FSA
HANDBOOK

Direct and Counter-Cyclical Automation

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

Direct and Counter-Cyclical Automation 2-DCP (Revision 1)	Amendment 12

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Amendment

Subparagraphs 28 C and 38 C have been amended to add a new DCP-ACRE contract cancellation reason of Production Not Provided.

Page Control Chart		
TC	**Text**	**Exhibit**
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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-ACRE 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.
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administering DCP	1-DCP (Rev. 3).
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accounting payment process	6-FI.
claims and withholdings	58-FI.
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reporting data to IRS	62-FI.
assignments and joint payees	63-FI.
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1 Handbook Purpose, Related Handbooks, and Sources of Authority (Continued)

C Sources of Authority

--**Authority for 2008 through 2012 DCP and ACRE 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-ACRE

Note: All State and County Office employees that have requested access to DCP-ACRE 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, *** * *** 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, <u>user</u> means County Office employees and producers **except** where specifically noted.

<u>Home county</u> means administrative county in the web-based environment.

12-20 (Reserved)

*--21 County Office Access to the DCP-ACRE Web Site

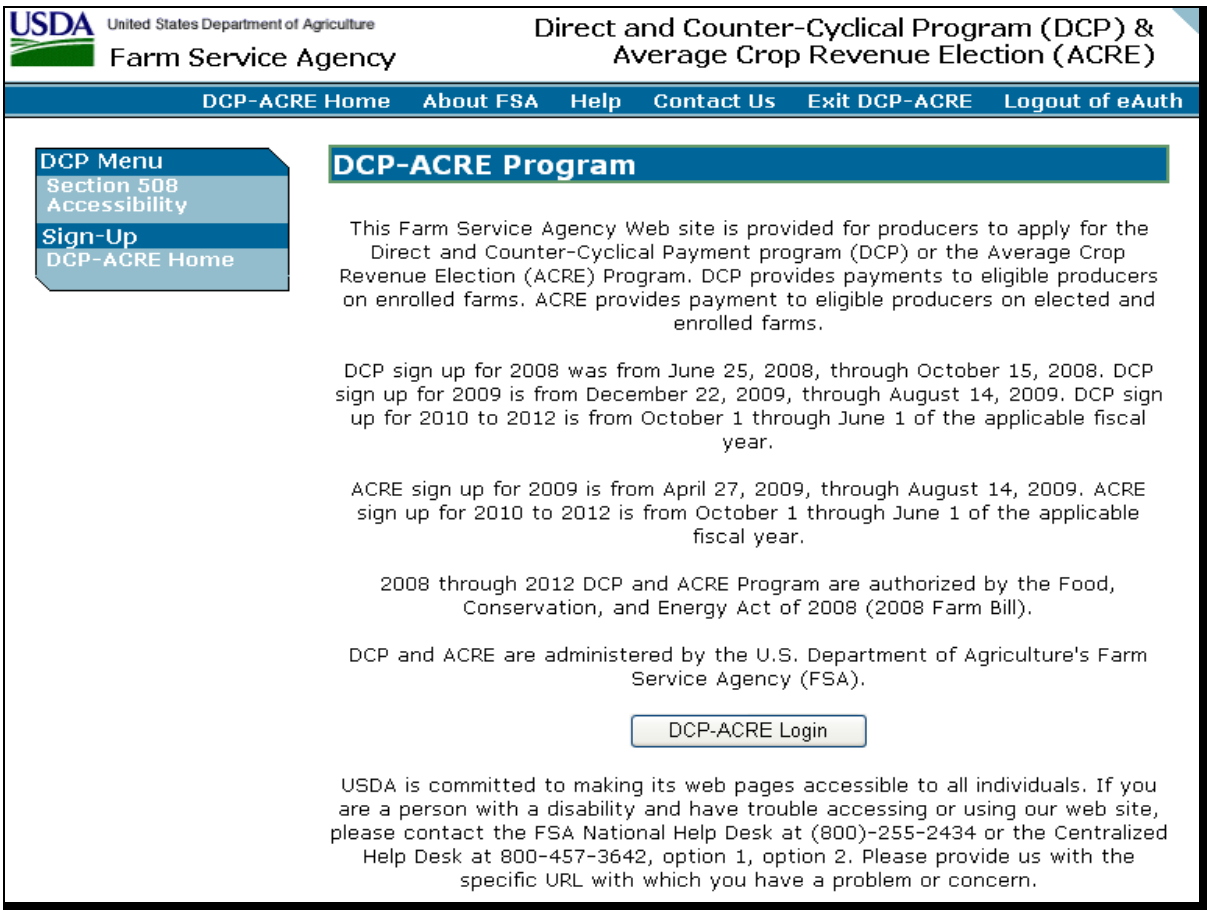
A Accessing the DCP-ACRE Web Site

To access the DCP-ACRE Home Page, go to FSA's Applications Intranet web site at **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-ACRE 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-ACRE Login Screen. CLICK "**DCP-ACRE Login**" to continue.



--*

*--21 County Office Access to DCP-ACRE Web Site (Continued)

C USDA eAuthentication Warning Screen

When user clicks "DCP-ACRE Login", the USDA eAuthentication Warning Screen will--* be displayed. CLICK "**Continue**" to proceed, or "**Cancel**" to end the process.

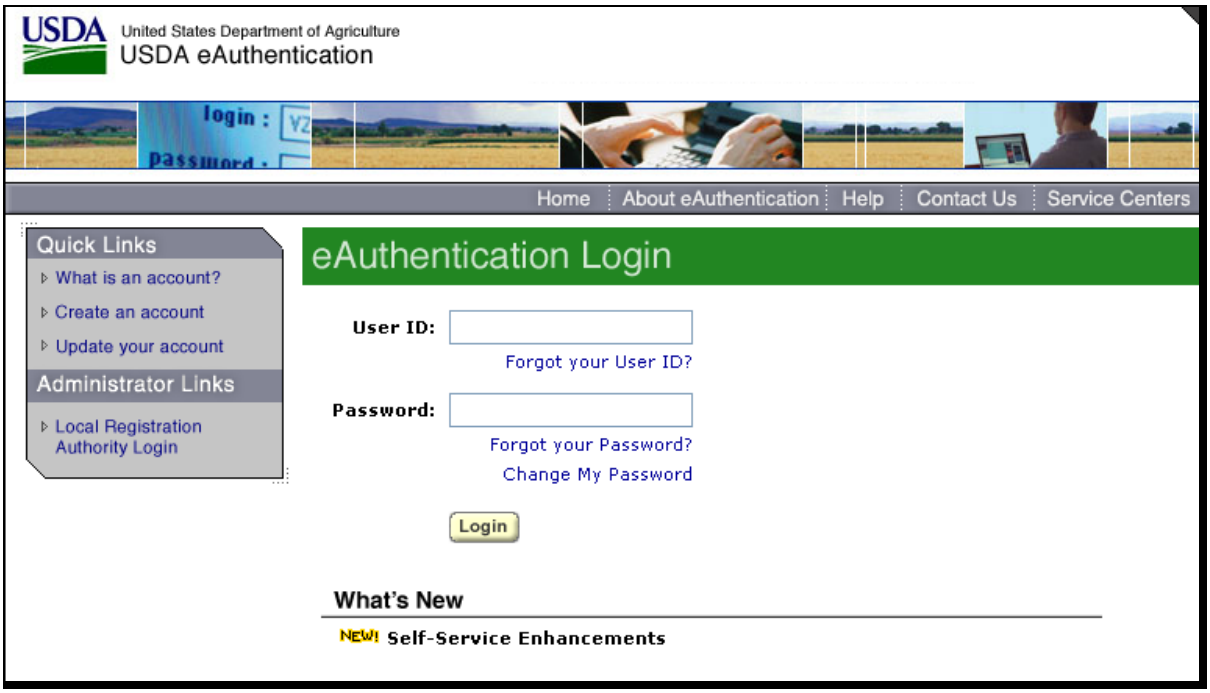
--21 County Office Access to DCP-ACRE Web Site (Continued)--

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

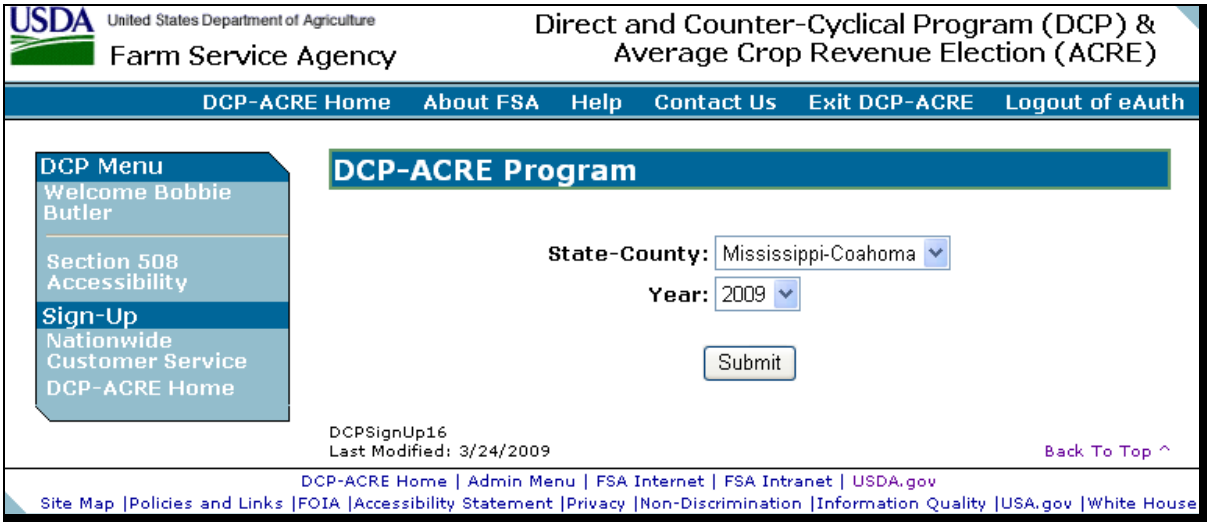
A Overview

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

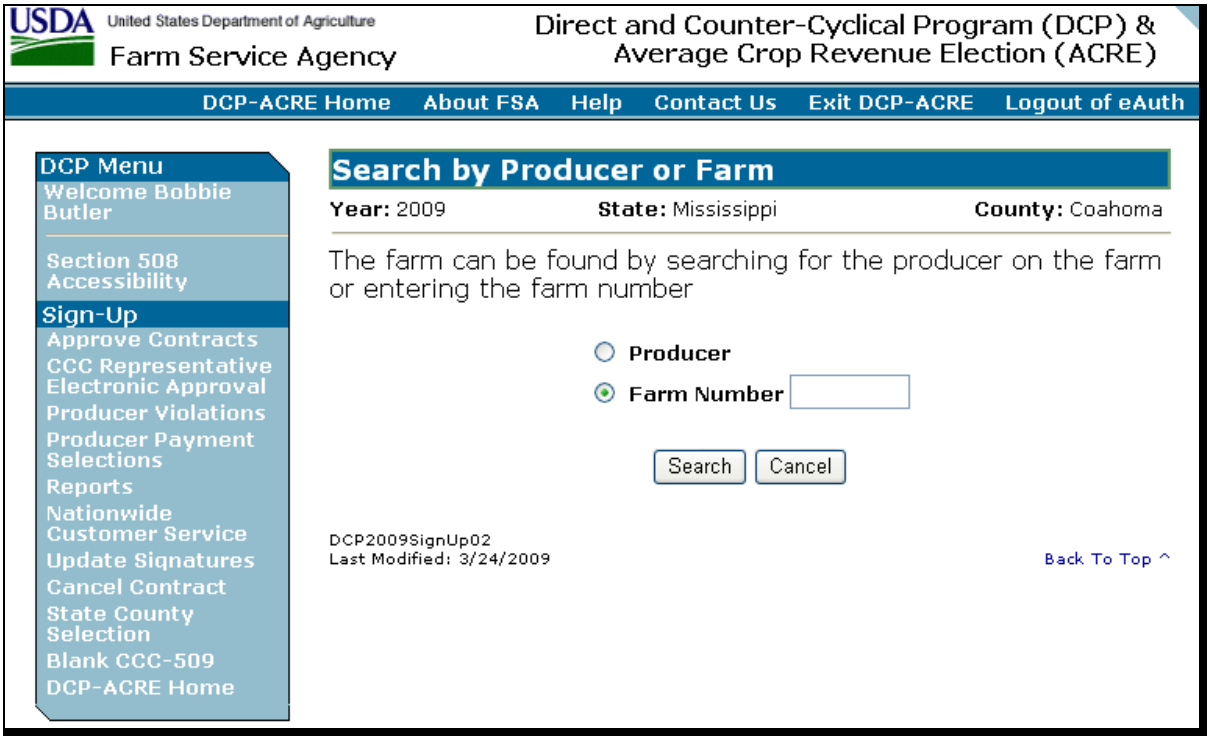
A Overview

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.

*--



--*

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.

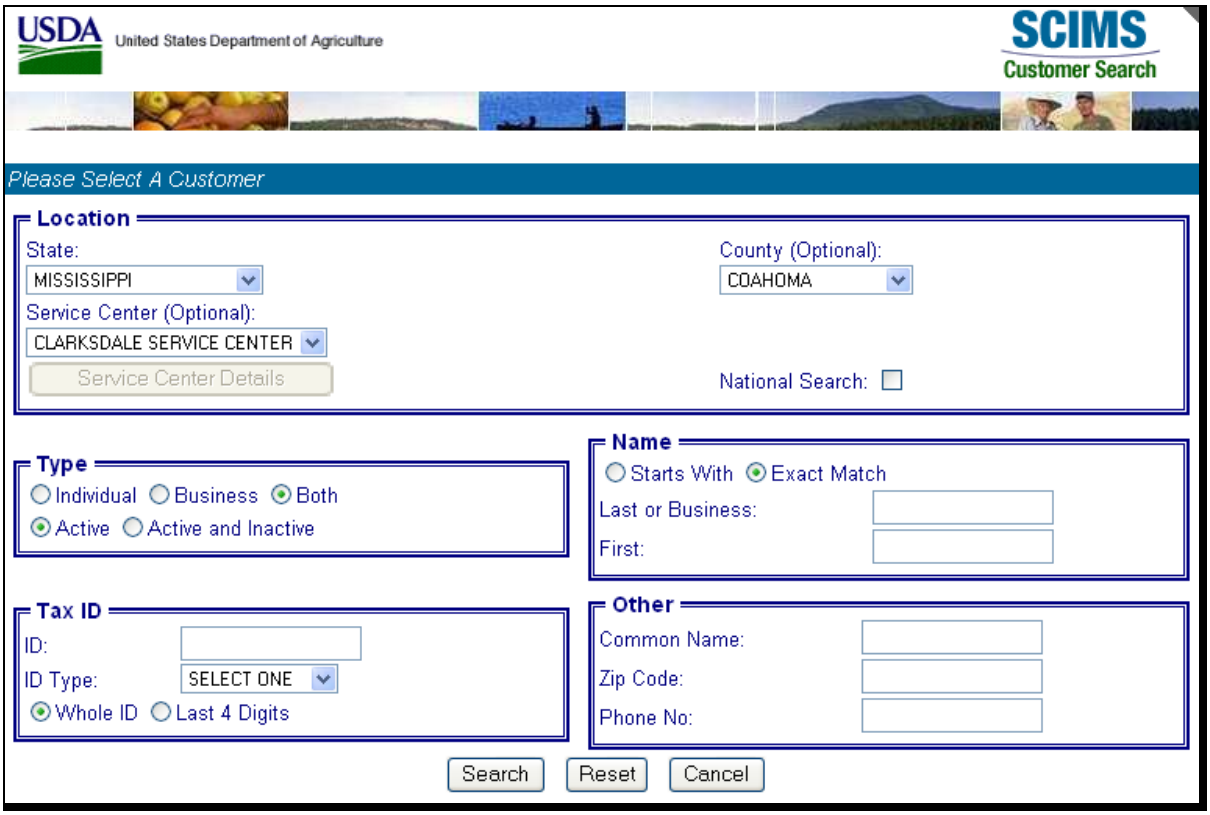
24 SCIMS Customer Searches

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.

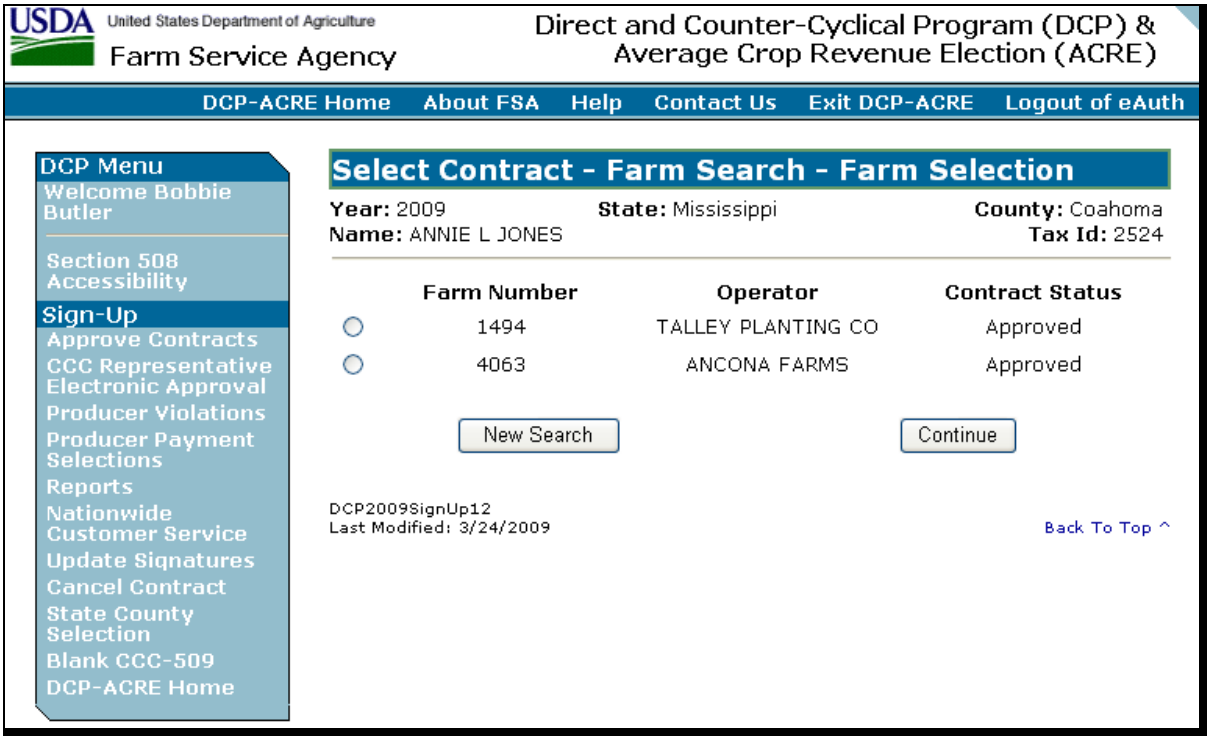
25 Selecting CCC-509's – Farm Search – Farm Selection

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	**After** clicking the radio button for the applicable CCC-509, CLICK "**Continue**"; **only** 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

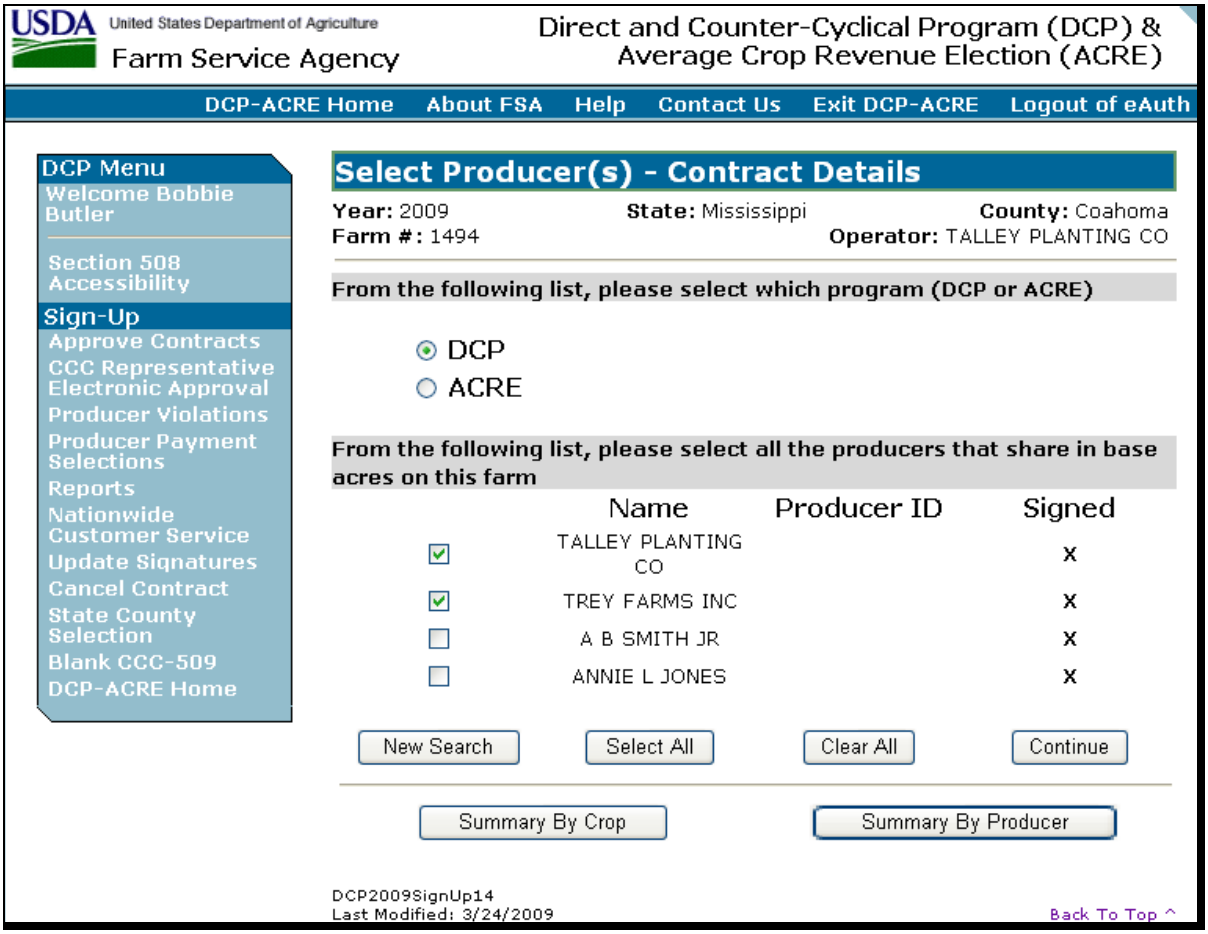
A Overview

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.

*--



--*

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	Action/Result
Program Selection	Select whether the contract being loaded is a DCP or ACRE contract. ***--Note:** DCP cannot be selected if the farm has an approved CCC-509ACRE.**--***
Producer Selection	Select the producers that share in the base acres on the farm.
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 **must** CLICK "**Continue**". 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	Users can select either: • individual producers to share in CCC-509; click box in front of the applicable producer's name • all producers, CLICK "**Select All**". CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27. **Note:** If **no** producers are selected to share in CCC-509, when users CLICK "**Continue**", the Consolidated by Producer Screen will be displayed, see paragraph 28.
Summary by Crop	The Consolidated by Crop Screen will be displayed, see paragraph 29. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.
Summary by Producer	The Consolidated by Producer Screen will be displayed, see paragraph 28. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.

27 Assigning Producer Shares/Payment Selections

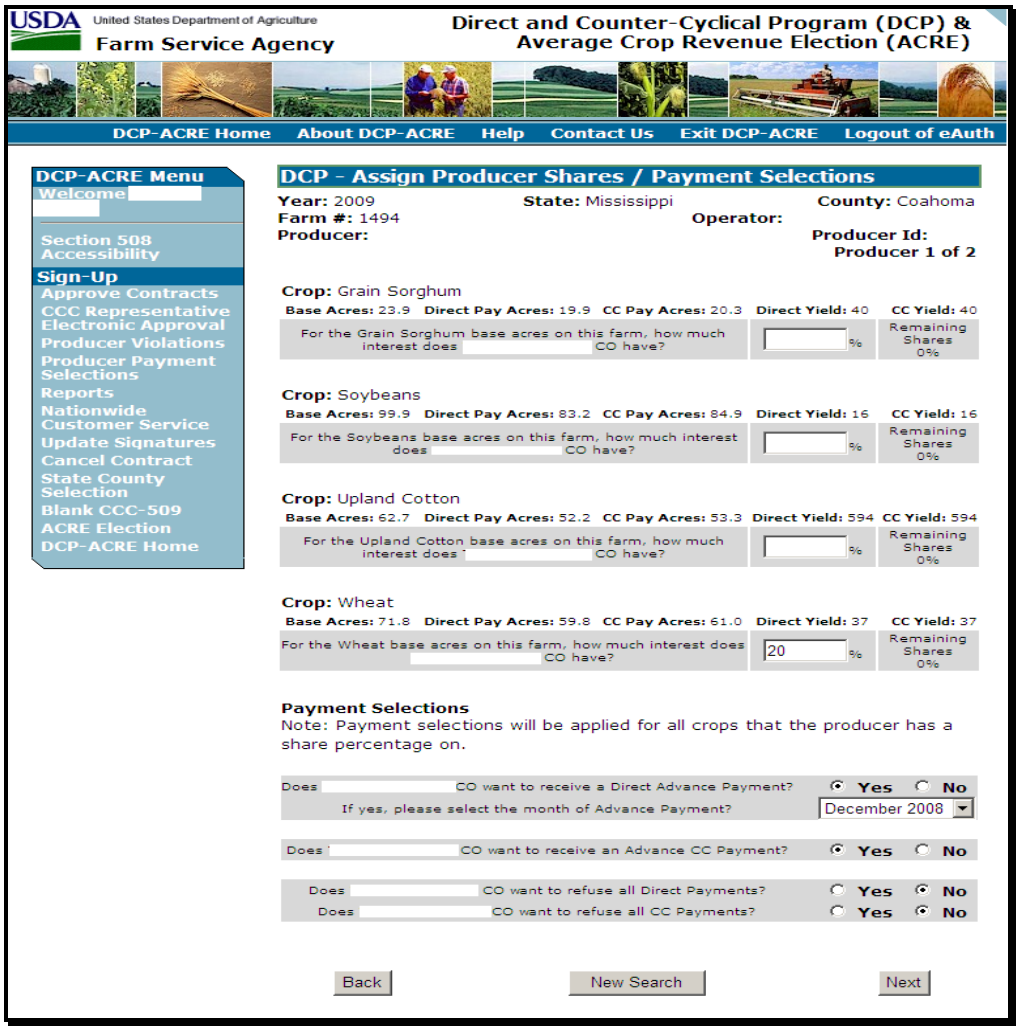
A Overview

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-ACRE. 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.
*--



--*

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.

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	Producer sharing in crop. **Note:** A screen will be completed for **each** producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers that: • have been selected to share in this CCC-509 • are remaining. **Example:** If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.	
Crop	Each DCP crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
***--**Direct Payment Acres	Direct payment acres associated with each crop (83.3 percent of the base acres).	
CC Payment Acres	CC payment acres associated with each crop (85 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. **Example:** 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 **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep 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. **IF…** / **THEN…** "Yes" / select a month and year. "No" / a month and year shall **not** 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. ***--Note:** Not applicable to ACRE.**--***	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. ***--Note:** Not applicable to ACRE.**--***	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: • next producer • Consolidated by Producer Screen.	

28 Consolidations by Producer

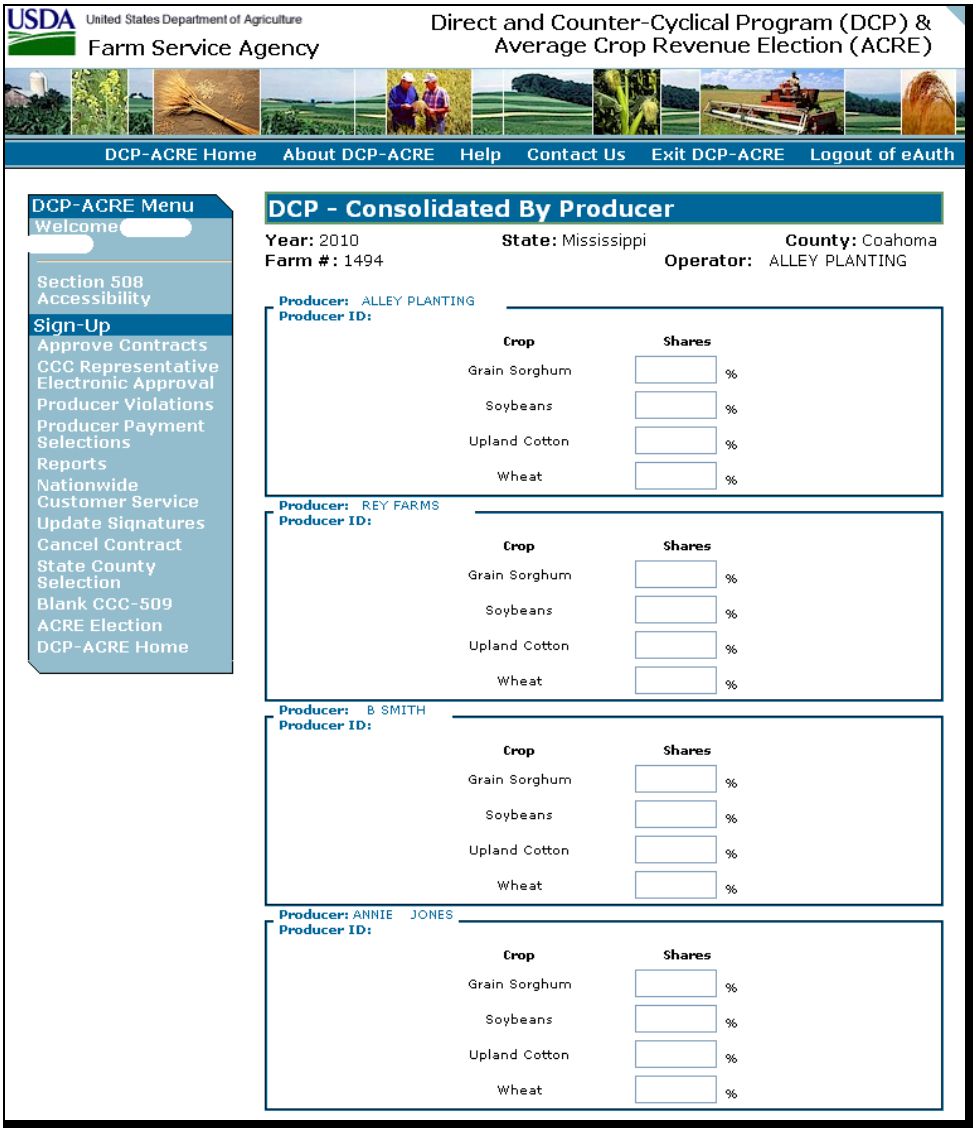
A Overview

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.
*--

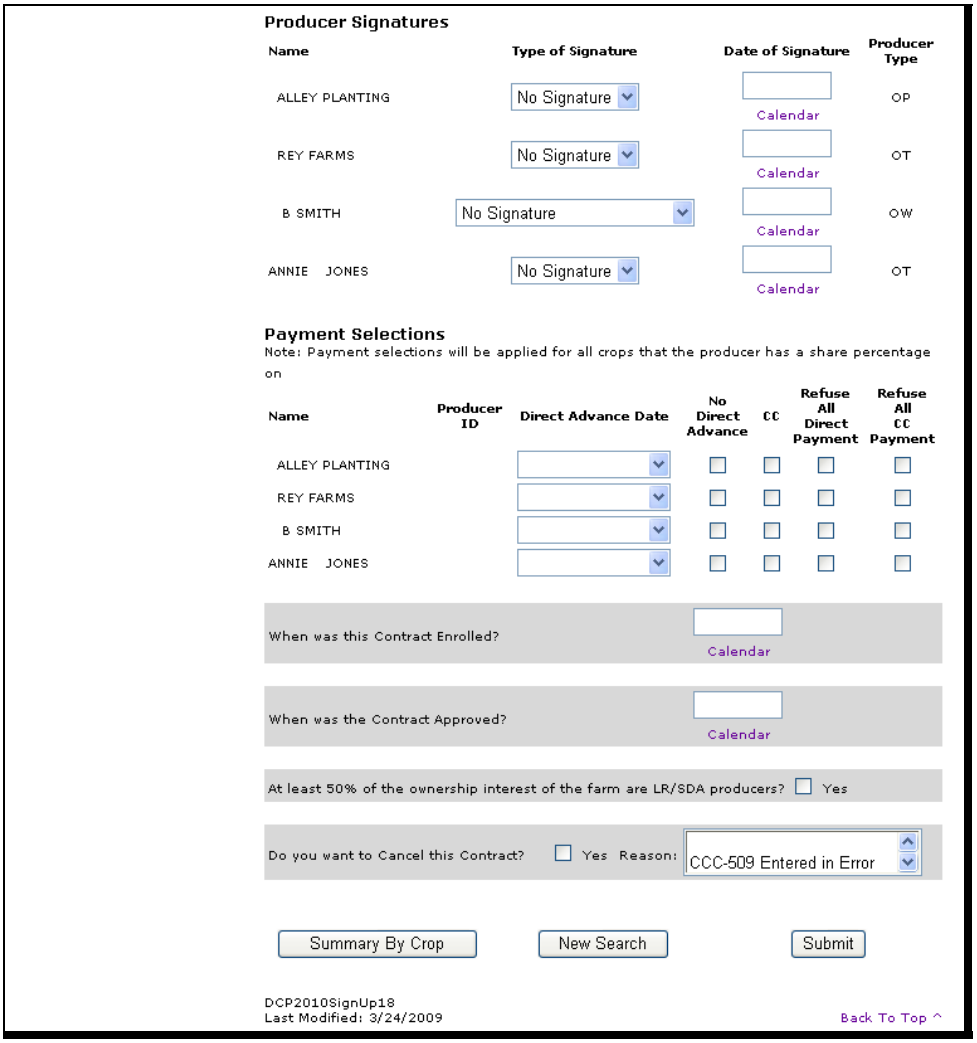


--*

28 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

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



--*

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	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** 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 **must** equal 100 percent before the farm can be enrolled or approved.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Signatures	If a producer signs electronically, the system will update the producer signature block. All other signature types **must** be updated by the County Office. **Notes:** This is a tool to keep track of signatures received for each CCC-509. Producers are **not** authorized to update producer signature information.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures. See subparagraph C for signature types.	If a producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. CCC-509's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-509. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-509.
Date of Signature	Manual entry.	Enter date the producer signed CCC-509 ***--**in mm/dd/yyyy, mmddyyyy, or mmddyy format.**--*** See 1-DCP (Rev. 2), paragraph 402 for situations involving producers that did **not** sign CCC-509 on or before June 1 of applicable contract period. See subparagraph D for signature date exceptions.

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: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable. **Note:** Advance CC and refuse all CC payment options are not applicable to ACRE.
When was this Contract Enrolled?	Manual entry. Producers are **not** authorized to enter CCC-509 enrollment dates.	Enter date all shares equal 100 percent and **all** required producer signatures were ***--**received in mm/dd/yyyy, mmddyyyy, or mmddyy format.**--*** See 1-DCP, (Rev. 2) paragraph 402 for situations involving producers signatures received in the County Office after June 1 of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** 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?	Manual entry. Approval date can also be entered through the Multiple CCC-509 Approval Process, see paragraph 31. Producers are **not** authorized to enter CCC-509 approval dates.	Enter COC approval date in mm/dd/yyyy, mmddyyyy, or mmddyy format. Approval date: • **cannot** be entered if shares do **not** equal 100 percent for all crops • **cannot** be entered if all required signatures have **not** been received • for ACRE farms, **cannot** be entered until CCC-509ACRE has been approved • will automatically be removed if shares are modified after approval date has been entered. **Note:** 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.
At least 50% of the ownership interest of the farm are LR/SDA producers?	Manual entry.	For farms that have 10.0 base acres or less, click "Yes", if at least 50 percent of the ownership interest of the farm is held by SDA or limited resource farmers or ranchers. **Note:** No action is necessary if the farm has more than 10.0 base acres.
Do you want to Cancel this contract?	Manual entry. Producers are **not** authorized to: • cancel CCC-509 • reinstate CCC-509 on a canceled farm.	Click "Yes", if CCC-509 is to be canceled. ***--Note:** Cancelling CCC-509 will also result in any FAV payment reductions for the farm being cancelled.**--***

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: • Acreage Reporting Violation • CCC-509 Entered in Error • Farm Record Modification; automatic cancels will occur; see paragraph 30 • FAV Violation • Out Transfer • Producer Withdrew Contract • Reconstitution •***--**Production Not Provided; see 1-DCP (Rev. 3), paragraph 196.**--***
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 29.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

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 **not** enter a signature date unless the producer has signed. OT's with zero shares do **not** have to sign and; therefore, signature type of **no** signature can remain.
Paper	• Enter date producer signed CCC-509. • Shares can be greater than or equal to zero.
FAX	• Enter date producer signed CCC-509. • Shares can be greater than or equal to zero.
Cash Lease	• Producer **must** have cash lease. • No signature date required. • Shares **must** equal zero. • Producer **must** be OO, OP, or OW. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for cash lease--* signature requirements.
Undivided Interest	• Producer **must** be OO or OW. • Shares **must** be greater than zero. • **Must** be check (✓) in Refuse All Payments. • No signature date required. * * *
Spouse/Joint Owner	• Producer **must** be an OO or OW. • Shares **must** be zero. • No signature date required. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for policy on--* spouse/joint OW signature requirements.

28 Consolidations by Producer (Continued)

D Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	• No signature date required. • Shares **must** equal zero. • Producer **must** be an OO or OW. • CCC-509 **cannot** be approved until after June 1 of each program year. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for policy on**--*** cash rent certifications.
No Interest in DCP Cropland	• Producer **must** be an OO or OW. • Shares **must** equal zero. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for signature**--*** requirements for OW's with no interest in the DCP cropland.
Electronic (defaulted by system)	When a producer signs electronically, the signature type will be defaulted to electronic.
Joint Venture/No ID	• Producer **must** be an OO, OP, or OW. • Shares **must** equal zero. **Note:** This option shall **only** be used for a joint venture **without** an ID number. See 1-CM for more information on signature requirements.

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.

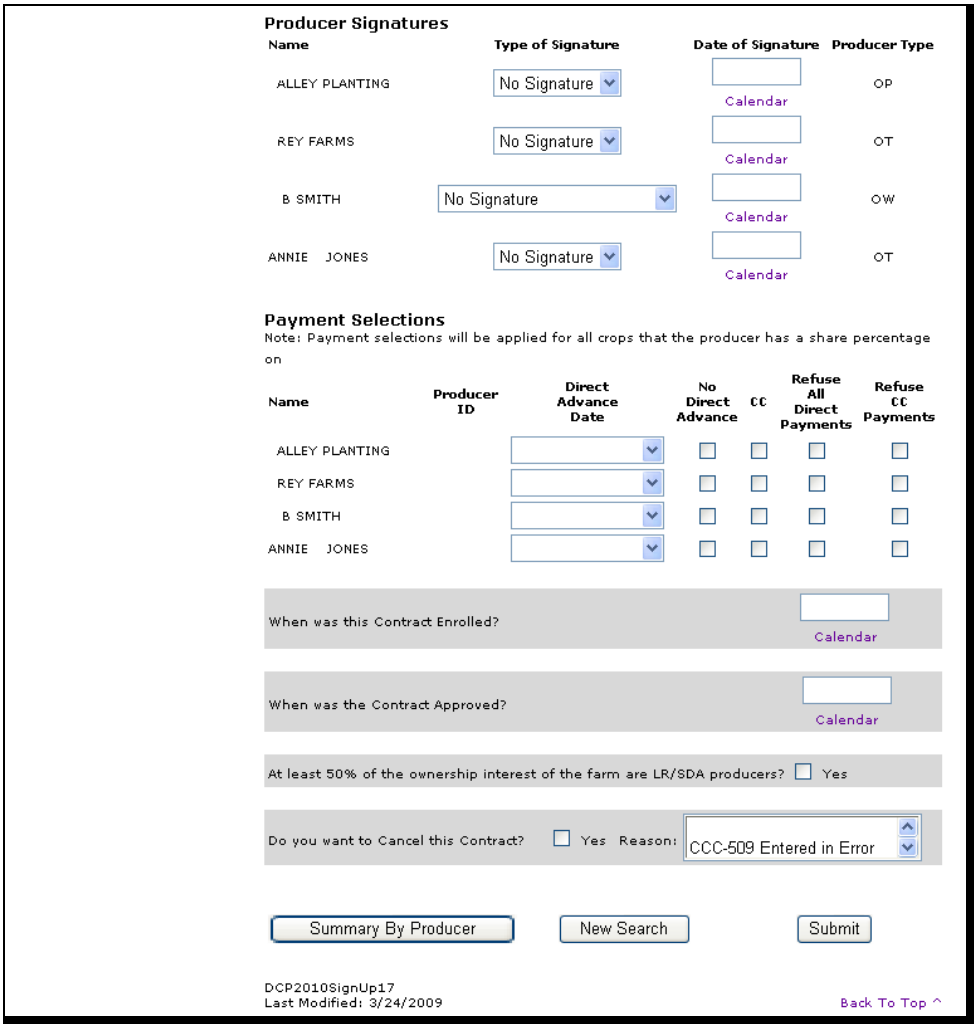
*--

--*

29 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

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



--*

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:

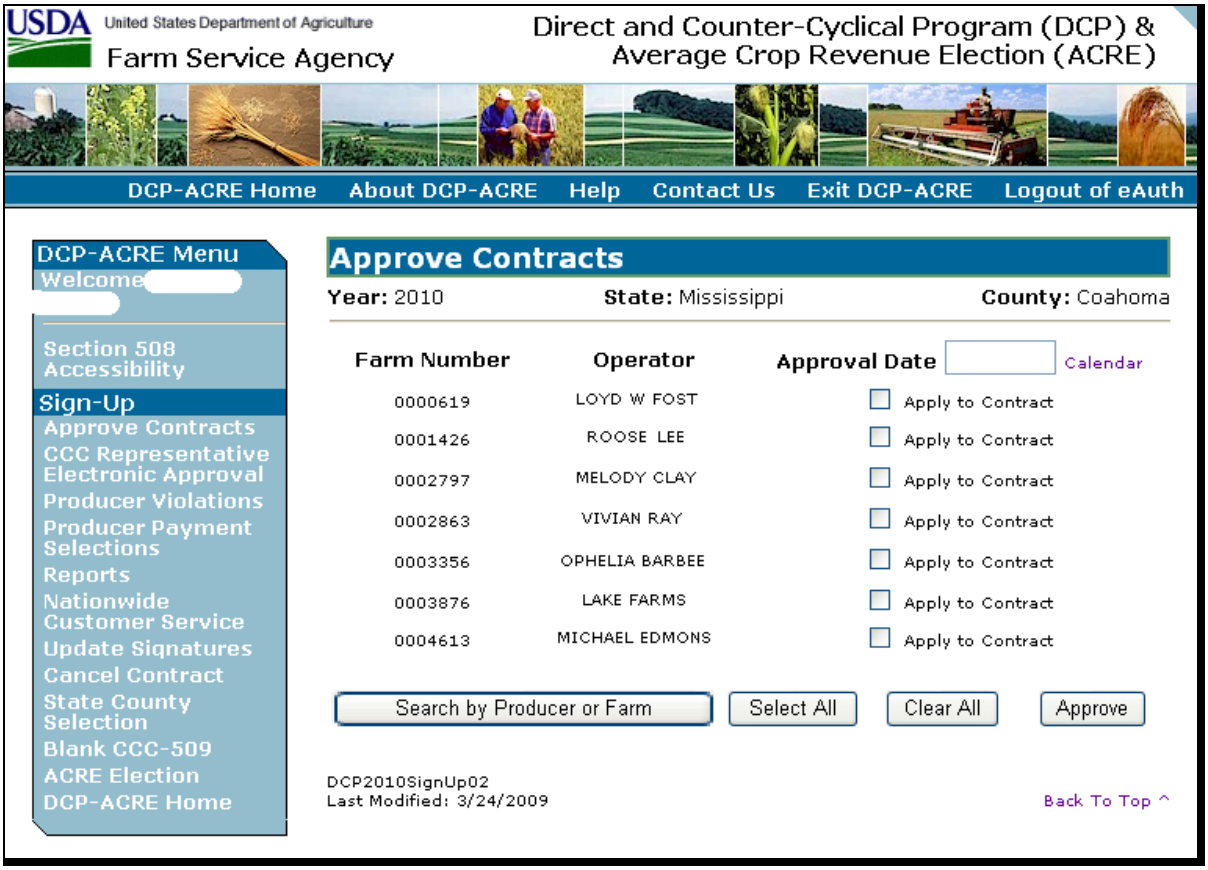
- the same approval date for multiple CCC-509's; to access the multiple CCC-509 approval process, under Sign-Up, CLICK "**Approve Contracts**"

- 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.

