FSA HANDBOOK

Assistance for Specialty Crop Farmers Program Automation

For State and County Offices

SHORT REFERENCE

2-ASCF

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

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Assistance for Specialty Crop Farmers Program Automation 2-ASCF	**Amendment 1**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide automation instructions and procedures for administering the Assistance for Specialty Crop Farmers (ASCF) Program.

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Part 6 Reports

Section 1 Application Reports

Section 2 Payment Reports

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Exhibits

Part 1 General Information

1 Basic Provisions

A Purpose

This handbook contains instructions for using web-based software to administer the Assistance for Specialty Crop Farmers (ASCF) Program.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook.

C Related FSA Handbooks

The following FSA handbooks are related to ASCF.

IF the area of concern is about…	THEN see…
audits and investigations	9-AO.
program appeals	1-APP.
records management	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
common payment provisions	9-CM.
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payment eligibility determinations and AGI	6-PL.
receipt for service	1-RFS.

2 Responsibilities

A Background

The responsibilities for ASCF functions described in this paragraph are in addition to the responsibilities in 1-ASCF.

B Office Responsibilities

The following table describes the responsibilities of each office for ASCF activity.

Office	Responsibilities
PDD	Implement web-based processes to support ASCF functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide: • application training to County Offices • procedural assistance to County Offices on data entry requirements and software operations.
FPAC Business Center, ISD	Develop software and provide technical assistance to PDD.

3 Submitting ASCF Software Issues

A Overview

County Offices will report issues to their State Office specialist. If the specialist is unable to resolve the issue, the State Office specialist should submit the issue to the PDD Software Issues SharePoint Site.

Follow this navigation path to reach the PDD Software Issues SharePoint site "FSA Applications > Employee Central > DAFP > PDD > Farm Programs Software Issues > FBA & ASCF".

Note: The PDD Software Issues SharePoint site is **only** for State Office specialists and the National Office. County Offices **must not** request access.

B Providing State Office Access to the PDD Software Issues SharePoint Site

State Office specialists can request access through the SharePoint site.

4-10 (Reserved)

Part 2 Accessing Software

11 Accessing ASCF Software

A Overview

ASCF functions:

- are within a web-based software
- can be accessed by FSA employees and by applicants with Level II eAuthentication certification for Login.gov.

B Security Roles

The following are security roles.

- County Office employees with authorized access will be able to create and modify applications nationwide; however, COC adjustments and determinations for applications can only be recorded by employees associated with the applicant's recording state and county.
- State Office employees with authorization will have full access to all applications within their state. State Office users are able to complete SED Designee Reviews within the system according to 1-ASCF. Although designated State Office users can edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software because State Office users have full County Office functionality. If access was not granted during initial release of software, an FSA-13A may need to be submitted for the employee.
- National Office employees with authorized access will have full access to all applications nationwide. If access was not granted during initial release of software, an FSA-13A may need to be submitted for the employee.

C Accessing the ASCF System

This table provides steps to access the ASCF System.

Step	Action
1	Access the FSA Intranet, FSA Applications Page at https://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under "FSA Applications", "Applications Directory", CLICK "A-C".
3	CLICK "ASCF – Assistance for Specialty Crop Farmers Program".
4	The ASCF Home Screen will be displayed.

12-20 (Reserved)

Part 3 Assistance for Specialty Crop Farmers Program (ASCF)

21 ASCF Home Screen

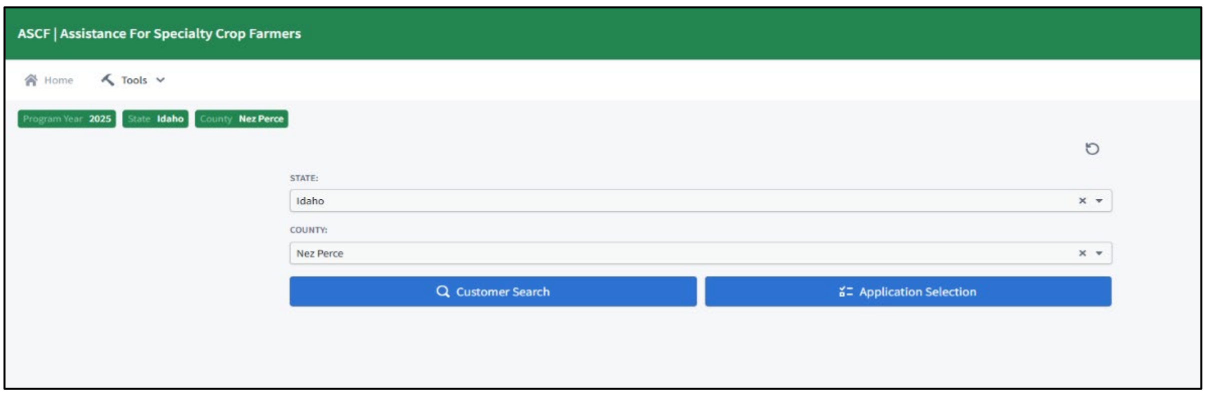
A Overview

The ASCF Home Screen allows users to select the applicable state and county. The system will default to the user's assigned state and county. If the user is assigned to multiple County Offices, the software will default to the state and county with the lowest state and county code first.

The program year will automatically populate with 2025.

B Example of ASCF Home Screen

The following is an example of the ASCF Home Screen.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF Home Screen.

Field/Button	Description/Action
State/County	Select the applicable state and county from the drop-down menu.
Customer Search	Initiates a customer search. This option allows users to select a customer and navigate directly into their application. **Note:** Nationwide customer service is available for ASCF.
Application Selection	Displays all applications in the selected State and county. **Note:** A state and county must be selected before displaying the application selection screen.

22 ASCF Application Selection Screen

A Overview

The ASCF Application Selection Screen displays all applications entered in the system and allows users to add or edit applications.

A state and county must be selected before the Customer Search and Application Selection buttons are enabled.

B Example of ASCF Application Selection Screen

The followng is an example of the ASCF Application Selection Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF Application Selection Screen.

Field	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State name selected from the Home Screen.
County	Displays the county name selected from the Home Screen.
Application ID	Displays the system-generated application number for an applicant. Users can sort, filter, and search the application ID by hovering the mouse over “Application ID” and then clicking the “▼” drop-down arrow to open a sort, filter, and search drop-down menu.
Applicant Name	Displays by the last name or business name of the applicant. Users can sort, filter, and search the applicant name by hovering the mouse over “Applicant Name” and then clicking the “▼” drop-down arrow to open a sort, filter, and search drop-down menu.

22 ASCF Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="12">Application Status</td><td>Status</td><td>Description</td></tr>
<tr><td>Not Started</td><td>Application has been pre-loaded but has not yet been edited.</td></tr>
<tr><td>Initiated</td><td>Application has been created and data may have been entered, but applicant signatures have not been recorded.</td></tr>
<tr><td>Enrolled</td><td>Application has been created and the applicant signature, date, and method of signature have been recorded. A COC approval has not yet been recorded.</td></tr>
<tr><td>Approved</td><td>The COC determination is “Approved”, and the date has been recorded on the Summary Screen.</td></tr>
<tr><td>Disapproved</td><td>The COC determination is “Disapproved”, and the date has been recorded on the Summary Screen.</td></tr>
<tr><td>Pending Review</td><td>Application has acreage changes that require State Office Designee review before the application can be approved.</td></tr>
<tr><td>Reviewed</td><td>The State Office Designee has reviewed the application, entered a date, and provided a concurrence decision.</td></tr>
<tr><td>Suspended</td><td>The application has been suspended because the recording county has changed, a customer merge occurred and was the losing record, or the record has been made inactive.

• If a recording county has changed, County Offices must report it to their State Office. State Offices must report it to the National Office SharePoint Issues site for the National Office to reinitiate the application.

• County Offices must resolve the customer issue and then contact the State Office specialist for further assistance.

