FSA
HANDBOOK

Agriculture Risk Coverage and Price Loss Coverage Program Automation

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

2-ARCPLC

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

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Farm Service Agency
Washington, DC 20250

Agriculture Risk Coverage and Price Loss Coverage Program Automation 2-ARCPLC	**Amendment 4**

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reasons for Amendment

Subparagraph 51 B has been amended to provide an updated screen print with a current list of reports.

Subparagraph 51 C has been amended to add descriptions for three new reports.

Paragraph 58 has been added to provide guidance for the State Office override.

Subparagraphs 250 F has been amended to add a reason for the prompt payment due date.

Subparagraph 250 G has been amended to add a condition for payment processing.

Subparagraphs 252 and 261 have been amended to change Nonpayment Register to Nonpayment Report.

Subparagraph 281 E has been amended to clarify that information in the paragraph applies only if the physical county override didn't apply.

Subparagraph 281 F has been added to provide procedure for the Estimated Calculated Payment Report when the physical county override applies to the farm.

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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.
assignments and joint payees	63-FI.
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information available to the public	2-INFO.
payment limitations and subsidiary files	5-PL.
payment reductions and violations	4-CP.
signature requirement, power of attorney, and maintaining the name and address file common provisions	1-CM.
web-based subsidiary files	3-PL.

C Sources of Authority

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

2-5 (Reserved)

Part 2 ARCPLC Software

6 Overview

A Basic Information

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

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

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

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

ARCPLC software will read farm and tract maintenance files.

B Definitions

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

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

7-10 (Reserved)

Section 1 County Office Access

Subsection 1 ARCPLC Software Access

11 Access to the ARCPLC Web Site

A Accessing the ARCPLC Web Site

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

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

The ARC/PLC Login Screen will be displayed.

B ARC/PLC Login Screen

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

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

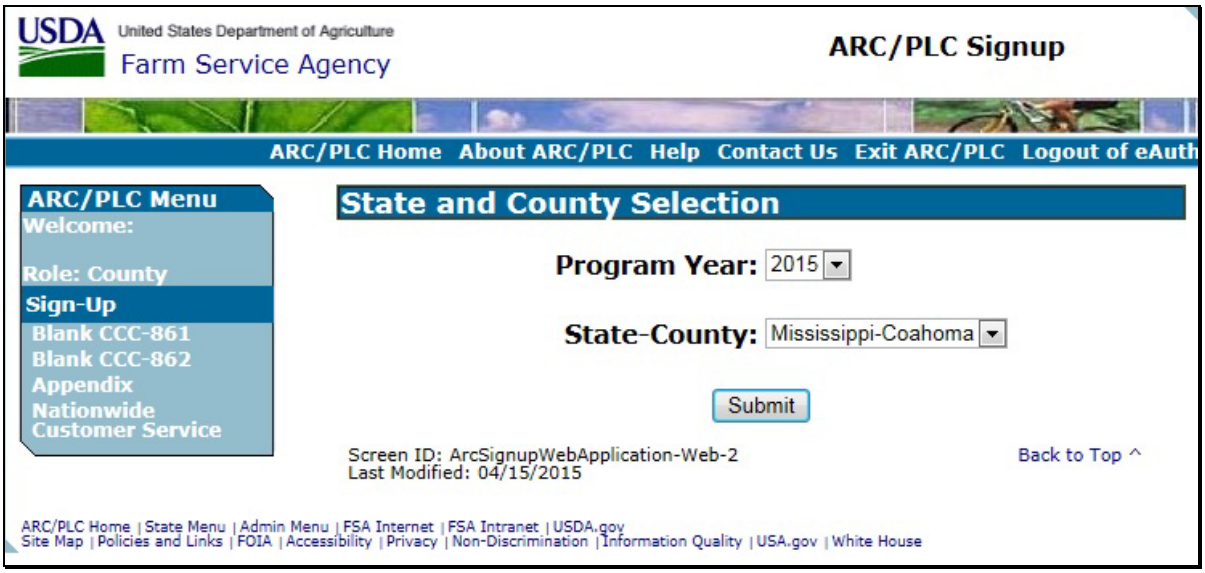
12 State, County, and Year Selection

A Overview

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

B Example of State and County Selection Screen

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



C State and County Selection Screen Options

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

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

13 Search Selection Screen

A Overview

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

B Example of Search Selection Screen

The following is an example of the Search Selection Screen.

C Search Selection Screen Options

The following options are available on the Search Selection Screen.

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

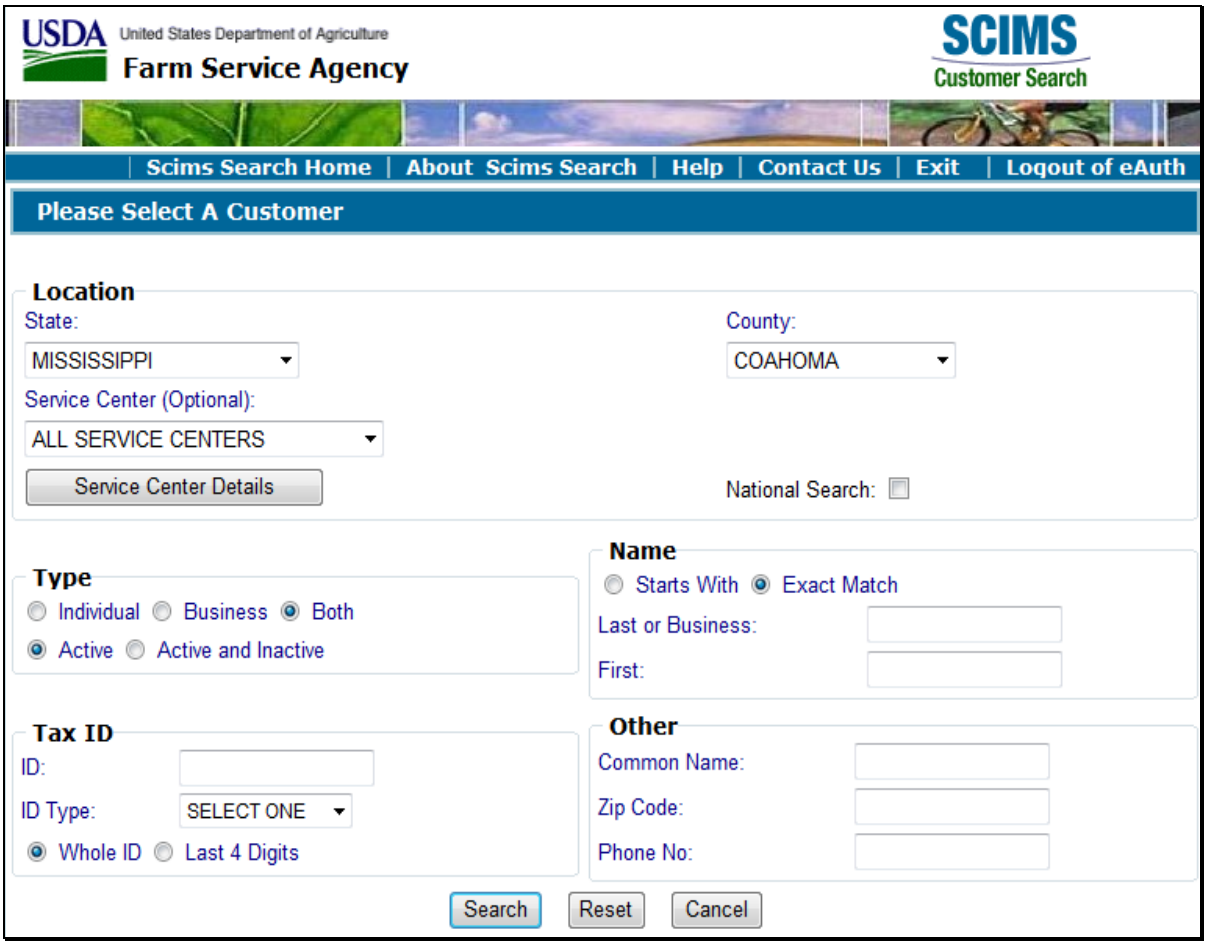
14 SCIMS Customer Search Page

A Overview

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

B Example of SCIMS Customer Search Page

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



15 Farm Selection Screen

A Overview

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

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

B Example of Farm Selection Screen

The following is an example of the Farm Selection Screen.

C Farm Selection Screen Options

The following options are available on the Farm Selection Screen.

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

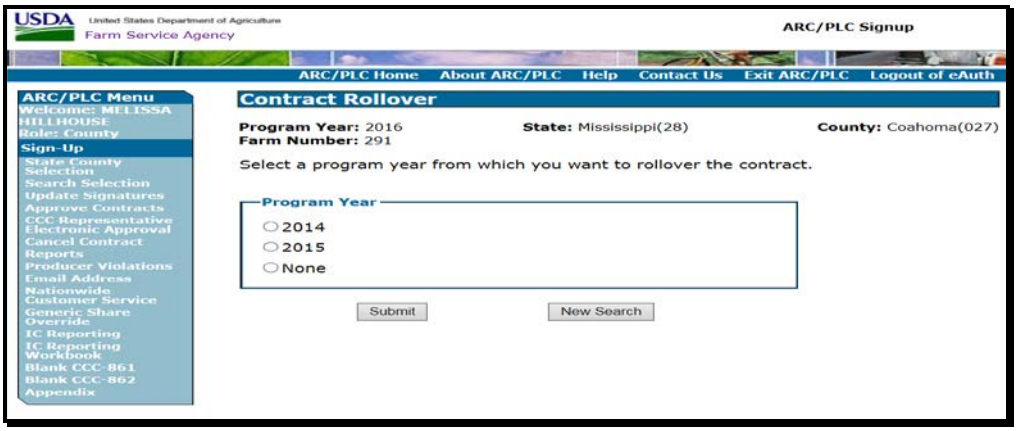
*--15.5 Contract Rollover Screen

A Overview

The Contract Rollover Screen provides users the ability to rollover producer shares for ARC-CO and PLC contracts with refuse payment indicator for all contracts from a prior year. Users will see all prior years from 2014 forward that the contract number was active.

B Example of Contract Rollover Screen

The following is an example of the Contract Rollover Screen.



C Contract Rollover Screen Options

The following options are available on the Contract Rollover Screen.

Field/Button	Description	Action
Program Year	Program year selected on the State and County Selection Screen.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program Year	Prior years from 2014 forward that the contract number was active will be listed.	Select the radio button of the desired program year that the user chooses to rollover contract data. If no data should be rolled over select “None”.
Submit		The Contract Signup Screen will be displayed.
New Search		The Search Selection Screen will be displayed.

--*

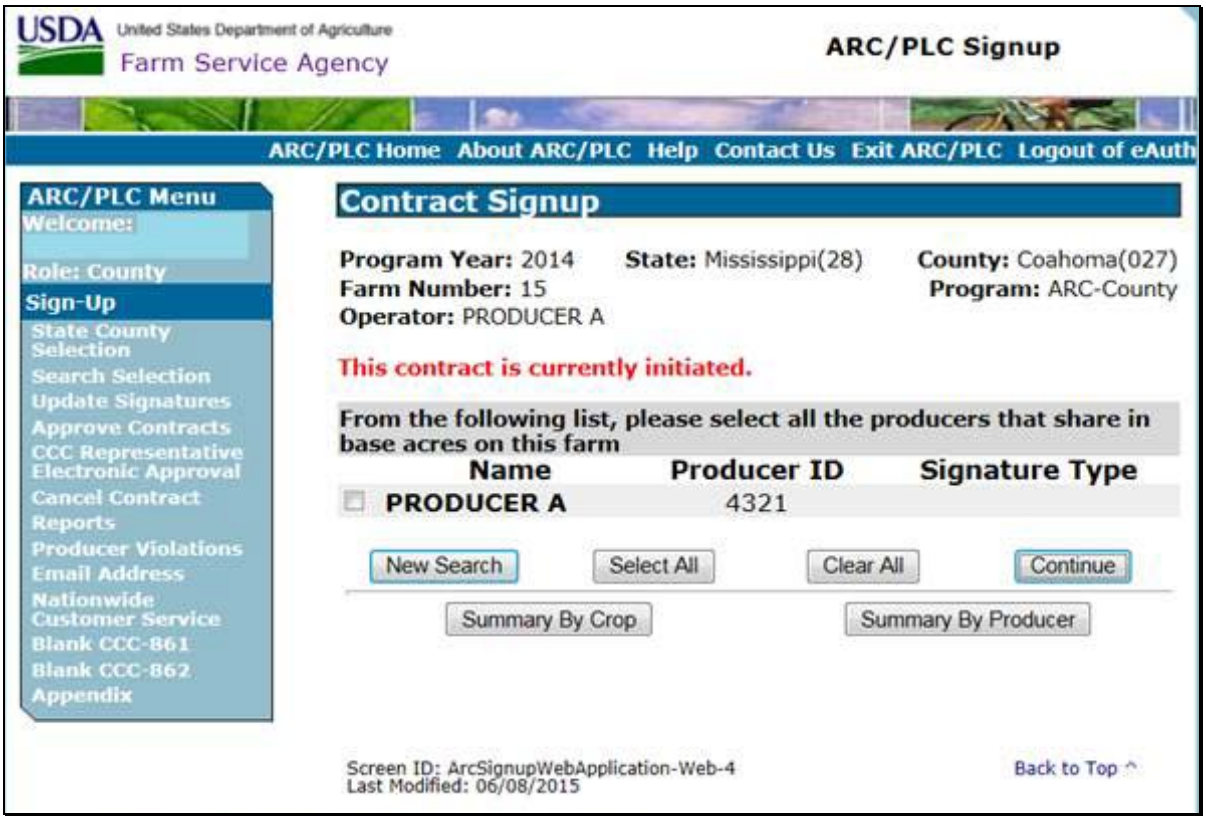
16 Contract Signup Screen

A Overview

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

B Example of Contract Signup Screen

The following is an example of the Contract Signup Screen.



16 Contract Signup Screen (Continued)

C Contract Signup Screen Options

The following options are available on the Contract Signup Screen.

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

16 Contract Signup Screen (Continued)

C Contract Signup Screen Options (Continued)

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

Note: Farms with:

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

17-20 (Reserved)