*--



--*

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 and **must** be entered in mm/dd/yyyy, mmddyyyy, or mmddyy format.**--***
Apply to Contract	Manual entry.	CLICK "**Apply to Contract**" 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 1.**--***

31 Approving Multiple CCC-509's (Continued)

E Representative Signatures

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

*** * ***

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. *** * ***

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 * * *** 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.

*** * ***

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**".

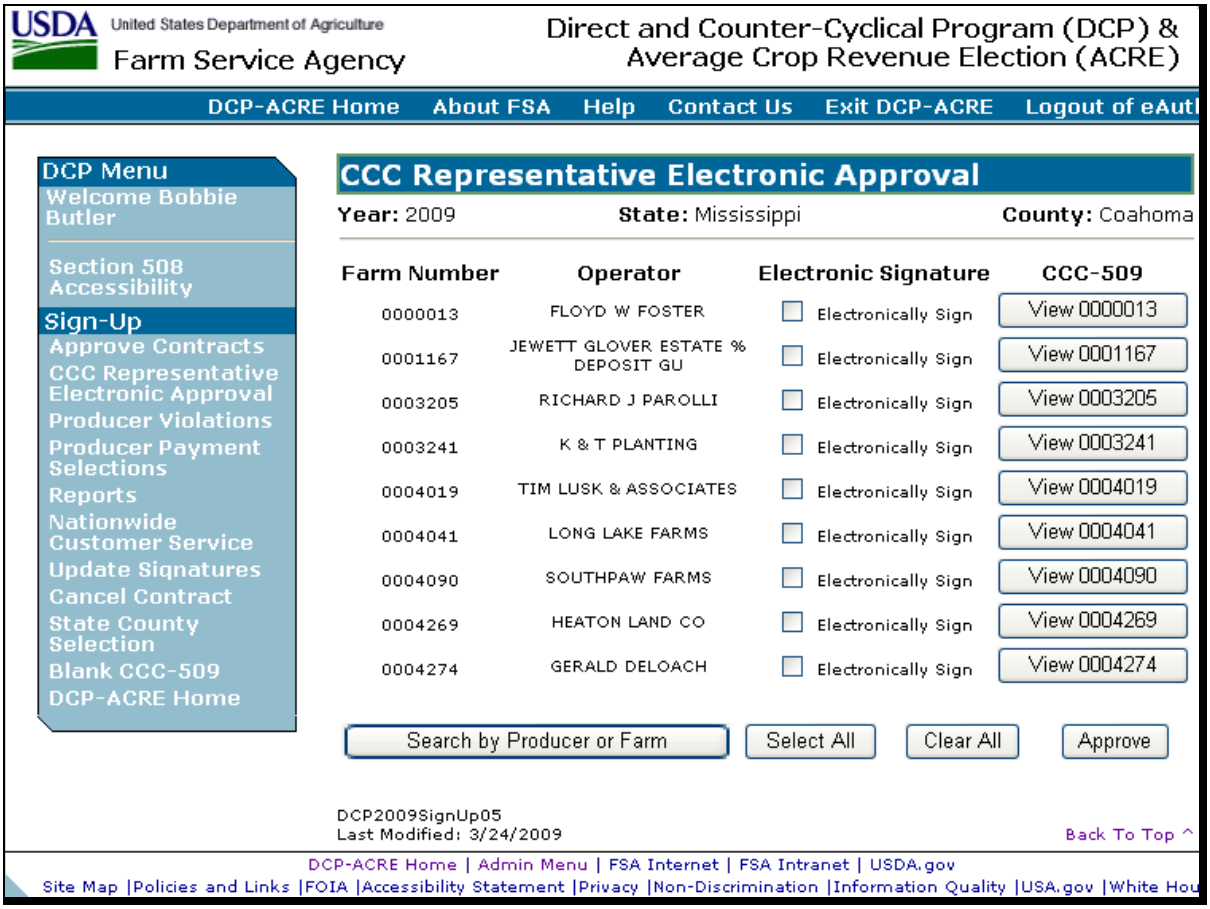
All County Office employees have access to the CCC Representative Electronic Approval process; however, **only employees designated to approve CCC-509's shall access and electronically approve CCC-509's**.

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.

*--



--*

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 "**Electronically Sign**" when electronically approving the applicable farm's CCC-509.
CCC-509 View (Farm Number)	Provides for electronically viewing the farms CCC-509.	CLICK "**View(farm number)**" to electronically view CCC-509. **Note:** This is **only** a pre-approved view. The approver's name and date will **not** 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 1.--*****

32 CCC Representative Electronic Approvals (Continued)

E Representative Signatures

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

*** * ***

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. *** * ***

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 * * *** 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.

*** * ***

33 Producer Violations

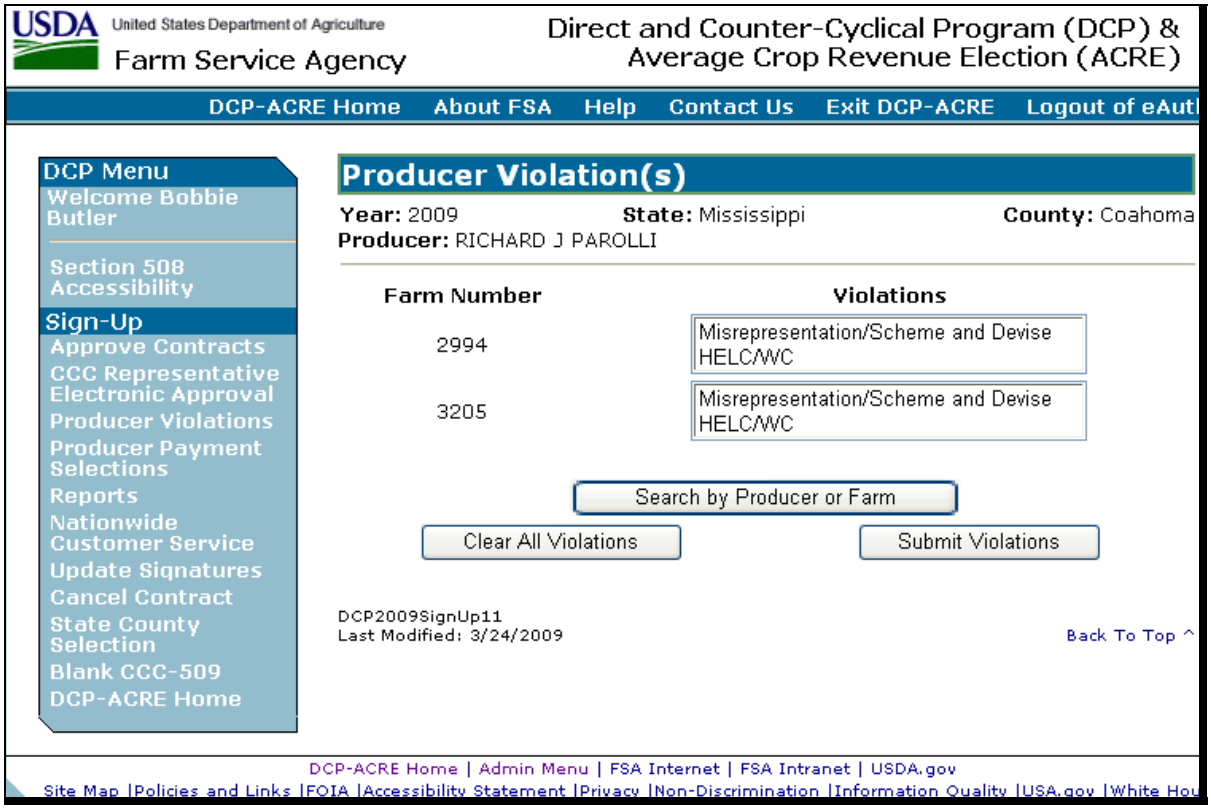
A Overview

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.

*--



--*

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.

Field/Button	Description	Action
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: • Misrepresentation/Scheme and Device • HELC/WC.	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

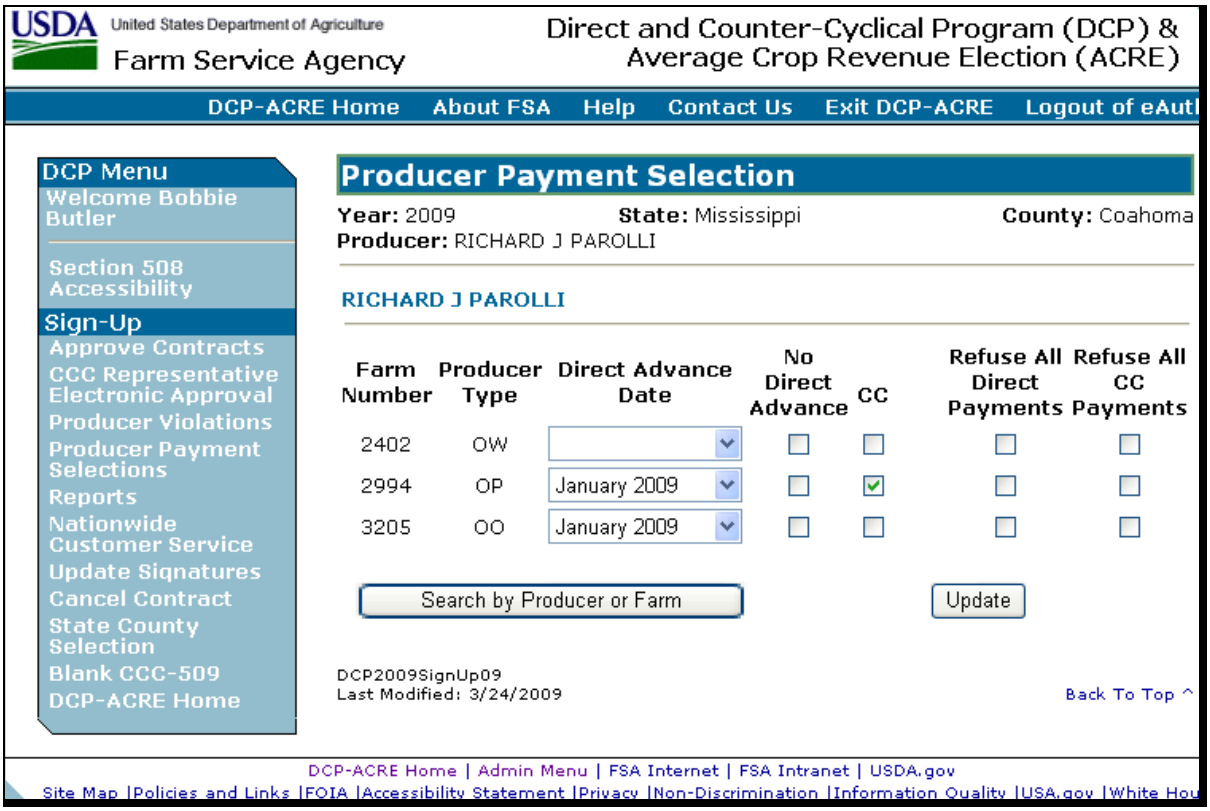
A Overview

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.

*--



--*

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 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: • OO • OP • OT • OW.	
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: • be displayed, if producer previously elected **not** to receive direct advance payment • **not** be displayed, if producer previously elected to receive direct advance payment.	Click the box to: • remove check (✓), if producer elects to receive direct advance payment; a direct advance date **must** be entered • add check (✓), if producer elects **not** to receive direct advance payment.
CC	Manual entry. A check (✓) will: • be displayed, if producer previously elected to receive CC advance payment • **not** be displayed, if producer previously elected to **not** receive CC advance payment. ***--Note:** Not applicable to ACRE.**--***	Click the box to: • remove check (✓), if producer elects **not** to receive CC advance payment • add check (✓), if producer has elects to receive CC advance payment.

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all direct payments • **not** be displayed, if producer previously elected to **not** refuse all direct payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all direct payments • add check (✓), if producer elects to refuse all direct payments.
Refuse All CC Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all CC payments • **not** be displayed, if producer previously elected to **not** refuse all CC payments. ***--Note:** Not applicable to ACRE.--*	Click the box to: • remove check (✓), if producer elects to **not** refuse all CC payments • add check (✓), if producer elects to refuse all CC payments.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

35 Reports

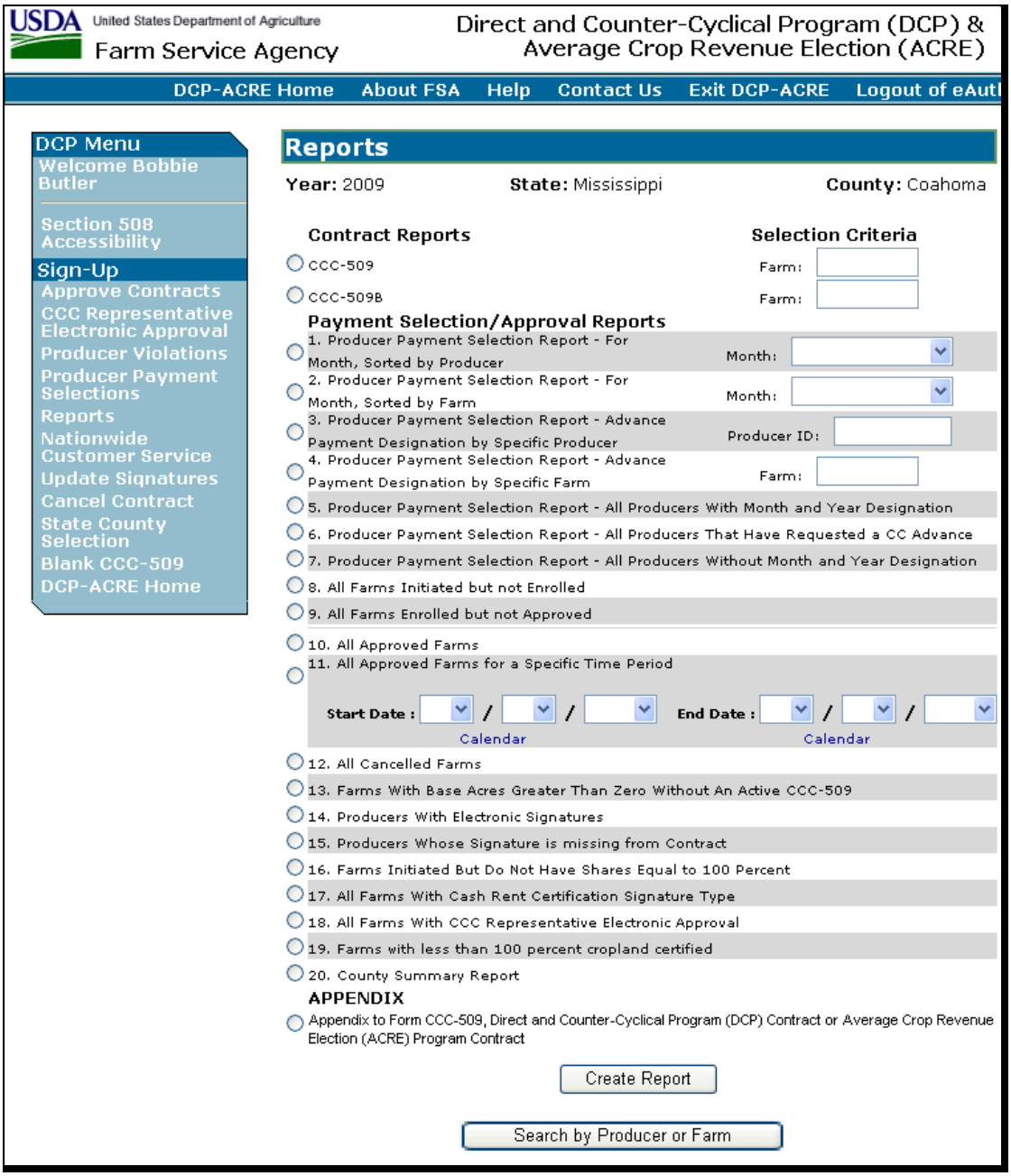
A Overview

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.

*--



--*

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. **Note:** The text size in Internet Explorer **must** be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: • "**View**" • "**Text Size**" • "**medium**".
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 **not** selected a month and year for advance payment.
All Farms Initiated but **Not** Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated but have **not** been enrolled.
All Farms Enrolled but **Not** Approved.	Select report.	Report will be displayed identifying all farms that have an enrollment date entered but have **not** been approved.
All 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 **not** 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 **Not** Have Shares Equal to 100 Percent.	Select report.	Report will be displayed identifying all farms that do **not** 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 (DCP) Contract or Average Crop Revenue Election (ACRE) Program Contract**--***	Select report.	CCC-509 terms and conditions will be displayed. **Note:** 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.

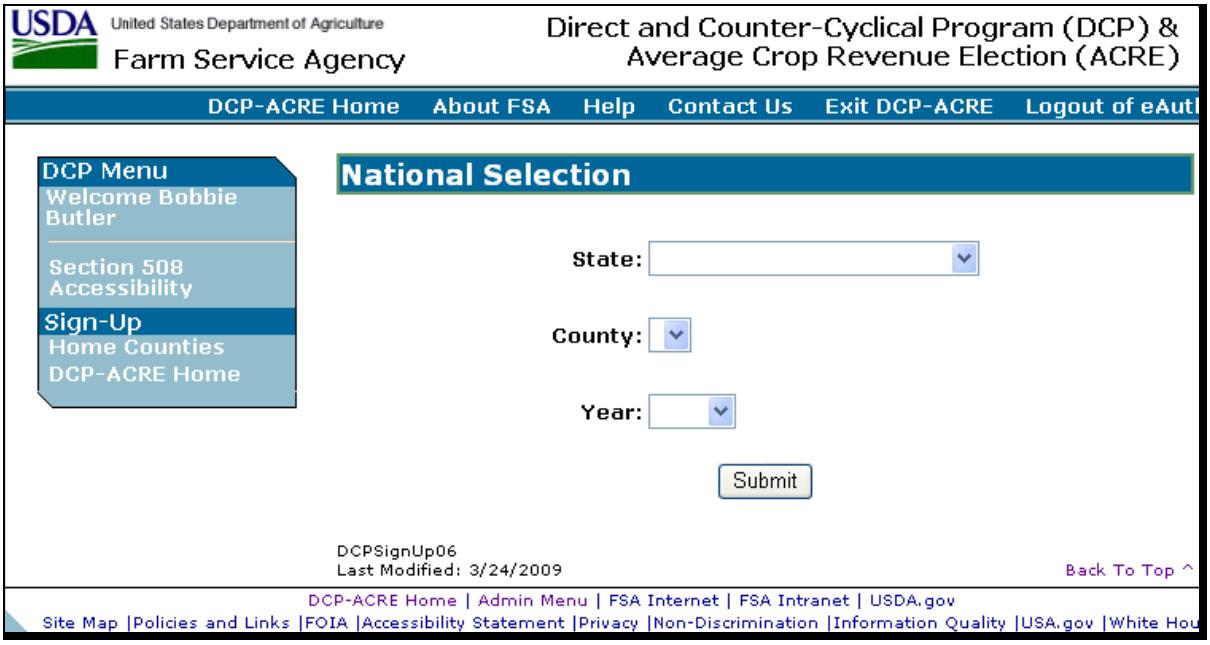
To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

36 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.

*--



--*

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

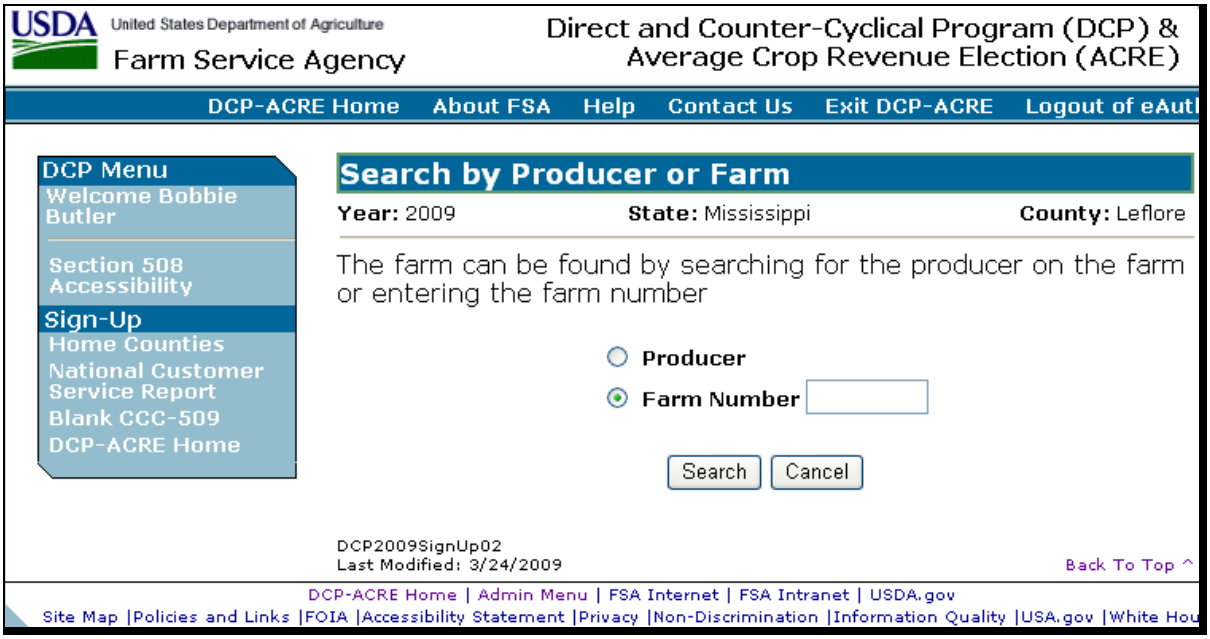
Field/Button	Description	Action
State	Drop-down menu with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down menu with the county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year	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.

*--



--*

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

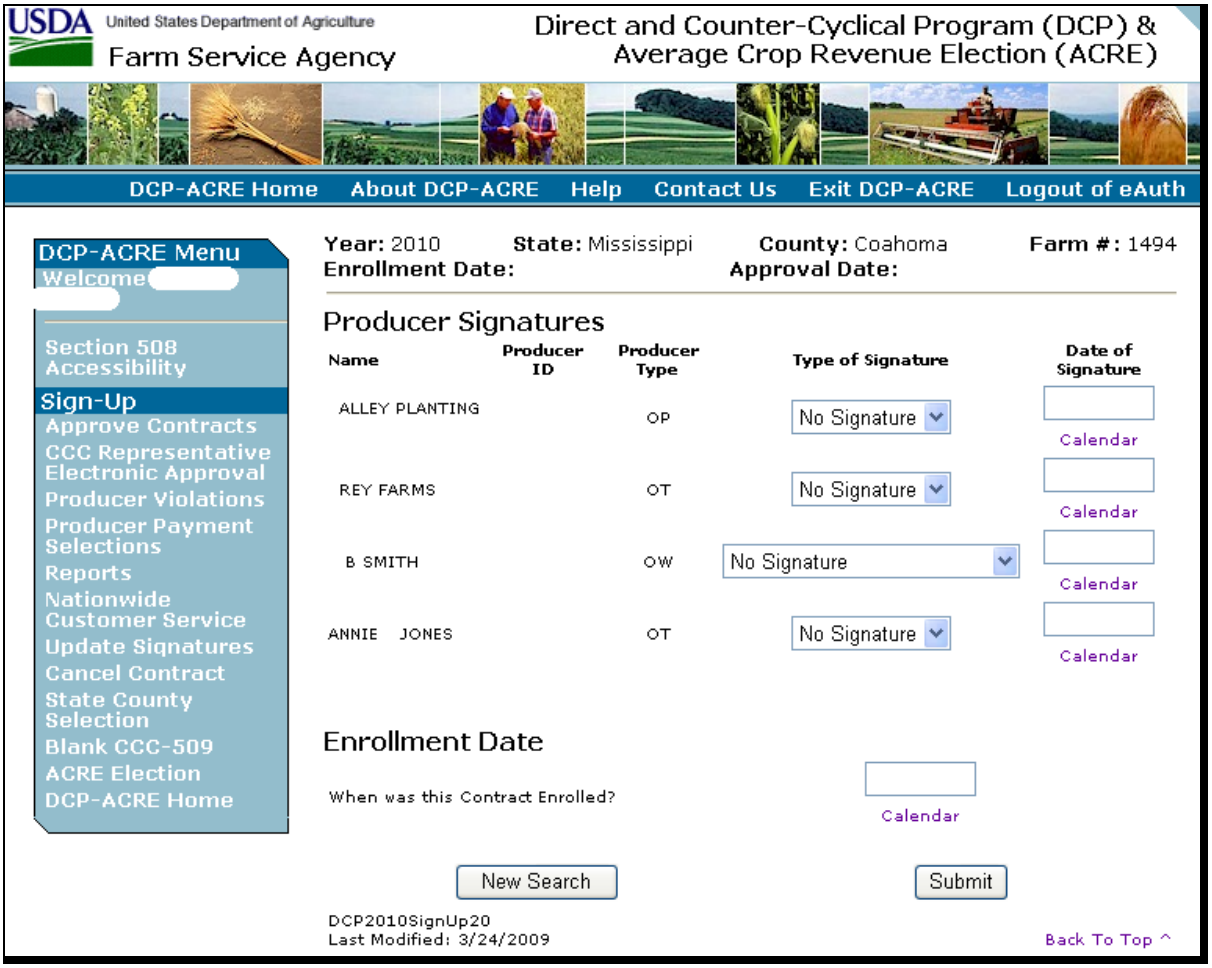
Updating signatures **without** accessing CCC-509 is available in CCC-509 software. To access the update signatures process, under Sign-Up, CLICK "**Update Signatures**".

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.

*--



--*

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	If producer signs electronically, the system will update the producer signature block. All other signature types **must** be updated by the County Office. This is a tool to keep track of signatures received for each CCC-509. Producers are **not** authorized to updated producer signature information.	
Type of Signature	Manual selection. The system will update electronic signatures. See subparagraph 28 D for signature types.	If producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. Contracts **cannot** be enrolled or approved until all signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-509. **Note:** Type of signature shall **only** be updated when the producer actually signs and dates CCC-509.

37 Updating Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter date the producer signed CCC-509 ***--**in mm/dd/yyyy, mmddyyyy, or mmddyy format.**--*** See 1-DCP (Rev. 2), paragraph 402 for situations involving producers that did **not** sign CCC-509 on or before June 1 of applicable contract period. See subparagraph 28 D for signature date exceptions.
When was this Contract enrolled?	Manual entry.	Enter the date all shares equal 100 percent and all required producer signatures have been ***--**received in mm/dd/yyyy, mmddyyyy, or mmddyy format.**--*** See 1-DCP (Rev. 2), paragraph 402 for situations involving producers signatures received in the County Office after June 1 of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 28 D for signature type validations.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

38 Canceling CCC-509's by Farm

A Overview

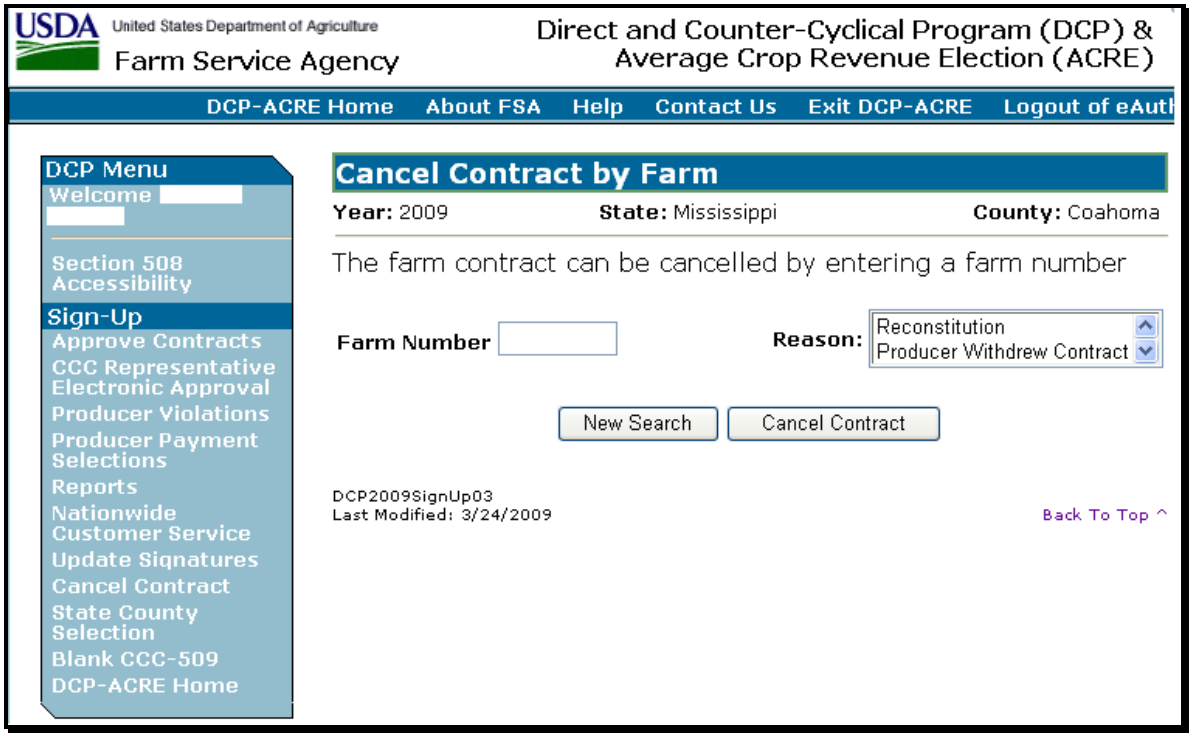
Canceling CCC-509's **without** accessing CCC-509 is available in CCC-509 software. To access CCC-509 cancellation process, under Sign-Up, CLICK "**Cancel Contract**".

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 **must** select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: • Acreage Reporting Violation • CCC-509 Entered in Error • Farm Record Modification; automatic cancels will occur; see paragraph 30 • FAV Violation • Out Transfer • Producer Withdrew Contract • Reconstitution •*--Production Not Provided; see 1-DCP (Rev. 3), paragraph 196.--*
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Cancel Contract	CCC-509 is canceled. Contract Canceled Screen will be displayed. **Note:** FAV payment reductions for the farm will also be canceled.	

39-45 (Reserved)

46 State Office Access to the DCP Web Site

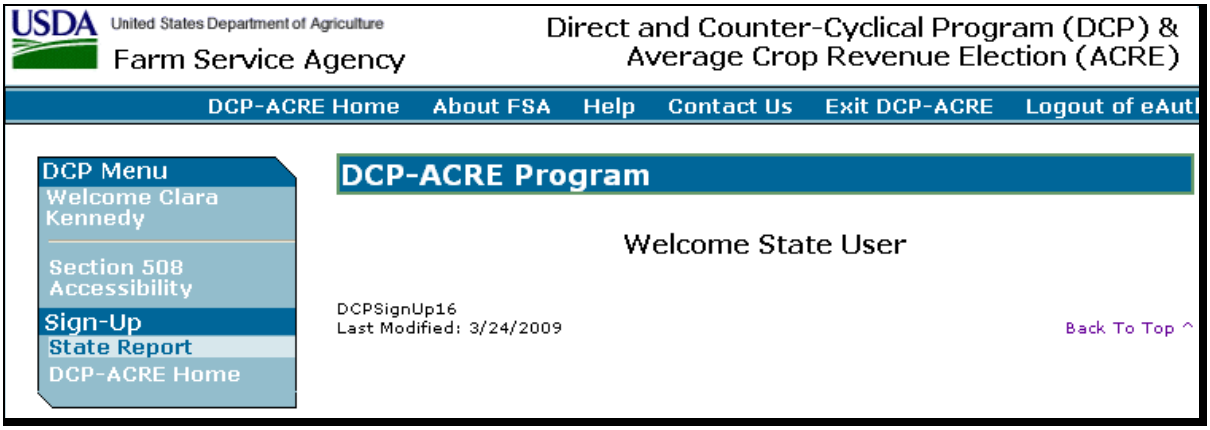
A Accessing the DCP Web Site

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.

*--



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47 State Report Selections

A Overview

State Office users will **only** have access to State Office reports, **unless** they have requested:

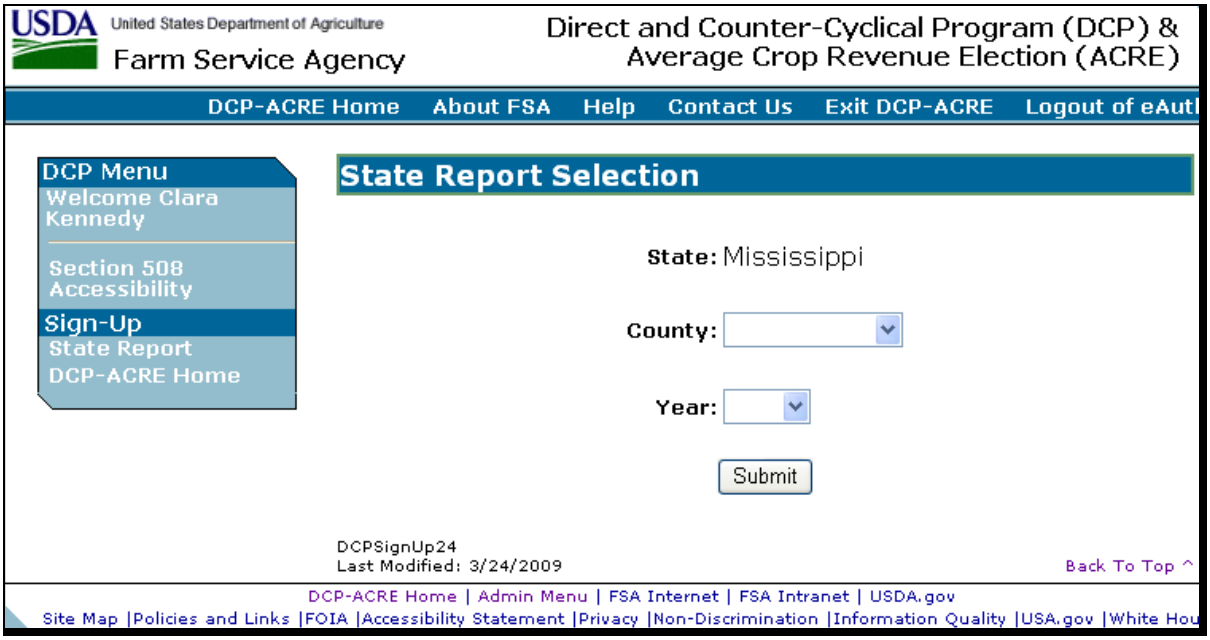
- Nationwide Customer Service access according to paragraph 49
- State Office representative access according to paragraph 50.

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 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

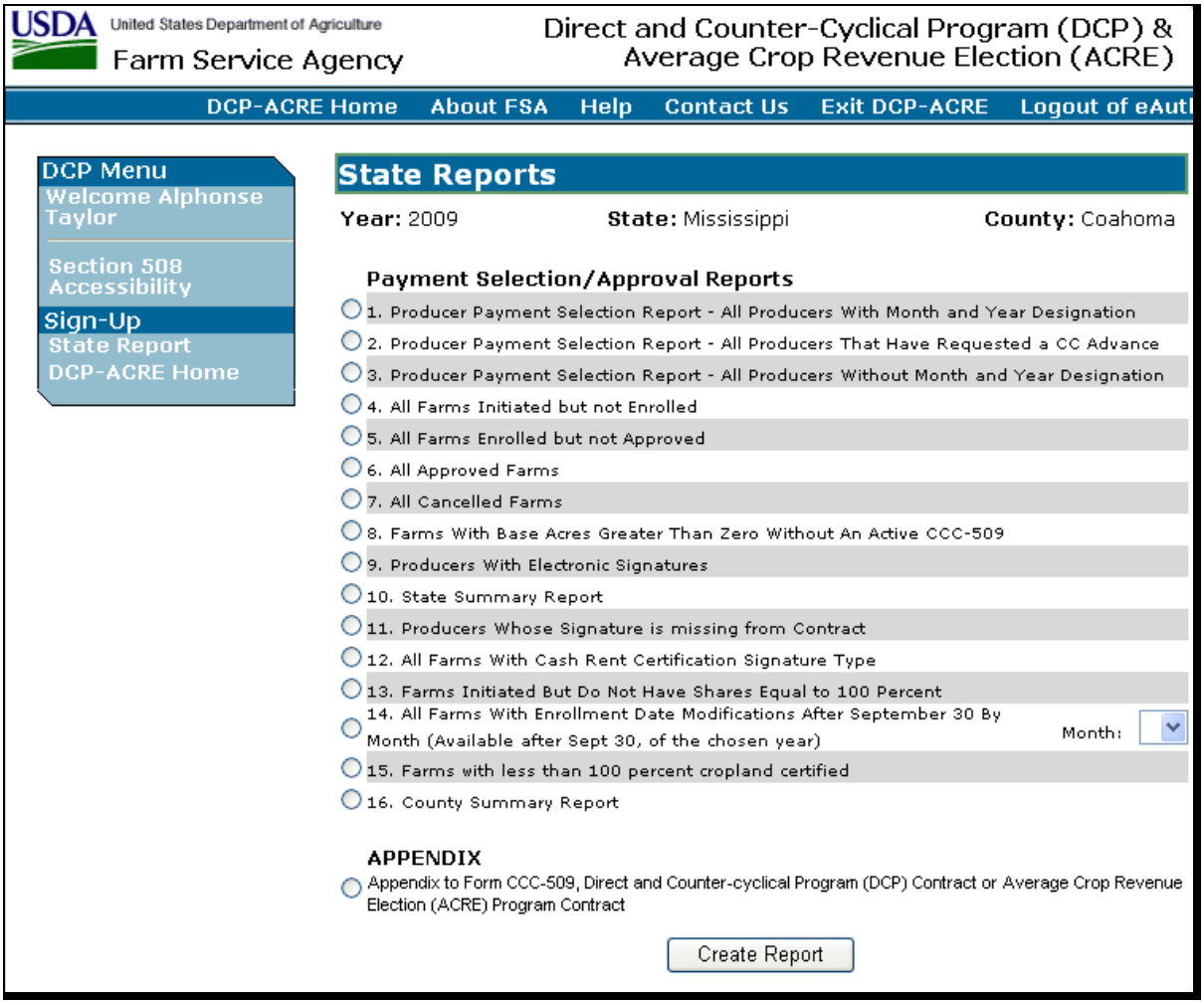
A Overview

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.

*--



--*

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.

IF user selects the following...	THEN the following will be displayed...
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 **not** selected a month and year for advance payment in the county selected on the State Report Selection Screen.
All Farms Initiated But **Not** Enrolled	all farms that have been initiated but have **not** been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled But **Not** Approved	all farms that have an enrollment date entered but have **not** 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 **not** 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)

IF user selects the following...	THEN the following will be displayed...
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 **Not** Have Shares Equal to 100 Percent	all farms that do **not** 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 **Note:** Select a county and a month.	all farms that had an enrollment date modified during the month selected in the county selected on the State Report Selection Screen. **Note:** 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 **not** 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 ***--**(DCP) Contract or Average Crop Revenue Election (ACRE) Program Contract**--***	CCC-509 terms and conditions. **Note:** 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-ACRE 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-ACRE 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.

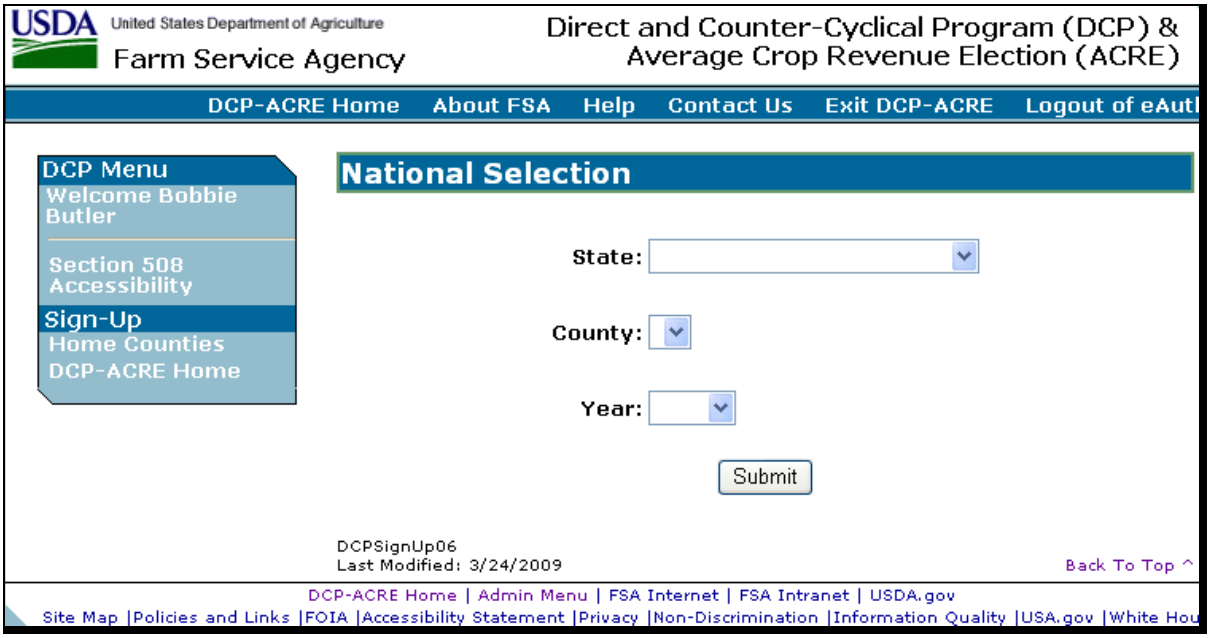
To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

49 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.

