivering e-mails, users **must** enter e-mail addresses of employees in the County Office that want to receive e-mails.

B Example of the Email Address for a State-County Screen

Following is an example of the Email Address for a State-County Screen.

45 Email Address for a State-County Screen (Continued)

C Email Address for State-County Screen Options

The following table provides the field descriptions and actions on the Email Address for State-County Screen.

Field/Button	Description	Action
State	State as selected and State code.	
County	County as selected and county code.	
Email Address	The e-mail address of the county office user.	Enter e-mail addresses of users wanting to receive e-mails.
Save	Saves the entered e-mail address.	
Delete	Removes the e-mail address.	
Add A New Email Address	Allows users to add additional e-mail address lines.	

46-48 (Reserved)

Subsection 5 Additional Information

49 Nationwide Customer Service State and County Selection Screen

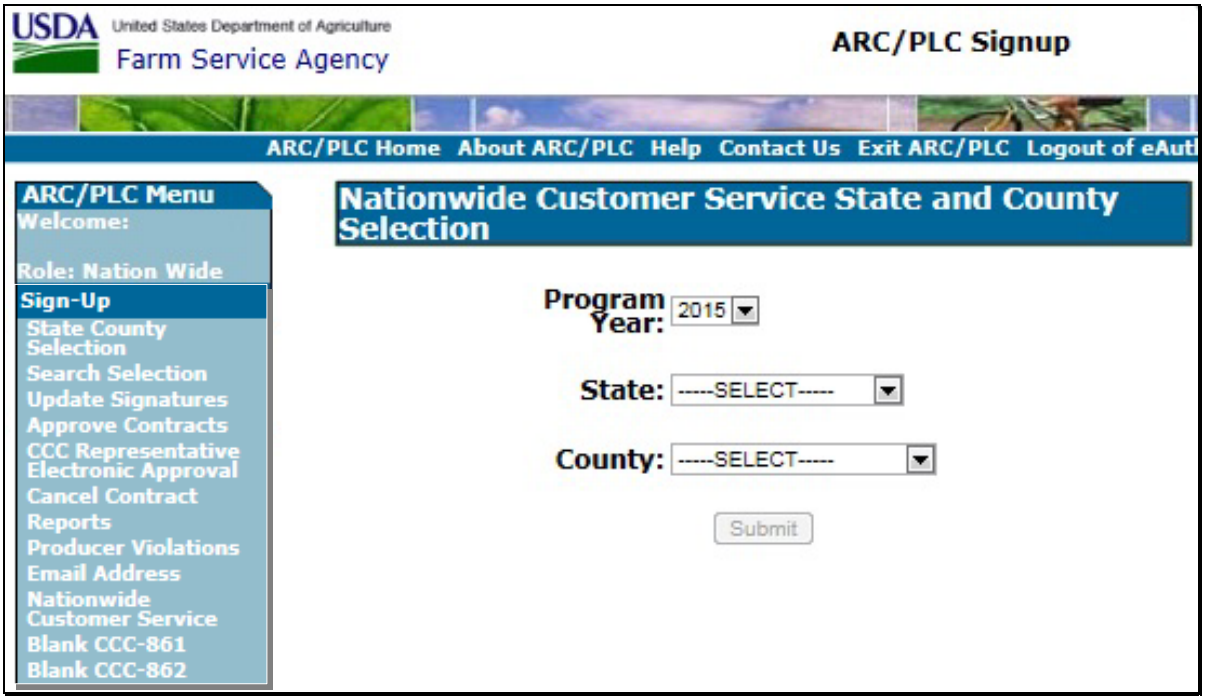
A County Office User Access

ARCPLC software provides nationwide customer service for County Office users. County Office users have the ability to load and access CCC-861's or CCC-862's for any producer nationwide. This is extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-861's or CCC-862's have limited authority.

To access nationwide customer service, from the left navigation menu under "Sign-Up", CLICK "**Nationwide Customer Service**".

B Example of the Nationwide Customer Service State and County Selection Screen

Following is an example of the Nationwide Customer Service State and County Selection Screen.



49 Nationwide Customer Service State and County Selection Screen (Continued)

C Nationwide Customer Service State and County Selection Screen Options

The following table provides the field descriptions and actions on the Nationwide Customer Service State and County Selection Screen.

Field/Button	Description	Action
Program Year	Drop-down list with program years.	Select the applicable program year.
State	Drop-down list with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down list with county names applicable to the State selected.	Select the applicable county. Only 1 county can be selected at a time.
Submit	Search by Selection Screen will be displayed.	

D Search Selection Screen

To switch to the home county, from the left navigation menu under “Sign-Up”, CLICK “**Home Counties**”.

Search Selection Screen functionality for nationwide customer service is the same as when CCC-861’s or CCC-862’s are being loaded in the home county. See paragraph 13 for searching by producer or farm number. After a farm has been selected, the Contract Signup Screen or the Individual Producer Screen will be displayed.

E Contract Signup Screen

Contract Signup Screen functionality for nationwide customer service is the same as when CCC-861’s or CCC-862’s are being loaded in the home county. See paragraph 16. Based on the actions taken on the Contract Signup Screen, 1 of the following screens will be displayed:

- Individual Producer Screen
- Summary by Crop Screen
- Summary by Producer Screen.

49 Nationwide Customer Service State and County Selection Screen (Continued)

F Individual Producer Screen

Individual Producer Screen functionality for nationwide customer service is the same as when CCC-861's or CCC-862's are being loaded in the home county. See paragraph 21 for ARC-CO and paragraph 31 for ARC-IC.

G Summary by Producer Screen

Summary Producer Screen functionality for nationwide customer service is the same as when CCC-861's or CCC-862's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-861's or CCC-862's **cannot** be canceled.

All of these activities **must** be done in the producer's home county, See paragraph 22 for Summary by Producer Screen functionality.

H Summary by Crop Screen

Summary by Crop Screen functionality for nationwide customer service is the same as when CCC-861's or CCC-862's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-861 **cannot** be canceled.

All of these activities **must** be done in the producer's home county. See paragraph 23 for Summary by Crop Screen functionality.

I County Office Action

County Offices that process nationwide customer service CCC-861's or CCC-862's **must**:

- immediately FAX or e-mail a copy of the signed CCC-861 or CCC-862 to the producer's home county

- mail the original signed CCC-861 or CCC-862 to the producer's home county

- maintain a copy of the signed CCC-861 or CCC-862.

50 Contract Change Detected Screen After Enrollment

A Overview

ARCPLC software is designed to identify changes made to CCC-861 or CCC-862 after the enrollment date has been entered. The enrollment and approval, if applicable, will be removed when any of the following changes are made to CCC-861 or CCC-862:

- shares change on CCC-861
- signature type or date changed on CCC-861 or CCC-862
- enrollment date is changed.

When a change is detected, the Contract Changed Detected Screen will be displayed with the message, “We have detected this contract for Farm XXXX is currently enrolled and the contract has been modified. The enrollment date and/or approval dates need to be modified.”

B Example of the Contract Changed Detected Screen

Following is an example of the Contract Changed Detected Screen.

50 Contract Change Detected Screen After Enrollment (Continued)

C Contract Changed Detected Screen Options

The following table provides the field descriptions and actions on the Contract Changed Detected Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
Modify Contract Dates	Summary by Crop Screen, Summary by Producer Screen, or the Individual Producer Screen will be displayed, as applicable, to load the enrollment and approval dates.
Submit Initiated Contract	Contact Submission Screen will be displayed with a message that CCC-861 or CCC-862 was successfully initiated for the farm. All previously loaded enrollment and approval dates will be removed.

51 Reports Screen

A Overview

Several standard reports are available for County Offices to use as tools for ARCPLC signup. To access reports, from the left navigation menu under “Sign-Up”, CLICK “**Reports**”.

B Example of the Reports Screen

Following is an example of the Reports Screen.

51 Reports Screen (Continued)

C Report Descriptions and Options

The following table provides the report, action required, and data elements for the report and Report Screen options. Only 1 report can be created at a time. Reports will be displayed in PDF with an option to print.

Note: All reports, **except** CCC-861, CCC-862, and CCC-861 and CCC-862 Appendix reports are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

Report	Action	Result
CCC-861/862	Select report and enter farm number.	Prefilled CCC-861 or CCC-862 will be displayed.
CCC-861/862 Appendix	Select report.	ARCPLC terms and conditions will be displayed.
County Summary	Select report.	Report will be displayed providing a summary of ARCPLC enrollment information in the county.
Farms With Base Acres Greater Than Zero Without An Active CCC-861/862	Select report.	Report will be displayed identifying all farms that have base acres greater than zero in farm maintenance, but do **not** have an initiated CCC-861 or CCC-862.
All Farms Initiated but Not Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated, but have **not** been enrolled.
All Farms Enrolled but Not Approved	Select report.	Report will be displayed identifying all farms that have an enrollment date entered, but have **not** been approved.
All Pending Approval Farms	Select report.	Report will be displayed identifying all farms pending approval.
All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
All Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by automated farm maintenance changes.
Producers with Electronic Signatures	Select report.	Report will be displayed with all producers that have electronically signed CCC-861 or CCC-862.

