

**FSA**  
**HANDBOOK**

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Direct and Counter-Cyclical Automation

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To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-DCP  
(Revision 1)

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



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Direct and Counter-Cyclical Automation  
2-DCP (Revision 1)**

**Amendment 1**

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



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**Amendment Transmittal**

**A Reason for Revision**

This handbook has been revised to provide DCP automation procedure applicable to the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).



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## Part 1 Basic Provisions

### 1 Handbook Purpose, Related Handbooks, and Sources of Authority

#### A Handbook Purpose

This handbook provides instructions for:

- using 2008 and future web-based CCC-509's
- issuing 2009 and future DCP payments, including direct and CC payments.

#### B Related Handbooks

The following FSA handbooks are related to DCP applications and payments.

IF question is about...	THEN see...
appeals	1-APP.
signature requirement, power of attorney, and maintaining the name and address file common provisions	1-CM.
constitution of farms	2-CM.
maintaining farm, tract, and crop data through maintenance	3-CM.
acreage determinations	2-CP.
payment reductions and violations	4-CP.
HEL and WC provisions	6-CP.
equitable relief	7-CP.
administering DCP	1-DCP.
issuing CCC-184's	1-FI.
depositing remittances	3-FI.
accounting payment process	6-FI.
claims and withholdings	58-FI.
handling prompt payment interest penalties	61-FI.
reporting data to IRS	62-FI.
assignments and joint payees	63-FI.
establishing and reporting claims on the automated claims system	64-FI.
establishing and reporting debts in CRS	67-FI.
information available to the public	2-INFO.
payment limitations	1-PL.
subsidiary files	2-PL.
web-based subsidiary files	3-PL.

**1 Handbook Purpose, Related Handbooks, and Sources of Authority (Continued)**

**C Sources of Authority**

Authority for 2008 through 2012 DCP is mandated by the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).

**2-10 (Reserved)**

## Part 2 CCC-509 Software

## 11 Overview

## A Basic Information

CCC-509 software is intuitive web-based software with a centralized database. CCC-509's will be updated by:

- County Office employees
- State Office employees that have requested access to DCP

**Note:** All State and County Office employees that have requested access to DCP will be able to load a nationwide customer service application, which means that any user can load CCC-509's for any customer nationwide.

- FSA customers with Internet and eAuthentication level 2 security accesses; see Part 3 for additional information.

**Notes:** Producers will **not** be able to make modifications to CCC-509's that have been submitted. All CCC-509 modifications **must** be processed by County Office personnel.

Producers with eAuthentication level 2 security access, **and** a representative role established in RLMS, ~~may also~~ have the ability to view and modify CCC-509's on behalf of the producer they are representing.

CCC-509 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.

## 12-20 (Reserved)



Section 1 County Office Access

21 County Office Access to the DCP Web Site

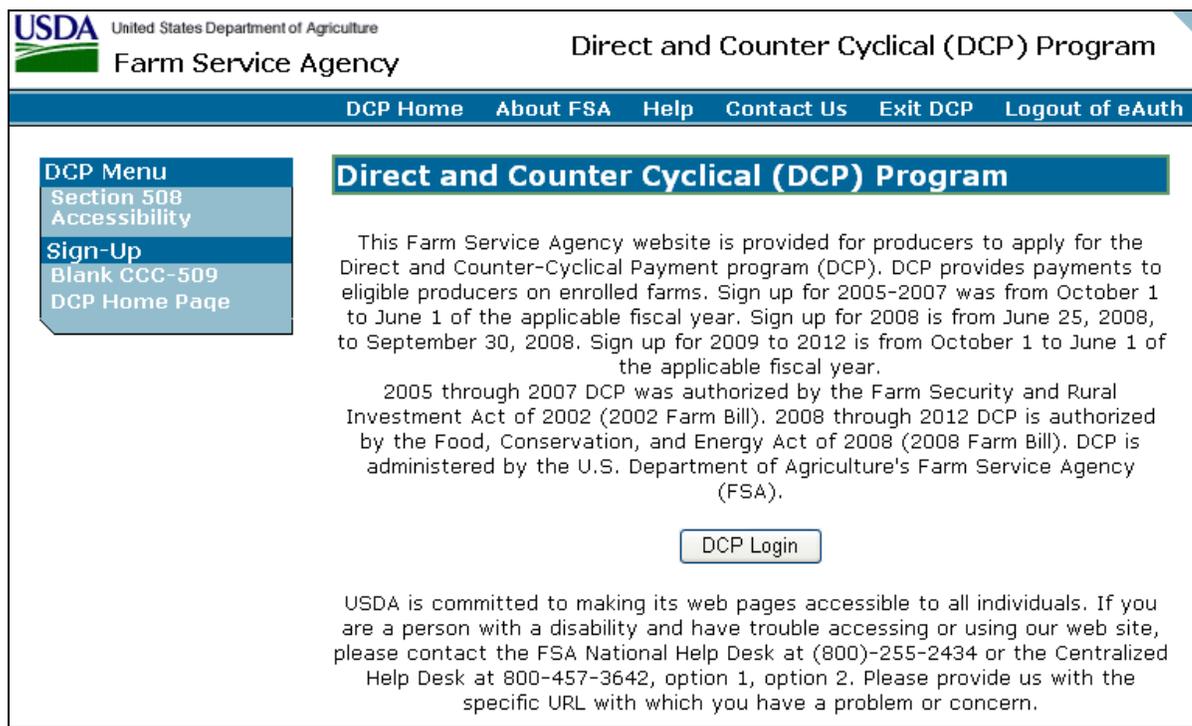
A Accessing the DCP Web Site

To access the DCP Home Page, go to FSA’s Applications Intranet web site at [http://intranet.fsa.usda.gov/fsa/FSAIntranet\\_applications.html](http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html). Under Production Adjustment & Disaster Programs, CLICK “**DCP – Direct and Counter-Cyclical Program**”.

**Note:** Internet Explorer shall be used when accessing the DCP Home Page.

B DCP Login Screen

After user clicks, “DCP – Direct and Counter-Cyclical Program”, user will be prompted with the following Direct and Counter Cyclical (DCP) Program, DCP Login Screen. CLICK “**DCP Login**” to continue.



21 County Office Access to DCP Web Site (Continued)

C USDA eAuthentication Warning Screen

When user clicks “DCP Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “Continue” to proceed, or “Cancel” to end the process.



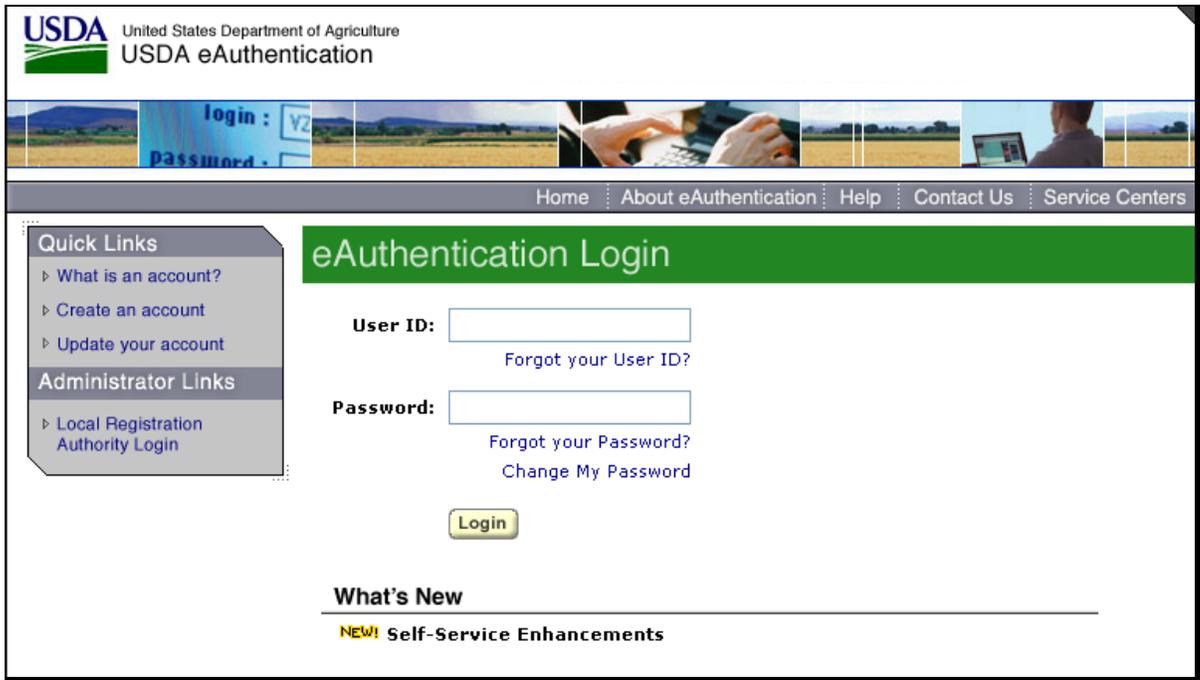
21 County Office Access to DCP Web Site (Continued)

D USDA eAuthentication Login Screen

On the USDA eAuthentication Login Screen, user **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The State-County and Year Selection Screen will be displayed.



22 State, County, and Year Selection

A Overview

When a user is logged in and has been authenticated, user **must** select a State, county, and program year to process CCC-509’s in their home county. Under Sign-Up, County Office users can click “**Nationwide Customer Service**”. This will provide **all** Service Centers nationwide to take CCC-509’s from **any** producer. See paragraph 36 for more information on nationwide customer service access.

B State-County and Year Selection Screen

Following is an example of the State-County and Year Selection Screen.



C Action

User shall use the drop-down menus to select the applicable:

- State/county
- crop year.

CLICK “**Submit**”. The Search by Producer or Farm Screen will be displayed.

23 Searching by Producer or Farm

A Overview

When a user has selected the State/county and year, and clicked “Submit”, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to access a farm by producer or by the specific farm number.

B Searching by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen.

The screenshot displays the USDA Farm Service Agency website interface for the Direct and Counter Cyclical (DCP) Program. At the top left is the USDA logo and the text "United States Department of Agriculture Farm Service Agency". To the right is the title "Direct and Counter Cyclical (DCP) Program". Below this is a navigation bar with links: "DCP Home", "About FSA", "Help", "Contact Us", "Exit DCP", and "Logout of eAuth".

On the left side, there is a "DCP Menu" with the following items: "Section 508 Accessibility", "Sign-Up", "Approve Contracts", "CCC Representative Electronic Approval", "Producer Violations", "Producer Payment Selections", "Reports", "Nationwide Customer Service", "Update Signatures", "Cancel Contract", "State County Selection", "Blank CCC-509", and "DCP Home Page".

The main content area is titled "Search by Producer or Farm". It shows search filters: "Year: 2008", "State: Mississippi", and "County: Coahoma". Below these filters, a message states: "The farm can be found by searching for the producer on the farm or entering the farm number".

There are two radio button options: "Producer" (unselected) and "Farm Number" (selected). The "Farm Number" option is followed by an empty text input field. Below these options are two buttons: "Search" and "Cancel".

At the bottom of the page, there is a footer with links: "DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

**23 Searching by Producer or Farm (Continued)****C Action**

Users can search by producer or farm number; however, accessing CCC-509's by farm number will **not** update producer information that has changed since CCC-509 was initiated.

If any producer information has changed since CCC-509 was initiated, search by producer as follows:

- CLICK "**Producer**" radio button
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed, see paragraph 24.

**Note:** This option **must** be taken when any producer information has changed after CCC-509 has been initiated. Search for the producer who has changed and CCC-509 will be automatically updated with that producer's information.

To access CCC-509 by a specific farm number:

- CLICK "**Farm Number**" radio button
- enter the applicable farm number
- CLICK "**Search**".

The Select Producer(s) – Contract Details Screen will be displayed, see paragraph 26.

24 SCIMS Customer Searches

A Overview

If the user searched by producer (subparagraph 23 C), the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen 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 SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.

User **must** select the customer based on search results by clicking the applicable producer. Once a producer is selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed, see paragraph 25.