• County Offices must ensure applications are tied to an active record to be approved.</td></tr>
<tr><td>Pending Obligation</td><td>The COC date has been recorded, determination is “Approved”, and an obligation is now pending obligation.</td></tr>
<tr><td>De-obligated</td><td>The application has been de-obligated and can only be modified by a National Office administrative user.</td></tr>
<tr><td>Cancelled</td><td>Application has been cancelled. Only the National Office can reactivate a cancelled contract.</td></tr>
</table>

22 ASCF Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	
	Status	**Description**
COC Determination Status	Not Started	COC has not acted on the application.
	Approved	COC has approved the application.
	Disapproved	COC has disapproved the application.
COC Obligation Status	Approved	Obligation has been recorded in the Common Obligation Framework and passed to the payment system for processing.
	Failed	Obligation has failed. Application may require 1 or both of the following: • reprocessing through the Common Payment System • contact users State Office.
	Rejected	Rare occurrence. Click on the hyperlink to research and then forward the error message to the State Office.

The following buttons become available on the ASCF Application Selection Screen when an applicant is selected from the application selection list.

Button	Description
Edit Application	Takes user to the selected applicant's application and displays the Applicant Eligible Reported Specialty Crops and Acres Screen.
View ECPR	Displays a PDF version of the ECPR.
View Form	Displays the selected applicant's CCC-556.
Cancel Application	Opens a pop-up box where the user can confirm if they want to cancel the application for the selected applicant or go back without cancelling. Only the National Office can reinstate a canceled application.

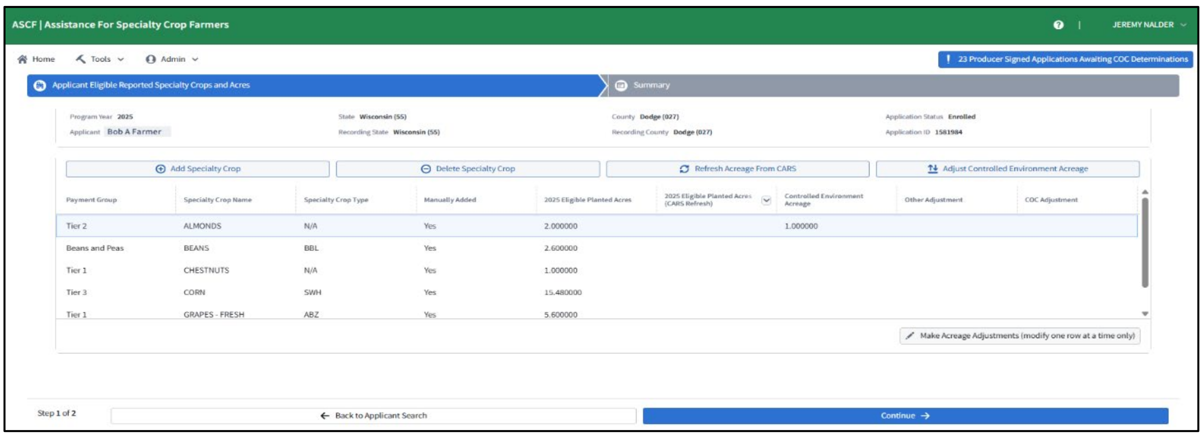
23 ASCF Applicant Eligible Reported Specialty Crops and Acres Screen

A Overview

The ASCF Applicant Eligible Reported Specialty Crops and Acres Screen allows users to view the Specialty Crops reported, manually add or delete a Specialty Crop, refresh acreage, adjust controlled environment acreage, and enter applicable COC adjustments and "Other Adjustments".

B Example of ASCF Applicant Eligible Reported Specialty Crops and Acres

The following is an example of the ASCF Applicant Eligible Reported Specialty Crops and Acres Screen.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF Applicant Eligible Reported Specialty Crops and Acres Screen.

Field	Description/Action
Program Year	Displays the program year of the program.
State	Displays the state name selected from the Home Screen.
County	Displays the county name selected from the Home Screen.
Application Status	Displays the application status.
Applicant	Displays the name of the applicant.
Recording State	Displays the recording state of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system-generated application number for a producer.
Payment Group	Displays the system generated payment group applicable to the specialty crop.
Specialty Crop Name	Displays the name of the specialty crop.

23 ASCF Applicant Eligible Reported Specialty Crops and Acres Screen (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the ASCF Applicant Eligible Reported Specialty Crops and Acres Screen.

Field	Description/Action
Specialty Crop Type	Displays the specialty crop type.
Manually Added	Identifies if the specialty crop was manually added.
2025 Eligible Planted Acres	Displays the planted acres from acreage reporting or manually added. This is the total acres by crop, adjusted for share for the applicant on all farms nationwide associated to that applicant.
2025 Eligible Planted Acres (CARS Refresh)	Displays the system-generated planted acres after using the Refresh Acreage from CARS button.
Controlled Environment Acreage	Displays the user entered controlled environment acres.
Make Acreage Adjustments	Allows the user to enter data in the “Other Adjustments” column and the “COC Adjustments” column. Users can only modify 1 row at a time.
COC Adjustment	Allows the County Office to input applicable acreage adjustments as determined by COC.
Other Adjustment	Allows the County Office to input applicable acreage adjustments as determined in 1-ASCF.
Add Specialty Crop	Displays a pop-up box which allows the user to select a specialty crop from a drop-down of eligible specialty crops and enter a number for acreage. Clicking “Submit” on the pop-up box will add a new line item to the application and the “Manually Added” column will populate with “Yes”.
Delete Specialty Crop	Allows the user to delete the selected specialty crop from the application.
Refresh Acreage From CARS	Displays the CARS Refresh Pop-up Screen to allow the “2025 Eligible Planted Acres (CARS Refresh)” column to be populated with acreage from CARS or GEAR in pilot counties for eligible specialty crops. **Note:** Only acres reported before April 24, 2026, but not recorded in CARS/GEAR until after May 8, 2026, should be populated using the CARS refresh option.
Adjust Controlled Environment Acreage	Displays a pop-up box that allows the user to enter the controlled environment acres for each specialty crop on the application. Clicking “Submit” on the pop-up box will add the acreage to the application in the “Controlled Environment Acreage” column.
Continue	Advances the user to the next screen.
Back to Applicant Search	Navigates to the Application Selection Screen.

24 ASCF CARS Refresh

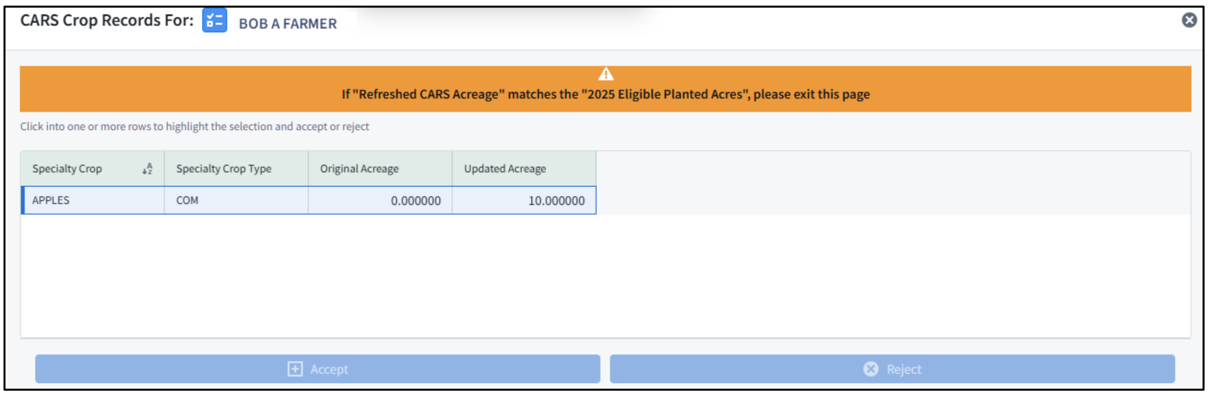
A Overview

Selecting "Refresh Acreage From CARS" will display all acreage for eligible specialty crops that were certified for crop year 2025 or reported for crop year 2025 after November 1, 2025.