51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

Report	Action	Result
Shares Not Equal to 100 Percent	Select report.	Report will be displayed identifying all farms that do **not** have 100 percent of the shares designated.
Missing Signatures	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm that are missing signatures.
Farms Not Certified	Select report.	Report will be displayed identifying all farms with less than 100 percent cropland certified on FSA-578.
All Farms With Cash Rent Certification Signature Type	Select report.	Report will be displayed identifying all farms that have 1 or more producers with a cash rent certification signature type.
All Approved Farms For A Specific Time Period.	Select report and enter start and end dates.	Report will be displayed identifying all farms that were approved within the selected dates.
All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC electronic approval process.
Names and Address of Producers with Shares Greater than 1 Percent	Select report	Report will provide the name and address of all producers with shares greater than .01 percent on CCC-861 or a signature type present on CCC-862.
Farm With Base Acres of 10.0 Acres or Less	Select report.	Report will be displayed providing farm numbers with 10.0 or less base acres.
Producers with Share on FSA-578 But No Signature on CCC-861/862	Select report.	Report is used for ARC-IC. Report will be displayed identifying all producers who share in an ARC-IC crop on FSA-578, but do not have an actual signature on CCC-862.

51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

Report	Action	Result
Reported Covered Commodities from Contracts with Generic Acres	Select Report	Report will display all covered commodities reported on FSA-578 on all CCC-861's or CCC-862's with generic acres.
Generic Base Farms with Commodities without a PLC yield	Select Report	Report will display all crops reported on FSA-578 on all CCC-861's or CCC-862's with generic acres without a PLC yield in the Farm Records system.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

52-54 (Reserved)

55 State Office Access to ARCPLC Software

A Requesting Web-Based ARCPLC State Office Administrative Access

State Office administrative access will be granted based on the office location tied to the user's EAS account.

To add or remove ARCPLC access for State level administrative access, FSA-13A **must** be completed to add the OIP Access Code for “All Counties” to each user’s profile in the ERSR system.

55 State Office Access to ARCPLC Software (Continued)

B Adding DD as a State User

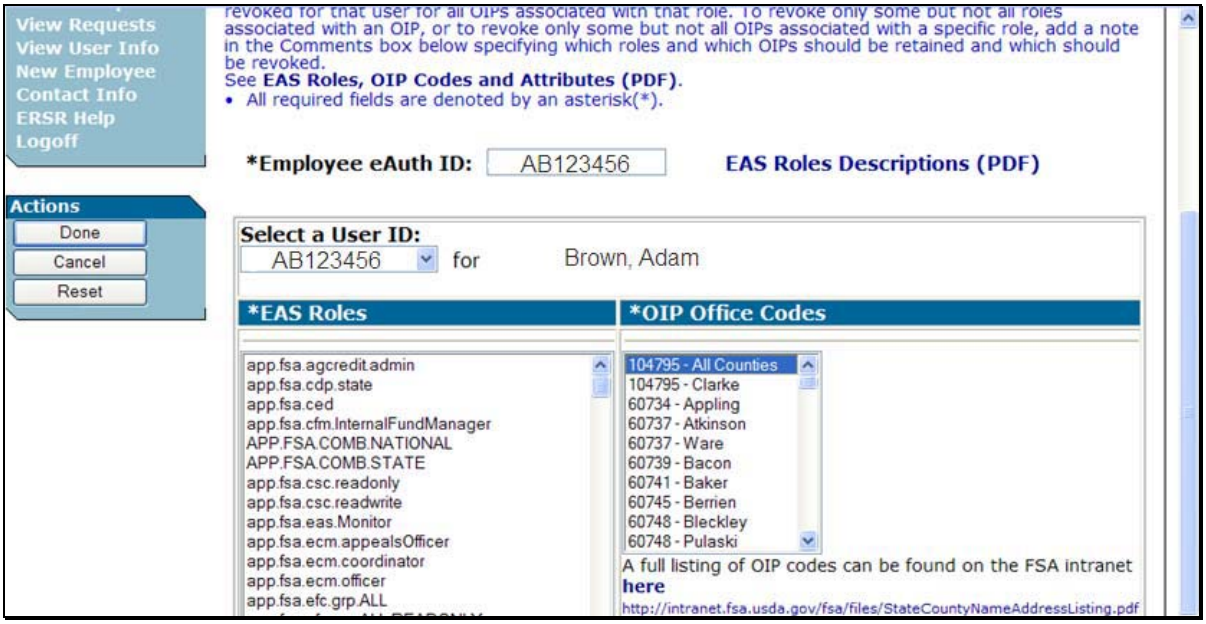
In many States, DD is **not** a "State User" in the ERSR system. For the administrative access granted according to subparagraph A to be valid, each DD **must** be given access by adding the OIP Access Code, "All Counties", to each user's profile in the ERSR system.

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

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

After FSA-13-A is approved, SLR shall:

- access the ERSR system
- find and click employee's name
- CLICK "**Extensible Authorization System (EAS)**"
- enter employee's eAuthentication user ID and highlight "*OIP Office Codes", "**104795 - All Counties**" as displayed in the following example
- CLICK "**Done**"
- CLICK "**Submit**".



55 State Office Access to ARCPLC Software (Continued)

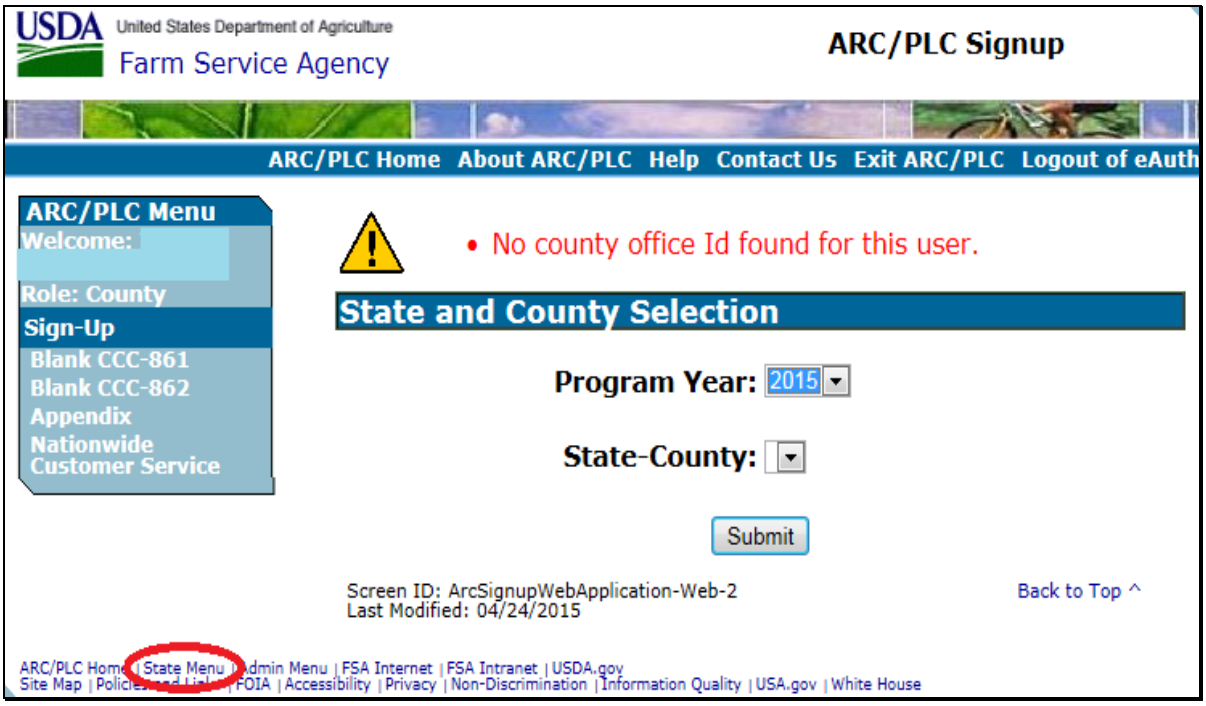
C Accessing ARCPLC Software Overview

State Office users shall access ARCPLC software according to paragraph 11. After entering an eAuthentication user ID and password, and clicking "Login", the State User State and County Selection Screen will be displayed.

