# 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

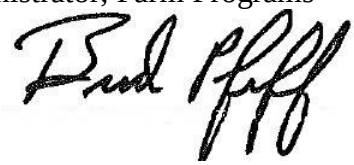
2-ARCPLC

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

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

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

**Approved by:** Acting Deputy Administrator, Farm Programs



## Amendment Transmittal

### A Reason for Amendment

Part 4 has been added to provide initial ARC and PLC payment procedure.

| **Page Control Chart** | | |
|---|---|---|
| **TC** | **Text** | **Exhibit** |
| 3<br>4 (add) | 2-207<br>4-1 through 4-112 (add) | 1, pages 1, 2 |

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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. |
| appeals | 1-APP. |
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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**".

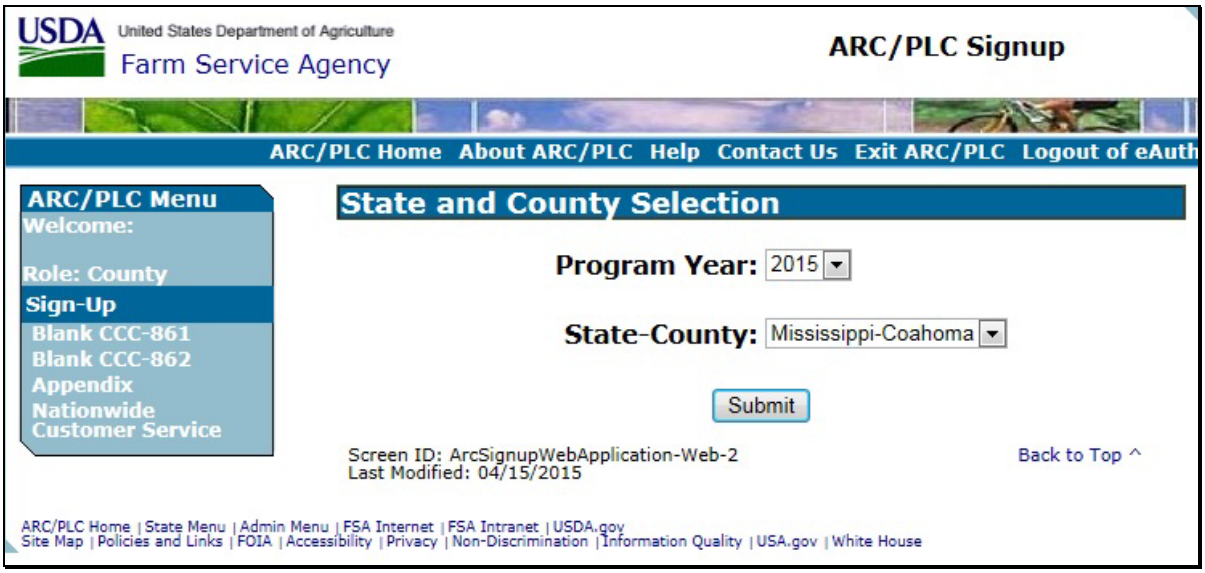
## 12 State, County, and Year Selection

### 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.<br><br>**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:<br>• producer, the SCIMS Customer Search Page will be displayed<br>• farm number, the Contract Signup Screen will be displayed. |
| Cancel | State and County Selection Screen will be displayed |

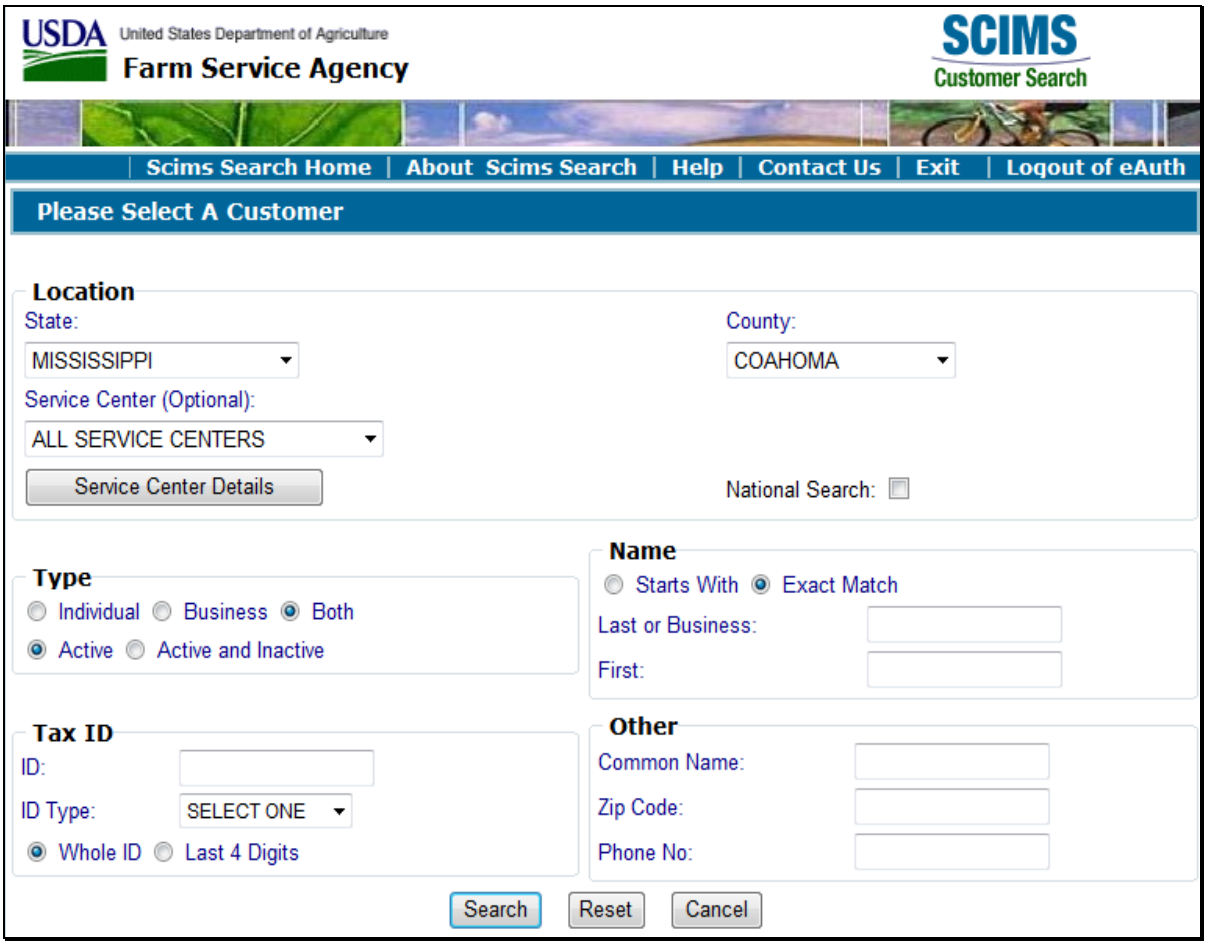
# 14 SCIMS Customer Search Page

## 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. |

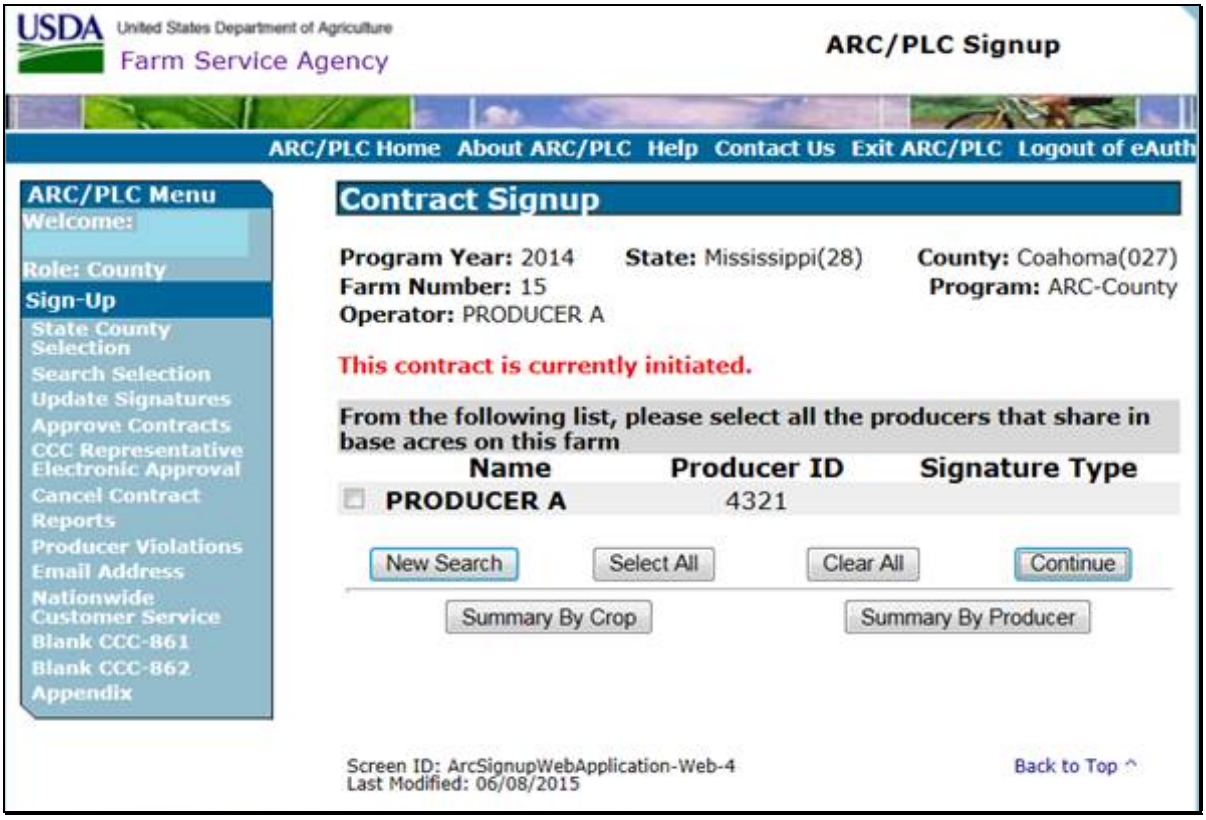
# 16 Contract Signup Screen

## 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:<br><br>• individual producers to share in CCC-861 by clicking the checkbox in front of the applicable producer's name<br><br>• all producers, by clicking "Select All".<br><br>CLICK "**Continue**". Individual Producer Screen will be displayed. See paragraph 21 for ARC-CO and PLC, and paragraph 31 for ARC-IC.<br><br>**Note:** If **no** producers were selected that have a share in the base acres when users click "Continue", for:<br><br>• ARC-CO and PLC, the Summary by Producer Screen will be displayed (paragraph 22)<br><br>• 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<br>(CCC-861's **only**.) | Summary by Crop Screen will be displayed. See paragraph 23. This screen can be used to:<br><br>• load or modify producer shares by crop<br>• update payment selections<br>• update producer signature types<br>• update enrollment date<br>• update approval date<br>• cancel CCC-861. |
| Summary By Producer<br>(CCC-861's **only**.) | Summary by Producer Screen will be displayed. See paragraph 22. This screen can be used to:<br><br>• load or modify producer shares by producer<br>• update payment selections<br>• update producer signature types<br>• update enrollment date<br>• update approval date<br>• cancel CCC-861. |
| Summary<br>(CCC-862's **only**.) | ARC-Individual Summary Screen will be displayed. See paragraph 32. This screen can be used to:<br><br>• update payment selections<br>• update producer signature types<br>• update enrollment date<br>• update approval date<br>• 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

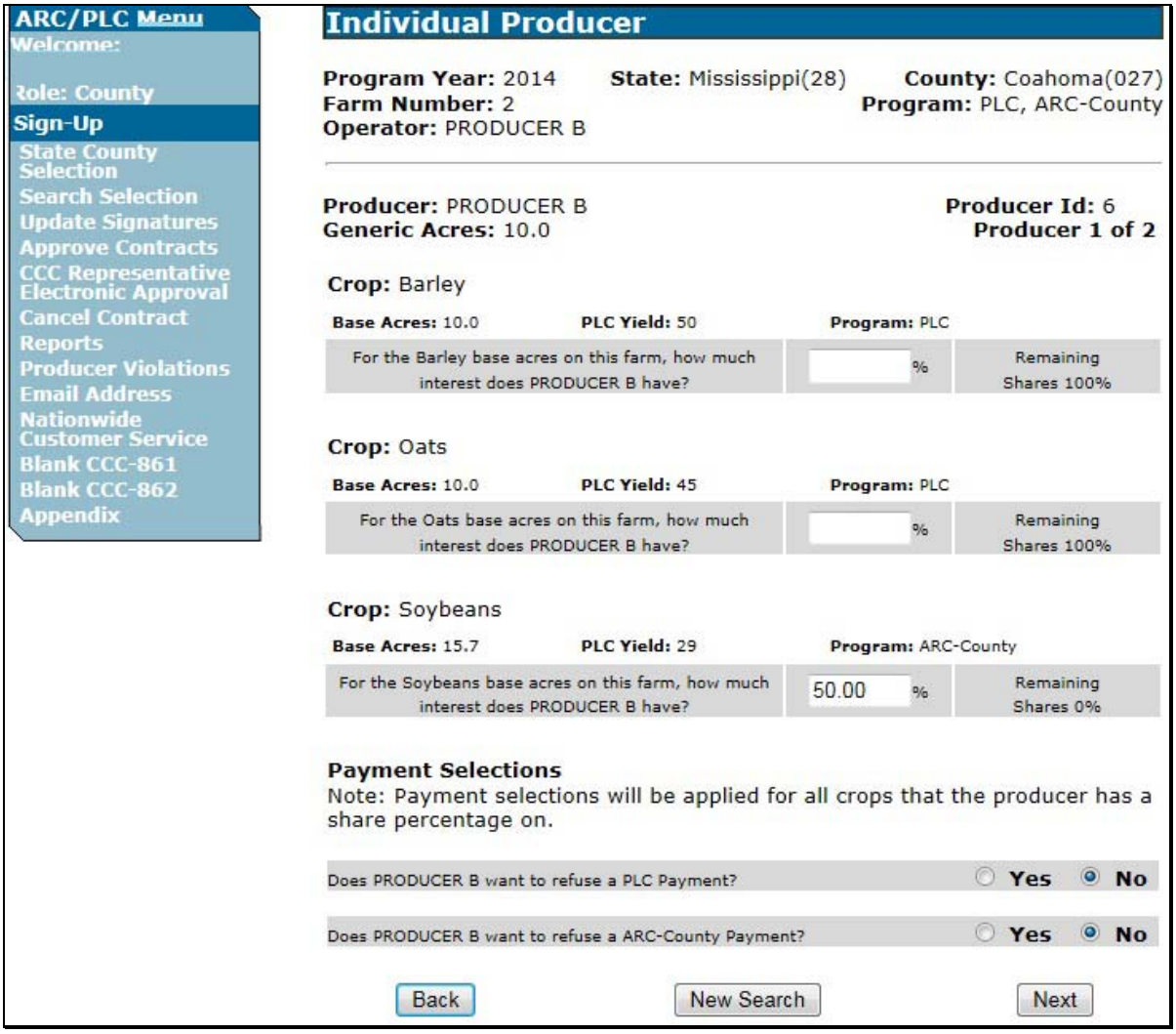
### A Overview

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:<br>• have been selected to share in this CCC-861<br>• are remaining.<br>**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.<br><br>**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.<br><br>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.<br><br>**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.<br><br>**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:<br><br>• next producer<br>• Summary by Producer Screen. | |