Note: Pilot GEAR counties will have acres displayed according to what is in GEAR.

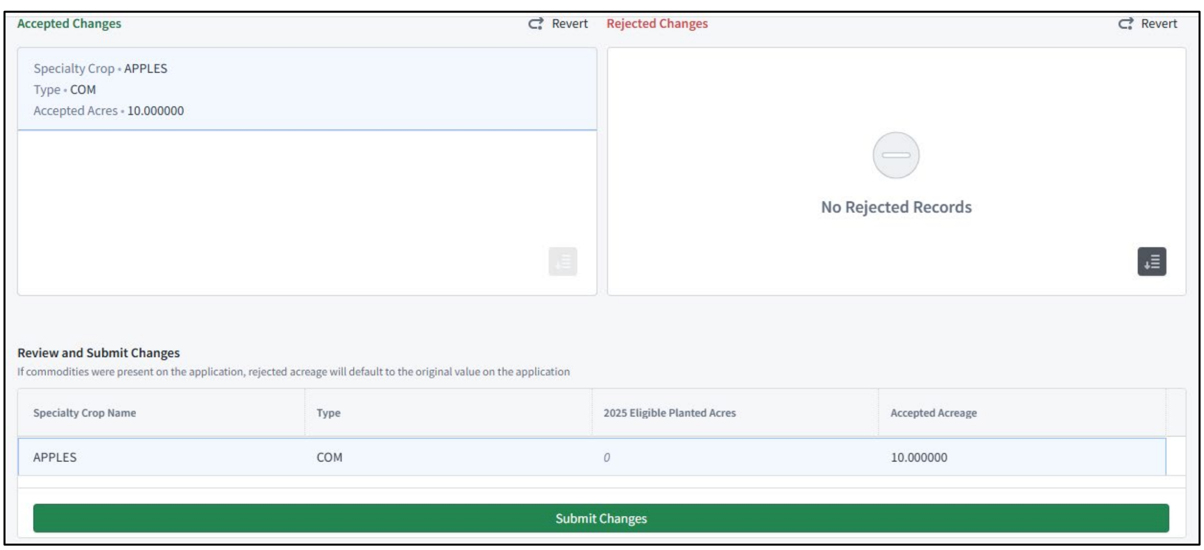
B Example of ASCF CARS Refresh Pop-up Screen

The following is an example of the ASCF CARS Refresh Pop-up Screen.



Note: CLICK anywhere outside of the pop-up window to exit the ASCF CARS Refresh Pop-up Screen. No changes will be applied to the application.

If there are no changes, and the "Refreshed CARS Acreage" matches the "2025 Eligible Planted Acres", exit the pop-up without clicking "Submit Changes".



24 ASCF CARS Refresh (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF CARS Refresh Pop-up Screen.

Field	Description/Action
CARS Crop Records	Displays the list of eligible specialty crops for the applicant.
Specialty Crop	Displays the specialty crops names that have an acreage certified in CARS or acreage reported in CARS after November 1, 2025.
Specialty Crop Type	Displays the specialty crop type for the specialty crop pulled from CARS.
Original Acreage	Displays the acreage from original data pulled from CARS on May 8, 2026.
Updated Acreage	Displays the current acreage for the specialty crop in CARS.
Accept	Select a specialty crop from the list and click “Accept” to accept the Refreshed Acreage to be added to the application.
Reject	Select a specialty crop from the list and click “Reject” to reject the Refreshed Acreage. The acreage will not be added to the application.
Accepted Changes	Displays the accepted Specialty Crops and Refreshed Acreage that will be added to the application.
Rejected Changes	Displays the rejected Specialty Crops and Refreshed Acreage that will not be added to the application.
Revert	Removes specialty crops from the “Accepted Changes” column and the “Rejected Changes” column. Once reverted, the specialty crops return to the “All Records” list.
Review and Submit Changes	Displays a list of the applicant’s eligible specialty crops and acreage as it will display on the application once CARS Refresh changes are applied.
2025 Eligible Planted Acres	Displays the acreage for the specialty crop with a certification or was reported between November 1, 2025, and May 8, 2026. If a crop was manually added before accessing the CARS Refresh Pop-up Screen, those acres will also be displayed.
Accepted Acreage	Displays the accepted acreage for the specialty crop refreshed from CARS.
Submit Changes	Applies CARS Refresh changes to the application and exits the CARS Refresh Pop-up box.

24 ASCF CARS Refresh (Continued)

D Example of ASCF Applicant Eligible Reported Specialty Crops and Acres Screen with Added CARS Refresh Acreage

The following is an example of the ASCF Applicant Eligible Reported Specialty Crops and Acres Screen with Added CARS Refresh Acreage.

Payment Group	Specialty Crop Name	Specialty Crop Type	Manually Added	2025 Eligible Planted Acres	2025 Eligible Planted Acres (CARS Refresh)
Tier 2	ALMONDS	N/A	Yes	2.000000	2.000000
Tier 2	APPLES	COM			10.000000
Beans and Peas	BEANS	BBL	Yes	2.600000	2.600000
Tier 1	CHESTNUTS	N/A	Yes	1.000000	1.000000
Tier 3	CORN	SWH	Yes	15.480000	15.480000

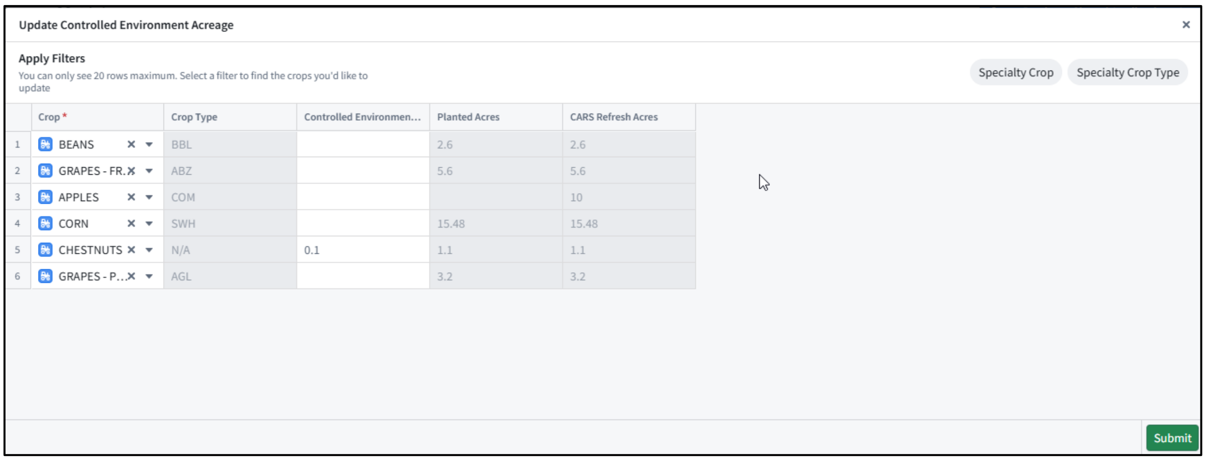
25 ASCF Adjust Controlled Environment Acreage

A Overview

Selecting "Adjust Controlled Environment Acreage" will allow acreage to be entered for eligible specialty crops that were grown in a controlled environment

B Example of ASCF Adjust Controlled Environment Acreage Pop-up Screen

The following is an example of the ASCF Adjust Controlled Environment Pop-up Screen.