Note: If a State user has a dual County Office and State Office role they will see the counties associated to their profile on the State and County Selection Screen. State users with only a State role will need to select the "**State Menu**" at the bottom of the screen.

D Example of "State Menu" Selection

The following is an example of the State and County Selection Screen indicating where users may click "State Menu".

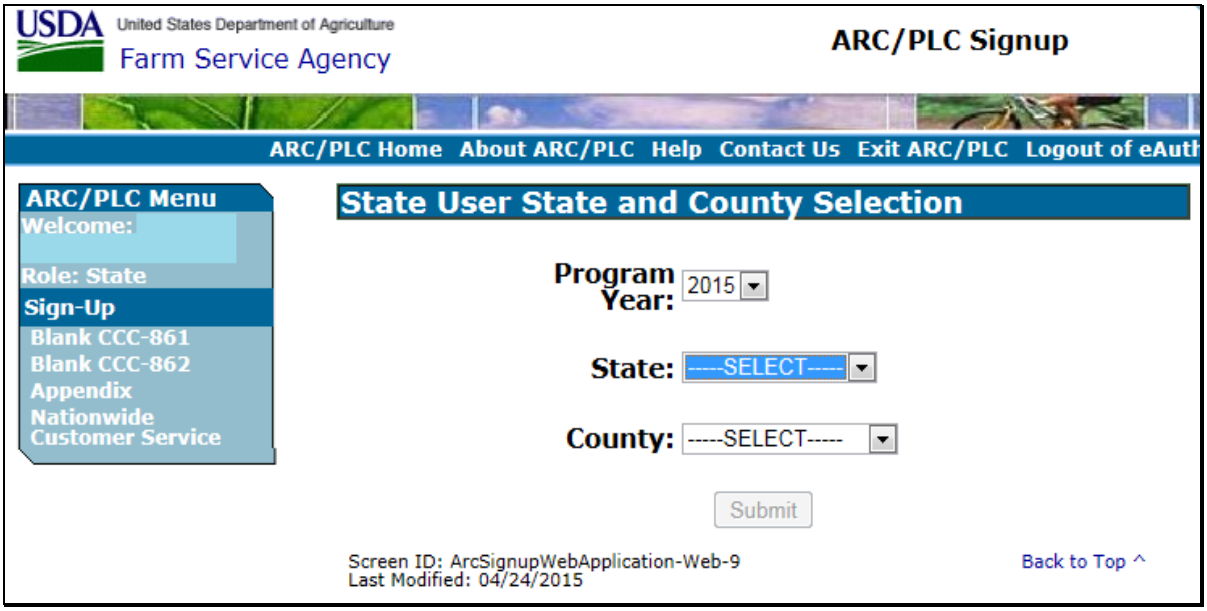


State User State and County Selection Screen will be displayed

55 State Office Access to ARCPLC Software (Continued)

E Example State User State and County Selection Screen

The following is an example of the State User State and County Selection Screen.



F State User State and County Selection Screen Options

The following table provides the field descriptions and actions on the State User State and County Selection Screen.

Field/Button	Description
Program Year	Select program year.
State	Select the State. **Note:** Users will only see States linked to their EAS profile.
County	Select the county to access CCC-861 or CCC-862. **Note:** Users will see all counties linked to the selected State.
Submit	The Search Selection Screen will be displayed. See paragraph 13.

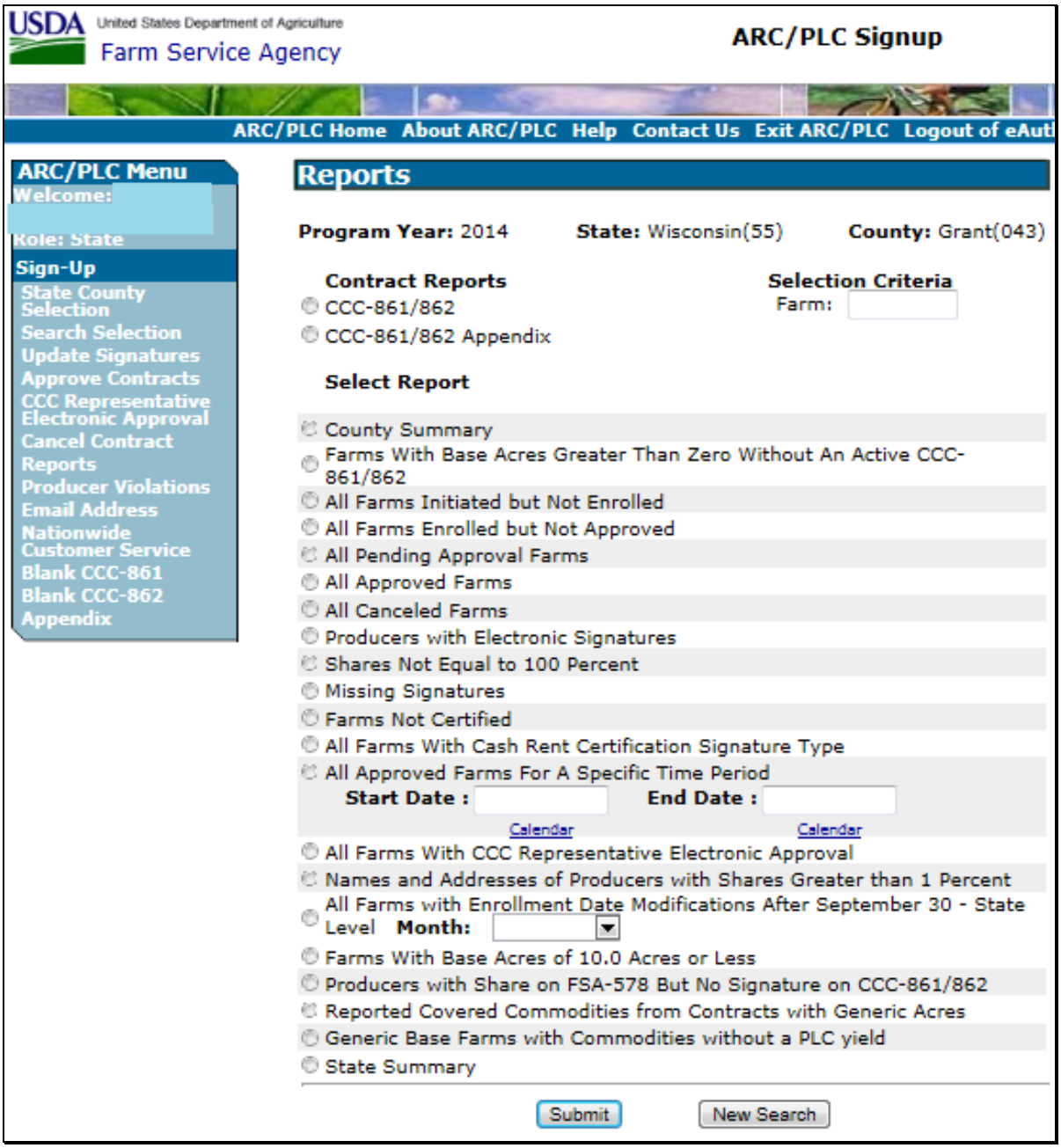
56 State Office Reports Screen

A Overview

To access reports, from the left navigation menu under “Sign-Up”, CLICK “**State Report**”. Reports Screen will be displayed. The county for reports will be based on the county selection made in paragraph 55.

B Reports Selection Screen

The following is an example of the Reports Screen.



56 State Office Reports Screen (Continued)

C Field Descriptions and Actions

State Offices users will have access to the same reports for which county users has access. See paragraph 51. In addition, State Office users have access to the following reports.

Report	Action	Result
All Farms With Enrollment Date Modifications After September 30 - State Level	Select report and select month.	Report will be displayed with CCC-861 or CCC-862 farm numbers of with enrollment date modifications after September 30 during the selected month.
State Summary	Select report.	Report will be displayed with a summary count of CCC-861's or CCC-862's that are initiated, enrolled, approved, canceled, and have electronic signatures for each county in the State.

57 Nationwide Customer Service, for State Office Users

A Overview

ARCPLC software provides nationwide customer service for State Office users. State Office users have the ability to load and access CCC-861's or CCC-862's for any producer nationwide. State Office users loading nationwide CCC-861's or CCC-862's have limited authority.

B Accessing Nationwide Customer Service

To access nationwide customer service, from the left navigation menu under "Sign-Up", CLICK "**Nationwide Customer Service**". The Nationwide Customer Service State and County Selections Screen will be displayed. See paragraph 49 for additional information.