21 Individual Producer Screen

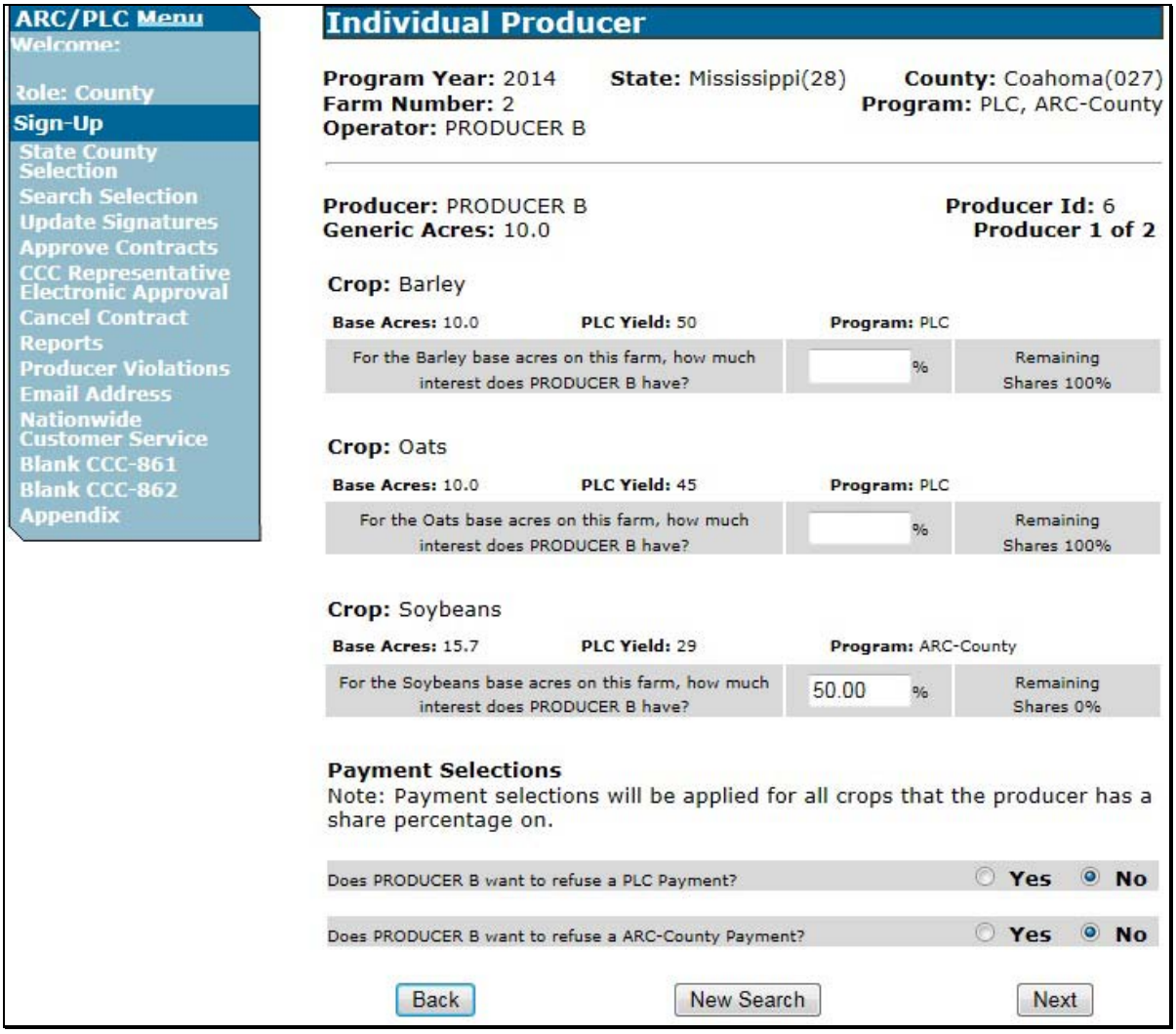
A Overview

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

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

B Example of the Individual Producer Screen

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



21 Individual Producer Screen (Continued)

C Individual Producer Screen Options

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

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

21 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

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

21 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

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

22 Summary by Producer Screen

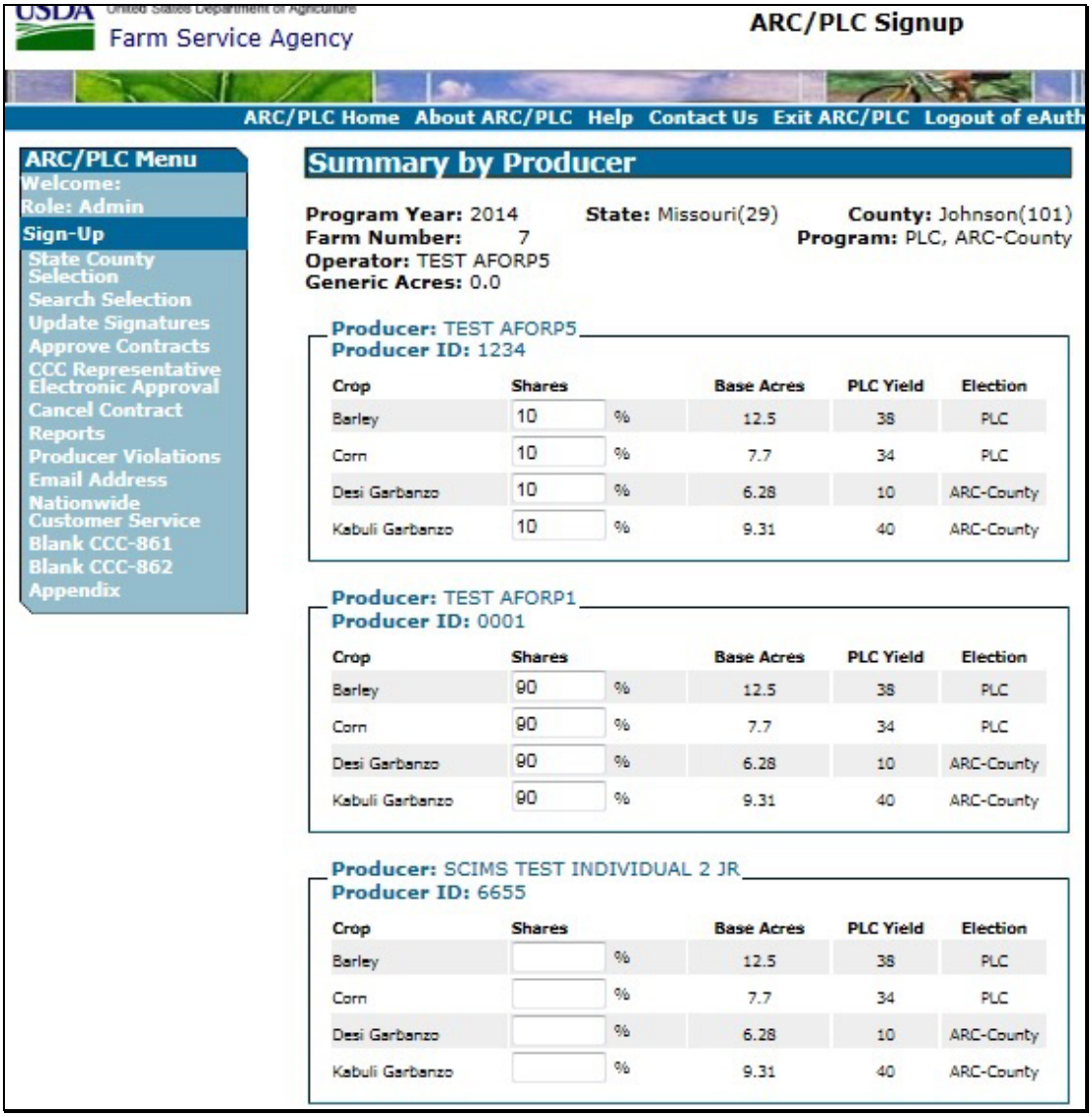
A Overview

The Summary by Producer Screen will be displayed as follows:

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

B Example of Summary by Producer Screen

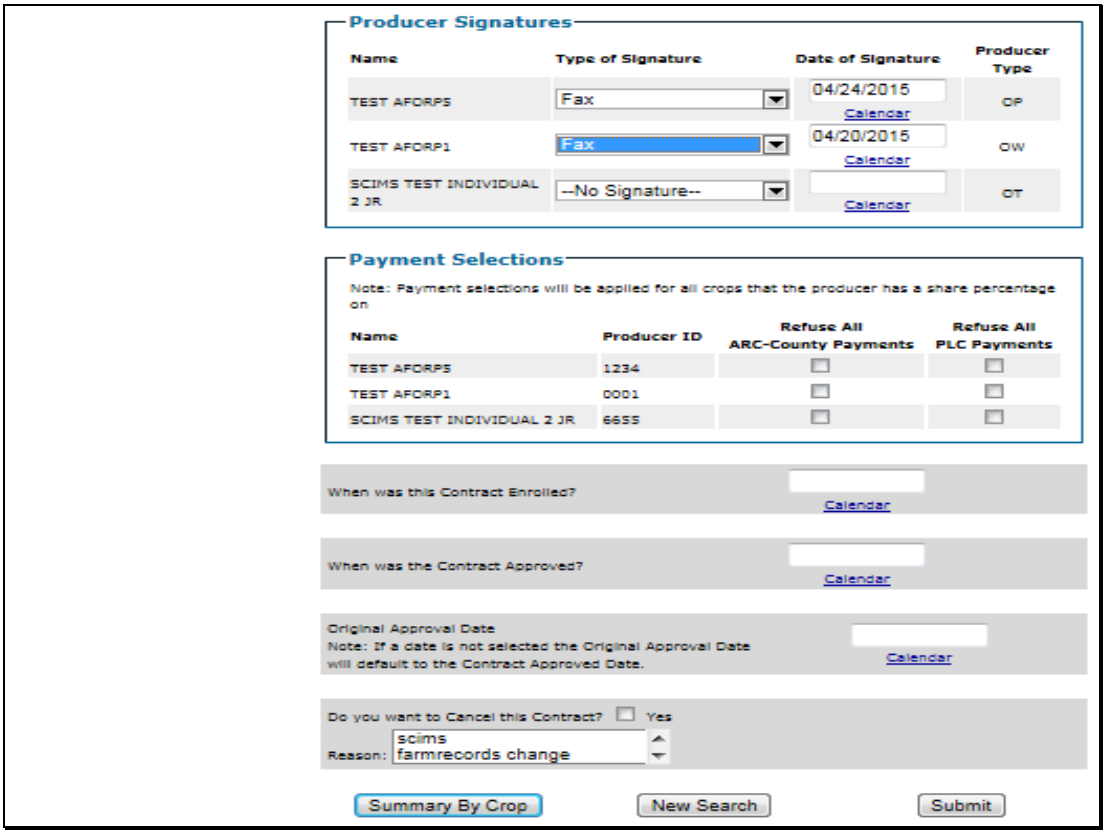
The following is an example of the top of the Summary by Producer Screen.



22 Summary by Producer Screen (Continued)

B Example of the Summary by Producer Screen (Continued)

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



Producer Signatures

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

Payment Selections

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

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

When was this Contract Enrolled? Calendar

When was the Contract Approved? Calendar

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

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

Summary By Crop | New Search | Submit

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options

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

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

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

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

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

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

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

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

22 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

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

22 Summary by Producer Screen (Continued)

D Generic Only Farms

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

E Signature Types and Validations

The following provides the applicable signature types and validations.

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

22 Summary by Producer Screen (Continued)

E Signature Types and Validations (Continued)

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

23 Summary by Crop Screen

A Overview

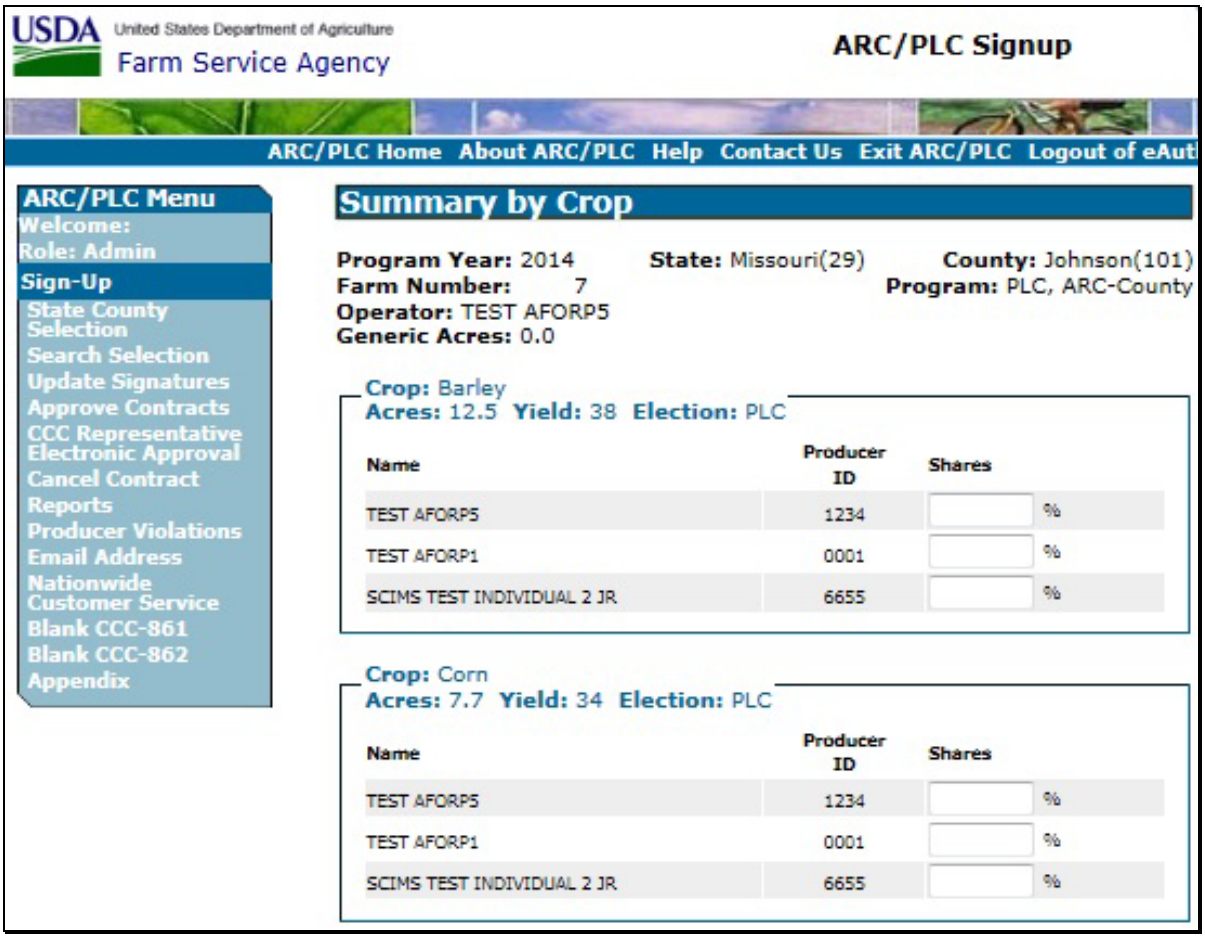
The Summary by Crop Screen will be displayed when users click “Summary By Crop” on either of the following:

- Contact Signup Screen
- Summary by Producer Screen.

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

B Example of Summary by Crop Screen

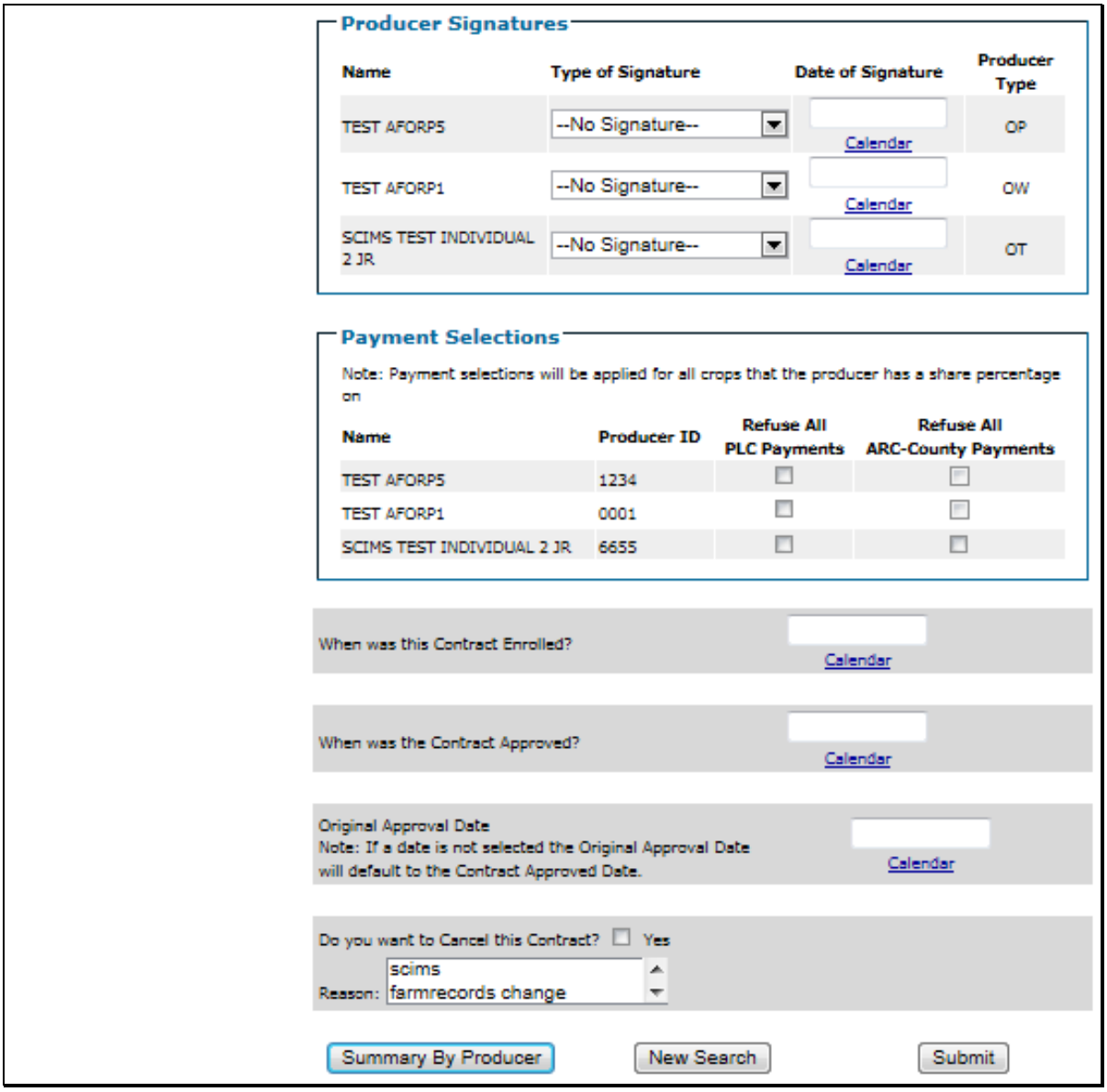
The following is an example of the top of the Summary by Crop Screen.



23 Summary by Crop Screen (Continued)

B Example of the Summary by Crop Screen (Continued)

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



Producer Signatures

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

Payment Selections

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

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

When was this Contract Enrolled? Calendar

When was the Contract Approved? Calendar

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

Do you want to Cancel this Contract? ☐ Yes

Reason: scims farmrecords change

Summary By Producer | New Search | Submit

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options

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

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

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

23 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

D Generic Only Farms

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

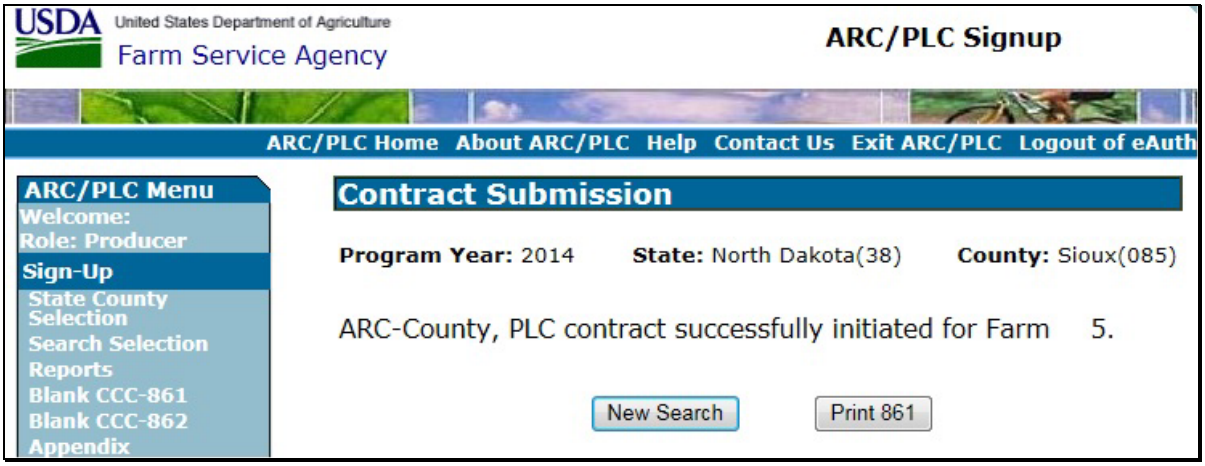
24 Contract Submission Screen

A Overview

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

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen.