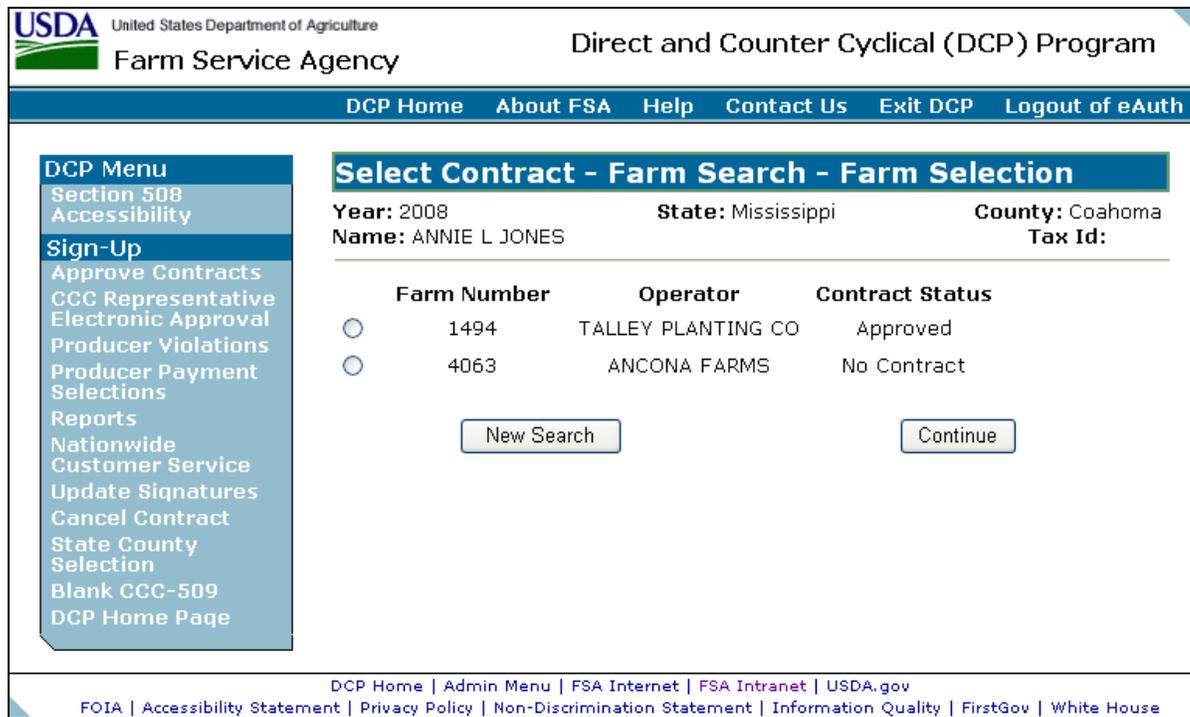
25 Selecting CCC-509’s – Farm Search – Farm Selection

A Overview

When a producer has been selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed with the farm numbers, OP name, and CCC-509 status for each farm associated with the selected producer.

B Select Contract – Farm Search – Farm Selection Screen

Following is an example of the Select Contract – Farm Search – Farm Selection Screen.



C Options Available on the Screen

Following is an explanation of the options available on this screen.

Button	Result
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed, see subparagraph 23 C.
Continue	<b>After</b> clicking the radio button for the applicable CCC-509, <b>CLICK “Continue”</b> ; <b>only</b> 1 farm can be selected at a time. The Select Producer(s) – Contract Details Screen will be displayed; see paragraph 26.

26 Selecting Producers – CCC-509 Details

A Overview

The Select Producer(s) – Contract Details Screen provides users the ability to select the producers that share in CCC-509.

B Select Producer(s) – Contract Details Screen

Following is an example of the Select Producer(s) – Contract Details Screen.

**USDA** United States Department of Agriculture  
**Farm Service Agency** Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**DCP Menu**  
 Section 508 Accessibility  
**Sign-Up**  
 Approve Contracts  
 CCC Representative Electronic Approval  
 Producer Violations  
 Producer Payment Selections  
 Reports  
 Nationwide Customer Service  
 Update Signatures  
 Cancel Contract  
 State County Selection  
 Blank CCC-509  
 DCP Home Page

**Select Producer(s) - Contract Details**  
 Year: 2008 State: Mississippi County: Coahoma  
 Farm #: 1494 Operator: TALLEY PLANTING CO

From the following list, please select all the producers that share in base acres on this farm

	<u>Name</u>	<u>Producer ID</u>	<u>Signed</u>
<input type="checkbox"/>	TALLEY PLANTING CO		
<input type="checkbox"/>	A B SMITH JR		
<input type="checkbox"/>	ANNIE L JONES		

New Search Select All Clear All Continue

Summary By Crop Summary By Producer

DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

26 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

The following table explains the options available on the Select Producers(s) – Contract Details Screen.

Button	Result
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed.
Select All	All producers on the farm will be selected to receive shares. A check (✓) will be displayed in front of each producer’s name, user <b>must</b> CLICK “ <b>Continue</b> ”. The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27.
Clear All	Producers previously selected to share in CCC-509 will be deselected.
Continue	<p>Users can select either:</p> <ul style="list-style-type: none"> <li>• individual producers to share in CCC-509; click box in front of the applicable producer’s name</li> <li>• all producers, CLICK “<b>Select All</b>”.</li> </ul> <p>CLICK “<b>Continue</b>”. The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27.</p> <p><b>Note:</b> If <b>no</b> producers are selected to share in CCC-509, when users CLICK “<b>Continue</b>”, the Consolidated by Producer Screen will be displayed, see paragraph 28.</p>
Summary by Crop	<p>The Consolidated by Crop Screen will be displayed, see paragraph 29. This is a summary screen that can be used to:</p> <ul style="list-style-type: none"> <li>• load/modify producer shares by crop</li> <li>• update payment selections</li> <li>• update producer signature types</li> <li>• update enrollment date</li> <li>• update approval date</li> <li>• cancel CCC-509.</li> </ul>
Summary by Producer	<p>The Consolidated by Producer Screen will be displayed, see paragraph 28. This is a summary screen that can be used to:</p> <ul style="list-style-type: none"> <li>• load/modify producer shares by producer</li> <li>• update payment selections</li> <li>• update producer signature types</li> <li>• update enrollment date</li> <li>• update approval date</li> <li>• cancel CCC-509.</li> </ul>

27 Assigning Producer Shares/Payment Selections

A Overview

The Assign Producer Shares / Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen will be very helpful to producers completing their own applications, and new County Office employees that are **not** familiar with DCP. This screen may be skipped by clicking any of the following:

- “Continue” on Select Producer(s) – Contract Details Screen **without** selecting any producers to share in CCC-509
- “Summary by Producer”
- “Summary by Crop”.

B Assign Producer Shares / Payment Selections Screen

Following is an example of the Assign Producer Shares / Payment Selections Screen.

The screenshot displays the 'Assign Producer Shares / Payment Selections' screen within the USDA Farm Service Agency's Direct and Counter Cyclical (DCP) Program. The interface includes a top navigation bar with links like 'DCP Home', 'About FSA', and 'Help'. A left-hand menu lists various options such as 'Section 508 Accessibility', 'Sign-Up', and 'Approve Contracts'. The main content area is titled 'Assign Producer Shares / Payment Selections' and shows details for the year 2008, state of Mississippi, and Coahoma County. It lists the farm number as 1494 and the operator as TALLEY PLANTING CO. The screen is divided into sections for different crops: Wheat, Upland Cotton, Grain Sorghum, and Soybeans. For each crop, it displays base acres, payment acres, direct yield, and CC yield. Below the crop information, there are input fields for the percentage of interest the producer has in each crop. At the bottom, there is a 'Payment Selections' section with several questions and radio button options regarding direct advance payments, advance CC payments, and refusals of direct and CC payments. Navigation buttons for 'Back', 'New Search', and 'Next' are located at the bottom of the screen.

27 Assigning Producer Shares/Payment Selections (Continued)

**C Field Descriptions/Actions**

The following table provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	<p>Producer sharing in crop.</p> <p><b>Note:</b> A screen will be completed for <b>each</b> producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.</p>	
Producer Id	Last 4 digits of producer’s ID number.	
Producer (#) of (#)	<p>This field shows the number of producers that:</p> <ul style="list-style-type: none"> <li>• have been selected to share in this CCC-509</li> <li>• are remaining.</li> </ul> <p><b>Example:</b> If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.</p>	
Crop	Each DCP crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
Payment Acres	Payment acres associated with each crop; 83.3 percent of the base acres.	
Direct Yield	Direct yield associated with each crop.	
CC Yield	CC yield associated with each crop.	

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action						
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 the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed.  <b>Example:</b> Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent.  Shares for all crops <b>must</b> equal 100 percent <b>before</b> the farm can be enrolled or approved.						
Remaining Shares	Subtracts shares as they are entered for each producer.  This is a tool to keep user informed of how much of the share percentage has been used.							
Does (producer name) want to receive a (%) Direct Advance Payment? If yes, please select the month of Advance Payment.	Manual entry.	Click "Yes" or "No", as applicable. <table border="1" data-bbox="1024 1276 1479 1434"> <thead> <tr> <th data-bbox="1024 1276 1122 1318">IF...</th> <th data-bbox="1122 1276 1479 1318">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="1024 1318 1122 1360">"Yes"</td> <td data-bbox="1122 1318 1479 1360">select a month and year.</td> </tr> <tr> <td data-bbox="1024 1360 1122 1434">"No"</td> <td data-bbox="1122 1360 1479 1434">a month and year shall <b>not</b> be selected.</td> </tr> </tbody> </table>	IF...	THEN...	"Yes"	select a month and year.	"No"	a month and year shall <b>not</b> be selected.
IF...	THEN...							
"Yes"	select a month and year.							
"No"	a month and year shall <b>not</b> be selected.							

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Does (producer name) want to receive an Advance CC Payment?	Manual entry.	Click “Yes” or “No”, as applicable.
Does (producer name) want to refuse all Direct Payments?	Manual entry.	Click “Yes” or “No”, as applicable.
Does (producer name) want to refuse all CC Payments?	Manual entry.	Click “Yes” or “No”, as applicable.
Back	Select Producers(s) – Contract Details Screen will be displayed.	
New Search	Search by Producer or Farm Screen will be displayed.	
Next	Either of the following will be displayed: <ul style="list-style-type: none"> <li>• next producer</li> <li>• Consolidated by Producer Screen.</li> </ul>	

28 Consolidations by Producer

A Overview

The Consolidated by Producer Screen will be displayed as follows:

- when all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- user clicks “Continue” on Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-509
- user clicks “Summary by Producer” on Select Producer(s) – Contract Details Screen.

B Consolidated by Producer Screen

Following is an example of the top of the Consolidated by Producer Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**DCP Menu**  
Section 508 Accessibility  
**Sign-Up**  
Approve Contracts  
CCC Representative Electronic Approval  
Producer Violations  
Producer Payment Selections  
Reports  
Nationwide Customer Service  
Update Signatures  
Cancel Contract  
State County Selection  
Blank CCC-509  
DCP Home Page

**Consolidated By Producer**

Year: 2008 State: Mississippi County: Coahoma  
Farm #: 1494 Operator: TALLEY PLANTING CO

**Producer: TALLEY PLANTING CO**  
Producer ID:

Crop	Shares
Wheat	<input type="text"/> %
Upland Cotton	<input type="text"/> %
Grain Sorghum	<input type="text"/> %
Soybeans	<input type="text"/> %

**Producer: A B SMITH JR**  
Producer ID:

Crop	Shares
Wheat	<input type="text"/> %
Upland Cotton	<input type="text"/> %
Grain Sorghum	<input type="text"/> %
Soybeans	<input type="text"/> %

**Producer: ANNIE L JONES**  
Producer ID:

Crop	Shares
Wheat	<input type="text"/> %
Upland Cotton	<input type="text"/> %

28 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

Following is an example of the bottom of the Consolidated by Producer Screen.