*--



--*

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 State Office Administrative Access

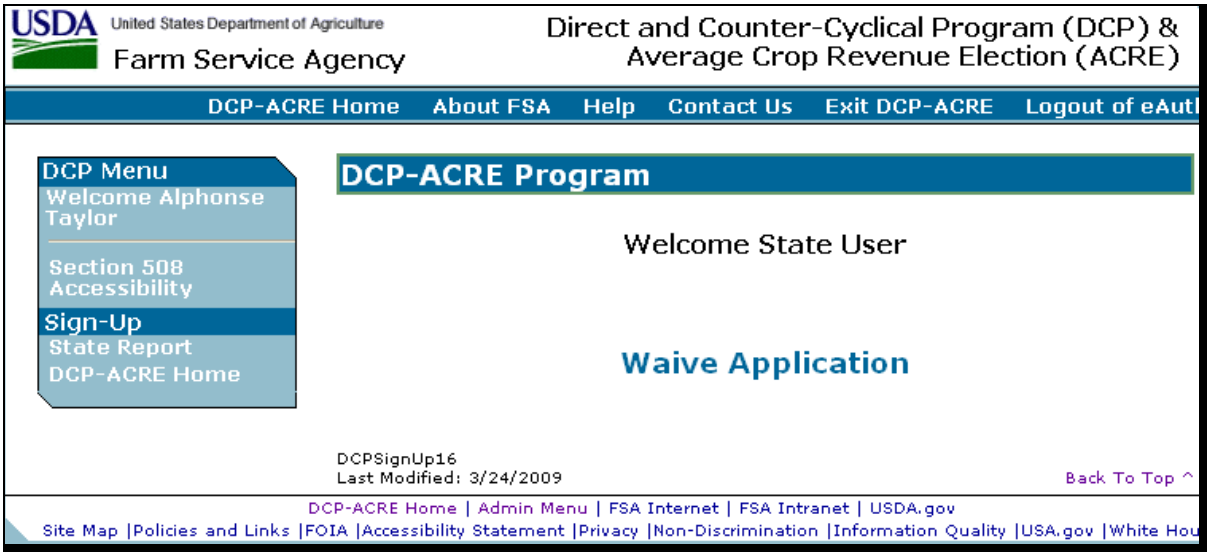
A Overview

1-DCP (Rev. 1), paragraph 403 provides instructions for requesting State Office web-based DCP administrative access. State Office users that are granted administrative access will be able to update signature and enrollment dates that are later than the signature and enrollment date deadline.

B Welcome Screen

When a State Office user with web-based DCP administrative access logs in, the following screen will be displayed.

*--



--*

CLICK "**Waive Application**" to enter the administrative option.

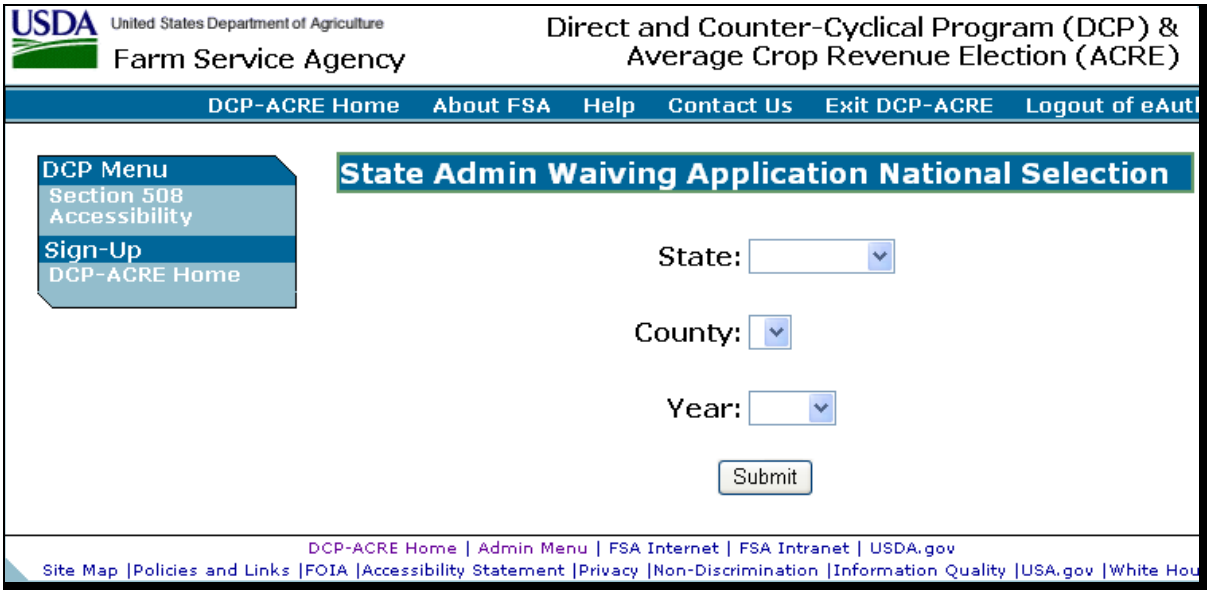
50 State Office Administrative Access (Continued)

C State Admin Waiving Application National Selection Screen

After users click “Waive Application”, the State Admin Waiving Application National Selection Screen will be displayed. From the drop-down menus, select the State, county, and year of CCC-509 to be updated.

Note: State Office administrative access users will **only** be able to update CCC-509’s within their State.

*--



--*

D Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in State Office administrative access is the same as CCC-509’s being loaded in the home county (see paragraph 23). Once a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

***--50 State Office Administrative Access (Continued)**

E Select Producer(s) – Contract Details Screen

The functionality of the Select Producer(s) – Contract Details Screen in State Office administrative access is the same as CCC-509's being loaded in the home county (see paragraph 26). One of the following screens will be displayed based on the actions taken on the Select Producer(s) – Contract Details Screen:

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

F Assign Producer Shares/Payment Selections

The functionality of the Assign Producer Shares/Payment Selections Screen in State Office administrative access is the same as CCC-509's being loaded in the home county (see paragraph 27).

G Consolidated by Producer Screen

The functionality of the Consolidated by Producer Screen in State Office administrative access is the same as CCC-509's being loaded in the home county, **except** the signature and enrollment date can be later than the sign up deadline (see paragraph 28).

H Consolidated by Crop Screen

The functionality of the Consolidated by Crop Screen in State Office administrative access is the same as CCC-509's being loaded in the home county, **except** the signature and enrollment date can be later than the sign up deadline (see paragraph 29).

I State Office Action

State Offices that update CCC-509's through the State Office administrative access **must** immediately notify the County Office of actions that were taken on CCC-509.**--***

50-60 (Reserved)

Section 3 Producer Access

61 Producer Access to eDCP

A Overview

*--eDCP allows producers to enroll in DCP-ACRE online. Producers can choose DCP and ACRE 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 and ACRE
- is offered as an additional DCP and ACRE enrollment option; producers can still complete CCC-509's in person at the County Office
- does **not** alter any DCP or ACRE provisions.

Example: For a farm to be enrolled in DCP or ACRE, **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 and ACRE 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.

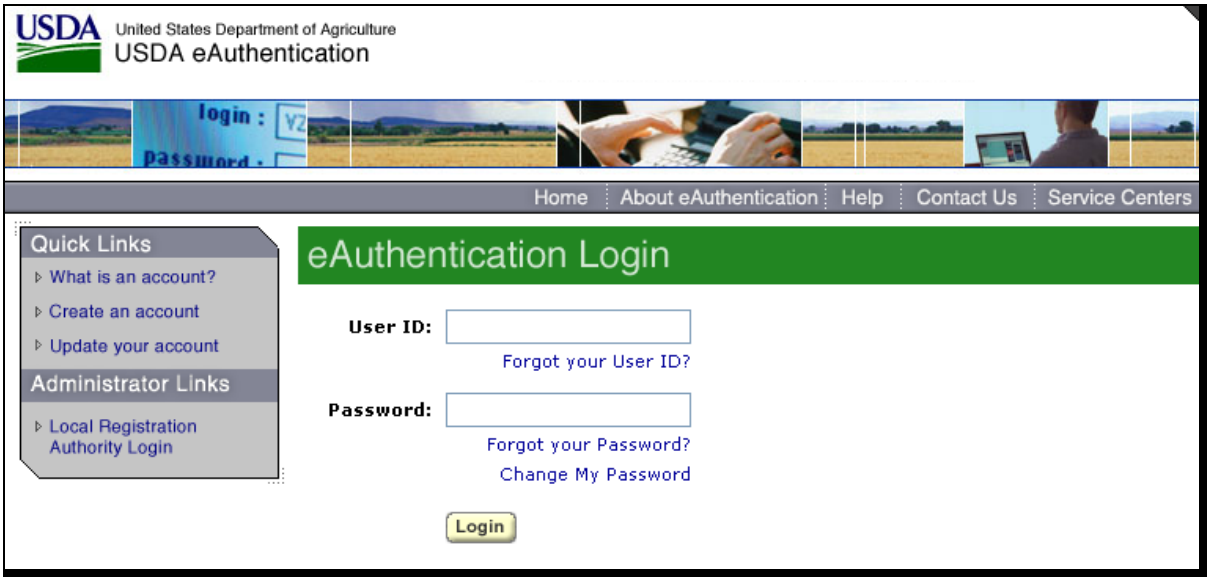
Note: Internet Explorer shall be used when accessing eDCP.

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.

*** * ***

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.

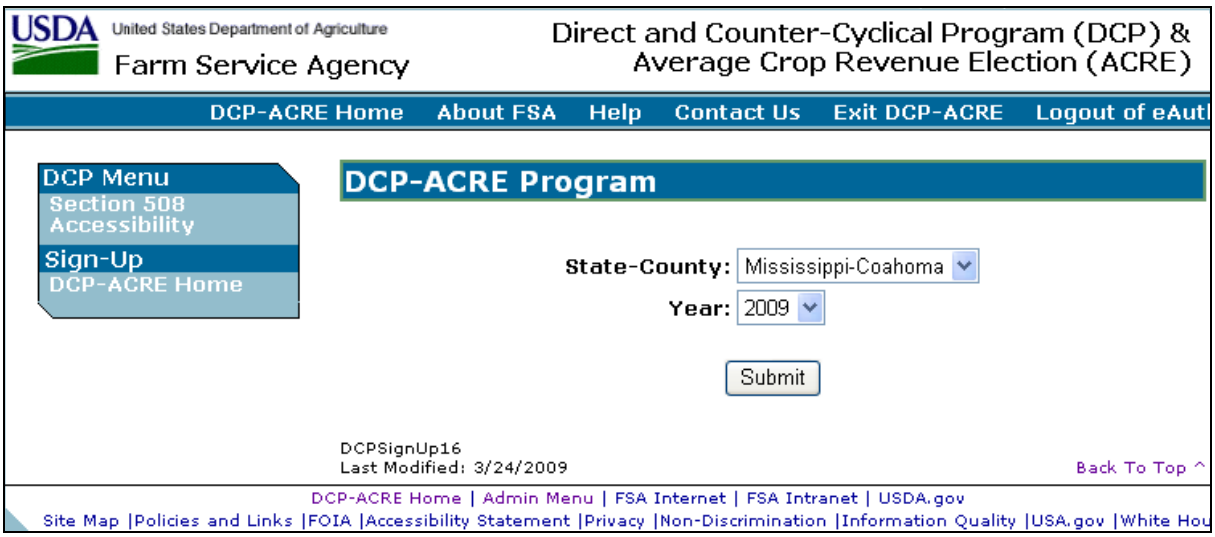
- year of CCC-509 to be viewed/updated.

  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. **Note:** Only the current year can be updated. All prior years will be displayed in **view-only** 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 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	**After** selecting the applicable CCC-509 to update, users CLICK "**Continue**". Only 1 farm can be selected at a time. Select Producer(s) – Contract Details Screen will be displayed, see paragraph 65.

65 Selecting Producers – CCC-509 Details

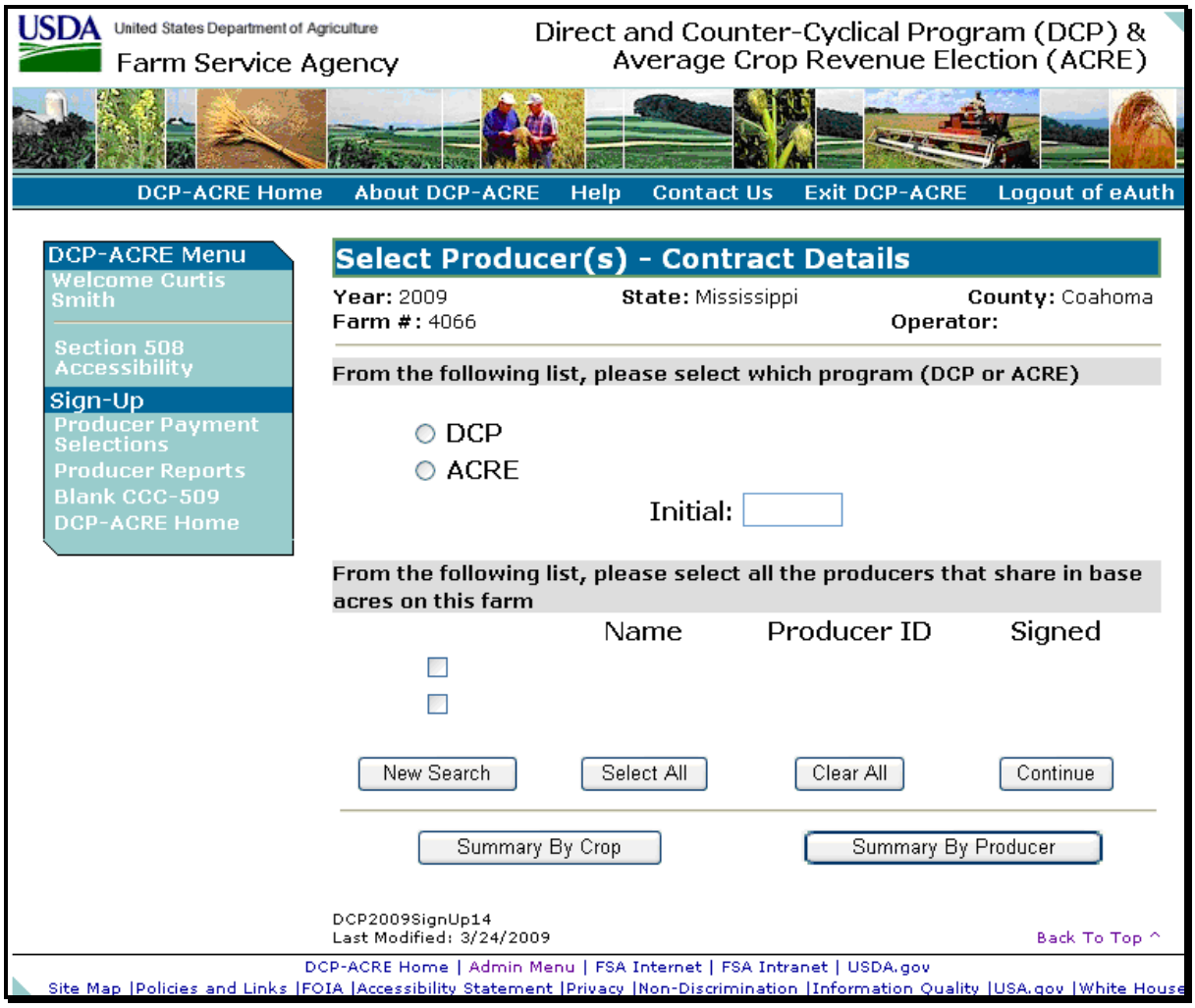
A Overview

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.

*--



--*

65 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

--**The producer must select whether he/she wants to enroll in DCP or ACRE. The producer must also enter his or her initials in the block next to choice.**--

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

IF users click…	**THEN…**
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: • select **no** producers to share in CCC-509, the Consolidated by Producer Screen will be displayed, see paragraph 67 • 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 • CLICK "Select All", the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66.
Summary by Crop	the Consolidated by Crop Screen will be displayed, see paragraph 68. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.
Summary by Producer	Consolidated by Producer Screen will be displayed, see paragraph 67. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.

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 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.
*--

--*

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions

The following 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	Producer sharing in crop. **Note:** A screen will be completed for each producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers that: • have been selected to share in this CCC-509 • are remaining. **Example:** If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.	
Crop	Each DCP-ACRE crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
***--**Direct Payment Acres	Direct payment acres associated with each crop (83.3 percent of the base acres).	
CC Payment Acres	CC payment acres associated with each crop (85 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.	Enter the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** 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 **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep user informed of how much of the share percentage has been used.	

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.	
		IF…	**THEN…**
		"Yes"	select a month and year.
		"No"	a month and year shall **not** be selected.
Does (producer name) want to receive an Advance CC Payment?	Manual entry. ***--Note:** Not applicable to ACRE.**--***	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. ***--Note:** Not applicable to ACRE.**--***	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: • next producer • Consolidated by Producer Screen.		

67 Consolidations by Producer

A Overview

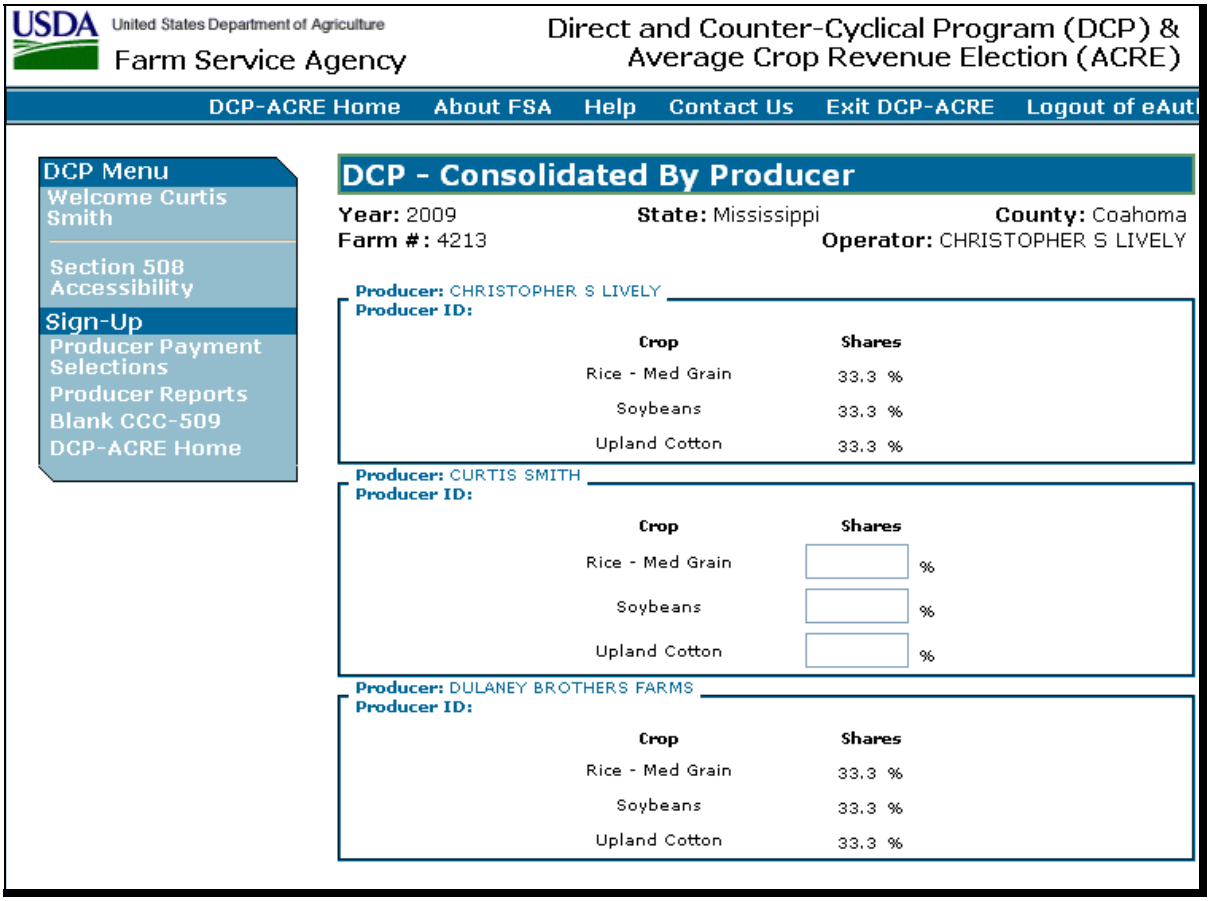
The Consolidated by Producer Screen will be displayed as follows:

- 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.

*--



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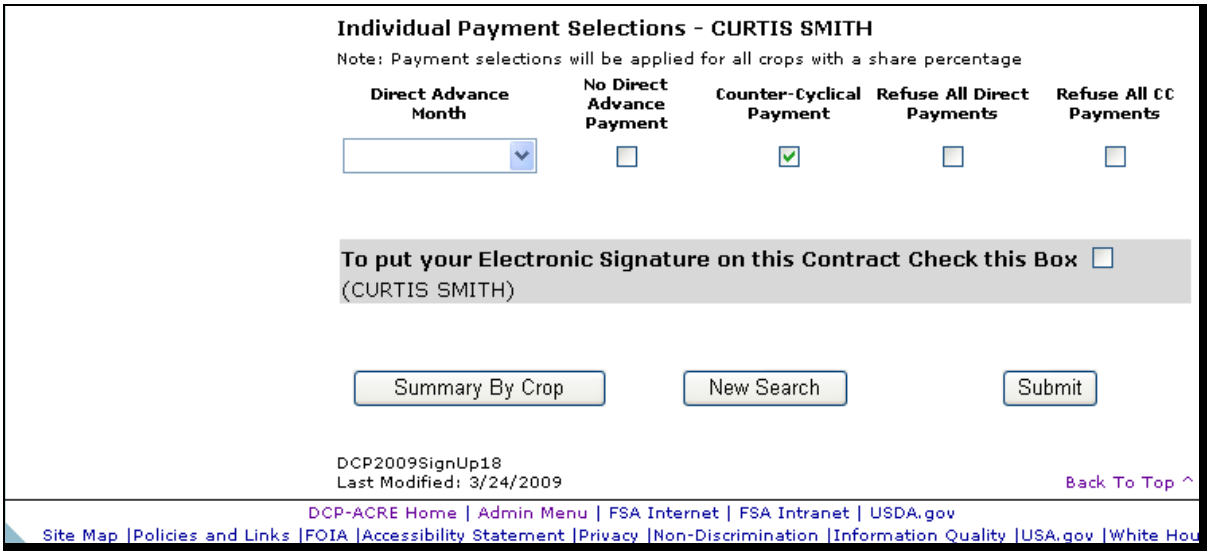
67 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

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

*--



--*

67 Consolidations by Producer (Continued)

C Field Descriptions/Actions

The following 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: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** 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 **must** equal 100 percent **before** the farm can be enrolled or approved.
Payment Selections	Summary of producer payment selections. Data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable. ***--Note:** Advance CC and refuse all CC payments are not applicable to ACRE.**--***
Electronic Signature	Allows producers to sign CCC-509 electronically.	Check (✓) box to electronically sign CCC-509. **Note:** If box is **not** checked (✓), CCC-509 will **not** 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 **not** submitted, it will **not** 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 or ACRE) 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 or ACRE) 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."

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:

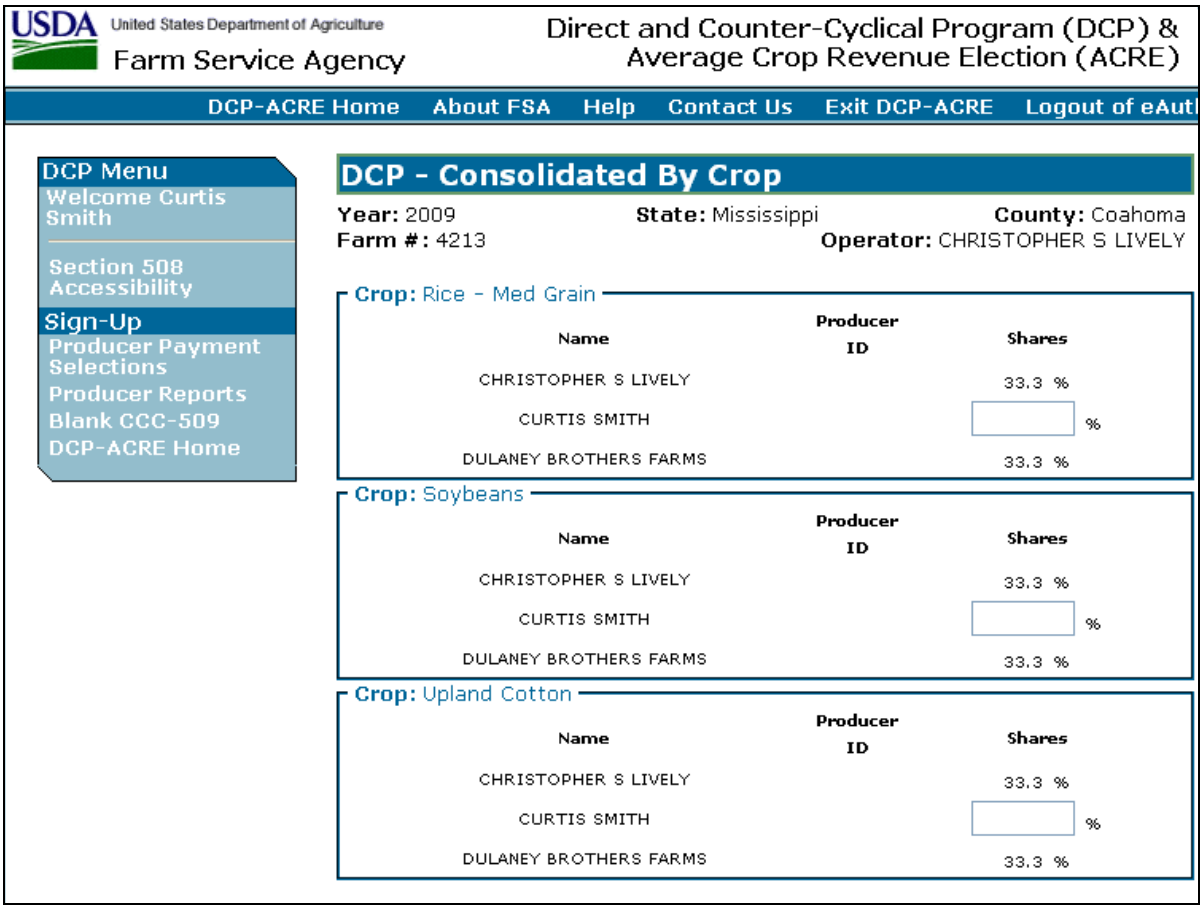
- Select Producer(s) – Contract Details Screen
- Consolidated by Producer Screen.

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.

*--



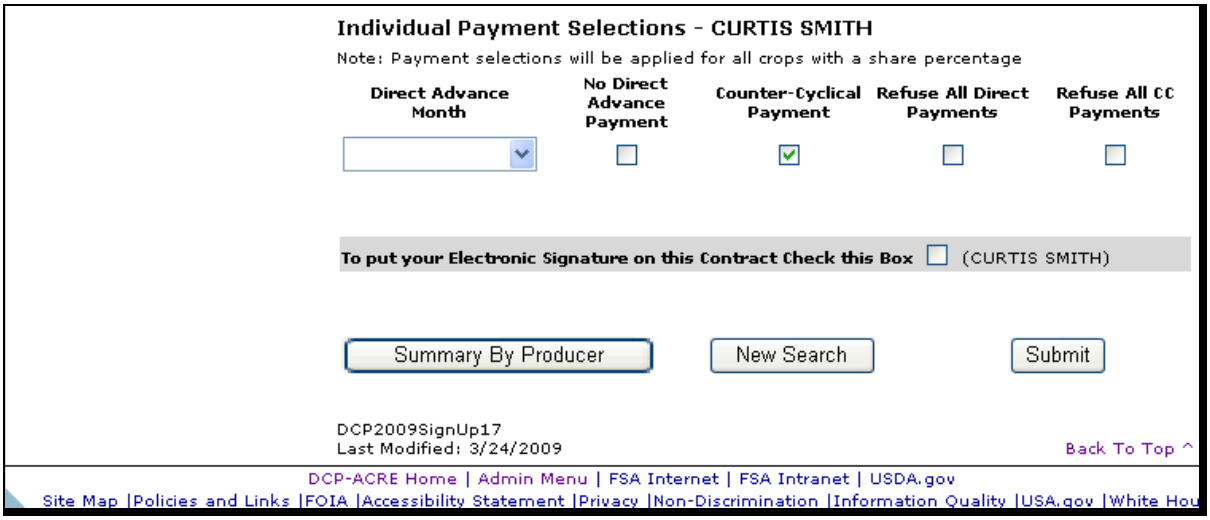
--*

68 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

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

*--



--*

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

69 Printing

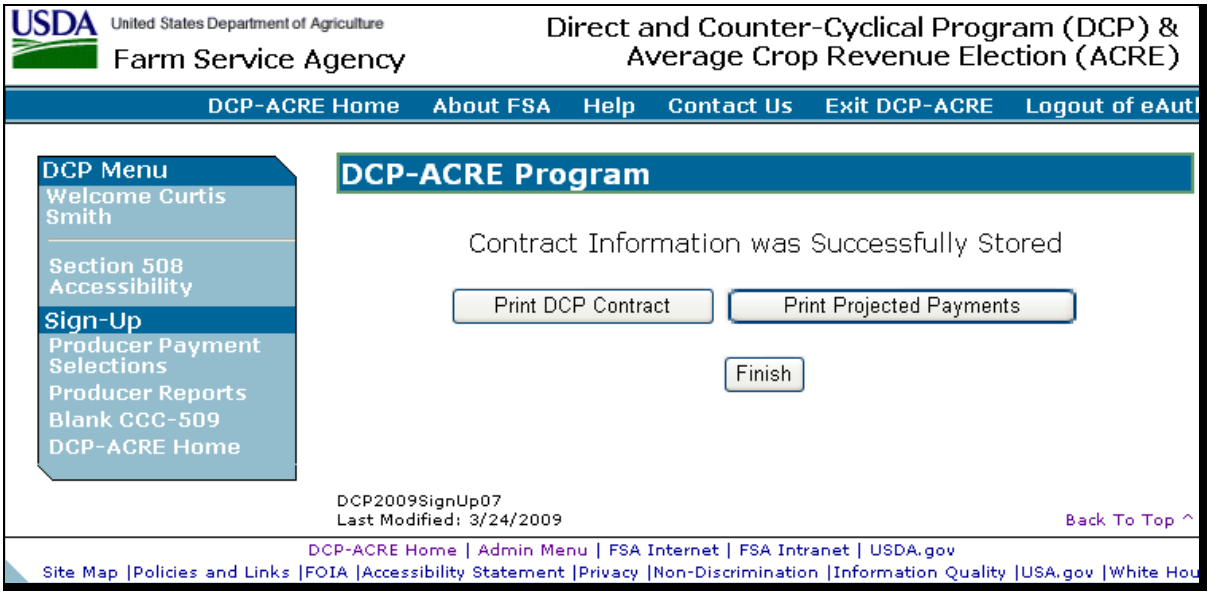
A Overview

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.

IF users click…	THEN…
“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

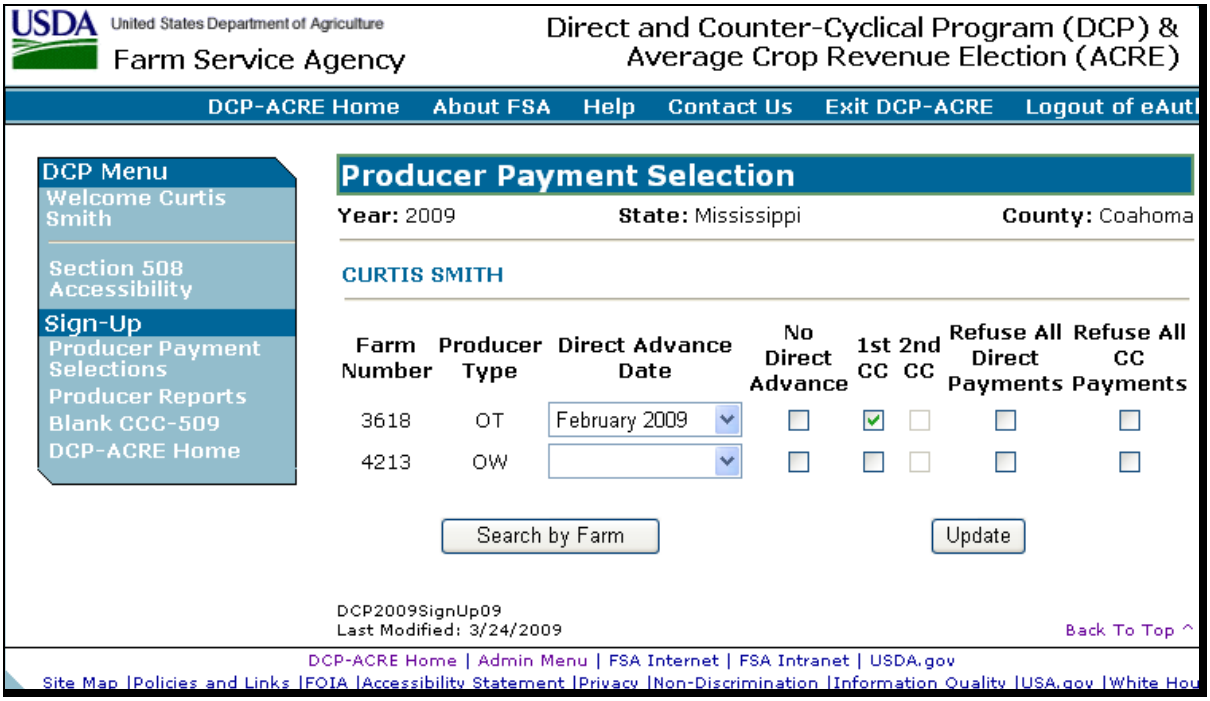
A Overview

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.

*--



--*

70 Producer Payment Selections (Continued)

C Field Descriptions/Actions

The following 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: • OO • OP • OT • OW.	
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: • be displayed, if producer previously elected **not** to receive direct advance payment • **not** be displayed, if producer previously elected to receive direct advance payment.	Click the box to: • remove check (✓), if producer elects to receive direct advance payment; a direct advance date **must** be entered • add check (✓), if producer elects **not** to receive direct advance payment.
CC	Manual entry. A check (✓) will: • be displayed, if producer previously elected to receive CC advance payment • **not** be displayed, if producer previously elected to **not** receive CC advance payment. ***--Note:** Not applicable to ACRE.**--***	Click the box to: • remove check (✓), if producer elects **not** to receive CC advance payment • add check (✓), if producer has elects to receive CC advance payment.

70 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all direct payments • **not** be displayed, if producer previously elected to **not** refuse all direct payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all direct payments • add check (✓), if producer elects to refuse all direct payments.
Refuse All CC Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all CC payments • **not** be displayed, if producer previously elected to **not** refuse all CC payments. ***--Note:** Not applicable to ACRE.--*	Click the box to: • remove check (✓), if producer elects to **not** refuse all CC payments • add check (✓), if producer elects to refuse all CC payments.
Search by Farm	Search by Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

71 Producer Reports

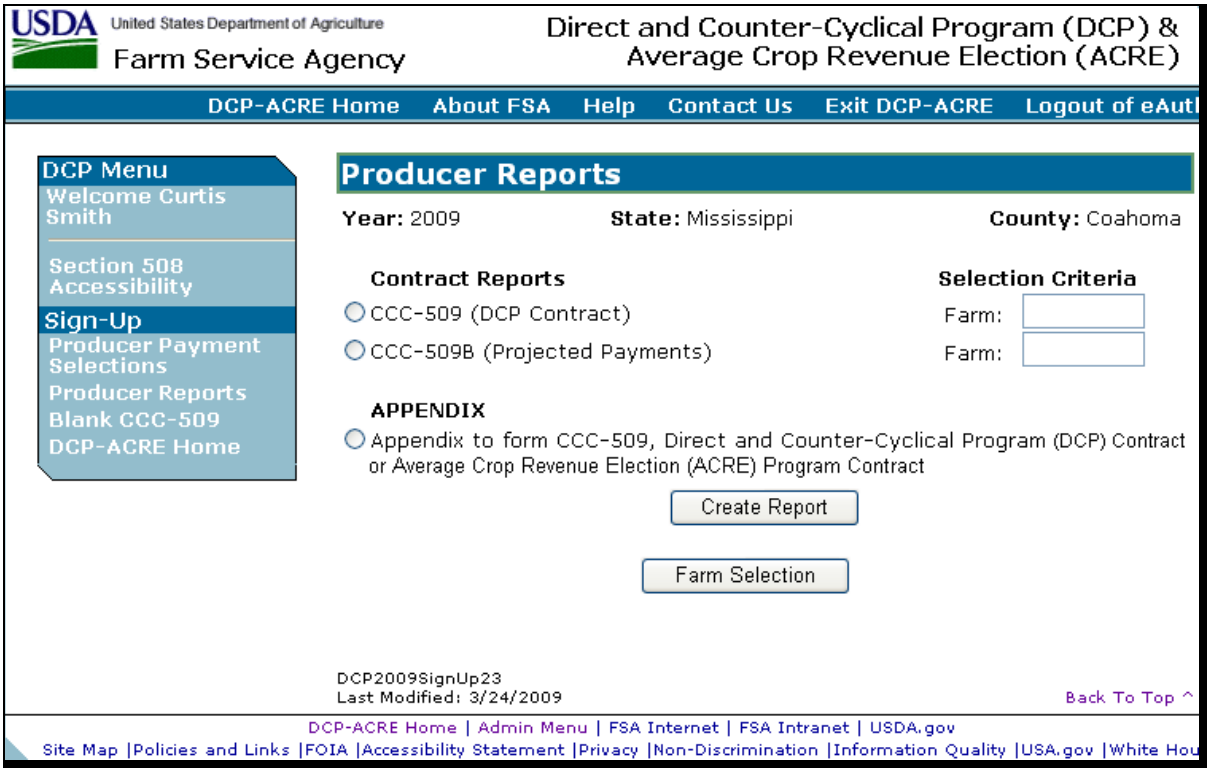
A Overview

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.

*--



--*

71 Producer Reports (Continued)

C Report Descriptions

The following 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.

Report	Action	Result
CCC-509	Select report and enter farm number.	Pre-filled CCC-509 will be displayed. **Note:** The text size in Internet Explorer **must** be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: • "**View**" • "**Text Size**" • "**medium**".
CCC-509B	Select report and enter farm number.	CCC-509B will be displayed.
Appendix to CCC-509, Direct and Counter-Cyclical *****--Program (DCP) Contract and Average Crop Revenue Election (ACRE) Program Contract--*****	Select report.	CCC-509 terms and conditions will be displayed.

72-85 (Reserved)

Part 3 (Reserved)

86-150 (Reserved)

*--Part 4 ACRE Elections

151 Overview

A Basic Information

ACRE election software is intuitive web-based software with a centralized database. ACRE elections will be updated by:

- County Office employees
- State Office employees that have requested access to ACRE election

  Note: All State and County Office employees that have requested access to ACRE election will be able to load a nationwide customer service application, which means that any users can load ACRE elections for any customer nationwide.

- FSA customers with Internet access and eAuthentication level 2 security access (see Section 3 for additional information).

  Notes: FSA customers will **not** be able make modifications to ACRE elections that have been submitted. All ACRE election modifications **must** be processed by the FSA County Office.

  FSA customers with eAuthentication level 2 security accesses **and** a representative role established in RLMS may have the ability to view and modify ACRE elections on behalf of the customer they are representing.

ACRE election software will read farm and tract maintenance files.

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

152-160 (Reserved)

161 County Office Access to ACRE Election Web Site

A Accessing the ACRE Election Web Site

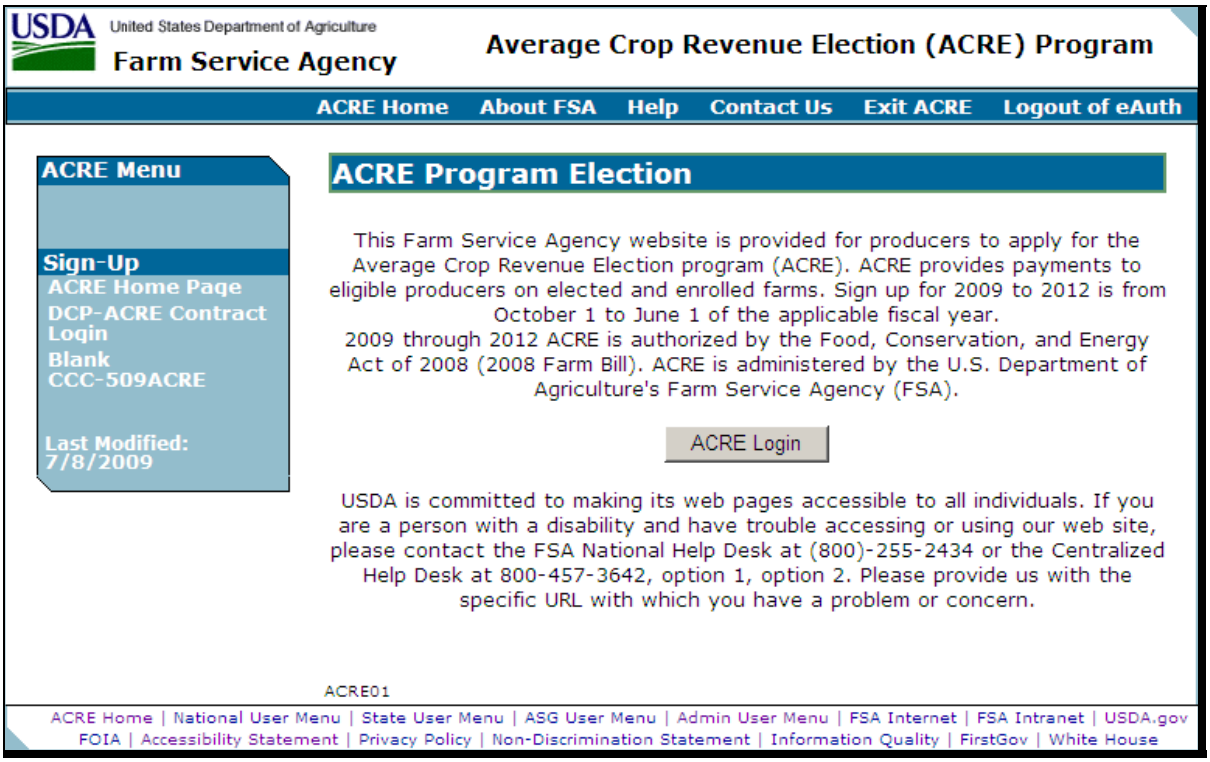
Access the ACRE Election Home Page from the FSA Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**. Under "Production Adjustment & Disaster Programs", CLICK, "**ACRE Election**".