## 22 Summary by Producer Screen

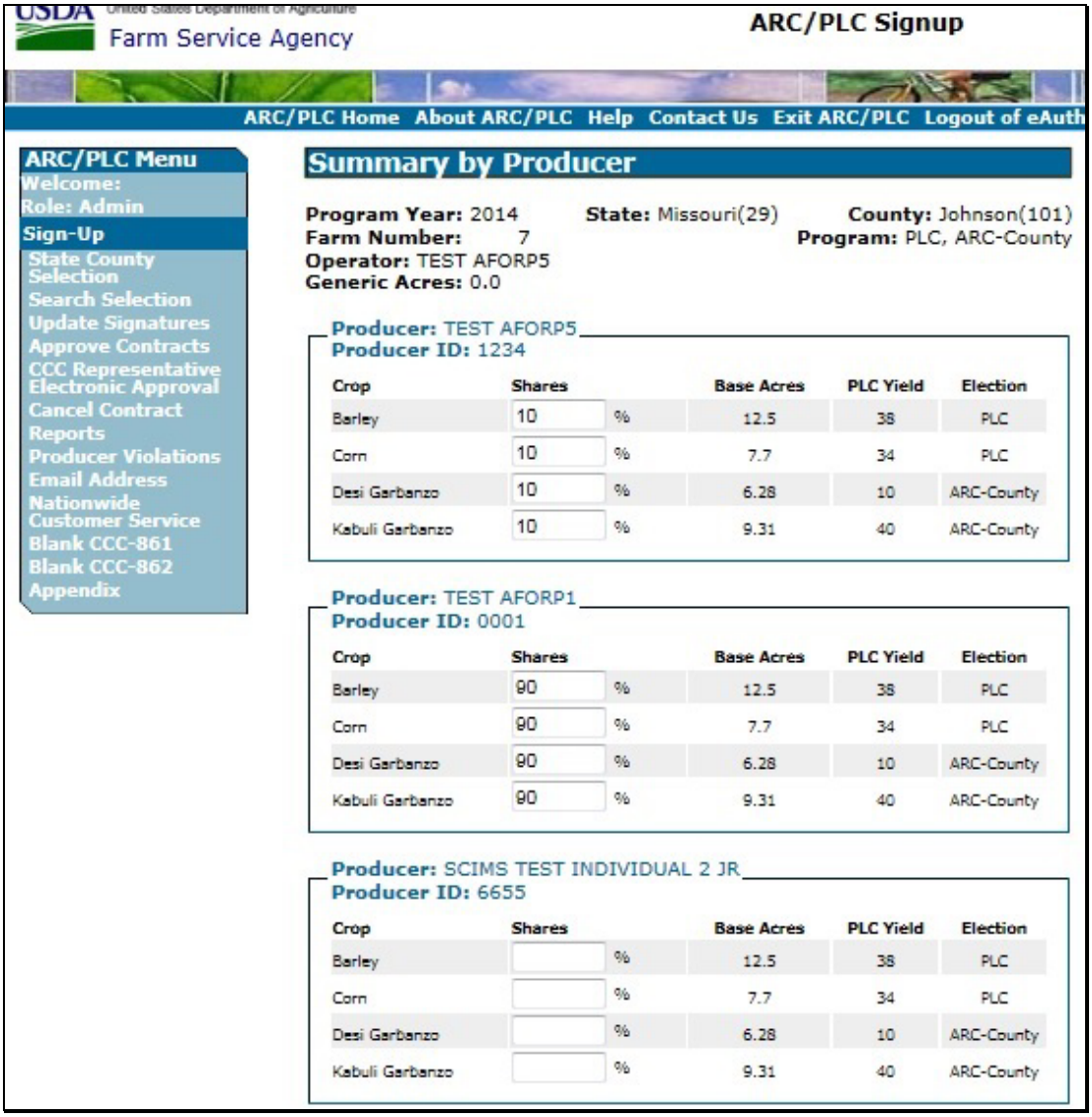
### A Overview

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

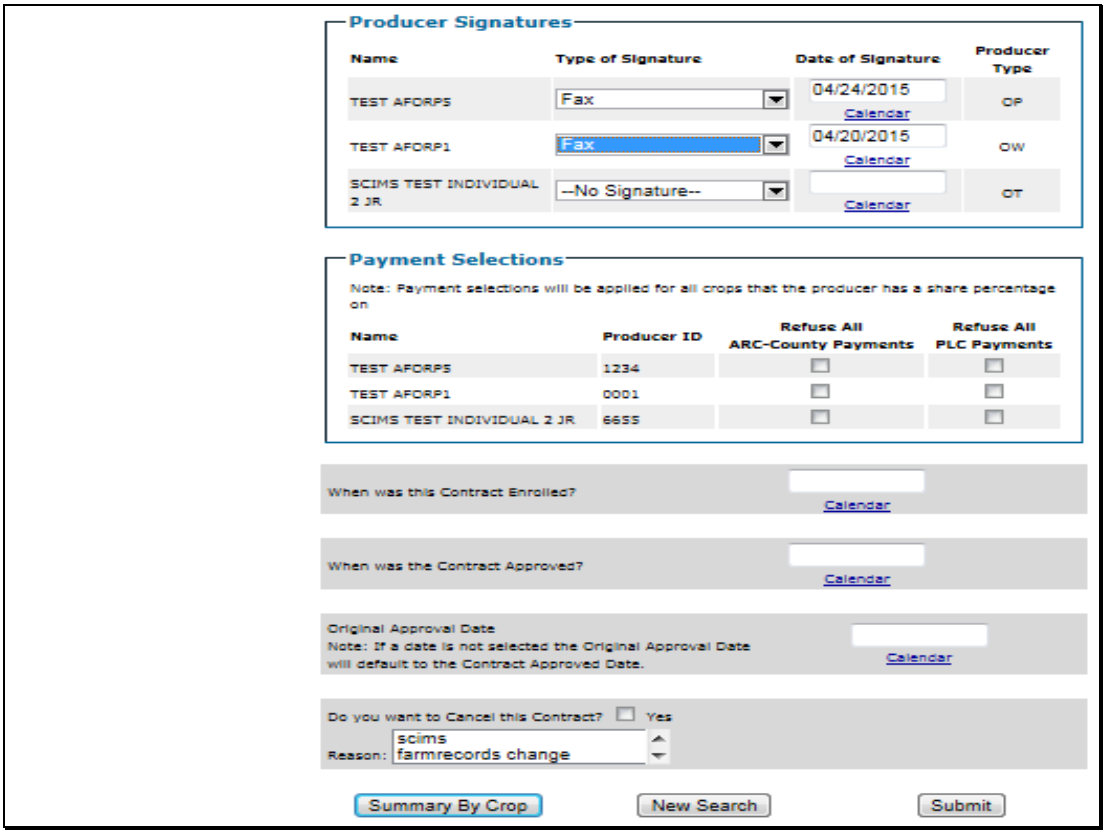
The following is an example of the top of the Summary by Producer Screen.



## 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:<br>• displayed, if previously entered<br>• blank, if **not** previously entered.<br>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.<br>**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.<br><br>ARCPLC software will update electronic signatures.<br><br>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.<br><br>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.<br><br>**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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-861 on or before August 1 of applicable contract period.<br><br>**Notes:** See subparagraph E for signature date validations.<br><br>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:<br><br>• displayed, if previously entered<br><br>• blank, if **not** previously entered.<br><br>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.<br><br>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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August1 of applicable contract period.<br><br>**Notes:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph E for signature type validations.<br><br>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.<br><br>Approval date can also be entered through the multiple CCC-861 approval process. See paragraph 40.<br><br>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:<br><br>• **cannot** be entered if shares do **not** equal 100 percent for all crops<br><br>• **cannot** be entered if all required signatures have **not** been received<br><br>• will automatically be removed if shares are modified after approval date has been entered.<br><br>**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.<br><br>**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:<br><br>• "Acreage Reporting Violation"<br><br>• "CCC-861 Entered in Error"<br><br>• "Farm Record Modification"<br><br>**Note:** Automatic cancellations will occur. See paragraph 38.<br><br>• "FAV Violation"<br><br>• "Out Transfer"<br><br>• "Producer Withdrew Contract"<br><br>• "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.<br>• Shares can be greater than or equal to zero. |
| FAX | • Enter date CCC-861 was received by FAX.<br>• Shares can be greater than or equal to zero. |
| Cash Lease | • Producer **must** have cash lease.<br>• No signature date required.<br>• Shares **must** equal zero.<br>• Producer **must** be OO, OP, or OW.<br><br>**Note:** See 1-ARCPLC, subparagraph 204 C for cash lease signature requirements. |
| Undivided Interest | • Producer **must** be OO or OW.<br>• Shares **must** be greater than zero.<br>• **Must** check (✓) in "Refuse All Payments".<br>• No signature date required. |
| Spouse/Joint Owner | • Producer **must** be OO or OW.<br>• Shares **must** be zero.<br>• No signature date required.<br><br>**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.<br>• Shares **must** equal zero.<br>• Producer **must** be OO or OW.<br><br>**Note:** See 1-ARCPLC, subparagraph 204 C for policy on cash rent certifications. |
| No Interest in DCP Cropland | • Producer **must** be OO or OW.<br>• Shares **must** equal zero.<br><br>**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.<br>• Shares **must** equal zero.<br><br>**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

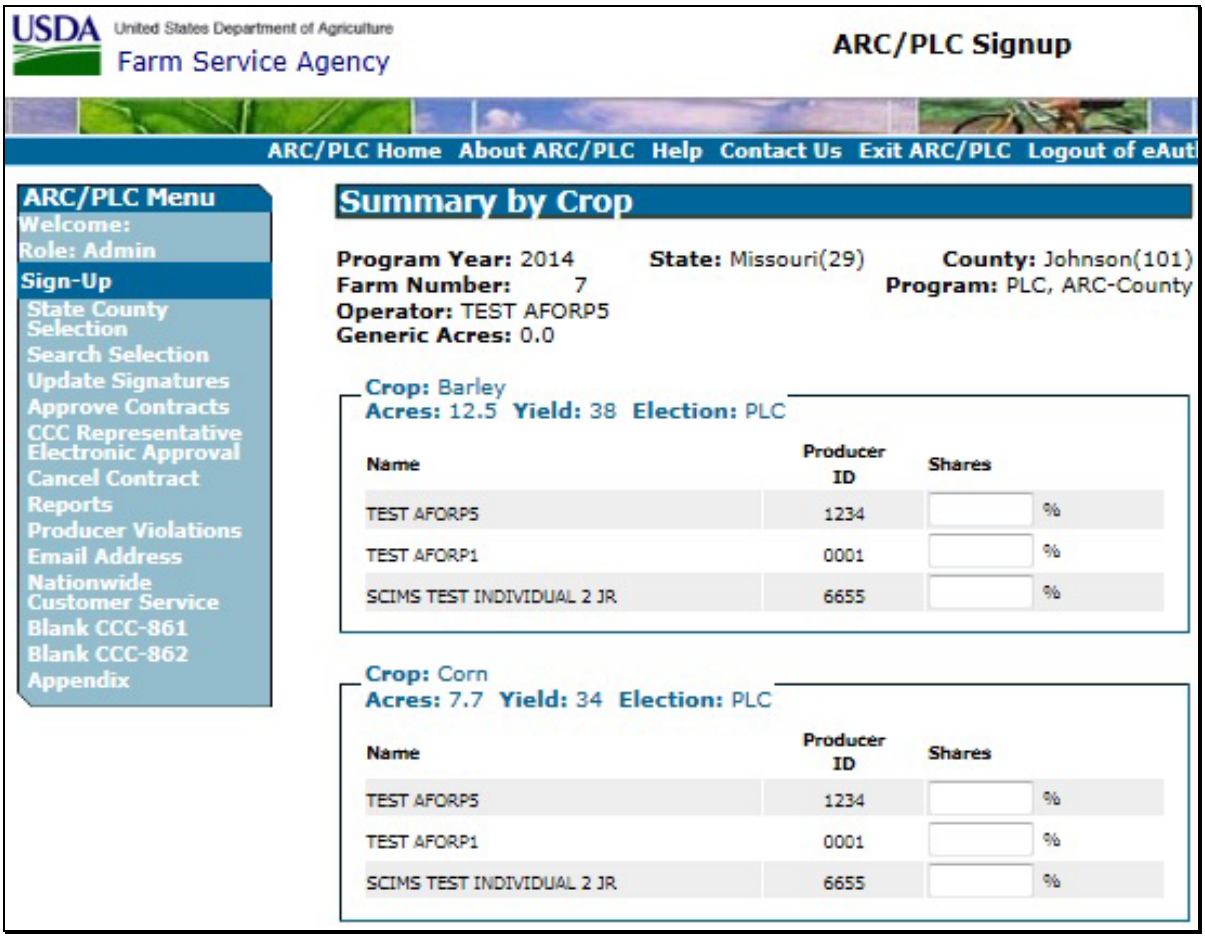
The Summary by Crop Screen will be displayed when users click “Summary By Crop” on either of the following:

- 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

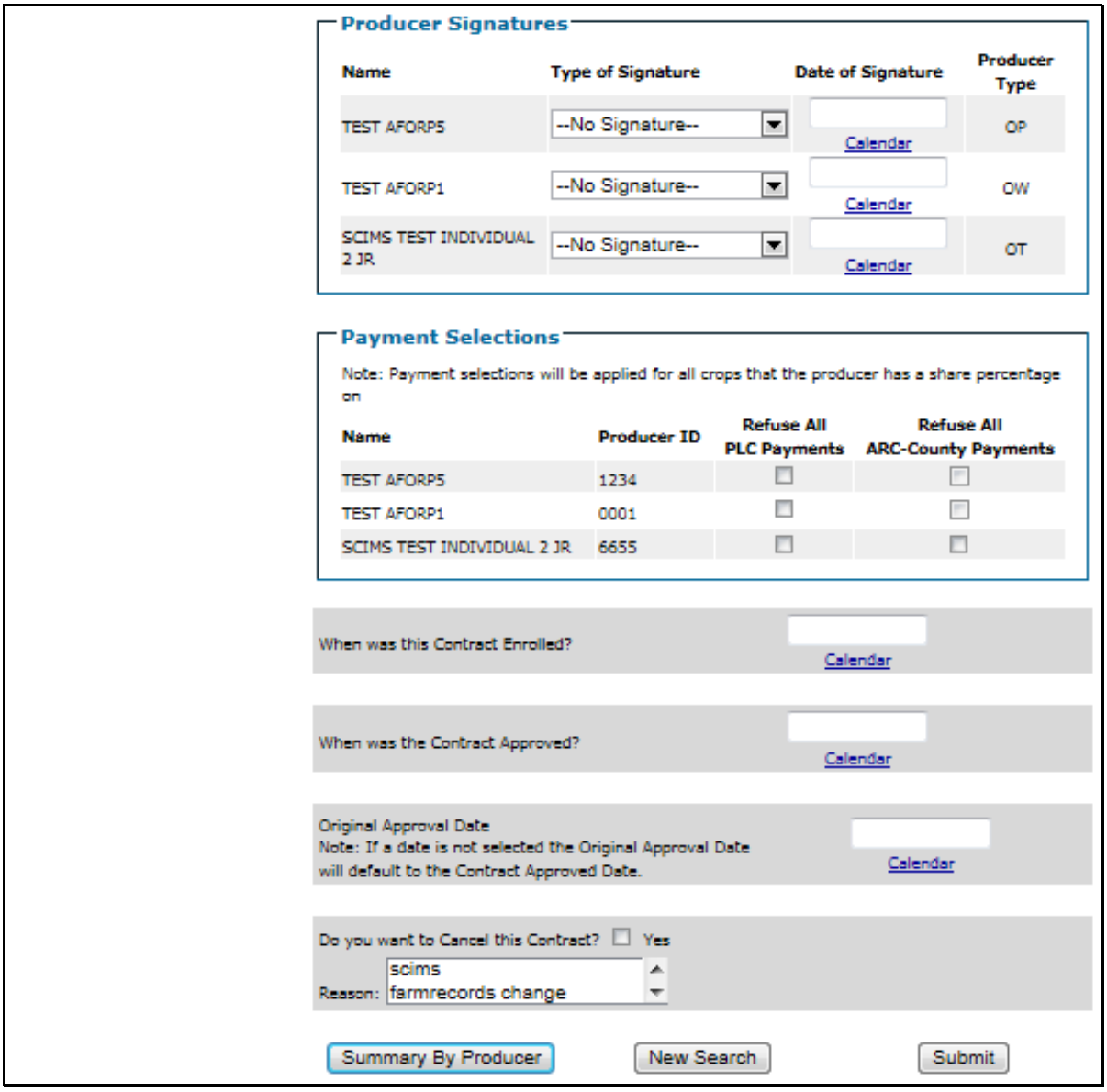
The following is an example of the top of the Summary by Crop Screen.



## 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:<br><br>• displayed, if previously entered<br><br>• blank, if **not** previously entered.<br><br>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.<br><br>**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.<br><br>ARCPLC software will update electronic signatures.<br><br>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.<br><br>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.<br><br>**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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-861 on or before August 1 of applicable contract period.<br><br>**Notes:** See subparagraph 22 E for signature date validations.<br><br>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:<br><br>• displayed, if previously entered<br><br>• blank, if **not** previously entered.<br><br>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.<br><br>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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August 1 of applicable contract period.<br><br>**Notes:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 22 E for signature type validations.<br><br>For 2014 and 2015, the applicable contract period has been extended to September 30. |
| When was the Contract Approved? | Manual entry.<br><br>Approval date can also be entered through the multiple CCC-861 approval process. See paragraph 40.<br><br>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:<br><br>• **cannot** be entered if shares do **not** equal 100 percent for all crops<br><br>• **cannot** be entered if all required signatures have **not** been received<br><br>• will automatically be removed if shares are modified after approval date has been entered.<br><br>**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.<br><br>**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:<br><br>• "Acreage Reporting Violation"<br><br>• "CCC-861 Entered in Error"<br><br>• "Farm Record Modification"<br><br>**Note:** Automatic cancellations will occur. See paragraph 38.<br><br>• "FAV Violation"<br><br>• "Out Transfer"<br><br>• "Producer Withdrew Contract"<br><br>• "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.

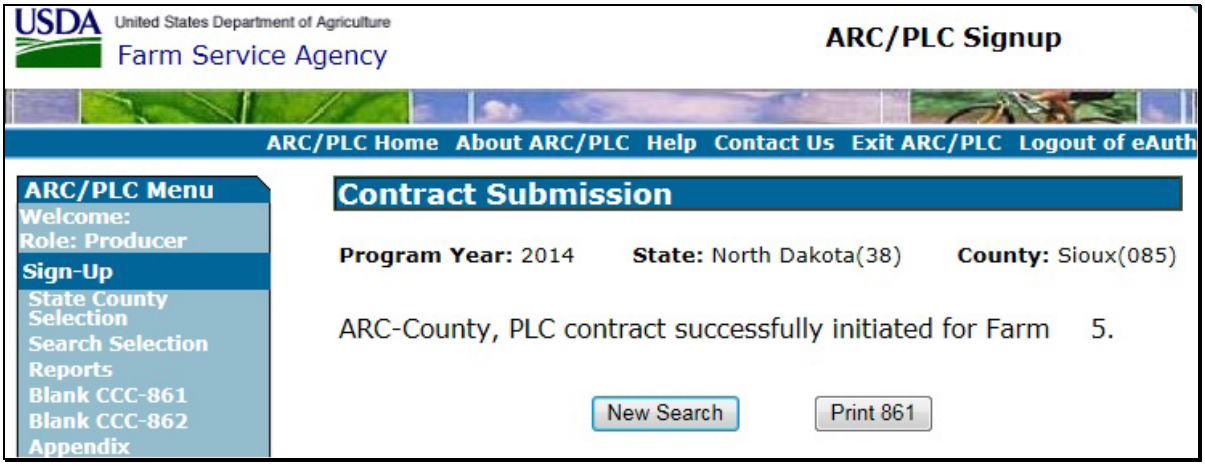
## 24 Contract Submission Screen

### 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

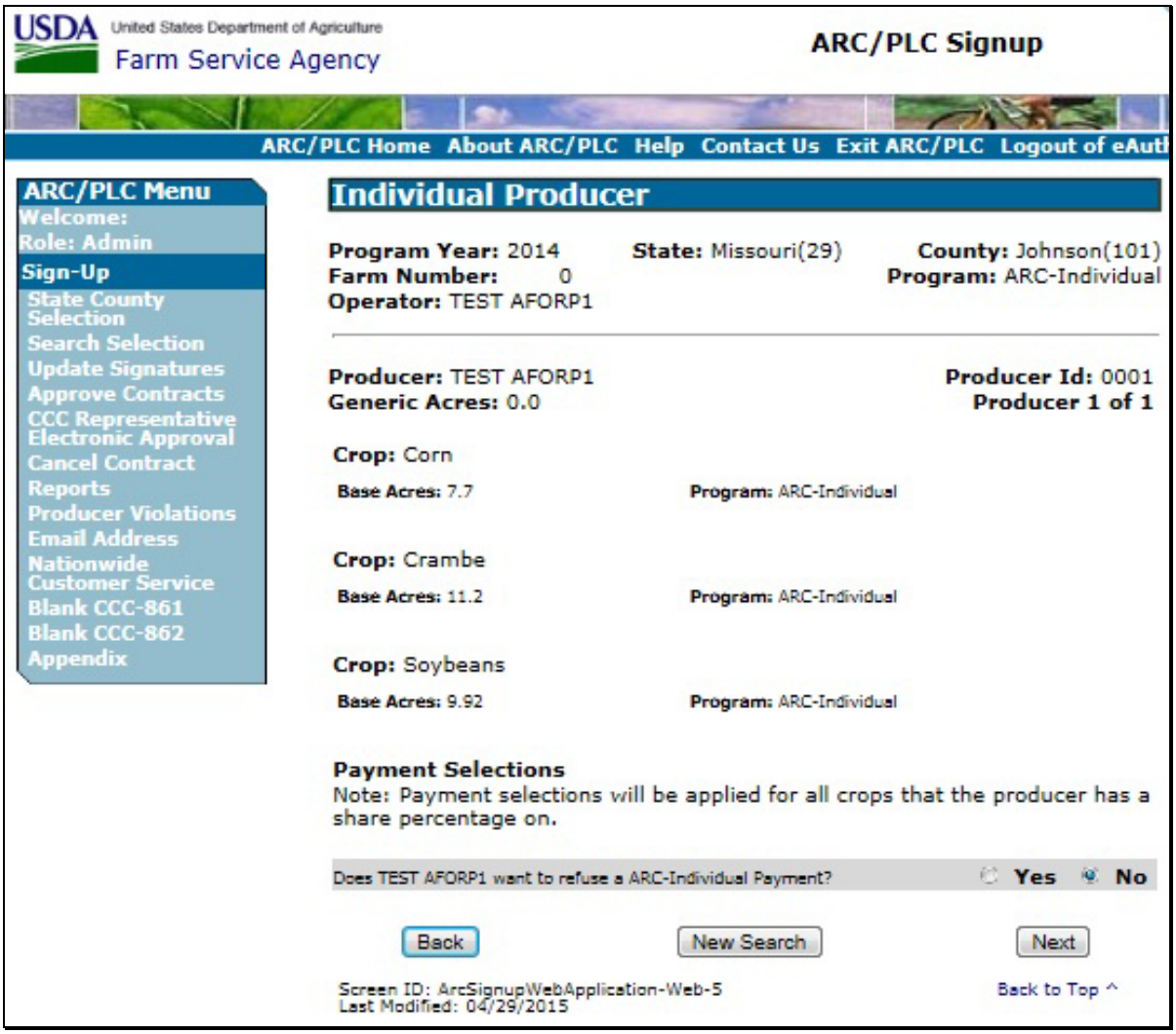
### A Overview

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.<br><br>**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:<br><br>• have been selected to share in this CCC-862<br><br>• are remaining.<br><br>**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:<br>• next producer<br>• ARC-Individual Summary Screen. | |