58-60 (Reserved)

Section 3 Producer Access

Subsection 1 eARCPLC Software Access

61 Producer Access to eARCPLC

A Overview

eARCPLC allows producers to enroll in ARC-CO, ARC-IC, and PLC online. Producers can choose payment options, assign crop shares, and sign and submit their CCC-861's or CCC-862's from any computer with Internet access. Producers **no** longer have to travel to their local FSA office to complete these tasks and can view and print submitted CCC-861 or CCC-862 options at any time.

The eARCPLC voluntary service:

- is available to all producers who are eligible to participate in ARC-CO, ARC-IC, or PLC
- is offered as an additional ARC-CO, ARC-IC, or PLC enrollment option

  Note: Producers can still complete CCC-861's and CCC-862's in person at the County Office.

- does **not** alter any ARC and PLC Program provisions.

Example: For a farm to be enrolled in ARCPLC, **all** OW's and producers with a share on the farm **must** sign CCC-861 or CCC-862, as applicable.

B eARCPLC Benefits

The easy-to-use eARCPLC software offers many advantages for ARC-CO, ARC-IC, and PLC participants as follows:

- provides maximum flexibility to complete CCC-861's and CCC-862's, 24 hours-a-day, 7 days-a-week
- eliminates or reduces travel time to the County Office
- reduces paperwork
- offers quick access to CCC-861's and CCC-862's and other ARCPLC information
- speeds up processing time at County Offices
- maintains all data in a central location
- protects private information through strict security measures.

61 Producer Access to eARCPLC (Continued)

C Obtaining eAuthentication Accounts

To use the eARCPLC software, a producer **must** have an active USDA eAuthentication Level 2 account. This account allows producers to complete online transactions and, if they choose, to electronically sign CCC-861 or CCC-862. To obtain an eAuthentication account, producers shall:

- complete the online registration form located at **http://www.eauth.usda.gov**
- visit their local County Office for identity verification.

If the producer has previously completed these steps, **no** action is needed.

D Accessing eARCPLC

Producers access eARCPLC by going to **http://www.fsa.usda.gov/FSA/webapp?area=online&subject=landing&topic=landing.** The Online Services Screen will be displayed.

Producers shall CLICK:

- "**Electronic ARC/PLC Program (eARC/PLC) Service**" and the eARC/PLC Online Services Screen will be displayed

- "**Access eARC/PLC Service**" and the USDA eAuthentication Warning Screen will be displayed

- "**Continue**" to proceed or "**Cancel**" to end the process.

If users click "Continue", the USDA eAuthentication Login Screen will be displayed. Producers **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".

62 CCC-861 and CCC-862 Appendix

A Overview

Immediately after a producer's eAuthentication information has been accepted, the CCC-861 and CCC-862 Appendix will be displayed.

B Accepting CCC-861 and CCC-862 Appendix Terms and Conditions

The producer **must** accept the terms and conditions contained in the CCC-861 and CCC-862 Appendix **before** continuing into the eARCPLC software. By electronically completing and signing CCC-861 or CCC-862, producers:

- acknowledge receiving the CCC-861 and CCC-862 Appendix
- agree to abide by the CCC-861 and CCC-862 Appendix terms and conditions.

C Example of CCC-861 and CCC-862 Appendix Acceptance

The following is an example of the bottom of the displayed appendix where producers **must** CLICK "**Accept**" after reading the terms and conditions.

11 PROJECTED PRICES AND OTHER RELEVANT MATERIAL

Additional information referenced by this appendix regarding the programs, including, but not limited to average and projected prices and market year average prices and national loan rates can be found at:

http://www.fsa.usda.gov/FSA/webapp?area=home&subject=arpl&topic=landing

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Printable Version

Cancel Accept

63 Producer State and County Selection Screen

A Overview

After the producer accepts the CCC-861 and CCC-862 Appendix terms and conditions, the Producer State and County Selection Screen will be displayed.

B Example of the Producer State and County Selection Screen

The following is an example of the Producer State and County Selection Screen.

C Producer State and County Selection Screen Options

The following options are available on the State and County Selection Screen.

Field/Button	Action
Program Year	Select program year. **Note:** Only the current years can be updated. All prior years will be displayed in view-only mode.
State-County	Select State and county to record CCC-861 or CCC-862.
Submit	Search Selection Screen will be displayed.

Note: The drop-down list will **only** contain counties in which the producer is associated to CCC-861 or CCC-862.

64 Farm Selection Screen

A Overview

The Farm Selection Screen allows producers to select CCC-861's or CCC-862's to be viewed or updated.

B Example Farm Selection Screen

The following is an example of the Farm Selection Screen.

C Producer Farm Selection Screen Options

The following options are available on the Farm Selection Screen.

Field/Button	Action
Program Year	Program year as selected.
State	State as selected and State code.
County	County as selected and county code.
Name	Producers name as recorded in eAuthentication Level 2.
Farm Number	Farm number as selected.
Operator	Operator name as selected.
Election Type	Displays the farm's election.
Contract Status	Displays the current status of CCC-861 or CCC-862.
Continue	**After** clicking the radio button for the applicable farm number, CLICK "**Continue**". Only 1 farm can be selected at a time. The Contract Signup Screen will be displayed. See paragraph 65.

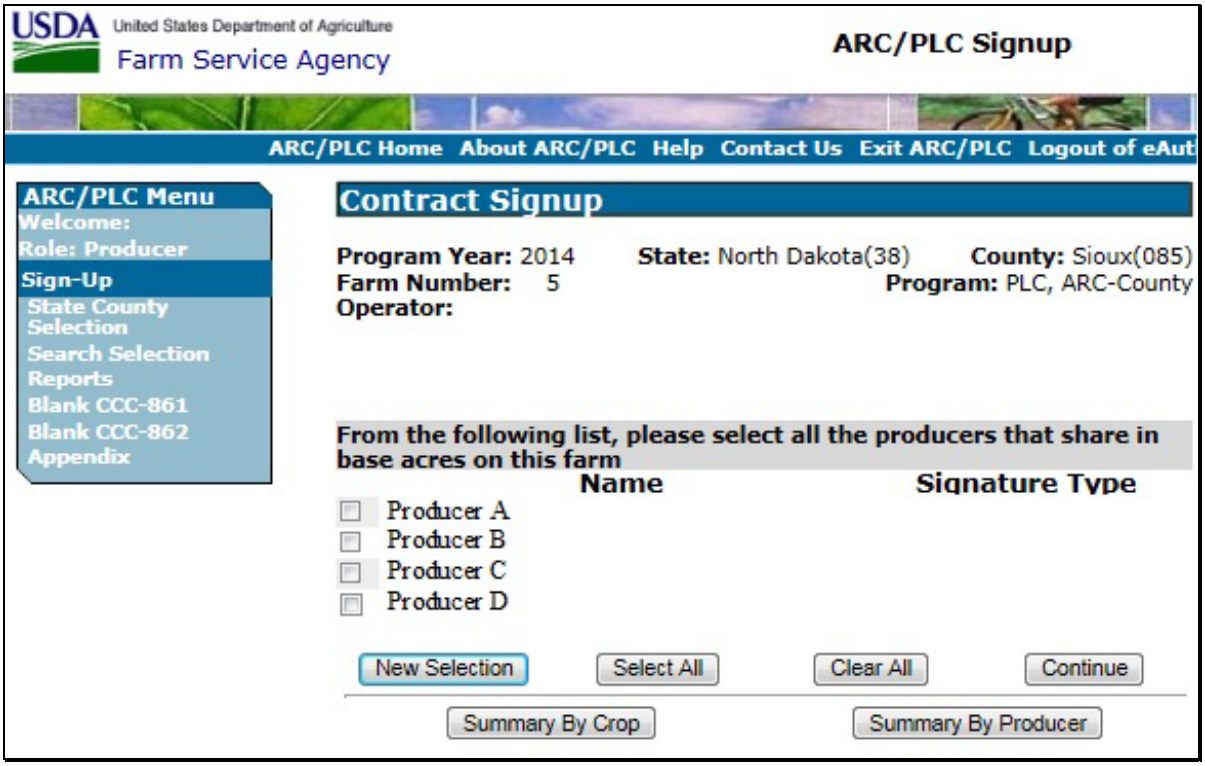
65 Contract Signup Screen

A Overview

The Contract Signup Screen allows producers to select CCC-861's or CCC-862's to be viewed or updated.

B Example Contract Signup Screen

The following is an example of the Contract Signup Screen.



65 Contract Signup Screen (Continued)

C Contract Signup Screen Options

The following options will be available to producers on the Contract Signup Screen.