Update Controlled Environment Acreage

Apply Filters

You can only see 20 rows maximum. Select a filter to find the crops you'd like to update

Specialty Crop | Specialty Crop Type

	Crop *	Crop Type	Controlled Environmen...	Planted Acres	CARS Refresh Acres
1	BEANS	BBL		2.6	2.6
2	GRAPES - FR.	ABZ		5.6	5.6
3	APPLES	COM			10
4	CORN	SWH		15.48	15.48
5	CHESTNUTS	N/A	0.1	1.1	1.1
6	GRAPES - P...	AGL		3.2	3.2

Submit

Note: CLICK anywhere outside of the pop-up window to exit the ASCF Adjust Controlled Environment Pop-up Screen. No changes will be applied to the application.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF Adjust Controlled Environment Pop-up Screen.

Field	Description/Action
Crop	Displays the specialty crop names that have acreage on the application.
Crop Type	Displays the specialty crop type for the specialty crops on the application.
Controlled Environment Acreage	Allows the County Office to input applicable controlled environment acreage for the specialty crop.
Planted Acreage	Displays the acreage from original data pulled from CARS on May 8, 2026, or acreage entered if the crop was manually added.
CARS Refresh Acreage	Displays the acreage for the specialty crop updated through the CARS refresh process.
Submit	Saves the controlled environment acres entered to the application and exits the Adjust Controlled Environment Acreage Pop-up box.

26 ASCF Summary Screen

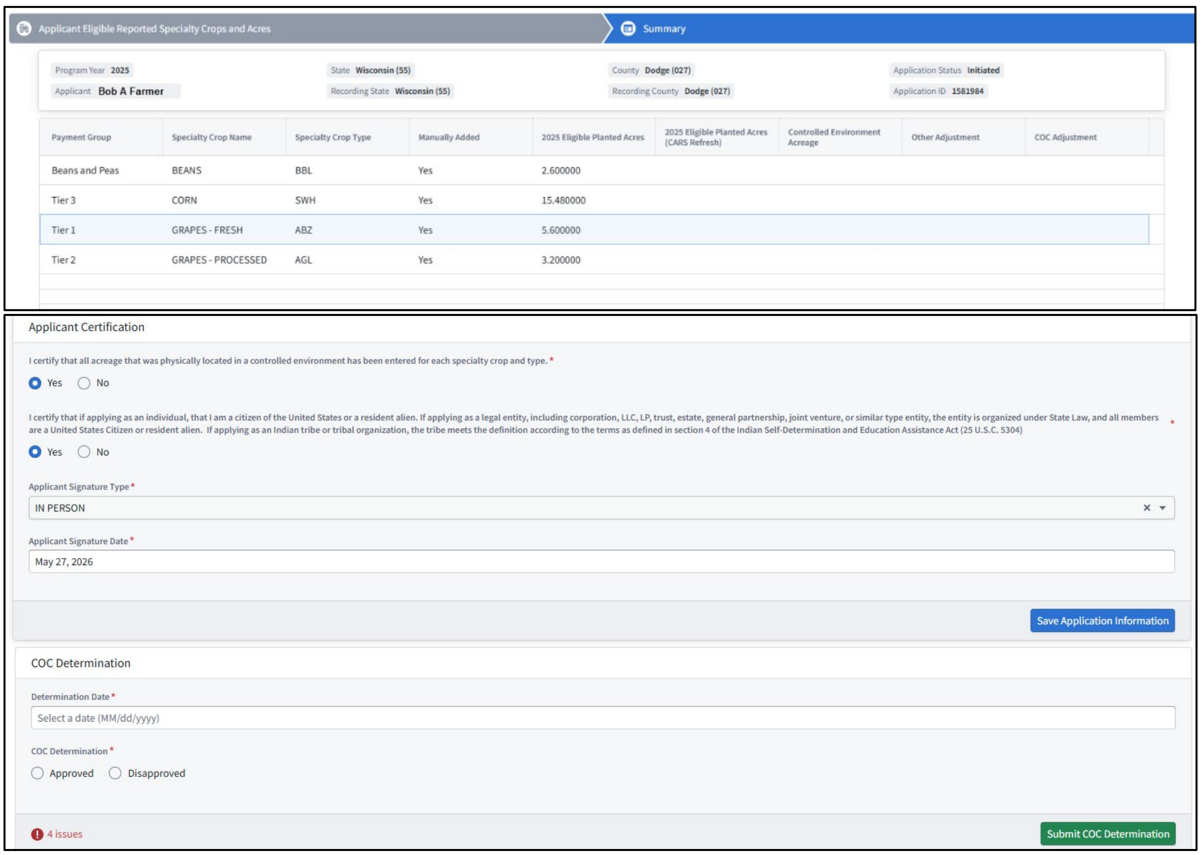
A Overview

The ASCF Summary Screen allows users to:

- review the information recorded
- record the producer's signature date and type
- record the COC and STC determination and action
- record the SED Designee Review and action, if applicable.

B Example of ASCF Summary Screen

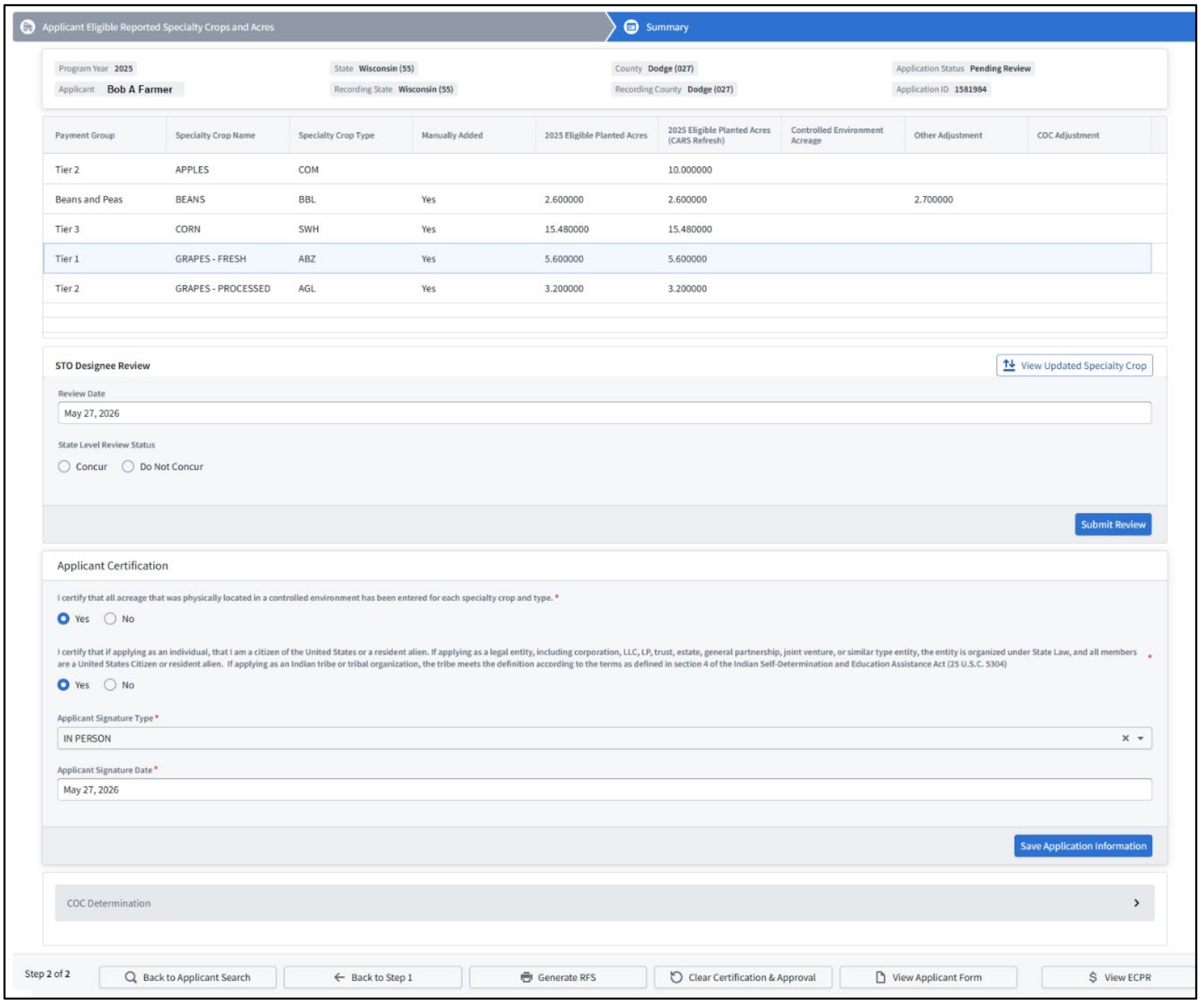
The followng is an example of the ASCF Summary Screen.