C Contract Submission Screen Options

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

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

25-30 (Reserved)

31 Individual Producer Screen

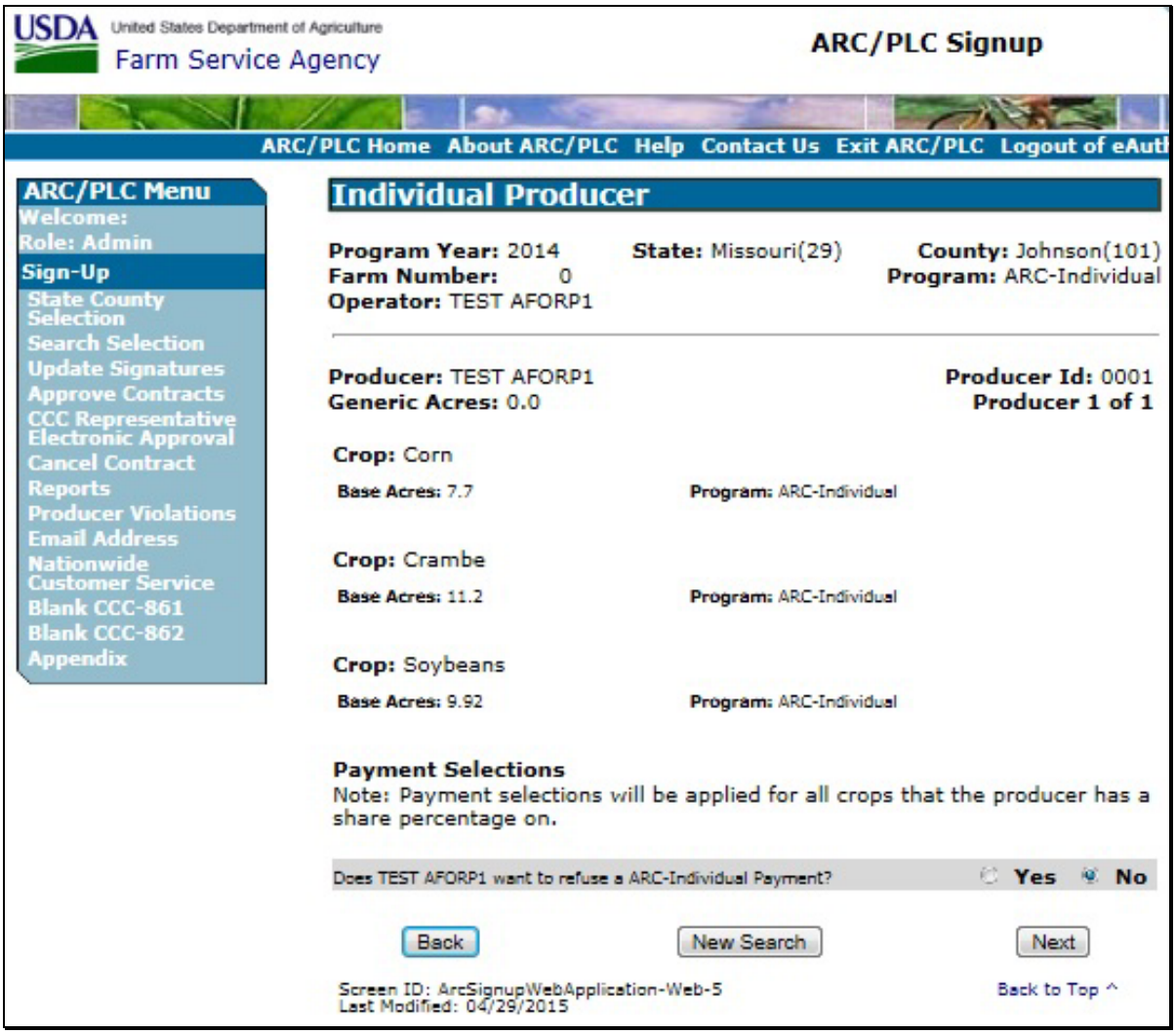
A Overview

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

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

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

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



31 Individual Producer Screen (Continued)

C Individual Producer Screen Options

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

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

31 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

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

32 ARC-Individual Summary Screen

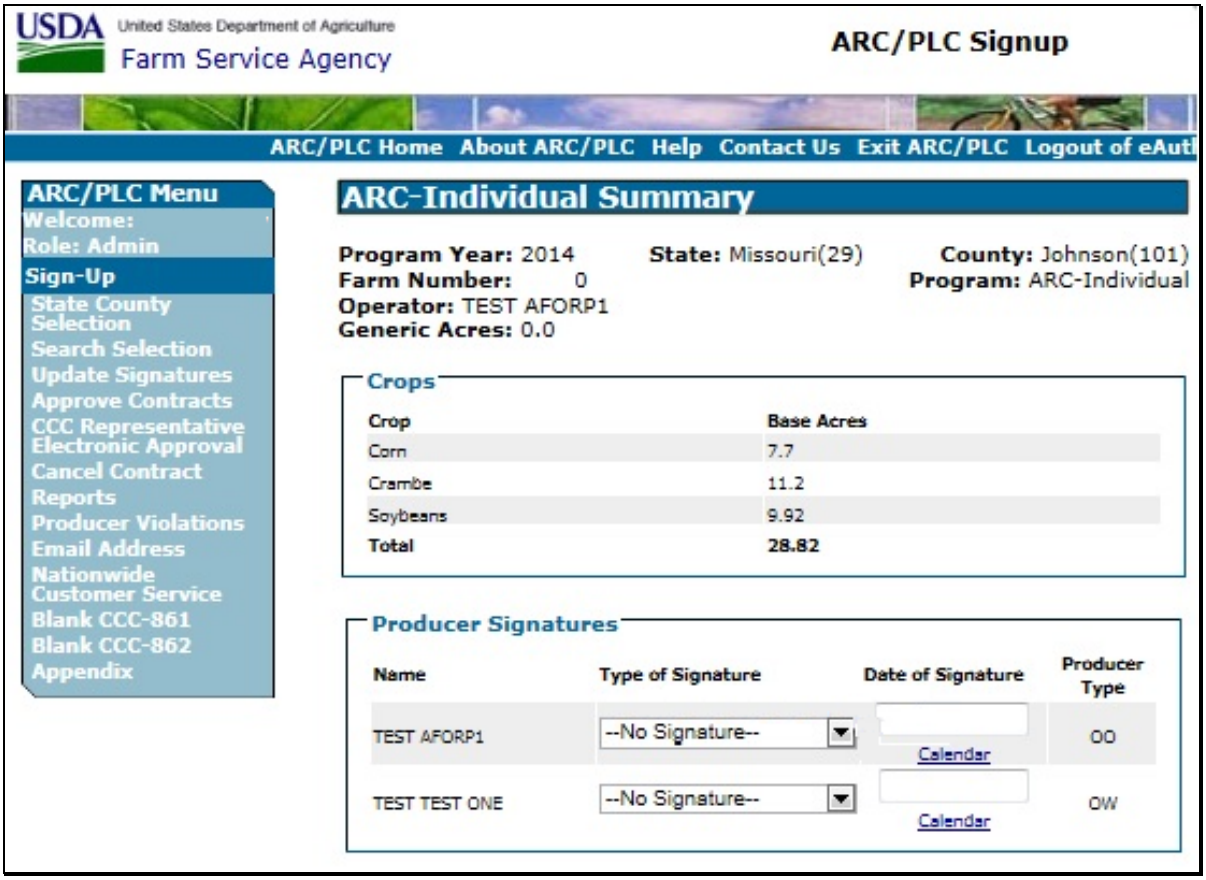
A Overview

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

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

B Example of ARC-Individual Summary Screen

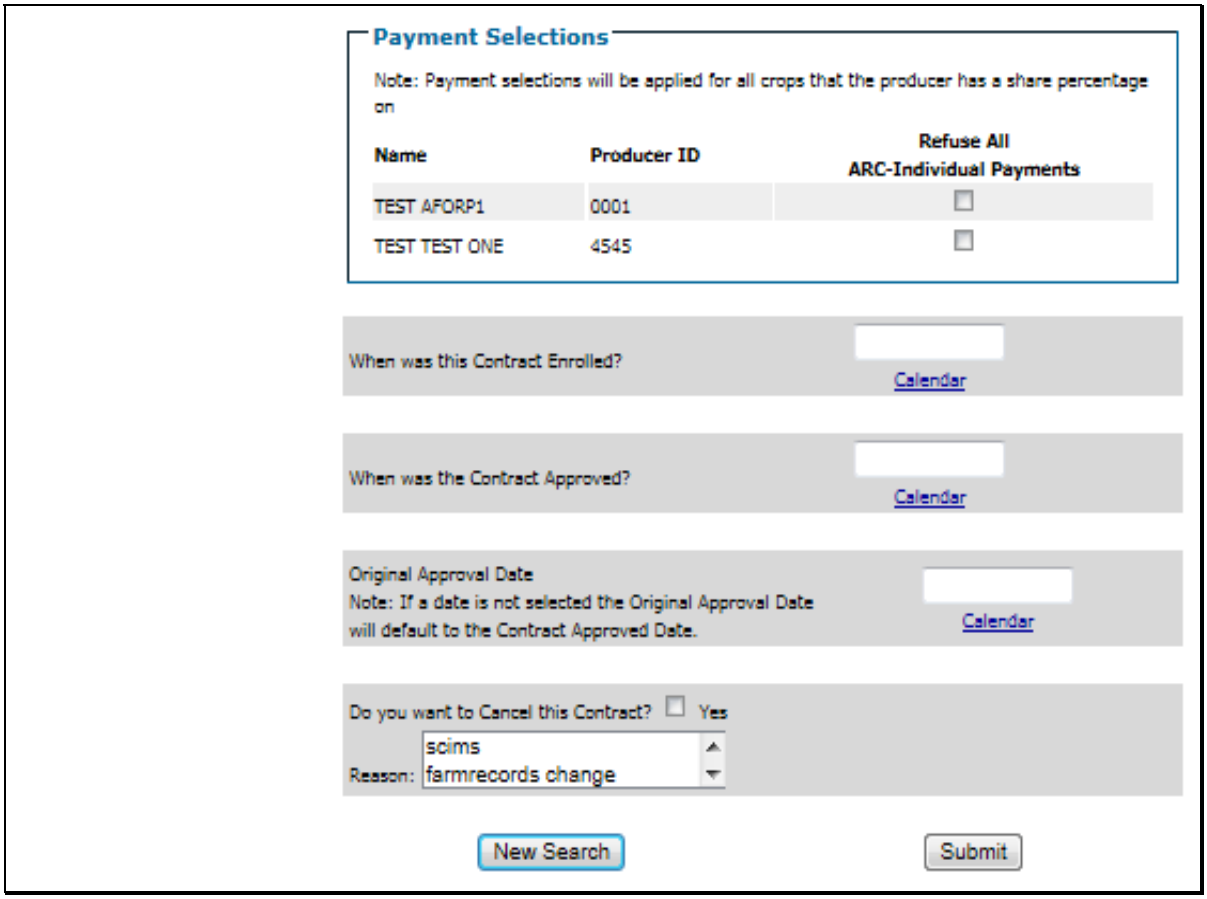
The following is an example of the top of the ARC-Individual Summary Screen.



32 ARC-Individual Summary Screen (Continued)

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

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



32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options

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

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

32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

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

32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

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

32 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

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

33 Contract Submission Screen

A Overview

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

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen.

C Summary Contract Submission Screen Options

The following options are available on the Contract Submission Screen.

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

34-37 (Reserved)

Subsection 4 CCC-861 and CCC-862 Modifications

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

A Overview

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

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

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

B Action

County Offices shall:

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

C Report

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

39 Business Partner Changes

A Overview

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

- ID number changes
- duplicate resolutions.

B ID Number Changes

ID numbers shall be corrected in Business Partner.

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

C Duplicate Resolutions

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

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

39 Business Partner Changes (Continued)

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

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

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

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

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

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

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

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

40 Approve Contracts Screen

A Overview

Users can either enter:

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

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

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

B Example of the Approve Contracts Screen

Following is an example of the Approve Contracts Screen.

40 Approve Contracts Screen (Continued)

C Approve Contracts Screen Options

The following options are available on the Approve Contracts Screen.

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

41 CCC Electronic Approval Screen

A Overview

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

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

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

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

B Example of the CCC Electronic Approval Screen

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

41 CCC Electronic Approval Screen (Continued)

C CCC Electronic Approval Screen Options

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

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

41 CCC Electronic Approval Screen (Continued)

D Criteria for Being Included in the Multiple Approval Process

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

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

42 Producer Violations Screen

A Overview

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

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

B Example of the Producer Violations Screen

Following is an example of the Producer Violations Screen.

42 Producer Violations Screen (Continued)

C Producer Violations Screen Options

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

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

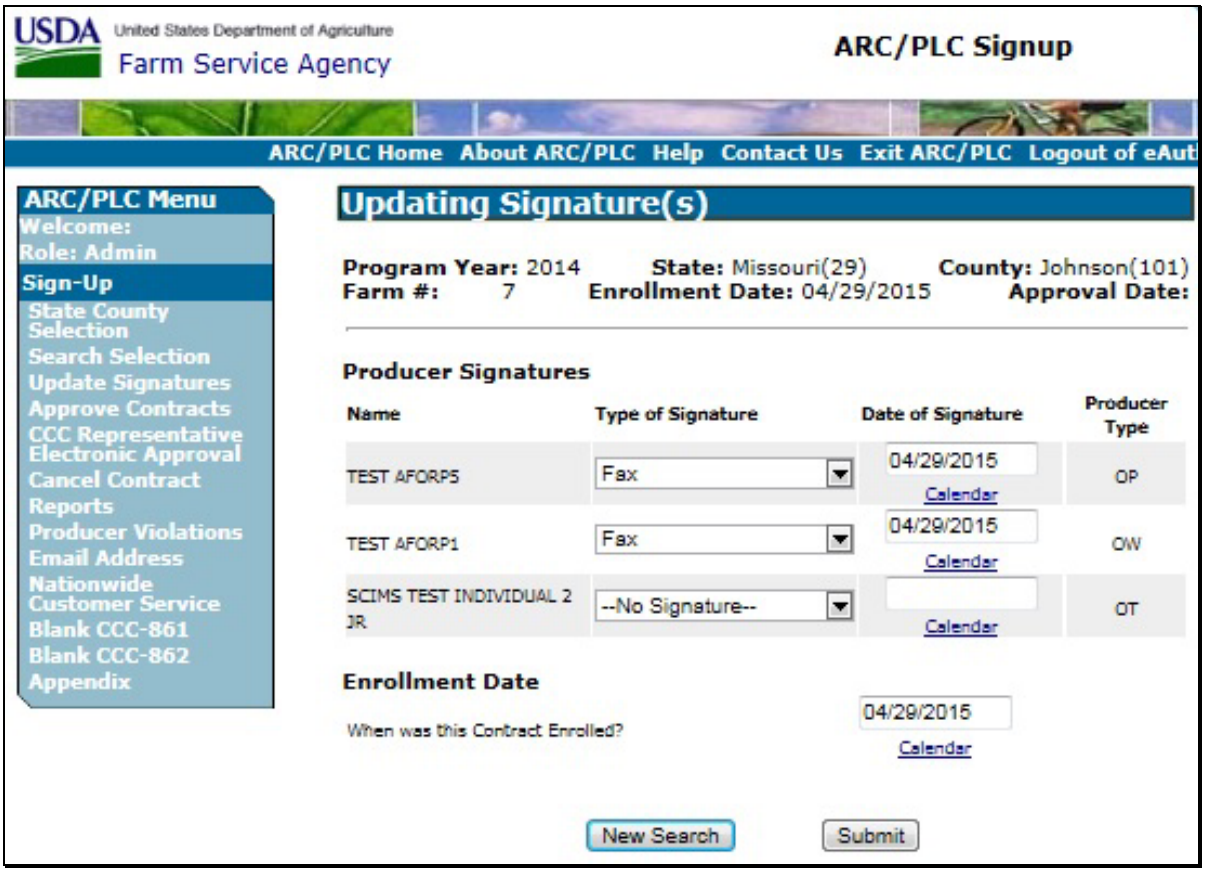
43 Updating Signature(s) Screen

A Overview

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

B Example of the Updating Signature(s) Screen

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



43 Updating Signature(s) Screen (Continued)

C Updating Signature(s) Screen Options

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

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

43 Updating Signature(s) Screen (Continued)

C Updating Signature(s) Screen Options (Continued)

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

44 Cancel Contract Screen

A Overview

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

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

B Example of the Cancel Contract Screen

Following is an example of the Cancel Contract Screen.

44 Cancel Contract Screen (Continued)

C Cancel Contract Screen Options

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

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

45 Email Address for a State-County Screen

A Overview

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

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

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

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

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

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

C Email Address for State-County Screen Options

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

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

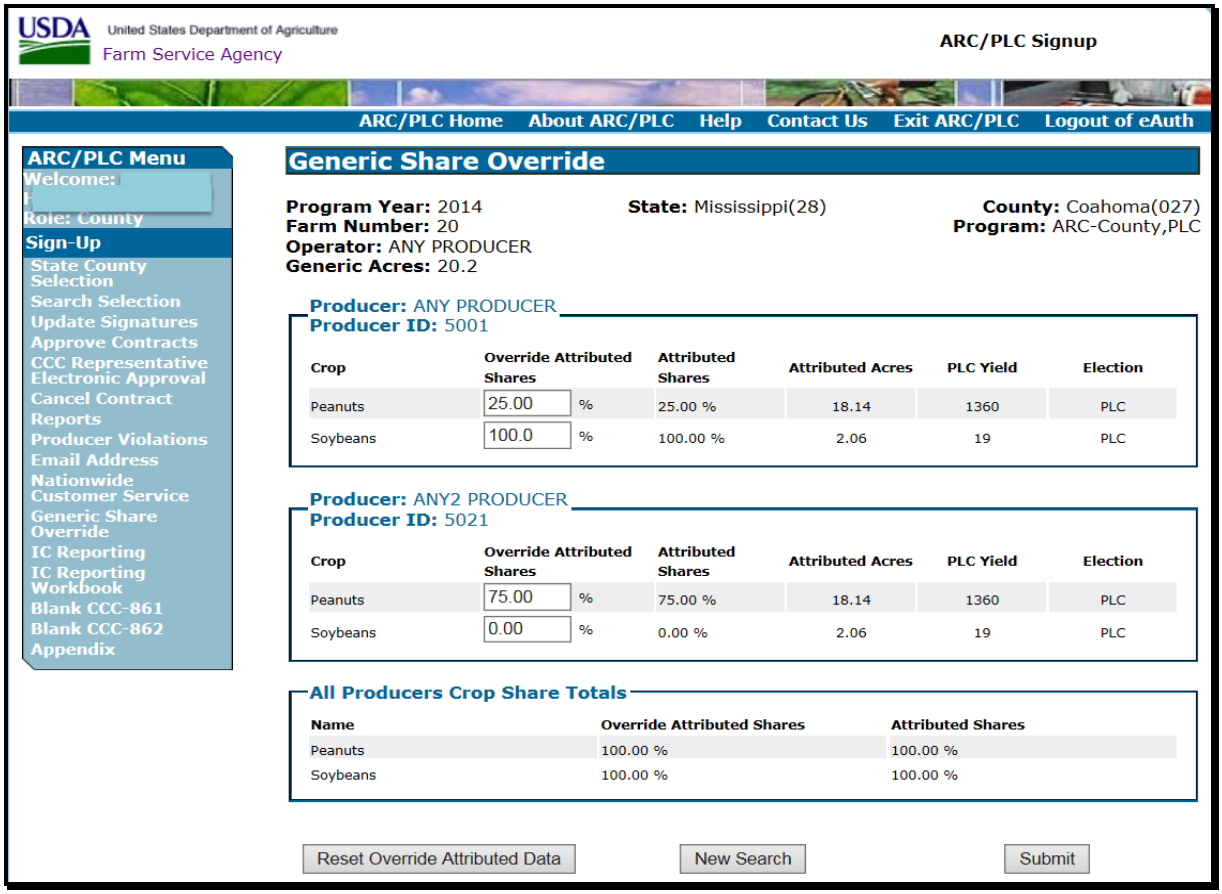
*--46 Generic Share Override Screen

A Overview

An alternative enrollment option for contract years 2014 and 2015 for farms with generic base acres was available according to 1-ARCPLC, Part 8.5. The alternate option was based on producer agreement and not from attribution using FSA-578 shares. Users must override the generic attributed shares on CCC-861 in the automated system on contracts that used this alternative enrollment option. To override generic shares, from the left navigation menu under "Sign-Up", CLICK "**Generic Share Override**". Users will search by farm number or producer name.