Field/Button	Action
Program Year	Program year as selected.
State	State as selected and State code.
County	County as selected and county code.
Farm Number	Farm number as selected.
Program	Elections recorded for the farm.
Operator	Operator name as selected.
Name	Click checkbox for producers that share in the base acres on the farm.
New Selection	Cancel all information entered on the Contract Signup Screen. The Farm Selections Screen will be displayed.
Select All	All producers on the farm will be selected to have an interest in the base acres. Check (✓) will be displayed in front of each producer's name.
Clear All	Producers previously selected to share in CCC-861 or CCC-862 will be deselected.
Continue	If users: • select **no** producers to share in CCC-861 or CCC-862, the Individual Producer Screen will be displayed • select individual producers to share in CCC-861 or CCC-862 by clicking the box in front of the applicable producer's name the Individual Producer Screen will be displayed • CLICK "Select All", the Individual Producer Screen will be displayed. See paragraph 71 for ARC-CO and PLC and paragraph 81 for ARC-IC.

65 Contract Signup Screen (Continued)

C Contract Signup Screen Options (Continued)

Field/Button	Action
Summary By Crop (CCC-861's **only**.)	Summary by Crop Screen will be displayed. See paragraph 73. This screen can be used to: • load or modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-861 or CCC-862.
Summary By Producer (CCC-861's **only**.)	Summary by Producer Screen will be displayed. See paragraph 72. This screen can be used to: • load or modify producer shares by producer • update payment selection • update producer signature types • cancel CCC-861 or CCC-862.

66-70 (Reserved)

Subsection 2 CCC-861 Software for Producers

71 Individual Producer Screen for CCC-861's

A Overview

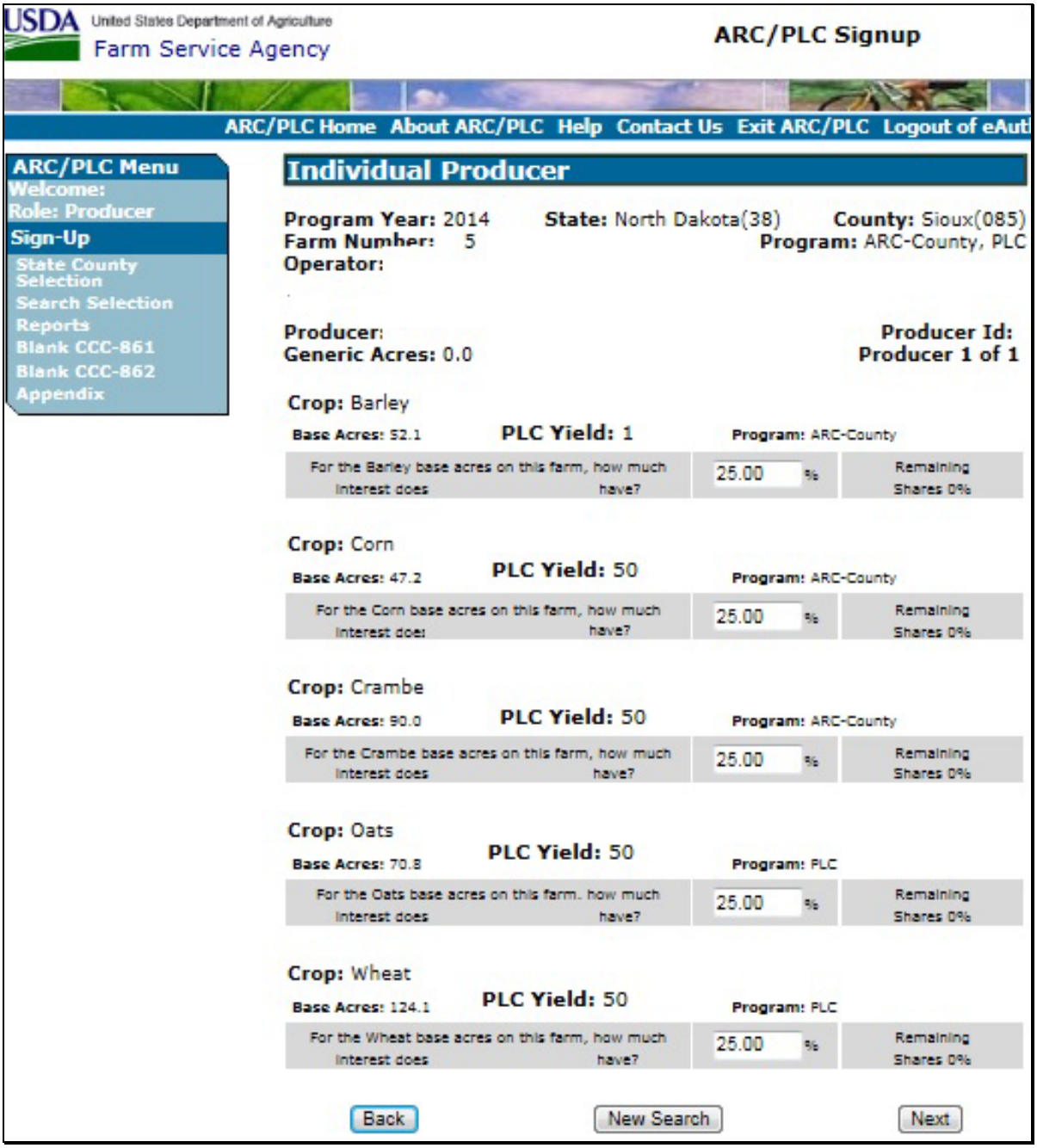
The Individual Producer Screen provides a question and answer method of updating share and payment selection data. This screen will be helpful to producers completing CCC-861's. This screen may be skipped by clicking any of the following on the Contract Signup Screen:

- "Continue" **without** selecting any producers to share in CCC-861
- "Summary By Producer"
- "Summary By Crop".

71 Individual Producer Screen for CCC-861's (Continued)

B Example of the Individual Producer Screen

The following is an example of the Individual Producer Screen



71 Individual Producer Screen for CCC-861's (Continued)

C Individual Producer Screen Options

The following table provides the field descriptions and actions for the Individual Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State and State code as selected.	
County	County and county code as selected.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop.	A screen will be completed for **each** producer that was selected to share in CCC-861 on the Contract Signup Screen.
Producer Id	Last 4 digits of producer's ID number.	
Generic Acres	Number of generic base acres present on the farm.	
Producer (#) of (#)	Number of producers that: • have been selected to share in this CCC-861 • are remaining. **Example:** If 5 producers were selected to share in CCC-861, the field will display 1 of 5, 2 of 5, etc.	
Crop	Each crop associated with the selected farm in farm maintenance.	
Base Acres	Base acres associated with each crop.	
PLC Yield	PLC yield associated with each crop	

71 Individual Producer Screen for CCC-861's (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Program	Election associated with each crop.	
For the [*crop name*] base acres on this farm, how much interest does [*producer name*] have? [*Share*]%	Manual entry for producer's share specific to applicable crop.	Enter share from 1 to 100 percent with 2 decimal places, if needed. **Example:** Producers A and B share 33 1/3 and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer.	This is a tool to keep users informed of how much of the share percentage has been used.
Back	Contract Signup Screen will be displayed.	
New Search	Search Selection Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • Summary by Producer Screen.	