## 32 ARC-Individual Summary Screen

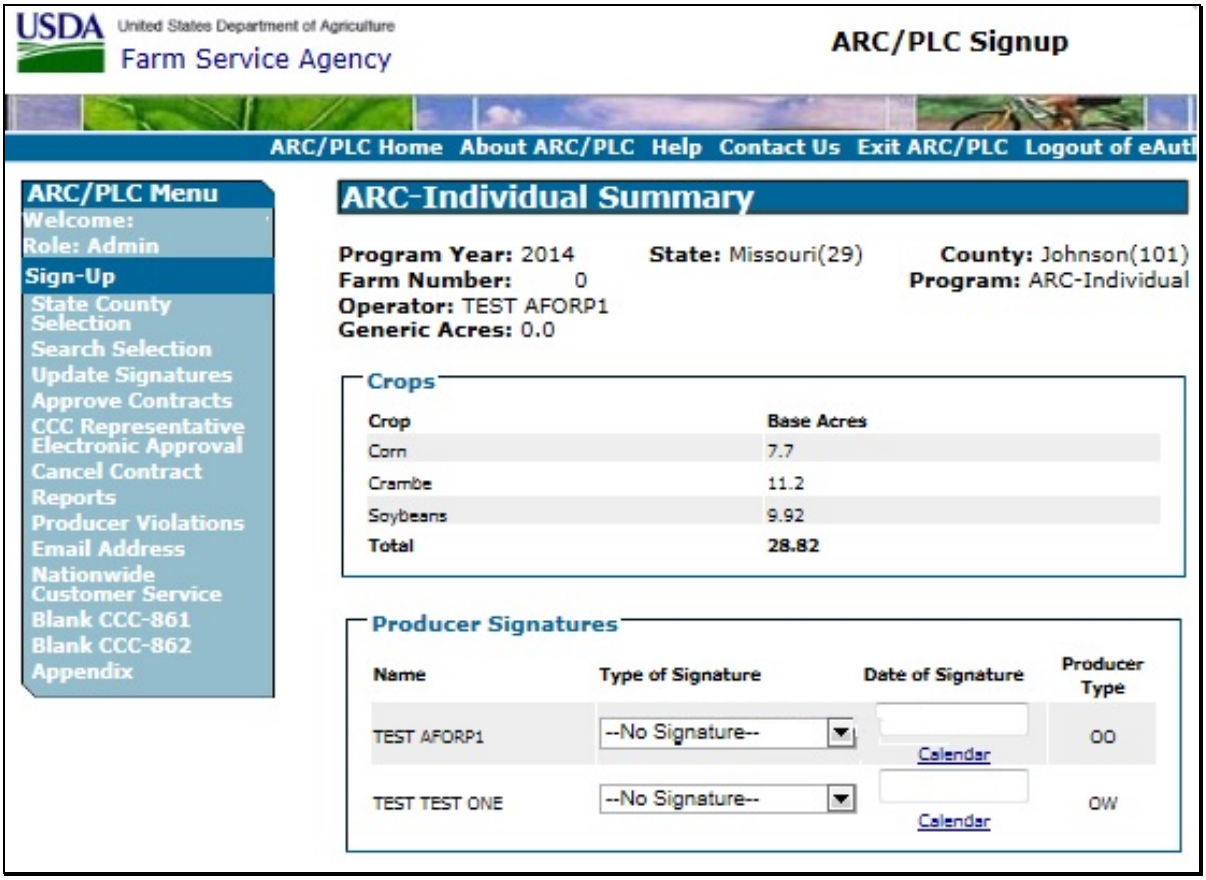
### A Overview

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

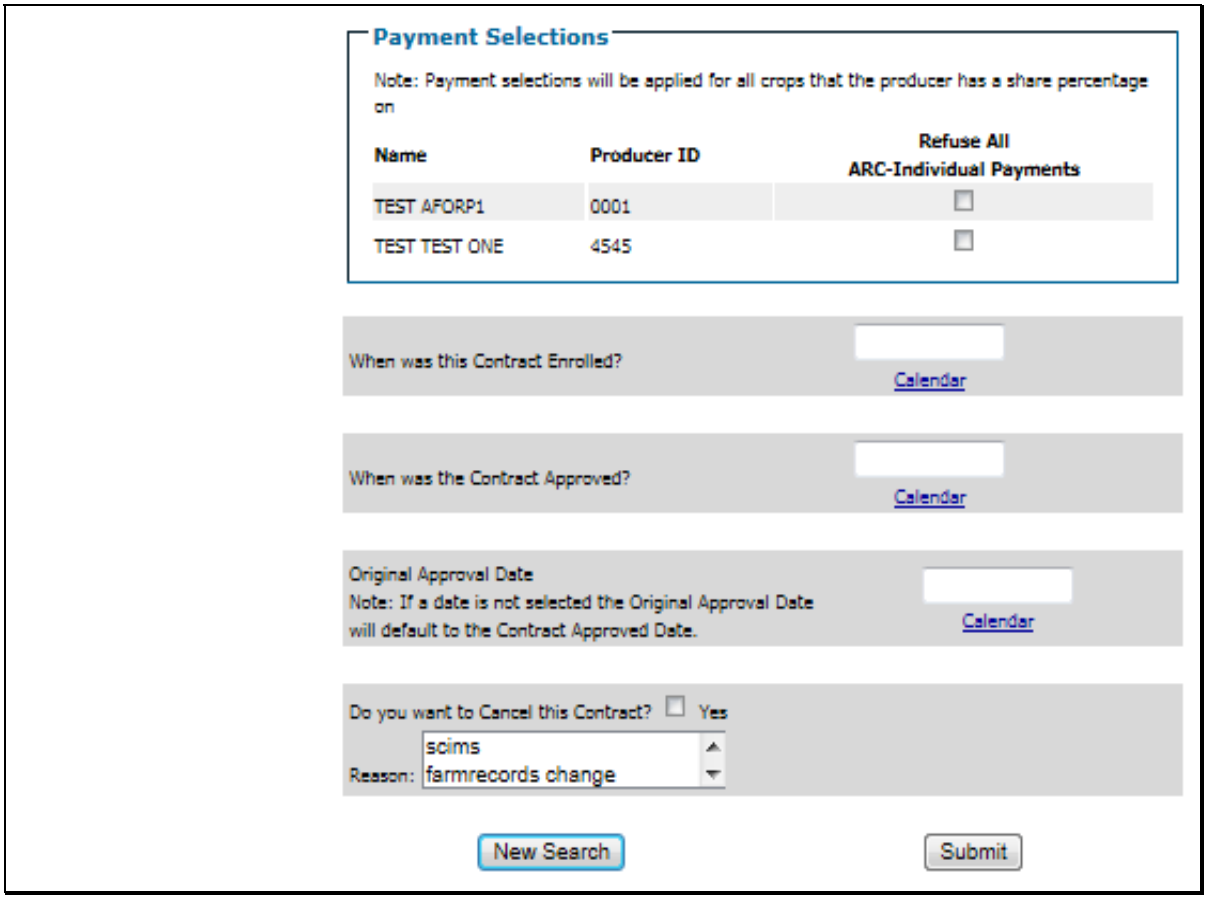
The following is an example of the top of the ARC-Individual Summary Screen.



## 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.<br><br>ARCPLC software will update electronic signatures.<br><br>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.<br><br>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.<br><br>**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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers that did **not** sign CCC-862 on or before August 1 of applicable contract period.<br><br>**Notes:** See subparagraph 22 E for signature date validations.<br><br>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:<br><br>• displayed, if previously entered<br><br>• blank, if **not** previously entered.<br><br>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.<br><br>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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August 1 of applicable contract period.<br><br>**Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 22 E for signature type validations.<br><br>For 2014 and 2015, the applicable contract period has been extended to September 30. |
| When was the Contract Approved? | Manual entry.<br><br>Approval date can also be entered through the multiple CCC-862 approval process. See paragraph 40.<br><br>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:<br><br>• **cannot** be entered if all required signatures have **not** been received<br><br>• will automatically be removed if signatures are modified after approval date has been entered.<br><br>• will be removed when a change the Farm Records system is detected. See paragraph 38.<br><br>**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.<br><br>Producers are **not** authorized to:<br><br>• cancel CCC-862<br><br>• reinstate CCC-862 on a canceled farm. | CLICK "Yes", if CCC-862 is to be canceled.<br><br>**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:<br><br>• "Acreage Reporting Violation"<br><br>• "CCC-862 Entered in Error"<br><br>• "Farm Record Modification"<br><br>**Note:** Automatic cancellations will occur. See paragraph 38.<br><br>• "FAV Violation"<br><br>• "Out Transfer"<br><br>• "Producer Withdrew Contract"<br><br>• "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.<br><br>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.<br>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.<br><br>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.<br><br>**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. | |

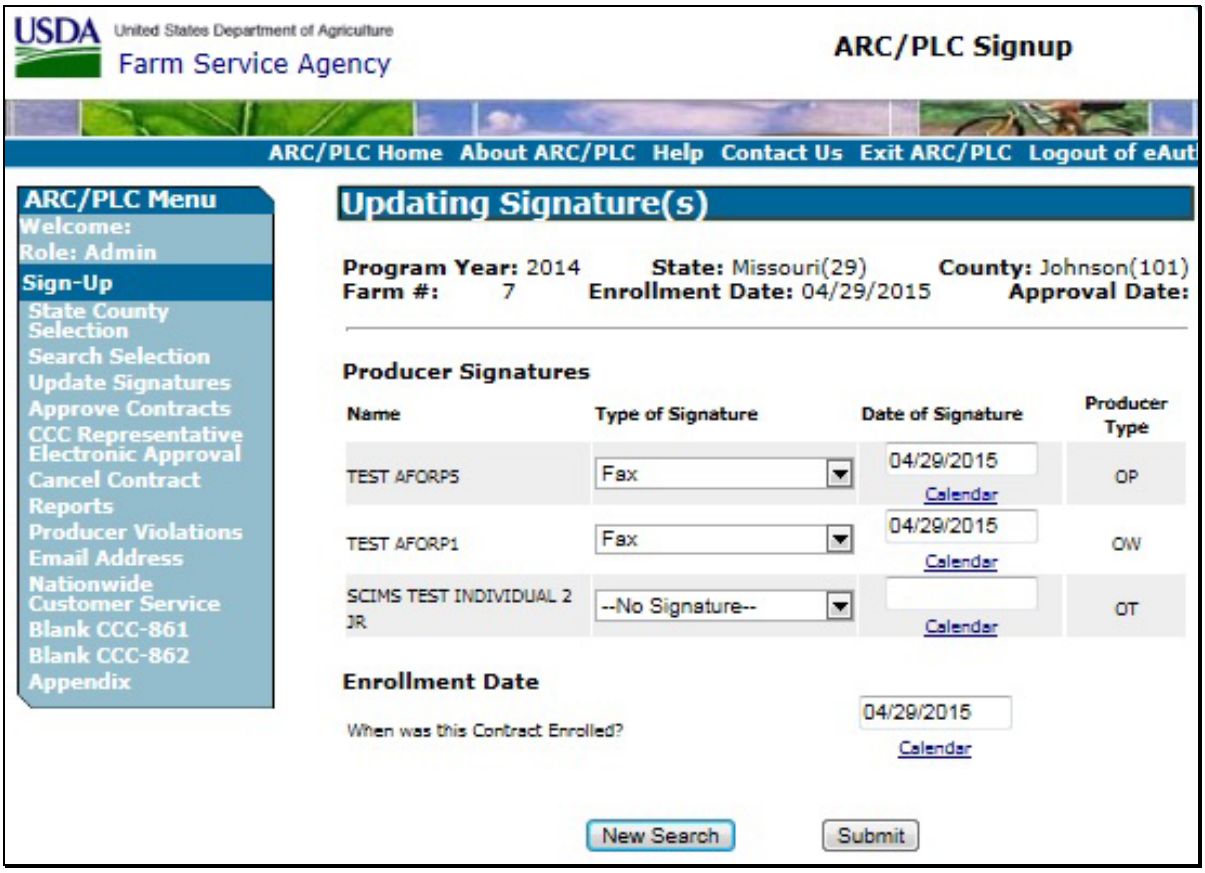
## 43 Updating Signature(s) Screen

### 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.<br><br>ARCPLC software will update electronic signatures.<br><br>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.<br><br>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.<br><br>**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.<br><br>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.<br><br>**Notes:** See subparagraph 22 E for signature date validations.<br><br>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.<br><br>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.<br><br>See 1-ARCPLC, paragraph 249 for situations involving producers signatures received in the County Office after August 1 of applicable contract period.<br><br>**Notes:** All applicable signature types **must** be loaded before an enrollment date can be entered. See subparagraph 22 E for signature type validations.<br><br>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:<br><br>• "Acreage Reporting Violation"<br>• "CCC-861/CCC-862 Entered in Error"<br>• "Farm Record Modification"<br>• "Out Transfer"<br>• "Producer Withdrew Contract"<br>• "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.<br><br>**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

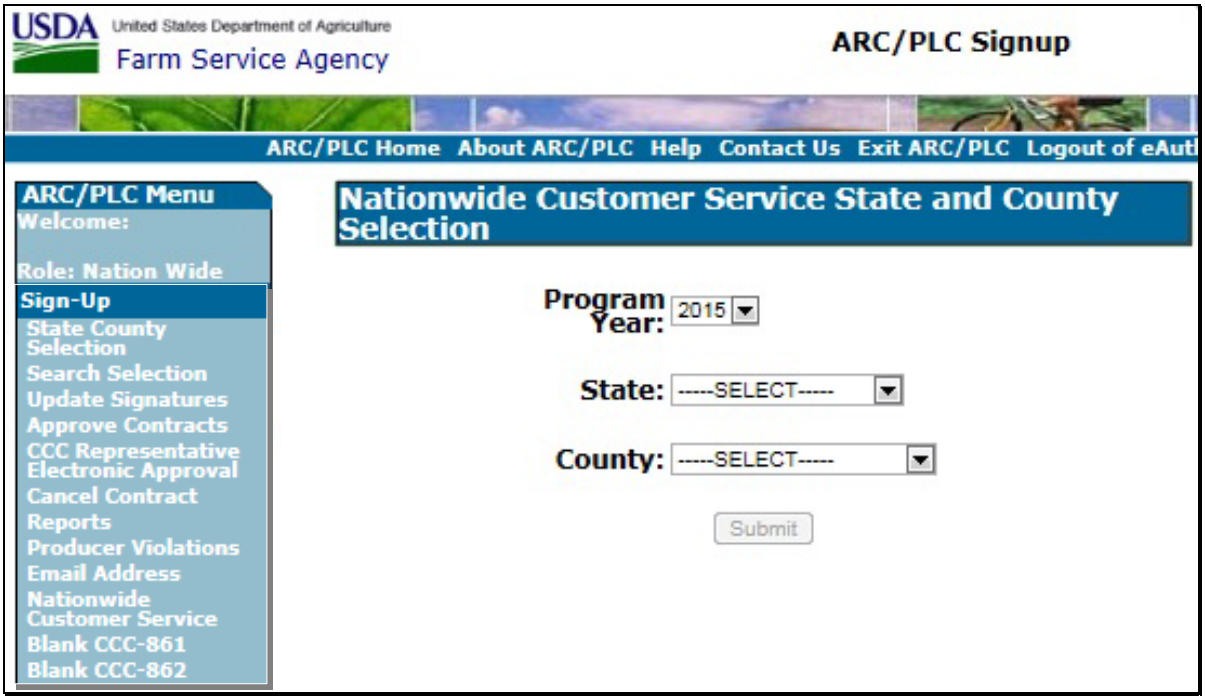
#### A County Office User Access

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.<br><br>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

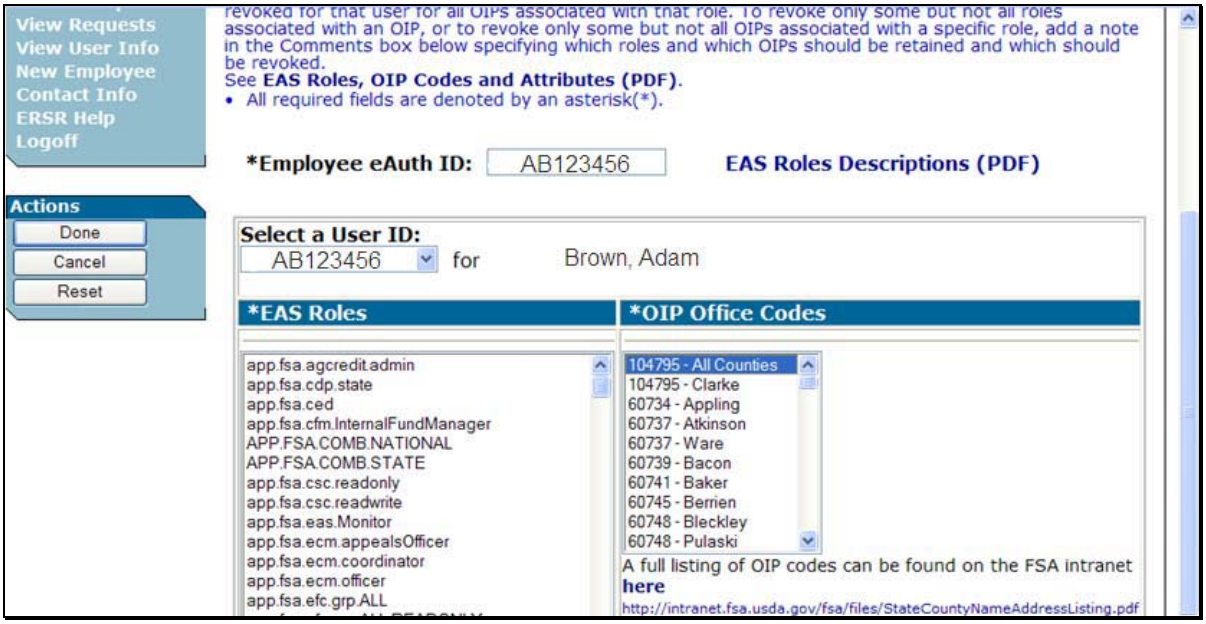
In many States, DD is **not** a "State User" in the ERSR system. For the administrative access granted according to subparagraph A to be valid, each DD **must** be given access by adding the OIP Access Code, "All Counties", to each user's profile in the ERSR system.