<b>TALLEY PLANTING CO</b>	No Signature ▾	▾ / ▾ / ▾	<b>OP</b>
		Calendar	
<b>A B SMITH JR</b>	No Signature ▾	▾ / ▾ / ▾	<b>OW</b>
		Calendar	
<b>ANNIE L JONES</b>	No Signature ▾	▾ / ▾ / ▾	<b>OT</b>
		Calendar	

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

<u>Name</u>	<u>Producer ID</u>	<u>Direct Advance Date</u>	<u>No Direct Advance</u>	<u>CC</u>	<u>Refuse All Direct Payments</u>	<u>Refuse All CC Payments</u>
TALLEY PLANTING CO		▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A B SMITH JR		▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNIE L JONES		▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When was this Contract Enrolled? ▾ / ▾ / ▾ Calendar

When was the Contract Approved? ▾ / ▾ / ▾ Calendar

Do you want to Cancel this Contract?  Yes Reason: Acreage Reporting Violation ▾

Summary By Crop      New Search      Submit

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All DCP crops associated with the selected farm.	
Shares	<p>Share will be:</p> <ul style="list-style-type: none"> <li>• displayed, if previously entered</li> <li>• blank, if <b>not</b> previously entered.</li> </ul> <p>Shares can be entered or revised on this screen.</p>	<p>Enter or revise shares as applicable.</p> <p>Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed.</p> <p><b>Example:</b> Producer A and producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 percent and 66.67 percent. Shares for all crops <b>must</b> equal 100 percent before the farm can be enrolled or approved.</p>

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
<p>Producer Signatures</p>	<p>If a producer signs electronically, the system will update the producer signature block. All other signature types <b>must</b> be updated by the County Office.</p> <p><b>Notes:</b> This is a tool to keep track of signatures received for each CCC-509.</p> <p>Producers are <b>not</b> authorized to update producer signature information.</p>	
<p>Type of Signature</p>	<p>Manual selection. The type of signature provided by the producer.</p> <p>The system will update electronic signatures.</p> <p>See subparagraph C for signature types.</p>	<p>If a producer has shares greater than zero, or OO or OW producer type, a signature type other than <b>no</b> signature <b>must</b> be updated. CCC-509's <b>cannot</b> be enrolled or approved until <b>all</b> signatures have been received. Specific program rules <b>must</b> be followed when determining when a producer <b>must</b> sign CCC-509.</p> <p><b>Note:</b> Signature type shall <b>only</b> be updated when the producer actually signs and dates CCC-509.</p>
<p>Date of Signature</p>	<p>Manual entry.</p>	<p>Enter date the producer signed CCC-509.</p> <p>See 1-DCP, paragraph 402 for situations involving producers that did <b>not</b> sign CCC-509 on or before September 30 of applicable contract period.</p> <p>See subparagraph D for signature date exceptions.</p>

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Type	The producer type; such as, OO, OP, OT, or OW.	
Payment Selections	Producer payment selection summary data will be: <ul style="list-style-type: none"> <li>• displayed, if previously entered</li> <li>• blank, if <b>not</b> previously entered.</li> </ul> Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable.
When was this Contract Enrolled?	Manual entry.  Producers are <b>not</b> authorized to enter CCC-509 enrollment dates.	Enter date all shares equal 100 percent and <b>all</b> required producer signatures were received.  See 1-DCP, paragraph 402 for situations involving producers signatures received in the County Office after September 30 of applicable contract period.  <b>Note:</b> All applicable signature types <b>must</b> be loaded <b>before</b> an enrollment date can be entered. See subparagraph C for signature type validations.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
When was the Contract Approved?	<p>Manual entry.</p> <p>Approval date can also be entered through the Multiple CCC-509 Approval Process, see paragraph 31.</p> <p>Producers are <b>not</b> authorized to enter CCC-509 approval dates.</p>	<p>Enter COC approval date. Approval date:</p> <ul style="list-style-type: none"> <li>• <b>cannot</b> be entered if shares do <b>not</b> equal 100 percent for all crops</li> <li>• <b>cannot</b> be entered if all required signatures have <b>not</b> been received</li> <li>• will automatically be removed if shares are modified after approval date has been entered.</li> </ul> <p><b>Note:</b> County offices shall <b>not</b> approve CCC-509's that contain electronic representative signatures for a representative role:</p> <ul style="list-style-type: none"> <li>• that was loaded in RLMS based on incorrect documentation</li> <li>• that was established through an FSA-211 or non-FSA-211 power of attorney</li> <li>• of conservator or guardian.</li> </ul>
Do you want to Cancel this contract?	<p>Manual entry.</p> <p>Producers are <b>not</b> authorized to:</p> <ul style="list-style-type: none"> <li>• cancel CCC-509</li> <li>• reinstate CCC-509 on a canceled farm.</li> </ul>	<p>Click "yes", if CCC-509 is to be canceled.</p>

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Reason	Manual entry.	User <b>must</b> select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: <ul style="list-style-type: none"> <li>• Acreage Reporting Violation</li> <li>• CCC-509 Entered in Error</li> <li>• Farm Record Modification; automatic cancels will occur; see paragraph 30</li> <li>• FAV Violation</li> <li>• Out Transfer</li> <li>• Producer Withdrew Contract</li> <li>• Reconstitution.</li> </ul>
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 29.	
New Search	All actions are canceled. If data was <b>not</b> submitted, it will <b>not</b> be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

28 Consolidations by Producer (Continued)

**D Signature Types and Validations**

The following provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do <b>not</b> enter a signature date unless the producer has signed. OT's with zero shares do <b>not</b> have to sign and; therefore, signature type of <b>no</b> signature can remain.
Paper	<ul style="list-style-type: none"> <li>• Enter date producer signed CCC-509.</li> <li>• Shares can be greater than or equal to zero.</li> </ul>
FAX	<ul style="list-style-type: none"> <li>• Enter date producer signed CCC-509.</li> <li>• Shares can be greater than or equal to zero.</li> </ul>
Cash Lease	<ul style="list-style-type: none"> <li>• Producer <b>must</b> have cash lease.</li> <li>• No signature date required.</li> <li>• Shares <b>must</b> equal zero.</li> <li>• Producer <b>must</b> be OO, OP, or OW.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 390 E for cash lease signature requirements.</p>
Undivided Interest	<ul style="list-style-type: none"> <li>• Producer <b>must</b> be OO or OW.</li> <li>• Shares <b>must</b> be greater than zero.</li> <li>• <b>Must</b> be check (✓) in Refuse All Payments.</li> <li>• No signature date required.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 392 A for policy on undivided ownership shares.</p>
Spouse/Joint Owner	<ul style="list-style-type: none"> <li>• Producer <b>must</b> be an OO or OW.</li> <li>• Shares <b>must</b> be zero.</li> <li>• No signature date required.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 390 E for policy on spouse/joint OW signature requirements.</p>

28 Consolidations by Producer (Continued)

D Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	<ul style="list-style-type: none"> <li>• No signature date required.</li> <li>• Shares <b>must</b> equal zero.</li> <li>• Producer <b>must</b> be an OO or OW.</li> <li>• CCC-509 <b>cannot</b> be approved until after June 30 of each program year.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 390 E for policy on cash rent certifications.</p>
No Interest in DCP Cropland	<ul style="list-style-type: none"> <li>• Producer <b>must</b> be an OO or OW.</li> <li>• Shares <b>must</b> equal zero.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 390 E for signature requirements for OW's with no interest in the DCP cropland.</p>
Electronic (defaulted by system)	When a producer signs electronically, the signature type will be defaulted to electronic.
Joint Venture/No ID	<ul style="list-style-type: none"> <li>• Producer <b>must</b> be an OO, OP, or OW.</li> <li>• Shares <b>must</b> equal zero.</li> </ul> <p><b>Note:</b> This option shall <b>only</b> be used for a joint venture <b>without</b> an ID number. See 1-CM for more information on signature requirements.</p>

29 Consolidations by Crop

A Overview

The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

- Select Producer(s) – Contract Details Screen
- Consolidated by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Consolidated by Producer Screen (see paragraph 28).

B Consolidated by Crop Screen

Following is an example of the top of the Consolidated by Crop Screen.

**USDA** United States Department of Agriculture  
**Farm Service Agency** Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**DCP Menu**  
 Section 508 Accessibility  
**Sign-Up**  
 Approve Contracts  
 CCC Representative Electronic Approval  
 Producer Violations  
 Producer Payment Selections  
 Reports  
 Nationwide Customer Service  
 Update Signatures  
 Cancel Contract  
 State County Selection  
 Blank CCC-509  
 DCP Home Page

**Consolidated By Crop**  
 Year: 2008 State: Mississippi County: Coahoma  
 Farm #: 1494 Operator: TALLEY PLANTING CO

Crop: Wheat		
Name	Producer ID	Shares
TALLEY PLANTING CO		<input type="text"/> %
A B SMITH JR		<input type="text"/> %
ANNIE L JONES		<input type="text"/> %

Crop: Upland Cotton		
Name	Producer ID	Shares
TALLEY PLANTING CO		<input type="text"/> %
A B SMITH JR		<input type="text"/> %
ANNIE L JONES		<input type="text"/> %

Crop: Grain Sorghum		
Name	Producer ID	Shares
TALLEY PLANTING CO		<input type="text"/> %
A B SMITH JR		<input type="text"/> %
ANNIE L JONES		<input type="text"/> %

Crop: Soybeans		
Name	Producer ID	Shares
TALLEY PLANTING CO		<input type="text"/> %
A B SMITH JR		<input type="text"/> %
ANNIE L JONES		<input type="text"/> %

29 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

Following is an example of the bottom of the Consolidated by Crop Screen.

<b>TALLEY PLANTING CO</b>	No Signature ▾	▾ / ▾ / ▾	OP
		Calendar	
<b>A B SMITH JR</b>	No Signature ▾	▾ / ▾ / ▾	OW
		Calendar	
<b>ANNIE L JONES</b>	No Signature ▾	▾ / ▾ / ▾	OT
		Calendar	

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

Name	Producer ID	Direct Advance Date	No Direct Advance	CC	Refuse All Direct Payments	Refuse All CC Payments
TALLEY PLANTING CO		▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A B SMITH JR		▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNIE L JONES		▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When was this Contract Enrolled? ▾ / ▾ / ▾ Calendar

When was the Contract Approved? ▾ / ▾ / ▾ Calendar

Do you want to Cancel this Contract?  Yes Reason: Acreeage Reporting Violation ▾

Summary By Producer      New Search      Submit

**Note:** If user clicks, “Summary by Producer”, the Consolidated by Producer Screen will be displayed.

**30 CCC-509's Automatically Canceled When Farm Maintenance Is Modified****A Overview**

CCC-509 software reads farm and tract records for base acres, direct yields, CC yields, OP's, OT's, and OW's. CCC-509's will be **automatically** canceled if any of the following are changed in farm records:

- DCP cropland, if reduced below the farm level base acres
- farm level base acres
- farm level CC yield
- farm level direct yield
- OP's
- OT's, with shares greater than zero
- OW's.

**Note:** Adding OT to a farm will **not** automatically cancel CCC-509.

**B Action**

County Offices shall:

- initiate new CCC-509
- obtain applicable producers signatures
- provide new CCC-509's to COC for approval.

**C Report**

A report to identify CCC-509's that have been canceled is provided on the Reports Menu. Farm records modification will be listed as the cancel reason, see paragraph 35.

31 Approving Multiple CCC-509's

A Overview

Users can either enter:

- the same approval date for multiple CCC-509's; to access the multiple CCC-509 approval process, under Sign-Up, CLICK **“Approve Contracts”**
- approvals by specific farm number on the Consolidated by Producer and Consolidated by Crop Screens.

B Approve Contracts Screen

Following is an example of the Approve Contracts Screen.

The screenshot displays the 'Approve Contracts' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The top right shows 'Direct and Counter Cyclical (DCP) Program'. A navigation bar includes links: DCP Home, About FSA, Help, Contact Us, Exit DCP, Logout of eAuth. A left-hand menu lists options like 'Section 508 Accessibility', 'Sign-Up', 'Approve Contracts', etc. The main area is titled 'Approve Contracts' and includes filters for Year (2008), State (Mississippi), and County (Coahoma). Below these are three rows of farm data:

Farm Number	Operator	Approval Date	Calendar
0001494	TALLEY PLANTING CO	[Dropdown] / [Dropdown] / [Dropdown]	<input type="checkbox"/> Apply to Contract
0003081	SAMUEL MILLER	[Dropdown] / [Dropdown] / [Dropdown]	<input type="checkbox"/> Apply to Contract
0004063	ANCONA FARMS	[Dropdown] / [Dropdown] / [Dropdown]	<input type="checkbox"/> Apply to Contract

At the bottom of the table area are four buttons: 'Search by Producer or Farm', 'Select All', 'Clear All', and 'Approve'.

31 Approving Multiple CCC-509's (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph D.	
Operator	OP associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable CCC-509's. Only 1 date can be entered at a time.
Apply to Contract	Manual entry.	CLICK " <b>Apply to Contract</b> " for each CCC-509 that to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-509's displayed on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-509's that have been selected to be included in the multiple CCC-509 approval will be deselected.	
Approve	Applies the approval date to all CCC-509's that have been selected. Search by Producer or Farm Screen will be displayed.	

31 Approving Multiple CCC-509's (Continued)

**D Criteria for Being Included in 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 applicable 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.

**Notes:** Producers are **not** authorized to update CCC-509 approval dates.

Farms with a signature type of cash rent certification will **not** be displayed until after June 30.