72 Summary by Producer Screen

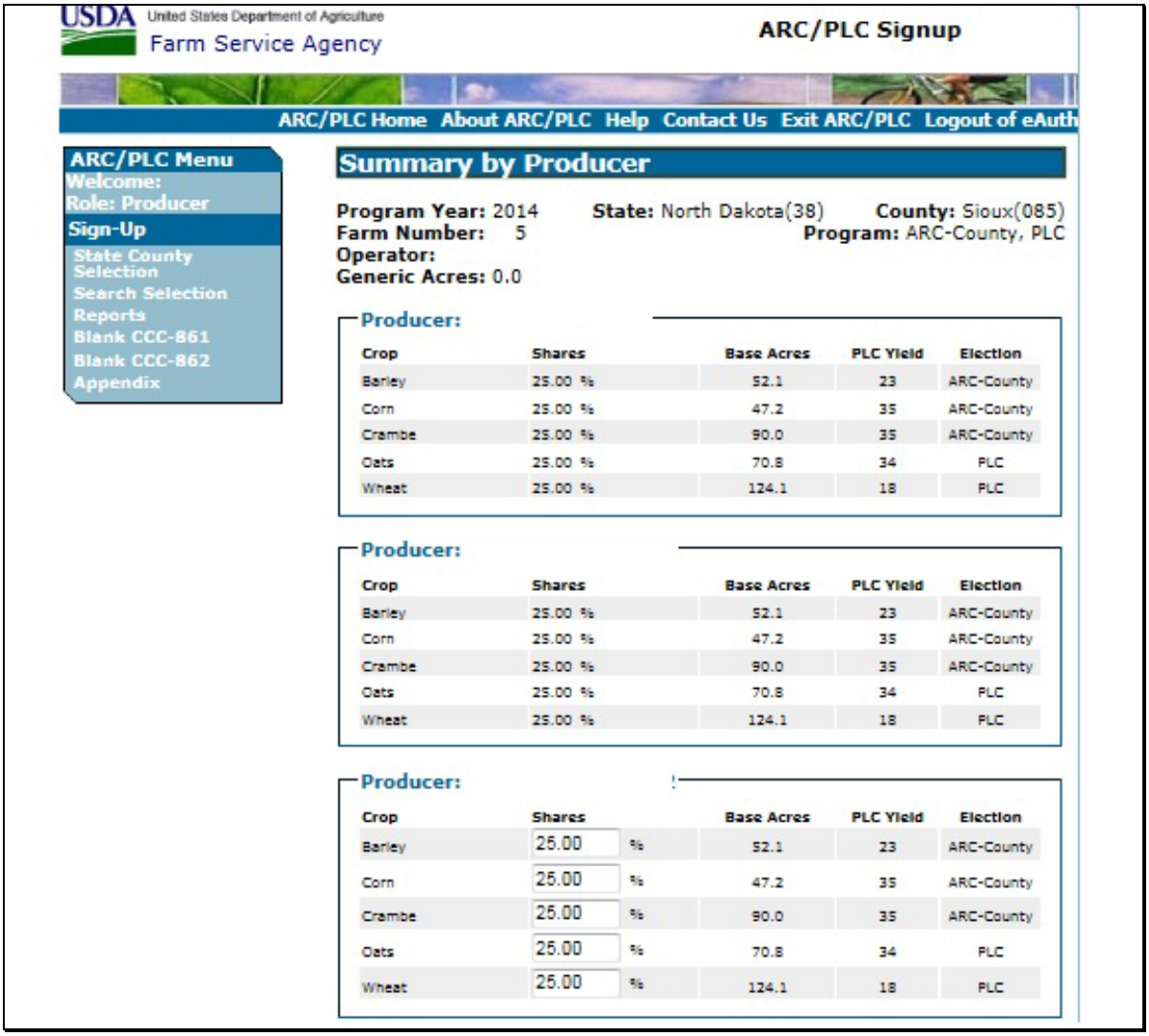
A Overview

The Summary by Producer Screen will be displayed when:

- all producer share and payment selection data has been entered on the Individual Producer Screen
- users click “Continue” on Contract Signup Screen **without** any producers being selected to share in CCC-861
- users click “Summary By Producer” on Contract Signup Screen.

B Example of Summary by Producer Screen

The following is an example of the top of the Summary by Producer Screen.



72 Summary by Producer Screen (Continued)

B Example of the Summary by Producer Screen (Continued)

The following is an example of the bottom of the Summary by Producer Screen.

72 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options

The following table provides field descriptions and actions on the Summary by Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State and State code as selected.	
County	County and county code as selected.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Generic Acres	Number of generic base acres present on the farm.	
Producer	All producers associated with the selected farm.	
Crop	All crops with base acres on the selected farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares, as applicable. Enter share from 1 to 100 percent with 2 decimal places, if needed. **Example:** Producers A and B share 33 1/3 and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent before the farm can be enrolled or approved.
Base Acres	Base acres associated with each crop.	
PLC Yield	PLC yield associated with each crop	
Election	Election associated with each crop.	
Producer Signatures	If a producer signs electronically, ARCPLC software will update the producer signature block.	All other signature types **must** be updated by the County Office. Producer shall click checkbox to electronically sign CCC-861 or CCC-862.

72 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Type of Signature	Display	
Date of Signature	Display	
Producer Type	OO, OP, OT, or OW.	
Refuse all ARC-County Payments?	Manual entry. **Note:** Only applicable if the farm has an ARC-CO election	CLICK "Yes" or "No", as applicable.
Refuse All PLC Payments?	Manual entry. **Note:** Only applicable if the farm has an PLC election	CLICK "Yes" or "No", as applicable.
Summary By Crop	Summarizes data by crop instead of by producer. See paragraph 73.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search Selection Screen will be displayed.	
Submit	Data is stored. Contract Submission Screen will be displayed.	

D Generic Only Farms

Farms that only contain generic base acres will **not** display the "Crop and Share" section of the screen. No shares will be entered for these CCC-861's or CCC-862's. Payment share will be driven off FSA-578. Signature rules for owners and operators will still apply.

73 Summary by Crop Screen

A Overview

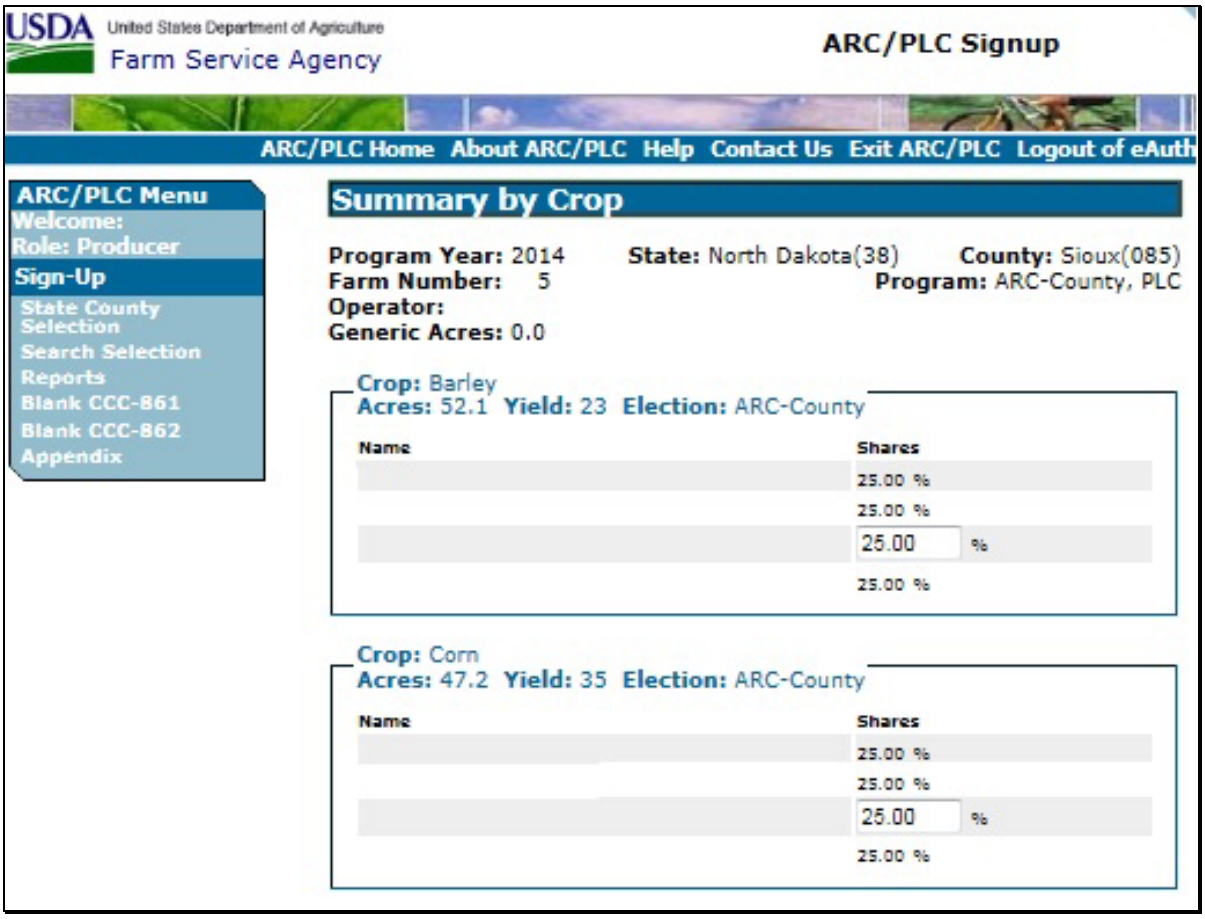
The Summary by Crop Screen will be displayed when users click “Summary By Crop” on either of the following:

- Contract Signup Screen
- Summary by Producer Screen.

All the data elements and functions on the Summary by Crop Screen are identical to the data elements and functions on the Summary by Producer Screen (paragraph 72).