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)

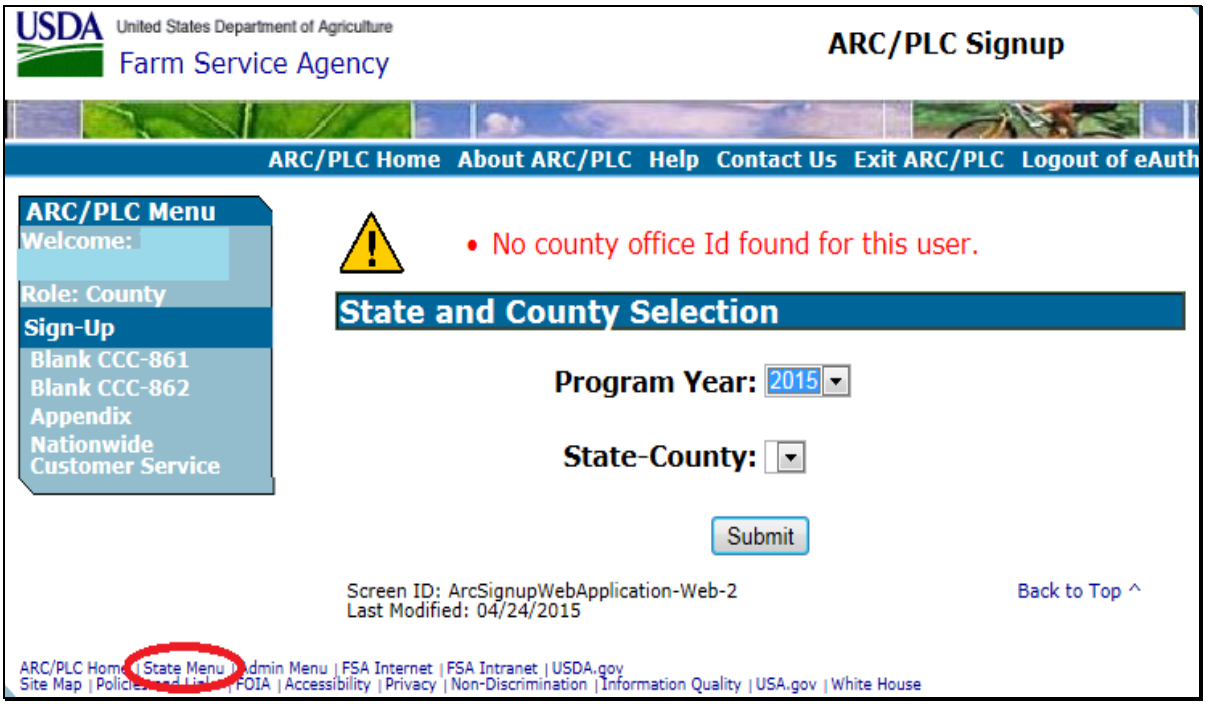
### C Accessing ARCPLC Software Overview

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".

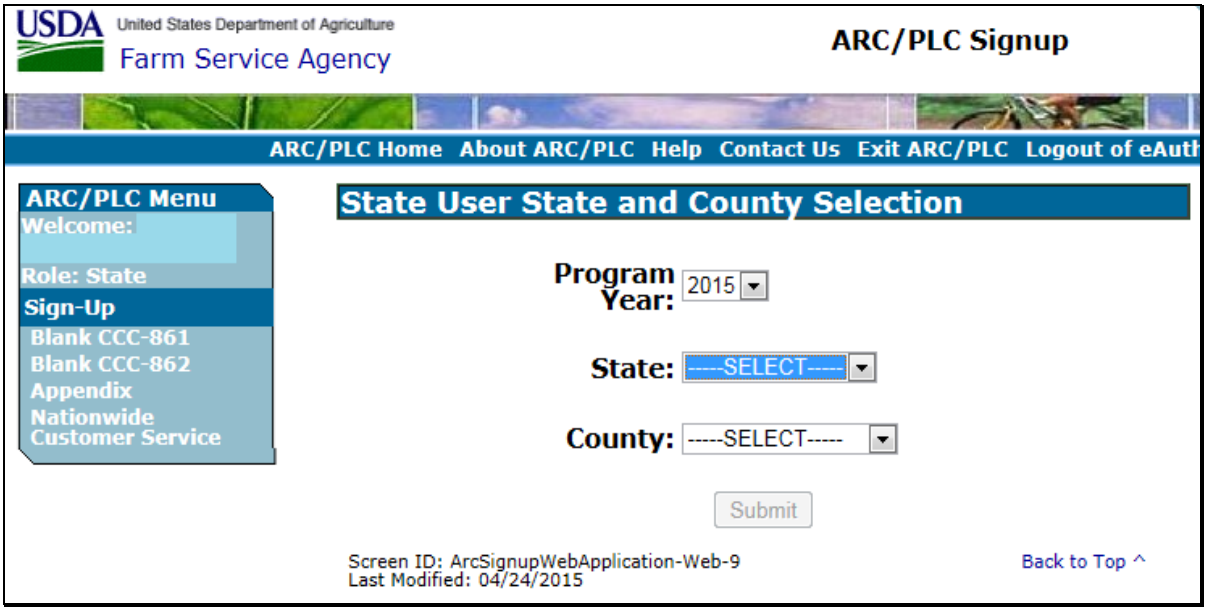



State User State and County Selection Screen will be displayed

## 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.<br><br>**Note:** Users will only see States linked to their EAS profile. |
| County | Select the county to access CCC-861 or CCC-862.<br><br>**Note:** Users will see all counties linked to the selected State. |
| Submit | The Search Selection Screen will be displayed. See paragraph 13. |

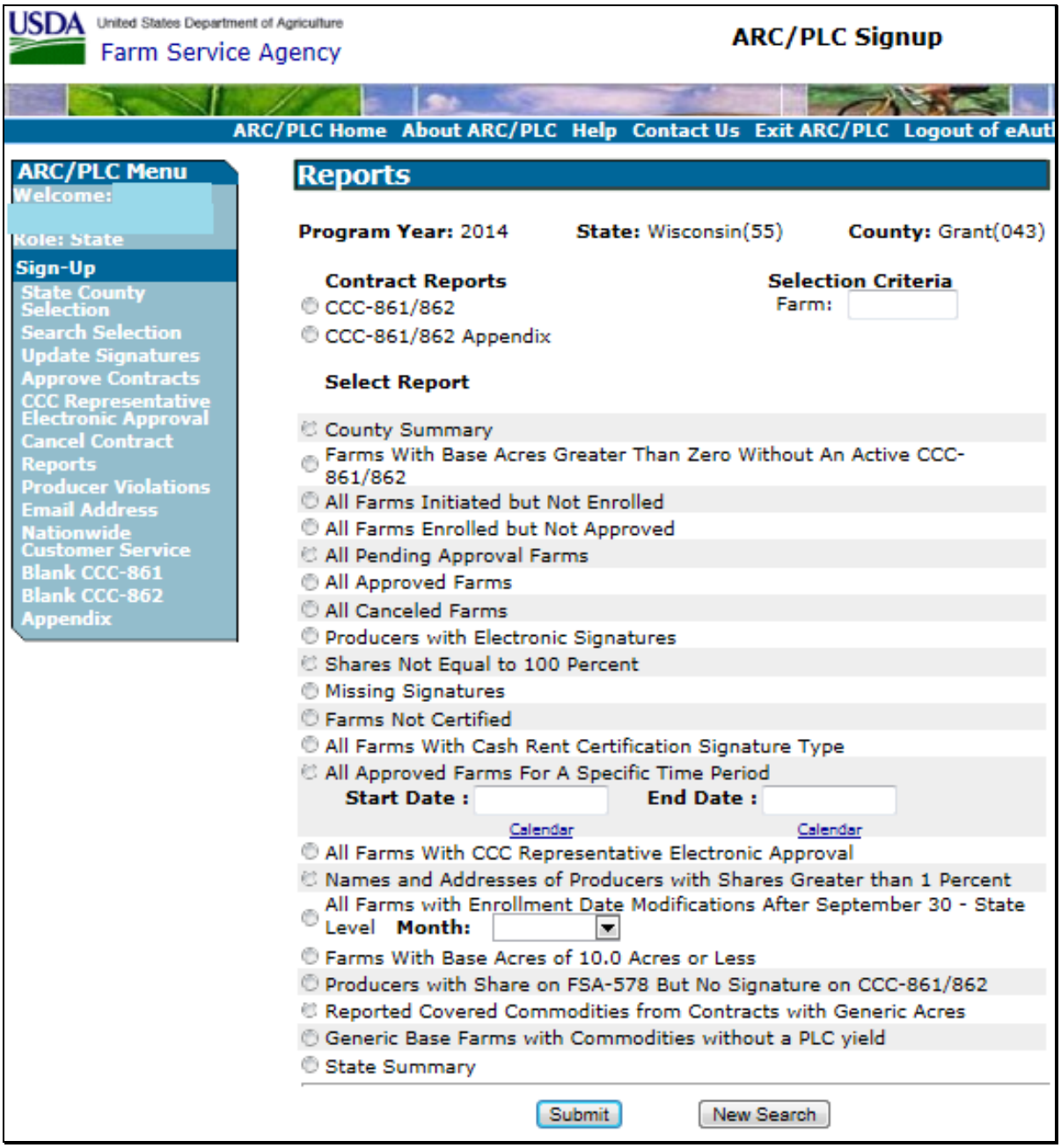
## 56 State Office Reports Screen

### 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.<br><br>**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. |

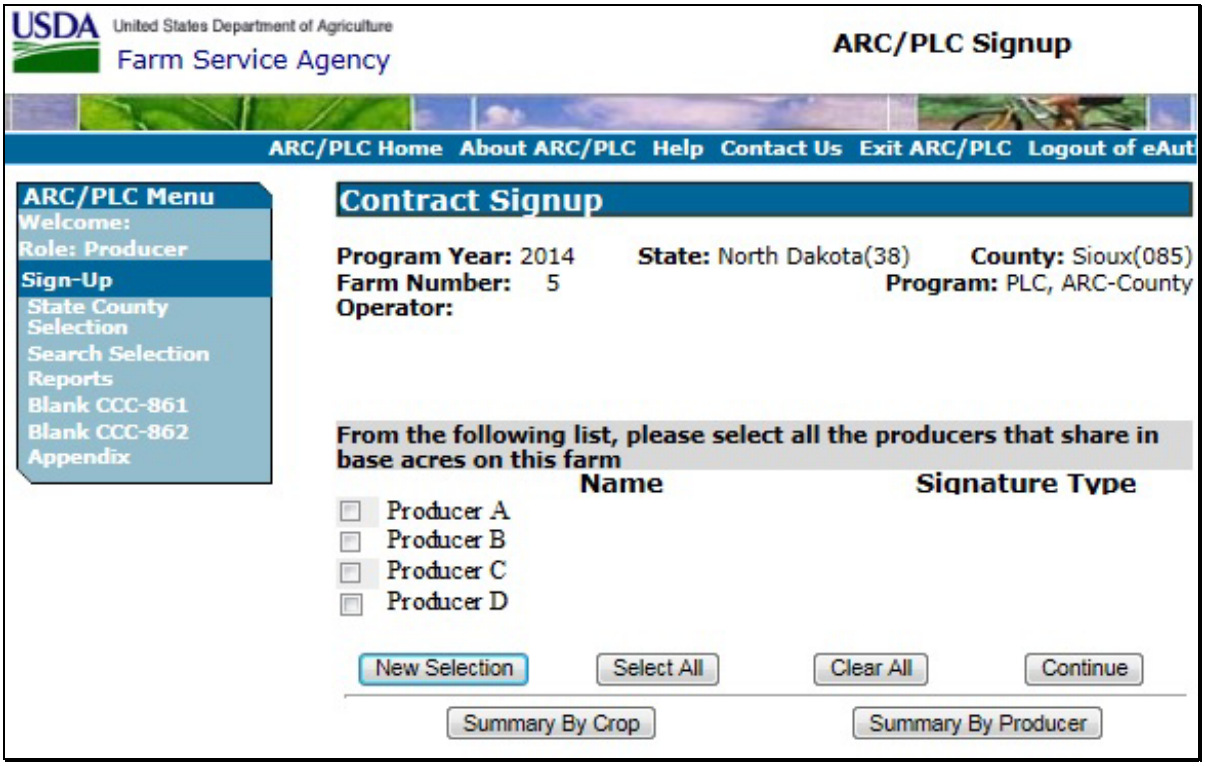
# 65 Contract Signup Screen

## 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:<br><br>• select **no** producers to share in CCC-861 or CCC-862, the Individual Producer Screen will be displayed<br><br>• 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<br><br>• CLICK "Select All", the Individual Producer Screen will be displayed.<br><br>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:<br><br>• load or modify producer shares by crop<br>• update payment selections<br>• update producer signature types<br>• update enrollment date<br>• update approval date<br>• 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:<br><br>• load or modify producer shares by producer<br>• update payment selection<br>• update producer signature types<br>• 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

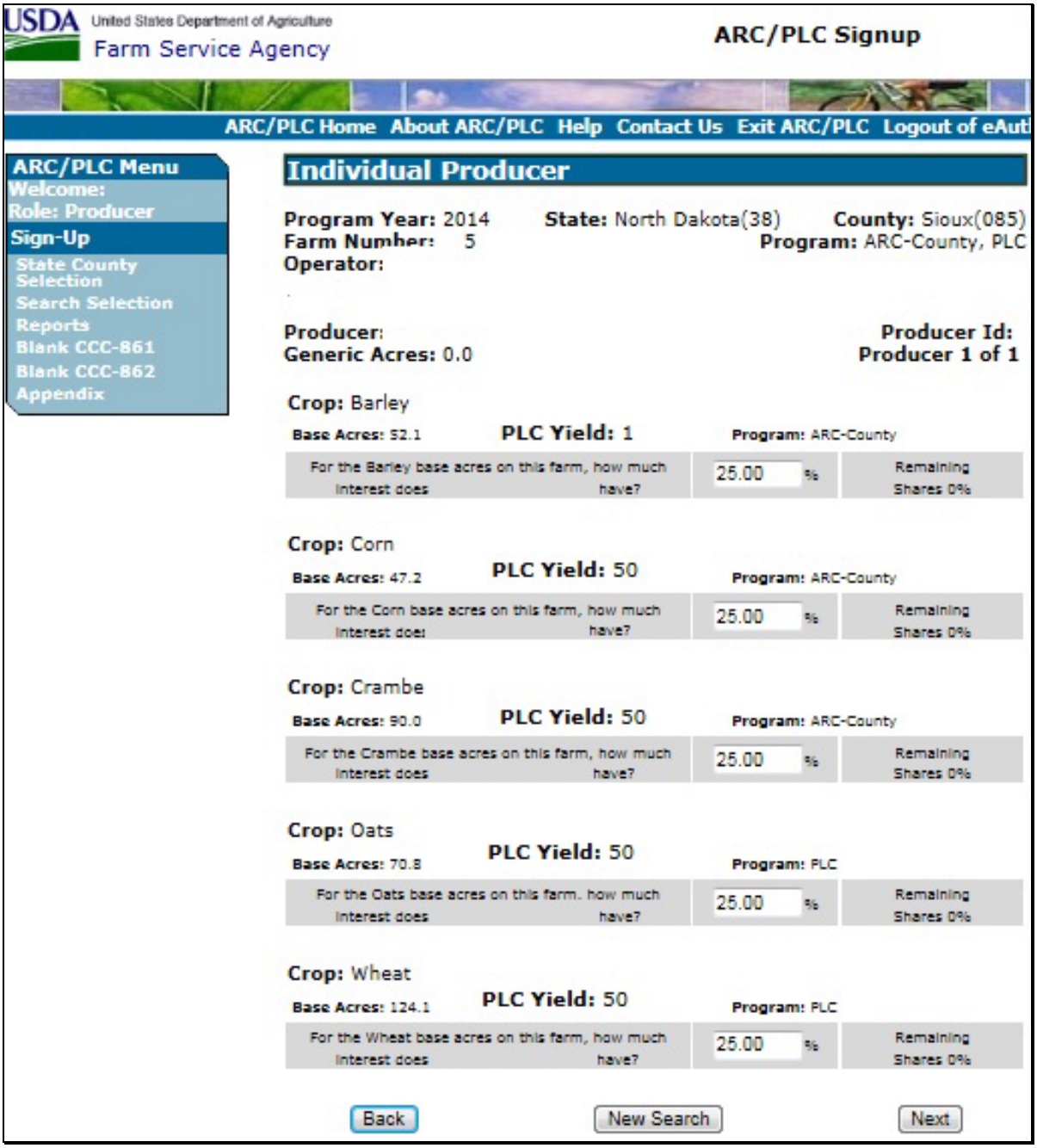
The Individual Producer Screen provides a question and answer method of updating share and payment selection data. This screen will be helpful to producers completing CCC-861's. This screen may be skipped by clicking any of the following on the Contract Signup Screen:

- "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:<br>• have been selected to share in this CCC-861<br>• are remaining.<br><br>**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.<br><br>**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.<br><br>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:<br><br>• next producer<br>• Summary by Producer Screen. | |

## 72 Summary by Producer Screen

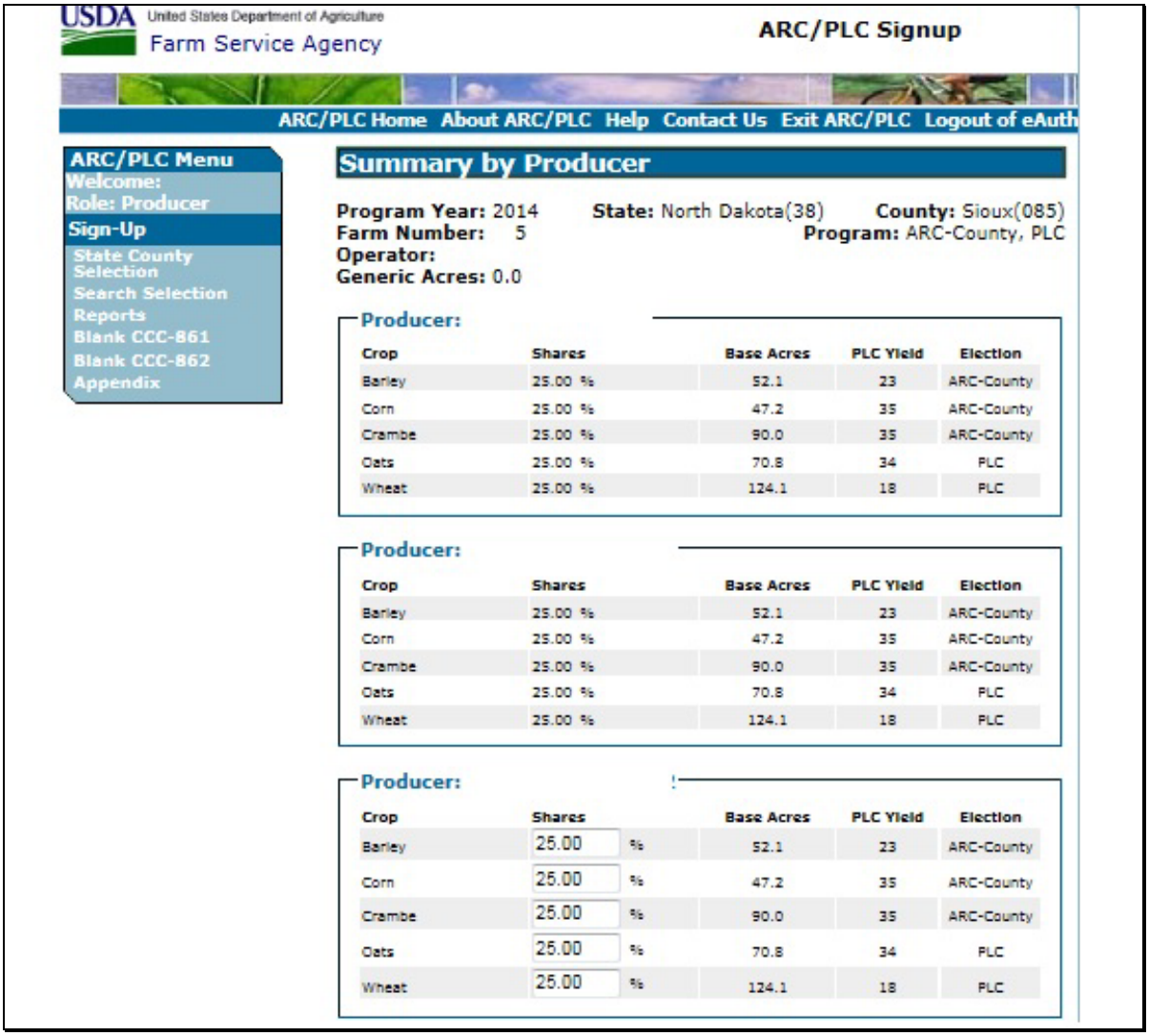
### A Overview

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:<br>• displayed, if previously entered<br>• blank, if **not** previously entered.<br><br>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.<br><br>**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.<br><br>**Note:** Only applicable if the farm has an ARC-CO election | CLICK "Yes" or "No", as applicable. |
| Refuse All PLC Payments? | Manual entry.<br><br>**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

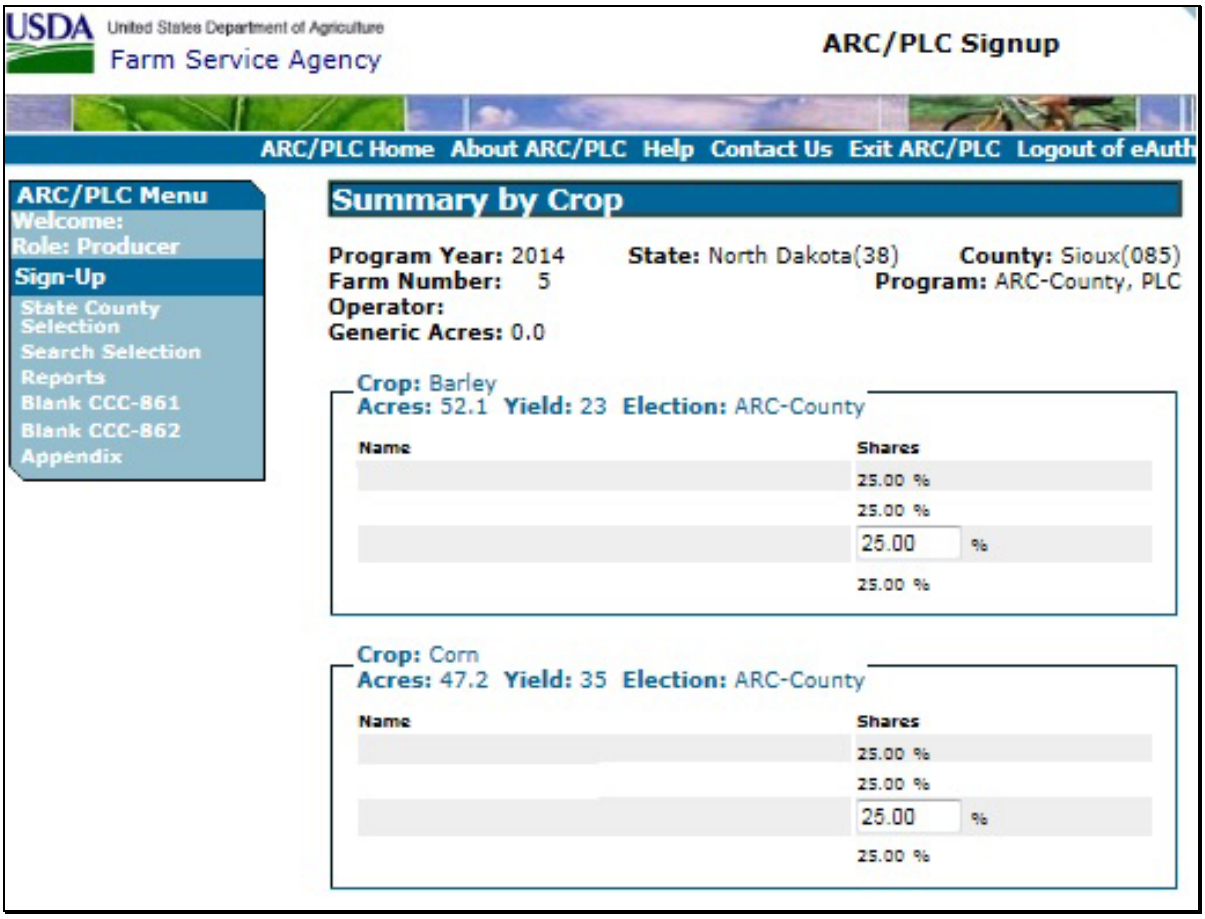
The Summary by Crop Screen will be displayed when users click “Summary By Crop” on either of the following:

- 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

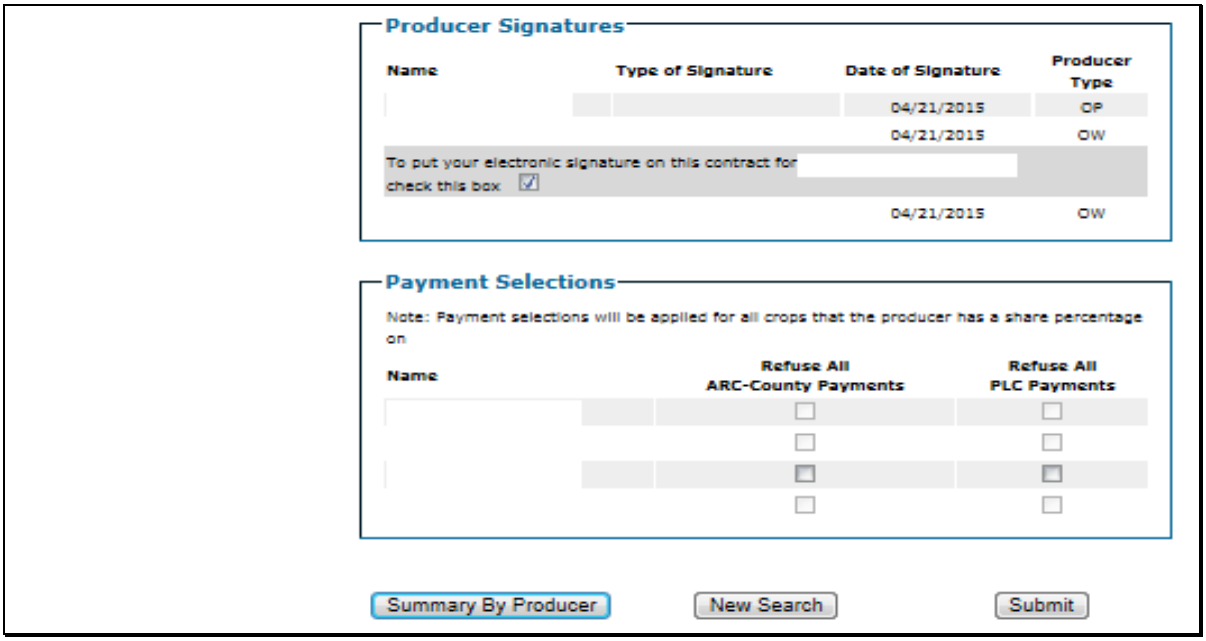
The following is an example of the top of the Summary by Crop Screen.



## 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:<br>• displayed, if previously entered<br>• blank, if **not** previously entered.<br><br>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.<br><br>**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.<br><br>**Note:** Only applicable if the farm has an ARC-CO election | CLICK "Yes" or "No", as applicable. |
| Refuse All PLC Payments? | Manual entry.<br><br>**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. | |

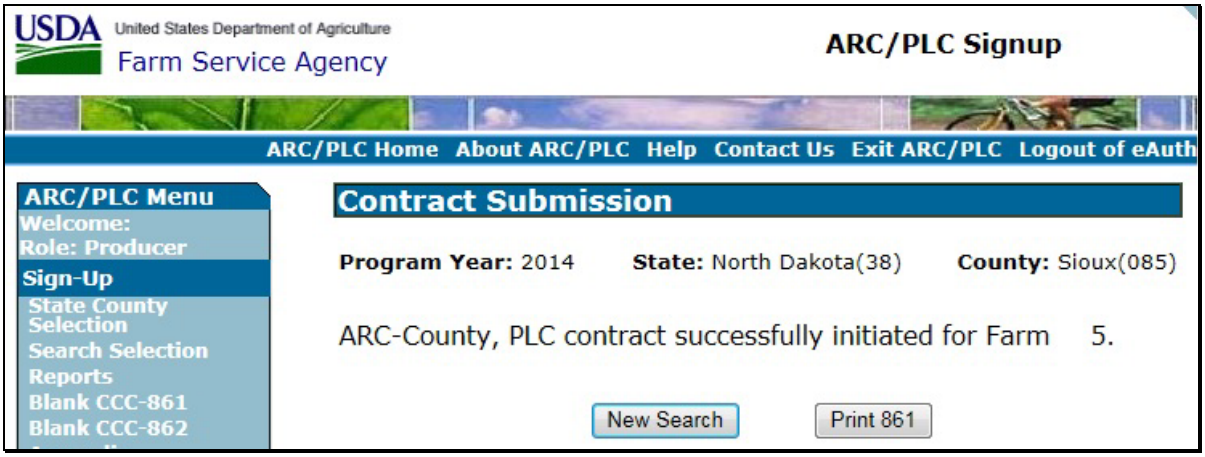
## 74 Contract Submission Screen

### 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

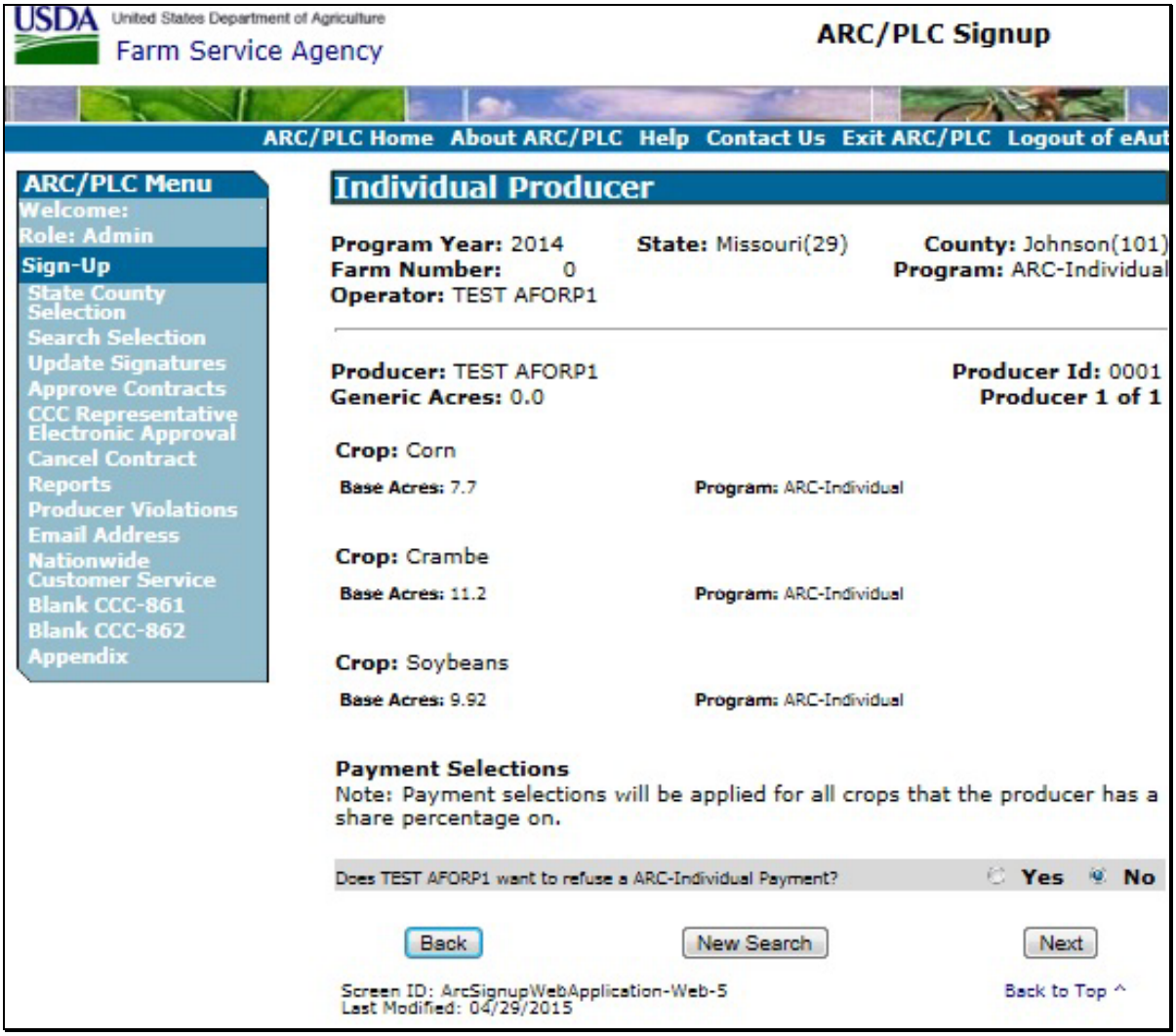
#### A Overview

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.<br><br>**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:<br><br>• have been selected to share in this CCC-862<br>• are remaining.<br><br>**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:<br><br>• next producer<br>• 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. | |

**93-110 (Reserved)**

## Part 3 (Reserved)

**111-249 (Reserved)**

# *--Part 4 ARC and PLC Payment Provisions

## Section 1 Program Payment Provisions

## 250 General Provisions

### A Introduction

This part contains the following:

- general provisions applicable to ARC and PLC payments
- provisions for processing ARC and PLC payments and overpayments
- information about the following Common Payment Reports:

  - Estimated Calculated Payment Report
  - Submitted Payments Report
  - Submitted Overpayments Report
  - Pending Overpayment Summary Report
  - Pending Overpayment Report
  - Nonpayment/Reduction Report
  - Failed Obligations / Insufficient Funds Report
  - Payments Computed to Zero Report
  - Payment History Report - Summary
  - Payment History Report - Detail.

### B Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for program benefits. Payments shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If CCC-861 or CCC-862 has been filed by the producer, a revised CCC-861 or CCC-862 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

### C Administrative Offset

ARC and PLC payments are subject to administrative offsets.**--***

***--250 General Provisions (Continued)**

**D Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting ARC and PLC benefits.

**Contact the OGC Regional Attorney for guidance on issuing ARC and PLC payments on all bankruptcy cases.**

**E Assignments**

County Offices shall process assignments and joint payments according to 63-FI.

**F Payment Due Date**

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

- date producer signed CCC-861 or CCC-862
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
  - CCC-941
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

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

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

***--250 General Provisions (Continued)**

**G Processing Payments**

Payments shall be issued as soon as **all** of the following conditions exist:

- ARC and PLC payment software is available
- producer has provided all required program documentation
- CCC-861 and/or CCC-862 is approved
- program regulations are published.

**H Payments Less Than $1**

ARC and PLC payment processes will:

- issue payments that round to at least $1
- **not** issue payments less than 50 cents.