## 31 Approving Multiple CCC-509's (Continued)

**E Representative Signatures**

Electronic representative signatures shall **only** be accepted for individual members of an entity who have the authority to sign on behalf of the entity based on documentation considered acceptable according to 1-CM.

**Note:** Representative roles established through FSA-211 or non-FSA-211 power of attorney documents shall **not** be recorded in RLMS. Therefore, electronic representative signatures shall **not** be accepted for individual members of an entity who were given the authority to sign on behalf of the entity through an FSA-211 or non-FSA-211 power of attorney.

County Offices shall **not** approve CCC-509's that contain electronic representative signatures for a representative role:

- that was loaded in RLMS based on incorrect documentation
- that was established through an FSA-211 or non-FSA-211 power of attorney
- of conservator or guardian.

**Example 1:** John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall not** be allowed to electronically sign CCC-509 for Smith Farms Inc.

**Example 2:** Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the Articles of Partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign CCC-509 for Jones and Sons Partnership.

**Example 3:** Laura Davis is maintained in RLMS with a representative role of Guardian for William Davis. Laura Davis's representative role is something other than an individual member of an entity; therefore, Laura Davis **shall not** be allowed to electronically sign CCC-509 for William Davis.

32 CCC Representative Electronic Approvals

A Overview

CCC-509's can be electronically approved. To access the CCC Representative Electronic Approval process, under Sign-Up, CLICK “**CCC Representative Electronic Approval**”.

All County Office employees have access to the CCC Representative Electronic Approval process; however, **only employees designated to approve CCC-509's shall access and electronically approve CCC-509's.**

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.

B CCC Representative Electronic Approval Screen

Following is an example of the CCC Representative Electronic Approval Screen.

CCC Representative Electronic Approval			
Year: 2008		State: Mississippi	County: Coahoma
Farm Number	Operator	Electronic Signature	CCC-509
0001494	TALLEY PLANTING CO	<input type="checkbox"/> Electronically Sign	<a href="#">View 0001494</a>
0003081	SAMUEL MILLER	<input type="checkbox"/> Electronically Sign	<a href="#">View 0003081</a>
0004063	ANCONA FARMS	<input type="checkbox"/> Electronically Sign	<a href="#">View 0004063</a>
<input type="text" value="Search by Producer or Farm"/>		<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>
<input type="button" value="Approve"/>			

32 CCC Representative Electronic Approvals (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph A.	
Operator	OP associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CLICK “ <b>Electronically Sign</b> ” when electronically approving the applicable farm’s CCC-509.
CCC-509 View (Farm Number)	Provides for electronically viewing the farms CCC-509.	CLICK “ <b>View(farm number)</b> ” to electronically view CCC-509.  <b>Note:</b> This is <b>only</b> a pre-approved view. The approver’s name and date will <b>not</b> be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-509’s on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-509’s that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all CCC-509’s that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

**32 CCC Representative Electronic Approvals (Continued)****D Criteria for Being Included in 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.

**Note:** Farms with a signature type of cash rent certification will **not** be displayed until after June 30.

**32 CCC Representative Electronic Approvals (Continued)****E Representative Signatures**

Electronic representative signatures shall **only** be accepted for individual members of an entity who have the authority to sign on behalf of the entity, based on documentation considered acceptable according to 1-CM.

**Note:** Representative roles established through FSA-211 or non-FSA-211 power of attorney documents are **not** to be recorded in RLMS. Therefore, electronic representative signatures **shall not** be accepted for individual members of an entity who were given the authority to sign on behalf of the entity through an FSA-211 or non-FSA-211 power of attorney.

CCC representatives shall **not** approve CCC-509's that contain electronic representative signatures for a representative role:

- that was loaded in RLMS based on incorrect documentation
- that was established through an FSA-211 or non-FSA-211 power of attorney
- of conservator or guardian.

**Example 1:** John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall not** be allowed to electronically sign CCC-509 for Smith Farms Inc.

**Example 2:** Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the Articles of Partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign CCC-509 for Jones and Sons Partnership.

**Example 3:** Laura Davis is maintained in RLMS with a representative role of Guardian for William Davis. Laura Davis's representative role is something other than an individual member of an entity; therefore, Laura Davis **shall not** be allowed to electronically sign CCC-509 for William Davis.

33 **Producer Violations**

**A Overview**

To access producer violations, under Sign-Up, CLICK **“Producer Violations”**. The SCIMS Customer Search Screen will be displayed; select the applicable producer and CLICK **“Continue”**, the Producer Violation(s) Screen will be displayed.

**B Producer Violation(s) Screen**

Following is an example of the Producer Violation(s) Screen.

DCP Menu	
Section 508 Accessibility	
<b>Sign-Up</b>	
Approve Contracts	
CCC Representative Electronic Approval	
<b>Producer Violations</b>	
Producer Payment Selections	
Reports	
Nationwide Customer Service	
Update Signatures	

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**Producer Violation(s)**

Year: 2008      State: Mississippi      County: Coahoma

Producer: A B SMITH JR

Farm Number	Violations
1494	Misrepresentation/Scheme and Devise HELCAWC

**Notes:** Only farms with an approved CCC-509's will be displayed.

Producers are **not** authorized to update producer violations.

33 **Producer Violations (Continued)**

**C Field Descriptions/Actions**

The following table provides the field descriptions and actions on the Producer Violation(s) Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that was selected on USDA Service Center Information Management System Customer Search Page.	
Farm Number	Farm numbers with approved CCC-509's associated with selected producer.	
Violations	The following violations are provided for selection: <ul style="list-style-type: none"> <li>• Misrepresentation/Scheme and Device</li> <li>• HELC/WC.</li> </ul>	CLICK the applicable farm specific violation.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Clear All Violations	Deselects all violations previously selected.	
Submit Violations	Submits violations that were selected or deselected.	

34 **Producer Payment Selections**

**A Overview**

The Producer Payment Selection Screen is used to view or update a specific producer’s payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under Sign-Up, CLICK “**Producer Payment Selections**”. The SCIMS Customer Search Screen will be displayed; select the applicable producer and CLICK “**Continue**”, the Producer Payment Selection Screen will be displayed.

**B Producer Payment Selection Screen**

Following is an example of the Producer Payment Selection Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**DCP Menu**  
Section 508 Accessibility  
**Sign-Up**  
Approve Contracts  
CCC Representative Electronic Approval  
Producer Violations  
Producer Payment Selections  
Reports  
Nationwide Customer Service  
Update Signatures  
Cancel Contract  
State County Selection

**Producer Payment Selection**

Year: 2008 State: Mississippi County: Coahoma  
Producer: ANNIE L JONES

ANNIE L JONES

Farm Number	Producer Type	Direct Advance Date	No Direct Advance	CC	Refuse All Direct Payments	Refuse All CC Payments
1494	OT	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4063	OW	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Search by Producer or Farm Update

**Note:** Producers will be able to change and update their own payment selection information at any time, if their eAuthentication account has level 2 security access.

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that was selected on SCIMS Customer Search Page.	
Farm Number	All farms that the selected producer has shares greater than zero.	
Producer Type	Selected producer's role on the farm as follows: <ul style="list-style-type: none"> <li>• OO</li> <li>• OP</li> <li>• OT</li> <li>• OW.</li> </ul>	
Direct Advance Date	Manual entry. Will be populated with previously entered data. Date can be entered or changed and updated from this screen.	Enter or modify date, as applicable.
No Direct Advance	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected <b>not</b> to receive direct advance payment</li> <li>• <b>not</b> be displayed, if producer previously elected to receive direct advance payment.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects to receive direct advance payment; a direct advance date <b>must</b> be entered</li> <li>• add check (✓), if producer elects <b>not</b> to receive direct advance payment.</li> </ul>
CC	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected to receive CC advance payment</li> <li>• <b>not</b> be displayed, if producer previously elected to <b>not</b> receive CC advance payment.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects <b>not</b> to receive CC advance payment</li> <li>• add check (✓), if producer has elects to receive CC advance payment.</li> </ul>

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected to refuse all direct payments</li> <li>• <b>not</b> be displayed, if producer previously elected to <b>not</b> refuse all direct payments.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects to <b>not</b> refuse all direct payments</li> <li>• add check (✓), if producer elects to refuse all direct payments.</li> </ul>
Refuse All CC Payments	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected to refuse all CC payments</li> <li>• <b>not</b> be displayed, if producer previously elected to <b>not</b> refuse all CC payments.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects to <b>not</b> refuse all CC payments</li> <li>• add check (✓), if producer elects to refuse all CC payments.</li> </ul>
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

35 Reports

A Overview

Several standard reports are available for County Offices to use as tools for DCP signup. To access the Reports Menu, under Sign-Up, CLICK “Reports”.

B Reports Screen

Following is an example of the Reports Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**DCP Menu**  
Section 508 Accessibility  
**Sign-Up**  
Approve Contracts  
CCC Representative Electronic Approval  
Producer Violations  
Producer Payment Selections  
Reports  
Nationwide Customer Service  
Update Signatures  
Cancel Contract  
State County Selection  
Blank CCC-509  
DCP Home Page

**Reports**

Year: 2008 State: Mississippi County: Coahoma

**Contract Reports**

CCC-509 Farm:   
 CCC-509B Farm:

**Selection Criteria**

**Payment Selection/Approval Reports**

1. Producer Payment Selection Report - For Month, Sorted by Producer Month:

2. Producer Payment Selection Report - For Month, Sorted by Farm Month:

3. Producer Payment Selection Report - Advance Payment Designation by Specific Producer Producer ID:

4. Producer Payment Selection Report - Advance Payment Designation by Specific Farm Farm:

5. Producer Payment Selection Report - All Producers With Month and Year Designation

6. Producer Payment Selection Report - All Producers That Have Requested a CC Advance

7. Producer Payment Selection Report - All Producers Without Month and Year Designation

8. All Farms Initiated but not Enrolled

9. All Farms Enrolled but not Approved

10. All Approved Farms

11. All Approved Farms for a Specific Time Period

Start Date:  /  /  Calendar  
End Date:  /  /  Calendar

12. All Cancelled Farms

13. Farms With Base Acres Greater Than Zero Without An Active CCC-509

14. Producers With Electronic Signatures

15. Producers Whose Signature is missing from Contract

16. Farms Initiated But Do Not Have Shares Equal to 100 Percent

17. All Farms With Cash Rent Certification Signature Type

18. All Farms With CCC Representative Electronic Approval

19. Farms with less than 100 percent cropland certified

20. County Summary Report

**APPENDIX**

Appendix to form CCC-509, Direct and Counter-Cyclical Program Contract

Search by Producer or Farm Create Report

## 35 Reports (Continued)

## C Report Descriptions

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

**Note:** All reports, **except** the CCC-509, CCC-509B, and Appendix to CCC-509, Director and Counter-Cyclical Program Contract reports, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

Report	Action	Result
CCC-509	Select report and enter farm number.	Pre-filled CCC-509 will be displayed.  <b>Note:</b> The text size in Internet Explorer <b>must</b> be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: <ul style="list-style-type: none"> <li>• “View”</li> <li>• “Text Size”</li> <li>• “medium”.</li> </ul>
CCC-509B	Select report and enter farm number.	CCC-509B will be displayed.
Producer Payment Selection Report - For Month, Sorted by Producer	Select report and month.	All producers with selected month will be displayed. Report will print alphabetically by producer’s last or business name.
Producer Payment Selection Report - For Month, Sorted by Farm	Select report and month.	All producers with selected month will be displayed. Report will print alphabetically in farm number order.
Producer Payment Selection Report – Advance Payment Designation by Specific Producer	Select report and enter producer ID number.	Producer specific report will be displayed listing the advance month and year the producer has selected for each farm.

## 35 Reports (Continued)

## C Report Descriptions (Continued)

Report	Action	Result
Producer Payment Selection Report – Advance Payment Designation by Specific Farm	Select report and enter farm number.	Farm specific report will be displayed listing the advance month and year for each producer on the farm.
Producer Payment Selection Report – All Producers with Month and Year Designation	Select report.	Report will display all producers with a month and year designation.
Producer Payment Selection Report – All Producers that Have Requested a CC Advance	Select report.	Report will be displayed all producers that have requested CC advanced payments.
Producer Payment Selection Report – All Producers Without Month and Year Designation	Select report.	Report will be displayed identifying all producers that have shares greater than zero that have <b>not</b> selected a month and year for advance payment.
All Farms Initiated but <b>Not</b> Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated but have <b>not</b> been enrolled.
All Farms Enrolled but <b>Not</b> Approved.	Select report.	Report will be displayed identifying all farms that have an enrollment date entered but have <b>not</b> been approved.
All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
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 Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by farm maintenance changes.
Farms with Base Acres Greater than Zero Without an Active CCC-509	Select report.	Report will be displayed identifying all farms that have base acres greater than zero in farm maintenance, but do <b>not</b> have an initiated CCC-509.