B Example of Summary by Crop Screen

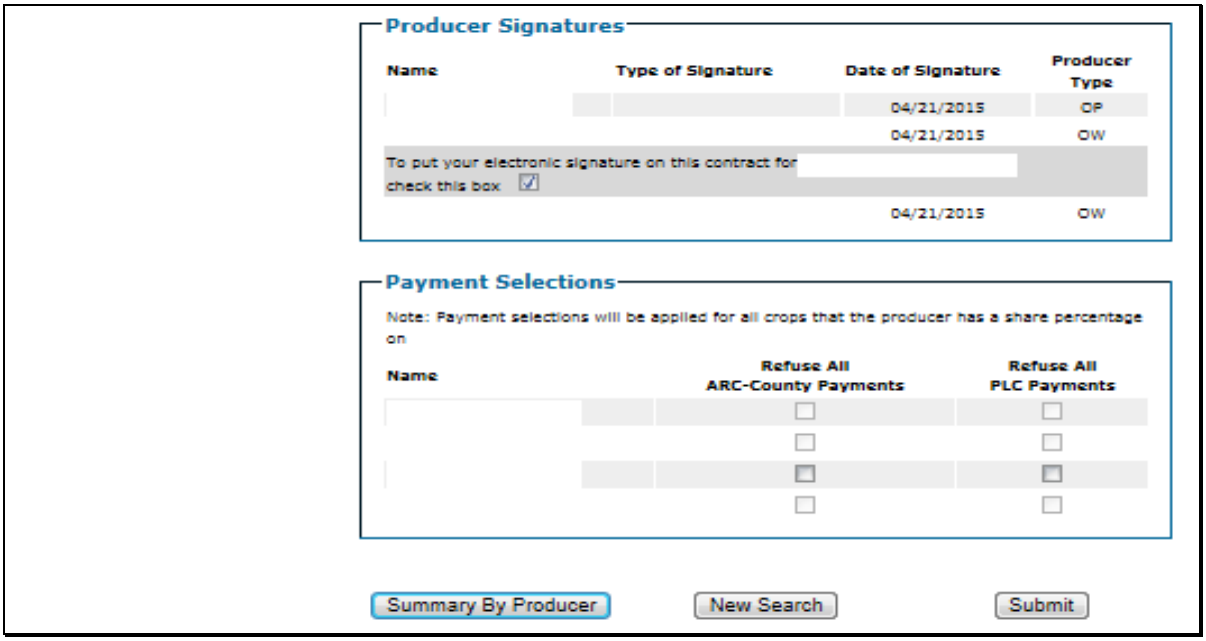
The following is an example of the top of the Summary by Crop Screen.



73 Summary by Crop Screen (Continued)

B Example of the Summary by Crop Screen (Continued)

The following is an example of the bottom of the Summary by Crop Screen.



C Summary by Crop Screen Options

The following table provides the field descriptions and actions on the Summary by Crop Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State and State code as selected.	
County	County and county code as selected.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Generic Acres	Number of generic base acres present on the farm.	
Crop	All crops with base acres on the selected farm.	

73 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Name	Displays names of all OO's, OP's, OT's, and OW's associated with the farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares, as applicable. Enter share from 1 to 100 percent with 2 decimal places, if needed. **Example:** Producers A and B share 33 1/3 and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent before the farm can be enrolled or approved.
Producer Signatures	If a producer signs electronically, the system will update the producer signature block.	All other signature types **must** be updated by the County Office. Producer shall click checkbox to electronically sign CCC-861 or CCC-862.
Type of Signature	Display	
Date of Signature	Display.	
Producer Type	OO, OP, OT, or OW.	

73 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Refuse all ARC-County Payments?	Manual entry. **Note:** Only applicable if the farm has an ARC-CO election	CLICK "Yes" or "No", as applicable.
Refuse All PLC Payments?	Manual entry. **Note:** Only applicable if the farm has an PLC election	CLICK "Yes" or "No", as applicable.
Summary By Producer	Summarizes data by producer instead of by crop.	See paragraph 72.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

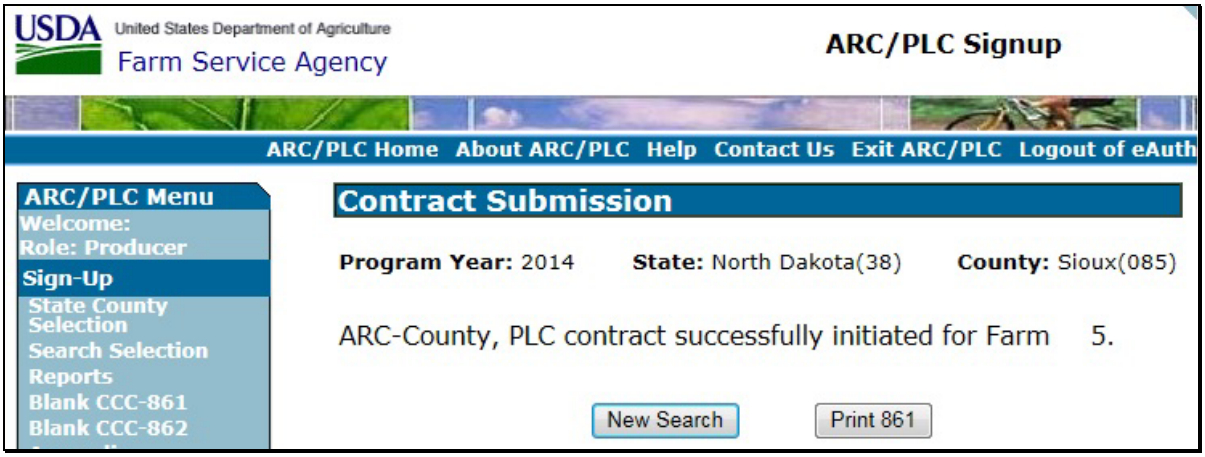
74 Contract Submission Screen

A Overview

After CCC-861 or CCC-862 data has been loaded and submitted, the Contract Submission Screen will be displayed.

B Example the Contract Submission Screen

The following is an example of the Contract Submission Screen for CCC-861.



C Contract Submission Screen Options

The following table provides the field descriptions on the Contract Submission Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
New Search	Search Selection Screen will be displayed.
Print 861	PDF file of CCC-862 will be displayed in a new Internet Explorer window. Users can save or print using the standard PDF functionality.

75-80 (Reserved)