26 ASCF Summary Screen (Continued)

B Example of ASCF Summary Screen (Continued)

The following is an example of the ASCF Summary Screen with CARS Refresh acreage information displayed and State Office Designee review required because of manually added crops.



26 ASCF Summary Screen (Continued)

C Field Descriptions and Actions

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

Field	Description/Action
Producer Certification	
Applicant Signature Date (MM/DD/YYYY)	Manually enter the date the applicant signed CCC-556 or use 1 of the available calendar widgets to populate the date. The "Today" calendar widget populates the current date.
Applicant Signature Type	Select the method from the drop-down menu the applicant used to submit the application: • Box • Box/One-Span • E-Signed • Emailed/Fax • In Person • Mailed.
Save Application Information	Saves the Applicant Certification information.
COC Determination	
Determination Date (MM/DD/YYYY)	Manually enter the date COC or designated representative signed CCC-556 or use 1 of the available calendar widgets to populate the date. The "Today" calendar widget populates the current date.
COC Determination	Select the "Approve" or "Disapprove" check box.
Submit COC Determination	Submits the COC Determination information and the application is approved.

26 ASCF Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
STO Designee Review	
Review Date	Displays the review date the application has been reviewed by the State Office Designee. If not yet reviewed, the date will be blank, and the County Office cannot update the application.
State Level Review Status	Displays "Concur" or "Do Not Concur" decision if the application has been reviewed by a State Office Designee. If not yet reviewed, the status will be blank, and the County Office cannot update the application.
Submit Review	Saves the State Office Designee Review data that was entered.
Action Buttons	
Field	**Description/Action**
View Updated Specialty Crop	Displays the data from the CARS refresh Pop-up screen.
Back to Applicant Search	Navigates the user back to the search results used to select the application.
Back to Step 1	Navigates the user to the ASCF Applicant Eligible Reported Specialty Crops and Acres Screen for the selected applicant.
View ECPR	Displays a PDF of the ECPR.
View Applicant Form	Displays the pre-filled CCC-556 for the selected applicant.
Generate RFS	Navigates the user to the external RFS application.
Clear Certification & Approval	Resets the COC Determination to blank and the application status will go back to "initiated".

27 ASCF Producer Online Applications

A Overview

Customers with Login.gov access can access the ASCF software application.

B Restricted Access

Applicants with Login.gov access can enroll ASCF applications for themselves and anyone for whom they have representative capacity.

ASCF applications created by a Login.gov authenticated user will be enrolled by submitting an electronic signature.

After ASCF applications have a COC determination recorded, the user will have view-only access to the application. If application data is modified, such as CARS data, the applicant will no longer be able to enroll that application electronically and must contact the County Office to enroll.

E-mail notifications will be generated and sent to recording county users for created, modified, and enrolled ASCF applications according to paragraph 44.

C User Guide

ASCF application instructions for Login.gov users are available online for the applicant.

28-40 (Reserved)

Part 4 Common Functions

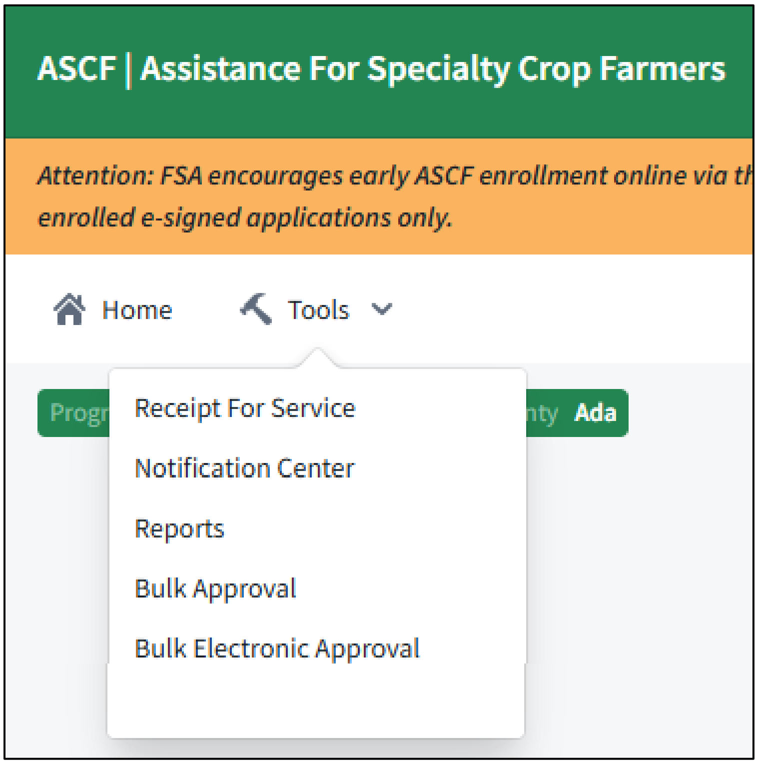
41 ASCF Tools Header

A Overview

The Tools option from the top navigation allows users to perform a variety of functions.

B Example of ASCF Tools Header Options

The following is an example of the options from the ASCF Tools Header.



41 ASCF Tools Header (Continued)

C Available Links and Descriptions

The following table provides the available links from the ASCF Tools Header.

Link	Description
Receipt For Service	Navigates to the RFS website to create a receipt for service. See 1-RFS for instructions.
Notification Center	Navigates to the ASCF Notifications Screen and allows users to view applications that may need action.
Reports	Navigates to the Reports Screen for the program. See Part 6 for instructions.
Bulk Approval	Navigates to the COC Determination Bulk Approval/Disapproval Screen. See paragraph 44 for instructions.
Bulk Electronic Approval	Navigates to the COC Determination Bulk Electronic Approval/Disapproval Screen. See paragraph 45 for instructions.

42 Receipt for Service

A Overview

1-RFS provides policy for RFS and should be documented using the RFS application.

Note: RFS application training materials are available from the DAFP Farm Programs Training Library.

B Action

Access the RFS application according to the following table.

Step	Action
1	Access the FSA Applications Intranet Screen at **https://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under "FSA Applications", "Applications Directory", CLICK "P-Z".
3	CLICK "RFS – Receipt for Service".

43 E-mail Notifications

A Overview

County Office users who have set up notification subscription through the Business Notification Admin (BNA) application will receive automated e-mail notifications and should take appropriate action.