## 35 Reports (Continued)

## C Report Descriptions (Continued)

Report	Action	Result
Producers with Electronic Signature	Select report.	Report will be displayed with all producers that have electronically signed CCC-509.
Producers Whose Signature is Missing from Report.	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 Initiated But Do <b>Not</b> Have Shares Equal to 100 Percent.	Select report.	Report will be displayed identifying all farms that do <b>not</b> have 100 percent of the shares designated.
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 Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC Representative Electronic Approval Process.
Farms with less than 100 percent cropland certified	Select report.	Report will be displayed identifying all farms with less than 100 percent cropland certified on FSA-578.
County Summary Report	Select report.	Report will be displayed providing a summary of DCP enrollment information in the county selected on the State Report Selection Screen.
Appendix to CCC-509, Direct and Counter-Cyclical Program Contract	Select report.	CCC-509 terms and conditions will be displayed.  <b>Note:</b> All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

**36 Nationwide Customer Service**

**A County Office User Access**

CCC-509 software provides nationwide customer service for County Office users. County Office users have the ability to load and access CCC-509's for any producer nationwide. This is extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-509's have limited authority.

To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

36 Nationwide Customer Service (Continued)

**B National Selection Screen**

Following is an example of the National Selection Screen.

The following table provides the fields, descriptions, and actions for the National Selection Screen.

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

## 36 Nationwide Customer Service (Continued)

## C Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen that will be displayed after user clicks “Submit” on Nationwide Customer Service Screen.

The screenshot displays the USDA Farm Service Agency website for the Direct and Counter Cyclical (DCP) Program. The page title is "Search by Producer or Farm". The search criteria are set to Year: 2008, State: Mississippi, and County: Leflore. Below the search criteria, there is a text box stating "The farm can be found by searching for the producer on the farm or entering the farm number". There are two radio buttons: "Producer" (unselected) and "Farm Number" (selected). A text input field is present next to the "Farm Number" radio button. At the bottom of the search area, there are "Search" and "Cancel" buttons. The page footer contains various links including DCP Home, Admin Menu, FSA Internet, FSA Intranet, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

To switch back to the home county, under Sign-Up, CLICK “**Home Counties**”.

The Nationwide Customer Service, Search by Producer or Farm Screen functionality is the same as when CCC-509’s are being loaded in the home county; see paragraph 23 for searching by producer or by farm number. Once a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

## D Select Producer(s) – Contract Details Screen

The Nationwide Customer Service, Select Producer(s) – Contract Details Screen functionality is the same as when CCC-509’s are being loaded in the home county; see paragraph 26. One of the following will be displayed, based on the actions taken on the Select Producer(s) – Contract Details Screen:

- Assign Producer Shares / Payment Selections Screen
- Consolidated by Producer Screen
- Consolidated by Crop Screen.

**36 Nationwide Customer Service (Continued)****E Assign Producer Shares / Payment Selections Screen**

The Nationwide Customer Service, Select Assign Producer Shares / Payment Selections Screen functionality is the same as when CCC-509's are being loaded in the home county; see paragraph 27.

**F Consolidated by Producer Screen**

The Nationwide Customer Service Section, Consolidated by Producer Screen functionality is the same as when CCC-509's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-509 **cannot** be canceled.

All of these activities **must** be done in the producer's home county; see paragraph 28 for Consolidated by Producer Screen functionality.

**G Consolidated by Crop Screen**

The Nationwide Customer Service Section, Consolidated by Crop Screen functionality is the same as when CCC-509's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-509 **cannot** be canceled.

All of these activities **must** be done in the producer's home county, see paragraph 29 for Consolidated by Crop Screen functionality.

**H County Office Action**

County Offices that process nationwide customer service CCC-509's **must**:

- immediately FAX a copy of the signed CCC-509 to the producer's home county
- mail the original signed CCC-509 to the producer's home county
- maintain a copy of the signed CCC-509.

## 37 Updating Signatures

### A Overview

Updating signatures **without** accessing CCC-509 is available in CCC-509 software. To access the update signatures process, under Sign-Up, CLICK “**Update Signatures**”.

**Note:** Signatures can also be updated on the Consolidated by Producer and Consolidated by Crop Screens.

### B Update Signatures Screen

Following is an example of the Update Signatures Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

Year: 2008 State: Mississippi County: Coahoma  
Farm #: 1494  
Enrollment Date: 6/25/2008 Approval Date: 6/25/2008

**DCP Menu**  
Section 508 Accessibility  
**Sign-Up**  
Approve Contracts  
CCC Representative Electronic Approval  
Producer Violations  
Producer Payment Selections  
Reports  
Nationwide Customer Service  
Update Signatures  
Cancel Contract  
State County Selection  
Blank CCC-509  
DCP Home Page

**Producer Signatures**

Name	Producer ID	Producer Type	Type of Signature	Date of Signature
TALLEY PLANTING CO		OP	No Signature	Calendar
A B SMITH JR		OW	No Signature	Calendar
ANNIE L JONES		OT	No Signature	Calendar

**Enrollment Date**  
When was this Contract Enrolled? Calendar

New Search Submit

DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

37 Updating Signatures (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Update Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Enrollment Date	Enrollment date as entered on the Consolidated by Producer or Consolidated by Crop Screen.	
Approval Date	Approval date as entered on the Consolidated by Producer, Consolidated by Crop, Approve Contracts, or CCC Representative Electronic Approval Screen.	
Producer Signatures	<p>If producer signs electronically, the system will update the producer signature block. All other signature types <b>must</b> be updated by the County Office.</p> <p>This is a tool to keep track of signatures received for each CCC-509.</p> <p>Producers are <b>not</b> authorized to updated producer signature information.</p>	
Type of Signature	<p>Manual selection.</p> <p>The system will update electronic signatures.</p> <p>See subparagraph 28 D for signature types.</p>	<p>If producer has shares greater than zero, or OO or OW producer type, a signature type other than <b>no</b> signature <b>must</b> be updated. Contracts <b>cannot</b> be enrolled or approved until all signatures have been received. Specific program rules <b>must</b> be followed when determining when a producer <b>must</b> sign CCC-509.</p> <p><b>Note:</b> Type of signature shall <b>only</b> be updated when the producer actually signs and dates CCC-509.</p>

37 Updating Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	<p>Enter date the producer signed CCC-509.</p> <p>See 1-DCP, paragraph 402 for situations involving producers that did <b>not</b> sign CCC-509 on or before September 30 of applicable contract period.</p> <p>See subparagraph 28 D for signature date exceptions.</p>
When was this Contract enrolled?	Manual entry.	<p>Enter the date all shares equal 100 percent and all required producer signatures have been received.</p> <p>See 1-DCP, paragraph 402 for situations involving producers signatures received in the County Office after September 30 of applicable contract period.</p> <p><b>Note:</b> All applicable signature types <b>must</b> be loaded <b>before</b> an enrollment date can be entered. See subparagraph 28 D for signature type validations.</p>
New Search	<p>All actions are canceled.</p> <p>If data was <b>not</b> submitted, it will <b>not</b> be saved.</p> <p>Search by Producer or Farm Screen will be displayed.</p>	
Submit	<p>Data is stored. Print Screen will be displayed.</p>	

38 Canceling CCC-509's by Farm

A Overview

Canceling CCC-509's **without** accessing CCC-509 is available in CCC-509 software. To access CCC-509 cancellation process, under Sign-Up, CLICK **"Cancel Contract"**.

**Note:** CCC-509's can also be canceled on the Consolidated by Producer and Consolidated by Crop Screens.

B Cancel Contract by Farm Screen

Following is an example of the Cancel Contract by Farm Screen.

38 Canceling CCC-509's by Farm (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Manual entry.	Enter the farm number of CCC-509 to be canceled.
Reason	Manual entry.	User <b>must</b> select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: <ul style="list-style-type: none"> <li>• Acreage Reporting Violation</li> <li>• CCC-509 Entered in Error</li> <li>• Farm Record Modification; automatic cancels will occur; see paragraph 30</li> <li>• FAV Violation</li> <li>• Out Transfer</li> <li>• Producer Withdrew Contract</li> <li>• Reconstitution.</li> </ul>
New Search	All actions are canceled. If data was <b>not</b> submitted, it will <b>not</b> be saved. Search by Producer or Farm Screen will be displayed.	
Cancel Contract	CCC-509 is canceled. Contract Canceled Screen will be displayed.	

39-45 (Reserved)

Section 2 State Office Access

46 State Office Access to the DCP Web Site

A Accessing the DCP Web Site

State Office users shall access CCC-509 software according to paragraph 21. After entering an eAuthentication user ID and password, and clicking “Login”, the State User Home Page will be displayed.

B State User Home Page

Following is an example of the State User Home Page.



## 47 State Report Selections

### A Overview

State Office users will **only** have access to State Office reports, **unless** they have requested Nationwide Customer Service access according to paragraph 49. To access State Office reports, under Sign-Up, CLICK “**State Report**”. The State Report Selection Screen will be displayed.

### B State Report Selection Screen

Following is an example of the State Report Selection Screen.

### C Field Descriptions and Actions

The following table provides field descriptions and actions that can be taken on the State Report Selection Screen.

Field/Button	Description	Action
State	State associated with the user.	
County	Drop-down menu with the county names applicable to the user’s State.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	State Reports Screen will be displayed.	

48 State Reports

A Overview

Several standard reports are available for State Offices to use as tools for assisting County Offices with DCP signup. To access the State Reports Screen, under Sign-Up, CLICK “State Report”.

B State Reports Screen

Following is an example of the State Reports Screen.

**USDA** United States Department of Agriculture  
**Farm Service Agency** Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**DCP Menu**  
 Section 508 Accessibility  
**Sign-Up**  
 State Report  
 Blank CCC-509  
 DCP Home Page

**State Reports**  
 Year: 2008 State: Mississippi County: Coahoma

**Payment Selection/Approval Reports**

- 1. Producer Payment Selection Report - All Producers With Month and Year Designation
- 2. Producer Payment Selection Report - All Producers That Have Requested a CC Advance
- 3. Producer Payment Selection Report - All Producers Without Month and Year Designation
- 4. All Farms Initiated but not Enrolled
- 5. All Farms Enrolled but not Approved
- 6. All Approved Farms
- 7. All Cancelled Farms
- 8. Farms With Base Acres Greater Than Zero Without An Active CCC-509
- 9. Producers With Electronic Signatures
- 10. State Summary Report
- 11. Producers Whose Signature is missing from Contract
- 12. All Farms With Cash Rent Certification Signature Type
- 13. Farms Initiated But Do Not Have Shares Equal to 100 Percent
- 14. All Farms With Enrollment Date Modifications After September 30 By Month (Available after Sept 30, of the chosen year) Month:
- 15. Farms with less than 100 percent cropland certified
- 16. County Summary Report

**APPENDIX**

- Appendix to form CCC-509, Direct and Counter-Cyclical Program Contract

State Report Menu Create Report

DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

## 48 State Reports (Continued)

## C Report Descriptions

The following table provides descriptions of each of the available reports. Only 1 report can be created at a time. The report will be displayed in PDF format and can be printed, if needed.

**Note:** All State reports, **except** the Appendix to CCC-509, Direct and Counter-Cyclical Program Contract Report, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

<b>IF user selects the following...</b>	<b>THEN the following will be displayed...</b>
Producer Payment Selection Report – All Producers With Month and Year Designation	all producers with a month and year designation in the county selected on the State Report Selection Screen.
Producer Payment Selection Report – All Producers That Have Requested a CC Advance	all producers that have requested CC advanced payments in the county selected on the State Report Selection Screen.
Producer Payment Selection Report – All Producers Without Month and Year Designation	all producers that have shares greater than zero that have <b>not</b> selected a month and year for advance payment in the county selected on the State Report Selection Screen.
All Farms Initiated But <b>Not</b> Enrolled	all farms that have been initiated but have <b>not</b> been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled But <b>Not</b> Approved	all farms that have an enrollment date entered but have <b>not</b> been approved in the county selected on the State Report Selection Screen.
All Approved Farms	all approved farms in the county selected on the State Report Selection Screen.
All Cancelled Farms	all farms that have been canceled by a County Office user or by farm maintenance changes in the county selected on the State Report Selection Screen.
Farms With Base Acres Greater Than Zero Without An Active CCC-509	all farms that have base acres greater than zero in farm maintenance but do <b>not</b> have an initiated CCC-509 in the county selected on the State Report Selection Screen.
Producers With Electronic Signatures	all producers that have electronically signed CCC-509 in the county selected on the State Report Selection Screen.
State Summary Report	a summary count of CCC-509's that are initiated, enrolled, approved, cancelled, and have electronic signatures for each county in the State.