**I Funds Control Process**

ARC and PLC payments use the Obligation Process through the e-Funds accounting process, which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the Obligation Process at the time CCC-861 is approved. For ARC-IC, the funding is reserved before processing the payment in the Common Payment Reports System.

The funds for ARC and PLC payments will be controlled at the National level. If adequate funding is not available, those producers who cannot be paid will be listed on the Failed Obligations / Insufficient Funds Report in the Common Payment Reports System.

**J e-Funds Access**

Funding for ARC and PLC is established with the following accounting codes:

- ARC-CO – 2838
- ARC-IC – 2840
- PLC – 2837.

The funding will be maintained at the National level and will **not** be allotted to individual counties; therefore, State Office specialists will **not** need access to these program funds.**--***

## *--250 General Provisions (Continued)

### K General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

### L Submitting Payment Problems

If there is an issue with an ARC and PLC payment, then State Office specialists should update the applicable information to the payment problem SharePoint web site. The link for the payment problem SharePoint web site is **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx**.

### M Providing State Office Access to the Payment Problem SharePoint Site

State Office specialists should request access to the payment problem SharePoint web site by:

- e-mailing a request to Tina Nemec at **tina.nemec@wdc.usda.gov**
- providing the specific program areas of responsibility.

## 251 Payment Limitation Provisions

### A Payment Limitation Information for ARC and PLC Payments

ARC and PLC payments are limited to a maximum payment limitation amount per person or legal entity, and will be attributed through direct attribution.

See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

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

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

## *--252 Payment Subsidiary Eligibility Provisions

### A Introduction

The payment process reads the web-based eligibility system, for the program year associated with CCC-861 for ARC-CO/PLC or the program year of the ARC-IC payment being processed, to determine whether a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued for that year and the producer or member will be listed on the Nonpayment Register with the applicable message.

**Reminder:** Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

### B ARC and PLC Subsidiary Eligibility

The following table identifies web-based eligibility determinations applicable to ARC and PLC payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register.

| Eligibility Determination/Certification | Value | Eligible for ARC and PLC Payment | Exceptions |
|---|---|---|---|
| Actively Engaged | Actively Engaged | Yes | |
| | Not Filed | No | |
| | Awaiting Determination | No | |
| | Awaiting Revision | No | |
| | Not Actively Engaged | No | |
| | Exempt | Yes | |
| AD-1026 | Certified | Yes | |
| | Not Filed | No | |
| | Good Faith Determination | Yes | |
| | COC Exemption | Yes | |
| | Awaiting Affiliate Certification | No | |
| | Affiliate Violation | No | |

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***--252 Payment Subsidiary Eligibility Provisions (Continued)**

**B ARC and PLC Subsidiary Eligibility (Continued)**

| Eligibility Determination/Certification | Value | Eligible for ARC and PLC Payment | Exceptions |
|---|---|---|---|
| AGI<br><br>**Note:** See 5-PL for additional information about AGI determinations. | Not Filed | No | 1/ If an IRS determination has:<br><br>• **not** been returned, then the payment process will use the producer certification value<br><br>• been returned, then the payment process will use the IRS returned value.<br><br>2/ If the IRS value is **not** processed, then the payment process will use the producer certification value. |
| | Filed CCC-941 | Yes 1/ | |
| | Exempt | Yes | |
| | Not Met - Producer | No | |
| | Not Processed | 2/ | |
| | Compliant - Producer | Yes | |
| | Compliant - Less Than 3 Years | Yes | |
| | Not Compliant | No | |
| | Failed Verification | No | |
| Cash Rent Tenant | Eligible | Yes | If a determination is "Partially Eligible", then a cropland factor payment reduction will apply. |
| | Partially Eligible | Yes | |
| | Ineligible | No | |
| | Not Applicable | Yes | |
| | Awaiting Determination | No | |
| | Exempt | Yes | |
| Conservation Compliance – Farm/Tract Eligibility | In Compliance | Yes | 3/ A partial compliance value of "Yes" will result in an additional determination for the farm. |
| | Partial Compliance | Yes 3/ | |
| | In Violation | No | |
| | No Association | Yes | |
| | Past Violation | No | |
| | Reinstated | Yes | |
| Controlled Substance | No Violation | Yes | |
| | Growing | No | |
| | Trafficking | No | |
| | Possession | No | |
| Fraud, Including FCIC Fraud | Compliant | Yes | |
| | Not Compliant | No | |

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**253-259 (Reserved)**

## *--Section 2 Processing ARC and PLC Payments

## 260 ARC and PLC Payments

### A Supporting Files for Integrated Payment Processing

The ARC and PLC payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** the following.

| Type of Information | How Information Is Used for Payment Processing | Source |
|---|---|---|
| CCC-861 Data | The information from CCC-861 is used to compute the ARC-CO or PLC payment amount for the producer. | Web-Based ARC-CO/PLC Contract System |
| CCC-862 Data | The information from CCC-862 is used to complete the spreadsheet to determine the ARC-IC payment amount for the producer. | Web-Based ARC-IC Contract System |
| Payment Eligibility Information | Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which CCC-861 or CCC-862 was filed. | Web-Based Eligibility System |
| General Name and Address Information | Used to determine the producer's business type and general name and address information. | Business Partner/ SCIMS |
| Entity and Joint Operation Information | Used to determine the following for the year in which CCC-861 or CCC-862 was filed:<br>• member contribution value<br>• substantive change value<br>• members and member's share of the following:<br>  • entities<br>  • general partnerships<br>  • joint ventures. | Business File |
| Combined Producer Information | Used to determine whether ARC and PLC producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly. | Combined Producer System |
| Available Payment Limitation | Used to determine payment limitation availability. | Payment Limitation System |
| Cropland Reporting Indicator | Used to determine whether the producer has met Cropland Reporting provisions. | Compliance System |
| Financial Related Information | • Calculated payment information is provided to NPS.<br>• Determined overpayment amount may be provided to NRRS. | NPS or NRRS |

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***--260 ARC and PLC Payments (Continued)**

**B Prerequisites for Payments**

Certain actions must be completed to ensure that the producer is eligible for payment. The following table provides actions that must be completed to issue payments properly. COC, CED, or designee shall ensure that the actions are completed.

| Step | Action |
|---|---|
| 1 | Ensure that CCC-861 and/or CCC-862 has been approved and that the approval date has been recorded in the system according to paragraph 40. |
| 2 | Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the web-based eligibility system. |
| 3 | Ensure that the applicable CCC-902 is on file and actively engaged determinations are completed according to 5-PL for the applicable year for producers and members of joint operations seeking benefits. |
| 4 | Ensure that CCC-941 is on file for the applicable year for producers seeking benefits and the certification information is recorded in the web-based eligibility system. See 5-PL. |
| 5 | Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL. |
| 6 | Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2). |
| 7 | Ensure that the member contribution and substantive change values are updated according to 5-PL. |
| 8 | Ensure that the combined producer files are updated correctly for the applicable year. See 5-PL. |
| 9 | Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for ARC and PLC. |

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## *--260 ARC and PLC Payments (Continued)

### C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for ARC and PLC payments.

| SCIMS Business Code | Business Type and/or Description |
|---|---|
| **Social Security Numbers With the Following Business Types** | |
| 00 | Individual |
| 07 | Trust-Revocable |
| 22 | LLC |
| **Employer ID Numbers With the Following Business Types** | |
| 02 | General Partnership |
| 03 | Joint Venture |
| 04 | Corporation |
| 05 | Limited Partnership |
| 06 | Estate |
| 07 | Trust-Revocable |
| 10 | Churches, Charities, and Non-Profit Organizations |
| 13 | Public Schools |
| 17 | Trust Irrevocable |
| 18 | Individual Operating as a Small Business |
| 20 | Indian Tribal Venture |
| 22 | LLC |
| **Temporary ID Numbers With the Following Business Type** | |
| 15 | Indians Represented by BIA |

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***--260 ARC and PLC Payments (Continued)**

**D Eligible Commodities**

The following table provides the commodities eligible for ARC and PLC payments.

| Crop Name | |
|---|---|
| Barley | Peanuts |
| Canola | Peas, dry |
| Chickpeas, large | Rapeseed |
| Chickpeas, small | Rice, long |
| Corn | Rice, medium<br><br>**Note:** Temporate japonica rice in California is classified as medium grain rice. |
| Crambe | Safflower |
| Flaxseed | Sesame |
| Grain Sorghum | Soybeans |
| Lentils | Sunflower Seed |
| Mustard | Wheat |
| Oats | |

**--***

## *--261 Payment Processing

### A Computing Payment and Overpayment Amounts

The ARC and PLC payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
  - gross payment amount
  - reduction amounts
  - net payment amount
  - overpayment amount.

The following table describes the high level system processing sequence to calculate ARC and PLC payments for producers.

| Step | Action |
|---|---|
| 1 | Payment is triggered according to subparagraph B. |
| 2 | Determine whether there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS. |
| 3 | Determine the gross payment amount for the farm and producer. |
| 4 | Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable. |
| 5 | Determine whether the producer and/or members are eligible for payment. |
| 6 | Provide the following to direct attribution for each farm and producer:<br>• gross payment amount<br>• program specific reductions<br>• 1 reason, if producer is ineligible because of subsidiary eligibility provisions. |
| 7 | Direct attribution will determine the following:<br>• reduction amounts<br>• payment limitation availability<br>• net payment or overpayment amount<br>• reasons for nonpayments or overpayments. |
| 8 | Provide the payment amount to NPS, or update the overpayment amount to the Pending Overpayment Report. |
| 9 | Update applicable information to the Common Payment Reports. See 9-CM, Part 5 for information about the Common Payment Reports. |

--*

***--261 Payment Processing (Continued)**

**B Triggering Payments**

Payment will be triggered through events that occur throughout the system. As a result, processing will now be behind the scenes for the most part. Calculations and determinations will occur during the evening and nighttime hours without users intervention. The following table provides trigger types and descriptions.

| Trigger Type | Description | |
|---|---|---|
| Initial | ARC-CO and PLC | After release of the payment software, a process will automatically run to determine all CCC-861's that are approved for payment. This will initiate the process described in subparagraph A and does **not** require any County Office user interaction.<br><br>• Payments will be sent to NPS for certification and signature.<br><br>• Overpayment will be updated to the Pending Overpayment Report. |
| | ARC-IC | Users will enter the gross payment amount according to paragraph 266. |
| Primary | ARC-CO and PLC | Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve CCC-861 for ARC-CO/PLC. Entering the COC approval date initiates the payment process for the selected CCC-861's. |
| | ARC-IC | Subsequent payments will be initiated when County Office users modify the payment amount. |
| Secondary | Payments that cannot be issued during any payment process are sent to the Nonpayment Register. If a condition causing the producer to be on the Nonpayment Register is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued. | |
| Tertiary | The payment system will periodically recalculate all payments. | |

**--***

***--261 Payment Processing (Continued)**

**C Sequestering ARC and PLC Payments**

The Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011, requires a reduction in payments, also known as a sequester. Whether a payment is sequestered or not depends on when the funding was "obligated". Obligations are a behind-the-scenes process where the funding is reserved based on what the total possible expenditures of the program will be or the value of the contract or application when it is approved.

Applying sequestration is the last step in the payment process after all reductions have been applied, including payment limitation, and before the payment amount is sent to NPS. The:

- payment amount for the commodity times the sequestration percentage equals the sequestration reduction amount for that commodity

  **Note:** The resulting payment amount for all commodities is added up and the total is the ARC-CO, PLC, or ARC-IC payment amount sent to NPS.

- amount is applied at the payment entity level

- amount is not attributed to members.

**Note:** The sequestration reduction amount will be displayed on the Payment History Report.

**D Sequestration Percentage**

The sequestration percentage is provided in the following table.

| Program Year | Sequestration Percentage |
|---|---|
| 2014 | 6.8 |

**--***

***--261 Payment Processing (Continued)**

**E Common Payment Reports and Sequestered Payments**

If the payments for a program year are sequestered, the disclaimers on the various Common Payment Reports will have additional wording and the payment amounts on the Common Payment Reports will either be before or after sequestration was applied. See 9-CM for additional information on the Common Payment Reports.

The following table provides specific information about each report.

**Note:** Because the sequestration reduction is applied at the payment entity level, the amount displayed on the various Common Payment Reports that are attributed or reduced for members of the entity or joint operation will not add up to the payment amount for the payment entity.

| Report | Sequestration Reduction Displayed on Report | Name of Payment Field | Amount Displayed Before or After Sequestration Applied |
|---|---|---|---|
| Estimated Calculated Payment Report | | | |
| Submitted Payments Report | Not Applicable<br><br>**Note:** Payment reduced will be "Yes" **only** if reductions other than payment factor and/or sequestration apply. | Amount Submitted | After |
| Submitted Overpayments Report | Not Applicable | Amount Submitted | Not Applicable |
| Pending Overpayment Report | Not Applicable | Overpayment Amount | Not Applicable |
| Nonpayment/Reduction Report | No | Accumulated Amount | Before |
| Failed Obligations / Insufficient Funds Report | Not Applicable | Calculated Payment Amount | After |
| Payments Computed to Zero Report | Not Applicable | Not Applicable | Not Applicable |
| Payment History Report - Summary | Yes | Net Payment | After |
| Payment History Report - Detail | Yes | Net Payment | After |

**Note:** Not applicable is listed in the table because the associated reports do **not** list reduction amounts.**--***

## *--262 Entering ARC-IC Payment Amounts

### A Introduction

Because an automated application process is **not** available for ARC-IC, the amounts calculated through the ARC-IC spreadsheet will be recorded in the web-based ARC-IC payment process.

## 263 Select an Administrative State/County Page

### A Accessing the Select an Administrative State/County Page

To access the ARC-IC Administrative State/County Selection Page, go to FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under "Applications Directory", CLICK "**A-C**". The FSA Intranet Screen will be redisplayed with applications with names starting from A to C. CLICK "**ARC-IC Payment Process**".

**Notes:** The "ARC-IC Payment Process" option will be available once the start of payment processing is announced.

Internet Explorer shall be used when accessing the ARC-IC payment process.

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

The Select an Administrative State/County Page will be displayed.**--***

## *--263 Select an Administrative State/County Page (Continued)

### B Example of Select an Administrative State/County Page

The following is an example of the Select an Administrative State/County Page.

### C Action

Users shall use the drop-down list to select the applicable administrative State and county.

CLICK “Continue”. The ARC-IC Main Menu will be displayed.--*

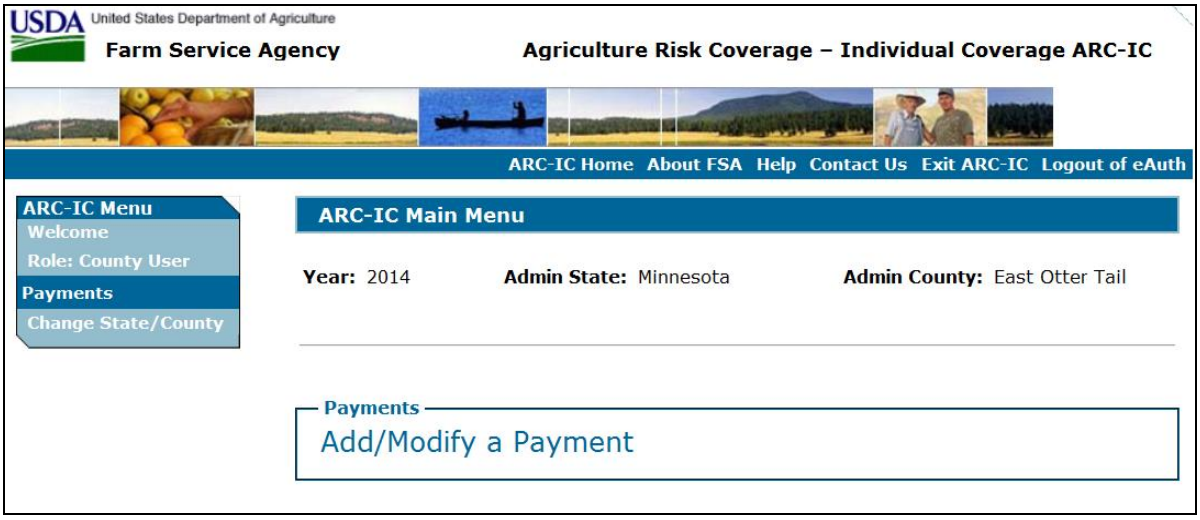
## *--264 ARC-IC Main Menu

### A Overview

When a user has selected the administrative State and county for processing and clicked "Continue", the ARC-IC Main Menu will be displayed. The ARC-IC Main Menu allows users to add or modify payment information by clicking "Add/Modify a Payment".

### B Example of ARC-IC Main Menu

The following is an example of the ARC-IC Main Menu.




### C Action

Users shall select to add new payment information or to modify or delete existing payment information by clicking "Add/Modify a Payment". The Enter a Farm Number Page will be displayed.**--***

## *--265 Enter a Farm Number Page

### A Overview

When a user has clicked “Add/Modify a Payment”, the Enter a Farm Number Page will be displayed. The Enter a Farm Number Page allows the user to select the farm number to which the payment information will be associated.

### B Entering a Farm Number

Enter a farm number according to this table.

| Step | Action | Result |
|---|---|---|
| 1 | On the ARC-IC Main Menu, CLICK “Add/Modify a Payment”. | The SCIMS Search Page will be displayed. |
| 2 | The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue. | The Enter a Farm Number Page will be displayed. |
| 3 | On the Enter a Farm Number Page, enter the applicable farm number for the producer and payment to be processed and CLICK “Continue”. | The Add/Modify a Payment Page will be displayed. |

### C Example of Enter a Farm Number Page

The following is an example of the Enter a Farm Number Page.

--*

## *--266 Recording ARC-IC Payment Data

### A Introduction

Manually calculated ARC-IC payment amounts must be recorded in the web-based system to initiate the payment process. The Add/Modify a Payment Page allows the user to record the manually calculated ARC-IC payment amounts.

### B Add/Modify a Payment Page

When a user has entered a farm number and clicked "Continue", the Add/Modify a Payment Page will be displayed. The Add/Modify a Payment Page allows the user to select the farm number to which the payment information will be associated.