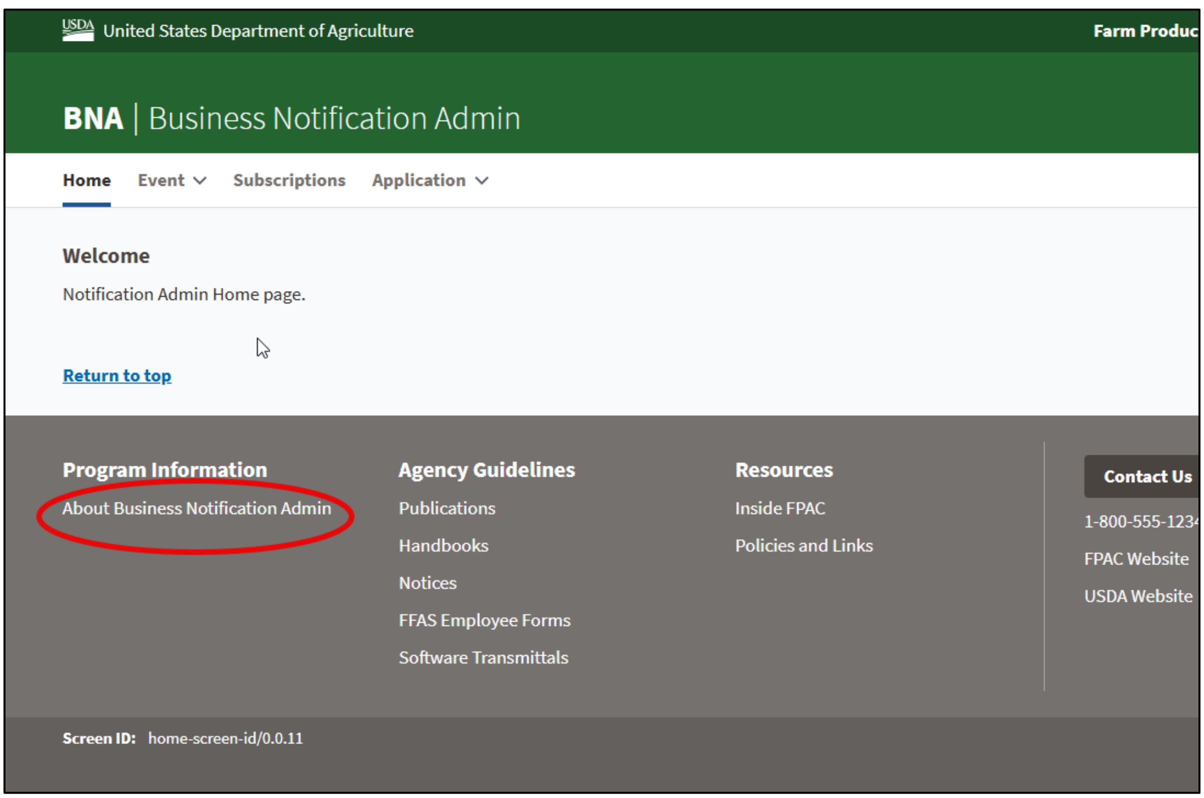
B Action

Access the BNA application according to the following table.

Step	Action
1	Access the FSA Applications Intranet Screen at **https://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under "FSA Applications", "Applications Directory", CLICK "A-C".
3	CLICK "Business Notification Admin".

C Managing E-mail Notifications

BNA application subscription management information is available through the "About Business Notification Admin" link.



44 ASCF Bulk COC Approval/Disapproval Screen

A Overview

The ASCF Bulk COC Approval/Disapproval Screen:

- allows users to approve 1 or multiple applications at the same time
- must only be used when a COC determination has been physically signed on the form.

Users can select:

- all applications listed
- individual applications listed.

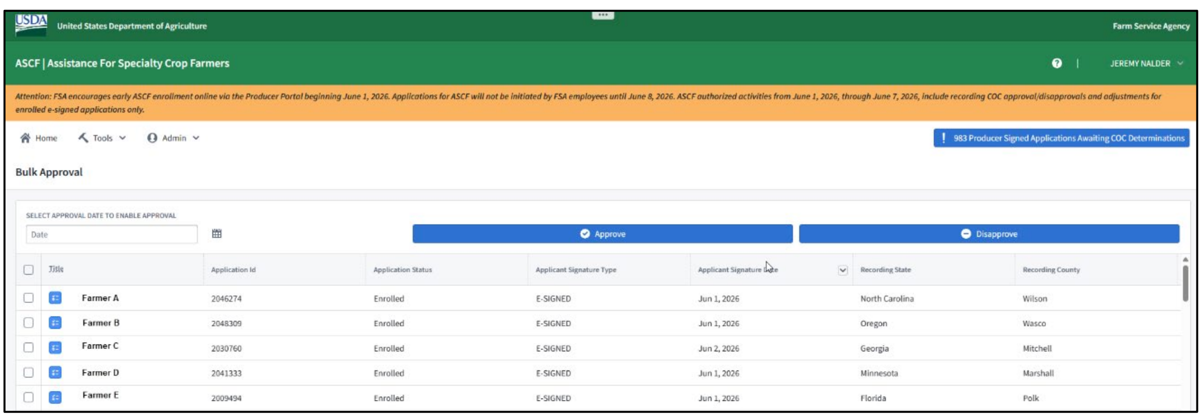
Note: Only enrolled applications will display on the ASCF Bulk COC Approval/Disapproval Screen.

To access the ASCF Bulk COC Approval/Disapproval Screen from the ASCF header, select:

- "Tools"
- "Bulk Approval".

B Example of ASCF Bulk COC Approval/Disapproval Screen

Following is an example of the ASCF Bulk COC Approval/Disapproval Screen.



44 ASCF Bulk COC Approval/Disapproval Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF Bulk COC Approval/Disapproval Screen.

Field/Button	Description/Action
Date	Allows the user to record a COC Determination Date to apply to the selected applications. Users may manually enter a date or use 1 of the available calendar widgets to populate the date. The "Today" widget to the right of the calendar widget populates the current system date.
Approve	Approves the selected applications.
Disapprove	Disapproves the selected applications.
Title	Displays the applicant's name.
Application ID	Displays the system generated application number.
Application Status	Displays the application status or the application.
Applicant Signature Type	Displays the signature type on the application.
Applicant Signature Date	Displays the date the applicant signed the application.
Recording State	Displays the applicant's recording State.
Recording County	Displays the applicant's recording county.

45 ASCF Bulk Electronic Approval/Disapproval Screen

A Overview

Electronic approval allows authorized users who have been delegated authority by COC to electronically approve applications instead of a physical signature.

Warning: All County Office employees have access to the electronic approval process, but this process must only be used by employees with delegated COC approval authority according to 1-ASCF. Written signatures documenting COC approval are not required for this option, but documentation in the COC minutes is still required.

The approving official's name will print in the "COC or Designee Signature" block of CCC-556 and the system date will be entered for the approval date.

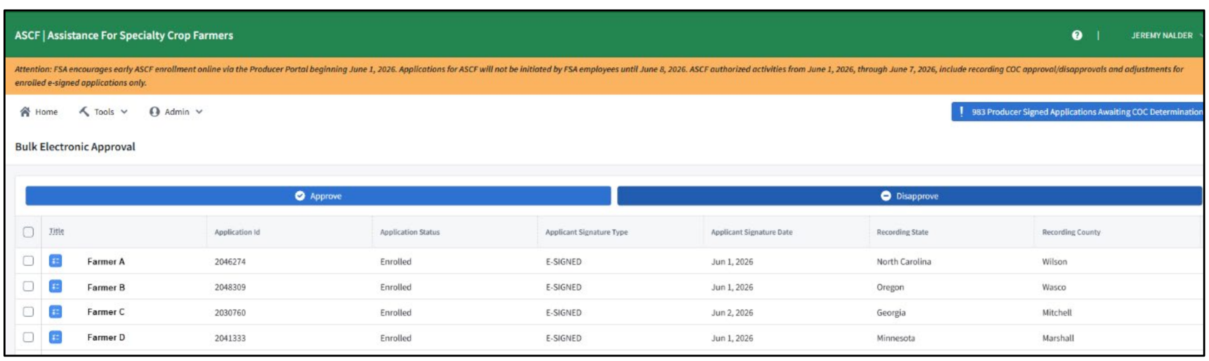
Note: Only enrolled applications will display on the Electronic Approval Screen.

To access the ASCF Bulk Electronic Approval Screen, from the ASCF header, select:

- "Tools"
- "Bulk Electronic Approval".

B Example of ASCF Bulk Electronic Approval/Disapproval Screen

The following is an example of the ASCF Bulk Electronic Approval/Disapproval Screen.



45 ASCF Bulk Electronic Approval Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the ASCF Bulk Electronic Approval/Disapproval Screen.