48 State Reports (Continued)

C Report Descriptions (Continued)

<b>IF user selects the following...</b>	<b>THEN the following will be displayed...</b>
Producers Whose Signature is Missing from Contract	all farms that are missing producer signatures in the county selected on the State Report Selection Screen.
All Farms With Cash Rent Certification Signature Type	all farms that have 1 or more producers with a cash rent certification signature type in the county selected on the State Report Selection Screen.
Farms Initiated But Do <b>Not</b> Have Shares Equal to 100 Percent	all farms that do <b>not</b> 100 percent of shares designated in the county selected on the State Report Selection Screen.
All Farms With Enrollment Date Modifications After September 30 by Month	all farms that had an enrollment date modified during the month selected in the county selected on the State Report Selection Screen.
<b>Note:</b> Select a county and a month.	<b>Note:</b> See 1-DCP, paragraph 401 for additional information.
Farms With Less Than 100 Percent Cropland Certified	all farms that have an active CCC-509, but do <b>not</b> have 100 percent of cropland certified on FSA-578 in the county selected on the State Report Selection Screen.
County Summary Report	a summary count of eligible farms and CCC-509's that are initiated, enrolled, and approved in the county selected on the State Report Selection Screen.
Appendix to CCC-509, Direct and Counter-Cyclical Program Contract	CCC-509 terms and conditions.  <b>Note:</b> All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

**49 Nationwide Customer Service****A Requesting Access**

State Office users shall request access to DCP Nationwide Customer Service according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX that the request is for DCP State Office user Nationwide Customer Service access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional employees can be added at any time by requesting access according to this subparagraph.

To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

49 **Nationwide Customer Service (Continued)**

**B National Selection Screen**

Following is an example of the National Selection Screen.

The screenshot shows the USDA Farm Service Agency website interface for the National Selection screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The main title is 'Direct and Counter Cyclical (DCP) Program'. A navigation bar includes links for 'DCP Home', 'About FSA', 'Help', 'Contact Us', 'Exit DCP', and 'Logout of eAuth'. On the left is a 'DCP Menu' sidebar with options: 'Section 508 Accessibility', 'Sign-Up', 'Home Counties', 'Blank CCC-509', and 'DCP Home Page'. The main content area is titled 'National Selection' and contains three dropdown menus labeled 'State:', 'County:', and 'Year:'. Below these is a 'Submit' button. The footer contains a row of links: 'DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov', 'FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House'.

**C Accessing Nationwide Customer Service**

State Office users that request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 36.

**50-60 (Reserved)**



## Section 3 Producer Access

### 61 Producer Access to eDCP

#### A Overview

eDCP allows producers to enroll in DCP online. Producers can choose DCP payment options, assign crop shares, and sign and submit their CCC-509'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-509 options at any time.

The eDCP voluntary service:

- is available to all producers who are eligible to participate in DCP
- is offered as an additional DCP enrollment option; producers can still complete CCC-509's in person at the County Office
- does **not** alter any DCP provisions.

**Example:** For a farm to be enrolled in DCP, **all** OW's and producers with a share on the farm **must** sign CCC-509.

#### B eDCP Benefits

The easy-to-use eDCP service offers many advantages for DCP participants as follows:

- provides maximum flexibility to complete CCC-509'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-509's, worksheets, and other DCP information
- speeds up CCC-509 processing time at County Offices
- maintains all data in a central location
- protects private information through strict security measures.

#### C Obtaining eAuthentication Accounts

To use the eDCP service, 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 their CCC-509. To obtain an eAuthentication account, producers shall:

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

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

61 **Producer Access to eDCP (Continued)**

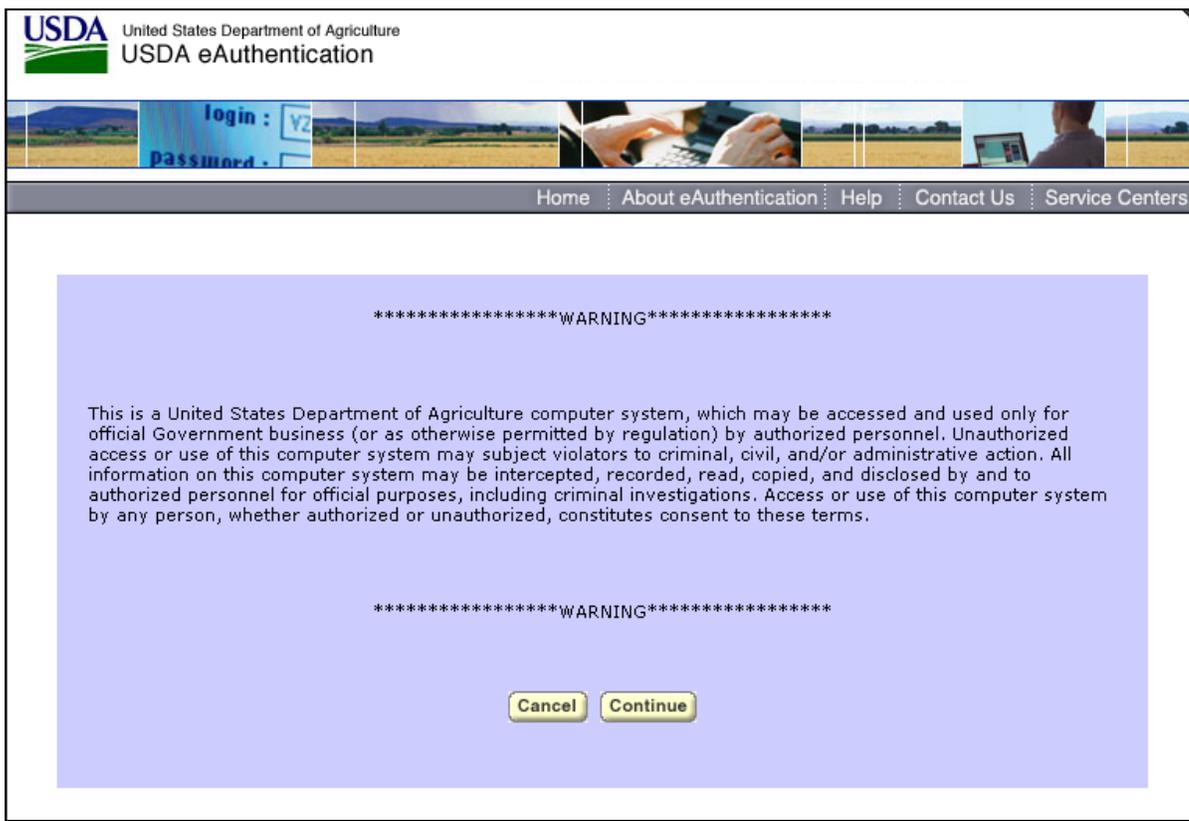
**D Accessing eDCP**

Producers shall access eDCP by going to **http://www.fsa.usda.gov/egov/edcp\_default.htm**. The Online Services Screen will be displayed.

Producers shall CLICK:

- **“Electronic Direct and Counter-Cyclical Payment Program (eDCP) Service”**; the eDCP Online Services Screen will be displayed
- **“Access eDCP Service”**; the USDA eAuthentication Warning Screen will be displayed
- **“Continue”**, to proceed or **“Cancel”**, to end the process.

This is an example of the USDA eAuthentication Warning Screen.



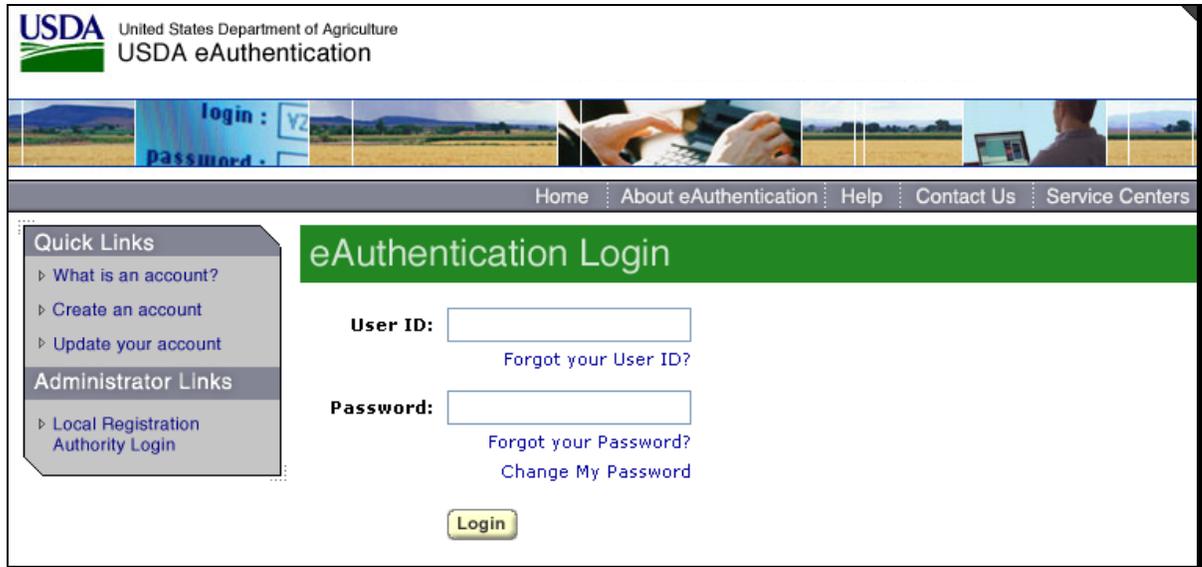
**Note:** Internet Explorer shall be used when accessing eDCP.

61 **Producer Access to eDCP (Continued)**

**D Accessing eDCP (Continued)**

If user clicks “Continue” on the USDA eAuthentication Warning Screen, the eAuthentication Login Screen will be displayed. Producers **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- **CLICK “Login”**.



## 62 CCC-509 Appendix

## A Overview

Immediately after a producer's eAuthentication information has been accepted, the CCC-509 Appendix will be displayed.

## B Accepting CCC-509 Appendix Terms and Conditions

The producer **must** accept the terms and conditions contained in the CCC-509 Appendix **before** continuing into the eDCP system. By electronically completing and signing CCC-509, producers:

- acknowledge receiving CCC-509 Appendix
- agree to abide by CCC-509 Appendix terms and conditions.

Following is an example of the top of the CCC-509 Appendix Screen.

 United States Department of Agriculture Farm Service Agency	Direct and Counter Cyclical (DCP) Program
<a href="#">DCP Home</a> <a href="#">About FSA</a> <a href="#">Help</a> <a href="#">Contact Us</a> <a href="#">Exit DCP</a> <a href="#">Logout of eAuth</a>	
<b>CCC-509 Appendix</b>	
This form is available electronically. <span style="float: right;"><i>See last page for Privacy Act Statement.</i></span>	
CCC-509 Appendix (06-20-08)	
<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation	
<b>APPENDIX TO FORM CCC-509, 2008 DIRECT and COUNTER-CYCLICAL PROGRAM CONTRACT</b>	
<p><b>NOTE:</b>The authority for collecting the information on form CCC-509 is the Food, Conservation, and Energy Act of 2008 (Pub L. No. 110-246). That authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p>	
1	<b>PURPOSE</b>  This Appendix sets forth additional terms and conditions of a 2008 Direct and Counter-Cyclical Program Contract (CCC-509). A producer who signs the Direct and Counter-Cyclical Program Contract agrees to follow the terms and conditions contained in this CCC-509 Appendix, and acknowledges the applicability of any provisions of the federal regulations applicable to the contract including those found at 7 CFR Parts 12, 718, and the regulations at Parts 1400 and 1412 as they applied to the 2007 crops. <b><u>This Appendix applies to crop year 2008 only.</u></b>
2	<b>DEFINITIONS</b>  <b>A Producer</b> means an owner, operator, landlord, tenant, or sharecropper who shares in the risk of

62 CCC-509 Appendix (Continued)

**B Accepting CCC-509 Appendix Terms and Conditions (Continued)**

Following is an example of the bottom of the CCC-509 Appendix Screen.