B Example of Generic Share Override Screen

The following is an example of the Generic Share Override Screen.



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*--46 Generic Share Override Screen (Continued)

C Generic Share Override Screen Options

The following table provides the field descriptions and actions for the Generic Share Override 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 that meets the criteria in subparagraph A.	
Program	Elections recorded for the farm.	
Operator	Operator associated with each farm.	
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 tax ID number.	
Crop	All covered commodities reported on FSA-578 for the selected farm in the selected year.	
Override Attributed Shares	The overridden attributed share percentage. **Note:** This value will default to the calculated values based on the shares reported on FSA-578 until the value is changed by the user.	Users shall enter the share agreed to for each producer based on the alternative enrollment.
Attributed Shares	This value will default to the calculated values based on the shares reported on FSA-578.	
Attributed Acres	The total number of generic acres attributed for each crop.	
PLC Yield	PLC yield for each crop.	
Election	Election for each crop.	
All Producer Crop Share Totals	Displays a running total for each crop with attributed acres, override attributed shares, and attributed shares.	If the shares for override attributed shares do not equal 100% the user will need to adjust the shares to equal 100% before submitting.

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*--46 Generic Share Override Screen (Continued)

C Generic Share Override Screen Options (Continued)

Field/Button	Description	Action
Reset Override Attributed Data	Previously entered override attributed shares will be removed. The values will return to the default values based on the shares reported on FSA-578.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Generic Share Override Search Screen will be displayed.	
Submit	Generic shares are stored. **Note:** The ARCPLC contract software will no longer receive changes made to FSA-578 for this farm, in this year. If changes are made to FSA-578 that need to be updated to the contract, users shall access the Generic Share Override Screen and select the "Reset Override Attributed Data" option.	

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*--47 Physical County Payment Share Selection Screen

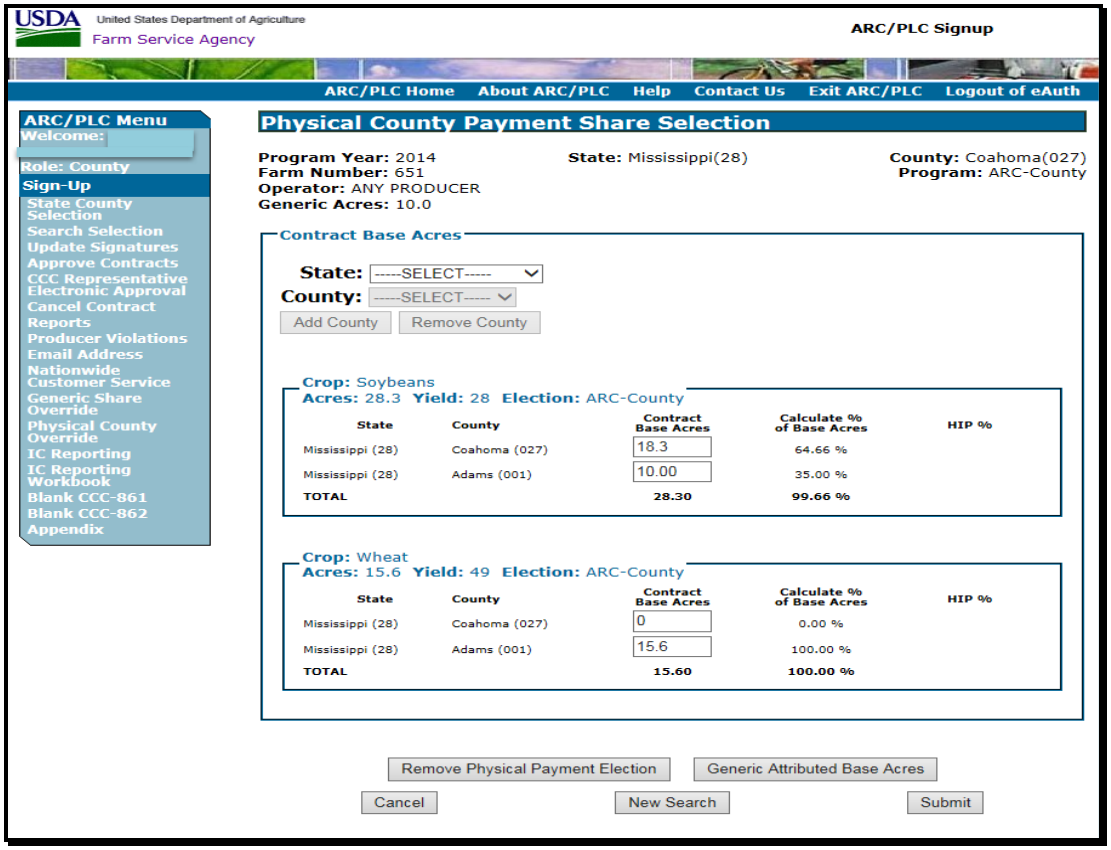
A Overview

A waiver of the administrative county method of determining ARC-CO eligibility for 2014 or 2015 program year is available according to 1-ARCPLC, Part 8. The effect of the waiver is to calculate the farm's 2014 and/or 2015 ARC-CO benchmarks, guarantees, and actual revenues based on the physical location of a tract(s) as determined by FSA, weighted for each tract's base acres of the covered commodity (including any attributed base acres). The weighted revenues will then be summarized at the farm level to determine if an overall revenue shortfall occurred for each covered commodity on the administrative farm that is enrolled in ARC-CO. Users will need to set a physical county override for all farms granted this waiver and record the physical location of the base acres on the contract by the physical location. To set the physical location of the base acres, from the left navigation menu under "Sign-Up", CLICK "**Physical County Override**". Users will search by farm number or producer name on the Physical County Override Screen before being taken to the Physical County Payment Share Selection Screen.

B Example of the Physical County Payment Share Selection Screen-Contract Base Acres

The following is an example of the Physical County Payment Share Selection Screen for contract base acres. Farms with generic base acres will have two views of this screen, one each for loading the physical location of:

- contract base acres
- attributed base acres.



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*--47 Physical Payment Share Selection Screen (Continued)

C Physical County Payment Share Selection Screen Options - Contract Base Acres

The following table provides the field descriptions and actions for the Physical County Payment Share Selection Screen for contract base acres.

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 that meets the criteria in subparagraph A.	
Program	Elections recorded for the farm.	
Operator	Operator associated with each farm.	
Generic Acres	Number of generic base acres present on the farm.	
Contract Base Acres	This section will be used to enter the contract base acres by physical location. If the farm has generic attributed base acres they will need to take that option at the bottom of the page and load the physical location for the attributed base acres.	
State	State location of a tract's physical location.	Select applicable State from the dropdown list.
County	County location of a tract's physical location.	Select applicable county from the dropdown list.
Add County	This will add the selected State and county to each crop with an ARC-CO election with contract base acres greater than zero on the farm. This step will need to be repeated for each physical county.	CLICK "Add County".
Remove County	This will remove the selected State and county from each crop with an ARC-CO election with contract base acres greater than zero on the farm.	CLICK "Remove County".
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	Program election for each crop.	
State	Selected physical State will display.	
County	Selected physical county will display.	

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***--47 Physical County Payment Share Selection Screen (Continued)**

C Physical County Payment Share Selection Screen Options - Contract Base Acres (Continued)

Field/Button	Description	Action
Contract Base Acres	Displays the loaded contract base acres, the total will update as the user enters values.	Enter total contract base acres by physical county.
Calculate % of Base Acres	Displays the loaded base acres by physical location as a percentage.	
HIP %	This field will only be displayed if the crop county combination of an added physical county is HIP eligible and the administrative location of the contract is not. **Note:** If the administrative location of the county crop is HIP eligible, the HIP value will be pulled from the Farm Records System and applied to all counties.	Enter HIP percentage value between 0-100 in whole numbers when applicable.
Remove Physical Payment Election	This will remove the prior recorded physical county payment values. The contract will return to be paid based on the administrative location of the farm and not the physical location of the tracts.	CLICK “Remove Physical Payment Election”.
Generic Attributed Base Acres	This option will only be displayed when the user is on the contract base acres version of this screen for farms that have generic base acres. The user will be taken to the Generic Base Acre Screen for Physical County Payment Election according to subparagraph D.	CLICK “Generic Attributed Base Acres”.
Cancel	All data will not be saved and the user will be returned to the Physical County Override Search Screen.	CLICK “Cancel”.
New Search	All actions are canceled. If data was not submitted, it will not be saved. Physical County Override Search Screen will be displayed.	CLICK “New Search”.
Submit	All data will be saved and the user will be returned to the Physical County Override Search Screen.	CLICK “Submit”.

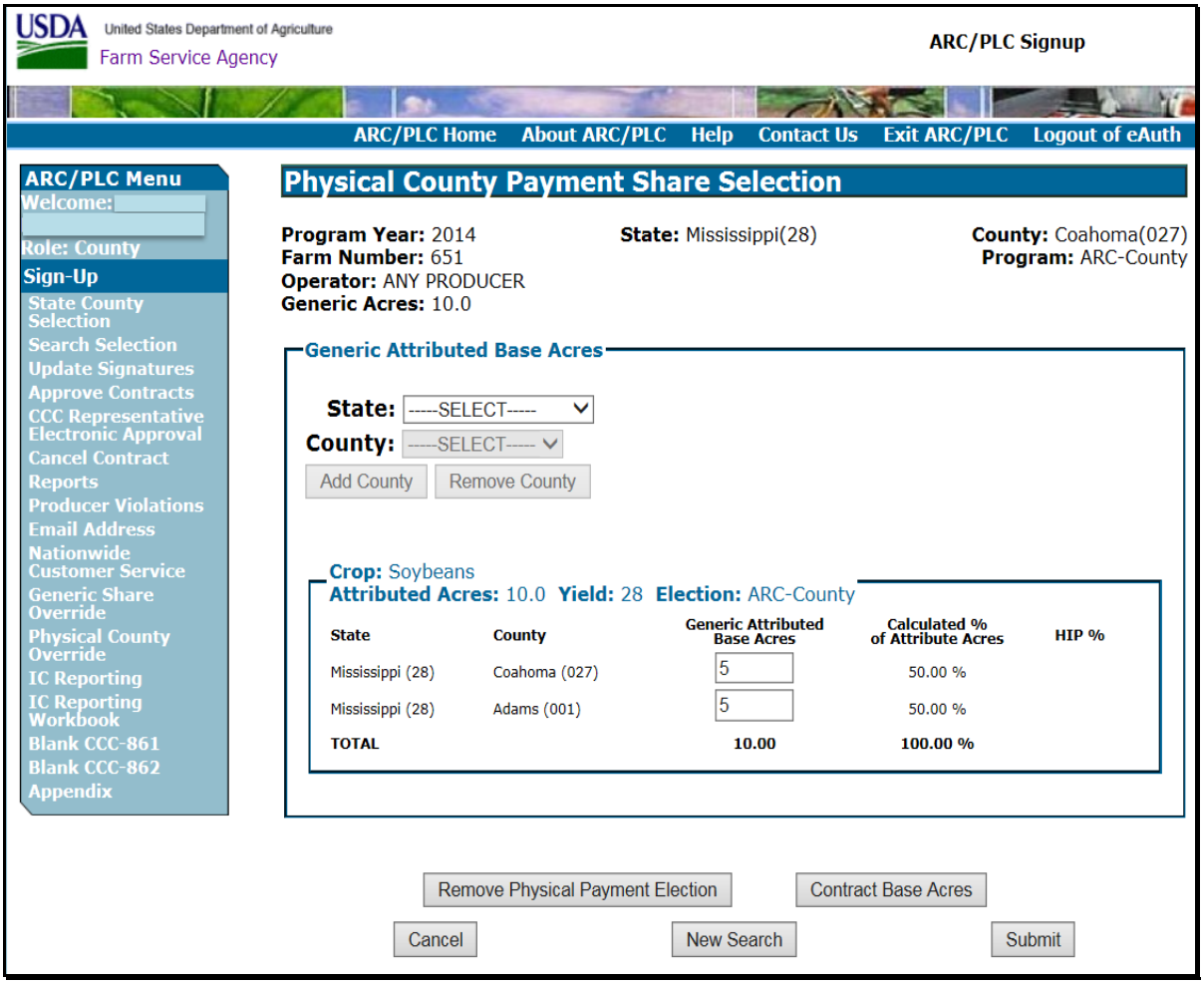
--*

*--47 Physical County Payment Share Selection Screen (Continued)

D Example of the Physical County Payment Share Selection Screen-Generic Attributed Base Acres

The following is an example of the Physical County Payment Share Selection Screen for generic attributed base acres. Farms with generic base acres will have two views of this screen, one for loading the physical location of:

- contract base acres
- attributed base acres.



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*--47 Physical County Payment Share Selection Screen (Continued)

E Physical County Payment Share Selection Override Screen Options -Generic Attributed Base Acres

The following table provides the field descriptions and actions for the Physical County Override Screen for Generic Attributed Base Acres.

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 that meets the criteria in subparagraph A.	
Program	Elections recorded for the farm.	
Operator	Operator associated with each farm.	
Generic Acres	Number of generic base acres present on the farm.	
Generic Attributed Base Acres	This section will be used to enter the generic attributed base acres by physical location.	
State	State location of a tract's physical location.	Select applicable State from the dropdown list.
County	County location of a tract's physical location.	Select applicable county from the dropdown list.
Add County	This will add the selected State and county to each crop with an ARC-CO election with contract base acres greater than zero on the farm. This step will need to be repeated for each physical county.	CLICK "Add County".
Remove County	This will remove the selected State and county from each crop with an ARC-CO election with contract base acres greater than zero on the farm.	CLICK "Remove County".
Crop	The crop with base acres greater than zero as recorded in the Farm Records System.	
Attributed Acres	Base acres for each crop.	
Yield	PLC yield for each crop.	
Election	Program election for each crop.	
State	Selected physical State will displayed.	
County	Selected physical county will displayed.	

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***--47 Physical County Payment Share Selection Screen (Continued)**

E Physical County Payment Share Selection Screen Options -Generic Attributed Base Acres (Continued)

Field/Button	Description	Action
Generic Attributed Base Acres	Displays the loaded generic base acres, the total will update as the user enters values.	Enter total attributed base acres by physical county
Calculate % of Base Acres	Displays the loaded base acres by physical location as a percentage.	
HIP %	This field will only be displayed if the crop county combination of an added physical county is HIP eligible and the administrative location of the contract is not. **Note:** If the administrative location of the county crop is HIP eligible, the HIP value will be pulled from the Farm Records System and applied to all counties.	Enter HIP percentage value between 0-100 in whole numbers when applicable.
Remove Physical Payment Election	This will remove the prior recorded physical county override. The contract will return to be paid based on the administrative location of the farm and not the physical location of the tracts.	CLICK “Remove Physical Payment Election”.
Contract Base Acres	The user will be taken to the Contract Base Acre Screen for Physical County Override.	CLICK “Contract Base Acres”.
Cancel	All data will not be saved and the user will be returned to the Physical County Override Search Screen.	CLICK “Cancel”.
New Search	All actions are canceled. If data was not submitted, it will not be saved. Physical County Override Search Screen will be displayed.	CLICK “New Search”.
Submit	All data will be saved and the user will be returned to the Physical County Override Search Screen.	CLICK “Submit”.

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***--47 Physical County Payment Share Selection Screen (Continued)**

F Search Contract Screen Error Messages

The following error message may be displayed on the Physical County Override Screen. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
No ARC-CO Contract Found	There are no crops with an ARC-CO election on the farm number or producer that was searched.	Revise search criteria.
Total Contract Base Acres should match Crop Base Acres for XXX(Crop)	The total base acre value loaded for the identified crop does not equal the total base acres for that crop on the farm.	Revise contract base acre values to match the total contract base acres in the farm.
Total Attributed Base Acres should match Crop Attributed Base Acres for XXX (Crop) on Generic Attributed Base Acres screen.	The total base acre value loaded for the identified crop from CARS does not equal the total attributed base acres for that crop on the farm.	Revise generic attributed base acre values to match the total attributed acres for that crop.

G Impact of Contract and CARS Changes to the Physical County Payment Share

If an ARC/PLC contract is canceled in the web application either by the user or because changes in the Farm Records Systems, the physical county waiver designation and details will be removed. Users will need to reload the physical county details if the contract is reapproved and the waiver is still applicable.

For contracts with generic base acres attributed, if a change is made to the farm's FSA-578 in CARS to either remove, add, increase, or decrease the acres of any covered commodity, the physical county waiver for payment shares will be removed. If still applicable the user will need to reload the waiver and record the necessary adjustments to attributed base acres.