Subsection 3 CCC-862 Software for Producers

81 Individual Producer Screen for CCC-862's

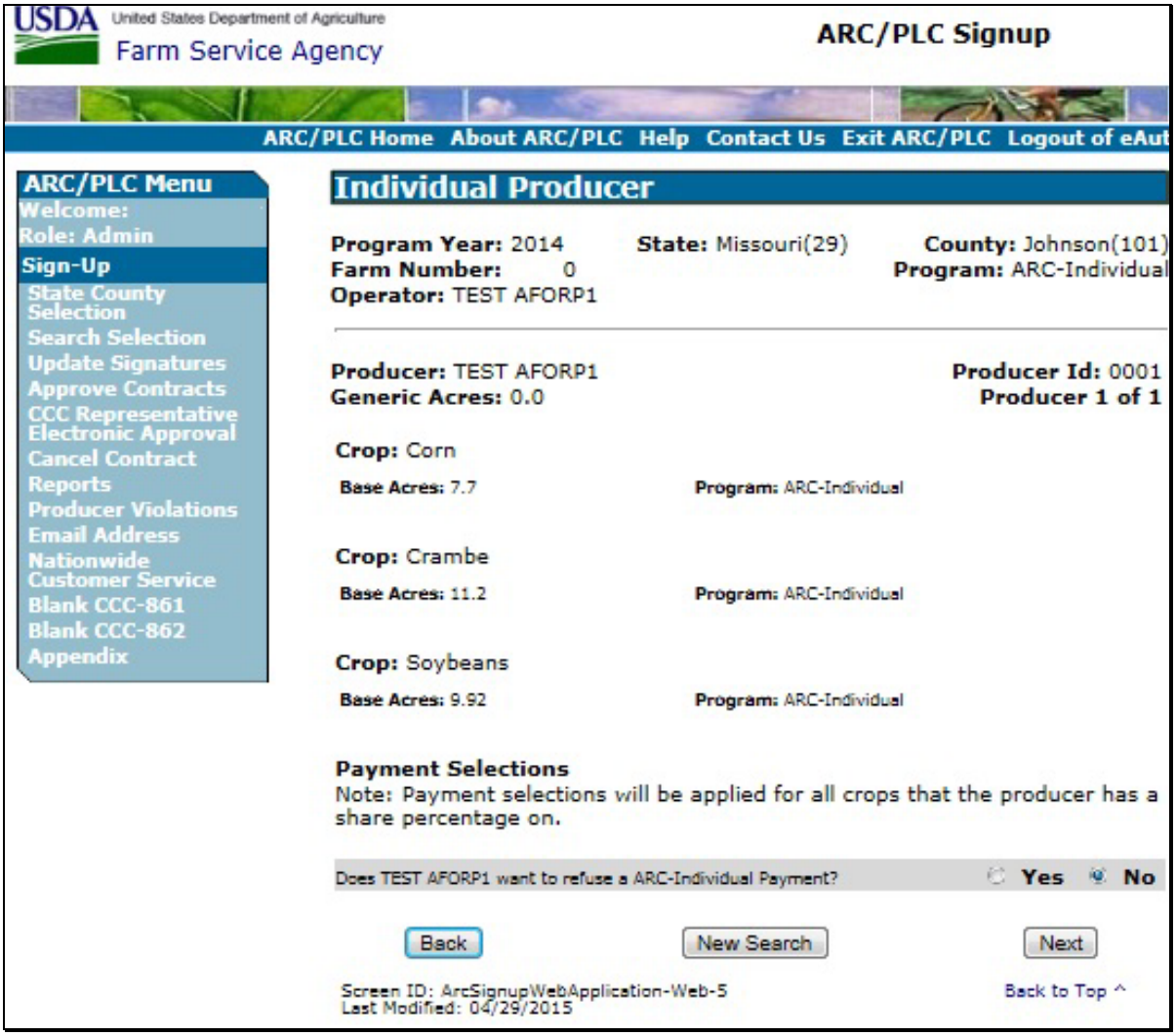
A Overview

The Individual Producer Screen provides a question and answer method of updating share and payment selection data. This screen will be very helpful to producers completing CCC-862's. This screen may be skipped by clicking either of the following on the Contract Signup Screen:

- "Summary By Producer"
- "Summary By Crop".

B Example of the Individual Producer Screen

The following is an example of the Individual Producer Screen.



81 Individual Producer Screen for CCC-862's (Continued)

C Individual Producer Screen Options

The following table provides the field descriptions and actions for the Individual Producer Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
Farm Number	Farm number as selected.
Program	Elections recorded for the farm.
Operator	OP on farm selected.
Producer	Producer sharing in crop. **Note:** A screen will be completed for **each** producer that was selected to share in CCC-862 on the Contract Signup Screen.
Producer Id	Last 4 digits of producer's ID number.
Generic Acres	Displays the number of generic base acres on the farm.
Producer (#) of (#)	Number of producers that: • have been selected to share in this CCC-862 • are remaining. **Example:** If 5 producers were selected to share in CCC-862, the field will display 1 of 5, 2 of 5, etc.
Crop	Each crop associated with the selected farm in farm maintenance.
Base Acres	Base acres associated with each crop.
Program	Election associated with each crop.
Does [*producer name*] want to refuse an ARC-Individual Payment?	Manual entry. CLICK "Yes" or "No", as applicable.
Back	Contract Signup Screen will be displayed.
New Search	Search Selection Screen will be displayed.
Next	Either of the following will be displayed: • next producer • Summary by Producer Screen.

82 Contract Submission Screen

A Overview

After CCC-861 or CCC-862 data has been loaded and submitted, the Contract Submission Screen will be displayed.

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen for CCC-862.

C Contract Submission Screen Options

The following table provides the field descriptions on the Contract Submission Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
New Search	Search Selection Screen will be displayed.
Print 862	PDF file of CCC-861 or CCC-862 will be displayed in a new Internet Explorer window. Users can save or print using the standard PDF functionality.

83-90 (Reserved)

Subsection 4 Additional Information

91 Producer Notifications

A Overview

If the producer clicks the checkbox to electronically sign CCC-861 or CCC-862 and clicks "Submit", the producer will receive an automatic e-mail notification to the e-mail address on file in MIDAS Business Partner that CCC-861 or CCC-862 has been received in the County Office.

B Example of an E-mail Received by the County Office

Following is an example of the e-mail that will be received by the producer when CCC-861 or CCC-862 is submitted:

> "The 201X (ARC/PLC) contract you submitted for farm number XXXXX through USDA eARC/PLC has been received.
>
> If you have any questions concerning this contract, please contact the XXXXX County FSA Office. Please do **not** reply to this e-mail."

The producer will also receive an automatic e-mail notification to the e-mail address that is on file in SCIMS when CCC-861 or CCC-862 that was electronically signed is approved by the County Office.

Following is an example of the e-mail that will be received by the producer when the electronically signed CCC-861 or CCC-862 is approved:

> "The 201X (ARC/PLC) contract you submitted for farm number XXXXX through USDA eARC/PLC has been approved.
>
> If you have any questions concerning this contract, please contact the XXXXX County FSA Office. Please do **not** reply to this e-mail."

92 Producer Reports Screen

A Overview

The producer reports option allows producers to view and print CCC-861's and CCC-862's along with the CCC-861 and CCC-862 Appendix. To access producer reports, from the left navigation menu under "Sign-Up", CLICK "**Reports**".

B Example of the Reports Screen

The following is an example of the Reports Screen.

92 Producer Reports Screen (Continued)

C Producer Reports Screen Options

The following provides the report, action, and report description. Only 1 report can be created at a time. Reports will be displayed in PDF with an option to print.

Report	Action	Report Description
CCC-861/862	Click radio button, enter farm number, and CLICK "**Submit**".	Prefilled CCC-861 or CCC-862 will be displayed.
CCC-861/862 Appendix	Click radio button and CLICK "**Submit**".	CCC-861 and CCC-862 terms and conditions will be displayed.
Submit	Data is stored. Print Screen will be displayed.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	

Reports, Forms, Abbreviations, and Redelegations of Authority Reports

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-861	Agricultural Risk Coverage-County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		Text
CCC-861 and CCC-862 Appendix	2014-2018 Crop Year Appendix to CCC-861, Price Loss Coverage (PLC) and Agriculture Risk Coverage with County Option (ARC-CO) Program Contract and CCC-862, Agriculture Risk Coverage with Individual Option (ARC-IC) Program Contract		Text
CCC-862	Agricultural Risk Coverage-Individual Option (ARC-IC) Contract		Text
FSA-13-A	Data Security Access Authorization Form		55
FSA-578	Report of Acreage		22, 23, 51, 72

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
ARC	agriculture risk coverage	Text
ARC-CO	agriculture risk coverage-county	Text
ARC-IC	agriculture risk coverage-individual	Text
eARCPLC	electronic ARCPLC	45, 61, 62
EAS	Extensible Authorization System	12, 55
ERSR	Electronic Repository for Security Requests	55
OO	owner/operator	22, 23, 32, 43, 72, 73
OP	operator	22, 23, 32, 43, 72, 73
OT	other producer	22, 23, 32, 43, 72, 73
OW	owner	22, 23, 32, 43, 72, 73
PLC	price loss coverage	Text
RLMS	Representatives Link Management System	6, 22, 23, 32
SLR	Security Liaison Representative	55

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

Redelegations of Authority

COC may redelegate authority to approve CCC-861's and CCC-862's, in routine cases. Redelegation shall be documented in COC minutes.

Definitions of Terms Used in This Handbook Approved Status

Approved Status

Approved status means CCC-861 or CCC-862 with:

- shares equal to 100 percent (ARC-CO and PLC only)
- producer signatures for all shares
- an enrollment date entered in the system
- a COC approval date entered in the system.

Base Acres

Base acres means, with respect to:

- a covered commodity on a farm, the number of acres of the crop established by the election of OW's of the farm according to the regulations set forth in 7 CFR Part 1412

- peanuts, the number of acres assigned to a farm by historic peanut producers according to the regulations in 7 CFR Part 1412.

Contract

Contract means CCC-861 or CCC-862 and CCC-861/862 Appendix.

Enrolled Status

Enrolled status means a contract with:

- shares equal to 100 percent (ARC-CO and PLC **only**)
- producer signatures for all shares
- an enrollment date entered in the system
- **no** COC approval date entered in the system.

Definitions of Terms Used in This Handbook (Continued)

Farm

Farm means a tract, or tracts, of land that are considered to be a separate operation with the same owner/operator.

Home County

Home county means administrative county in the web-based environment.

Operator (OP)

OP means an individual, entity, or joint operation in general control of the farming operations on the farm during the current year as determined by COC.

Owner (OW)

OW means individual, entity, or joint operation that has legal ownership of farmland.

Producer

Producer means an OW, OP, landlord, tenant, or sharecropper who shares in the risk of producing a crop and is entitled to share in the crop available for marketing from the farm, or would have shared had the crop been produced. A producer includes a grower of hybrid seed.

User

User means County Office employees and producers except where specifically noted.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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