Note: Internet Explorer shall be used when accessing the ACRE election Home Page.

B ACRE Program Election Login Screen

After users click "ACRE Election", users will be prompted with the following login screen. CLICK "**ACRE Login**" to continue.

*--



--*

*--161 County Office Access to ACRE Election Web Site (Continued)

C USDA eAuthentication Warning Screen

After users click “ACRE Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**Continue**” to proceed or “**Cancel**” to end the process.

--*

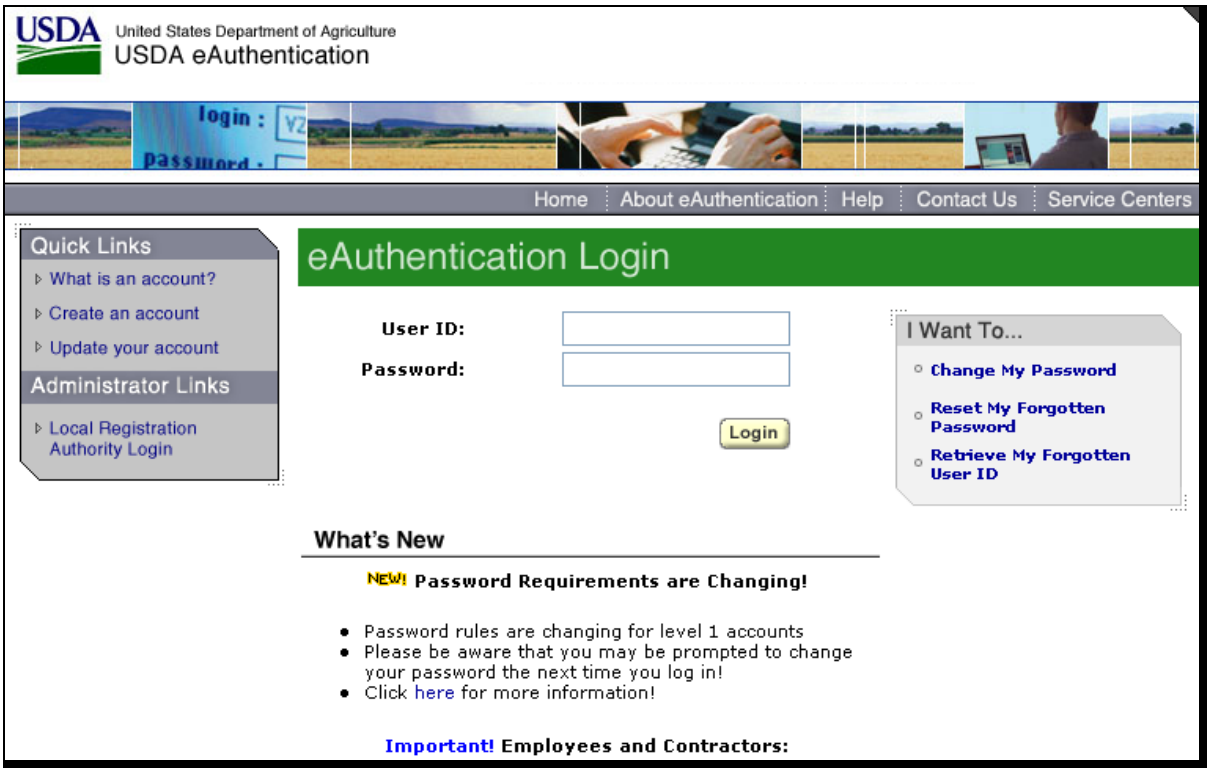
*--161 County Office Access to ACRE Election Web Site (Continued)

D eAuthentication Login Screen

On the eAuthentication Login Screen, users **must**:

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

The ACRE Program Election Screen will be displayed.



--*

162 ACRE Program Elections

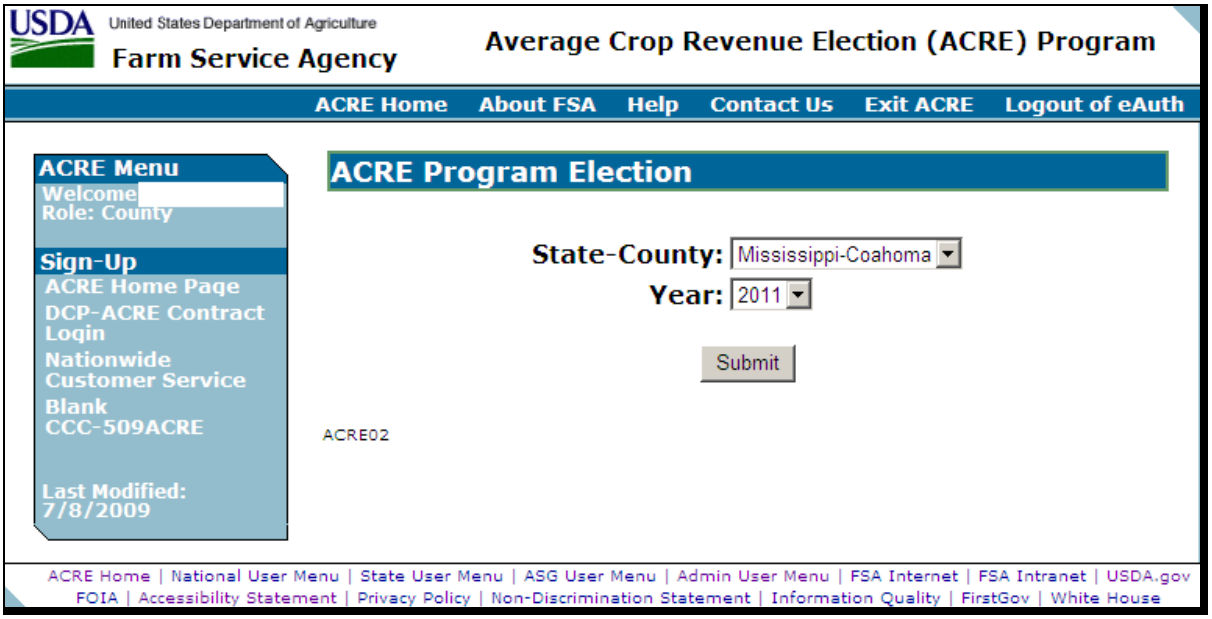
A Overview

Once users are logged in and authenticated, users must select a State, county, and program year to process ACRE elections in their home counties. Under “Sign-Up”, if users click “Nationwide Customer Service”, users can take an ACRE election for a producer from any Service Center nationwide. See paragraph 171 for more information on Nationwide Customer Service access.

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen.

*--



--*

C Action

Use drop-down lists to select the applicable:

- State/county
- crop year.

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

163 Searching by Producer or Farm

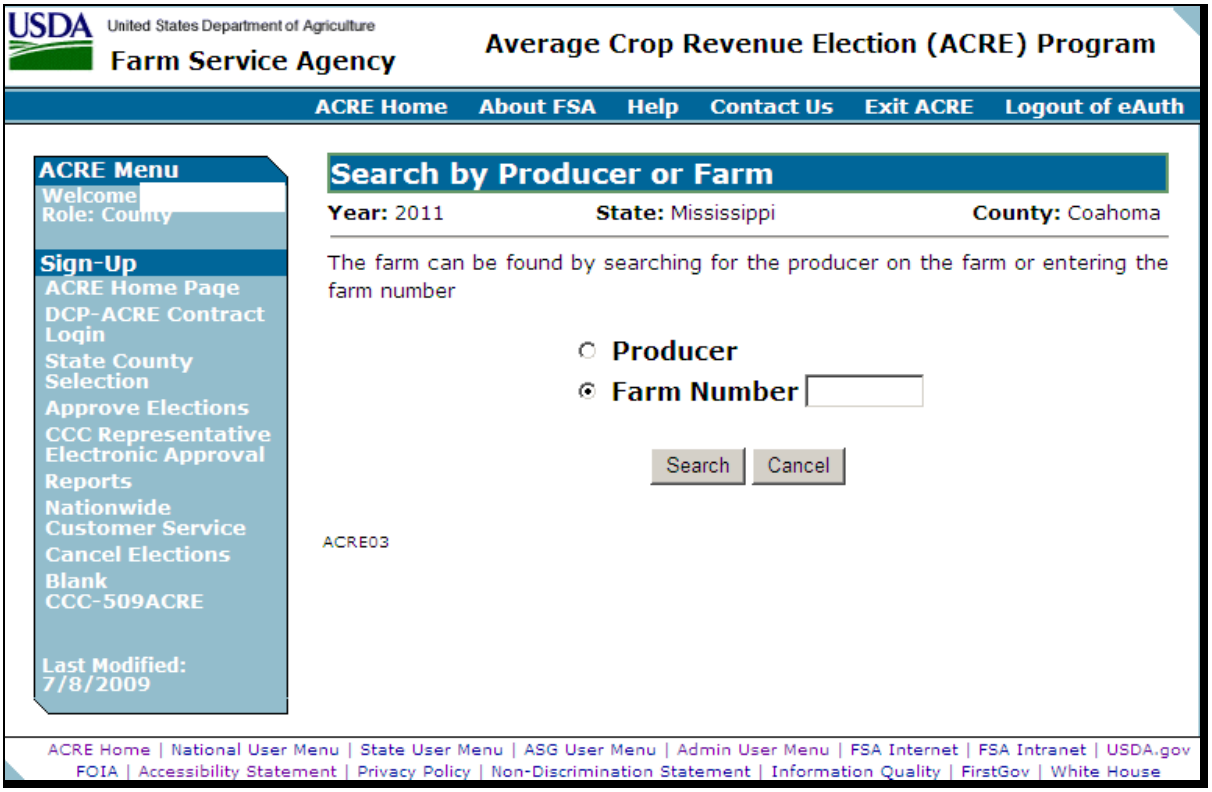
A Overview

Once users have selected the State/county and year, 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 Search by Producer or Farm Screen

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

*--



--*

***--163 Searching by Producer or Farm (Continued)**

C Action

To access an ACRE election by a specific producer:

- CLICK "**Producer**"
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed (paragraph 164).

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

To access an ACRE election by a specific farm number:

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

The Producer Signatures Screen will be displayed (paragraph 166).

Note: Taking this option will **not** update producer information that has changed since the ACRE election was initiated. If any producer information has changed since the ACRE election was initiated, take the option to search by producer (see subparagraph B for additional information).**--***

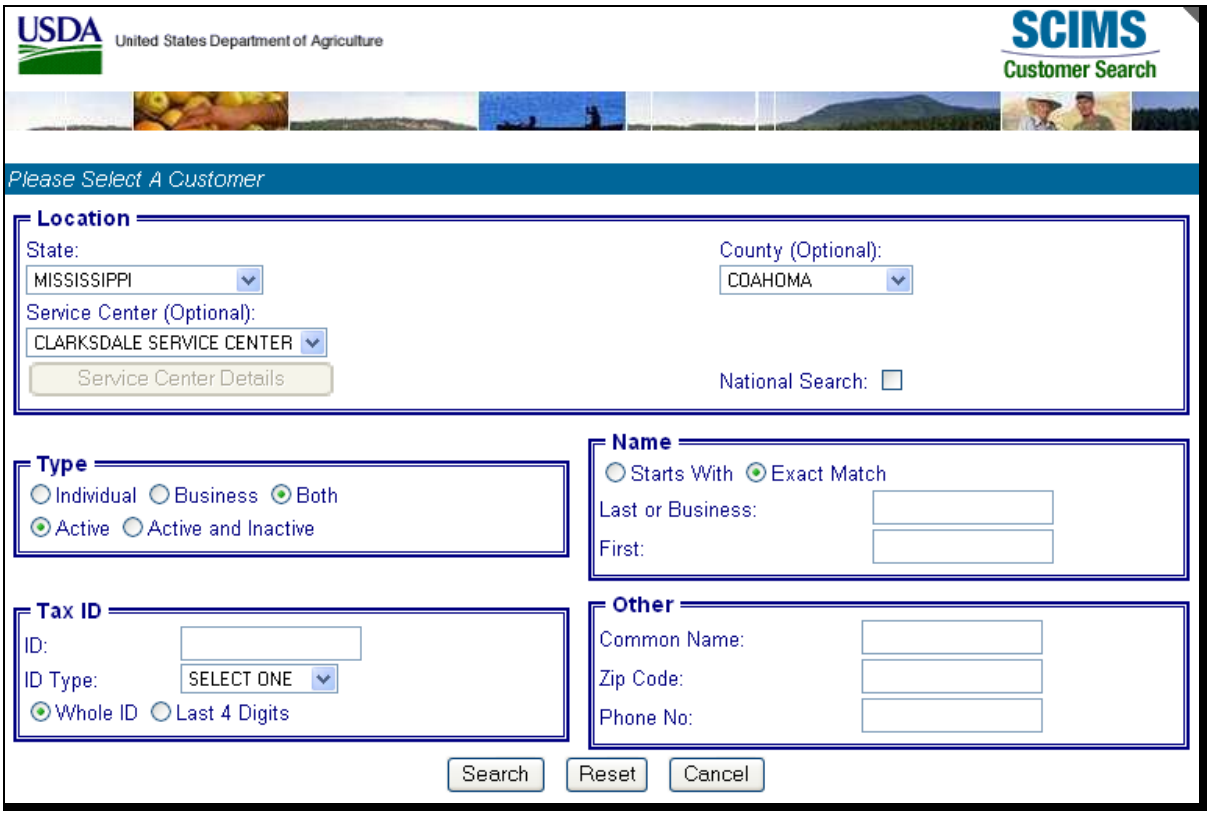
*--164 SCIMS Customer Searches

A Overview

If users access an ACRE election by specific producer, 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.



Users **must** select customers based on search results by clicking the applicable producer. Once a producer is selected, the Farm Selection Screen will be displayed (paragraph 165).--*

165 Farm Selections

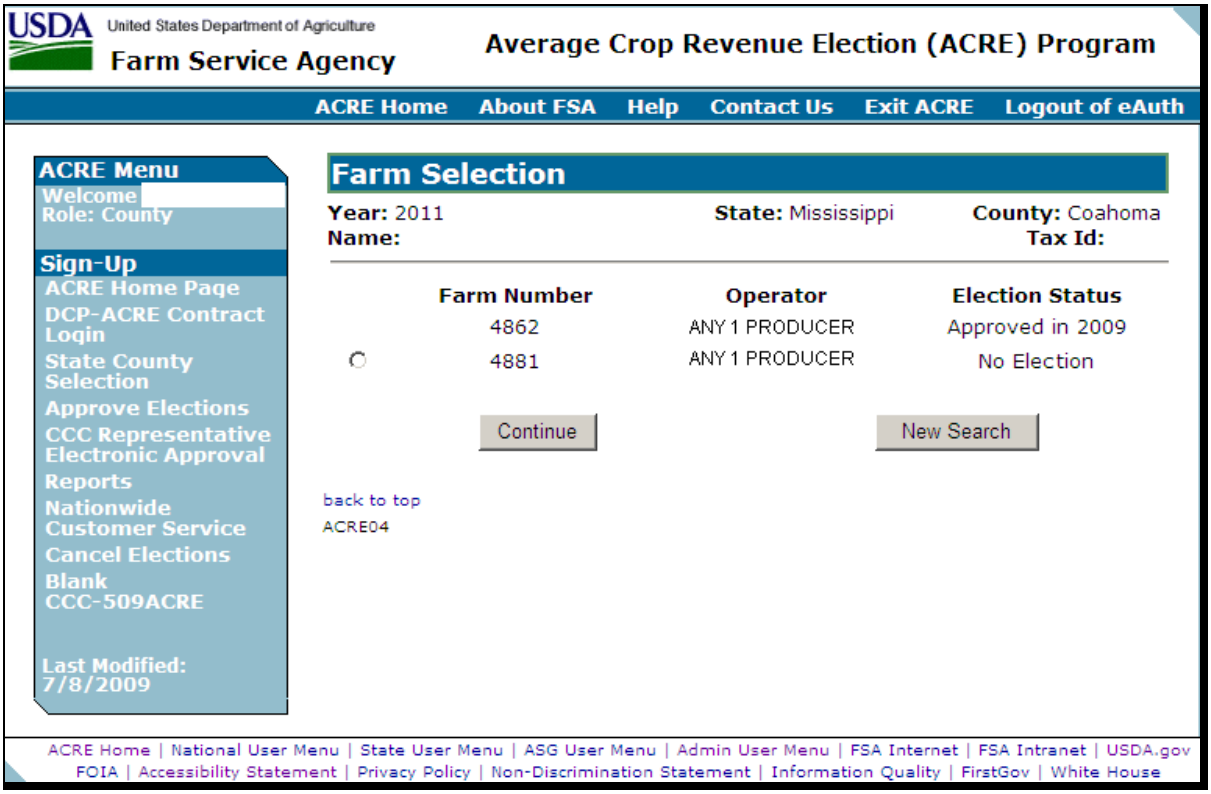
A Overview

Once a producer has been selected, the Farm Selection Screen will be displayed with the farm numbers, operator name, and contract status for each farm associated with the selected producer.

B Farm Selection Screen

Following is an example of the Farm Selection Screen.

*--



--*

C Options

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

Option	Result
New Search	Search by Producer or Farm Screen will be displayed.
Continue	After selecting the applicable election to update, CLICK "**Continue**". **Only** 1 farm can be selected at a time. The Producer Signatures Screen will be displayed (paragraph 166). ***--Note:** ACRE elections approved in a prior year will be listed, but **cannot** be selected.**--***

166 Producer Signatures

A Overview

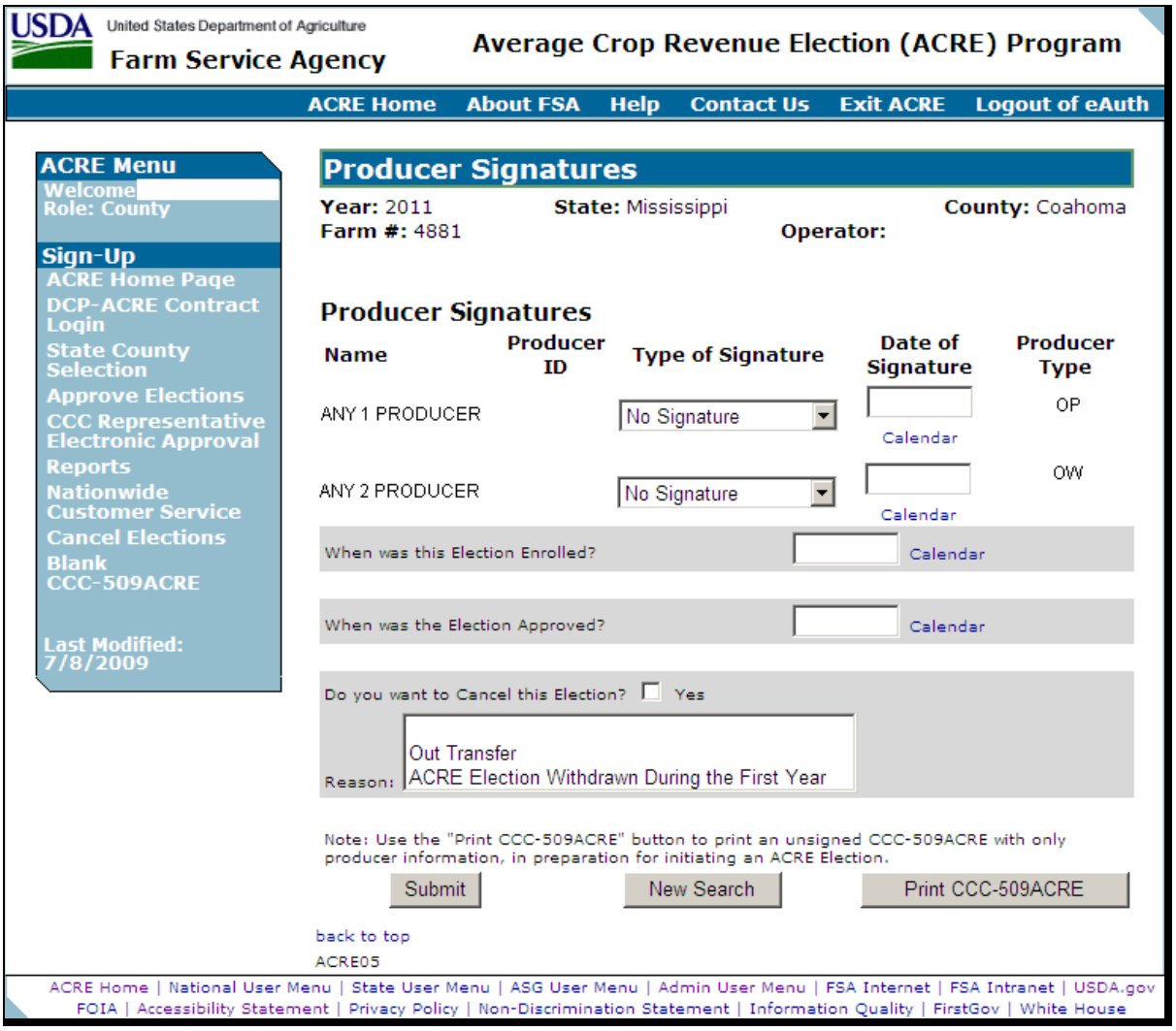
The Producer Signatures Screen will be displayed when, on the:

- Search by Producer of Farm Screen, a valid farm number has been entered and users click "Continue"
- Farm Selection Screen, a farm has been selected and users click "Continue".

B Producer Signatures Screen

Following is an example of the Producer Signatures Screen.

*--



--*

166 Producer Signatures (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm number as selected.	
Operator	Operator on farm selected.	
Producer Name	All producers associated with the selected farm will be listed. This is a tool to keep track of signatures received for each ACRE election. Producers are **not** authorized to update producer signature information.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures (see subparagraph C for signature types).	ACRE elections **cannot** be enrolled or approved until **all** signatures have been received. **Note:** Type of signature shall **only** be updated when the producer actually signs and dates CCC-509ACRE.
Date of Signature	Manual entry.	Enter date the producer signed the ***--**contract in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format.**--***
Producer Type	Producer type of the producer; such as OW, OP, OO, or OT.	
When was this Election Enrolled?	Manual entry. Producers are **not** authorized to enter ACRE election enrollment dates.	Enter the date that the last producer ***--**signature was received in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format.**--*** **Note:** All producers **must** sign **before** an enrollment date can be entered (see subparagraph C for signature type validations).

166 Producer Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
When was this Election Approved?	Manual entry. Approval date can also be entered through Multiple Approval Process (paragraph 168). Producers are **not** authorized to enter contract approval dates.	***--**Enter COC approval date in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format. Approval date:**--*** • can **only** be entered if **all** signatures have been received • for DCP farms, **cannot** be entered if the farm has an approved CCC-509ACRE • will automatically be removed if changes are made to the election after approval date has been entered. **Note:** County Offices shall **not** approve elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.
Do you want to Cancel this election?	Manual entry. Producers are **not** authorized to: • cancel a contract • reinstate a contract on a canceled farm.	Click “Yes”, if the contract is to be canceled.
Cancel Reasons	Manual entry.	The following reasons are provided when canceling a contract. A reason **must** be selected if the contract is canceled. • Out Transfer • ACRE Election Withdrawn During the First Year. **Note:** An ACRE election can **only** be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will no longer be available for selection.

***--166 Producer Signatures (Continued)**

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print screen is displayed.	
Print CCC-509ACRE	Prints CCC-509ACRE for producer's signature.	Click to print CCC-509ACRE **before** signature dates have been loaded. **Note:** This button will **not** be available after a signature date is loaded and updated.

D Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do **not** enter a signature date **unless** the producer has signed.
Paper	Enter date producer signed ACRE election.
FAX	Enter date producer signed ACRE election.
Electronic (system updated)	When a producer signs electronically, the signature type will be updated by the system to electronic. The signature date will also be automatically updated.
Signature Not On Original Election	This signature type shall **only** be used in the following situations: • a reconstitution is completed after June 1 and 1 or more new producers are added to the new farms during the reconstitution; use this signature type for the new producers **only** • the farm is in-transferred after June 1 and 1 or more new producers are added to the farm when it is transferred; use this signature type for the new producers **only**. No signature date is required for this signature type.

--*

167 Automatic ACRE Election Cancellation When Farm Maintenance Is Modified

A Overview

ACRE election software reads farm and tract records for operators, owners, and other producers. ACRE election will be automatically canceled if **any** of the following changes are completed on or before June 1 of the first year of the election:

- adding new operator to the farm
- removing an owner from the farm
- adding an owner to the farm
- removing an other producer from the farm
- adding an other producer to the farm
- farm reconstitution.

Note: After June 1 of the first year of the election, **no** automatic cancellations will occur.

*--B Farm Reconstitutions

ACRE farms that are reconstituted will be automatically cancelled in the year of the reconstitution. All prior years will remain elected under the parent farm number.

For reconstituted farms, re-process the ACRE election under the resulting farm numbers. Enter the signature dates from the parent farm ACRE election. If new producers were added to the farm during the reconstitution, select "**Not an original election**" from the "Type of Signature" drop-down list, and do **not** enter a signature date for the added producers.**--***

C Action

County Offices shall:

- initiate new ACRE election
- obtain applicable producers signatures
- provide new ACRE election to COC for approval.

D Report

A report to identify contracts that have been canceled is provided on the Reports Menu. Farm records modification will be listed as the cancel reason.

168 CCC-509ACRE Approval Process

A Overview

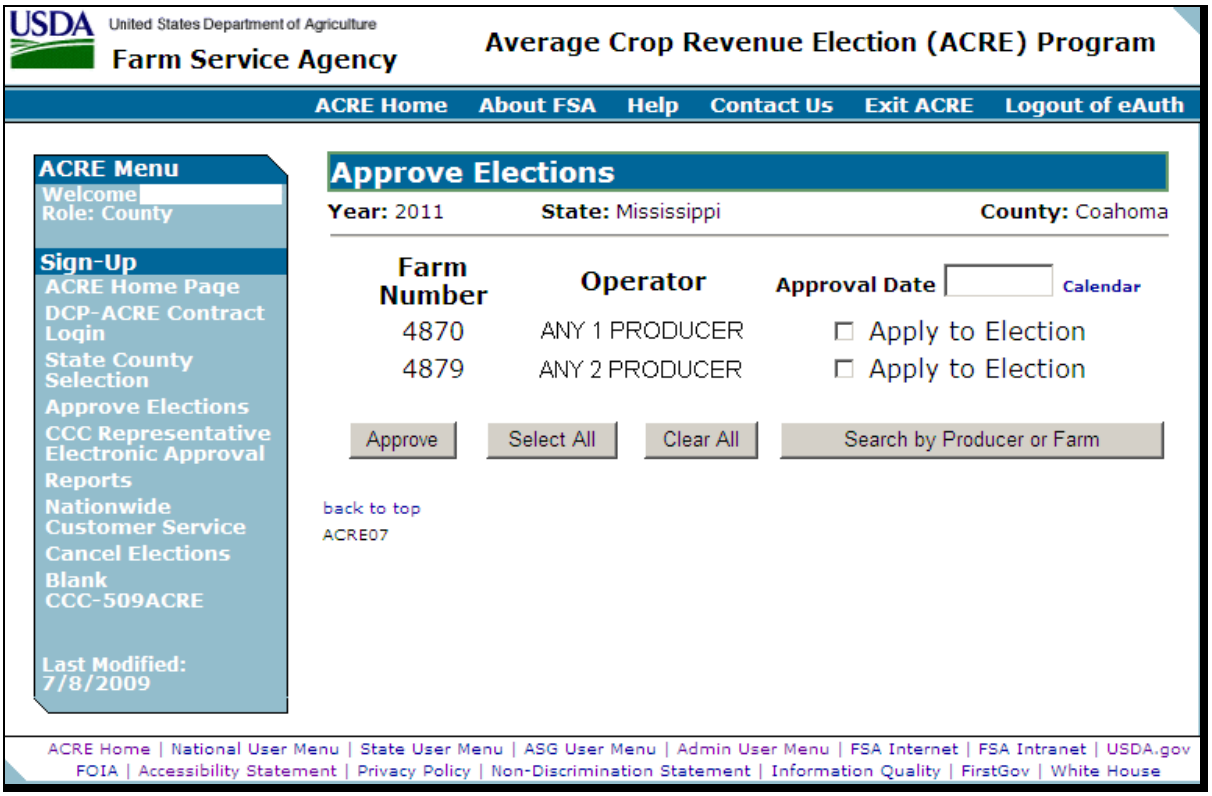
A process to enter the same approval date to multiple ACRE elections has been provided in the web-based software. To access the multiple approval process, under "Sign-Up", CLICK "**Approve Elections**".

Note: The approval date can also be entered by specific farm number on the Producer Signatures Screen.

B Approve Elections Screen

Following is an example of the Approve Elections Screen.

*--



--*

168 CCC-509ACRE Approval Process (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers meeting the criteria in subparagraph D will be displayed.	
Operator	Operator associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable ACRE elections ***--**in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format. **Only** 1 date**--*** can be entered at a time. The approval date **cannot** be entered if the farm has an approved CCC-509.
Apply to Election	Manual entry.	CHECK (✓) "**Apply to Election**" for each ACRE election to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All ACRE elections on the screen will be selected. The system places a check (✓) in the box in front of each farm number.	
Clear All	All ACRE elections that have been selected to be included in multiple approvals will be deselected.	
Approve	Applies the approval date to all ACRE elections that have been selected. Search by Producer or Farm Screen will be displayed.	

***--168 CCC-509ACRE Approval Process (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** applicable signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

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

E Representative Signatures

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

County Offices shall **not** approve ACRE elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

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** be allowed to electronically sign the ACRE election 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 the ACRE election for Jones and Sons Partnership.**--***

169 CCC Representative Electronic Approvals

A Overview

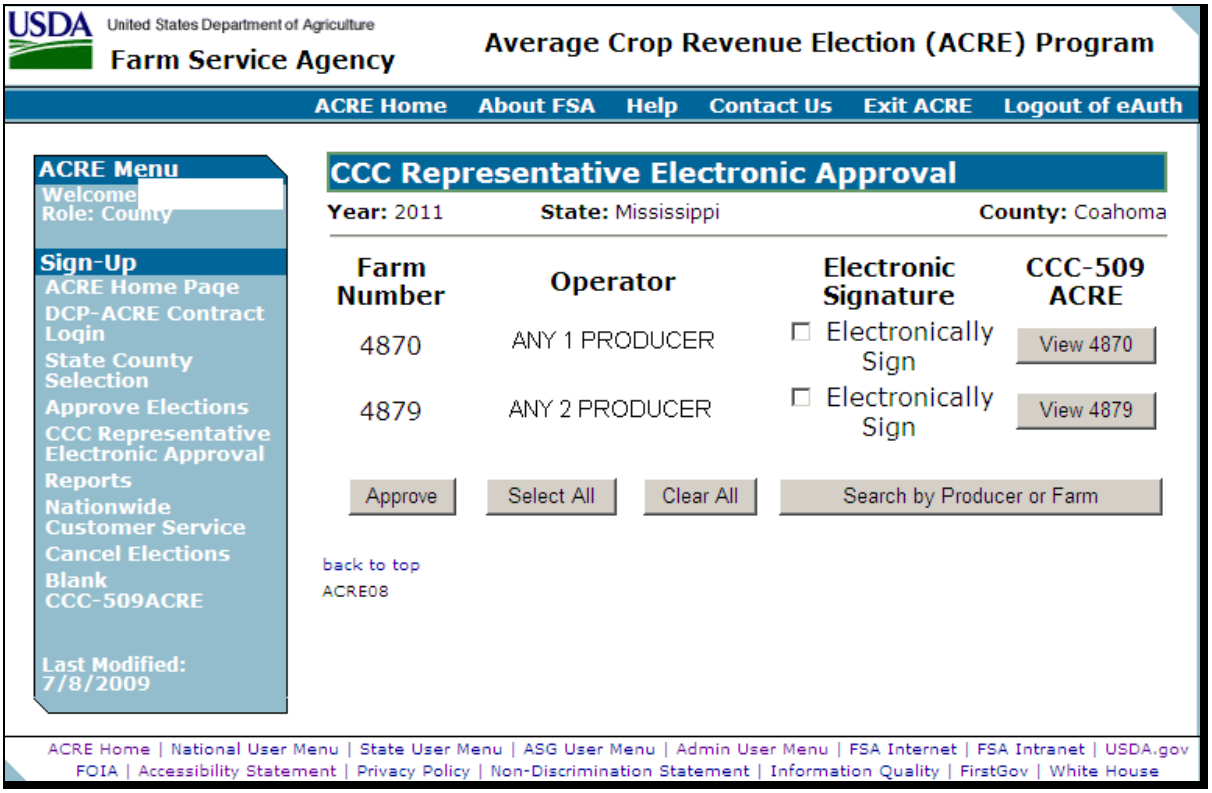
An electronic approval process has been provided. All FSA County Office employees will have access to the CCC Representative Electronic Approval process; however, **only employees that are designated to approve CCC-509ACRE's shall access and electronically approve**.

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.

*--



--*

*--169 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 D.	
Operator	Operator associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CHECK (✓) "Electronically Sign" when electronically approving the farm CCC-509ACRE.
CCC-509ACRE/ View ### (### is farm number)	Provides for electronically viewing the farms CCC-509ACRE.	CLICK "View ###" to electronically view CCC-509ACRE. **Note:** This is **only** a pre-approved view. The approvers name and date will **not** be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All ACRE elections on the Approve Contracts Screen will be selected. The system places a CHECK (✓) in front of each farm number.	
Clear All	All ACRE elections that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all ACRE elections that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

--*

***--169 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** signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

E Representative Signatures

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

CCC representatives shall **not** approve ACRE elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

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** be allowed to electronically sign the ACRE election 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 the ACRE election for Jones and Sons Partnership.**--***

170 Reports

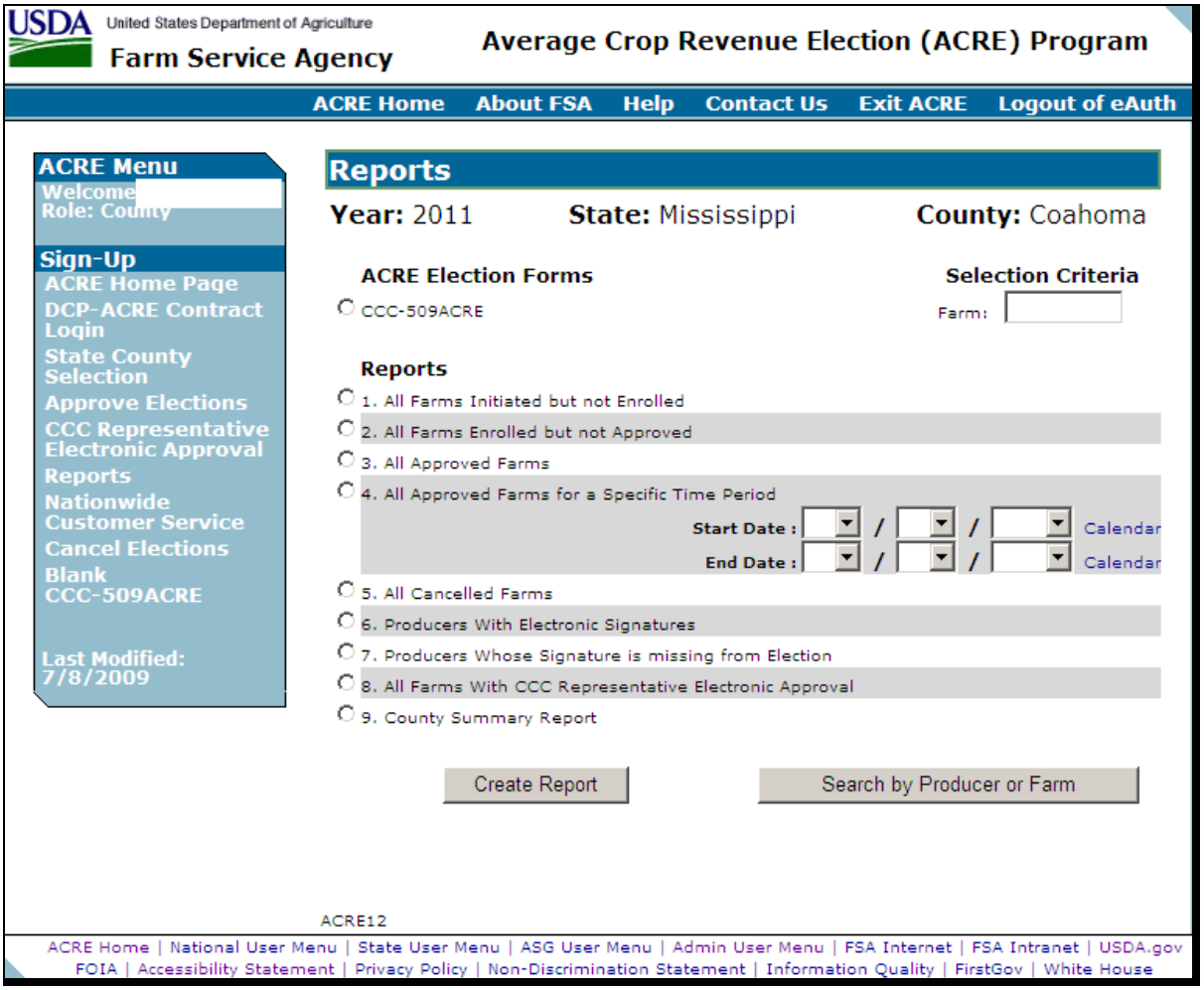
A Overview

Several standard reports are available for County Offices to use as tools for ACRE election. To access the Reports Menu, Under “Sign-Up”, CLICK “**Reports**”.

B Reports Screen

Following is an example of the Reports Screen.

*--



--*

Note: Reports will be displayed in an Acrobat Reader window with the option to print.

*--170 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. The report will be displayed in Acrobat Reader and can be printed if needed.

Note: All reports, **except** CCC-509ACRE are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

Report	Action	Result
CCC-509ACRE	Select report and enter farm number.	Pre-filled CCC-509ACRE will be displayed. **Note:** The text size in Internet Explorer **must** be set to **medium** for CCC-509ACRE to print properly. To change the text size, CLICK the following: • "**Internet Explorer**" • "**View**" • "**Text Size**" • "**Medium**".
All Farms Initiated but Not Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated, but have **not** been enrolled.
All Farms Enrolled but Not Approved	Select report.	Report will be displayed identifying all farms that have an enrollment date entered, but have **not** been approved.
All 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.
Producers with Electronic Signature	Select report.	Report will be displayed with all producers that have electronically signed CCC-509ACRE.
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.
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.
County Summary Report	Select report.	Report will be displayed providing a summary of ACRE election information in the county selected.

--*

171 Nationwide Customer Service

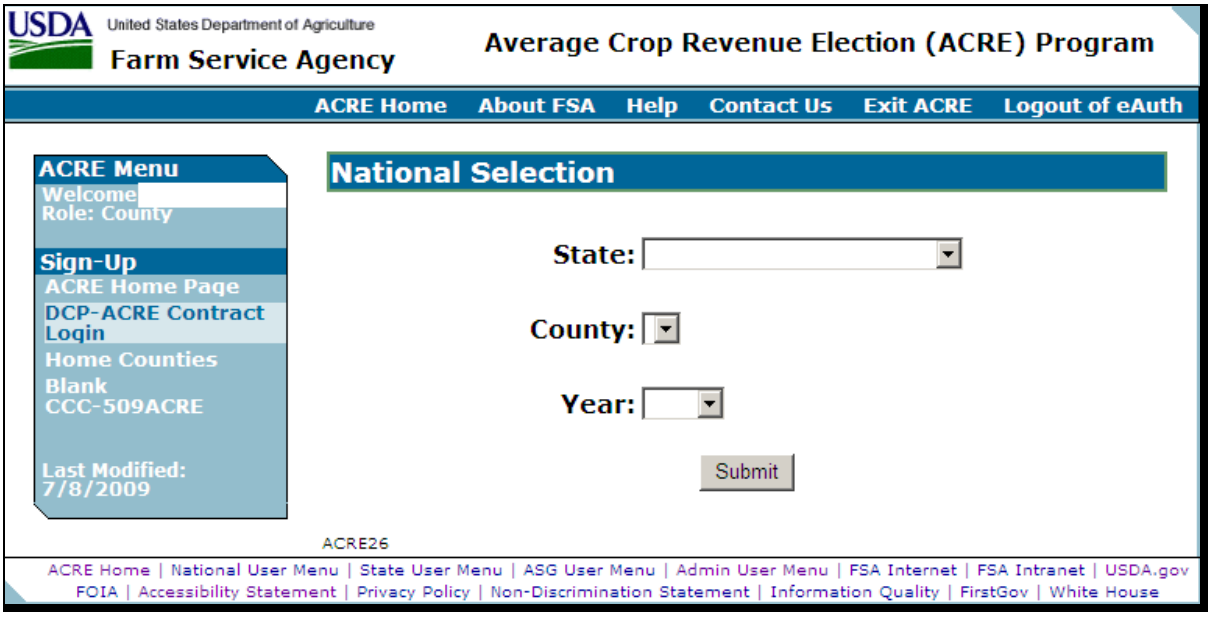
A County Office User Access

ACRE election software automatically allows for nationwide customer service for County Office users. Under "Sign-Up", if users click "Nationwide Customer Service", users can take an ACRE election for a producer from any Service Center nationwide. This service will be extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide applications will have limited authority.

B National Selection Screen

To access nationwide customer service, under "Sign-Up", CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed. Following is an example of the National Selection Screen.