If the contract with generic base acres has the generic shares override applied according to paragraph 46, the crops displayed for generic attribution will be based off the loaded generic shares and not the FSA-578 in CARS. If subsequent changes are made to FSA-578 in CARS both the physical county payment shares and generic share override will be removed.**--***

48 (Reserved)

Subsection 5 Additional Information

49 Nationwide Customer Service State and County Selection Screen

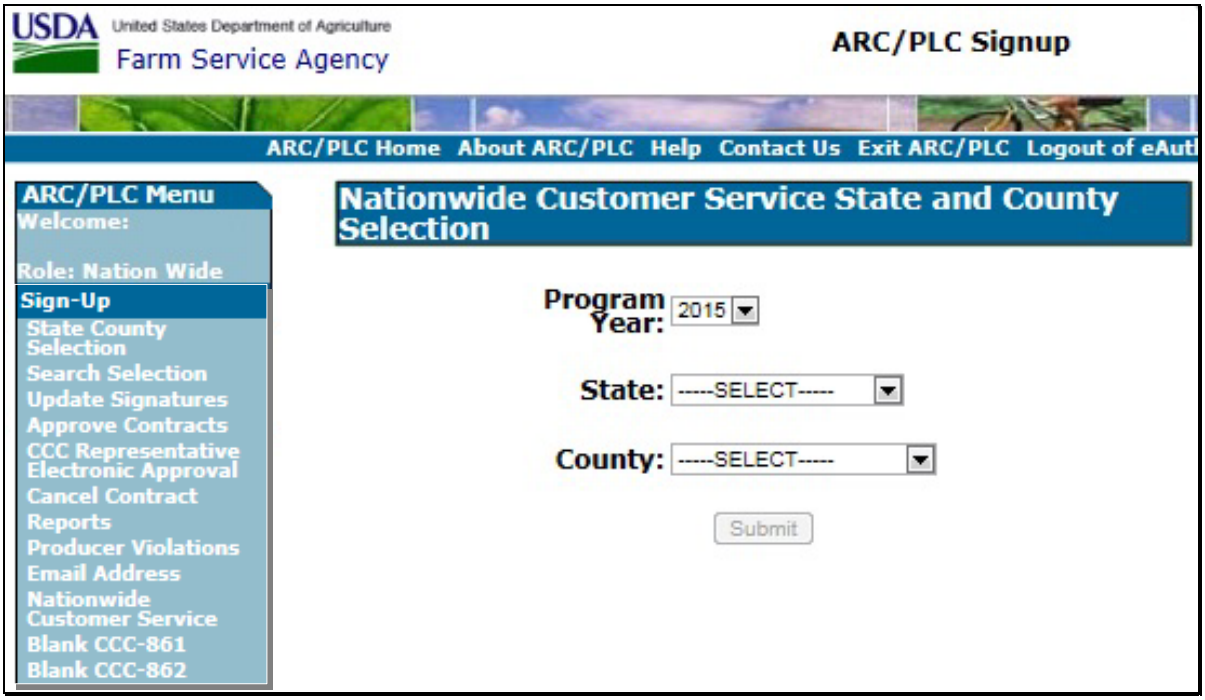
A County Office User Access

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
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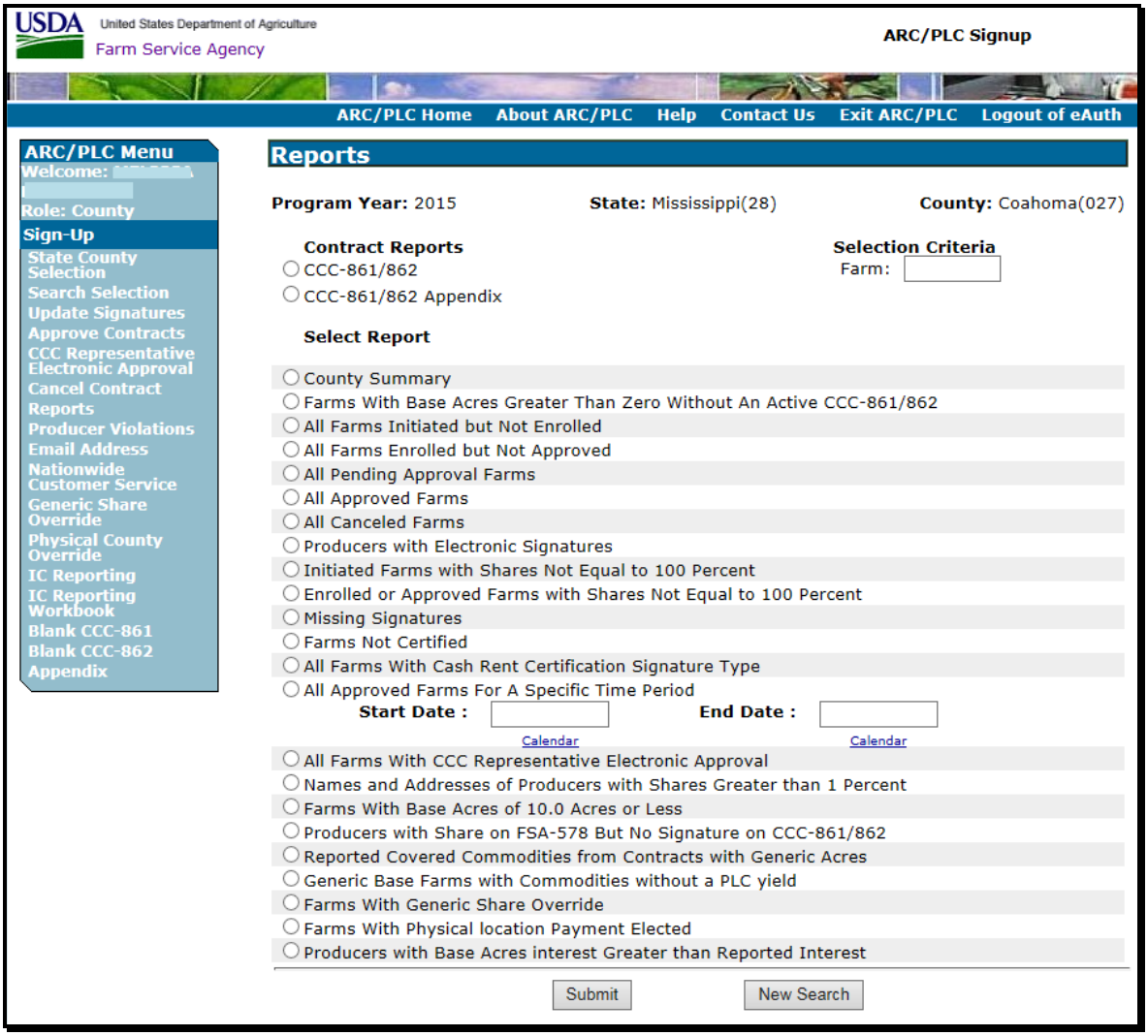

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51 Reports Screen (Continued)

C Report Descriptions and Options

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

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

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

51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

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

51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

Report	Action	Result
Reported Covered Commodities from Contracts with Generic Acres	Select report.	Report will be displayed with 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 be displayed with 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.
*****--Farm With Generic Share Override	Select report.	Report will provide farm numbers for all farms that had a generic share override applied according to paragraph 46.
Farms With Physical Location Payment Elected	Select report.	Report will provide farm numbers for all farms that had a physical location payment elected according to paragraph 47.
Producers With Base Acres Interest Greater Than Reported Interest	Select report.	Report will be displayed with farm number, producer name, contract acres, and reported acres for producers that have a greater share in acres on CCC-681 than share in cropland on FSA-578.--*****
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

52-54 (Reserved)

55 State Office Access to ARCPLC Software

A Requesting Web-Based ARCPLC State Office Administrative Access

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

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

55 State Office Access to ARCPLC Software (Continued)

B Adding DD as a State User

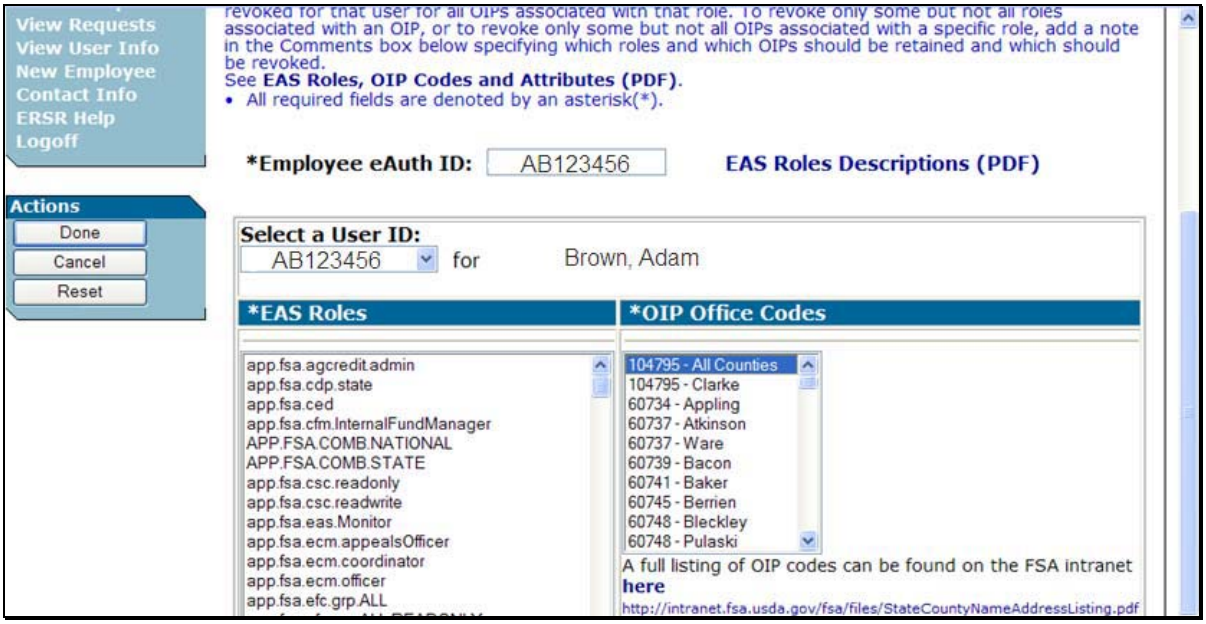
In many States, DD is **not** a "State User" in the ERSR system. For the administrative access granted according to subparagraph A to be valid, each DD **must** be given access by adding the OIP Access Code, "All Counties", to each user's profile in the ERSR system.

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

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

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

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



55 State Office Access to ARCPLC Software (Continued)

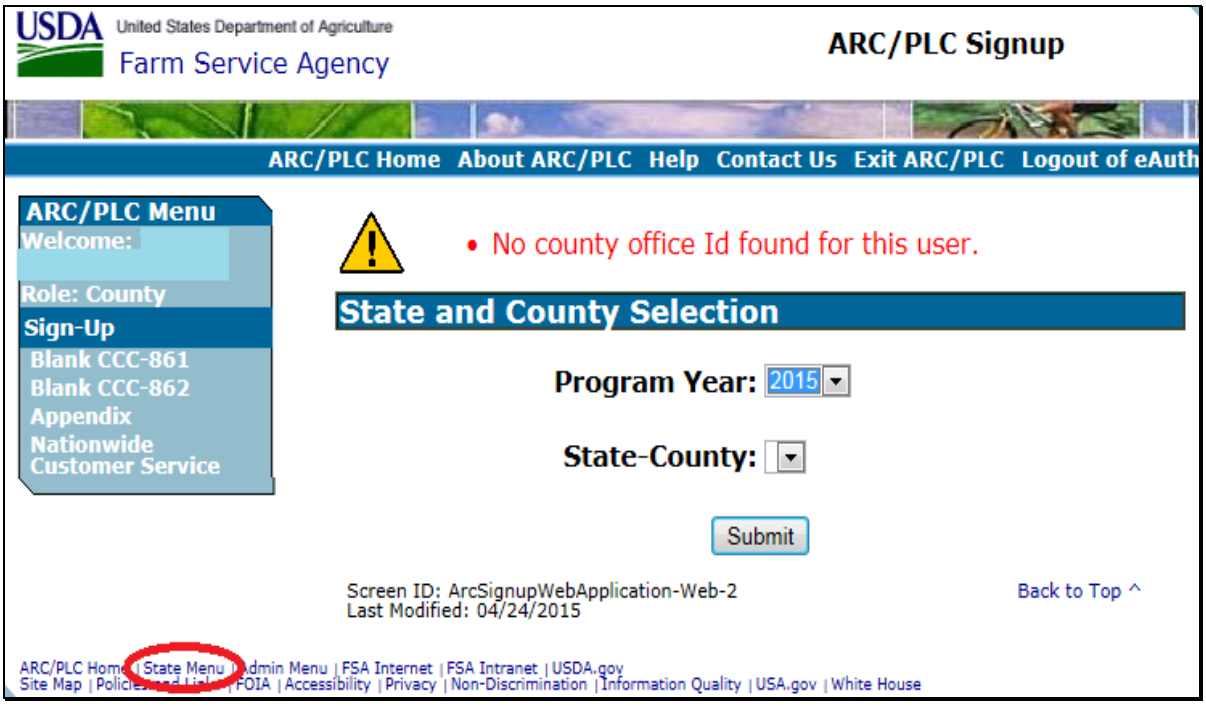
C Accessing ARCPLC Software Overview

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

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

D Example of "State Menu" Selection

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

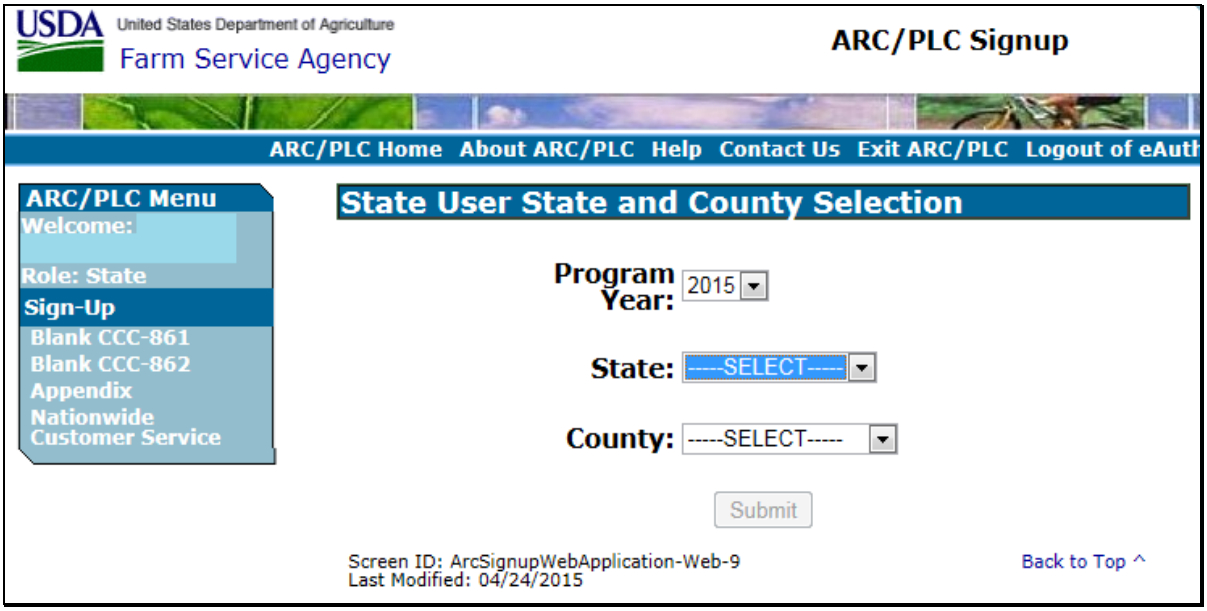


State User State and County Selection Screen will be displayed

55 State Office Access to ARCPLC Software (Continued)

E Example State User State and County Selection Screen

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



F State User State and County Selection Screen Options

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

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

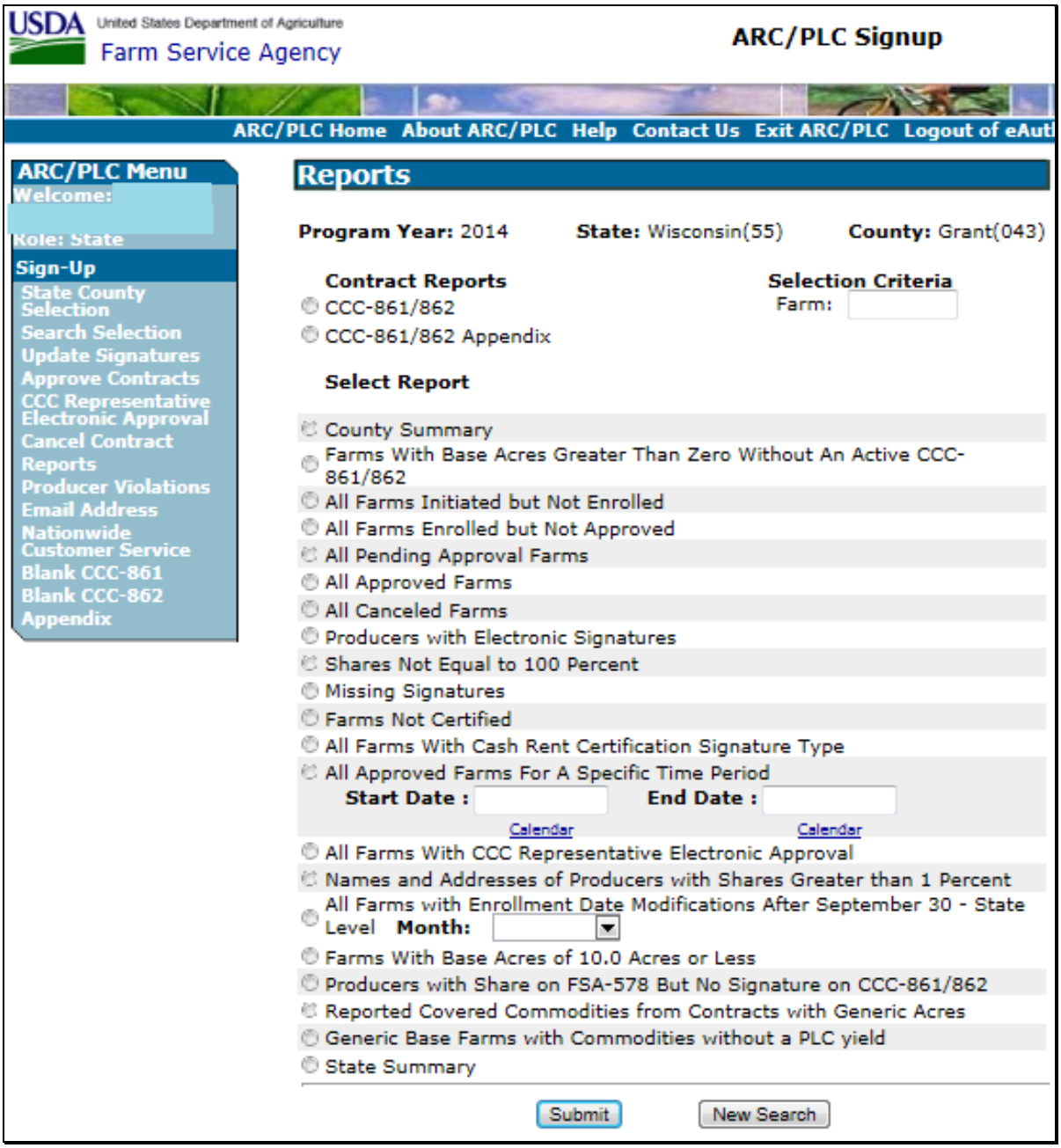
56 State Office Reports Screen

A Overview

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

B Reports Selection Screen

The following is an example of the Reports Screen.