### C Recording ARC-IC Payment Amounts

Record ARC-IC payment amounts according to this table.

| Step | Action | Result |
|---|---|---|
| 1 | Enter the "Original Approval Date/Register Date" from the ARC-IC payment spreadsheet.<br><br>**Note:** This date will be entered the first time payment amounts are entered. After the payment amounts are confirmed, this date **cannot** be changed. | |
| 2 | Select a crop for processing from the drop-down list.<br><br>**Note:** Users can populate the table with crops and payment amounts by either of the following:<br><br>• selecting and adding all crops and then entering the payment amounts for the applicable crops<br><br>• selecting to add each crop and payment amount before selecting and adding the next crop and payment amount. | The crops will be added to the table. |
| 3 | Enter the payment amount for the applicable crops.<br><br>After all crops and payment amounts have been entered, CLICK "Submit" to continue with the process.<br><br>**Notes:** See paragraph 266 for additional information.<br><br>Amounts shall be recorded in whole dollars without dollar signs or commas. | The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded. |
| 4 | On the Record Calculated Payment Confirmation Page, users shall CLICK "Confirm" to record the payment amounts entered.<br><br>**Note:** See paragraph 266 for additional information. | The ARC-IC Main Menu will be redisplayed with the message, "Payment(s) has been successfully added and/or modified." |

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## *--266 Recording ARC-IC Payment Data (Continued)

### D Modifying ARC-IC Payment Amounts

Modify ARC-IC payment amounts according to this table.

| Step | Action | Result |
|---|---|---|
| 1 | After accessing the Add/Modify a Payment Page, previously entered amounts can be modified and/or entered as zero if the crop is no longer due a payment.<br><br>After all payment amounts have been modified, CLICK "Submit" to continue with the process.<br><br>**Notes:** See paragraph 266 for additional information.<br><br>Amounts shall be recorded in whole dollars without dollar signs or commas. | The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded. |
| 2 | On the Record Calculated Payment Confirmation Page, users shall CLICK "Confirm" to record the payment amounts entered.<br><br>**Note:** See paragraph 266 for additional information. | The ARC-IC Main Menu will be redisplayed with the message, "Payment(s) has been successfully added and/or modified." |

--*

## *--266 Recording ARC-IC Payment Data (Continued)

### E Effect on Previously Processed Payments

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

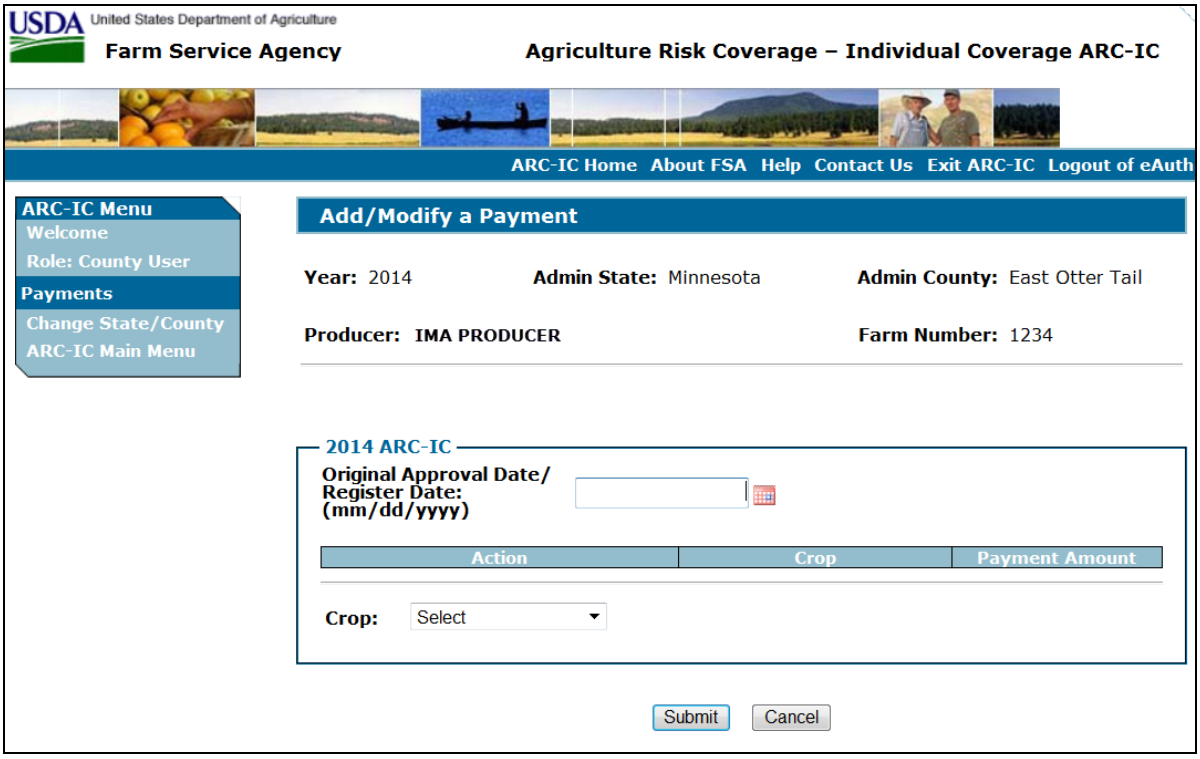
| IF previously recorded payment amounts are… | AND previously recorded payment amounts were… | AND the payment in NPS was… | THEN… |
|---|---|---|---|
| modified to an amount greater than zero | **not** sent to NPS because of a nonpayment condition | | system will trigger the payment to reprocess the payment transaction. |
| | sent to NPS | certified and signed | system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the overpayment will be listed on the Pending Overpayment Report, as applicable. |
| | | either of the following:<br>• **not** certified<br>• certified, but **not** signed | • original amount in NPS will be canceled and the system will retrigger the payment to reprocess<br>• new payment amount will be listed in NPS for certification and signature, if all eligibility requirements are met. |
| changed to zero | **not** sent to NPS because of a nonpayment condition | | • payment amounts will be zero<br>• system will retrigger the payment to reprocess to determine whether the producer is overpaid<br>• an overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed. |
| | sent to NPS | certified and signed | system will retrigger the payment to reprocess to determine the overpayment amount for the producer. The overpayment amount will be listed on the Pending Overpayment Report. |
| | | either of the following:<br>• **not** certified<br>• certified, but **not** signed | original amount in NPS will be canceled. |

--*

## *--266 Recording ARC-IC Payment Data (Continued)

### F Examples of ARC-IC Add/Modify a Payment Page

The following is an example of the Add/Modify a Payment Page when it is initially displayed.

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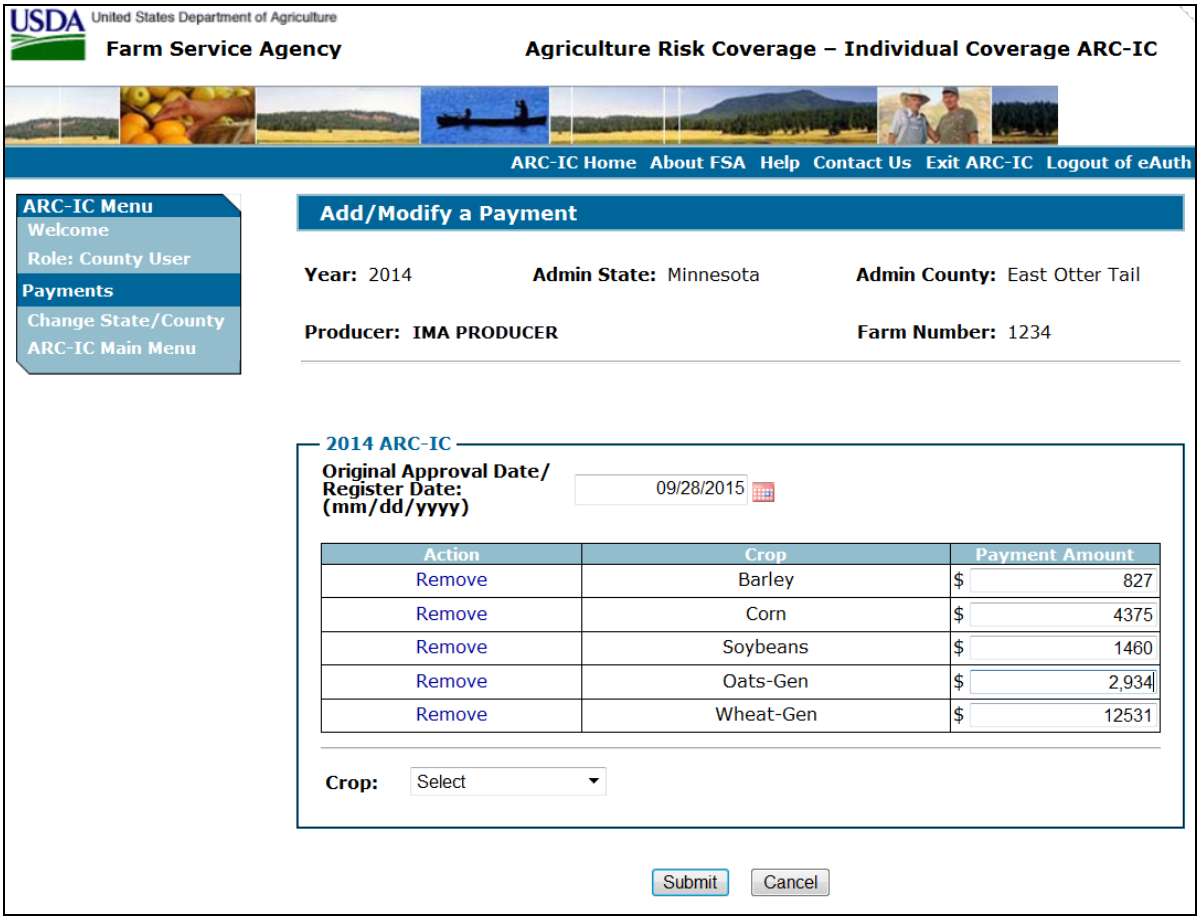
## *--266 Recording ARC-IC Payment Data (Continued)

### F Examples of ARC-IC Add/Modify a Payment Page (Continued)

The following is an example of the Add/Modify a Payment Page after payment data has been entered for the first time.

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## *--266 Recording ARC-IC Payment Data (Continued)

### G Add/Modify a Payment Page Options

The following options are available on the Add/Modify a Payment Page.

| Option | Action |
|---|---|
| Remove | CLICK "Remove", which is listed to the left of a crop, to remove the crop and/or payment amount from the page.<br><br>**Note:** The "Remove" option is only available during the initial time the crop has been selected for processing. |
| Submit | CLICK "Submit" to continue the process of recording ARC-IC payment data after amounts have been recorded. |
| Cancel | CLICK "Cancel" to discontinue the process and return to the ARC-IC Main Menu **without** submitting the payment amounts. |

### H Error Messages

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

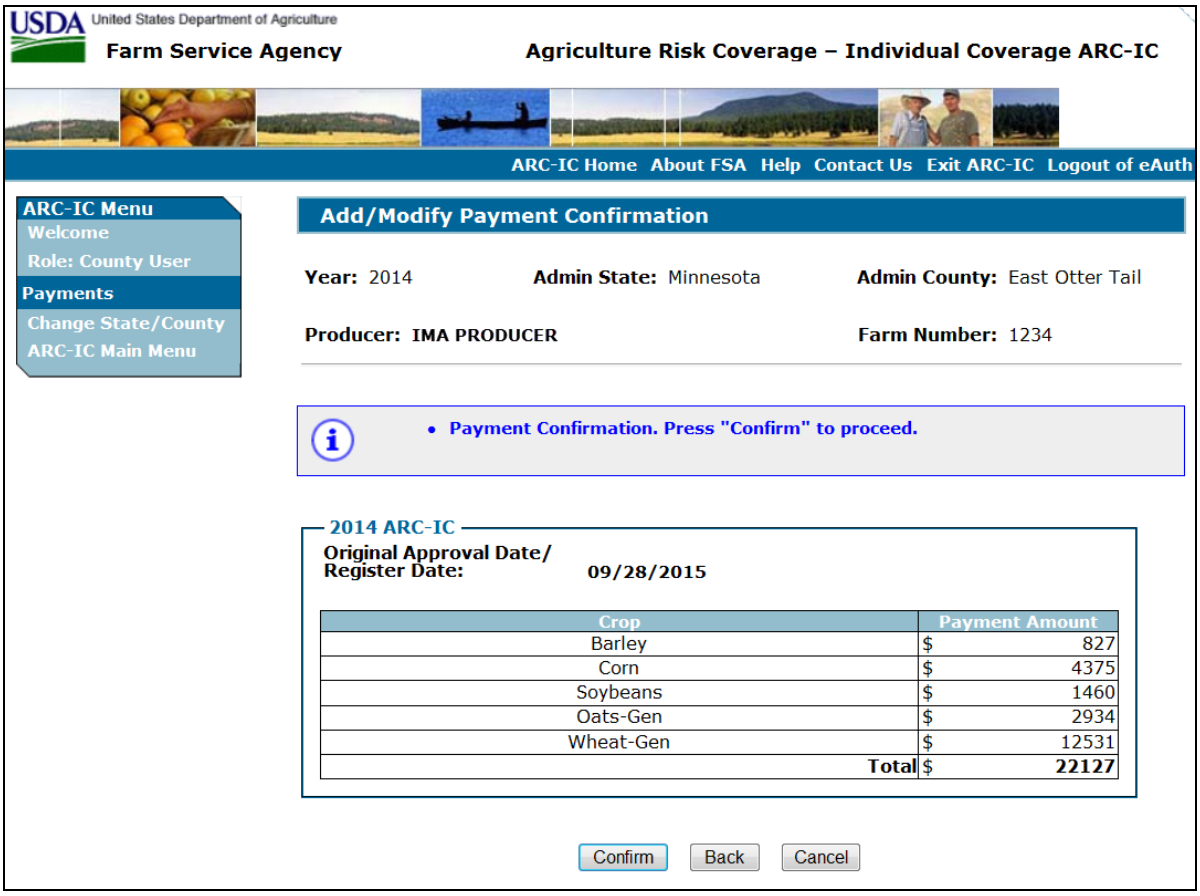
| Error Message | Description of Problem | Corrective Action |
|---|---|---|
| Payment Amount is empty or not numeric for the crop: "crop name". | • An amount must be entered in each payment amount field.<br><br>• Amounts entered include dollar signs or commas.<br><br>**Note:** After the initial payment information has been entered and confirmed, zero is an acceptable payment amount when modifying the original payment amount. A zero payment amount indicates the crop is no longer due a payment. | Correct the amounts recorded in each field ensuring that only numeric data is entered **without** dollar signs or commas.<br><br>Ensure that an amount has been recorded in each field. |
| The amount recorded in each field must be in whole dollars. | Amounts entered must be in whole dollars. | Ensure that the amount entered is in whole dollars. |

**--***

## *--266 Recording ARC-IC Payment Data (Continued)

### I Example of Add/Modify Payment Confirmation Page

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




### J Add/Modify Payment Confirmation Page Options

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

| Option | Action |
|---|---|
| Submit | CLICK “Submit” to continue the process of recording ARC-IC payment data after amounts have been recorded. |
| Back | CLICK “Back” to return to the Add/Modify a Payment Page. |
| Cancel | CLICK “Cancel” to discontinue the process and return to the ARC-IC Main Menu **without** submitting the payment amounts. |

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## *--266 Recording ARC-IC Payment Data (Continued)

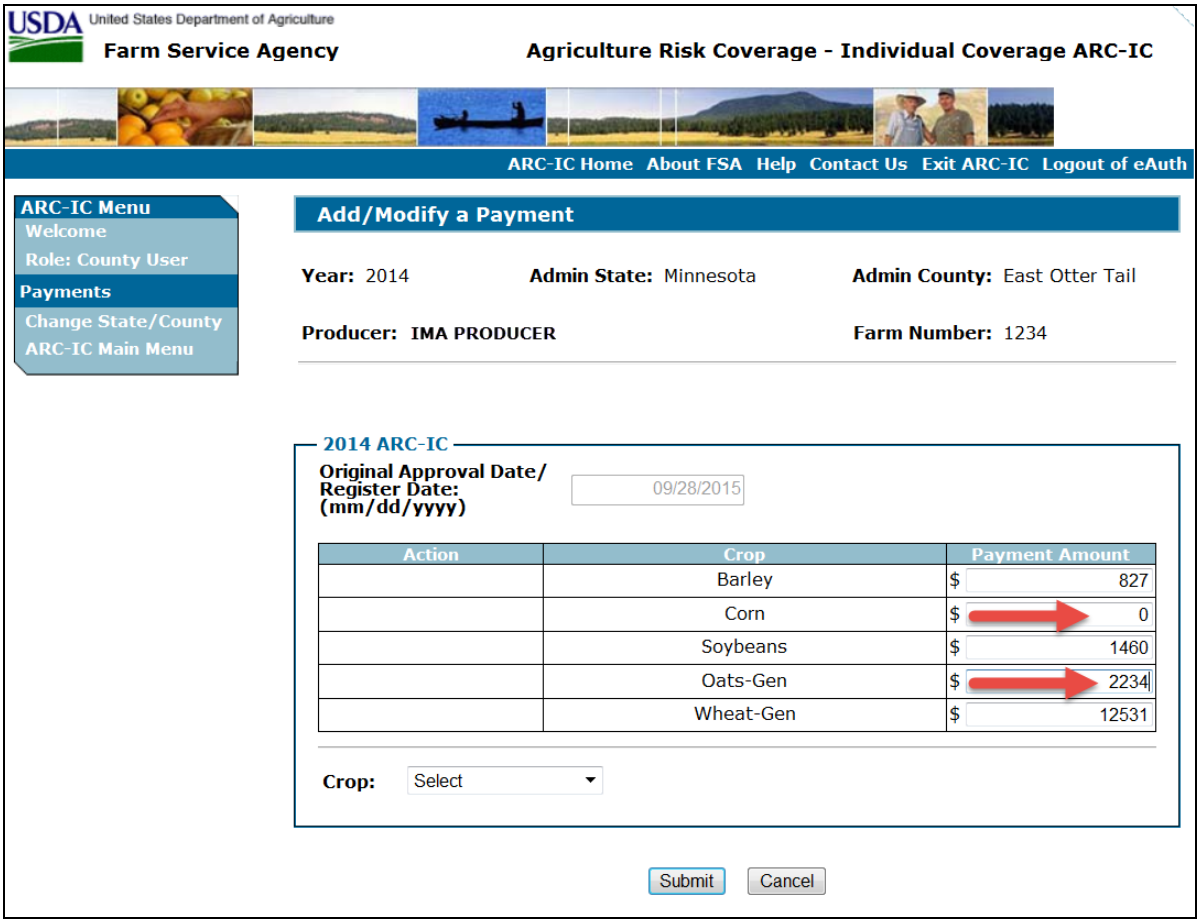
### K Add/Modify a Payment Page

The following is an example of the Add/Modify a Payment Page after initial payment data was confirmed and has now been modified.