*--



--*

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

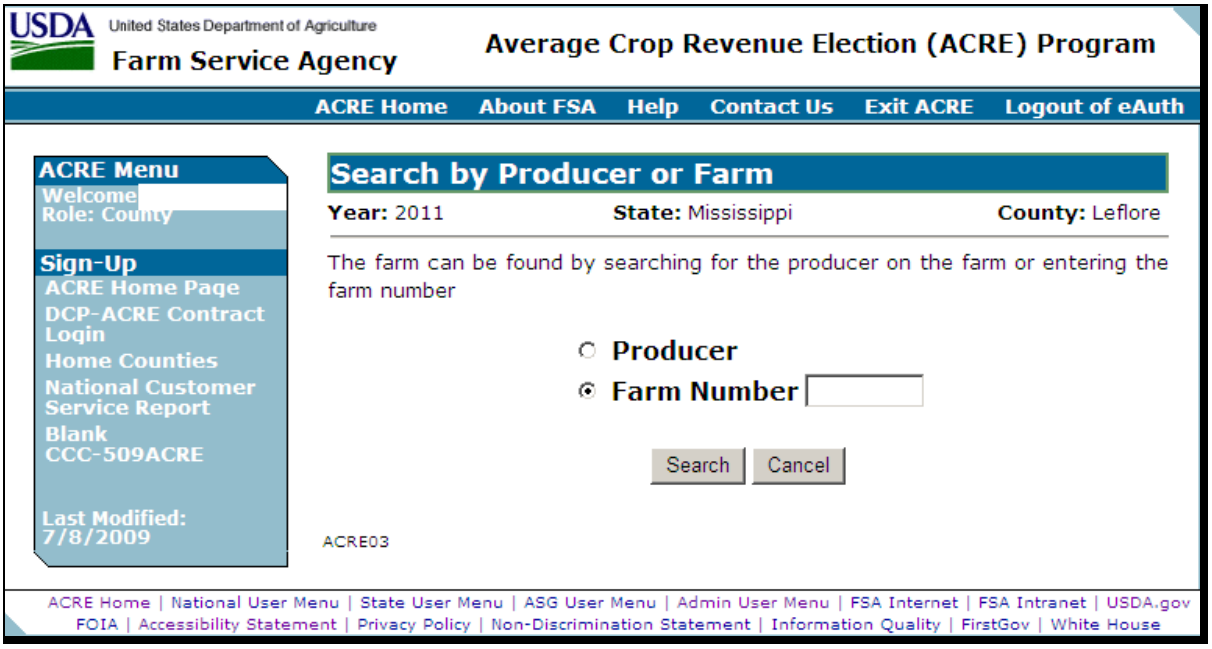
Field/Button	Description	Action
State	Drop-down list with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down list with the county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year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

171 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 when selecting Nationwide Customer Service.

*--



--*

To switch back to user's home county, under "Sign-Up", CLICK "**Home Counties**".

The functionality of the Search by Producer or Farm Screen in the Nationwide Customer Service Section is the same as ACRE elections being loaded in the home county. See paragraph 163 for searching by producer or by farm number. Once a farm has been selected, the Producer Signatures Screen will be displayed.

***--171 Nationwide Customer Service (Continued)**

D Producer Signatures Screen

The functionality of the Producer Signatures Screen in the Nationwide Customer Service Section is the same as ACRE elections being loaded in the home county, with the following exceptions:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- contract **cannot** be canceled.

All of these activities **must** be done in the producer's home county.

E County Office Action

County Offices that process nationwide customer service ACRE elections **must**:

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

172 Canceling Elections by Farm

A Overview

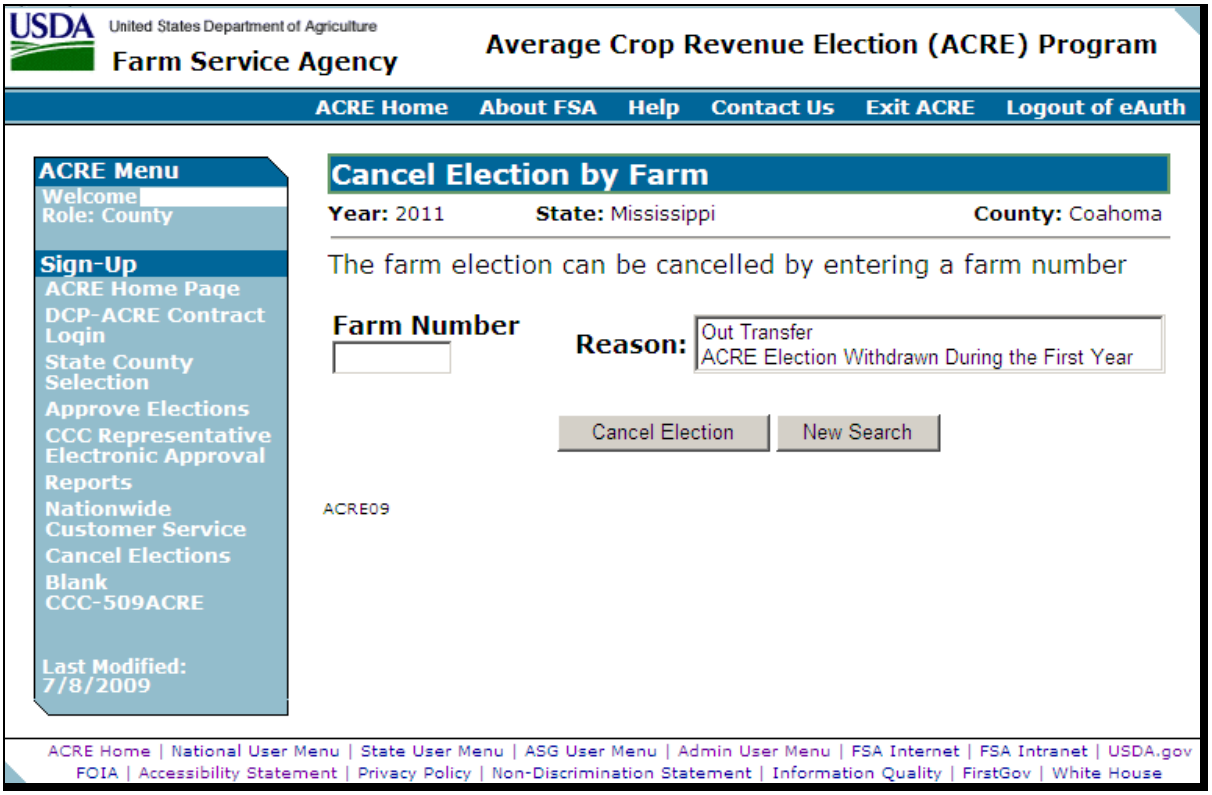
A process to cancel an ACRE election **without** having to access the election is available in the web-based software. To access the ACRE election cancellation process, under "Sign-Up", CLICK "**Cancel Elections**".

Note: ACRE elections can also be canceled on the Producer Signatures Screen.

B Cancel Election by Farm Screen

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

*--



--*

*--172 Canceling Elections by Farm (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Cancel Election 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 the ACRE election to be canceled.
Reason	Manual entry.	The following reasons are provided when canceling an ACRE election. One of the following reasons **must** be selected if the ACRE election is canceled: • Out Transfer • Producer Withdrawn During the First Year. **Note:** An ACRE election can **only** be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will **no** longer be available for selection.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Cancel Election	ACRE election is canceled. Election Canceled Screen will be displayed.	

--*

173-182 (Reserved)

*--Section 2 State Office Access

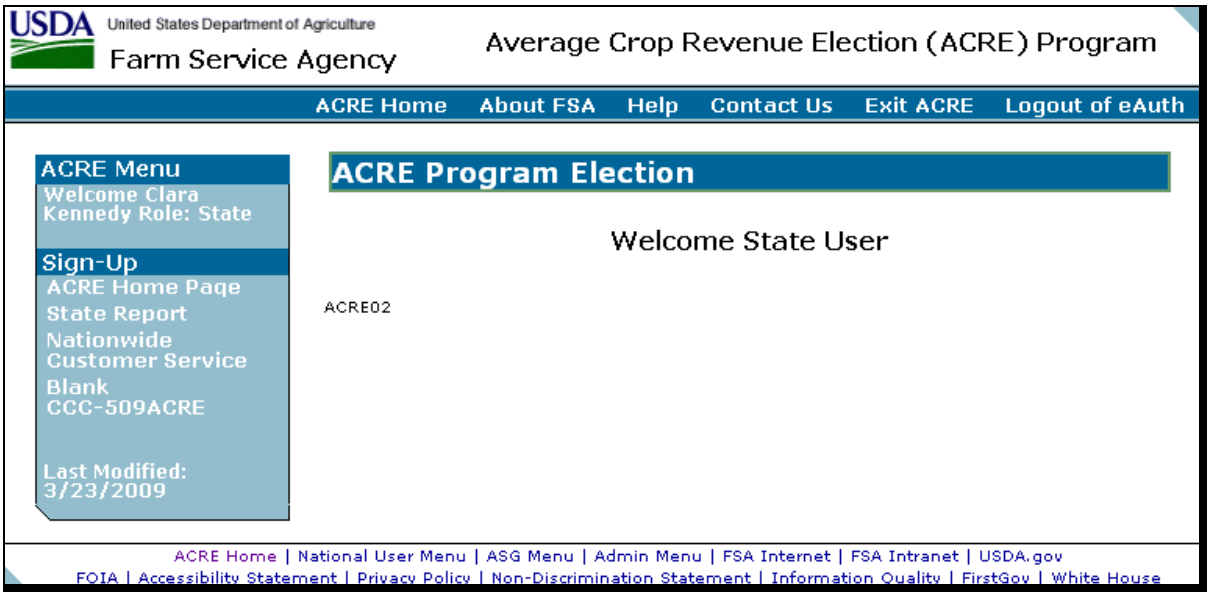
183 State Office Access to ACRE Election Web Site

A Accessing the ACRE Election Web Site

State Office users shall access web-based ACRE election software according to paragraph 161. After entering an eAuthentication user ID and password, the ACRE Program Election Screen will be displayed.

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen with the message, "Welcome State User".



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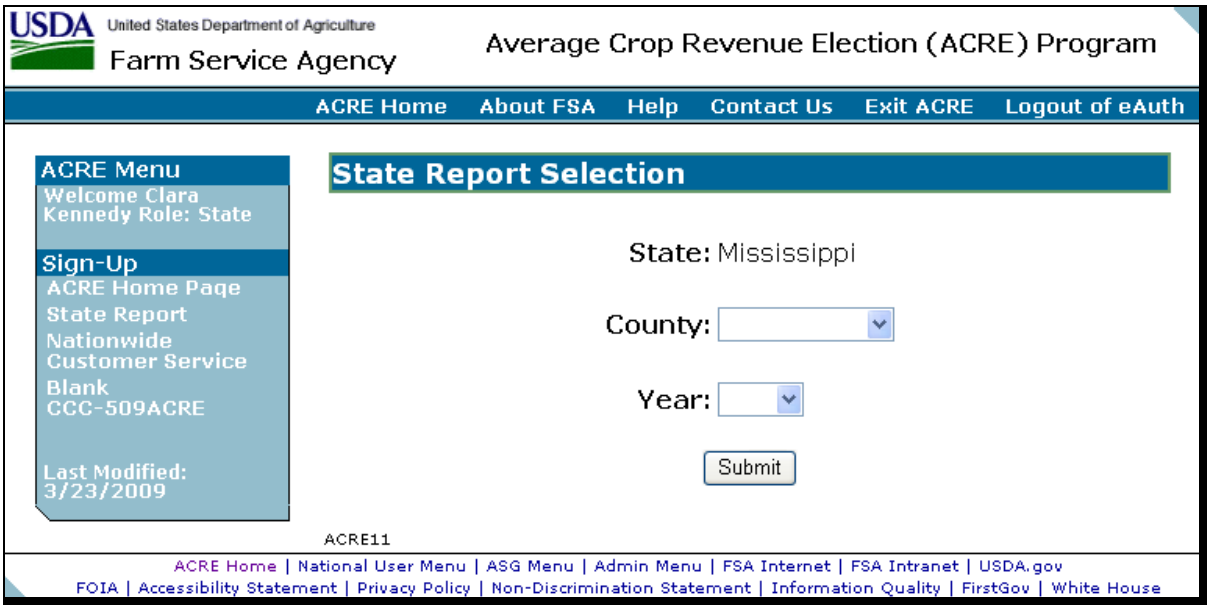
*--184 State Report Selections

A Overview

State Office users will **only** have access to State Office reports **unless** they request and receive Nationwide Customer Service access according to paragraph 186 or State Office administrative access according to paragraph 50. 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	The 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.	

--*

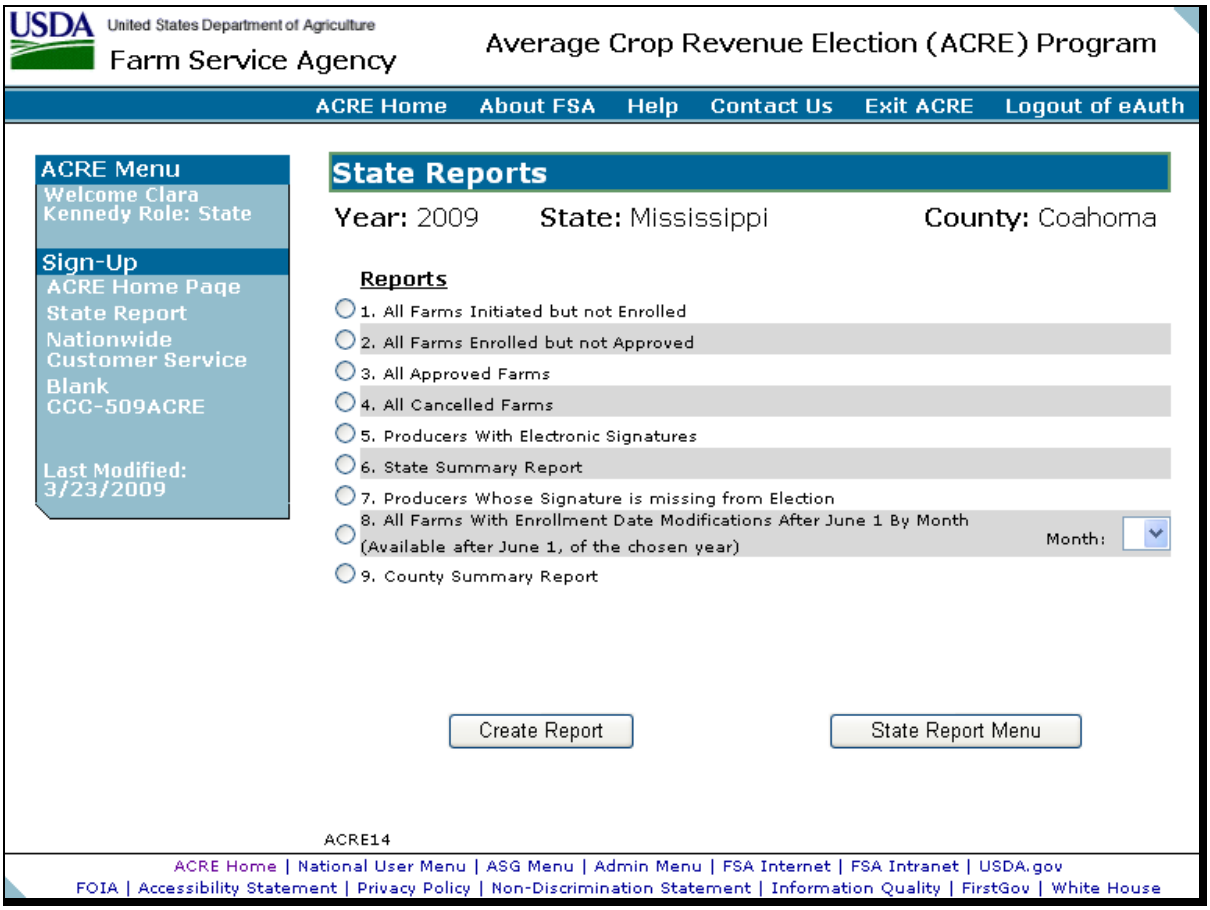
*--185 State Reports

A Overview

Several standard reports are available for State Office users to use as tools for assisting County Offices with ACRE elections. On the State Report Selection Screen (paragraph 184), after users select a county and year and CLICK "**Submit**", the State Reports Screen will be displayed.

B State Reports Screen

Following is an example of the State Reports Screen.



--*

***--185 State Reports (Continued)**

C Description of Reports

The following table provides descriptions of each of available reports. **Only** 1 report can be created at a time. The report will be displayed in an Acrobat Reader window and can be printed, if needed.

Note: All State reports are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

IF user selects the following report...	**THEN the following will be displayed...**
All Farms Initiated But Not Enrolled	all farms that have been initiated, but have **not** been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled But Not Approved	all farms that have an enrollment date entered, but have **not** 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.
Producers With Electronic Signatures	all producers that have electronically signed CCC-509ACRE in the county selected on the State Report Selection Screen.
State Summary Report	a summary count of CCC-509ACRE's that are initiated, enrolled, approved, cancelled, and have electronic signatures for each county in the State.
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 Enrollment Date Modifications After June 1 by Month **Note:** Select a county and a month.	all farms that had an enrollment date modified during the month selected in the county selected on the State Report Selection Screen.
County Summary Report	a summary count of eligible farms and CCC-509ACRE's that are initiated, enrolled, and approved in the county selected on the State Report Selection Screen.

--*

*--186 Nationwide Customer Service

A Requesting Access

State Office users shall request access to ACRE election 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 ACRE election State Office user Nationwide Customer Service access.

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

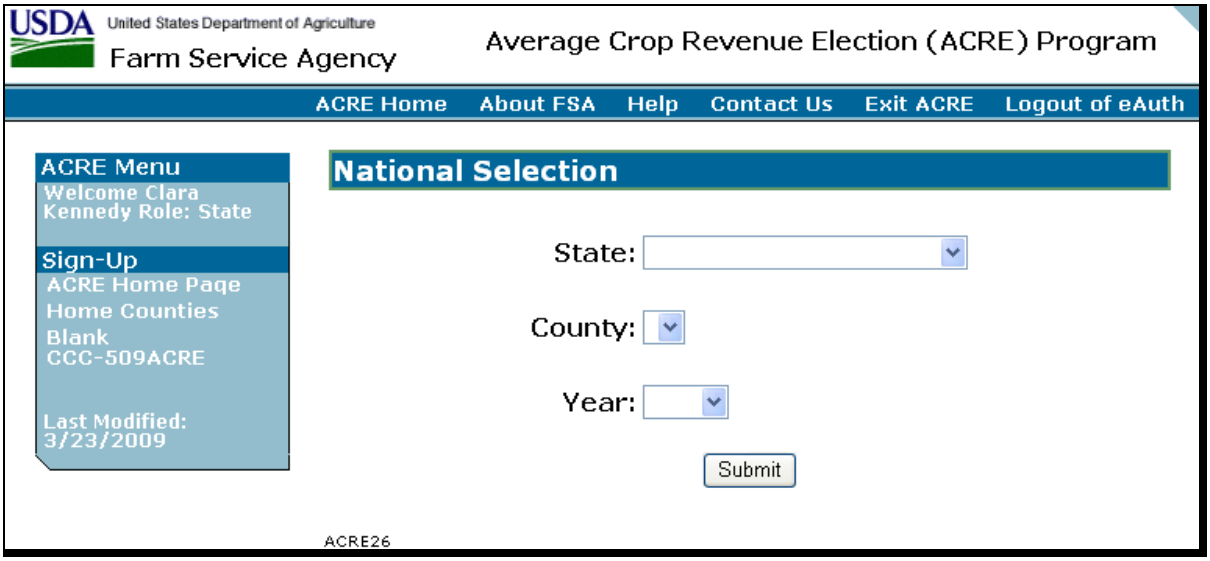
Note: Additional employees can be added at any time by requesting access according to this subparagraph.

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

186 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.



C Accessing Nationwide Customer Service

State Office users that request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 171.

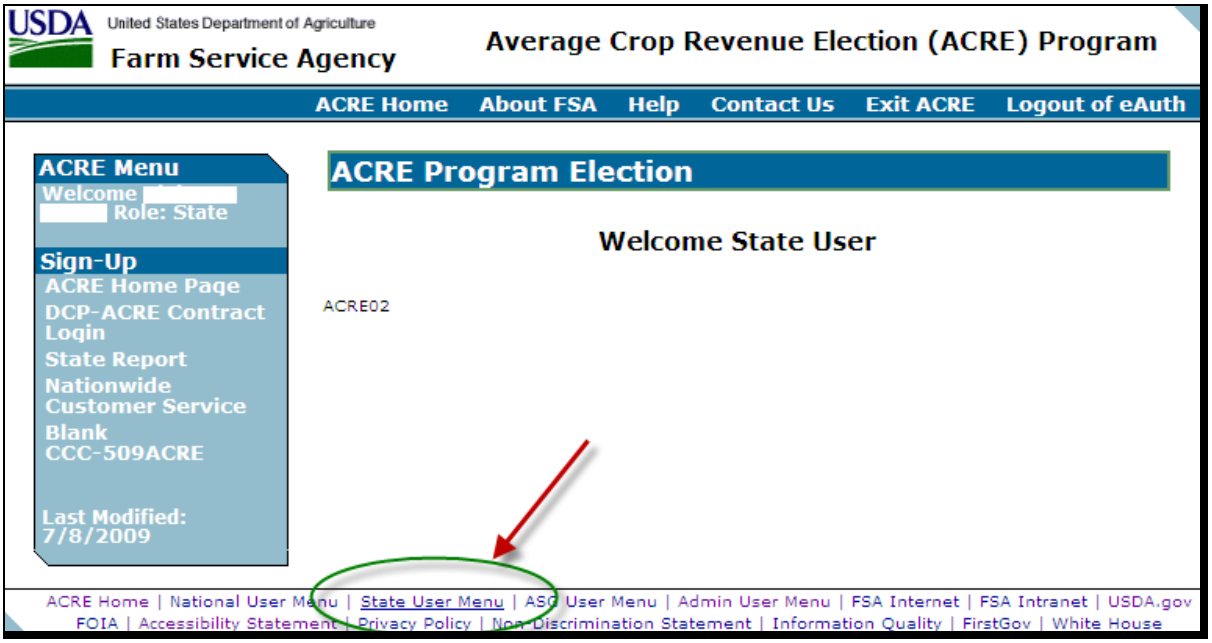
*--187 State Office Administrative Access

A Overview

1-DCP (Rev. 1), paragraph 403 provides instructions for requesting State Office web-based DCP administrative access. State Office users that are granted administrative access will be able to update signature and enrollment dates that are later than the signature and enrollment date deadline.

B Welcome Screen

When a State Office user with web-based DCP administrative access logs in, the following screen will be displayed.

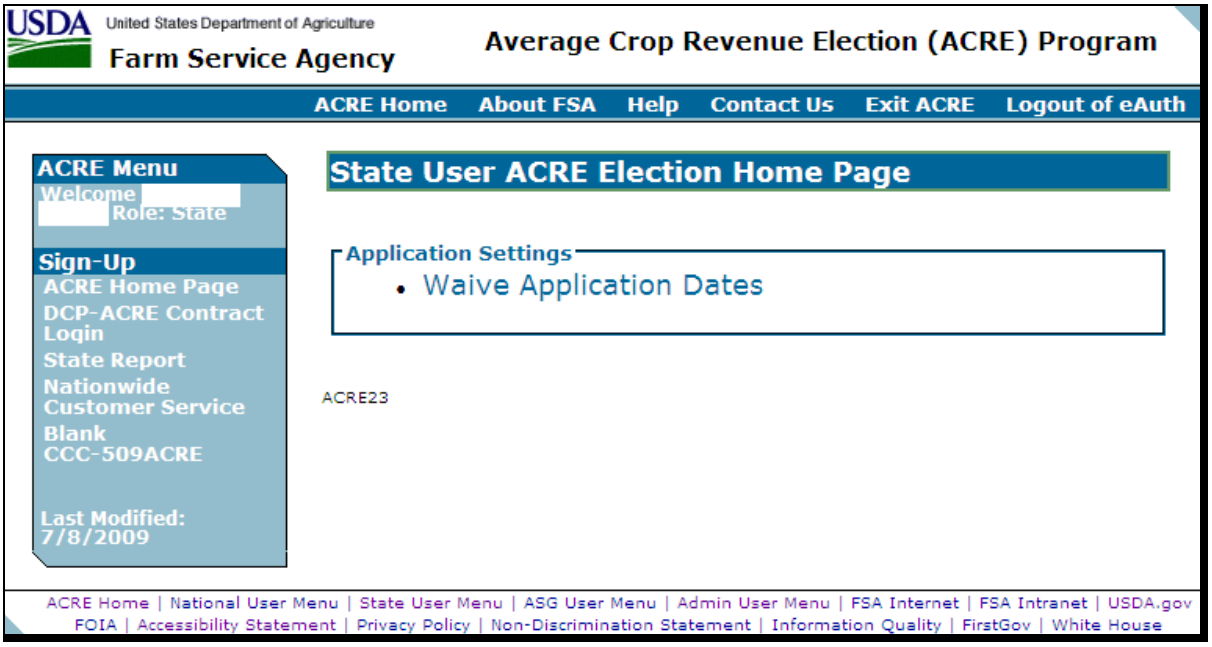


CLICK "**State User Menu**" to display the State User ACRE Election Home Page.**--***

*--187 State Office Administrative Access (Continued)

C State User ACRE Election Home Page

After the user clicks "**State User Menu**", the following screen will be displayed.

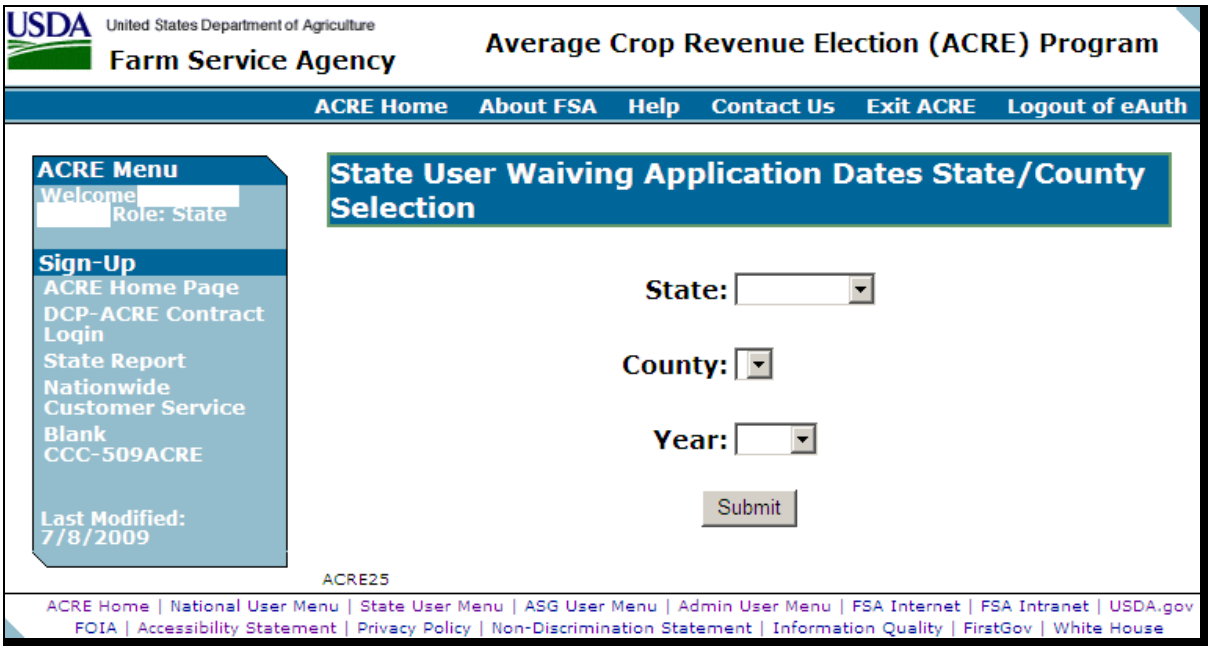


CLICK "**Waive Application Dates**" to enter the administrative option.**--***

***--187 State Office Administrative Access (Continued)**

D State User Waiving Application Dates State/County Selection Screen

After users click "Waive Application Dates", the State User Waiving Application Dates State/County Selection Screen will be displayed. From the drop-down lists, select the State, county, and year of CCC-509ACRE to be updated.



E Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in State Office administrative access is the same as CCC-509ACRE's being loaded in the home county (see paragraph 163). After a farm has been selected, the Producer Signatures Screen will be displayed.

F Producer Signatures Screen

The functionality of the Producer Signatures Screen is State Office administrative access is the same as CCC-509ACRE's being loaded in the home county (see paragraph 166).

G State Office Action

State Offices that update CCC-509ACRE's through State Office administrative access **must** immediately notify the County Office of actions that were taken on CCC-509ACRE's.**--***

188-196 (Reserved)

*--Section 3 Producer Access

197 Producer Access to eACRE

A Overview

eACRE allows producers to sign an ACRE election online. Producers can sign and submit their ACRE elections 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 out submitted ACRE elections at any time.

The voluntary service is available to all producers who are eligible to participate in ACRE. ACRE election is offered as an additional ACRE election enrollment option. Producers can still choose to complete their ACRE elections in person at the County Office. This service does **not** alter **any** ACRE election provisions. For instance, for a farm to be enrolled in ACRE election, **all** owners and producers on the farm **must** still sign an ACRE election.

B ACRE Election Benefits

The easy-to-use eACRE service offers many advantages for ACRE participants, as follows:

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

C Obtaining an eAuthentication Account

To use the eACRE service, a producer **must** have an active USDA eAuthentication Level 2 account that allows producers to complete the online transactions and, if they choose, to electronically sign their ACRE election. To obtain this account, producers shall do the following:

- complete the online registration 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.**--***

*--197 Producer Access to eACRE (Continued)

D Accessing eACRE

Producers shall access eACRE by going to **www.fsa.usda.gov/egov/edcp_default.htm**. The Online Services Screen will be displayed. Producer shall do the following:

- CLICK "Electronic ACRE Election Service"; the ACRE Election Online Services Screen will be displayed
- CLICK "Access ACRE Election Service"; the USDA eAuthentication Warning Screen will be displayed
- CLICK "**Continue**" to proceed or "**Cancel**" to end the process.

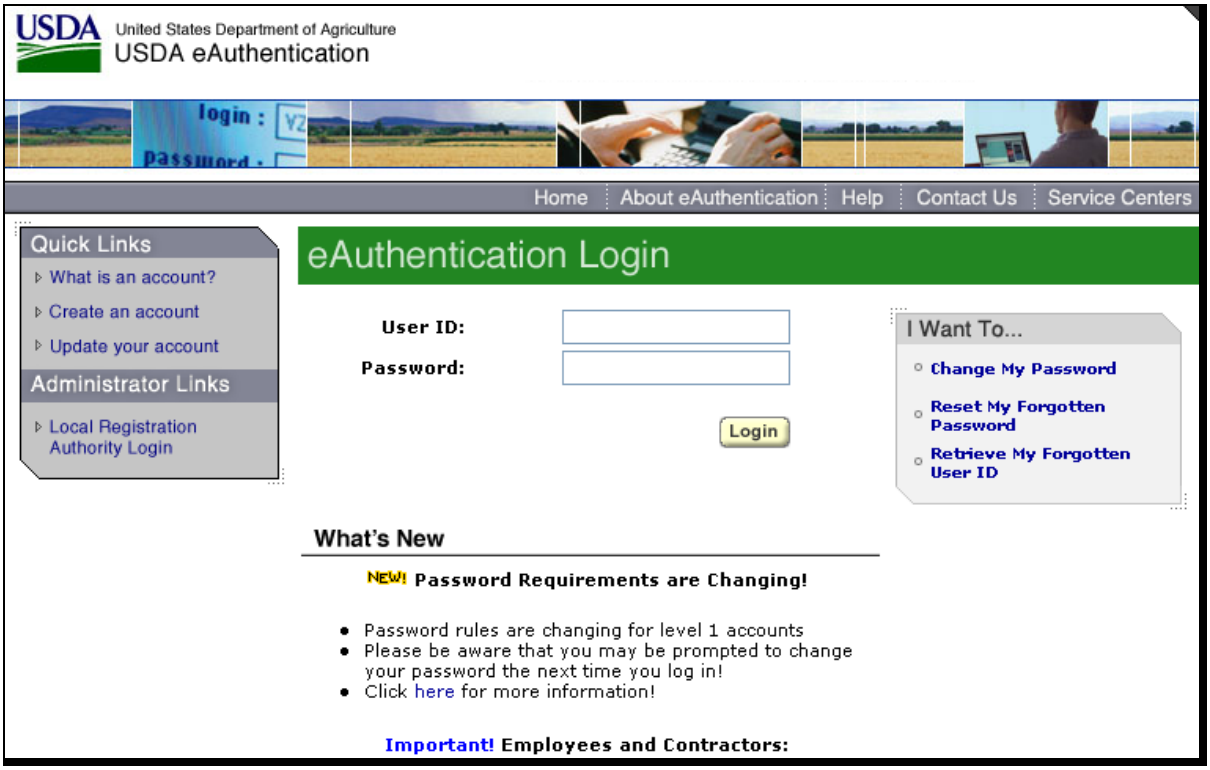
Note: Internet Explorer shall be used when accessing eACRE.--*

*--197 Producer Access to eACRE (Continued)

D Accessing eACRE (Continued)

Producers **must**:

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



--*

*--198 State, County, and Year Selection

A Overview

Immediately after a producer's eAuthentication information has been accepted, the ACRE Program Election Screen will be displayed. The ACRE Program Election Screen provides producers with the ability to select the following:

- State and county that contains the ACRE election to be updated

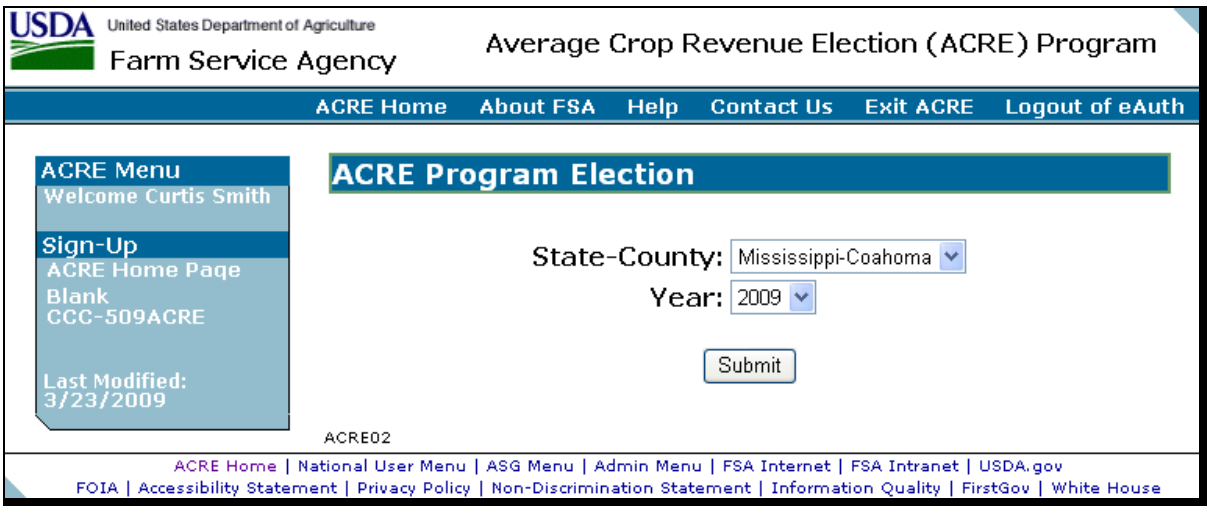
  Note: The drop-down menu will **only** contain counties in which the producer is associated to an eligible farm.

- year of the ACRE election to be viewed/updated.

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

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen.



--*

***--198 State, County, and Year Selection (Continued)**

C Field Descriptions

The following table provides the fields that are available on the ACRE Program Election Screen.

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

--*

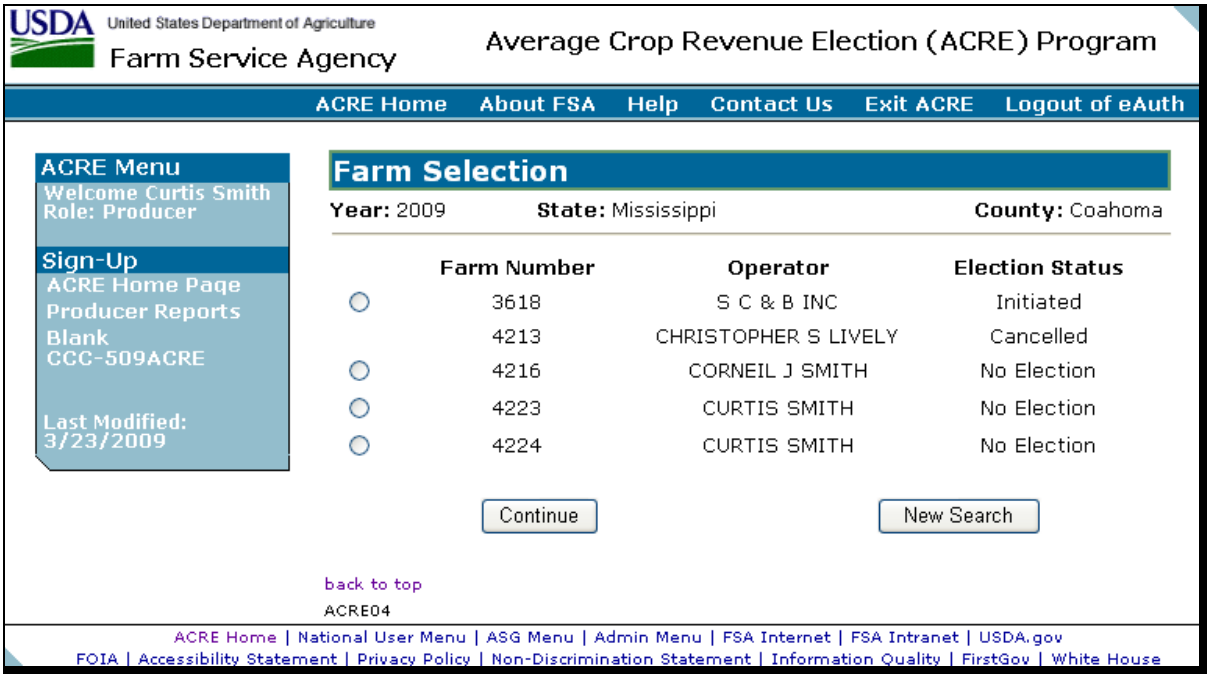
*--199 Select Election – Farm Search – Farm Selection

A Overview

The Select Election – Farm Search - Farm Selection Screen allows the producer to select the ACRE election to be viewed or updated.

B Select Election – Farm Search – Farm Selection Screen

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



C Options

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

Button	Description
New Search	ACRE Program Election Screen will be displayed.
Continue	After selecting the applicable ACRE election to update, CLICK "**Continue**". **Only** 1 farm can be selected at a time. Producer Signatures Screen will be displayed; see paragraph 200.

--*

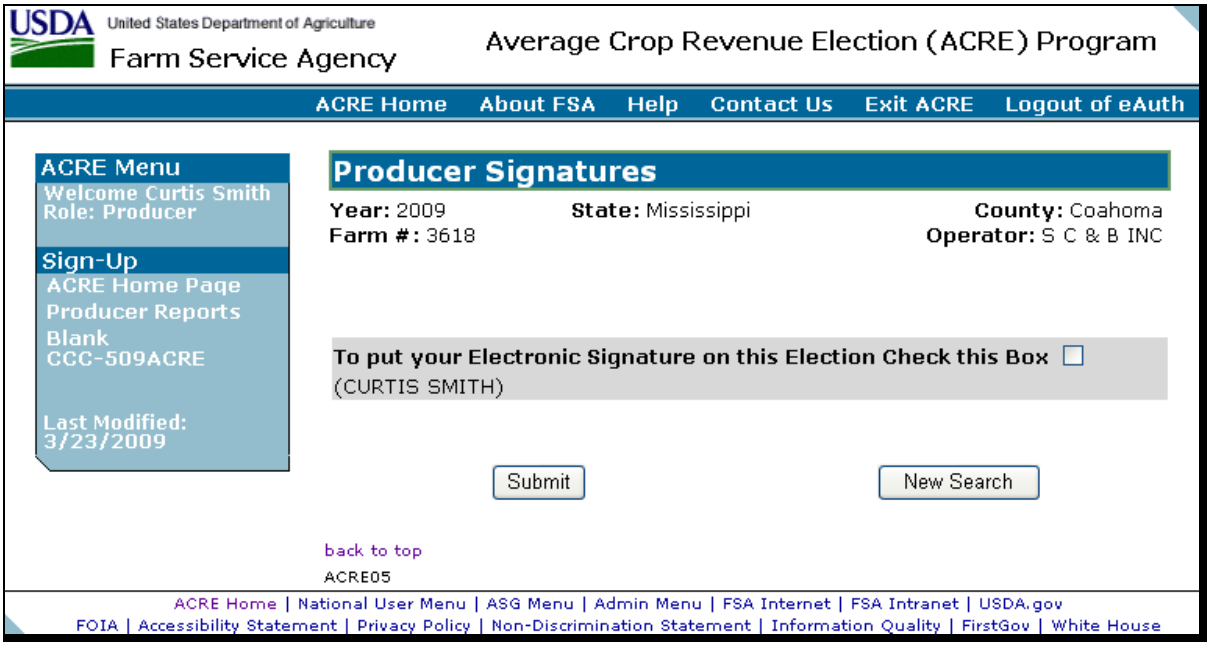
*--200 Producer Signatures

A Overview

The Producer Signatures Screen provides the producer with the ability to electronically sign the ACRE election.

B Producer Signatures Screen

Following is an example of the Producer Signatures Screen.



--*

***--200 Producer Signatures (Continued)**

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm number as selected.	
Operator	Operator on farm selected.	
Electronic Signature	Allows producers to electronically sign the ACRE election.	CHECK (✓) "To put your Electronic Signature on this Election Check this Box", to electronically sign the ACRE election. **Note:** If unchecked, the ACRE election will **not** be considered electronically signed.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by ACRE Election Program Screen will be displayed.	
Submit	Data is stored. Print screen is displayed. See paragraph 201.	

--*

***--200 Producer Signatures (Continued)**

D Producer Notification

If the producer CHECK (✓)'s the box to electronically sign the ACRE election and clicks "Submit", the producer will receive an automatic e-mail notification that the ACRE election has been received in the County Office. This automatic e-mail will be sent to the e-mail address on file in SCIMS.

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

"The 200X ACRE Election you submitted for farm number XXXXX through USDA eACRE has been received.