<b>Corn</b>	\$/bu.	2.63	<b>0.28</b>	1.95	2.23	<b>0.40</b>
<b>Grain Sorghum</b>	\$/bu.	2.57	<b>0.35</b>	1.95	2.30	<b>0.27</b>
<b>Barley</b>	\$/bu.	2.24	<b>0.24</b>	1.85	2.09	<b>0.15</b>
<b>Oats</b>	\$/bu.	1.440	<b>0.024</b>	1.330	1.354	<b>0.086</b>
<b>Upland Cotton</b>	\$/lb.	0.7125	<b>0.0667</b>	0.5200	0.5867	<b>0.1258</b>
<b>Rice, Long Grain</b>	\$/cwt.	10.50	<b>2.35</b>	6.50	8.85	<b>1.65</b>
<b>Rice, Medium Grain*</b>	\$/cwt.	10.50	<b>2.35</b>	6.50	8.85	<b>1.65</b>
<b>Soybeans</b>	\$/bu.	5.80	<b>0.44</b>	5.00	5.44	<b>0.36</b>
<b>Other Oilseeds</b>	\$/cwt.	\$10.10	<b>0.80</b>	9.30	10.10	<b>0.00</b>
<b>Peanuts</b>	\$/ton	495.00	<b>36.00</b>	355.00	391.00	<b>104.00</b>

\* Medium grain rice includes short grain rice.

**Note:** *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is the Food, Conservation, and Energy Act of 2008. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

**C Options Available on the Screen**

The following table provides a description of options that are available on the CCC-509 Appendix Screen.

<b>Button</b>	<b>Description</b>
Cancel	Logs the producer out of the eDCP application.
Printable Version	Provides a printable PDF version of the CCC-509 Appendix.
Accept	Displays the State-County and Year Selection Screen.

63 State, County, and Year Selection

A Overview

Once the producer accepts the CCC-509 Appendix terms and conditions, the Direct and Counter-Cyclical (DCP) Program, State-County and Year Selection Screen will be displayed. The State-County and Year Selection Screen provides producers the option to select the:

- State and county that contains CCC-509 to be updated

**Note:** The drop-down menu will **only** contain counties in which the producer is associated to CCC-509.

- year of CCC-509 to be viewed/updated.

**Note:** Only the current year can be updated. All prior years will be displayed in **view-only** mode.

B State-County and Year Selection Screen

Following is an example of the State-County and Year Selection Screen.

63 State, County, and Year Selection (Continued)

C Field Descriptions

The following table provides the fields that are available on the State-County and Year Selection Screen.

Field/Button	Description	Action
State-County	Drop-down menu that lists State and County Offices in which a producer is associated to CCC-509.	Select the State and county that contains CCC-509 to be updated.
Year	Drop-down menu that lists the years available to be viewed or updated.	Select the applicable year.  <b>Note:</b> Only the current year can be updated. All prior years will be displayed in <b>view-only</b> mode.
Submit	Displays the Select Contract – Farm Search - Farm Selection Screen.	

64 Selecting CCC-509’s – Farm Search – Farm Selection

A Overview

The Select Contract – Farm Search - Farm Selection Screen allows the producer to select CCC-509 to be viewed or updated.

B Select Contract – Farm Search – Farm Selection Screen

Following is an example of the Select Contract – Farm Search – Farm Selection Screen.



C Options Available on the Screen

The following table provides the options that are available on the Select Contract – Farm Search - Farm Selection Screen.

Button	Description
New Search	State-County and Year Selection Screen will be displayed.
Continue	<p><b>After</b> selecting the applicable CCC-509 to update, users <b>CLICK</b> “<b>Continue</b>”. Only 1 farm can be selected at a time.</p> <p>Select Producer(s) – Contract Details Screen will be displayed, see paragraph 65.</p>

65 Selecting Producers – CCC-509 Details

A Overview

The Select Producer(s) – Contract Details Screen provides the producer the ability to select the producers that share in CCC-509.

B Select Producer(s) – Contract Details Screen

Following is an example of the Select Producer(s) – Contract Details Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**Select Producer(s) - Contract Details**

Year: 2009 State: Mississippi County: Coahoma  
Farm #: 4213 Operator: CHRISTOPHER S LIVELY

From the following list, please select all the producers that share in base acres on this farm

	Name	Producer ID	Signed
<input type="checkbox"/>	CHRISTOPHER S LIVELY		
<input type="checkbox"/>	CURTIS SMITH		
<input type="checkbox"/>	DULANEY BROTHERS FARMS		

New Search Select All Clear All Continue

Summary By Crop Summary By Producer

DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

65 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

The following table provides the button descriptions and results for the Select Producers(s) – Contract Details Screen.

<b>IF users click...</b>	<b>THEN...</b>
New Search	all information entered is canceled. The Search by Producer or Farm Screen will be displayed.
Select All	all producers on the farm will be selected to receive shares. A check (✓) will be displayed for all producer names.
Clear All	previously checked (✓) producers, to share in CCC-509, will be unchecked.
Continue	after users: <ul style="list-style-type: none"> <li>• select <b>no</b> producers to share in CCC-509, the Consolidated by Producer Screen will be displayed, see paragraph 67</li> <li>• select individual producers to share in CCC-509 by clicking the box in front of the applicable producer’s name, the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66</li> <li>• CLICK “Select All”, the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66.</li> </ul>
Summary by Crop	the Consolidated by Crop Screen will be displayed, see paragraph 68. This is a summary screen that can be used to: <ul style="list-style-type: none"> <li>• load/modify producer shares by crop</li> <li>• update payment selections</li> <li>• update producer signature types</li> <li>• update enrollment date</li> <li>• update approval date</li> <li>• cancel CCC-509.</li> </ul>
Summary by Producer	Consolidated by Producer Screen will be displayed, see paragraph 67. This is a summary screen that can be used to: <ul style="list-style-type: none"> <li>• load/modify producer shares by producer</li> <li>• update payment selections</li> <li>• update producer signature types</li> <li>• update enrollment date</li> <li>• update approval date</li> <li>• cancel CCC-509.</li> </ul>

66 Assigning Producer Shares/Payment Selections

A Overview

The Assign Producer Shares / Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen may be skipped over by clicking the any of the following:

- “Continue” on Select Producer(s) – Contract Details Screen **without** selecting any producers to share in CCC-509
- “Summary by Producer”
- “Summary by Crop”.

B Assign Producer Shares / Payment Selections Screen

Following is an example of the Assign Producer Shares / Payment Selections Screen.

The screenshot displays the 'Assign Producer Shares / Payment Selections' screen within the USDA Farm Service Agency's Direct and Counter Cyclical (DCP) Program. The interface includes a top navigation bar with links like 'DCP Home', 'About FSA', and 'Help'. A left-hand menu offers options such as 'Section 508 Accessibility' and 'Sign-Up'. The main content area is titled 'Assign Producer Shares / Payment Selections' and shows details for the year 2009, state of Mississippi, and farm # 4213. It lists three crops: Rice, Upland Cotton, and Soybeans, each with associated acreage and yield data. Below this, there are three questions regarding interest in shares for each crop, each with a percentage input field. A 'Payment Selections' section follows, containing four questions about receiving Direct Advance and Advance CC payments, and refusing all Direct and CC payments, each with radio button options for 'Yes' or 'No'. At the bottom, there are 'Back', 'New Search', and 'Next' buttons.

## 66 Assigning Producer Shares/Payment Selections (Continued)

## C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	<p>Producer sharing in crop.</p> <p><b>Note:</b> A screen will be completed for each producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.</p>	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	<p>This field shows the number of producers that:</p> <ul style="list-style-type: none"> <li>• have been selected to share in this CCC-509</li> <li>• are remaining.</li> </ul> <p><b>Example:</b> If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.</p>	
Crop	Each DCP crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
Payment Acres	Payment acres associated with each crop. (83.3 percent of the base acres).	
Direct Yield	Direct yield associated with each crop.	
CC Yield	CC yield associated with each crop.	

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
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.	<p>Enter the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed.</p> <p><b>Example:</b> Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent.</p> <p>Shares for all crops <b>must</b> equal 100 percent <b>before</b> the farm can be enrolled or approved.</p>
Remaining Shares	<p>Subtracts shares as they are entered for each producer.</p> <p>This is a tool to keep user informed of how much of the share percentage has been used.</p>	

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Does (producer name) want to receive a Direct Advance Payment? If yes, please select the month of Advance Payment.	Manual entry.	Click “Yes” or “No”, as applicable.
		<b>IF...</b> <b>THEN...</b>
		“Yes”    select a month and year. “No”    a month and year shall <b>not</b> be selected.
Does (producer name) want to receive an Advance CC Payment?	Manual entry.	Click “Yes” or “No”, as applicable.
Does (producer name) want to refuse all Direct Payments?	Manual entry.	Click “Yes” or “No”, as applicable.
Does (producer name) want to refuse all CC Payments?	Manual entry.	Click “Yes” or “No”, as applicable.
Back	Select Producers(s) – Contract Details Screen will be displayed.	
New Search	Search by Producer or Farm Screen will be displayed.	
Next	Either of the following will be displayed: <ul style="list-style-type: none"> <li>• next producer</li> <li>• Consolidated by Producer Screen.</li> </ul>	

67 Consolidations by Producer

A Overview

The Consolidated by Producer Screen will be displayed as follows:

- all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- user clicks “Continue” on the Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-509
- user clicks “Summary by Producer” on the Select Producer(s) – Contract Details Screen.

B Consolidated by Producer Screen

Following is an example of the top of the Consolidated by Producer Screen.

The screenshot displays the USDA Farm Service Agency website interface for the Direct and Counter Cyclical (DCP) Program. The page title is "Consolidated By Producer". At the top, it shows the USDA logo and "United States Department of Agriculture Farm Service Agency". The navigation bar includes links for "DCP Home", "About FSA", "Help", "Contact Us", "Exit DCP", and "Logout of eAuth".

On the left side, there is a "DCP Menu" with options: "Section 508 Accessibility", "Sign-Up", "Producer Payment Selections", "Producer Reports", "Blank CCC-509", and "DCP Home Page".

The main content area is titled "Consolidated By Producer" and displays the following information:

- Year:** 2008
- State:** Mississippi
- County:** Coahoma
- Farm #:** 4213
- Operator:** CHRISTOPHER S LIVELY

There are three producer entries, each with a "Producer ID:" field and a table of crop shares:

Crop	Shares
Rice - Med Grain	<input type="text"/> %
Upland Cotton	<input type="text"/> %
Soybeans	<input type="text"/> %

The three producers listed are:

- Producer: CHRISTOPHER S LIVELY
- Producer: CURTIS SMITH
- Producer: DULANEY BROTHERS FARMS

67 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

Following is an example of the bottom of the Consolidated by Producer Screen.

**Producer:** DULANEY BROTHERS FARMS  
**Producer ID:** \_\_\_\_\_

<u>Crop</u>	<u>Shares</u>
Rice - Med Grain	<input type="text"/> %
Upland Cotton	<input type="text"/> %
Soybeans	<input type="text"/> %

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

<u>Name</u>	<u>Producer ID</u>	<u>Direct Advance Date</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<u>No Direct Advance</u>	<u>CC</u>	<u>Refuse All Direct Payments</u>	<u>Refuse All CC Payments</u>
CHRISTOPHER S LIVELY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CURTIS SMITH	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DULANEY BROTHERS FARMS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**To put your Electronic Signature on this Contract Check this Box**  (CURTIS SMITH)

Summary By Crop
New Search
Submit

[DCP Home](#) | [Admin Menu](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

## 67 Consolidations by Producer (Continued)

## C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All DCP crops associated with the selected farm.	
Shares	Share will be: <ul style="list-style-type: none"> <li>displayed, if previously entered</li> <li>blank, if <b>not</b> previously entered.</li> </ul> <p>Shares can be entered or revised on this screen.</p>	Enter or revise shares as applicable.  Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed.  <b>Example:</b> Producer A and producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops <b>must</b> equal 100 percent <b>before</b> the farm can be enrolled or approved.
Payment Selections	Summary of producer payment selections. Data will be: <ul style="list-style-type: none"> <li>displayed, if previously entered</li> <li>blank, if <b>not</b> previously entered.</li> </ul> <p>Payment selection data may be entered or revised on this screen.</p>	Enter or modify payment selections as applicable.
Electronic Signature	Allows producers to sign CCC-509 electronically.	CHECK (✓) box to electronically sign CCC-509.  <b>Note:</b> If box is <b>not</b> checked (✓), CCC-509 will <b>not</b> be considered electronically signed.
Submit	Data is stored. Print Screen will be displayed, see paragraph 69.	
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 68.	
New Search	All actions are canceled. If data was <b>not</b> submitted, it will <b>not</b> be saved. Search by Producer or Farm Screen will be displayed.	