**Notes:** In the following example, corn is no longer due a payment and the oats-Gen amount has been changed.

"Remove" is no longer listed in the table under the "Action" heading since this is no longer the first time the payment amounts are being entered.

The confirmation of the payment data will function as provided for in subparagraph I.

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## 267-279 (Reserved)

## *--280 ARC and PLC Payment Reports

### A Displaying or Printing ARC and PLC Payment Reports

ARC and PLC payment reports are available to provide information about each payment, nonpayment, or overpayment. Most of the payment reports have information that is common between program areas, so information about these reports is provided in 9-CM. The Estimated Calculated Payment Report and the Payment History Report - Detail have program-specific data so information for these reports are provided in this handbook. ARC and PLC payment report information is available according to the following table.

| Report Name | Type of Data | Reference |
|---|---|---|
| Estimated Calculated Payment Report<br><br>**Note:** This report is **not** available for ARC-IC. | Live | 9-CM, paragraph 52 |
| Submitted Payments Report | Live | 9-CM, paragraph 63 |
| Submitted Overpayments Report | Live | 9-CM, paragraph 64 |
| Pending Overpayment Report | Live | 9-CM, paragraph 65 |
| Nonpayment/Reduction Report | Live | 9-CM, paragraph 66 |
| Failed Obligations / Insufficient Funds Report | Live | 9-CM, paragraph 67 |
| Payments Computed in Zero Report | Live | 9-CM, paragraph 68 |
| Payment History Report - Summary | Report Database | 9-CM, paragraph 69 |
| Payment History Report - Detail | Report Database | Paragraph 285 |

**Note:** See 9-CM, paragraph 52 for instructions on accessing the Common Payment Reports System.--*

## *--281 Estimated Calculated Payment Report

### A Introduction

The Estimated Calculated Payment Report will include information about calculating the ARC-CO or PLC payment for each producer on the farm.

### B Reviewing the Estimated Calculated Payment Report

County Offices shall access the Estimated Calculated Payment Report to view or print the calculated payment information for the farm or producers on the farm. The Estimated Calculated Payment Report process allows County Offices to view or print the Estimated Calculated Payment Report.

### C Accessing the Estimated Calculated Payment Report

Access the Estimated Calculated Payment Report according to 9-CM, paragraph 52.**--***

## *--281 Estimated Calculated Payment Report (Continued)

### D Informational Message When Accessing the Estimated Calculated Payment Report

The following informational messages may be received based on the selections entered to display the Estimated Calculated Payment Report.

| Selected Program and Type | Selection Type | Informational Message | Description |
|---|---|---|---|
| ARC-CO | Farm Number | Farm Number XXX doesn't have a contract for the selected program and type. | The selected farm number does not have an ARC-CO contract.<br><br>**Note:** The farm may have a PLC contract, it may be a PLC – default farm, or the farm may not have any type of contract. |
| | Producer Name | Producer doesn't have a contract for the selected program and type. | The selected producer does not have an ARC-CO contract.<br><br>**Note:** The producer may have a PLC contract, it may be a PLC – default farm, or the producer may not have any type of contract. |
| | Producer or Farm Number | Producer or farm doesn't have attributed generic base acres. | The selected producer or farm number has an ARC-CO contract with only generic base acres; however, there are not any attributed generic base acres. |
| PLC | Farm Number | Farm Number XXX doesn't have a contract for the selected program and type. | The selected farm number does not have a PLC contract.<br><br>**Note:** The farm may have an ARC-CO contract, it may be a PLC – default farm, or the farm may not have any type of contract. |
| | Producer Name | Producer doesn't have a contract for the selected program and type. | The selected producer does not have a PLC contract.<br><br>**Note:** The producer may have an ARC-CO contract, it may be a PLC – default farm, or the producer may not have any type of contract. |
| | Producer or Farm Number | This is a PLC default contract. | The Estimated Calculated Payment Report will not display. |
| | | Producer or farm doesn't have attributed generic base acres. | The selected producer or farm number has a PLC contract with only generic base acres; however, there are not any attributed generic base acres. |

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## *--281 Estimated Calculated Payment Report (Continued)

### E ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report

The following ARC-CO information will be displayed and/or printed on the Estimated Calculated Payment Report.

**Note:** The Estimated Calculated Payment Report will display when the ARC-CO contract is in an enrolled or approved status.

| Field | Description |
|---|---|
| State | State as selected. |
| County | County as selected. |
| Program Year | Year associated with CCC-861 that was filed by the producer. |
| Program Name | Program name “Agriculture Risk Coverage Program”. |
| Program Type | Program type “ARC-CO”. |
| Date | Date the Estimated Calculated Payment Report was printed. |
| Approved Contract | Indicator of “Y” or “N” provides status of whether CCC-861 is approved or not approved. |
| Cropland Reported | Indicator of “Y” or “N” provides status of whether all cropland has been certified and reported. |
| Farm Number | Farm number from CCC-861. |
| Producer Name | Name of the producer associated with the selection. |
| Crop | Name of the crop from CCC-861. |
| Average Benchmark Yield | Average benchmark yield from the Program Load Table. |
| Average Benchmark Price | Average benchmark price from the Program Load Table. |
| Benchmark County Revenue | Benchmark county revenue is determined by multiplying the following:<br>• average benchmark yield, times<br>• average benchmark price |
| Guarantee | Guarantee is determined by multiplying the following:<br>• benchmark county revenue, times<br>• 86 percent. |
| Marketing Year Average Price | Marketing year average price from the Program Load Table. |
| National Loan Rate | National loan rate from the Program Load Table. |
| County Actual Yield | County actual yield from the Program Load Table. |
| Actual Crop Revenue | Actual crop revenue is determined by multiplying the following:<br>• higher of either of the following:<br>  • marketing year average price<br>  • national loan rate, times<br>• county actual yield. |

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## *--281 Estimated Calculated Payment Report (Continued)

### E ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report (Continued)

| Field | Description |
|---|---|
| Revenue Shortfall | Revenue shortfall is determined by subtracting the following:<br><br>• guarantee, minus<br>• actual crop revenue.<br><br>**Note:** Footnote 1 will be listed on the report with the message, "Actual Crop Revenue is greater than the Guarantee. Revenue shortfall is zero which results in a zero payment rate." |
| 10% CAP | 10% CAP is determined by multiplying the following:<br><br>• benchmark revenue, times<br>• 10 percent. |
| Base Acres | Base acres for the crop from CCC-861. |
| Payment Acres | Payment acres are determined by multiplying the following:<br><br>• base acres, times<br>• 85 percent. |
| FAV Reduction Acres | FAV reduction acres from the FAV system. |
| Net Payment Acres | Net payment acres are determined by subtracting the following:<br><br>• payment acres, minus<br>• FAV reduction acres. |
| Producer Share | Producer share for the crop from CCC-861. |
| Payment Rate | Payment rate is the lessor of either of the following:<br><br>• revenue shortfall<br>• 10 percent CAP.<br><br>**Note:** Footnote 1 will be listed on the report with the message, "Actual Crop Revenue is greater than the Guarantee. Revenue shortfall is zero which results in a zero payment rate." |
| Calculated Payment | Calculated payment for the crop is determined by multiplying the following:<br><br>• net payment acres, times<br>• producer share, times<br>• payment rate.<br><br>**Note:** Footnote 2 may be listed on the report with the message, "One or more data elements used in the payment calculation is zero, resulting in a zero calculated payment." |
| Total Calculated Payment | Total ARC-CO payment for the producer is determined by adding all calculated payments determined for all crops. |

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## *--281 Estimated Calculated Payment Report (Continued)

### F PLC Information Displayed/Printed on the Estimated Calculated Payment Report

The following PLC information will be displayed and/or printed on the Estimated Calculated Payment Report.

**Note:** The Estimated Calculated Payment Report will display when the PLC contract is in an enrolled or approved status.

| Field | Description |
|---|---|
| State | State as selected. |
| County | County as selected. |
| Program Year | Year associated with CCC-861 that was filed by the producer. |
| Program Name | Program name “Price Loss Coverage Program”. |
| Program Type | Program type “PLC”. |
| Date | Date the Estimated Calculated Payment Report was printed. |
| Approved Contract | Indicator of “Y” or “N” provides status of whether CCC-861 is approved or not approved. |
| Cropland Reported | Indicator of “Y” or “N” provides status of whether all cropland has been certified and reported. |
| Farm Number | Farm number from CCC-861. |
| Producer Name | Name of the producer associated with the selection. |
| Crop | Name of the crop from CCC-861. |
| Base Acres | Base acres for the crop from CCC-861. |
| Payment Acres | Payment acres are determined by multiplying the following:<br>• base acres, times<br>• 85 percent. |
| FAV Reduction Acres | FAV reduction acres from the FAV system. |
| Net Payment Acres | Net payment acres are determined by subtracting the following:<br>• payment acres, minus<br>• FAV reduction acres. |
| Payment Yield | Payment yield from CCC-861. |
| Producer Share | Producer share from CCC-861. |
| Reference Price | Program Load Table. |

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## *--281 Estimated Calculated Payment Report (Continued)

### F PLC Information Displayed/Printed on the Estimated Calculated Payment Report (Continued)

| Field | Description |
|---|---|
| Effective Price | Effective price is the lessor of either of the following:<br><br>• marketing year average price<br>• national loan rate. |
| Payment Rate | Payment rate is determined by subtracting the following:<br><br>• reference price, minus<br>• effective price.<br><br>**Note:** Footnote 1 will be listed on the report with the message, "Effective Price is greater than the Reference Price which results in a zero payment rate." |
| Calculated Payment | Calculated payment for the crop is determined by multiplying the following:<br><br>• net payment acres, times<br>• yield, times<br>• producer share, times<br>• payment rate.<br><br>**Note:** Footnote 2 may be listed on the report with the message, "One or more data elements used in the payment calculation is zero, resulting in a zero calculated payment." |
| Total Calculated Payment | Total PLC payment for the producer is determined by adding all calculated payments determined for all crops. |

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## 282-284 (Reserved)

## *--285 Payment History Report - Detail

### A Introduction

The Payment History Report - Detail is a report that provides detailed information about the ARC and PLC payment for the farm and producer.

### B Accessing the Payment History Report

Access the Payment History Report - Detail according to 9-CM, paragraph 52.

### C ARC-CO Information on the Payment History Report - Detail

The following ARC-CO information will be displayed and/or printed on the Payment History Report - Detail.

| Field | Description |
|---|---|
| State | State as selected. |
| County | County as selected. |
| Program Year | Year associated with CCC-861 that was filed by the producer. |
| Program Name | Program name, "Agriculture Risk Coverage Program - County". |
| Date | Date the Payment History Report - Detail was printed. |
| Farm Number | Farm number from CCC-861. |
| Producer Name | Name of the producer associated with the selection. |
| Business Type | Business type associated with the producer. |
| **Producer Information** | |
| Date | Date the payment or overpayment was processed. |
| State/County | State and county codes associated with the applicable transaction record. |
| Payment Entity/Member Name | Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for:<br>• an entity or joint operation where amounts were attributed to members<br>• a member to show the payment entity the amount was attributed through. |
| Payment ID Number | Payment ID number is a unique number that ties the program history data to the NPS history data. |
| Business Type | Business type of the producer and/or member. |
| Contract/Application/ Farm | Contract, application, or farm number from CCC-861. |
| Commodity/Payment Type | Name of the commodity from CCC-861. |
| Transaction Type | Type of transaction for the information displayed. Transaction type will be 1 of the following:<br>• payment<br>• receivable<br>• canceled payment. |
| Total Reduction Amount | Total reduction amount for all reductions applied to the gross payment. |
| Net Payment | Net payment amount for the producer after all reductions have been applied. |
| Reduction Reason | Reason for the reduction applied to the gross payment amount. |

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## *--285 Payment History Report – Detail (Continued)

### D PLC Information on the Payment History Report - Detail

The following PLC information will be displayed and/or printed on the Payment History Report - Detail.

| Field | Description |
|---|---|
| State | State as selected. |
| County | County as selected. |
| Program Year | Year associated with CCC-861 that was filed by the producer. |
| Program Name | Program name, “Price Loss Coverage”. |
| Date | Date the Payment History Report - Detail was printed. |
| Farm Number | Farm number from CCC-861. |
| Producer Name | Name of the producer associated with the selection. |
| Business Type | Business type associated with the producer. |
| **Producer Information** | |
| Date | Date the payment or overpayment was processed. |
| State/County | State and county codes associated with the applicable transaction record. |
| Payment Entity/Member Name | Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for:<br>• an entity or joint operation where amounts were attributed to members<br>• a member to show the payment entity the amount was attributed through. |
| Payment ID Number | Payment ID number is a unique number that ties the program history data to the NPS history data. |
| Business Type | Business type of the producer and/or member. |
| Contract/Application/ Farm | Contract, application, or farm number from CCC-861. |
| Commodity/Payment Type | Name of the commodity from CCC-861. |
| Transaction Type | Type of transaction for the information displayed. Transaction type will be 1 of the following:<br>• payment<br>• receivable<br>• canceled payment. |
| Total Reduction Amount | Total reduction amount for all reductions applied to the gross payment. |
| Net Payment | Net payment amount for the producer after all reductions have been applied. |
| Reduction Reason | Reason for the reduction applied to the gross payment amount. |

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## *--285 Payment History Report – Detail (Continued)

### E ARC-IC Information on the Payment History Report - Detail

The following ARC-IC information will be displayed and/or printed on the Payment History Report - Detail.

| Field | Description |
|---|---|
| State | State as selected. |
| County | County as selected. |
| Program Year | Year associated with CCC-862 that was filed by the producer. |
| Program Name | Program name, “Agriculture Risk Coverage Program - Individual”. |
| Date | Date the Payment History Report - Detail was printed. |
| Farm Number | Farm number from CCC-862. |
| Producer Name | Name of the producer associated with the selection. |
| Business Type | Business type associated with the producer. |
| **Producer Information** | |
| Date | Date the payment or overpayment was processed. |
| State/County | State and county codes associated with the applicable transaction record. |
| Payment Entity/Member Name | Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for:<br>• an entity or joint operation where amounts were attributed to members<br>• a member to show the payment entity the amount was attributed through. |
| Payment ID Number | Payment ID number is a unique number that ties the program history data to the NPS history data. |
| Business Type | Business type of the producer and/or member. |
| Contract/Application/ Farm | Contract, application, or farm number from CCC-861. |
| Commodity/Payment Type | Name of the commodity from CCC-861. |
| Transaction Type | Type of transaction for the information displayed. Transaction type will be 1 of the following:<br>• payment<br>• receivable<br>• canceled payment. |
| Total Reduction Amount | Total reduction amount for all reductions applied to the gross payment. |
| Net Payment | Net payment amount for the producer after all reductions have been applied. |
| Reduction Reason | Reason for the reduction applied to the gross payment amount. |

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## 286-289 (Reserved)

## *--Section 3 Canceling ARC and PLC Payments

### 290 General Provisions for Canceling Payments

#### A Canceling Payments

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected.

**Notes:** User intervention is not allowed for the cancellation process.

If the:

- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due

- payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.**--***

### 291-299 (Reserved)

## *--Section 4 Overpayments

### 300 General Provisions for Overpayments

#### A Introduction

Overpayments will be determined during the ARC and PLC payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

### 301 Collecting Overpayments

#### A Introduction

Overpayment amounts will be determined by farm and producer. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments.

#### B Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

| Time of Determination | Situation | Overpayment Due Date |
|---|---|---|
| Any time. | Payment was issued for the wrong farm or producer. | Immediately |
| After something affecting the payment amount is changed on CCC-861 or CCC-862. | The payment was issued and later something affecting the payment amount changes on CCC-861 or CCC-862. | Immediately |
| After producer misrepresentation is determined. | Producer received a payment and COC determines that the producer misrepresented their interest on CCC-861 or CCC-862. | Immediately |
| After payment limitation exceeded. | It is determined that the payment issued exceeds the producer's effective payment limitation amount. | Immediately |
| After an eligibility value changes that make the producer ineligible for payment. | Producer's eligibility value changes that makes the producer ineligible for payment. | Immediately |
| After cropland acres are changed so that all acres are not reported and/or certified on FSA-578. | Payment was issued and FSA-578 information is changed so that all acres are no longer reported and/or FSA-578 is no longer certified. | Immediately |
| Any time CCC-861 or CCC-862 is canceled. | CCC-861 or CCC-862 was canceled after payments were issued to the producer. | Immediately. |

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## *--302 Charging Interest

### A Introduction

Interest shall be charged on all ARC and PLC overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

### B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received an ARC and PLC payment
- the producer does not meet AGI provisions
- conservation compliance provisions are violated
- controlled substance provisions are **not** met
- member contribution provisions are **not** met
- substantive change provisions are **not** met.

Interest for ineligible producers shall be charged from the date of disbursement.

### C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.**--***

## Reports, Forms, Abbreviations, and Redelegations of Authority Reports

### Reports

None.

### Forms

This table lists all forms referenced in this handbook.

| Number | Title | Display Reference | Reference |
|---|---|---|---|
| AD-1026 | Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Includes Form AD-1026 Appendix) | | 250, 252, 260 |
| CCC-36 | Assignment of Payment | | 260 |
| CCC-37 | Joint Payment Authorization | | 260 |
| 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 |
| CCC-902 | Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years | | 250, 260 |
| CCC-941 | Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014 | | 250, 252, 260 |
| FSA-13-A | Data Security Access Authorization Form | | 55 |
| FSA-325 | Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent | | 250 |
| FSA-578 | Report of Acreage | | 22, 23, 51, 72, 301 |

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

### Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviations | Term | Reference |
|---|---|---|
| ARC | agriculture risk coverage | 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 |

### 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.


| Menu or Screen | Screen Name | Reference |
|---|---|---|
| | Approve Contracts Screen | 40 |
| | ARC-Individual Summary Screen | 32 |
| | Cancel Contract Screen | 44 |
| | CCC Representative Electronic Approval Screen | 41 |
| | Contract Changed Detected Screen | 50 |
| | Contract Submission Screen | 24, 33, 74, 82 |
| | Email Address for a State-County Screen | 45 |
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| | Nationwide Customer Service State and County Selection Screen | 49 |
| | Producer State and County Selection Screen | 63 |
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| | State and County Selection Screen | 55 |
| | Summary By Crop Screen | 23, 73 |
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| ArcSignupWeb Application-Web-2 | State and County Selection Screen | 12 |
| ArcSignupWeb Application-Web-4 | Contract Signup Screen | 16, 65 |
| ArcSignupWeb Application-Web-5 | Individual Producer Screen | 21, 31, 71, 81 |
| ArcSignupWeb Application-Web-9 | State User State and County Selection Screen | 55 |