If you have any questions concerning this election, 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 when an ACRE election that was electronically signed is approved by the County Office. This automatic e-mail will be sent to the e-mail address that is on file in SCIMS.

Following is an example of the e-mail that will be received by the producer when the electronically signed ACRE election is approved:

"The 200X ACRE Election you submitted for farm number XXXXX through USDA eACRE has been approved.

*If you have any questions concerning this election, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."***--***

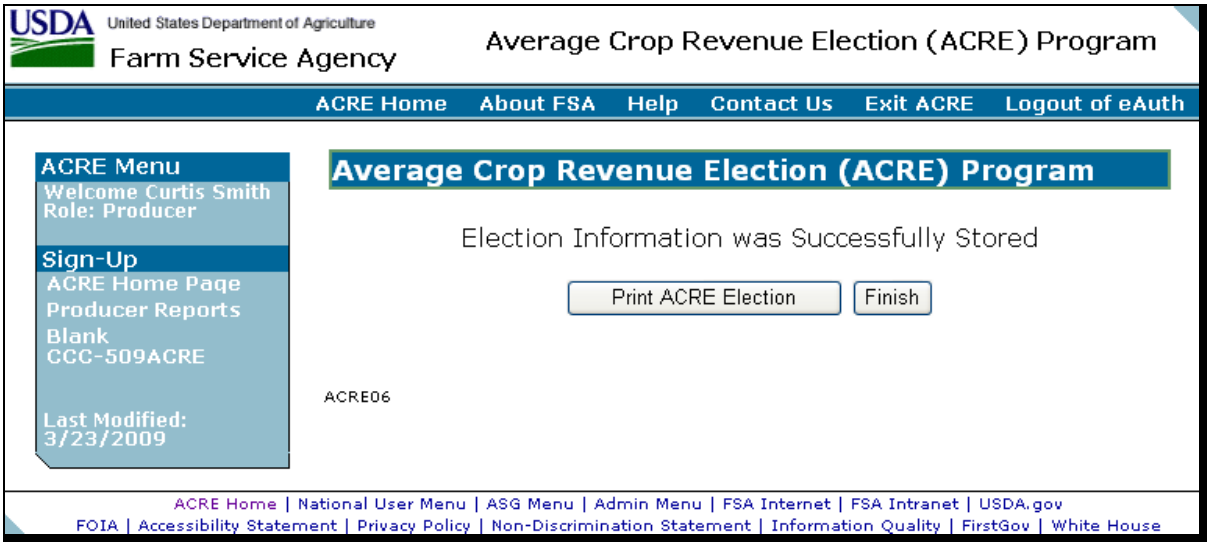
*--201 Printing

A Overview

The Print Screen will be displayed after an ACRE election is submitted.

B Print Screen

Following is an example of the Average Crop Revenue Election (ACRE) Program Print Screen.



C Actions

The Average Crop Revenue Election (ACRE) Program Print Screen provides the ability to print the CCC-509ACRE Report.

Note: The report will be displayed in Acrobat Reader and can be printed, if needed.**--***

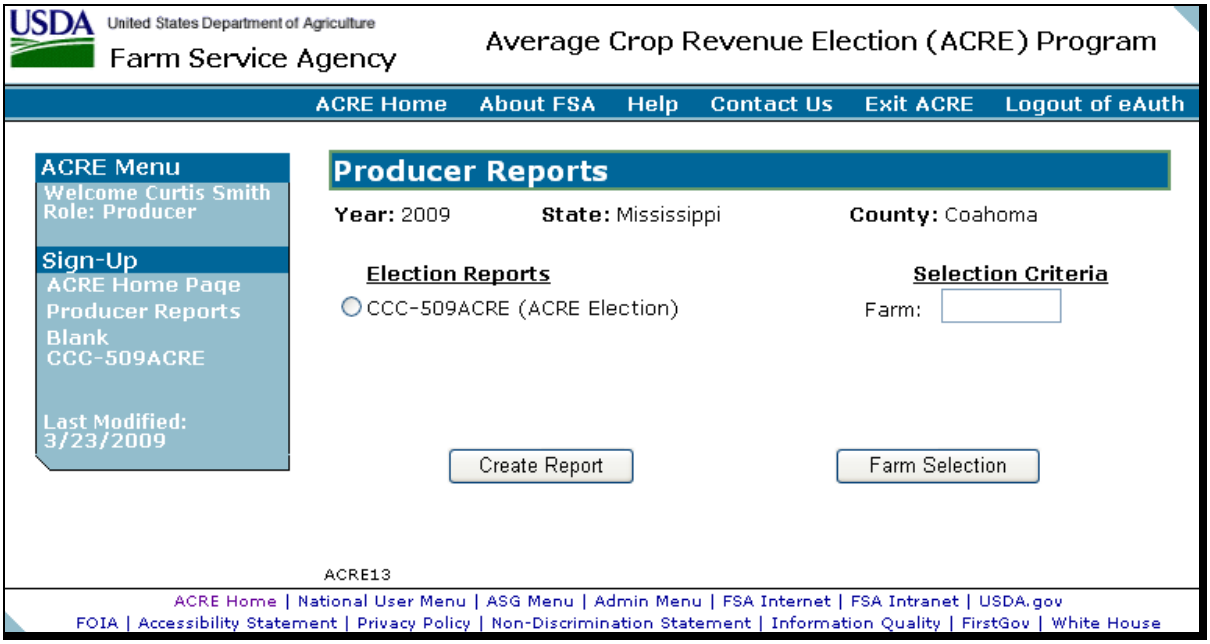
*--202 Producer Reports

A Overview

Several standard reports are available for producers to use as tools for ACRE election. To access the Producer Reports Menu, under "Sign-Up", CLICK "**Producer Reports**".

B Reports Screen

Following is an example of the Producer Reports Screen.



--*

202 Producer Reports (Continued)

C Descriptions of Reports

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time. The report will be displayed in Acrobat Reader and can be printed, if needed.

Report	Action	Result
CCC-509ACRE (ACRE Election)	Select report and enter farm number.	Pre-filled CCC-509ACRE will be displayed.

203-209 (Reserved)

Part 5 DCP and ACRE Direct Payment Processing

Section 1 Program Payment Provisions

210 General Provisions

A Introduction

This part contains the following:

•*--general provisions applicable to DCP direct and CC, and ACRE direct, payments--*

- provisions for:

  •*--processing DCP direct and CC, and ACRE direct, payments and overpayments
  - canceling DCP direct and CC, and ACRE direct, payments--*

- information about the:

  - Nonpayment Register
  •*--Overpayment Register
  - Estimated Calculated Payment Report--*
  - Payment History Report.

B Obtaining FSA-325

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

Note: If CCC-509 has been filed by the producer, a revised CCC-509 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

--DCP direct and CC, and ACRE direct, payments are subject to administrative offsets.--

D Bankruptcy

State and County Offices shall contact the OGC Regional Attorney for guidance before *--issuing DCP direct and CC, and ACRE direct, payments for all bankruptcy cases.--*

210 General Provisions (Continued)

E Assignments

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

F Processing Payments

Advance and final payments shall be issued as soon as **all** of the following conditions exist:

- ***--**DCP direct and CC, and ACRE direct, payment software is available**--***
- producer has provided all required program documentation
- CCC-509 is approved
- program regulations are published.

G Funds Control Process

--**DCP direct and CC, and ACRE direct, payments will use the e-Funds accounting process**-- which controls funding allotments by crop year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds control process will be used to allocate funds to each County Office through State Offices. Initial amounts will be set for each State and County Office by the National Office.

If adequate funding is not available, those producers that cannot be paid will be listed on the Nonpayment Register with the reason, “Payment cannot be issued because of insufficient e-Funds.”

210 General Provisions (Continued)

H Requesting Additional E-Funds

--E-Funds should be requested for DCP direct and CC, and ACRE direct, as follows.--

- County Offices shall contact the appropriate State Office specialist to request additional funds.

- State Office specialists shall contact the National Office when additional funds have been requested by the County Office and the current funding in the State cannot support the request.

When requesting additional funds, State Office specialists shall e-mail **all** of the following *--National Office contacts with the program year, program, program type, and a specific--* amount:

- Sandy Bryant at **sandy.bryant@wdc.usda.gov**
- Steve Peterson at **steve.peterson@wdc.usda.gov**
- Tina Nemec at **tina.nemec@wdc.usda.gov**
- Lenior Simmons at **lenior.simmons@wdc.usda.gov**.

Notes: State Offices shall deallocate funds from 1 or more County Offices and allocate those funds to the requesting County Office **before** requesting additional funds from the National Office reserve.

Additional funds will be sent from the National Office to the State Office, and the State Office will send the funds to the County Office.

For State Offices administering County Offices not located within that State, the National Office will send the requested funds directly to the County Office because the administering State Office will not have access to the County Office funds.

211 Payment Limitation Provisions

*--A Payment Limitation Information for DCP Direct and CC, and ACRE Direct, Payments

DCP direct and CC, and ACRE direct, payments are limited to a maximum payment--* limitation amount per person or legal entity and will be attributed through direct attribution.

See 4-PL, paragraph 14 for payment limitation amounts for a person or legal entity.

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

- *--all DCP direct and CC, and ACRE direct, payments, as applicable, are issued for the--* person or legal entity
- maximum payment limitation has been attributed to a person.

212 Payment Subsidiary Eligibility Provisions

A Introduction

The payment process reads the web-based eligibility system, for the year associated with CCC-509 to determine if a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued for that year and the producer or member will be listed on the Nonpayment Register with the applicable message.

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

*--B DCP Direct and CC, and ACRE Direct, Subsidiary Eligibility

The following identifies web-based eligibility determinations applicable to DCP direct and CC, and ACRE direct, payments and how the system will use the web-based subsidiary--* eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register. See subparagraph 228 B for the priority order.

Eligibility Determination/Certification	Value	Eligible for DCP *--Direct and CC,--* and ACRE Direct	Exceptions
Actively Engaged	Actively Engaged	Yes	
	Not Filed	No	
	Awaiting Determination	No	
	Awaiting Revisions	No	
	Not Actively Engaged	No	
AD-1026	Certified	Yes	
	Awaiting Certification	No	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
AGI	Compliant Producer	Yes	
	Compliant Agent	Yes	
	Exempt	Yes	
	Not Filed	No	
	Not Met - COC	No	
	Not Met - Producer	No	

212 Payment Eligibility Subsidiary Provisions (Continued)

--B DCP Direct and CC, and ACRE Direct, Subsidiary Eligibility (Continued)--

Eligibility Determination/Certification	Value	Eligible for DCP *--Direct and CC,--* and ACRE Direct	Exceptions
Cash Rent Tenant	Eligible	Yes	If a determination is "Partially Eligible" then a cropland factor payment reduction will apply.
	Partially Eligible	Yes	
	Ineligible	No	
	Not Applicable	Yes	
	Awaiting Determination	No	
	Past Violation	No	
	Reinstated	Yes	
	Possession	No	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
FCIC Fraud	Compliant	Yes	
	Not Compliant	No	

213–215 (Reserved)

*--216 DCP Direct and CC, and ACRE Direct, Payments

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information Is Used for Payment Processing	Source
CCC-509 Data	The information from CCC-509 is used to compute the payment amount for the producer.	Web-based DCP-ACRE Contract System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which CCC-509 was filed.	Web-based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	SCIMS

Entity and Joint Operation Information	Used to determine the following for the year in which CCC-509 is filed:
	• member contribution value
	• substantive change value
	• members and member's share of the following:
	  • entities
	  • general partnerships
	  • joint ventures.
		Entity and Joint Operation control county mainframe record.

Combined Producer Information	*--Used to determine whether DCP direct and CC, and ACRE direct, producers or members of entities or--* joint operations are combined with other producers. This information is used to ensure the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
FAV acre for acre reductions and violations and reduction amounts	Used to determine if the farm and producer have any of the following: • acre for acre reductions • planting violation amount • reporting reduction amount • maintenance reduction amount.	Fruit and Vegetable Payment Reductions System
Cropland Reporting Indicator	Used to determine if the producer has met Cropland Reporting provisions.	Compliance System
Payment rate for the commodity	Used to determine the payment rate for each crop on CCC-509.	Program Parameter Table
Financial Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is provided to NRRS.	NPS or NRRS

--216 DCP Direct and CC, and ACRE Direct, Payments (Continued)--

B Prerequisites for Payments

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

Step	Action
1	Ensure that CCC-509 has been approved and that the approval date has been recorded in the system according to paragraph 31.
2	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the web-based eligibility system.
3	Ensure that the applicable CCC-902 is on file and actively engaged determinations are completed according to 4-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that CCC-926 is on file for the applicable year for producers seeking benefits and the certification information is recorded in the web-based eligibility system. See 3-PL (Rev. 1).
5	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 3-PL (Rev. 1).
6	Ensure that the entity and joint operation files are updated correctly for the applicable year. See 2-PL.
*--7	Ensure that the member contribution and substantive change values are updated according to 4-PL.--*
8	Ensure that the combined producer files are updated correctly for the applicable year. See 3-PL (Rev. 1).
9	Ensure all adjustments to payment limitation have been updated for the producer or member. See 3-PL (Rev. 1).
10	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for DCP or ACRE.

*--216 DCP Direct and CC, and ACRE Direct, Payments (Continued)

C ID and Business Type Eligibility

The following provides the ID numbers and business types that are eligible for DCP direct and CC, and ACRE direct, payments.--*

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

*--216 DCP Direct and CC, and ACRE Direct, Payments (Continued)

D Eligible Commodities

The following table provides the commodities eligible for DCP direct and ACRE direct--* payments.

Crop Name	Crop Name
Barley	Rice – Long Grain
Canola	Rice – Medium Grain
Corn	Safflower
Crambe	Sesame
Flax	Sorghum
Mustard	Soybeans
Oats	Sunflowers
Peanuts	Upland Cotton
Rapeseed	Wheat

*--The following table provides the commodities eligible for DCP CC payments.

Crop Name	Crop Name
Beans - Desi	Lentils
Beans - Kabuli	Peas

--*

E DCP Direct Payment Rates

See Exhibit 8 for DCP direct payment rates.

F ACRE Direct Payment Rates

See Exhibit 9 for ACRE direct payment rates.

G Issuing Payments Less Than $1

The DCP and ACRE direct payment processes will:

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

*--216 DCP Direct and CC, and ACRE Direct, Payments (Continued)

H Prompt Payment Interest and Due Dates

The Prompt Payment Act applies to DCP direct and CC, and ACRE direct, payments. See 61-FI for additional information.

The DCP direct and CC, and ACRE direct, payment system is designed to determine the--* prompt payment due date based on the following:

- enrollment date on CCC-509
- selected advance payment month, when applicable
- final payment month
- date all cropland acres are considered reported to meet cropland reporting provisions, if available
- the following dates from the web-based subsidiary eligibility system that the producer:
  - filed applicable CCC-902
  - certified compliance with Adjusted Gross Revenue provisions
  - signed the continuous certification on AD-1026.

--The DCP direct and CC, and ACRE direct, payment system will determine the later of the-- dates identified and send that information to NPS for each application being paid. NPS will determine if late payment interest should be applied to the payment, and if so, will automatically add the interest amount to the payment being issued.

217 Payment Processing

A Computing Payment and Overpayment Amounts

--The DCP direct and CC, and ACRE direct, payment process is an integrated process that-- reads a wide range of files to:

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

--The following describes the high level processing sequence to calculate DCP direct and CC, and ACRE direct, payments for producers.--

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine if there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the farm, producer, and crop according to subparagraph C.
4	Determine if the producer is an entity or joint operation, and if so, obtain member information, if applicable.
5	Determine if the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each farm and producer: • gross payment amount for each crop • program specific reductions • 1 reason if producer is ineligible due to subsidiary eligibility provision.
7	Direct attribution will determine the following: • reduction amounts • payment limitation availability • net payment or overpayment amount • reasons for nonpayment or overpayment.
8	All net payment and overpayment amounts will be totaled to determine the net payment for the farm and producer.
9	*--Determine the prompt payment due date.
10	Determine if e-Funds are available for the payment.
11	Provide the payment or overpayment amount, as applicable, to either of the following:--* • NPS • NRRS.
12	Update the Nonpayment Register with applicable information.
13	Update the Payment History with applicable information.

***--217 Payment Processing (Continued)**

B Triggering Payments

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

Trigger Type	Description
Initial	Upon release of the payment software, a process will automatically run to determine all CCC-509's that are approved for payment. This will initiate the process described in subparagraph A and does **not** require any County Office user interaction. • Payments will be sent to NPS for certification and signature. • Overpayment will be sent to NRRS.
Primary	Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve CCC-509. Entering the COC approval date initiates the payment process for the selected CCC-509's.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Register. If a condition causing the producer to be on the Nonpayment Register is corrected, the payment will be triggered to reprocess to determine if the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

C Gross Payment Calculation by Crop

The gross payment for the farm, producer, and crop is determined by completing the following calculation for each crop the producer has a share in on CCC-509:

- payment acres, minus
- FAV reduction acres, times
- direct or CC yield, as applicable, times
- producer share, times
- advance or final payment rate, as applicable.

Round result to whole dollars.

Note: Gross payment amounts will be determined by the program application and will then be processed through direct attribution where subsidiary eligibility and other reductions are applied.**--***

***--217 Payment Processing (Continued)**

D Gross Payment Calculation for the Farm and Producer

All gross payment or overpayment amounts determined for each crop will be added together to arrive at 1 payment amount or overpayment amount for the farm and producer. The payment software will either provide a payment amount to NPS or an overpayment amount to NRRS.

Example: The calculated crop amounts for the farm and producer are as follows:

- Corn $100
- Sorghum $400
- Wheat ($200).

The calculated crop amounts are added together and a payment amount of $300 is determined. $300 will be sent to NPS for the farm and producer.**--***

*--218 State and County Office Access to the DCP-ACRE Payment Web Site

A Accessing the DCP-ACRE Payment Web Site

Access the DCP-ACRE Payment Home Page according to the following.

Step	Action
1	To access the DCP-ACRE Payments web site go to FSA's Applications Intranet web site at: **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**.
2	Under "Production Adjustment & Disaster Programs", CLICK "**DCP-ACRE Payment Reports**".

B USDA eAuthentication Warning Screen

When user clicks "DCP-ACRE Payment Reports", the USDA eAuthentication Warning Screen will be displayed. CLICK "**I agree**" to proceed or "**Cancel**" to end the process.

C USDA eAuthentication Login Screen

On the USDA eAuthentication Login Screen, user must:

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

The DCP-ACRE Payments Home Screen will be displayed.**--***

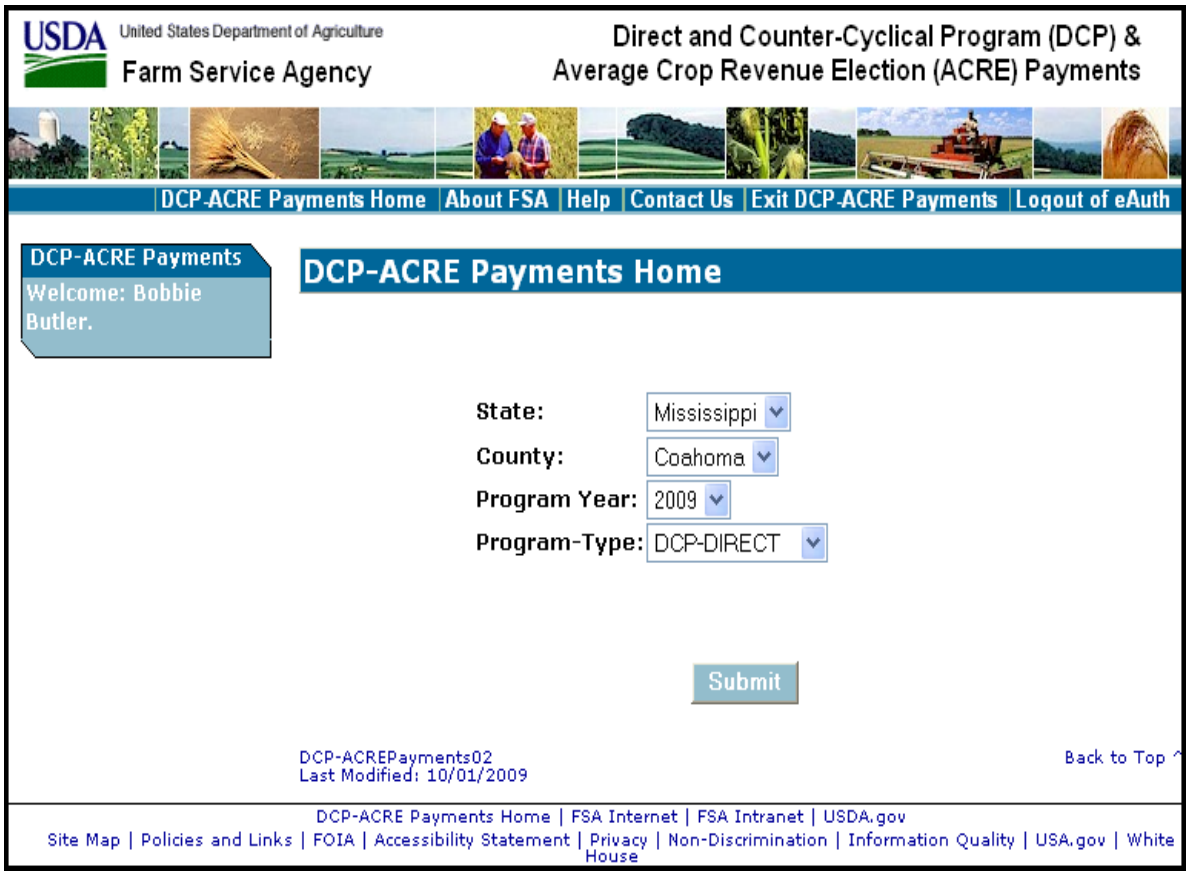
*--219 DCP-ACRE Payments Home Screen

A Overview

When a user is logged in and has been authenticated, user must select a State, county, program year, and program-type.

B DCP-ACRE Payments Home Selection Screen

The following is an example of the DCP-ACRE Payments Home Selection Screen.



Note: Various processing screens will have information similar to the following in the bottom left of the screen:

- "DCP-ACREPayments200904"
- "Last Modified: 10/01/2009".

This information is provided on the screens to assist the Help Desk in applicable situations.--*

*--219 DCP-ACRE Payments Home Screen (Continued)

C Action

The following provides the fields that are available on the DCP-ACRE Payments Home Screen.

Field	Description		Action
State	County Office user	Defaulted to the State user is associated with. Drop-down menu will list States to which the user is associated.	Select the State for processing.
	State Office user	Defaulted to the State the user is associated with. Drop-down menu will list all States to which the user is associated.	
County	County Office user	Defaulted to the county user is associated with. Drop-down menu will list all counties to which the user is associated.	Select the county for processing.
	State Office user	Defaulted to the first county in the State to which the user is associated. Drop-down menu will list all counties within the State selected.	
Program Year	Drop-down menu will list the years available to be viewed or printed.		Select the applicable year.
Program-Type	Drop-down menu will list the “Program-Types” available to be viewed or printed.		Select the applicable “Program-Type”.
Submit	The DCP-ACRE Payments Menu Screen will be displayed.		

--*

220 DCP-ACRE Payments Menu Screen

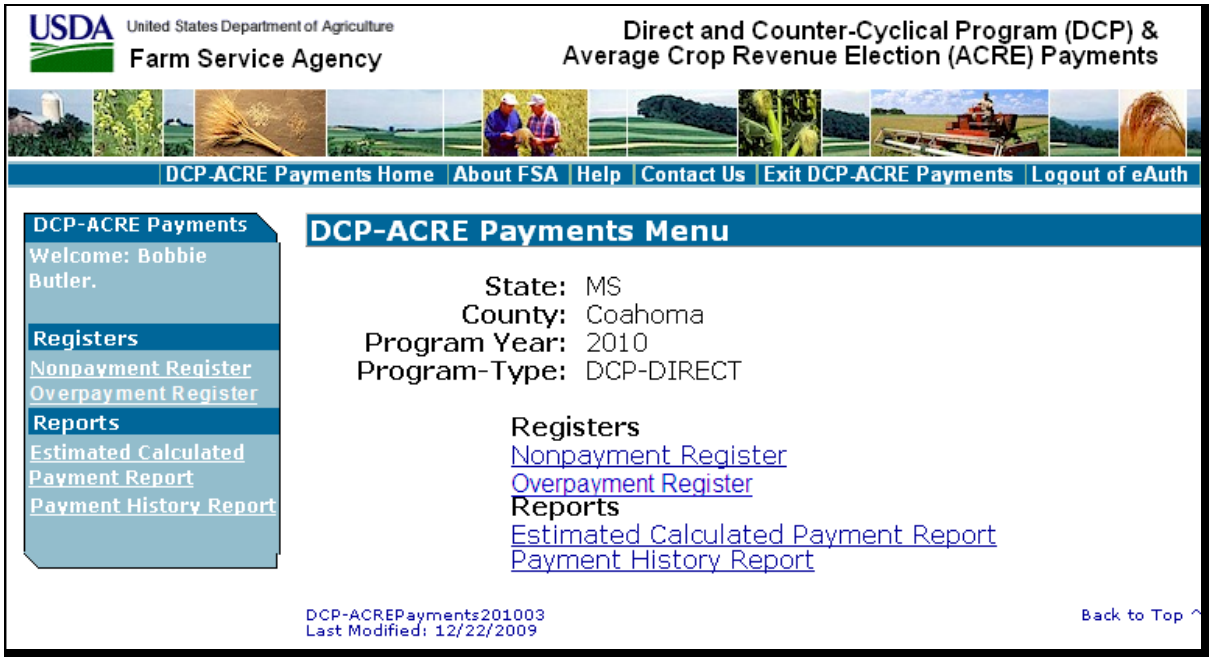
A Overview

After users have selected the State, county, year, and program-type on the DCP-ACRE Payments Home Screen, the DCP-ACRE Payments Menu will be displayed. The DCP-ACRE Payments Menu allows user to select either of the following for processing:

- Nonpayment Register
- *--Overpayment Register
- Estimated Calculated Payment Report--*
- Payment History Report.

B DCP-ACRE Payments Menu Screen

The following is an example of the DCP-ACRE Payments Menu.
*--



--*

220 DCP-ACRE Payments Menu Screen (Continued)

C Action

The following provides the fields that are available on the DCP-ACRE Payments Home Screen.

Note: Only 1 register or report can be selected for processing.

Button	Description	Action
Nonpayment Register	If the Nonpayment Register is selected for processing, the Nonpayments Screen will be displayed. **Note:** See paragraphs 225 through 228 for the Nonpayment Register process.	Select the applicable register or report for processing.
***--**Overpayment Register	If the Overpayment Register is selected for processing, the Overpayments Screen will be displayed. **Note:** See paragraphs 251 through 258 for the Estimated Calculated Payment process.	
Estimated Calculated Payment Report	If the Estimated Calculated Payment Report is selected for processing, the Estimated Calculated Payment Screen will be displayed. **Note:** See paragraphs 221 through 224 for the Estimated Calculated Payment process.**--***	
Payment History Report	If the Payment History Report is selected for processing, the Payment History Search Options Screen will be displayed. **Note:** See paragraphs 232 through 235 for the Payment History Report process.	
Submit	After the applicable register or report has been selected, CLICK “Submit”.	

*--221 Estimated Calculated Payment Report Process

A Introduction

The Estimated Calculated Payment Report will include information about calculating DCP or ACRE direct payment for each producer and crop in which the producer has an interest on the farm.

B Reviewing the Estimated Calculated Payment Report

County Offices shall access the Estimated Calculated Payment Report process to view or print the calculated payment information for the farm or producers on the farm with an interest in 1 or more crops. The Estimated Calculated Payment Report process allows County Offices to view or print the Estimated Calculated Payment Report.

C Accessing the Estimated Calculated Payment Report Process

Follow paragraphs 218 through 220 to access the Estimated Calculated Payment Report.**--***

*--222 Estimated Calculated Payment Report Search Options Screen

A Overview

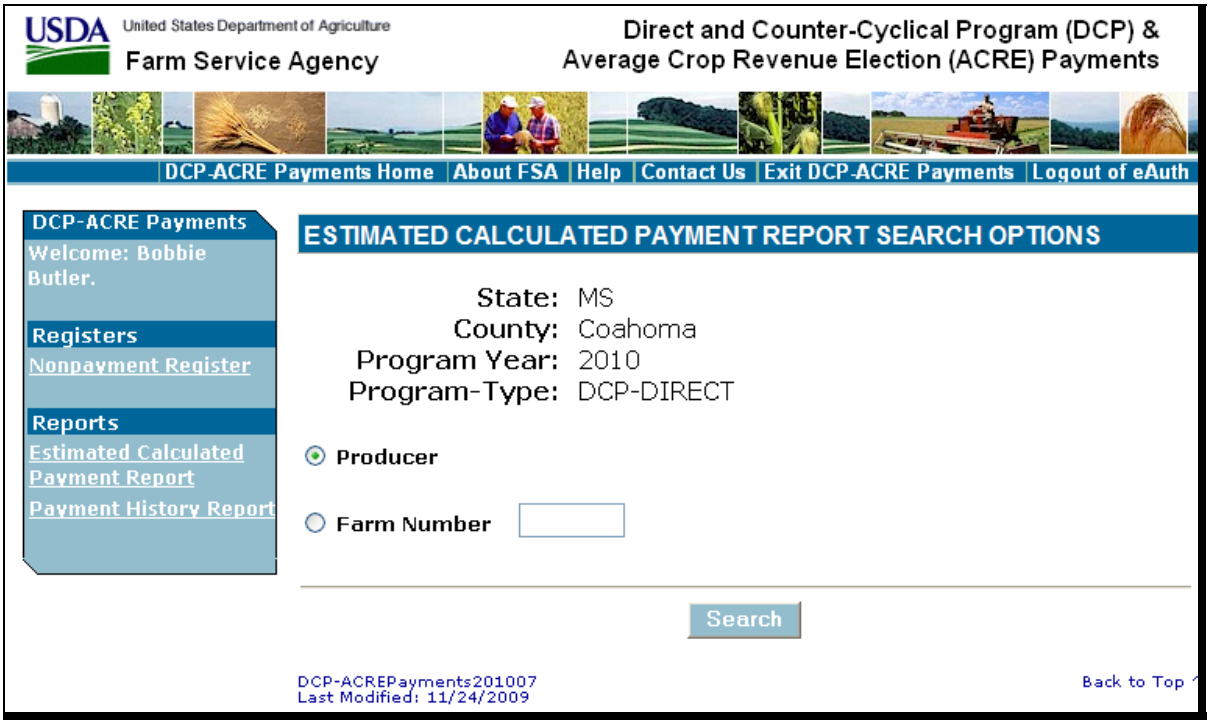
After a user has selected to process the Estimated Calculated Payment Report from the DCP-ACRE Payments Menu Screen, the Estimated Calculated Payment Report Search Options Screen will be displayed.

B Searching Estimated Calculated Payment Report Information

The Estimated Calculated Payment Report Search Options Screen allows the user to search the Estimated Calculated Payment Report information by the following methods:

- producer
- farm number.

Following is an example of the Estimated Calculated Payment Report Search Options Screen.



--*

*--222 Estimated Calculated Payment Report Search Options Screen (Continued)

C Action

To search the Estimated Calculated Payment Report by producer:

- CLICK "**Producer**"
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed. See paragraph 223 for an example of the SCIMS Customer Search Screen.

To sort the Estimated Calculated Payment Report by a specific farm number:

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

The Estimated Calculated Payment Report will be displayed based on user selection.**--***

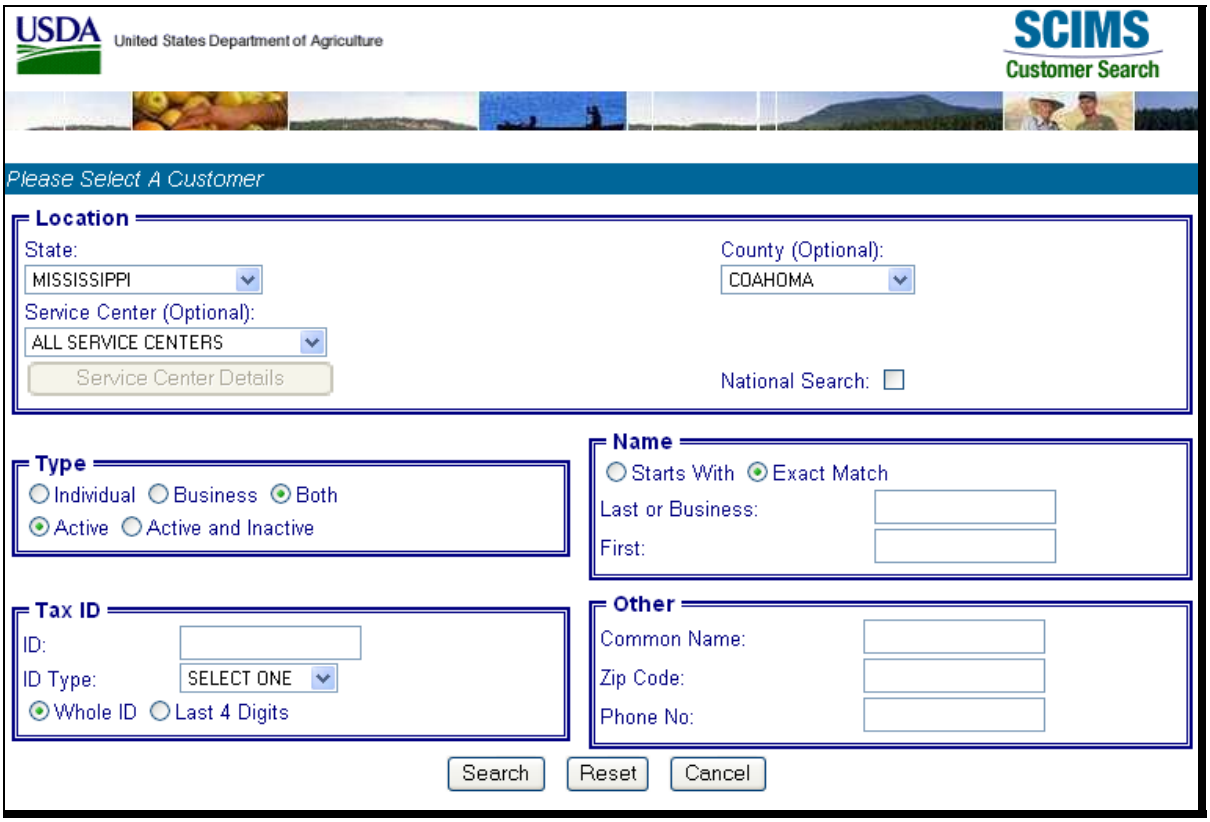
*--223 SCIMS Customer Searches

A Overview

If users search the Estimated Calculated Payment Report by producer, 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. Producers can be selected by type, name, TIN, 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.



Users must select customers based on search results by clicking the applicable producer. Once a producer is selected, the Estimated Calculated Payment Report – Producer Screen will be displayed.--*

*--224 Estimated Calculated Payment Report

A Viewing or Printing the Estimated Calculated Payment Report

The Estimated Calculated Payment Report can be viewed after selecting to search the report by producer or farm number according to paragraphs 221 through 223.

If a printed report is needed, County Offices shall print the report by clicking the following after the report view is provided:

- "**File**" from the menu options
- "**Print**"
- "**OK**".

When completed, the Internet Explorer browser can be closed in the normal manner and the Payment History Farm Producer Summary information will continue to be displayed in the window that was opened originally.**--***

***--224 Estimated Calculated Payment Report (Continued)**

B Information Displayed/Printed on the Estimated Calculated Payment Report

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

Field	Description
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	Name of the selected program.
Program Type	Name of the selected program type.
State	State as selected.
County	County as selected.
Approved Contract	Indicator of “Y” or “N” provides if CCC-509 is approved or not approved.
Cropland Reported	Indicator of “Y” or “N” provides if all cropland has been reported.
Farm Number	Farm number from CCC-509.
Producer Name	Name of the producer associated with the selection.
Crop	Name of the crop for which the payment was calculated.
Payment Acres	Payment acres for the crop from CCC-509.
FAV Reduction Acres	FAV reduction acres for the crop from the FAV System.
Net Payment Acres	Result of Payment Acres minus FAV Reduction Acres.
Payment Yield	Payment yield for the crop from CCC-509.
Producer Share	Producer share of the crop from CCC-509.
Payment Rate	Payment rate for the crop from the Program Parameter Table.
Calculated Payment	Calculated payment for the crop, which is the result of multiplying the following: • net payment acres, times • payment yield, times • producer share, times • payment rate.
Total Calculated Payment	Result of adding all calculated payments for all crops for the producer.

--*

225 Nonpayment Register Process

A Introduction

The Nonpayment Register process is designed to be a “holding” area for all producers on approved CCC-509’s that cannot be paid part or all of the net payment for any reason. Once the payment process is triggered, any producer that cannot receive part or all of the calculated payment will be included on the Nonpayment Register.

B Reviewing the Nonpayment Register

County Offices shall access the Nonpayment Register process to view the information available for producers that were not transferred to NPS and take corrective action as necessary. The Nonpayment Register process allows County Offices to:

- ***--**view nonpayment information for DCP direct and CC, and ACRE direct, producers**--*** that cannot be paid

- print the Nonpayment Register

- select producers on the Nonpayment Register to retrigger the payment process.

Note: Nonpayments that are selected for processing will be processed immediately and will not wait for the scheduled process, however County Offices should only use this function for situations warranting it and should **not** use this function as a typical way to process payments.

C Accessing the Nonpayment Register Process

Follow paragraphs 218 through 220 to access the Nonpayments Screen.

*--226 Nonpayments Screen

A Overview

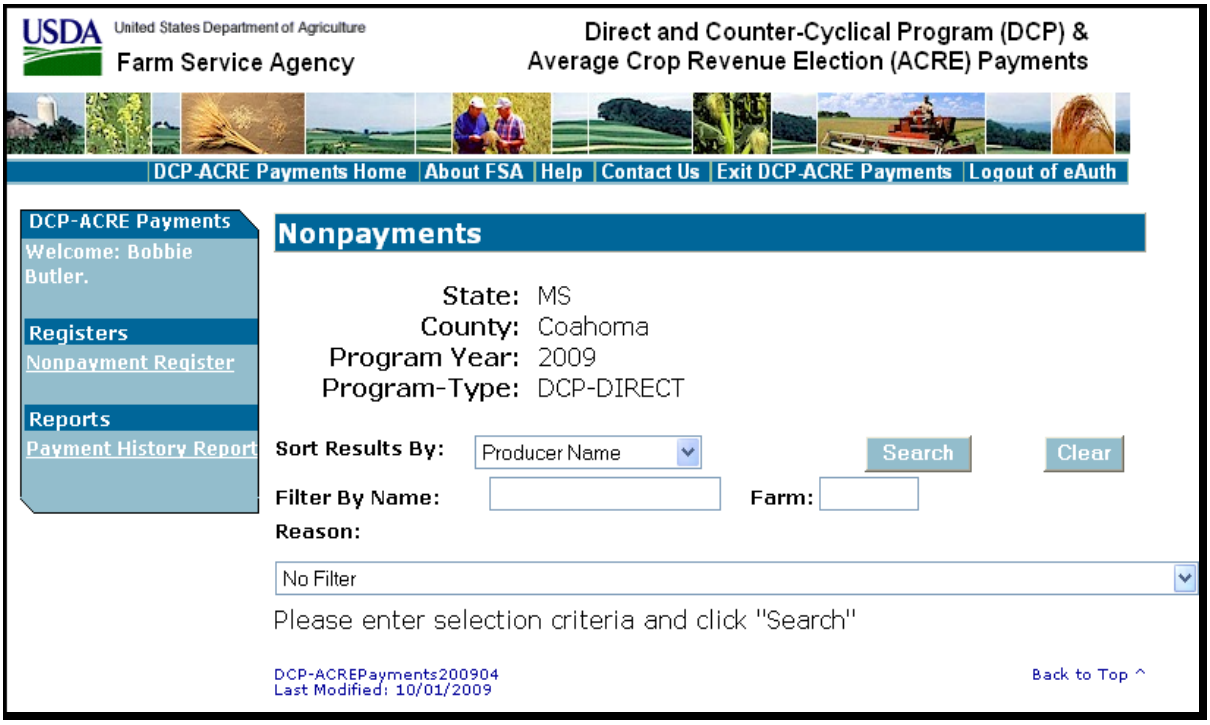
Once a user has selected to process the Nonpayment Register from the DCP-ACRE Payments Menu Screen, the Nonpayments Screen will be displayed.

B Sorting Nonpayment Register Information

The Nonpayments Screen allows the user to sort the Nonpayment Register information by the following methods:

- producer
- farm number
- nonpayment reason.

The following is an example of the Nonpayments Screen.



--*

***--226 Nonpayments Screen (Continued)**

C Action

The following provides the sorting methods available for the Nonpayment Register, which will be displayed based on user selection. See subparagraph 227 B for an example of the Nonpayment Register.

Sort Methods		Action
By Producer	For **all** producers	• Use the drop-down menu to select "**Producer**". • CLICK "**Search**".
	By a **specific** producer	• Use the drop-down menu to select "**Producer**". • Enter the name to search by. • CLICK "**Search**".
By Farm Number	For **all** farm numbers	• Use the drop-down menu to select "**Farm Number**". • CLICK "**Search**".
	By a **specific** farm number	• Use the drop-down menu to select "**Farm Number**". • Enter the farm number to search by. • CLICK "**Search**".
By Nonpayment Reason	For **all** nonpayment reasons	• Use the drop-down menu to select "**Nonpayment Reason**". • CLICK "**Search**".
	By a **specific** nonpayment reason	• Use the drop-down menu to select "**Farm Number**". • Enter the farm number to search by. • CLICK "**Search**".