67 Consolidations by Producer (Continued)

**D Producer Notification**

If the producer checks (✓) the box to electronically sign CCC-509 and clicks “Submit”, the producer will receive an automatic e-mail notification to the e-mail address on file in SCIMS that CCC-509 has been received in the County Office.

Following is an example of the e-mail that will be received by the producer when CCC-509 is submitted:

“The 200X DCP contract you submitted for farm number XXXXX through USDA eDCP 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-509 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-509 is approved:

“The 200X DCP contract you submitted for farm number XXXXX through USDA eDCP 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.”

67 Consolidations by Producer (Continued)

**E County Office Notification**

When a producer submits an electronically signed CCC-509, the County Office that administers CCC-509 will receive an automatic e-mail notification that CCC-509 has been electronically signed. The automatic e-mail is sent to **all** employees in the County Office.

Following is an example of the e-mail that will be received when a producer electronically signs CCC-509 and there are still additional producers that are required to sign:

“A 200X DCP contract has been E-signed for farm number XXXXX, County XXXXX through USDA eDCP.

Please do not reply to this e-mail.”

Following is an example of the e-mail that will be received when a producer electronically signs CCC-509 and is either the only producer on the farm or is the last producer to sign CCC-509:

“A 200X DCP contract has been E-signed and enrolled for farm number XXXXX, County XXXXX through USDA eDCP.

Please do not reply to this e-mail.”

68 Consolidations by Crop

A Overview

The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

- Select Producer(s) – Contract Details Screen
- Consolidated by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Consolidated by Producer Screen.

B Consolidated by Crop Screen

Following is an example of the top of the Consolidated by Crop Screen.

The screenshot shows the top portion of the 'Consolidated by Crop' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. To the right is the title 'Direct and Counter Cyclical (DCP) Program'. Below this is a navigation bar with links: 'DCP Home', 'About FSA', 'Help', 'Contact Us', 'Exit DCP', and 'Logout of eAuth'. On the left side, there is a 'DCP Menu' box containing links for 'Section 508 Accessibility', 'Sign-Up', 'Producer Payment Selections', 'Producer Reports', 'Blank CCC-509', and 'DCP Home Page'. The main content area is titled 'Consolidated By Crop' and displays the following information: Year: 2008, State: Mississippi, County: Coahoma, Farm #: 4213, and Operator: CHRISTOPHER S LIVELY. There are three tables, one for each crop type: 'Rice - Med Grain', 'Upland Cotton', and 'Soybeans'. Each table has three columns: 'Name', 'Producer ID', and 'Shares'. The 'Shares' column contains input boxes followed by a percentage sign. The names listed in each table are CHRISTOPHER S LIVELY, CURTIS SMITH, and DULANEY BROTHERS FARMS.

Consolidated By Crop		
Year:	2008	State: Mississippi
Farm #:	4213	County: Coahoma
		Operator: CHRISTOPHER S LIVELY
<b>Crop: Rice - Med Grain</b>		
Name	Producer ID	Shares
CHRISTOPHER S LIVELY		<input type="text"/> %
CURTIS SMITH		<input type="text"/> %
DULANEY BROTHERS FARMS		<input type="text"/> %
<b>Crop: Upland Cotton</b>		
Name	Producer ID	Shares
CHRISTOPHER S LIVELY		<input type="text"/> %
CURTIS SMITH		<input type="text"/> %
DULANEY BROTHERS FARMS		<input type="text"/> %
<b>Crop: Soybeans</b>		
Name	Producer ID	Shares
CHRISTOPHER S LIVELY		<input type="text"/> %
CURTIS SMITH		<input type="text"/> %
DULANEY BROTHERS FARMS		<input type="text"/> %

68 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

Following is an example of the bottom of the Consolidated by Crop Screen.

**Crop:** Soybeans

Name	Producer ID	Shares
CHRISTOPHER S LIVELY		<input type="text"/> %
CURTIS SMITH		<input type="text"/> %
DULANEY BROTHERS FARMS		<input type="text"/> %

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

Name	Producer ID	Direct Advance Date	No Direct Advance	CC	Refuse All Direct Payments	Refuse All CC Payments
CHRISTOPHER S LIVELY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CURTIS SMITH	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DULANEY BROTHERS FARMS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To put your Electronic Signature on this Contract Check this Box  (CURTIS SMITH)

[DCP Home](#) | [Admin Menu](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

**Note:** CLICK “Summary by Producer” to switch to the Consolidated by Producer Screen.

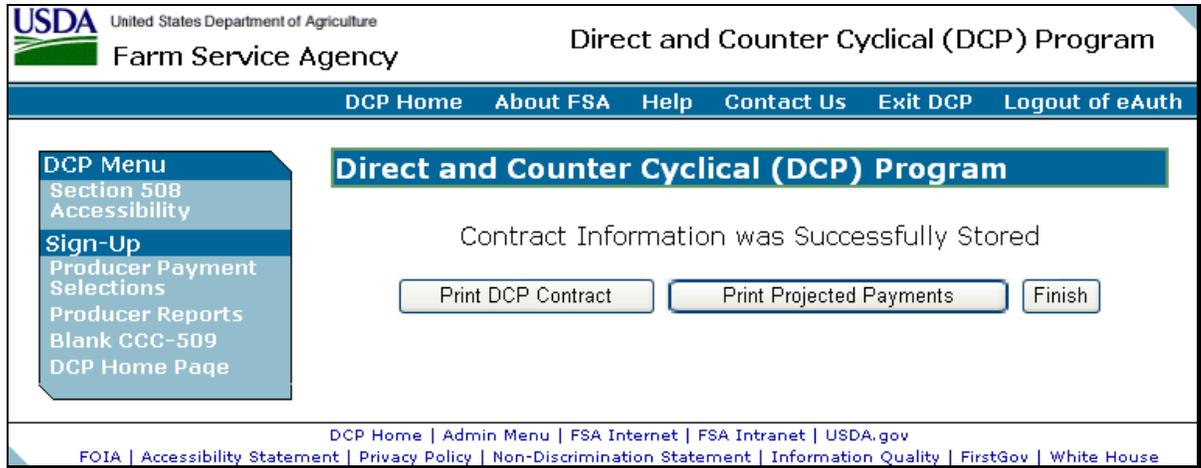
69 **Printing**

**A Overview**

The Direct and County Cyclical (DCP) Program, Print Screen will be displayed after CCC-509 is submitted.

**B Print Screen**

Following is an example of the Print Screen.



**C Actions**

The Print Screen provides the following options.

<b>IF user clicks...</b>	<b>THEN...</b>
“Print DCP Contract”	CCC-509 will be displayed in a separate PDF window and users can print from the PDF window.
“Print Projected Payments”	CCC-509B will be displayed in a separate PDF window and users can print from the PDF window.

70 **Producer Payment Selections**

**A Overview**

The Producer Payment Selection Screen is being provided as a tool for producers to view or update their payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under Sign-Up, click “**Producer Payment Selections**”. The Producer Payment Selection Screen will be displayed.

**B Producer Payment Selection Screen**

Following is an example of the Producer Payment Selection Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**Producer Payment Selection**

Year: 2009 State: Mississippi County: Coahoma

CURTIS SMITH

Farm Number	Producer Type	Direct Advance Date	No Direct Advance	CC	Refuse All Direct Payments	Refuse All CC Payments
4213	OW	January 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Search by Farm Update

DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

70 Producer Payment Selections (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that logged into CCC-509 through eAuthentication.	
Farm Number	All farms on which the producer has shares greater than zero.	
Producer Type	Producers role on the farm from any of the following: <ul style="list-style-type: none"> <li>• OO</li> <li>• OP</li> <li>• OT</li> <li>• OW.</li> </ul>	
Direct Advance Date	Manual entry. Will be populated with previously entered data. Date can be entered or changed and updated from this screen.	Enter or modify date as applicable.
No Direct Advance	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected <b>not</b> to receive direct advance payment</li> <li>• <b>not</b> be displayed, if producer previously elected to receive direct advance payment.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects to receive direct advance payment; a direct advance date <b>must</b> be entered</li> <li>• add check (✓), if producer elects <b>not</b> to receive direct advance payment.</li> </ul>
CC	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected to receive CC advance payment</li> <li>• <b>not</b> be displayed, if producer previously elected to <b>not</b> receive CC advance payment.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects <b>not</b> to receive CC advance payment</li> <li>• add check (✓), if producer has elects to receive CC advance payment.</li> </ul>

70 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected to refuse all direct payments</li> <li>• <b>not</b> be displayed, if producer previously elected to <b>not</b> refuse all direct payments.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects to <b>not</b> refuse all direct payments</li> <li>• add check (✓), if producer elects to refuse all direct payments.</li> </ul>
Refuse All CC Payments	Manual entry. A check (✓) will: <ul style="list-style-type: none"> <li>• be displayed, if producer previously elected to refuse all CC payments</li> <li>• <b>not</b> be displayed, if producer previously elected to <b>not</b> refuse all CC payments.</li> </ul>	Click the box to: <ul style="list-style-type: none"> <li>• remove check (✓), if producer elects to <b>not</b> refuse all CC payments</li> <li>• add check (✓), if producer elects to refuse all CC payments.</li> </ul>
Search by Farm	Search by Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

71 **Producer Reports**

**A Overview**

Several standard reports are available for producers to use as tools for DCP signup. To access the Producer Reports Menu, under Sign-Up, CLICK **“Producer Reports”**.

**B Reports Screen**

Following is an example of the Producer Reports Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

DCP Home About FSA Help Contact Us Exit DCP Logout of eAuth

**Producer Reports**

Year: 2009 State: Mississippi County: Coahoma

**Contract Reports**

CCC-509 (DCP Contract)

CCC-509B (Projected Payments)

**Selection Criteria**

Farm:

Farm:

**APPENDIX**

Appendix to form CCC-509, Direct and Counter-Cyclical Program Contract

Farm Selection Create Report

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71 **Producer Reports (Continued)**

**C Report Descriptions**

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

<b>Report</b>	<b>Action</b>	<b>Result</b>
CCC-509	Select report and enter farm number.	Pre-filled CCC-509 will be displayed.  <b>Note:</b> The text size in Internet Explorer <b>must</b> be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: <ul style="list-style-type: none"> <li>• “View”</li> <li>• “Text Size”</li> <li>• “medium”.</li> </ul>
CCC-509B	Select report and enter farm number.	CCC-509B will be displayed.
Appendix to CCC-509, Direct and Counter-Cyclical Program Contract	Select report.	CCC-509 terms and conditions will be displayed.



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

**Reports**

None.

**Forms**

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-184	CCC Check		1
CCC-509	Direct and Counter-Cyclical Program Contract		Text, Ex. 2, 3
CCC-509 Appendix	Appendix to Form CCC-509, Direct and Counter-Cyclical Program Contract		35, 48, 62, 63, Ex. 2, 3
FSA-211	Power of Attorney		28, 31, 32
FSA-578	Report of Acreage		35, 48

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
CC	counter-cyclical	1, 27, 30, 34, 35, 48, 66, 70
eDCP	Electronic DCP	61, 62, 67
FAV	fruit and vegetable	28, 38
OO	owner/operator	28, 34, 37, 70, Ex. 2
OP	operator	25, 27, 28, 30-32, 34, 66, 67, 70, Ex. 2
OT	other producer	28, 30, 34, 70
OW	owner	28, 30-32, 34, 37, 61, 70, Ex. 2
RLMS	Representative Link Manager System	11, 28, 31, 32
SCIMS	Service Center Information Management System	23, 24, 33, 34, 67, Ex. 3

**Redelegations of Authority**

COC may redelegate authority to approve CCC-509's to CED, in routine cases.



## Definitions of Terms Used in This Handbook

### Approved Status

Approved status means CCC-509 with:

- shares equal to 100 percent
- 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-509 and CCC-509 Appendix.

### Enrolled Status

Enrolled status means a contract with:

- shares equal to 100 percent
- 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 OO.

**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.

**Payment Acres**

Payment acres means 83.3 percent of the base acres on a farm.

**Note:** These are the acres on which direct payments and CC payments are made.

**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.

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The following screens are displayed in this handbook.

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