56 State Office Reports Screen (Continued)

C Field Descriptions and Actions

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

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

57 Nationwide Customer Service, for State Office Users

A Overview

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

B Accessing Nationwide Customer Service

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

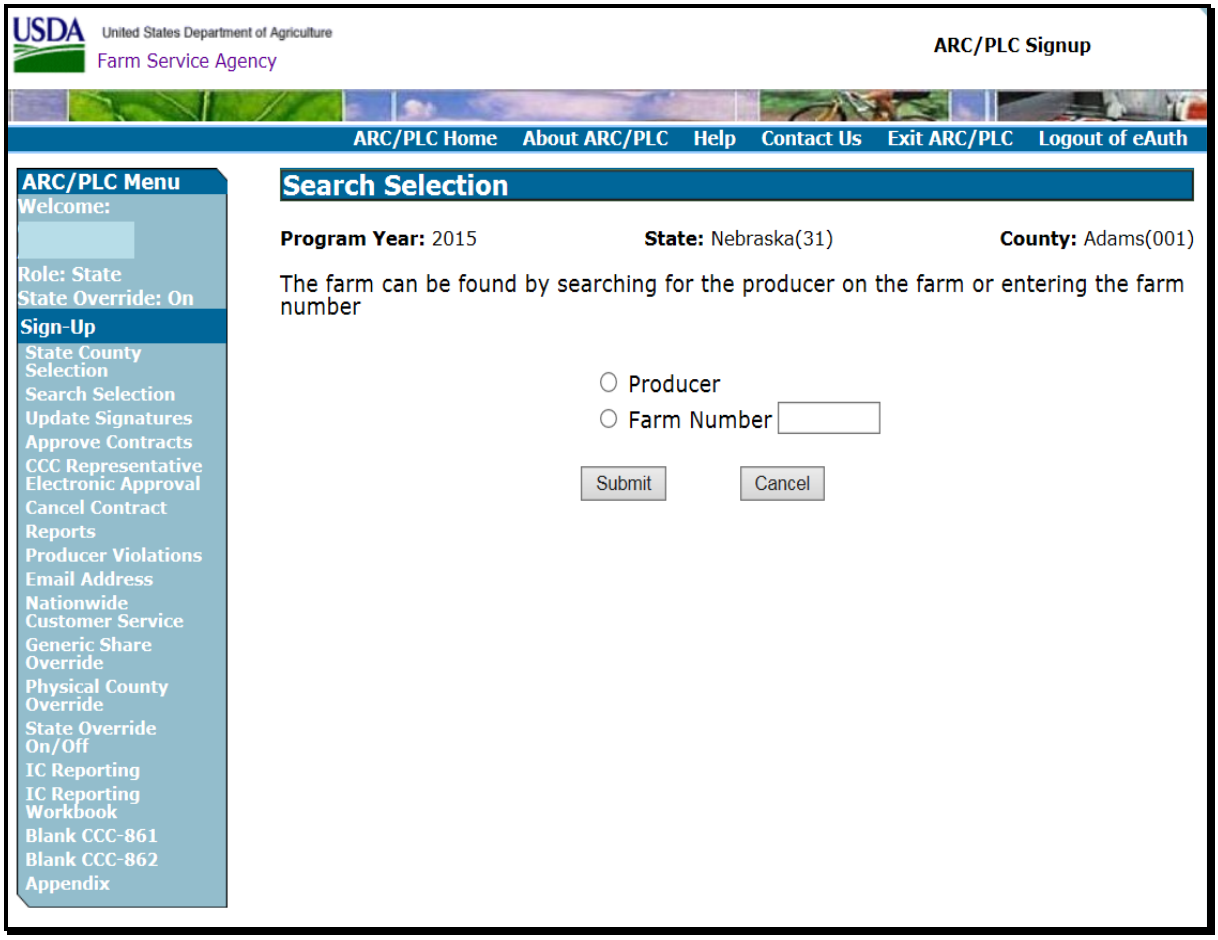
*--58 State Override

A Overview

State Office users have the ability to record contract enrollment dates and approval dates for contracts that are being enrolled with less than 100 percent share. These contracts must meet the exception in 1-ARCPLC, subparagraph 202 C. To record contract enrollment and approval dates of less than 100 percent, from the left navigation menu under “Sign-Up”, CLICK “State Override On/Off”.

B Example of the State Office Search Selection Screen

The following is an example of the State Office Search Selection Screen.



--*

***--58 State Override (Continued)**

C State Office Search Selection Screen Options

Once the State Office user has selected “State Override On/Off” the indicator under the user’s name in the ARC/PLC Menu in the left navigation menu will be updated to display the current status of “On” or “Off”.

With the indicator to “On” users will search for a contract on this screen and record contract enrollment and approval dates according to Section 1, as provided for County Office access.

To record shares of less than 100 percent, State Office users must ensure the following items are correct in the software.

Step	Action
1	Ensure contract shares are loaded for all producers that signed CCC-861.
2	Ensure signature types and dates are loaded for all producers that signed CCC-861.
3	Ensure contract shares are removed for all producers that did not sign CCC-861.
4	If the farm has generic attributed base acres shares, select the applicable refused payment flag for all producers that did not sign the CCC-861.

--*

59-60 (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/online-services/index.--
The Online Services Screen will be displayed.

Producers shall CLICK:

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

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

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

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

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

62 CCC-861 and CCC-862 Appendix

A Overview

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

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

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

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

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

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

11 PROJECTED PRICES AND OTHER RELEVANT MATERIAL

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

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

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Printable Version

Cancel Accept

63 Producer State and County Selection Screen

A Overview

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

B Example of the Producer State and County Selection Screen

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

C Producer State and County Selection Screen Options

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

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

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

64 Farm Selection Screen

A Overview

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

B Example Farm Selection Screen

The following is an example of the Farm Selection Screen.

C Producer Farm Selection Screen Options

The following options are available on the Farm Selection Screen.

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

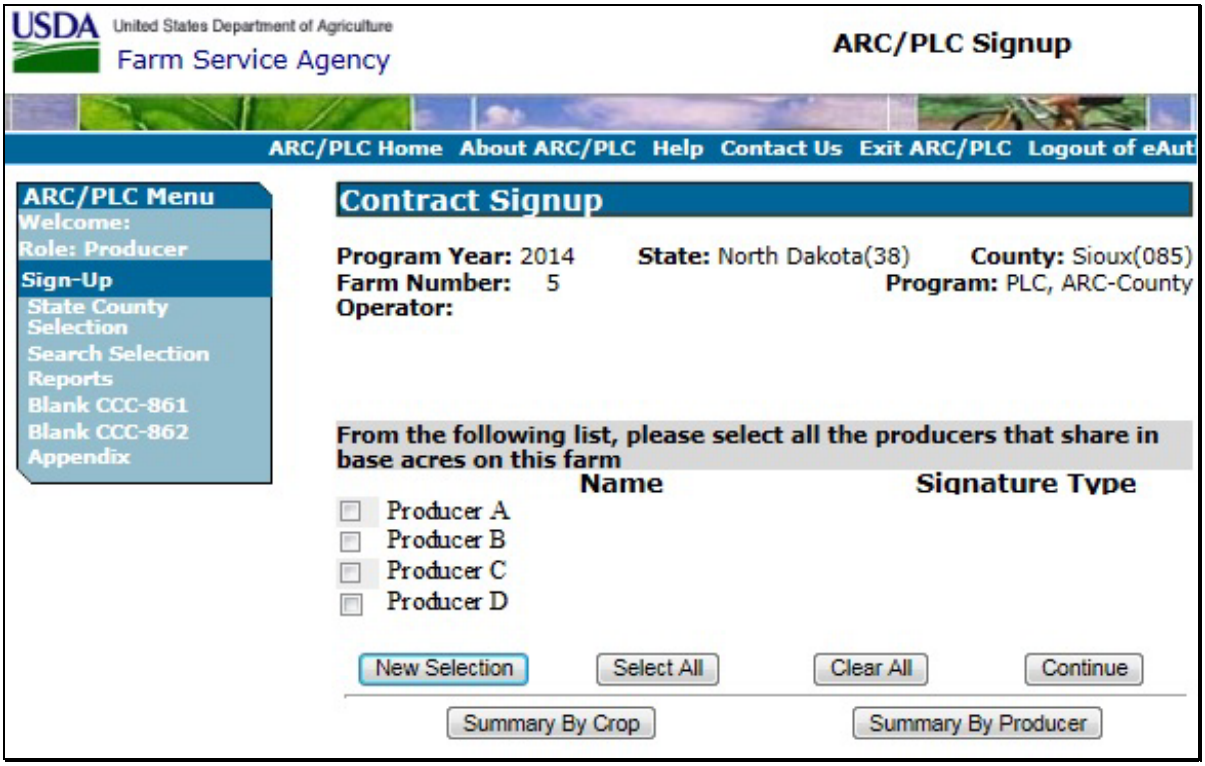
65 Contract Signup Screen

A Overview

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

B Example Contract Signup Screen

The following is an example of the Contract Signup Screen.



65 Contract Signup Screen (Continued)

C Contract Signup Screen Options

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

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

65 Contract Signup Screen (Continued)

C Contract Signup Screen Options (Continued)

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

66-70 (Reserved)

Subsection 2 CCC-861 Software for Producers

71 Individual Producer Screen for CCC-861's

A Overview

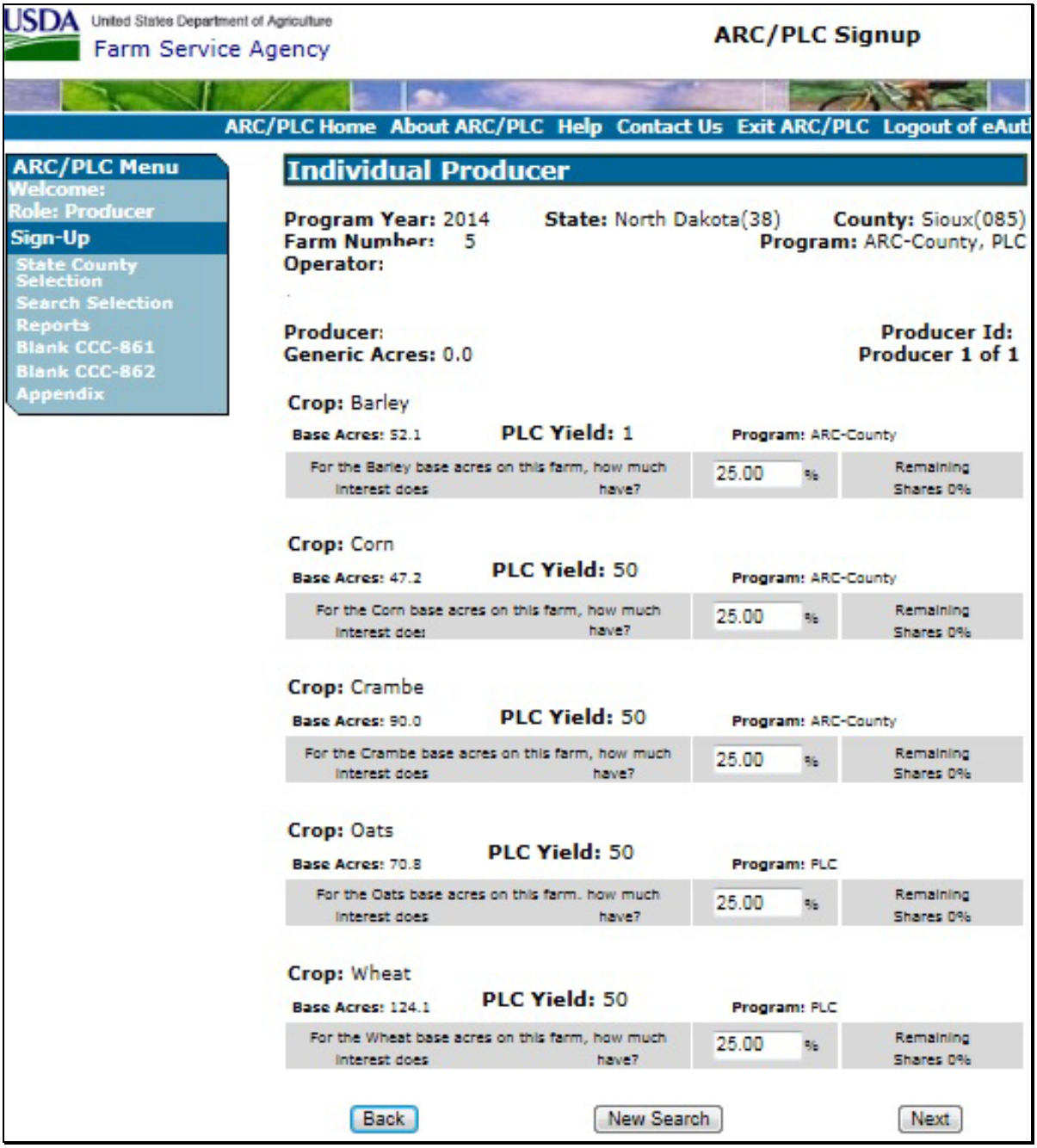
The Individual Producer Screen provides a question and answer method of updating share and payment selection data. This screen will be helpful to producers completing CCC-861's. This screen may be skipped by clicking any of the following on the Contract Signup Screen:

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

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

B Example of the Individual Producer Screen

The following is an example of the Individual Producer Screen



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

C Individual Producer Screen Options

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

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

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

C Individual Producer Screen Options (Continued)

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

72 Summary by Producer Screen

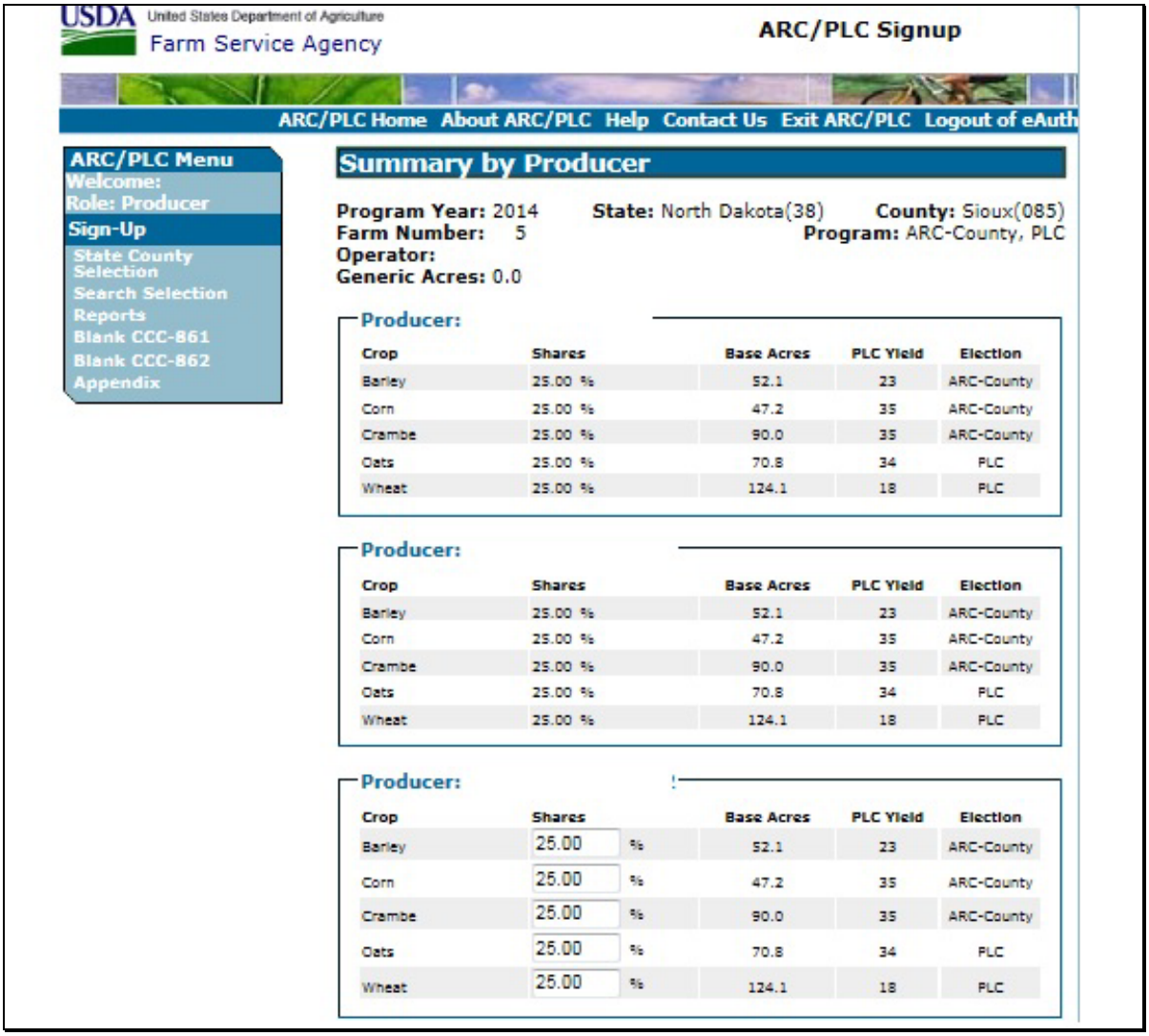
A Overview

The Summary by Producer Screen will be displayed when:

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

B Example of Summary by Producer Screen

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



72 Summary by Producer Screen (Continued)

B Example of the Summary by Producer Screen (Continued)

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

72 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options

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

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

72 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

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

D Generic Only Farms

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

73 Summary by Crop Screen

A Overview

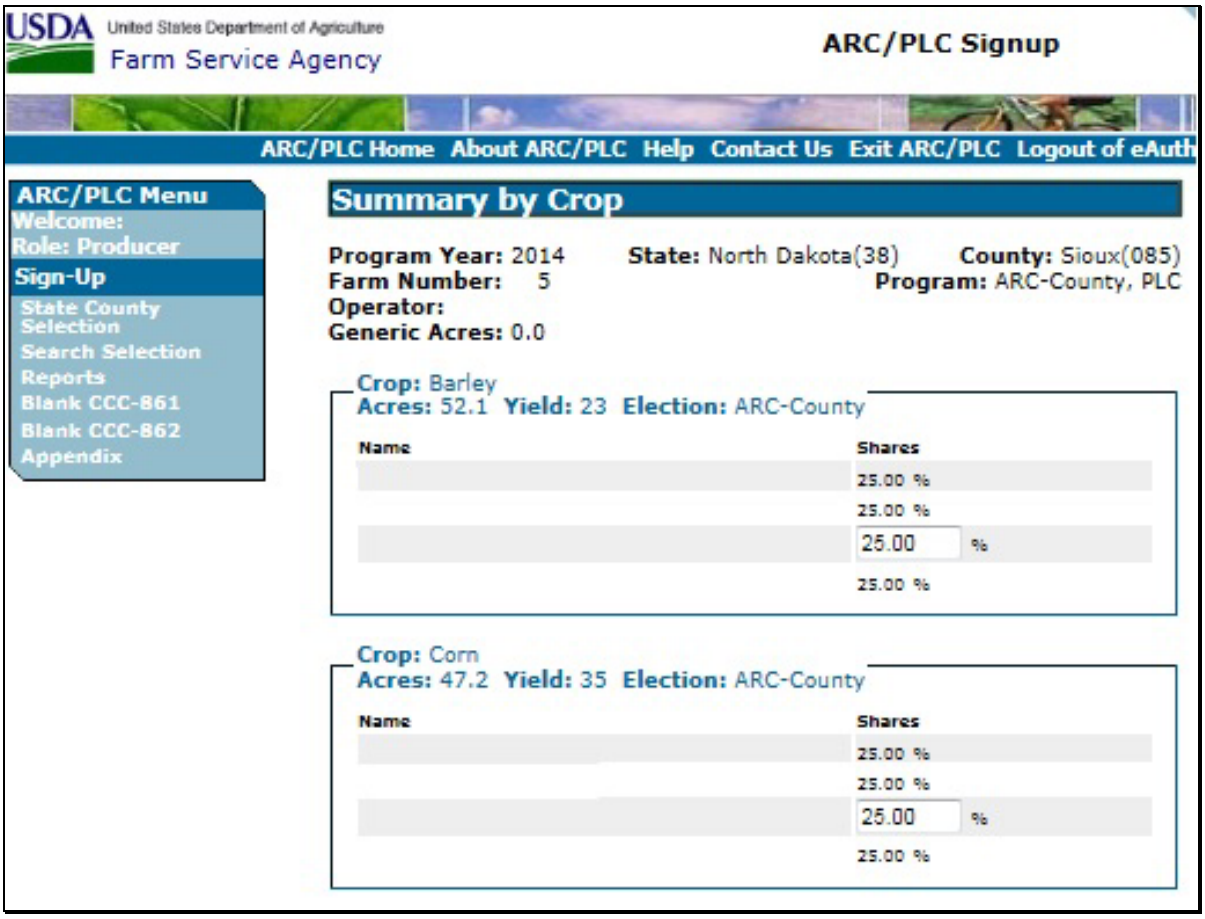
The Summary by Crop Screen will be displayed when users click “Summary By Crop” on either of the following:

- Contract Signup Screen
- Summary by Producer Screen.

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

B Example of Summary by Crop Screen

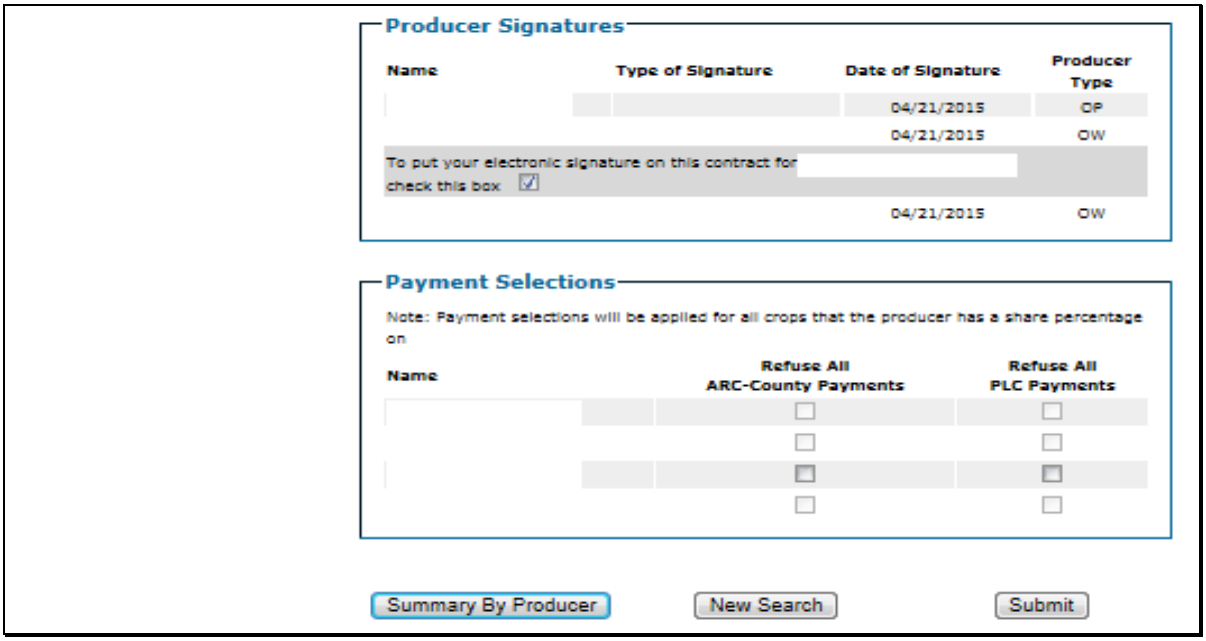
The following is an example of the top of the Summary by Crop Screen.



73 Summary by Crop Screen (Continued)

B Example of the Summary by Crop Screen (Continued)

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



C Summary by Crop Screen Options

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

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

73 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

73 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

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

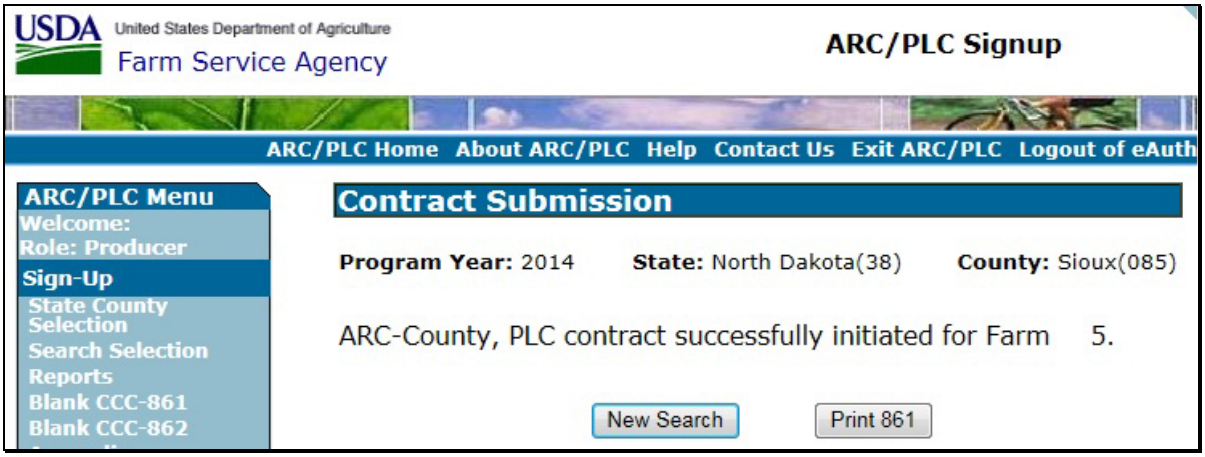
74 Contract Submission Screen

A Overview

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

B Example the Contract Submission Screen

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



C Contract Submission Screen Options

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

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

75-80 (Reserved)

Subsection 3 CCC-862 Software for Producers

81 Individual Producer Screen for CCC-862's

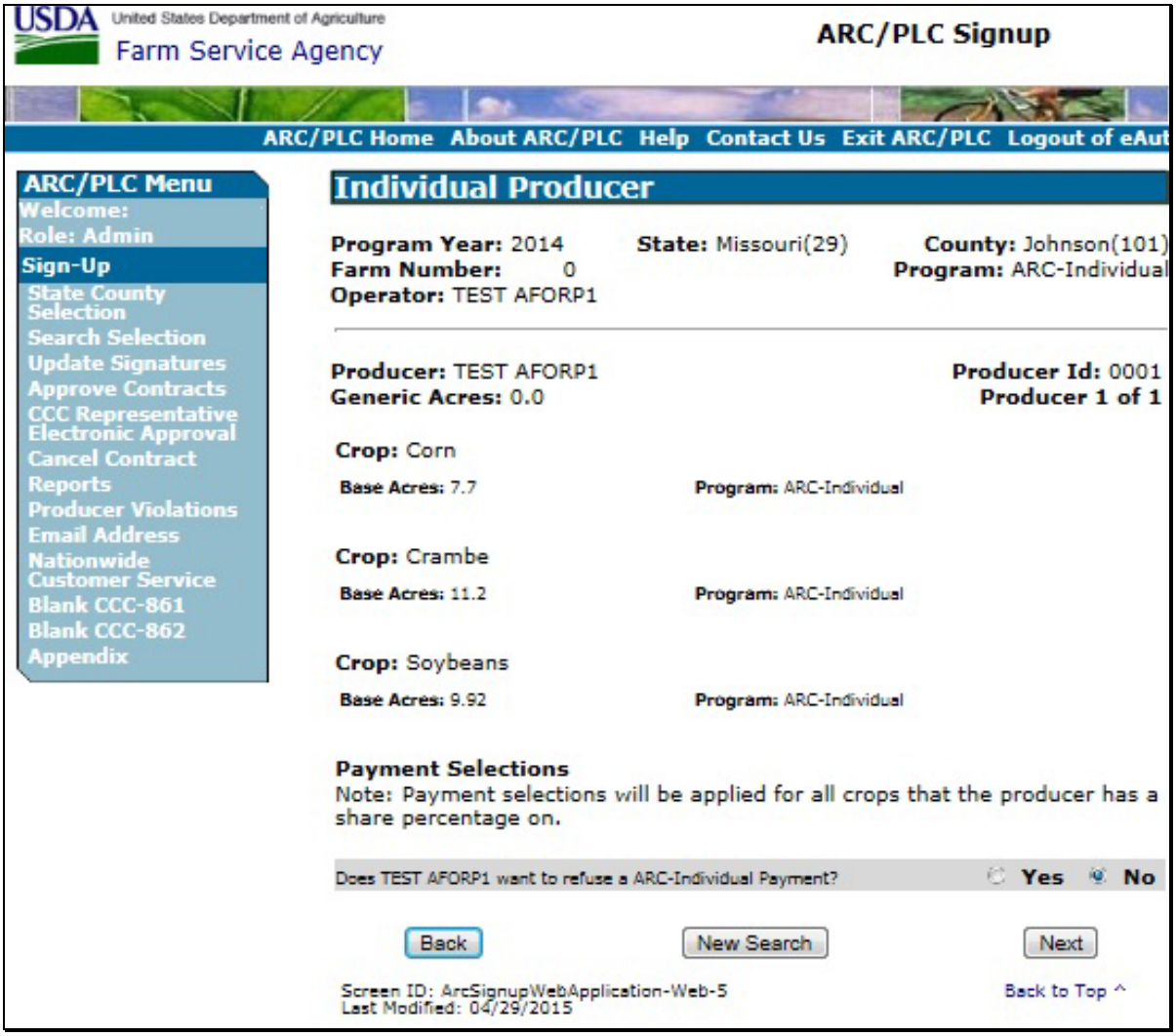
A Overview

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

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

B Example of the Individual Producer Screen

The following is an example of the Individual Producer Screen.



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

C Individual Producer Screen Options

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

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

82 Contract Submission Screen

A Overview

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

B Example of the Contract Submission Screen

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

C Contract Submission Screen Options

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

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

83-90 (Reserved)

Subsection 4 Additional Information

91 Producer Notifications

A Overview

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

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

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

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

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

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

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

92 Producer Reports Screen

A Overview

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

B Example of the Reports Screen

The following is an example of the Reports Screen.

92 Producer Reports Screen (Continued)

C Producer Reports Screen Options

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

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

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
- ***--**when the payment rate is determined and updated in the system.**--***

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
- ***--**payment rate is determined.**--***

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 Report--* 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 Report--*.

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	

***--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 **Note:** See 5-PL for additional information about AGI determinations.	Not Filed	No	1/ If an IRS determination has: • **not** been returned, then the payment process will use the producer certification value • been returned, then the payment process will use the IRS returned value. 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	

--*

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:
	• member contribution value
	• substantive change value
	• members and member's share of the following:
	  • entities
	  • general partnerships
	  • 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. • Determined overpayment amount may be provided to NRRS.	NPS or NRRS

--*

***--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.

--*

*--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

--*

***--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 **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: • gross payment amount • program specific reductions • 1 reason, if producer is ineligible because of subsidiary eligibility provisions.
7	Direct attribution will determine the following: • reduction amounts • payment limitation availability • net payment or overpayment amount • 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.

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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. • Payments will be sent to NPS for certification and signature. • 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 Report. If a condition causing the producer to be on the Nonpayment Report 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 **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.--*

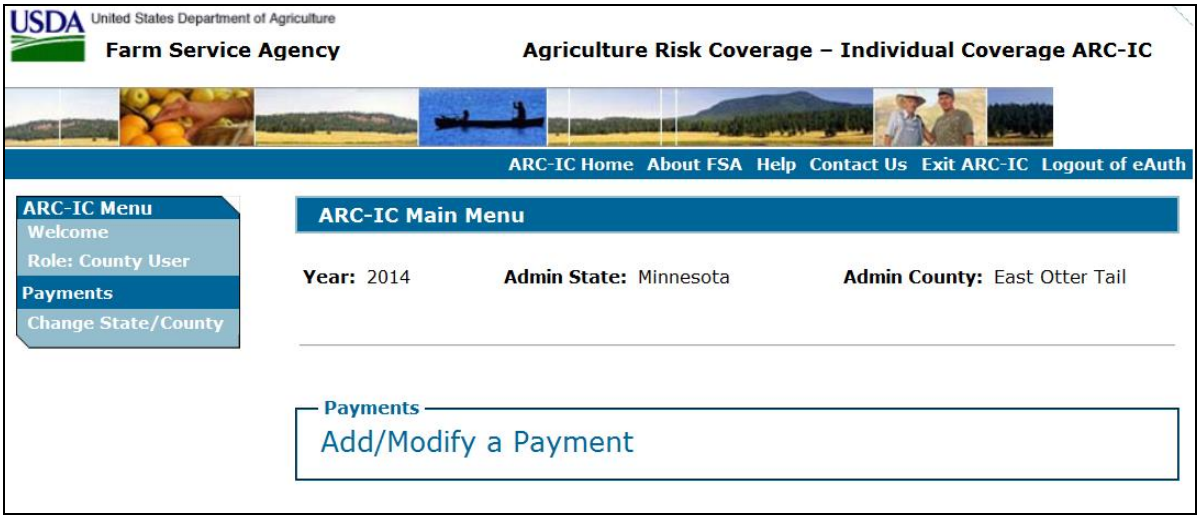
*--264 ARC-IC Main Menu

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. **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. **Note:** Users can populate the table with crops and payment amounts by either of the following: • selecting and adding all crops and then entering the payment amounts for the applicable crops • 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. After all crops and payment amounts have been entered, CLICK "Submit" to continue with the process. **Notes:** See paragraph 266 for additional information. 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. **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)

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. After all payment amounts have been modified, CLICK "Submit" to continue with the process. **Notes:** See paragraph 266 for additional information. 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. **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.