--*

*--227 Nonpayment Register Screen

A Nonpayment Register

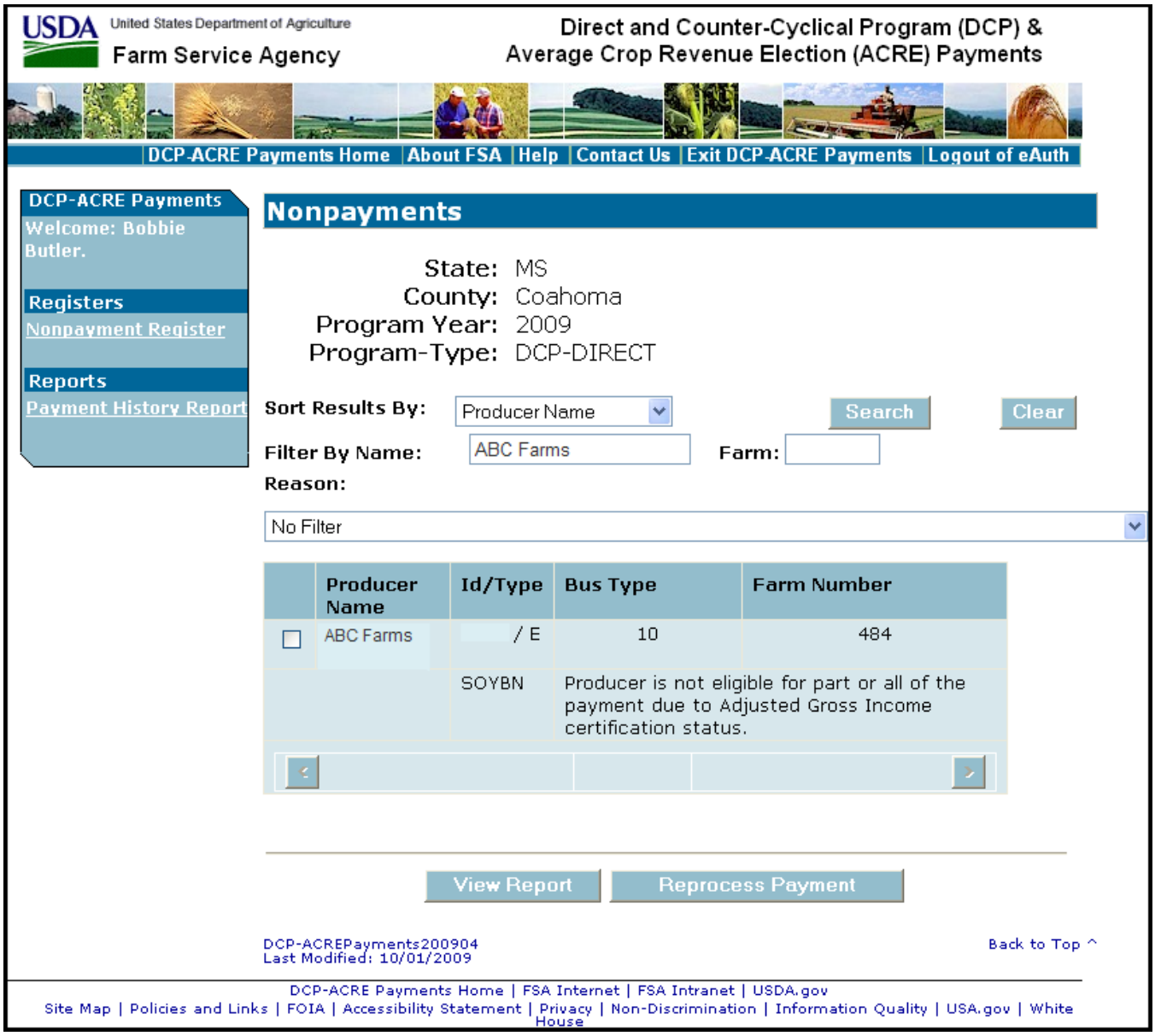
When users access the Nonpayment Register process from the DCP-ACRE Payments Home Page and select a sort order, a list of all producers that are on approved CCC-509's, but were not issued part or all of a payment, will be displayed.

Note: Producers on CCC-509's that are not approved for payment are not considered to be in a payment status so they are bypassed when payment processing is triggered. The farms and producers on unapproved CCC-509's are not displayed on the Nonpayment Register. County Offices shall use the report options available in the CCC-509 software to identify contracts that are not approved for payment.**--***

*--227 Nonpayment Register Screen (Continued)

B Example of the Nonpayment Register

The following is an example of the Nonpayment Register Screen when sorted by producer.



--*

***--227 Nonpayment Register Screen (Continued)**

C Options Available on the Nonpayment Register Screen

The following provides the field descriptions and actions for the Nonpayment Register Screen.

Button	Result	
View Report	Nonpayment Register will be displayed.	
Reprocess Payment	**After** clicking the radio button for the applicable nonpayment, CLICK "**Reprocess Payment**". The selected nonpayment will be processed immediately to determine if any conditions causing the nonpayment have been changed.	
	IF the selected nonpayment...	**THEN...**
	no longer has any nonpayment conditions	a payment will be sent to NPS.
	has 1 or more nonpayment conditions	the nonpayment will be updated to the Nonpayment Register will applicable nonpayment conditions.
Search	The Nonpayment Register will be sorted based on the selected sort method.	
Clear	The sort method information will be deselected.	

D Printing the Nonpayment Register

In addition to the displayed information provided on the Nonpayment Register Screen, users have the ability to view or print a Nonpayment Register based on the sorted information described in paragraph 226.

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If a printed report is needed, County Offices shall select to "**View Report**" on the Nonpayment Register Screen**.**

A new Internet Explorer browser will open and the report can be printed by clicking the following.

- "**File**" from the menu options
- "**Print**"
- "**OK**".

When completed, the Internet Explorer browser can be closed in the normal manner and the Nonpayment Register information will continue to be displayed in the window that was opened originally.**--***

228 Nonpayment Register Information

A Information Displayed/Printed on the Nonpayment Register

The following information will be displayed/printed on the Nonpayment Register.

Field	Description
State	The State defaulted to or selected by the user.
County	The county defaulted to or selected by the user.
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	The name of the selected program.
Program Type	The name of the selected program type.
Producer Name	Name of the affected producer.
ID Number/Type	Last 4 digits of the producer's ID number and type.
Business Type	Business type associated with the selected producer.
Farm Number	Farm number from CCC-509.
Crop	Name of the crop from CCC-509. ***--Note:** The following crops will **only** print on the Nonpayment Register during DCP CC payment processing: • Beans - Desi • Beans - Kabuli • Lentils • Peas.**--***
Payment Amount	Amount of the nonpayment associated with the affected farm number, producer, and crop.
Reason	Reason the payment cannot be issued. See subparagraph B for the nonpayment reasons.

228 Nonpayment Register Information (Continued)

B Nonpayment Register Reasons

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

*--

Priority	Determination/Certification
1	FCIC fraud
2	Conservation Compliance
3	Controlled Substance
4	Actively Engaged
5	AD-1026
6	AGI
7	Foreign Person

--*

County Offices shall resolve exception messages printed on the Nonpayment Register according to the following.

Note: Some messages also apply to member of entities and joint operations. The word "producer" in the following messages will be replaced by "member" if the nonpayment message applies to a member.

Message	Reason for Message	County Office Action
Eligibility record not found.	The producer or member does not have an eligibility record.	Resubmit the SCIMS record for the producer.
Producer is not eligible due to actively engaged certification status.	The producer or member eligibility information is not updated to an eligible payment value in the subsidiary web application.	Update the subsidiary web-based application according to 3-PL.
Producer is not eligible due to AD 1026 certification status.		
Producer is not eligible due to conservation compliance violation.		
Producer is not eligible due to controlled substance violation.		
Producer is not eligible for part or all of the payment due to Adjusted Gross Income certification status.		
Producer is not eligible due to non-compliance of FCIC Fraud provisions.		
Producer is not eligible due to a contract violation.	DCP-ACRE Contract has the "Contract Violated" flag set to "Y".	Ensure the "Contract Violation" flag is set correctly.

228 Nonpayment Register Information (Continued)

B Nonpayment Register Reasons (Continued)

Message	Reason for Message	County Office Action
Entity data has not been created for the producer.	The producer on CCC-509 is an entity or joint operation and member information has not been updated in the system.	Ensure the member information is loaded correctly for the entity or joint operation according to 2-PL.
Producer and/or member does not have a valid tax ID number.	The producer or member does not have a valid TIN.	Ensure the correct TIN is in SCIMS and on CCC-509.
Producer and/or members business type is not valid.	The producer or member does not have a valid business type for payment.	Correct the business type if it is not loaded correctly in SCIMS.
Producer's business type not valid under attribution rules.	Producer or member business type is not valid under attribution rules.	Ensure the business type has been updated correctly.
Joint Operation/Entity has 1 or more members that are ineligible for payment.	Joint operation or entity has 1 or more members that are not eligible to be paid so their share of the joint operation or entity will not be paid.	Verify if the condition causing the member to not get paid is correct.
Producer is not eligible due to cropland reported status.	Producer is not compliant with cropland reporting provisions. ***--Note:** Cropland reported nonpayment reason does **not** apply during advance direct payments.**--***	Ensure FSA-578 has been entered in the system correctly.
Producer has reached payment limitation.	Payments issued to the producer or member have reached the effective payment limitation.	Review the Payment History Report for all of the following to determine if payment limitation has been reached for: • producer, member of an entity, or joint operation, as applicable • any producer combined with the affected producer or member.
Member has reached payment limitation.		

228 Nonpayment Register Information (Continued)

B Nonpayment Register Reasons (Continued)

Message	Reason for Message	County Office Action
Payment computed to zero for the producer.	The payment for the producer or member of an entity or joint operation is calculated to less than 50 cents.	Ensure that all application data is loaded correctly in the system.
Payment computed to zero for the member of the Entity or Joint Operation		
Producer has refused payments.	Producer has elected to refuse payments.	Verify the “Refuse Payment” flag on CCC-509 has been updated correctly.
Producer is not eligible due to HELC violation.	Producer on CCC-509 has the “HELC Violation” flag set to “Y”.	Verify the “HELC Violation” flag has been updated correctly.
Entity type on the permitted entity file does not match the business type in SCIMS for the producer.	The permitted entity file and SCIMS have 2 different business types for the producer.	Ensure that the permitted entity file and SCIMS have the same business type for the producer or member.
Member shares for the producer do not total 100%.	The entity or joint operation ownership share does not equal 100 percent and the discrepancy is more than 1 percent.	Ensure the shares are updated correctly for all members of the entity or joint operation.
Entity is not linked to the County Office in SCIMS.	The entity is in the entity file, but is not linked in SCIMS to the County Office trying to issue the payment.	Update the entity in SCIMS to be associated to the County Office.
Producer is not eligible for part or all of the payment due to a cropland factor reduction.	Producer or member is partially or not compliant with cash rent tenant provisions.	Ensure the subsidiary information is updated correctly.
Producer is not eligible for part or all of the payment due to the foreign person status.	Producer or member is not compliant with foreign person provisions.	Ensure the foreign person information is updated correctly in the subsidiary system.
Producer is not eligible for part or all of the payment due to an FAV reduction.	Payment has been reduced because of an FAV reduction or violation amount.	Ensure the information entered in the Fruit and Vegetable Payment Reduction System is updated correctly.
Member is not eligible for part or all of the payment due to Substantive Change provisions.	Member’s payment is reduced because of substantive change provisions.	Ensure that the “Substantive Change” flag has been updated correctly for the member of the joint operation.

228 Nonpayment Register Information (Continued)

B Nonpayment Register Reasons (Continued)

Message	Reason for Message	County Office Action
Member is not eligible for part or all of the payment due to Member Level Actively Engaged provisions.	Member's payment is reduced because of member contribution provisions.	Ensure that the "Member Contribution" flag has been updated correctly for the member of the entity.
Member is not eligible due to Member Level provisions.	Member at the 3rd member level does not meet the definition of a person or an entity treated like a person.	Ensure that the member information has been updated correctly for the entity or joint operation.
Payment cannot be issued due to insufficient funds.	Producer met all payment eligibility requirements, but there are insufficient funds in the e-Funds process for the county to issue the payment.	Contact the State Office to request an additional e-Funds allocation.
***--**Farm does not meet minimum base acres provision.	Both of the following apply: • base acres for all crops on the farm total 10.0 base acres or less • 50 percent of the ownership interest is not SDA or limited resource farmer or rancher.	Ensure that: • farm records are updated correctly • the following question on CCC-509 is answered correct, "At least 50% of the ownership interest of the farm are LR/SDA producers?"**--***

229-231 (Reserved)

232 Payment History Report Process

A Introduction

The Payment History Report will include information about the processing that has been completed for a producer or member. The Payment History Report will have the following types of information available:

- "Summary" level
- "Detail" level.

B Reviewing the Payment History Report

County Offices shall access the Payment History Report process to view or print the information available for producers that had a payment sent to NPS or were eligible to receive a payment, but the payment amount was reduced to zero. The Payment History Report allows County Offices to:

- ***--**view "Summary" and "Detail" payment history information for DCP direct and CC, and ACRE direct, producers that had a calculated payment or a calculated payment that**--*** was reduced to zero

- print the Summary and Detail Payment History Report.

C Accessing the Payment History Report Process

Access the Payment History Search Options Screen according to paragraphs 218 through 220.

*--233 Payment History Search Options Screen

A Overview

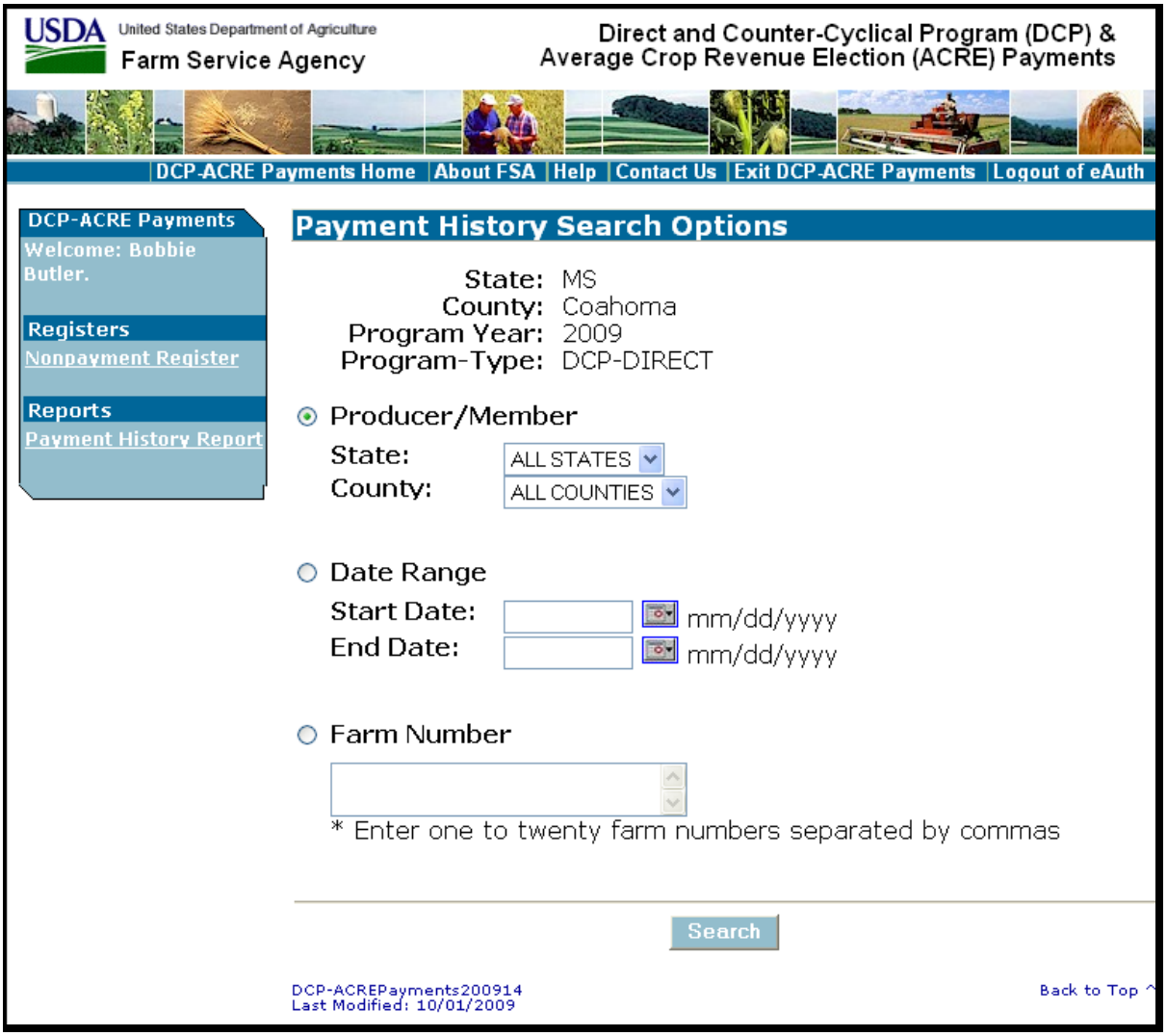
Once a user has selected to process the Payment History Report from the DCP-ACRE Payments Menu Screen the Payment History Search Options Screen will be displayed.

B Searching Payment History Report Information

The Payment History Search Options Screen allows the user to search the Payment History Report information by the following methods:

- “Producer/Member”
- “Date Range”
- “Farm Number”.

The following is an example of the Payment History Search Options Screen.



--*

***--233 Payment History Search Options Screen (Continued)**

C Action

To search the Payment History Report by producer or member:

- CLICK "**Producer/Member**"
- use the drop-down menu to select the applicable State and county
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed. See paragraph 234 for an example of the SCIMS Customer Search Screen.

To sort the Payment History Report by date range:

- CLICK "**Date Range**"

- enter a date or use the drop-down menu to select the applicable "Start Date" and "End Date"

- CLICK "**Search**".

To sort the Payment History Report by a specific farm number or up to 20 farm numbers:

- CLICK "**Farm Number**"

- enter the applicable farm number

  Note: There can be up to 20 farms numbers entered, with a comma separating each farm number.

- CLICK "**Search**".

The Payment History Report Screen will be displayed based on user selection. See paragraph 235 for an example of the Payment History – Farm Producer Summary Screen.**--***

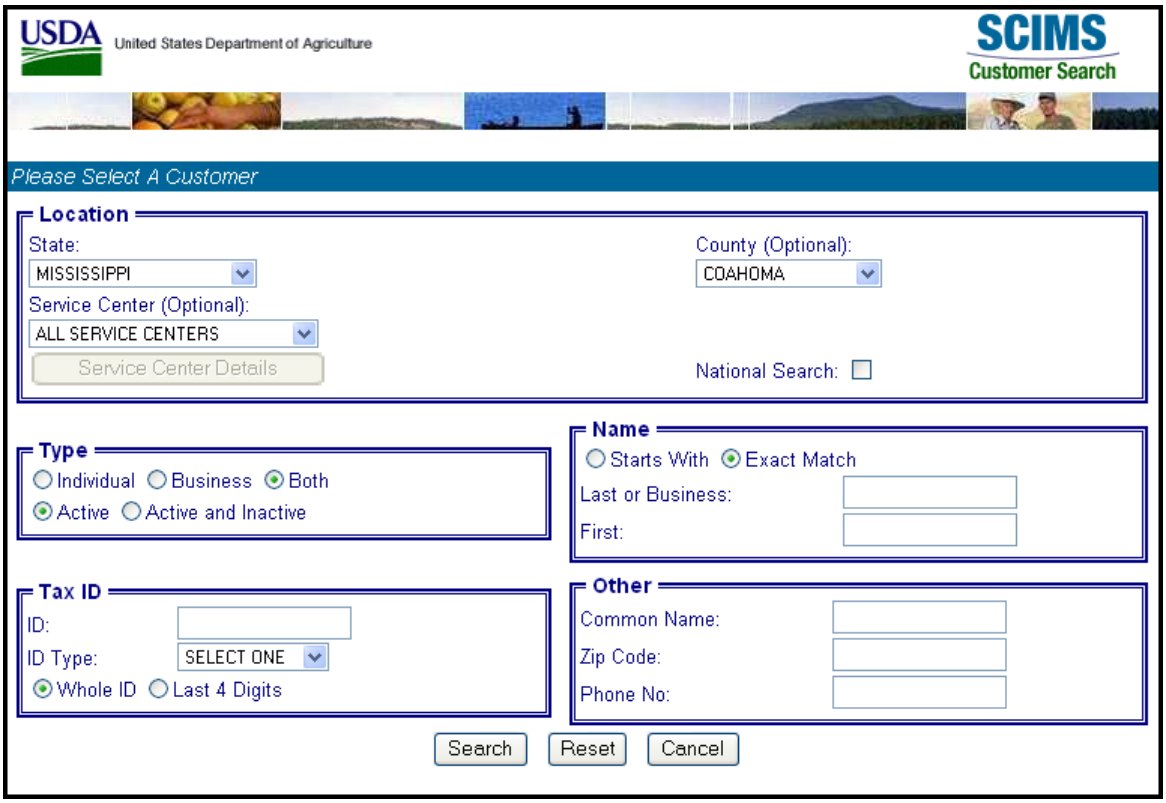
*--234 SCIMS Customer Searches

A Overview

If users sort the Payment History Report by specific producer, 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. Producers can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



Users must select customers based on search results by clicking the applicable producer. Once a producer is selected, the Payment History – Farm Producer Summary Screen will be displayed.--*

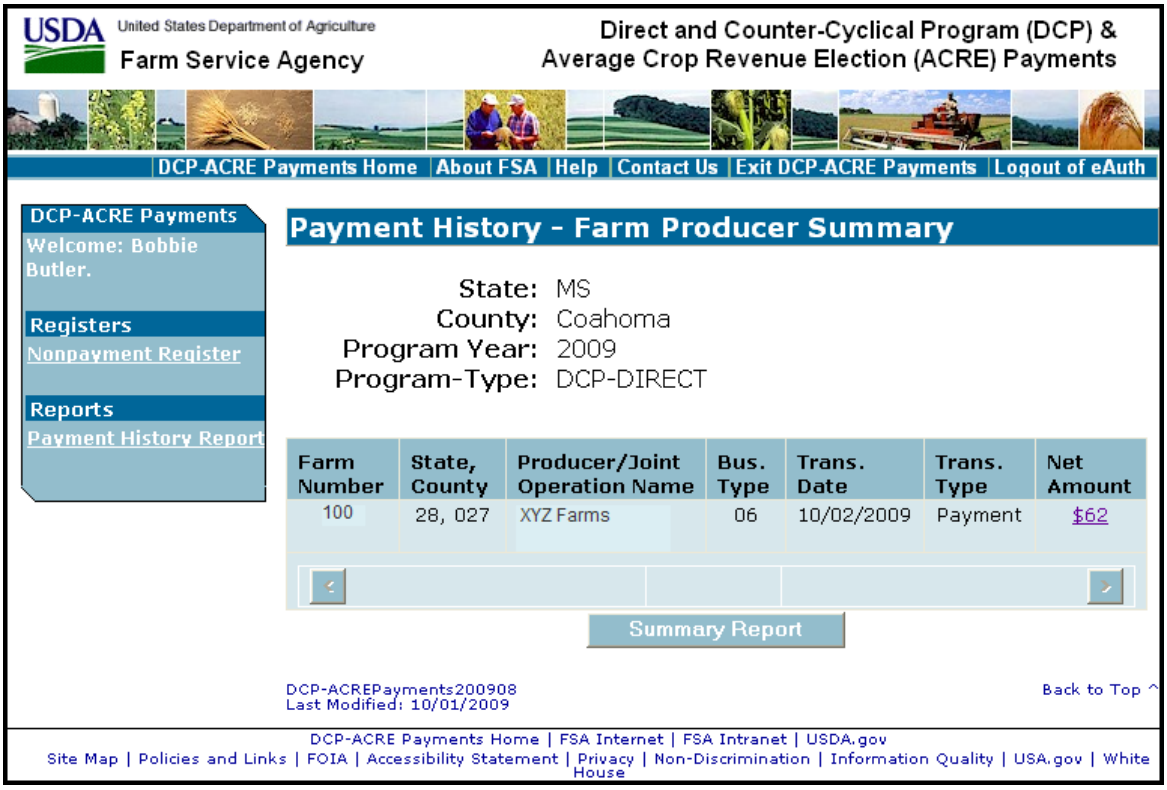
*--235 Payment History – Farm Producer Summary Screen

A Overview

Once a farm or producer has been selected, the Payment History – Farm Producer History Screen will be displayed.

B Example of the Payment History – Farm Producer Summary Screen

The following is an example of the Payment History – Farm Producer Summary Screen when searched by producer.



C Options Available on the Payment History – Farm Producer Summary Screen

The following provides the field descriptions and actions for the Payment History – Farm Producer Summary Screen.

Button	Result
Net Amount	Payment History Report – Detail will be displayed.
Summary Report	Payment History Report – Summary will be displayed.

--*

***--235 Payment History – Farm Producer Summary Screen (Continued)**

D Viewing or Printing the Payment History Report - Summary

In addition to the displayed information provided on the Payment History – Farm Producer Summary Screen, users have the ability to view or print a Summary Payment History Report based on the search information described in this paragraph.

Note: If the farm number was used for the search criteria, users will need to click the actual farm number displayed on the Payment History – Farm Summary Screen to receive the Payment History – Farm Producer Summary Screen.

To view the Summary Payment History Report CLICK "**Summary Report**" on the Payment History – Farm Producer Summary Screen.

If a printed report is needed, County Offices shall print the report by clicking the following:

- "**File**" from the menu options
- "**Print**"
- "**OK**".

When completed, the Internet Explorer browser can be closed in the normal manner and the Payment History Farm Producer Summary information will continue to be displayed in the window that was opened originally.

E Information Displayed/Printed on the Summary Payment History Report

The following information will be displayed/printed on the Summary Payment History Report.

Field	Description
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	The name of the selected program.
Program Type	The name of the selected program type.
Date	Date the payment was sent to NPS.
State, County	State and County as selected.
Farm Number	Farm number from CCC-509.
Producer Name	Name of the producer associated with the selection.
Business Type	Business type associated with the producer.
ID Number/Type	Last 4 digits of the producer's ID number and type.
Type of Transaction	Type of transaction for the information displayed, such as "Payment" or "Receivable".
Net Amount	Amount of the payment associated with the farm or producer selected.

--*

*--235 Payment History – Farm Producer Summary Screen (Continued)

F Information Displayed/Printed on the Detail Payment History Report

The following information will be displayed/printed on the Detail Payment History Report.

Field	Description
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	The name of the selected program.
Program Type	The name of the selected program type.
State, County	State and county as selected.
Farm Number	Farm number from CCC-509.
Producer Name	Name of the producer associated with the selection.
ID / Type	Last 4 digits of the producer's ID number and type.
Business Type	Business type associated with the producer.
Producer Information	
Transaction Date	Date the payment was sent to NPS.
Type of Transaction	Type of transaction for the information displayed, such as "Payment" or "Receivable".
Crop	The name of the crop the payment was calculated for.
Payment Acres	Payment acres for the crop from CCC-509.
FAV Red Acres	FAV reduction acres for the crop from the FAV System.
Payment Yield	Payment yield for the crop from CCC-509.
Share	Producer share of the crop from CCC-509
Payment Rate	Payment rate for the crop from the Program Parameter Table.
Gross Payment	Calculated gross payment amount for the crop.
AGI Reduction	Amount of the payment reduced because of an AGI reduction.
Crpland Factor Reduction	Amount of the payment reduced because of a cropland factor reduction.
FAV Plant. Reduction	Amount of the payment reduced because of an FAV planting violation.
FAV Rep. Reduction	Amount of the payment reduced because of an FAV reporting reduction.
FAV Mnt. Reduction	Amount of the payment reduced because of an FAV maintenance reduction.
Pay Limit Reduction	Amount of the payment reduced because of a payment limitation reduction.
Net Payment	Payment amount for the crop included in the total payment sent to NPS for the farm or producer selected.
Net Payment Amount	Total of all net payment amounts for the producer.

--*

***--235 Payment History – Farm Producer Summary Screen (Continued)**

F Information Displayed/Printed on the Detail Payment History Report (Continued)

Field	Description
If the Payment History Summary Record selected is for an entity or joint operation, the following additional information will display/print for each member of the entity or Joint Operation.	
Crop	The name of the crop the payment was calculated for.
Gross Payment	Calculated gross payment amount for the crop.
AGI Reduction	Amount of the payment reduced because of an AGI reduction.
Crpland Factor Reduction	Amount of the payment reduced because of a cropland factor reduction.
Pay Limit Reduction	Amount of the payment reduced because of a payment limitation reduction.
Substantive Change Reduction	Amount of the payment reduced because of a substantive change reduction.
Member Contribution Reduction	Amount of the payment reduced because of a member contribution reduction.
Member Level Reduction	Amount of the payment reduced because of a member level reduction.
Net Payment	Payment amount included in the total payment sent to NPS for the member.
Net Payment Amount	Total of all net payment amounts for the member.

--*

236-239 (Reserved)

*--Section 3 Canceling DCP and ACRE Direct Payments

240 General Provisions for Canceling Payments

A Canceling Payments

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

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

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

If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

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

241-250 (Reserved)

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Section 4 Overpayments

251 General Provisions for Overpayments

A Introduction

Overpayments will be determined during the DCP direct and CC and ACRE direct payment calculation process. How the overpayment is transferred to NRRS will depend on which payment cycle the overpayment occurred in. See subparagraphs 251 B and 251 C for information on transferring overpayments to NRRS.

B Overpayments Determined During the Advance Payment Cycle

--If an overpayment is determined during the DCP direct and CC, and ACRE direct advance-- payment cycle, users will be required to transfer the overpayment to NRRS. An Overpayment Register will be provided according to paragraph 253. Users will select to transfer the overpayment for the farm and payment entity according to paragraph 258.

If the total amount of the overpayment determined for the farm and producer during the advance payment cycle is less than the total amount of the final payment that will be due the producer, then the County Office should not transfer the overpayment to NRRS. Notate the Overpayment Register, as applicable.

* * *

C Overpayment Determined During the Final Payment Cycle

If an overpayment is determined during the DCP direct and CC and ACRE direct final *--payment cycle, the overpayment for the farm and payment entity will be put on the Overpayment Register. The overpayment information will be “held” on the Overpayment Register for 10 workdays (excluding weekends and holidays). This allows for corrective action to be taken, if necessary, and will prevent overpayments from being transferred before corrective actions are completed.--*

*--252 Collecting Overpayments

A Introduction

Overpayment amounts will be determined by farm, producer, and crop, but only one total overpayment amount will be provided to NRRS. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. However, there are exceptions during the advance payment cycle which are provided for in this paragraph.

B Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates

Note: If an overpayment is determined during the advance payment cycle and the total amount of the overpayment is less than the total final payment that will be issued, the overpayment should not be transferred to receivables.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued for the wrong farm, producer, or crop.	Immediately
After something affecting the payment amount is changed on the CCC-509.	The advance payment was issued and later something affecting the advance payment amount changes on the CCC-509. The total amount of the advance overpayment exceeds the amount of the final payment.	Immediately
After producer misrepresentation is determined.	The producer received an advance payment and the COC determines that the producer misrepresented their interest on the CCC-509.	Immediately
After payment limitation exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	The producer's eligibility value changes which makes the producer ineligible for payment.	Immediately

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*--252 Collecting Overpayments (Continued)

B Overpayments and Due Dates (Continued)

Time of Determination	Situation	Overpayment Due Date
After FAV acreage report or determination.	The advance payment was issued and the FAV reduction amount is greater than the final payment due October 1 of the applicable program year.	Immediately.
After cropland acres have been reported on the FSA-578.	The advance payment was issued and all cropland acres have not been reported on the FSA-578 as of October 1 of the current fiscal year.	October 1 of the current fiscal year. **Note:** If a producer is determined as overpaid on or after October 1 of the current fiscal year and the overpayment is subsequently transferred to receivables and then claims, claims interest will apply even though the condition causing the overpayment is later resolved. See paragraph 253.
Any time CCC-509 is canceled.	CCC-509 was canceled after payments were issued to the producer.	Immediately.

--*

*--253 Charging Interest

A Introduction

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

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received a DCP or ACRE payment
- the producer does not meet AGI provisions
- conservation compliance provisions are violated
- controlled substance provisions are violated
- FAV reduction or violation is determined.

Interest for ineligible producers will be charged from the date of disbursement. The system will compute this interest when the overpayment is established in NRRS.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is not determined to be ineligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.**--***

254 Overpayment Register

A Introduction

When an overpayment is determined during the *** * *** payment calculation process, an Overpayment Register will be available to provide information about the determined overpayment.

*** * ***

B Reviewing the Overpayment Register

The Overpayment Register will be updated after the payment calculation process is completed. If conditions causing the overpayment have been corrected so that an overpayment is no longer determined for the producer, then that overpayment information will automatically be removed from the Overpayment Register. County Offices shall review the Overpayment Register to ensure that:

- information causing the overpayment is corrected, if applicable
- producers are timely notified of overpayments
- the finality rule will **not** apply.

*--C Overpayments Listed on the Overpayment Register

Overpayments determined during the final payment cycle can either:

- have corrective action taken
- be selected to be transferred to NRRS immediately.

Note: If no action is taken, the overpayment will be automatically transferred to NRRS on the "Transfer Date".**--***

D Accessing the Overpayment Register Process

Follow paragraphs 218 through 220 to access the Overpayments Screen.

E DD Review

DD's shall review the Overpayment Register to ensure that County Offices are

- timely notifying producers of overpayments
- collecting overpayments in a timely manner
- correcting information in the system that causes an erroneous overpayment to be determined.

*--255 Overpayments Screen

A Overview

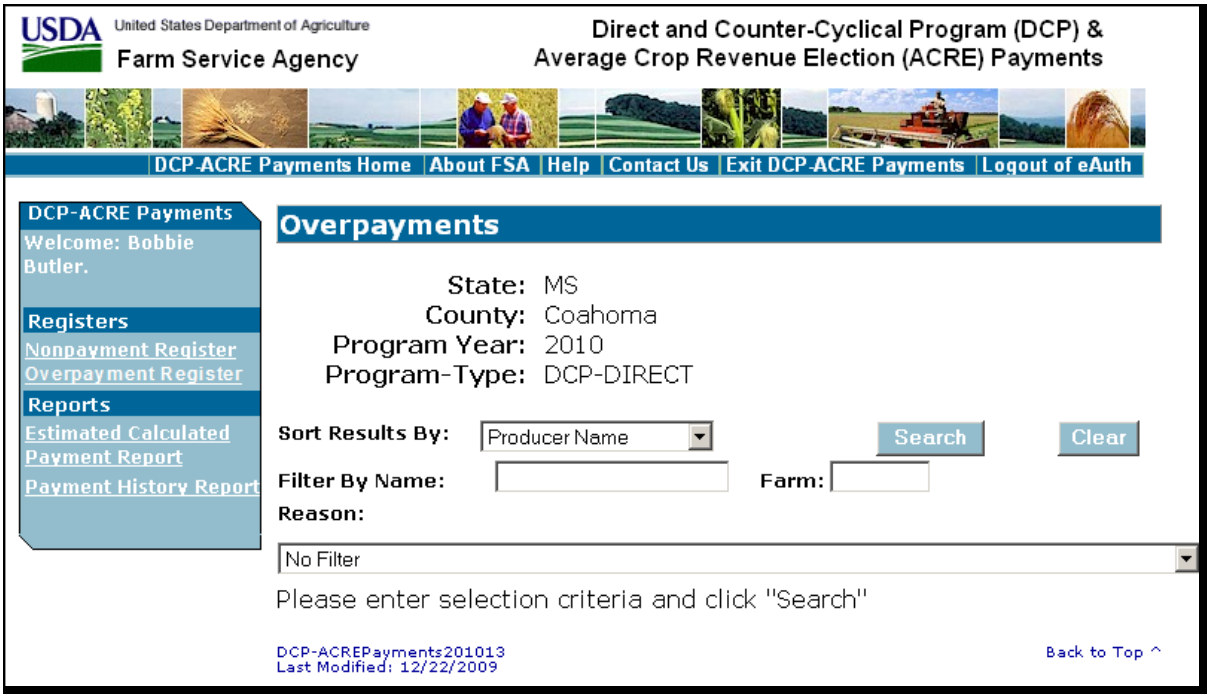
After a user has selected to process the Overpayment Register from the DCP-ACRE Payments Menu, the Overpayments Screen will be displayed.

B Sorting Overpayment Register Information

The Overpayments Screen allows users to sort the Overpayment Register information by the following:

- producer
- farm number
- overpayment reason.

Following is an example of the Overpayments Screen.



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*--255 Overpayments Screen (Continued)

C Action

The following table provides the sorting methods available for the Overpayment Register that will be displayed based on user selection. See paragraph 256 for an example of the Overpayment Register.

Sort Methods		Action
By Producer	For **all** producers.	• Use drop-down menu to select "**Producer**". • CLICK "**Search**".
	By a **specific** producer.	• Use drop-down menu to select "**Producer**". • Enter name by which to search. • CLICK "**Search**".
By Farm Number	For **all** farm numbers.	• Use drop-down menu to select "**Farm Number**". • CLICK "**Search**".
	By a **specific** farm number.	• Use drop-down menu to select "**Farm Number**". • Enter farm number by which to search. • CLICK "**Search**".
By Overpayment Reason	For **all** overpayment reasons.	• Use drop-down menu to select "**Overpayment Reason**". • CLICK "**Search**".
	By a **specific** overpayment reason.	• Use drop-down menu to select "**Farm Number**". • Enter farm number by which to search. • CLICK "**Search**".

--*

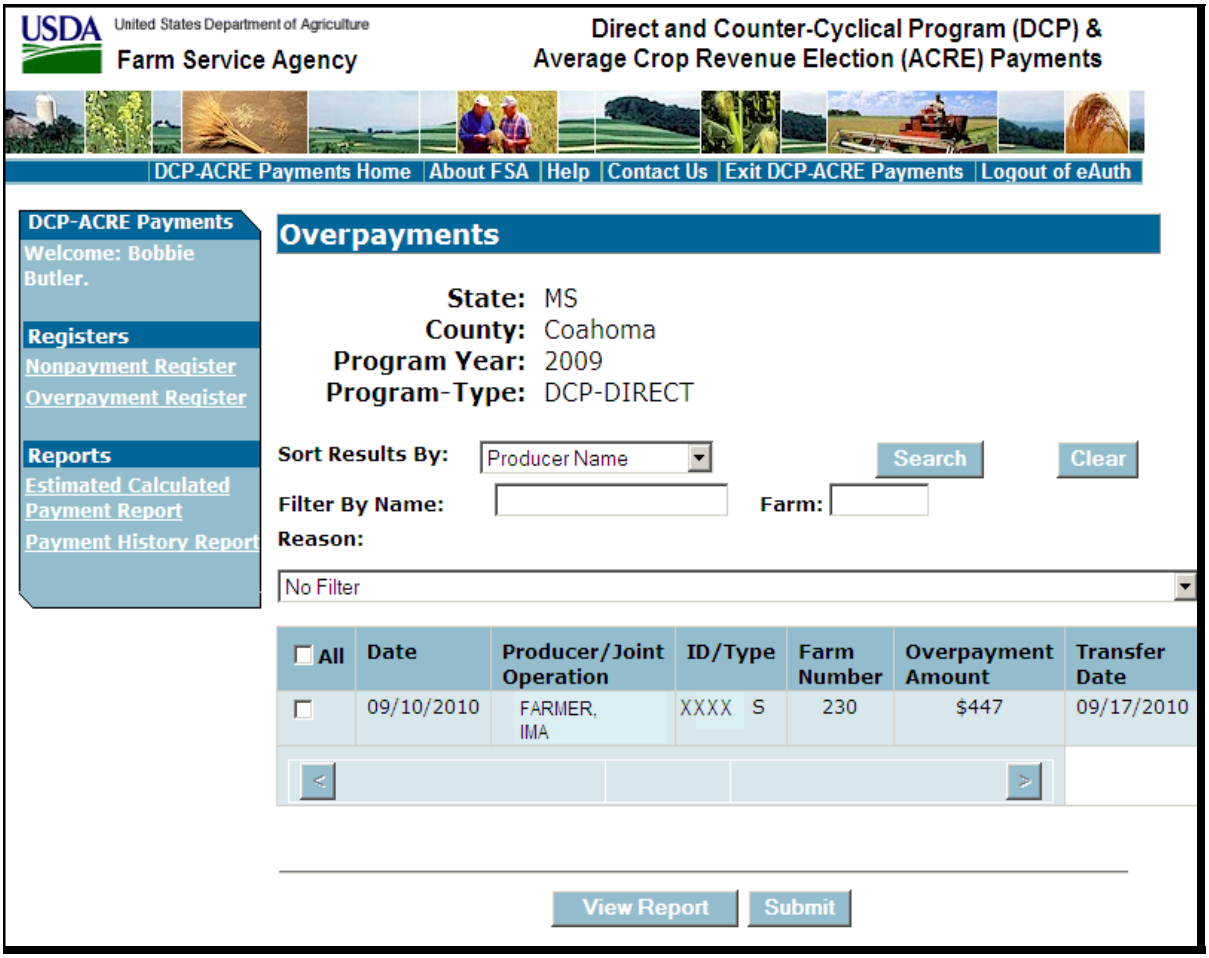
256 Overpayment Register Screen

A Overpayment Register

When users access the Overpayment Register process from the DCP-ACRE Payments Home Page and select a sort order, a list of all producers that are determined to be overpaid will be displayed.

B Example of the Overpayment Register

The following is an example of the Overpayment Register Screen when sorted by producer.
*--



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***--256 Overpayment Register Screen (Continued)**

C Options Available on the Overpayment Register Screen

The following table provides the field descriptions and actions for the Overpayment Register Screen.

Button	Result
"All" radio or individual producers	**After** clicking the radio buttons for the applicable nonpayments, CLICK "**Submit**". The Overpayment Summary Screen will be displayed. **Note:** See paragraph 258 for information on transferring an overpayment to NRRS.
"View Report"	Overpayment Register will be displayed.
"Search"	The Overpayment Register will be sorted based on the selected sort method.
"Clear"	The sort method information will be deselected.
"Submit"	The selected overpayment will be transferred to NRRS.

D Printing the Overpayment Register

In addition to the displayed information provided on the Overpayment Register Screen, users have the ability to view or print an Overpayment Register based on the sorted information described in paragraph 255.

If a printed report is needed, County Offices shall click "**View Report**" on the Overpayment Register Screen**.**

A new Internet Explorer browser will open and the report can be printed by clicking the following.

- "**File**", from the menu options
- "**Print**"
- "**OK**".

When completed, the Internet Explorer browser can be closed in the normal manner and the Overpayment Register information will continue to be displayed in the window that was opened originally.**--***

257 Overpayment Register Information

A Information Displayed/Printed on the Overpayment Register

The following information will be displayed/printed on the Overpayment Register.

Field	Description
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	Name of the selected program.
Program Type	Name of the selected program type.
State	State defaulted to or selected by the user.
County	State defaulted to or selected by the user.
Producer Name	Name of the affected producer.
ID/Type	Last 4 digits of the producer's ID number and type.
Business Type	Business type associated with the selected producer.
Farm Number	Farm number from CCC-509.
Debt Basis Code	Numeric value assigned by the system based on the reason for the overpayment.
Date Overpayment Determined	Date overpayment amount was determined.
Overpayment Amount	Amount of overpayment associated with the affected farm number, producer, and crop.
*--Transfer Date	Date the overpayment will be automatically transferred to NRRS.--*
Reason	Reason for overpayment (see subparagraph B for the overpayment reasons).

*--257 Overpayment Register Information (Continued)

B Debt Basis Codes and Overpayment Reasons

The overpayment reasons that will be displayed on the Overpayment Register will determine the appropriate debt basis code for the overpayment. The overpayment reason and debt basis code will be assigned by the system when the overpayment is determined.