Field/Button	Description/Action
Approve	Approves the selected applications.
Disapprove	Disapproves the selected applications.
Title	Displays the applicant's name.
Application ID	Displays the system generated application number.
Application Status	Displays the application status or the application.
Applicant Signature Type	Displays the signature type on the application.
Applicant Signature Date	Displays the date the applicant signed the application.
Recording State	Displays the applicant's recording State.
Recording County	Displays the applicant's recording county.

46-60 (Reserved)

Part 5 Payment Provisions

61 General Payment Provisions

A Overview

The ASCF payment process is an automated process that determines:

- whether the applicant is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

B Frequency of Payment Processing

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process

- payments on the Nonpayment Report if changes have been made in the ASCF system during the day for the applicant or supporting system information.

All payments on the Nonpayment Report are processed once a week to ensure that all payment eligibility updates have been applied to the reduced payment amount.

C Obtaining FSA-325

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

Note: If CCC-556 has been filed by the producer, a revised CCC-556 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

ASCF payments are subject to administrative offset provisions, including TOP services.

E Assignments

An applicant entitled to an ASCF payment may assign payments according to 63-FI.

61 General Payment Provisions (Continued)

F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting ASCF benefits.

Contact the OGC Regional Attorney for guidance on issuing ASCF payments on all bankruptcy cases.

G Payments Less Than $1

ASCF payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

H Prompt Payment Interest

Prompt Payment Act provisions do not apply to ASCF payments.

I Funds Control Process

The funds for ASCF payments will be controlled at the national level. If adequate funds are not available or there is an issue with the payment obligation, producers meeting either condition will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payments System.

Funding for payments is established in the following table.

Program	Program Code	Accounting Code
Assistance for Specialty Crop Farmers Program	25ASCF	2458

J Sequestering ASCF

ASCF payments are not subject to sequestration.

62 Payment Limitation and Eligibility

A Payment Limitation Amount

The total amount of ASCF payments that a person or legal entity (excluding general partnerships and joint operations) may receive is $250,000.

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

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

62 Payment Limitation and Eligibility (Continued)

B Eligibility Values

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

Eligibility Determination/ Certification	Value	Eligible for ASCF Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
AGI **Note:** See 6-PL and 3-PL (Rev. 2) for additional information about AGI determinations.	Not Filed	No	
	Filed CCC-941	Yes	
	Exempt	Yes	
	Not Met - Producer	No	
	Not Processed	No	
	Compliant - Producer	Yes	
	Compliant - Less than 3 years	Yes	
	Not Compliant	No	
	Failed Verification	No	
	State Office/SED Determination	Yes	
	FSA Determined	Yes	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

62 Payment Limitation and Eligibility (Continued)

C Eligibility Conditions Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report. The following table displays the priority of conditions.

Priority	Condition
1	Conservation Compliance
2	Controlled Substance
3	AD-1026
4	CCC-941

63 Payment Processing

A Supporting Files for Integrated Payment Processing

The ASCF payment process is an integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued, the amount of gross payment, reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** of the following in this table.

Type of Information	How Information Is Used for Payment Processing	Source
Application Data	The information is used to compute the ASCF payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer, member of a joint operation, or both, are eligible for payment for the year for which the application was filed.	Subsidiary 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 the application was filed. Members and member's share are determined by the following: • general partnerships • joint ventures • entities.	Business File
Combined Producer Information	Used to determine whether 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
Financial Related Information	• Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS.	NPS or NRRS

63 Payment Processing (Continued)

B Prerequisites for Payments

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	Application has been approved and the approval date has been recorded in the system.
2	Application is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
4	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed.

64 Computing Payments

A Overview

The ASCF 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 ASCF payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the 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, members, or both are eligible for payment.
6	Provide the following to direct attribution for each producer: • gross payment amount • highest priority 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 nonpayment or overpayments.
8	Provide the payment amount to NPS or update the producer and overpayment amount to the Pending Overpayment Report.
9	Payment, nonpayment, and overpayment information is available in the Common Payment Reports system. See 9-CM, Part 5 for information about the Common Payment Reports.

64 Computing Payments (Continued)

B Triggering Payments

Payment will be triggered through events that occur throughout the system. Calculations and determinations will occur during the evening and nighttime hours without user intervention. The following table provides trigger types and descriptions.

Trigger Type	Description
Initial	After release of the payment software, a process will automatically run to determine whether the ASCF application is approved. This will initiate the process described in subparagraph A and does not require County Office user interaction. Payments will be sent to NPS for certification and signature. Reduced payments will be listed on the Nonpayment Report.
Primary	Once the initial payments are triggered, subsequent payments will be initiated when County Office users re-approve ASCF applications. Entering the COC approval date(s) initiates the payment process.
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.

65 Canceling Payments

A Overview

After payment processing has been completed, County Offices must review the Payment History Report in CPR or the NPS payment worklist to ensure that the correct payments have been generated. The user will complete the following if an error is determined:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

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 and recalculate the payment amount due.

If the 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.

66 Overpayments

A Overview

Overpayments will be determined during the ASCF payment 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.

B Determined Overpayments

The system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

C Handling Debts Less Than $100

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

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following table displays the debt basis codes used for ASCF overpayments.

IF the reason the payment entity or member is overpaid is because of…	**THEN the discovery or debt basis reason is…**
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

66 Overpayments (Continued)

E Charging Interest

Interest accrues on receivables from the date of disbursement if COC determines the producer is ineligible because of the following reasons:

- producer provided information on CCC-556 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any fact affecting a payment eligibility determination, including the following:
  - violation of conservation compliance provisions
  - violation of controlled substance provisions
- producer adopted a scheme or device that tended to defeat the purposes of ASCF.

Interest will not accrue from the date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office error
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

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

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

- County Offices must contact their State Office for assistance
- State Offices must contact accounting for guidance.

66 Overpayments (Continued)

F Overpayment Due Dates

Overpayments can occur for many reasons and County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued to the wrong producer.	Immediately.
After an entry affecting the payment amount is changed on CCC-556.	Payment was issued and later something occurred that changed the ASCF payment.	
After producer misrepresentation is determined.	Producer received an ASCF payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that makes the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Any time CCC-556 is disapproved.	CCC-556 was disapproved after payments were issued to the producer.	

67-80 (Reserved)

Section 1 Application Reports

81 ASCF Application Reports

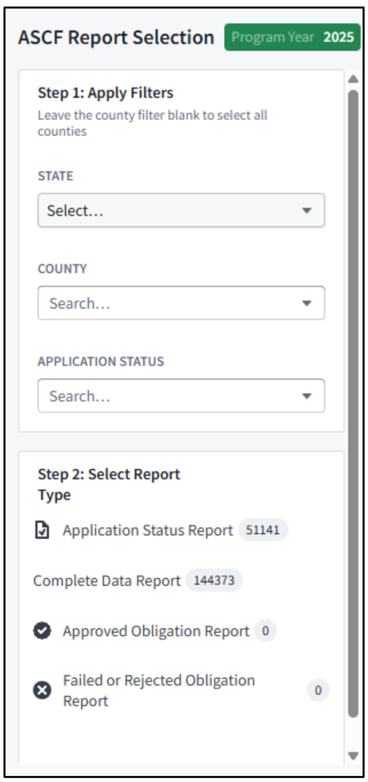
A Overview

ASCF application reports are available through the "Tools" drop-down list on the ASCF Home Screen.

Reports can be generated in CSV format.

B Example of ASCF Report Selection Screen

The following is an example of the ASCF Report Selection Screen.



81 ASCF Application Reports (Continued)

C Field Descriptions and Actions

The following table provides the reports and descriptions available to all users.