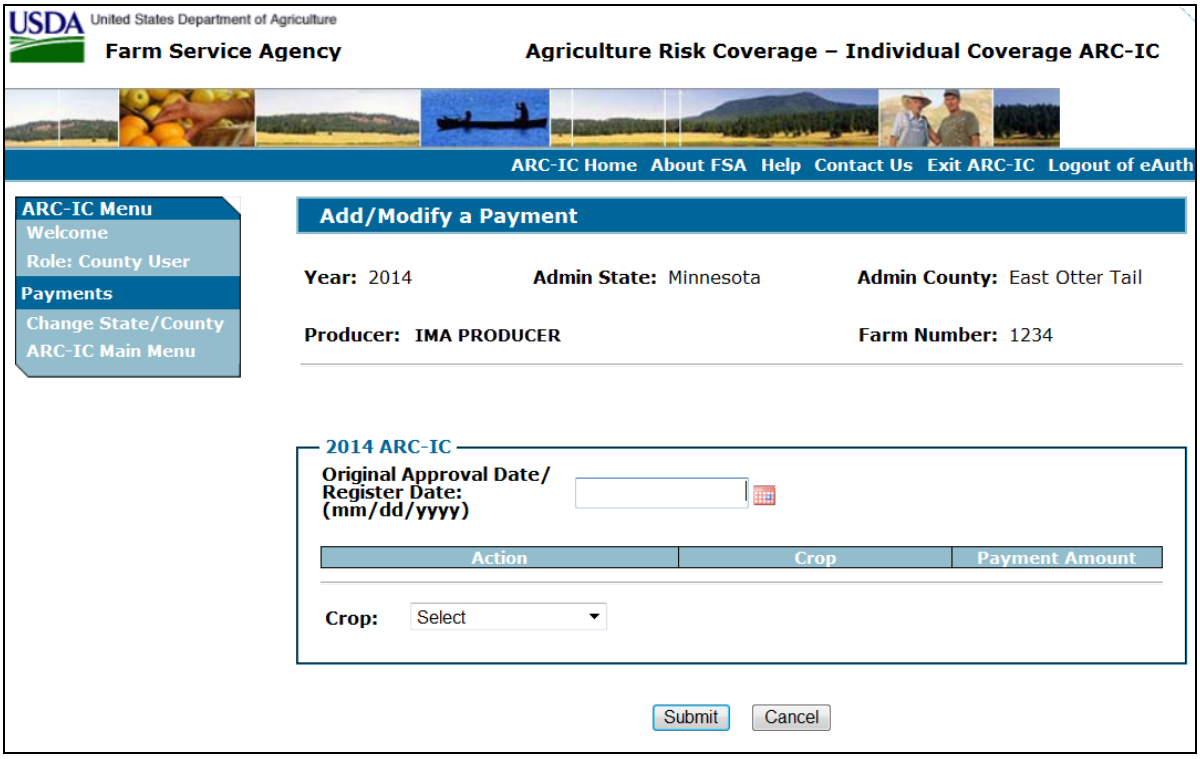
IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN…
modified to an amount greater than zero	**not** sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	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: • **not** certified • certified, but **not** signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, if all eligibility requirements are met.
changed to zero	**not** sent to NPS because of a nonpayment condition		• payment amounts will be zero • system will retrigger the payment to reprocess to determine whether the producer is overpaid • 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: • **not** certified • 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.

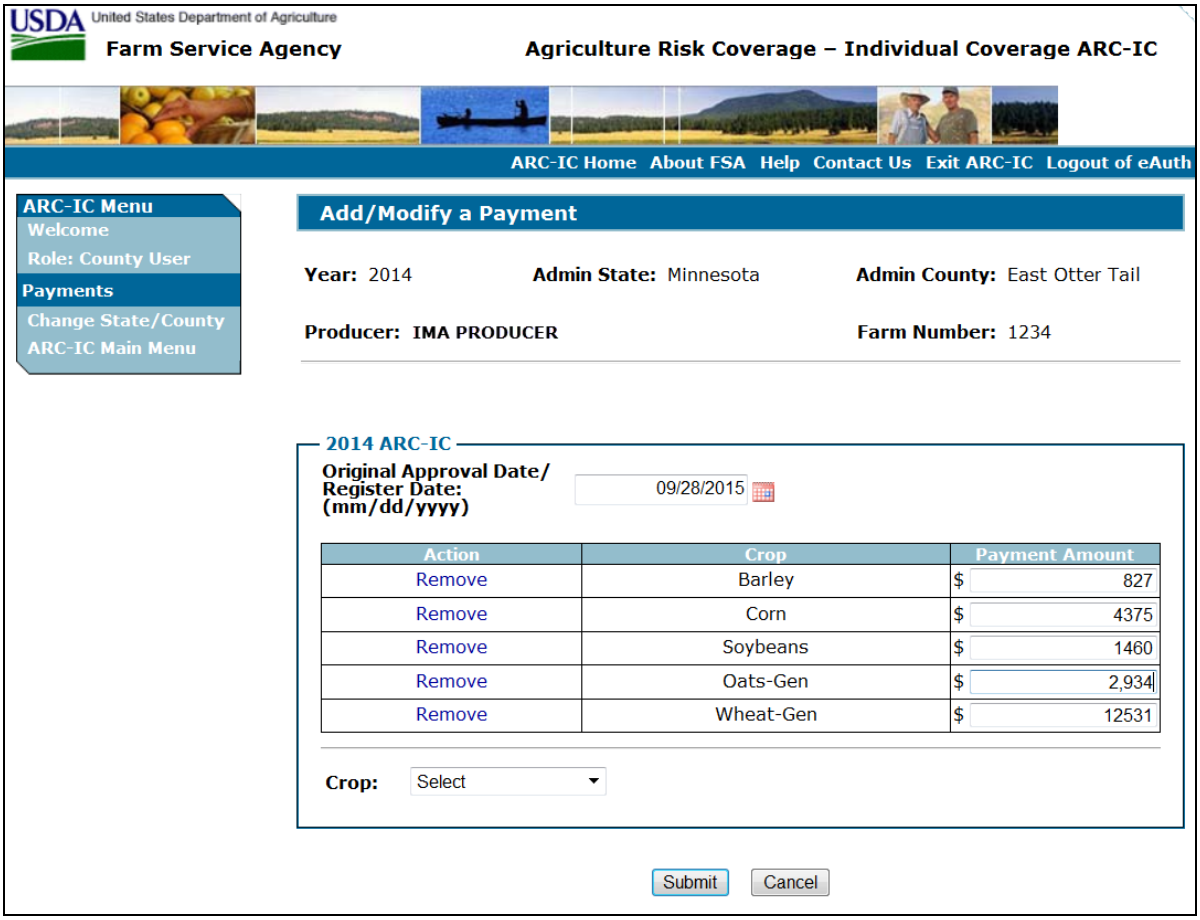


--*

*--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.



--*

*--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. **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.

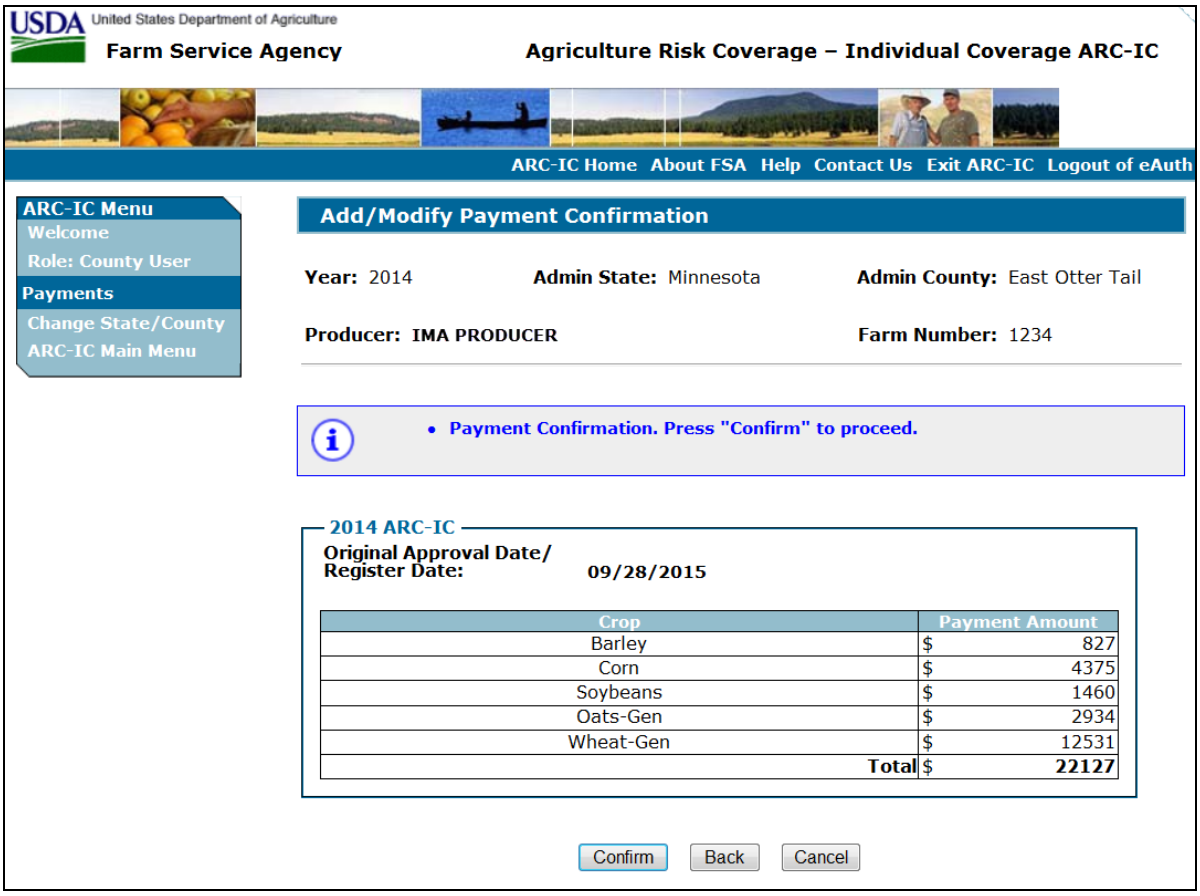
Error Message	Description of Problem	Corrective Action
Payment Amount is empty or not numeric for the crop: "crop name".	• An amount must be entered in each payment amount field. • Amounts entered include dollar signs or commas. **Note:** After the initial payment information has been entered and confirmed, 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. 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.

--*

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

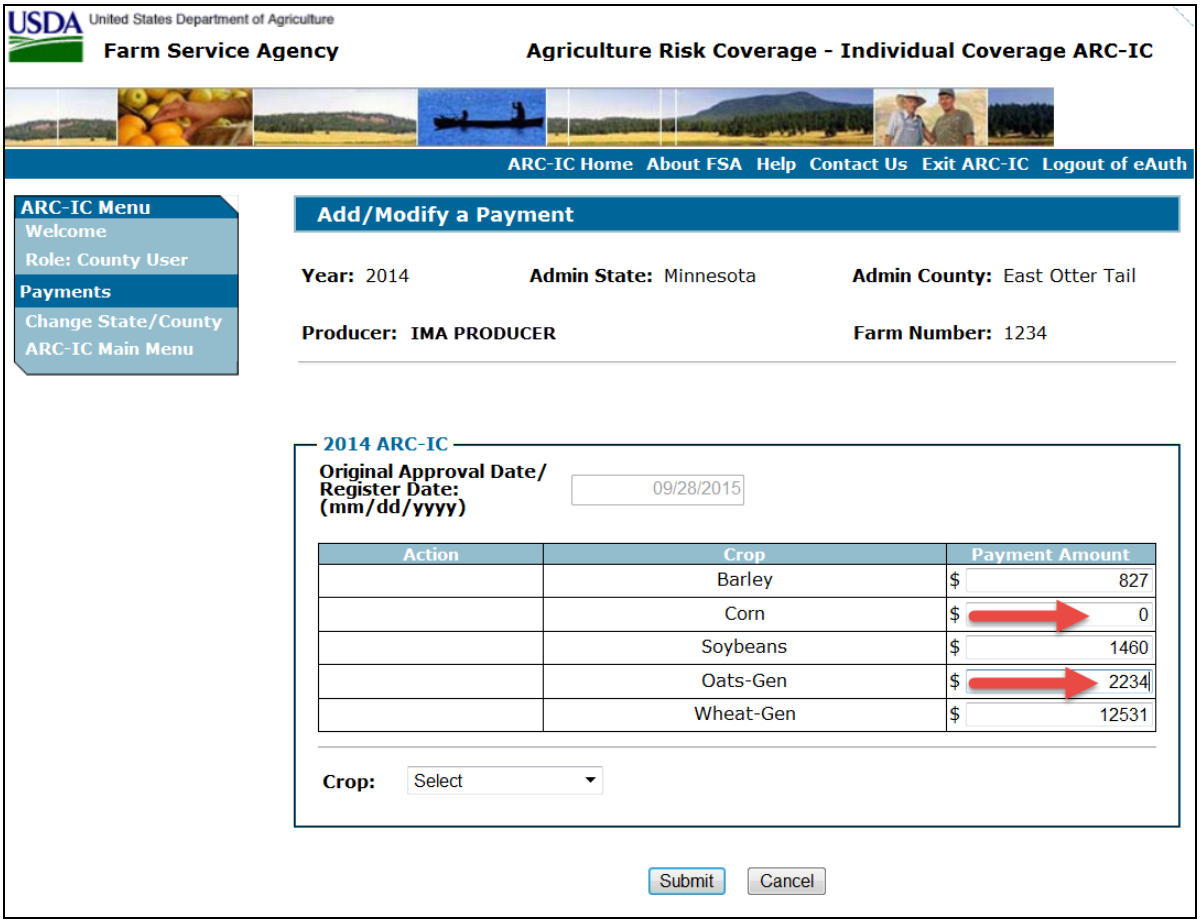
K Add/Modify a Payment Page

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.



--*

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 **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. **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. **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. **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. **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.

--*

281 Estimated Calculated Payment Report (Continued)

E ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report-*--Physical County Override Does Not Apply

The following ARC-CO information will be displayed and/or printed on the Estimated Calculated Payment Report when the physical county override does **not** apply.**--***

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 generated.
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 applicable 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**--***	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: • average benchmark yield, times • average benchmark price
Guarantee	Guarantee is determined by multiplying the following: • benchmark county revenue, times • 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:
	• higher of either of the following:
	  • marketing year average price
	  • national loan rate, times
	• county actual yield.

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: • guarantee, minus • actual crop revenue. **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: • benchmark revenue, times • 10 percent.
Base Acres	Base acres for the crop from CCC-861.
Payment Acres	Payment acres are determined by multiplying the following: • base acres, times • 85 percent.
FAV Reduction Acres	FAV reduction acres from the FAV system.
Net Payment Acres	Net payment acres are determined by subtracting the following: • payment acres, minus • 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: • revenue shortfall • 10 percent CAP. ***--Note:** Footnote 1 may 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: • net payment acres, times • producer share, times • payment rate. **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.

281 Estimated Calculated Payment Report (Continued)

*--F ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report – Physical County Override Applies

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

Important Notes: If any physical State/county has HIP then there will be one "crop" calculation that "blends" the calculation for the crop HIP and also if crop generic base acres have been attributed. There will be 1 payment calculation for the "crop".

If the situation described above applies, and the shares are different between the crop base acres on the contract and the generic attributed base acres for the crop then there will be 2 separate calculations when the base acre calculation is reached.

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, "Agricultural Risk Coverage Program".
Program Type	Program type "ARC-CO".
Date	Date the Estimated Calculated Payment Report was generated.
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 applicable cropland has been reported and certified.
Farm Number	Farm number from CCC-861.
Producer Name	Name of the producer associated with the selection.
Crop Name	Name of the crop from CCC-861.
Physical State	Physical State from CCC-861.
Physical County	Physical county from CCC-861.
Average Benchmark Revenue	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: • average benchmark yield, times • average benchmark price.
Base Acres	Base acres for the crop for the physical State/county.

--*

281 Estimated Calculated Payment Report (Continued)

*--F ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report – Physical County Override Applies (Continued)

Field	Description
Physical Benchmark County Revenue	Physical benchmark county revenue is determined by multiplying the following: • benchmark county revenue, times • base acres for the crop for the physical State/county.
Guarantee	Guarantee is determined by multiplying the following: • benchmark county revenue, times • 86 percent.
County Guarantee	County guarantee is determined by multiplying the following: • guarantee, times • base acres for the crop for the physical State/county.
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:
	
	• higher of **either** of the following:
	
	  • marketing year average price
	  • national loan rate, times
	
	• county actual yield.

Actual Crop County Revenue	Determine the actual crop revenue for the physical State/county by multiplying the following for the commodity:
	
	• physical State/county actual yield, times
	
	• higher of **either** of the following:
	
	  • marketing year average price
	  • national loan rate, times
	
	• base acres for the commodity for that physical State/county.

--*

281 Estimated Calculated Payment Report (Continued)

*--F ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report – Physical County Override Applies (Continued)

Field	Description
Weighted Average Benchmark Revenue	Determine the weighted average benchmark revenue by dividing the following for the commodity: • total of physical benchmark county revenue for all physical State/counties for the crop, divided by • total base acres for the crop.
Weighted Guarantee	Determine the weighted guarantee by dividing the following for the commodity: • total of county guarantee for all physical State/counties for the crop, divided by • total base acres for the crop.
Weighted Actual Crop Revenue	Determine the weighted actual crop revenue by dividing the following for the commodity: • total of actual crop county revenue for all physical State/counties for the crop, divided by • total base acres for the crop.
Revenue Shortfall	Revenue shortfall is determined by subtracting the following: • weighted guarantee, minus • weighted actual crop revenue
10% CAP	10 percent CAP is determined by multiplying the following: • weighted average benchmark review, times • 10 percent
Base Acres	Total base acres for the crop from CCC-861.
Payment Acres	Payment acres are determined by multiplying the following: • base acres, times • 85 percent.

--*

281 Estimated Calculated Payment Report (Continued)

*--F ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report – Physical County Override Applies (Continued)

Field	Description
FAV Reduction Acres	FAV reduction acres from the FAV system.
Net Payment Acres	Net payment acres are determined by subtracting the following: • payment acres, minus • 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: • revenue shortfall • 10 percent CAP. **Note:** Footnote 1 may 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: • net payment acres, times • producer share, times • payment rate. **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.

--*

281 Estimated Calculated Payment Report (Continued)

G 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 generated.
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 applicable 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**--***	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: • base acres, times • 85 percent.
FAV Reduction Acres	FAV reduction acres from the FAV system.
Net Payment Acres	Net payment acres are determined by subtracting the following: • payment acres, minus • FAV reduction acres.
Payment Yield	Payment yield from CCC-861.
Producer Share	Producer share from CCC-861.
Reference Price	Program Load Table.

281 Estimated Calculated Payment Report (Continued)

G 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: • marketing year average price • national loan rate.
Payment Rate	Payment rate is determined by subtracting the following: • reference price, minus • effective price. **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: • net payment acres, times • yield, times • producer share, times • payment rate. **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.

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: • an entity or joint operation where amounts were attributed to members • 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: • payment • receivable • 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.

--*

*--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: • an entity or joint operation where amounts were attributed to members • 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: • payment • receivable • 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.

--*

*--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: • an entity or joint operation where amounts were attributed to members • 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: • payment • receivable • 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.

--*

*--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
	Farm Selection Screen	15, 64
	Nationwide Customer Service State and County Selection Screen	49
	Producer State and County Selection Screen	63
	Producer Violations Screen	42
	Reports Screen	51, 56, 92
	SCIMS Customer Search Page	14
	Search Selection Screen	13
	State and County Selection Screen	55
	Summary By Crop Screen	23, 73
	Summary By Producer Screen	22, 72
	Updating Signature(s) Screen	43
ArcSignupWeb Application-Web-2	State and County Selection Screen	12
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