Field/Report	Description
Report Filters	
Program Year	Displays the program year.
State	Displays the State selected on the Home Screen. Users can change the selected State from the down-down menu.
County	Displays the county selected from the Home Screen. If the State is changed, the user will be required to select the applicable county.
Application Status	Drop down selection to filter based on application status
Report Type	
Application Status Report	This report captures general information for the application. **Note:** Users must select 1 or more statuses before clicking "Create Report".
Complete Data Report	This report captures all application details.
Approved Obligation Report	This report captures the obligation information for approved applications.
Failed or Rejected Obligation Report	This report captures failed and or rejected obligations for approved applications.
Displayed Report List	
Title	Displays the applicant's name.
Application ID	Displays the system generated application number.
Applicant Name	Displays the applicant's name.
CCID	Displays the applicant's CCID.
Application Status	Displays the application status or the application.
Application Status Date	Displays the date the application was placed in the current status.
Recording State	Displays the applicant's recording State.
Recording County	Displays the applicant's recording county.
Action	
Download	Downloads the report in an Excel file format. **Note:** The downloaded report may contain additional data not displayed within the software.

82-90 (Reserved)

Section 2 Payment Reports

91 Displaying or Printing ASCF Payment Reports

A Information on Displaying or Printing ASCF Payment Reports

ASCF Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports contain information that is common between program areas. Information about these reports is in 9-CM. The ASCF-Payment History Report – Detail has program-specific data, so information for this report is in this handbook.

ASCF Payment Report information is available according to the following table.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report **Note:** The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	9-CM, paragraph 70

92 Estimated Calculated Payment Report

A Overview

The ECPR provides an estimate of the gross payment that can potentially be earned for the ASCF program.

B Example of ECPR

The following is an example of the ECPR.

CCC-556 E

Date: Wed, May 20, 2026

United States Department of Agriculture
Farm Service Agency
2025 Assistance For Specialty Crop Farmers
Estimated Calculated Payment Report

Name: [redacted]	**State:** [redacted]	**County:** [redacted]	**Approved:** Yes	**Application #:** [redacted]

Eligible Planted Acres

Payment Group	Specialty Crop Name	Specialty Crop Type	Planted Acres	Controlled Environ-ment Acreage	Total Eligible Acres	Other Adjusted Acres	COC Adjusted Acres	Payment Acres	Payment Group Rate	Calculated Payment Amount	Payment Factor	Gross Payment Amount	Program Factor	Factored Gross Payment Amount
Tier 3	CORN	SYE	55.98	0	55.98			55.98	$65.00	$3,638.70	1.0000	$3,638.70	1.0000	$3,638.70
Beans and Peas	PEAS	ENG	34.8	0	34.8			34.8	$25.00	$870.00	1.0000	$870.00	1.0000	$870.00

Total Gross Payment: $4,508.70

Total Factored Gross Payment: $4,508.70

Important Information:

If all required eligibility forms are not filed by the required deadline, applicants may forfeit their request to receive payment.

Calculation Explanation:

Total Eligible Acres: Planted Acres minus Controlled Environment Acreage.

Payment Acres: Either the total eligible acres or other adjusted acres. If COC acres are present, those acres will supersede and will be used as the payment acres in the Specialty Crop calculated payment amount.

Calculated Payment Amount: Determined by the Payment Acres times the Payment Group Rate.

Gross Payment Amount: Calculated Payment Amount times Payment Factor.

Factored Gross Payment: Gross Payment Amount times Program Factor.

Total Gross Payment: Total of Calculated Gross Payment Amounts.

Total Factored Gross Payment: Total of all Factored Calculated Gross Payment Amounts.

Disclaimer: The Factored Gross Payment Amount is determined prior to applying any producer or payment reductions. The payment data reflected on this Estimated Calculated Payment Report includes payment amounts based on program eligibility and may vary due to changes in specialty crop data, producer eligibility, producer or member payment share, payment rates, factors, and payment limitation. The distribution of this report does not in

92 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR

The following table provides the field and descriptions displayed on the ECPR for ASCF.

Field	Description
Applicant Name	Displays the name of the applicant.
State	Displays the recording state.
County	Displays the recording county.
Application Approved	Indicates if an application has been approved.
Application Number	Displays the software assigned application number.
Eligible Planted Acres	
Payment Group	Displays the payment group name from CCC-556, Part B, box 10.
Specialty Crop Name	Displays the specialty crop name from CCC-556, Part B, box 11.
Specialty Crop Type	Displays the specialty crop type from CCC-556, Part B box 12.
Planted Acres	Displays the eligible planted acres from CCC-556, Part B box 13.
Controlled Environment Acreage	Displays the controlled environment acreage from CCC-556, Part B, box 14.
Total Eligible Acres	Displays the eligible acres from CCC-556, Part B, box 15.
Other Adjusted Acres	Displays the other adjustment from CCC-556, Part B, box 16.
COC Adjusted Acres	Displays the COC adjustment of from CCC-556 Part B, box 17.
Payment Acres	Displays the reported planted acres unless adjusted acres are present.
Payment Group Rate	Displays the payment rate for the specified specialty crop.
Calculated Payment Amount	Calculation is determined by multiplying payment acres by payment rate.
Payment Factor	Displays the payment factor.
Gross Payment Amount	Calculation is determined by multiplying calculated payment amount by payment factor.
Program Factor	Displays the program factor.
Factored Gross Payment Amount	Calculation is determined by multiplying calculated gross payment amount by program factor.
Total Gross Payment	Total of calculated gross payment amounts.
Total Factored Gross Payment	Total of all factored calculated gross payment amounts.

93 ASCF Payment History Report – Detail

A Background

The ASCF Payment History Report – Detail is a report that provides detailed information about a ASCF payment.

B Accessing the ASCF Payment History Report – Detail

Access the ASCF Payment History Report – Detail according to 9-CM, paragraph 70.

C ASCF Payment History Report – Detail Description

The following information will be displayed or printed on the ASCF Payment History Report – Detail.

Field	Description
Program Year	Displays the program year.
Program Name	ASCF.
State	Full name of the state selected by the user.
County	Full name of the county selected by the user.
Date (Report)	Date the report is generated by the user.
Producer Name	Name from SCIMS as follows: • for individuals, last name, middle name, first name, and suffix • for businesses, business name.
Business Type	Type from SCIMS.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county codes associated with the applicable transaction record.
Payment Entity/Member Name	The "Payment Entity/Member Name" field will provide payment entity or member name information if the ASCF Payment History Report – Detail is generated for: • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.

93 ASCF Payment History Report – Detail (Continued)

C ASCF Payment History Report – Detail Description (Continued)

Field	Description
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer, member, or both.
Contract/Application/Farm	Application Number.
Obligation ID	Unique obligation ID number.
Commodity/Payment Type	Specialty crop name and type.
Transaction Type	One of the following transaction types will be displayed: • "Payment" • "Receivable" • "Canceled Payment" • "Canceled Receivable".
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

D Report Options

The following options are available on the ASCF Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed. **Note:** If a single producer was selected for processing, this button will **not** be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. **Note:** If a single producer was selected for processing, this button will **not** be available.

Reports, Forms, Abbreviations, and Redelegations of Authority

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		62
CCC-36	Assignment of Payment		63
CCC-37	Joint Payment Authorization		63
CCC-556	Assistance for Specialty Crop Farmers (ASCF) Program Application		22, 26, 45 61, 66, 92
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		62
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		61

Abbreviations Not Listed in 1-CM

This table lists all abbreviations not listed in 1-CM.

Approved Abbreviations	Term	Reference
CARS	Crop Acreage Reporting System	23, 24, 25, 26, 27
CCID	Core Customer ID	81
CPR	Common Payment Report	65
ECPR	Estimated Calculated Payment Report	22, 26, 92
ASCF	Assistance for Specialty Crop Farmers Program	Text
PDD	Program Delivery Division	1, 2
RFS	Receipt for Service	26, 41, 42
ISD	USDA Information Services Division	2

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

Redelegations of Authority

COC may redelegate authority to approve applications in routine cases according to 1-ASCF. Redelegation must be documented in COC minutes.

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.