The following table lists the reasons for overpayment and the associated debt basis code.

Note: The debt basis code information in the table will be listed in priority order with the highest priority debt basis code listed first and the lowest priority debt basis code listed last.

Overpayment Reason	Debt Basis Code
Contract not approved for payment.	429
Payment Entity or member has an Invalid ID Number.	
Payment Entity or member has an Invalid Business Type.	
Payment Entity member information is not found on the entity file.	
Payment Entity is not eligible due to cropland reported status.	
Payment Entity does not have a business type that is eligible for payment under attribution rules.	
Accumulated payment entity ownership share for the Payment Entity does not equal 100% and the discrepancy is more than 1%.	
Payment Entity is in the entity file, but the Payment Entity is not linked in SCIMS to the county office trying to issue the payment.	
Member is not eligible for part or all of the payment due to Member Contribution provisions.	
Member is not eligible for part or all of the payment due to Substantive Change provisions.	
Member is not eligible due to Member Level provisions.	
Entity type on the permitted entity file does not match the business type in SCIMS for the member.	
Total Payment Issued to the Payment Entity Exceeds the Earned Payment Amount.	428
Payment Entity has refused payment.	
Eligibility record not found.	427
Payment Entity or member is not eligible due to AD-1026 certification status.	
Payment Entity or member is not eligible due to conservation compliance violation.	
Producer is not eligible due to controlled substance violation.	
Producer is not eligible due to adjusted gross income certification status.	
Payment Entity or member is not eligible due to non-compliance of FCIC Fraud provisions.	
Payment Entity or member is not eligible due to actively engaged status.	
Payment Entity or member does not meet Foreign Person Provisions.	
Payment Entity or member is not eligible due to cropland factor reduction.	
Base acres for all crops on the farm are 10.0 or less acres and 50 percent of the ownership is not SDA or limited resource producer.	
Payment Entity or member has reached Payment Limitation.	426
Payment Entity has an FAV Violation or Reduction Amount.	431

--*

*--258 Transferring Overpayments

A Introduction

After overpayments are determined, the overpayments may be selected and transferred to NRRS. Transferring overpayments to NRRS will:

- remove the overpayment information from the Overpayment Register
- send the overpayment information to NRRS.

B Transferring Overpayments to NRRS

The Overpayment Register Screen has radio buttons for each overpayment displayed on the Overpayment Register. Overpayments can be selected as follows:

- CLICK "**All**", all overpayments displayed will be transferred to NRRS
- click individual overpayments, selected overpayments will be transferred to NRRS.

The Overpayment Summary Screen will be displayed after an overpayment is selected for transfer based on user selection. See subparagraph C for an example of the Overpayment Summary Screen.

Note: If the advance overpayment amount is less than the final payment amount that will be issued, the overpayment should **not** be transferred to receivables. Print and notate the Overpayment Register, as applicable.**--***

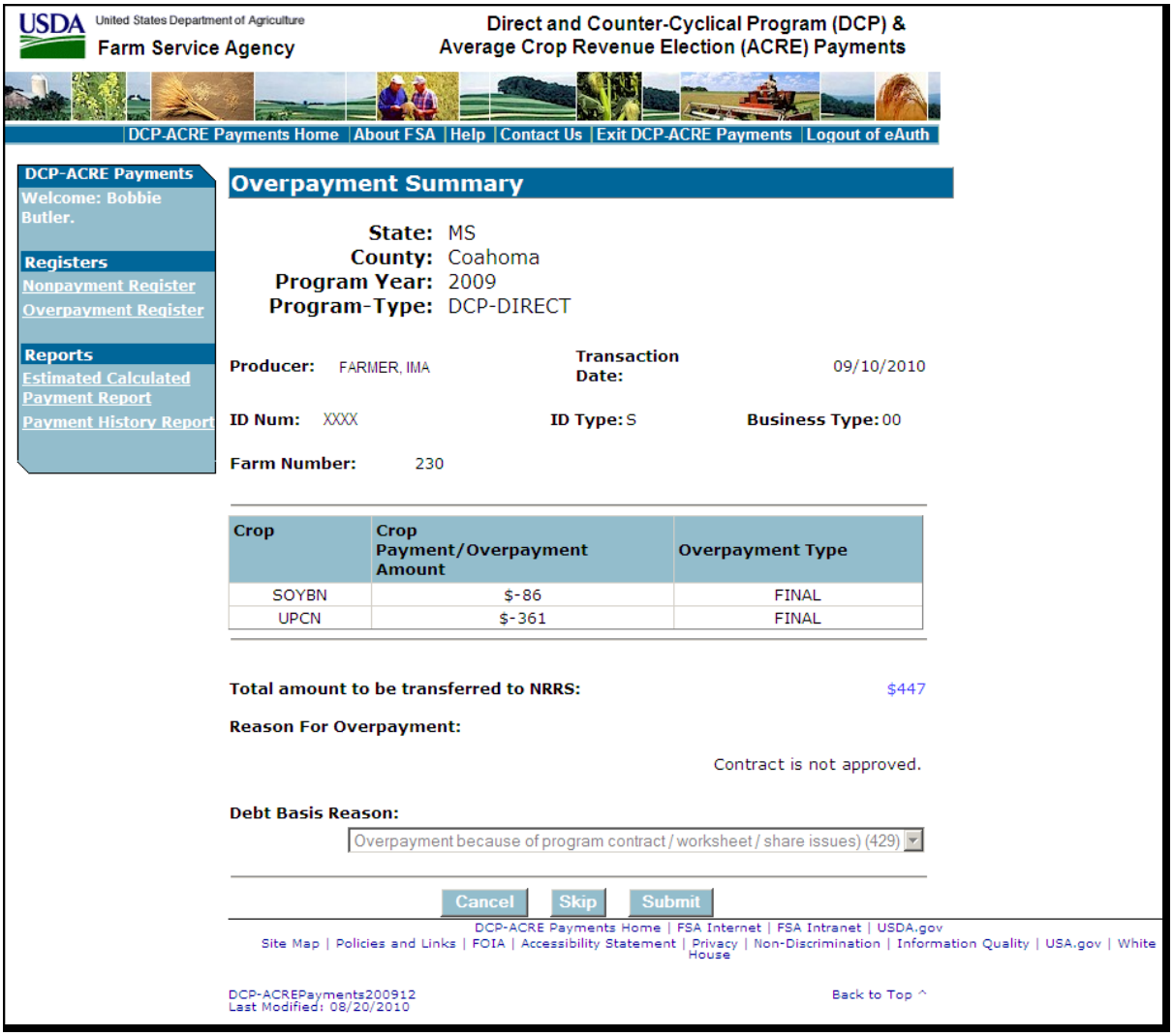
258 Transferring Overpayments (Continued)

C Overpayment Summary Screen

When users select to transfer overpayments, the selected overpayments will be displayed on the Overpayment Summary Screen.

The following is an example of the Overpayment Summary Screen.

*--



--*

258 Transferring Overpayments (Continued)

D Options Available on the Overpayment Summary Screen

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

Button	Result
"Cancel"	Overpayment Register Screen will be displayed.
"Skip"	If only 1 overpayment was selected to be transferred, the Overpayment Register Screen will be displayed. If more than 1 overpayment was selected to be transferred, the overpayment on the screen will **not** be transferred and the next overpayment to be transferred will be displayed.
"Submit"	The selected overpayment will be transferred to NRRS. **Note:** If more than 1 overpayment was selected for transfer, the next overpayment for transfer will be displayed. If only 1 overpayment was selected and submitted the Overpayment Register Screen will be displayed.

259-264 (Reserved)

Part 6 (Reserved)

265-320 (Reserved)

*--Part 7 PRS

Section 1 Software Access

321 Accessing Software

A Basic Information

PRS:

- software is web-based software using a centralized database
- shall be used by county FSA employees with level II eAuthentication access and State Administrative users to enter production data for crops on a farm, calculate yields, and generate FSA-658.

Note: See paragraph 366 for information on requesting State Office administrative access.

B Definitions

In this part:

- user means county FSA employees with level II eAuthentication access and State Office administrative users, **except** where specifically noted
- home county means the administrative county in the web-based environment.--*

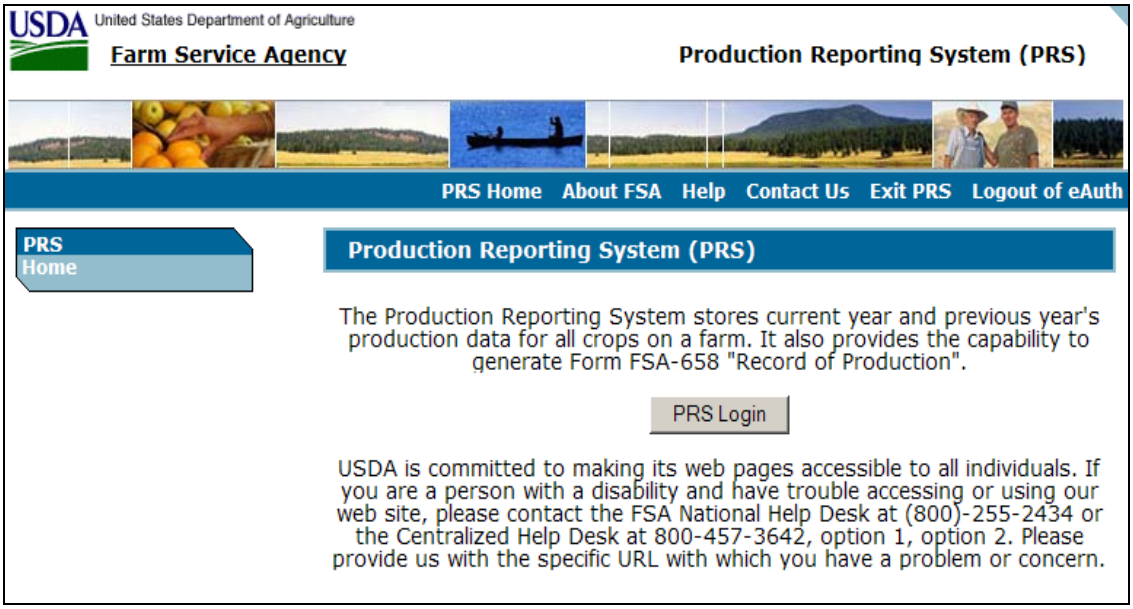
***--321 Accessing Software (Continued)**

C Accessing PRS

Access the PRS Home Page from the FSA Applications intranet website at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under "Production Adjustment and Disaster Programs", CLICK "DCP-ACRE Applications". The FSA-ACRE Applications Screen will be displayed. Users shall click "Production Reporting System (PRS)" and the Production Reporting System (PRS) Login Screen will be displayed.

D Production Reporting System (PRS) Login Screen

The following is an example of the Production Reporting System (PRS) Login Screen. CLICK "PRS Login" to continue.



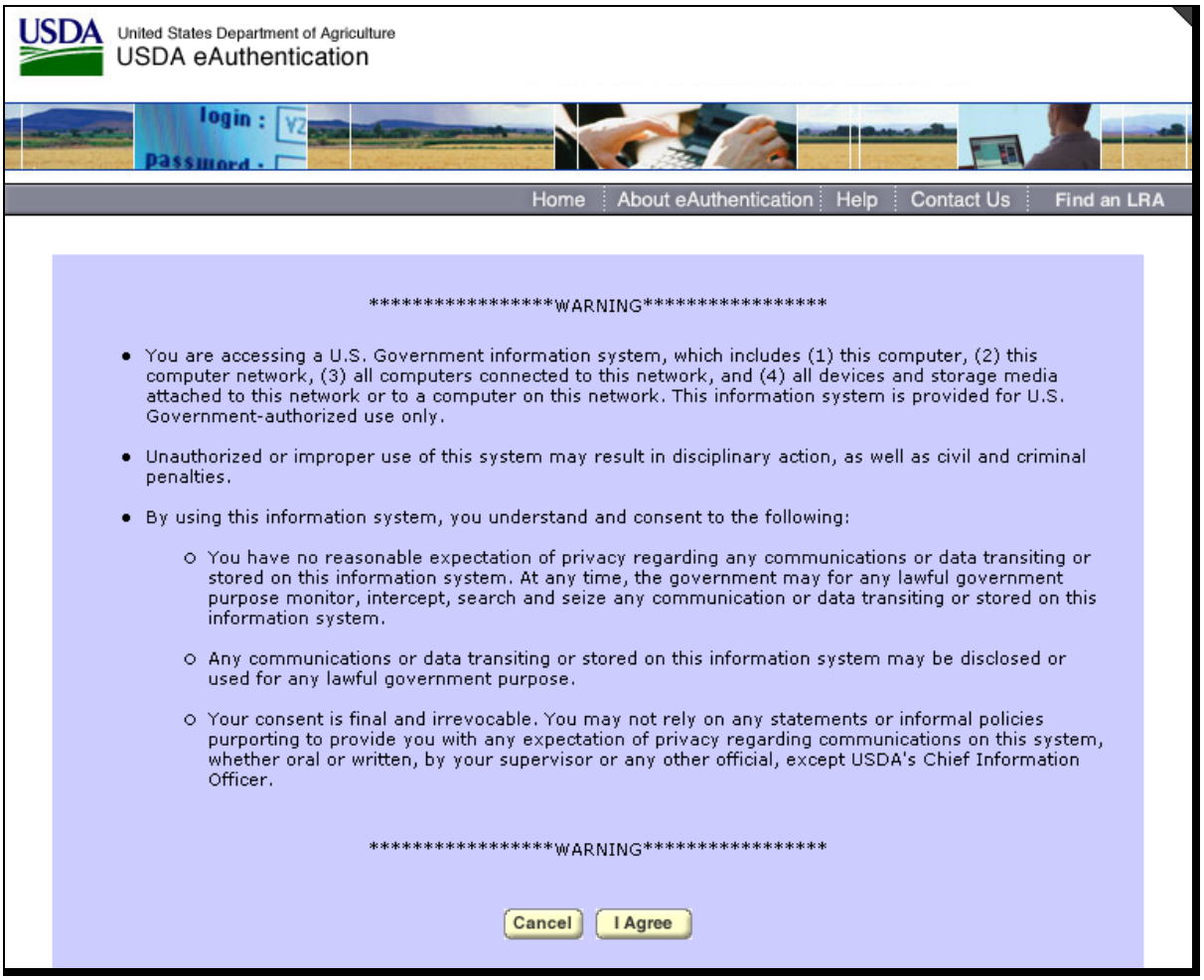
The USDA eAuthentication Warning Screen will be displayed.**--***

*--321 Accessing Software (Continued)

E USDA eAuthentication Warning Screen

On the USDA eAuthentication Warning Screen, CLICK:

- "**I Agree**" to proceed
- "**Cancel**" to end the process.



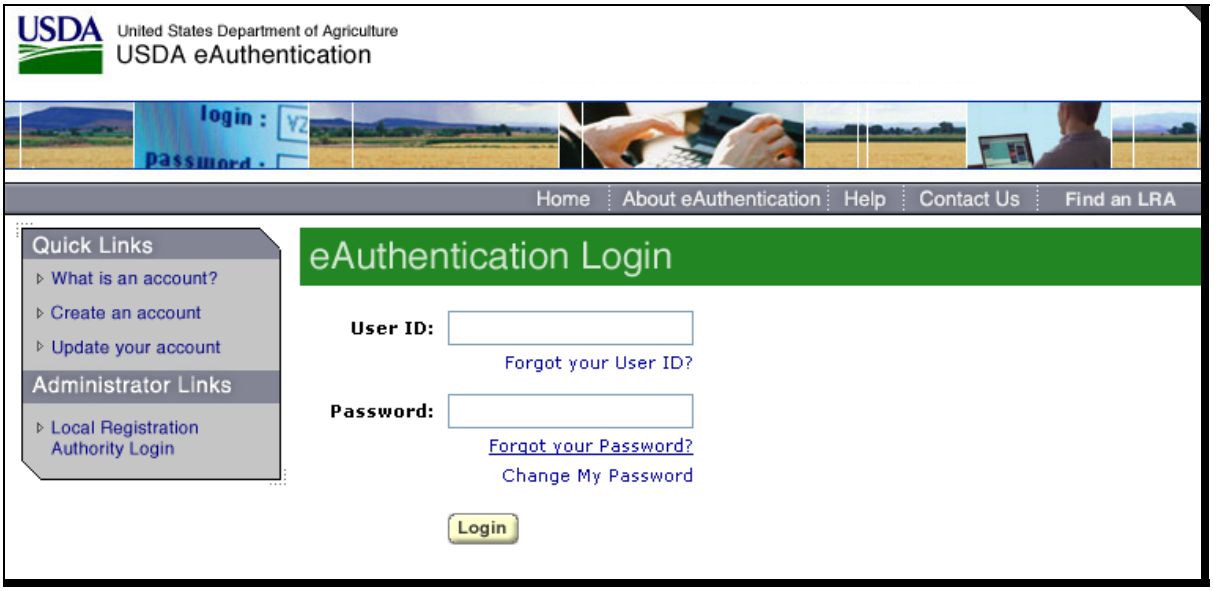
--*

*--321 Accessing Software (Continued)

F eAuthentication Login Screen

On the eAuthentication Login Screen, users must:

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



--*

*--322 PRS Main Menu

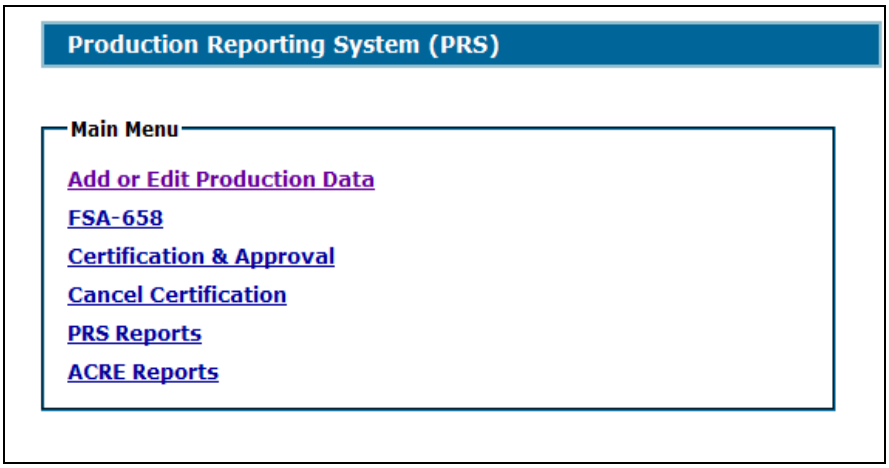
A Overview

After a user has logged in and been authenticated, the PRS Main Menu will be displayed. The PRS Main Menu will allow users to do any of the following:

- add or edit production data
- generate FSA-658
- enter operator certification dates
- approve FSA-658's
- cancel FSA-658's
- view and print reports.

B PRS Main Menu Screen

The following is an example of the PRS Main Menu.



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*--322 PRS Main Menu (Continued)

C Action

The following provides the options available on the PRS Main Menu.

Option	Explanation
Add or Edit Production Data	Allows users to enter production data for all crops on a farm for the selected State/county/year. Production data is loaded at the tract level for the farm selected.
FSA-658	Allows users to view and print FSA-658 for a selected crop/practice on a farm. System will pre-fill FSA-658 based on production data loaded.
Certification & Approval	Allows users to enter operator certification dates and COC approval dates for FSA-658's.
Cancel Certification	Allows users to manually cancel FSA-658's because of data entry errors.
PRS Reports	Allows users to view and print reports for non-ACRE farms.
ACRE Reports	Allows users to view and print reports for ACRE farms.

--*

*--323 PRS Left Navigation Menu

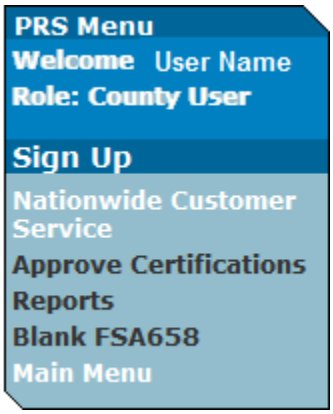
A Overview

The PRS Left Navigation Menu will appear on all PRS screens and provide users access to direct links within the system. The Left Navigation Menu provides the following options:

- nationwide customer service
- approve certifications
- reports
- blank FSA-658
- PRS Main Menu.

B PRS Left Navigation Menu

The following is an example of the PRS Left Navigation Menu.



C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the PRS Left Navigation Menu.

Field/Button	Description	Action
Nationwide Customer Service	Nationwide Customer Service provides users the option to add production or generate FSA-658's for any farm in the nation.	Once selected, users are in Nationwide Customer Service mode. See paragraph 362.
Approve Certifications	Provides link to the bulk approval process which allows users to approve/disapprove multiple FSA-658's having the same approval date.	Displays FSA-658 Bulk Approval Screen. See paragraph 358.
Reports	Provides a link to ACRE and PRS reports.	Displays Report Menu. See paragraph 354.
Blank FSA-658	Allows user to print a blank FSA-658.	Opens blank FSA-658 in separate window.
PRS Main Menu	Link to return to PRS Home Page.	Returns user to PRS Main Menu.

--*

*--324 Common Screens Used for all PRS Menu Options

A Overview

Each time a user selects 1 of the PRS Main Menu options, the system will require the user to go through some basic screens before the task involved can be performed with the menu option selected.

B Common PRS Screens

The following provides the common screens that will be displayed when any of the PRS Main Menu options are selected.

Basic PRS Screens	Explanation
State and County Selection Screen	Requires user to select applicable State/county/program year for the selected task.
SCIMS Customer Search Screen	Requires user to select an operator from SCIMS.
Select Farm	Requires user to select farm from a list of farms associated with the selected operator. **Note**: If an operator is only associated with 1 farm, the Farm Selection Screen will **not** be displayed. Instead, the system shall display the Farm Information Screen for the operator's farm.

--*

*--325 State and County Selection

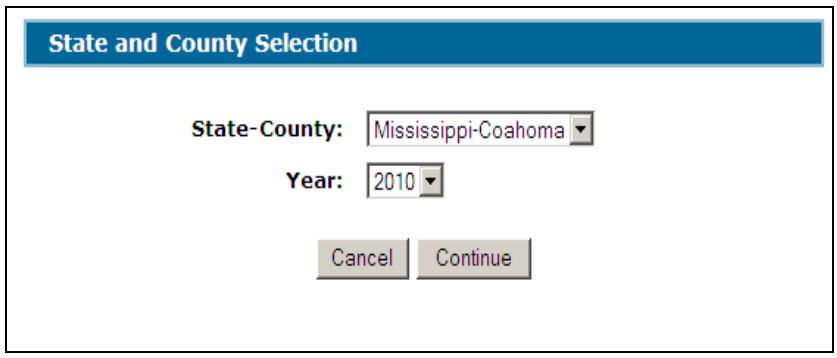
A Overview

When users click any option on the PRS Main Menu, the first screen displayed will be the State and County Selection Screen. Users must select a State, county, and program year to perform any of the functions listed on the PRS Main Menu.

The State and counties listed in the drop-down menu include only the State and counties the user is associated to in e-Authentication. However, users also have the option of accessing PRS through the Nationwide Customer Service option. This option will allow users to access PRS, enter production, and generate FSA-658's for any operator or farm in the nation. See paragraph 362 for more information on the Nationwide Customer Service option access.

B State and County Selection Screen

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



C Action

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

- State/county
- year.

CLICK "**Continue**" and the SCIMS Customer Search Screen will be displayed.--*

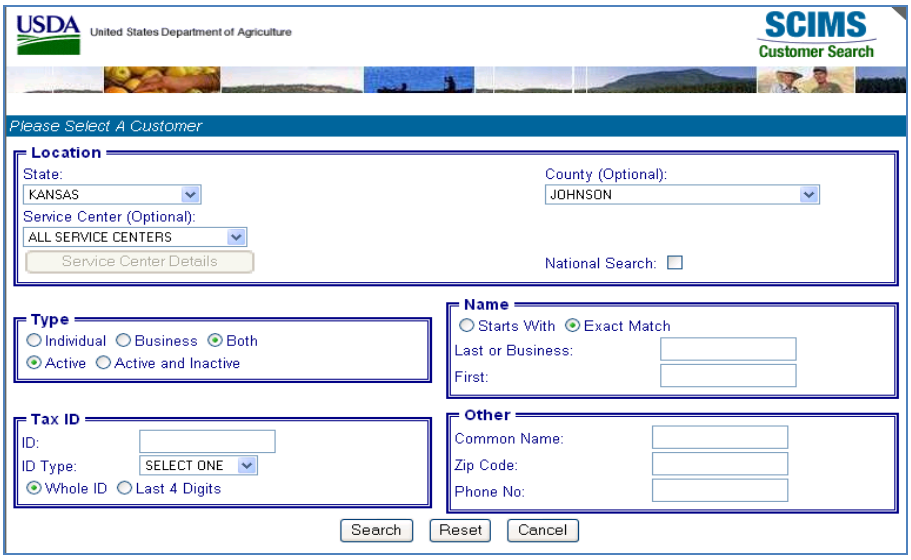
*--326 SCIMS Customer Search Screen

A Overview

Production for a farm is recorded in PRS under the farm operator. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable operator. The operator can be selected by type, name, tax, ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



Users must select customers based on search results by clicking the applicable operator.

If the selected operator is associated with:

- more than 1 farm, the Select Farm Screen will be displayed; see paragraph 327
- only 1, farm the Select Tract Screen will be displayed; see paragraph 334
- only 1 farm having only 1 tract, the Tract Data Screen will be displayed. See paragraph 335.--*

*--327 Select Farm Screen

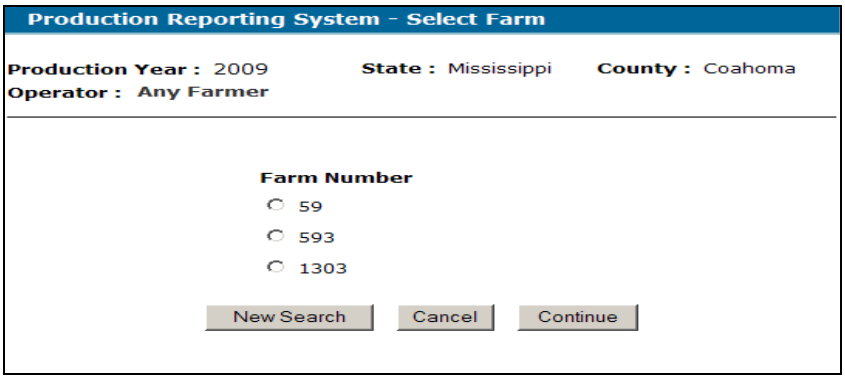
A Overview

The Select Farm Screen will:

- be displayed only if the operator selected is associated with more than 1 farm
- display the farm numbers for each farm associated with the selected operator.

B Select Farm Screen

The following is an example of the Select Farm Screen.



C Options

The following is an explanation of the options available on the Select Farm Screen.

Option	Result
New Search	The SCIMS Customer Seach Screen will be displayed. See paragraph 326.
Cancel	Return to PRS Main Menu.
Continue	The resut of this action depends on which option the user selected on the PRS Main Menu. If the option selected on the PRS Main Main was: • "Add or Edit Production Data", the Select Tract Screen will be displayed; see paragraph 334 • "FSA-658", the Select Crop for FSA-658 Screen will be displayed; see paragraph 345 • "Certification & Approval", the Select Crop for Certification Screen will be displayed; see paragraph 348 • "Cancel Certification", the Cancel Certification Screen will be displayed. See paragraph 350.

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328-331 (Reserved)

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*--Section 2 Adding or Editing Production Data

332 Production Data

A Overview

PRS provides users the capability to add or edit production data for a farm. Users have the capability to enter current and historical production data. Production data entered in PRS shall included production from all producers on the farm.

B Entering Production Data by Tract

Production data shall be recorded in PRS at the tract level. In cases where production has been reported for a farm at the farm level, County Offices shall follow subparagraph C to allocate production to the tract level.

C Allocating Production to the Tract Level

Allocate production that has been previously reported at the farm level to the tract level by multiply the calculated yield for the farm times the total acreage for each tract. The result is the production quantity to be allocated to each tract.

Example: Production for Farm 12345 was entered in the ACRE FSA-658 workbook for "All Yield" corn at the farm level. Yields were calculated for the last 5 years for the farm to establish an ACRE Benchmark Farm Yield. For 2004, total production was reported as 13,446.40 bushels on a total of 76.40 planted acres. The "Calculated Yield" for the farm for 2004 was 176.00. Farm 12345 consists of Tracts 1 and 2. Tract 1 has 41.0 planted acres and Tract 2 had 35.4 planted acres.

Allocate production reported for the farm in 2004 to the tract level according to the following.

Step	Action	Result
1	Multiply the 2004 Calculated Yield by the total planted acreage for the crop on Tract 1. 176 x 41.0	The Production Quantity to be allocated to Tract 1. 7,216 bushels to count on Tract 1
2	Multiply 2004 Calculated Yield by total planted acreage for the crop on Tract 2. 35.4 x 176	6,230.4 bushels to count on Tract 2

--*

***--332 Production Data (Continued)**

D Entering Historical Production Data

PRS provides users the ability to enter historical production for a farm. For the current program year selected, users have the option to enter historical production for each of the last 5 years.

Example: For program year 2009, users will have the capability to load historical production data for each of the years 2008, 2007, 2006, 2005, and 2004.

Prior year production data for a farm shall be entered in PRS under the structure of the farm, as constituted, for the selected program year. If a farm has been reconstituted in the past 5 years, the system will not be able to retrieve farm/tract data. In these cases, users must add crops and acreage before production data can be entered. Production for the crops added shall be recorded at the farm level. See paragraph 337.

In some cases, prior year compliance data will not be available for a farm and/or tract because the crop was not planted on the farm for the selected prior year. If compliance data is not available, no prior year production shall be entered.

Note: For ACRE Benchmark Farm Yield purposes, PRS shall use the applicable plug yield for a crop/practice when production data is not available.**--***

*--333 Accessing the Add or Edit Production Data Option

A Overview

To enter production data for a farm, CLICK "**Add or Edit Production Data**" on the PRS Main Menu.

B Common PRS Screen Selections

Users must select the following common PRS screens as follows:

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Select Tract Screen will be displayed. See paragraph 334. If the selected farm has only 1 tract, the Tract Data Screen will be displayed. See paragraph 335.--*

*--334 Select Tract Screen

A Overview

The Select Tract Screen allows user to select the applicable tract to enter production. All tract numbers on the farm for the selected program year shall be displayed.

B Select Tract Screen

The following is an example of the Select Tract Screen.

The user shall select the applicable tract and CLICK “Continue”. The PRS Tract Data Screen will be displayed.

C Options

The following provides the options available on the Select Tract Screen.

Option	Result
Back	Select Farm Screen will be displayed.
New Search	Return to the SCIMS Producer Search Screen to select a different producer.
Cancel	Return to PRS Main Menu.
Continue	Record Tract Data Screen will be displayed.

--*

*--335 Tract Data Screen

A Overview

The Tract Data Screen provides users the option to select a crop to add or edit prodction data.

B Tract Data Screen

The following is an example of the Tract Data Screen.

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***--335 Tract Data Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions for the Tract Data Screen.

Field/Button	Description	Action
Program Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Production Year	Allows user to select a year to enter production. Users may select to enter production for the current program year and the last 5 years. **Example:** For program year 2009, users may select to enter production for each of the years 2009, 2008, 2007, 2006, 2005, and 2004.	Each time a different production year is selected the screen will refresh and display the crops planted on the tract for the selected production year.
Farm	Farm serial number selected through the Farm Selection Screen.	
Operator	Operator selected through the SCIMS Customer Search Screen.	
Tract	Tract selected on the Select Tract Screen.	**Notes:** The drop-down menu to the right of the tract number provides users the option to select another tract on the farm. If the user selects a different tract, the screen shall be refreshed and will display crops for the new tract selected.

--*

*--335 Tract Data Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
Crops	All crops reported on FSA-578 for the selected production year. Crops shall be displayed by crop, crop type, intended use, and practice. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Add/Edit	Allows user to add or edit production data for a crop. **Note:** The option to "**Add**" will be displayed if no production data has been entered for the crop. If production data has been previously entered for the crop, the "**Edit**" option shall be displayed.	The Record Production Data Screen will be displayed.
Back		Select Tract Screen will be displayed.
New Search		SCIMS Customer Search Screen will be displayed.
Cancel		PRS Main Menu will be displayed.
Continue		PRS Summary Screen will be displayed.

--*

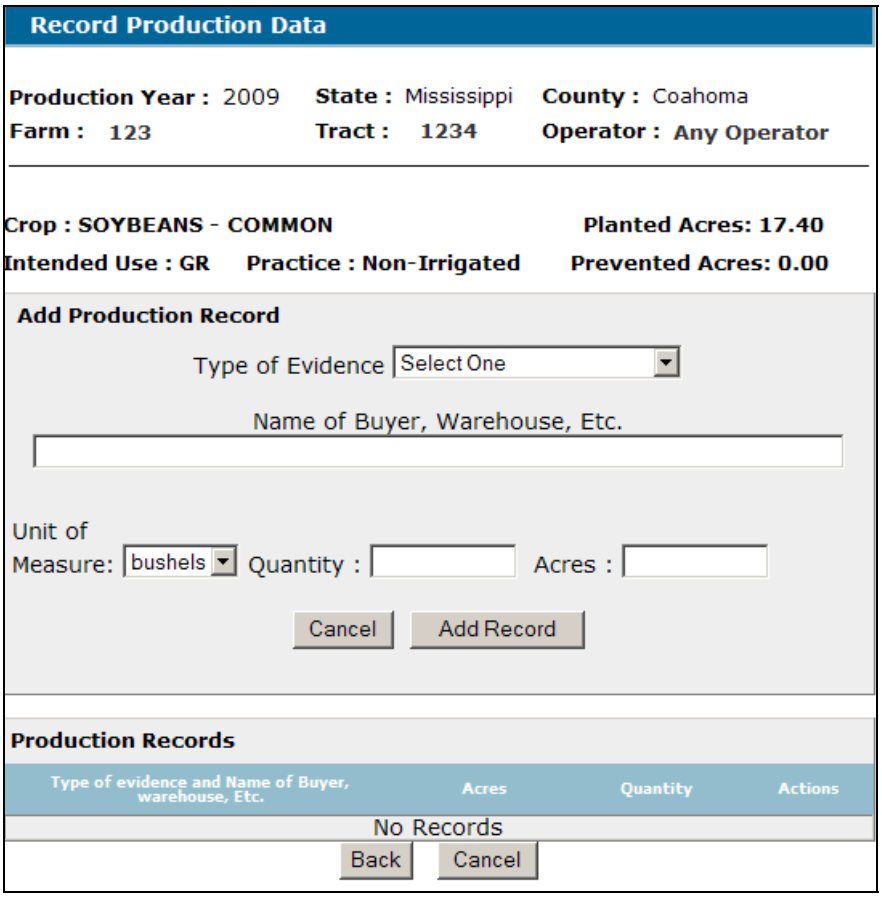
*--336 Record Production Screen

A Overview

The Record Production Data Screen provides users that capability to enter production data for the selected crop on the farm.

B Record Production Data Screen

The following is an example of the Record Production Data Screen.



Note: Once a production record has been added for a crop, it will be displayed in the Production Records Section. Users will have the option to edit or delete production records in this section.**--***

*--336 Record Production Screen (Continued)

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions for the Record Production Data Screen.

Field/Button	Description	Action
Production Year	Production year selected on the Tract Data Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm serial number selected through the Farm Selection Screen.	
Tract	Tract selected on the Select Tract Screen.	
Operator	Operator selected through the SCIMS Customer Search Screen.	
Crop	Crop and crop type selected.	
Planted Acres	Displays planted acreage reported on FSA-578 for selected production year.	
Intended Use	Intended use for the crop selected.	
Practice	Practice for crop selected.	
Prevented Planted Acres	Displays prevented planted acres reported on FSA-578 for selected production year.	

--*

*--336 Record Production Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
The Add Production Record Section allows users to add production records for the crop/crop type/intended use/practice selected.		
Type of Evidence	Manual selection. Users shall select the type of production evidence submitted, if applicable.	**Notes:** If the production quantity is based on operator certification, the user shall select "**Certification**" as type of production evidence. If additional types of evidence are needed in the drop-down menu, County Office users shall contact their State Office administrative users.
Name of Buyer, Warehouse, Etc.	Manual and optional entry.	Users shall enter the name of the buyer for the applicable production quantity.
Unit of Measure	For non-ACRE crops, the unit of measure shall be defaulted to the unit of measure for the crop as provided on NCT. If there is no unit of measure in NCT for the crop, an error message will be displayed notifying the user. For ACRE crops, unit of measure shall be defaulted to the applicable unit of measure for the crop. However, users have the option to enter silage production in tons for the following ACRE crops: • barley • corn • grain sorghum • oats • soybeans • wheat • small chickpeas • lentils • peas.	User shall select tons or bushels as applicable for the production quantity entered. If production quantity is entered in tons, the system will apply the applicable conversion factor and convert the tons to bushels or pounds as applicable for the crop.

--*

*--336 Record Production Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
Quantity	Manual entry. Production quantity associated with the production record.	Users shall enter the production quantity for the crop.
Acres	Manual entry. If the production quantity is associated to certain acres, the user can enter the acres associated with the production quantity entered. **This field is not required**. Acres in this field will not be used in yield calculations.	Users shall enter number of acres for which the production quantity is associated.
Cancel	Will clear any data entered in the Add Production Record Section.	
Add Record	Saves and adds production record entered. Once added the record will be displayed in the Production Records Section.	
The Production Records Section will display all records of production that have been entered. Users have the option to edit or delete production records that have been previously entered.		
Back		Tract Data Screen will be displayed.
Cancel		PRS Main Menu will be displayed.

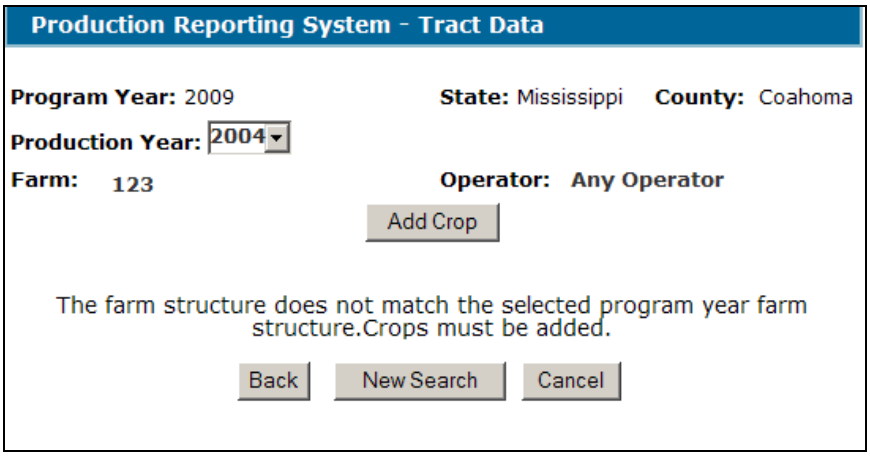
--*

*--337 Add Crop Screen

A Overview

According to subparagraph 332 D, when a farm has been reconstituted in prior years, the system cannot retrieve compliance data for prior production years. In these cases, the system will require the user to add crops before production can be entered.

If the farm structure is not the same in the selected program year and the selected prior production year, the system will provide the user with the following error message.

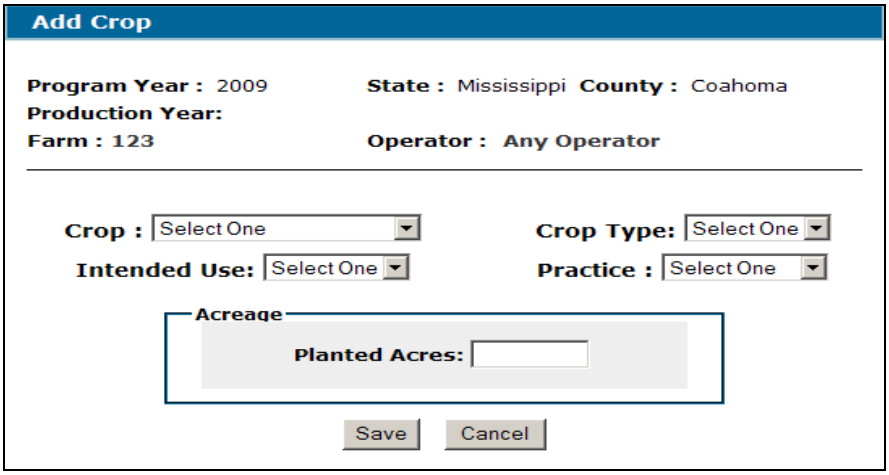


User shall CLICK "Add Crop" to add crops for the selected prior production year. The Add Crop Screen will be displayed.

The Add Crop Screen will allow users to "add crops" on a farm for the selected prior production year. The crops added shall be limited only to eligible ACRE crops reported on FSA-578 for the selected production year.

B Add Crop Screen

The following is an example of the Add Crop Screen.



--*

***--337 Add Crop Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Add Crop Screen.

Field/Button	Description	Action
Program Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Production Year	Year selected from the Tract Data Screen to enter production for the applicable crop.	
Farm	Farm number for farm selected.	
Operator	Operator selected through the SCIMS Customer Search Screen.	
Crop	Manual selection. Users may only add ACRE crops that were reported on FSA-578 for the selected production year. To add a crop, select the crop name from the drop-down menu. The crop names displayed are limited to only eligible ACRE crops and shall be displayed as listed in 2-CP, Exhibit 10.5.	Name of the crop selected shall be displayed.
Crop Type	Manual selection. User shall select crop type for crop selected. Crop types shall be listed as provided in 2-CP, Exhibit 10.5. Users may select from a list of crop types for eligible ACRE crops.	Crop type selected will be displayed.

--*

***--337 Add Crop Screen (Continued)**

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
Intended Use	Manual selection. User shall select intended use for crop/crop type selected as reported on FSA-578 for the selected production year.	Intended use selected will be displayed.
Practice	Manual selection. User shall select practice for crop/crop type/intended use selected as reported on FSA-578 for the selected production year. Practice shall be either irrigated or nonirrigated.	Practice selected will be displayed.
Planted Acres	Manual entry. User shall enter planted acreage for the crop/crop type/intended use/practice selected. Planted acreage entered shall be total planted acreage for the crop for the farm as reported on FSA-578 for the selected production year. Planted acreage includes initial, double cropped, and failed acreage for the crop/crop type/intended use and practice selected.	Planted acreage entered will be displayed. **Note:** For 2009, this number shall be recorded on the manual FSA-658.
Save	Save entry.	Tract Data Screen will be displayed with crop added. Users can add: • production for the crop • another crop.
Cancel		Returns user to Tract Data Screen.

--*

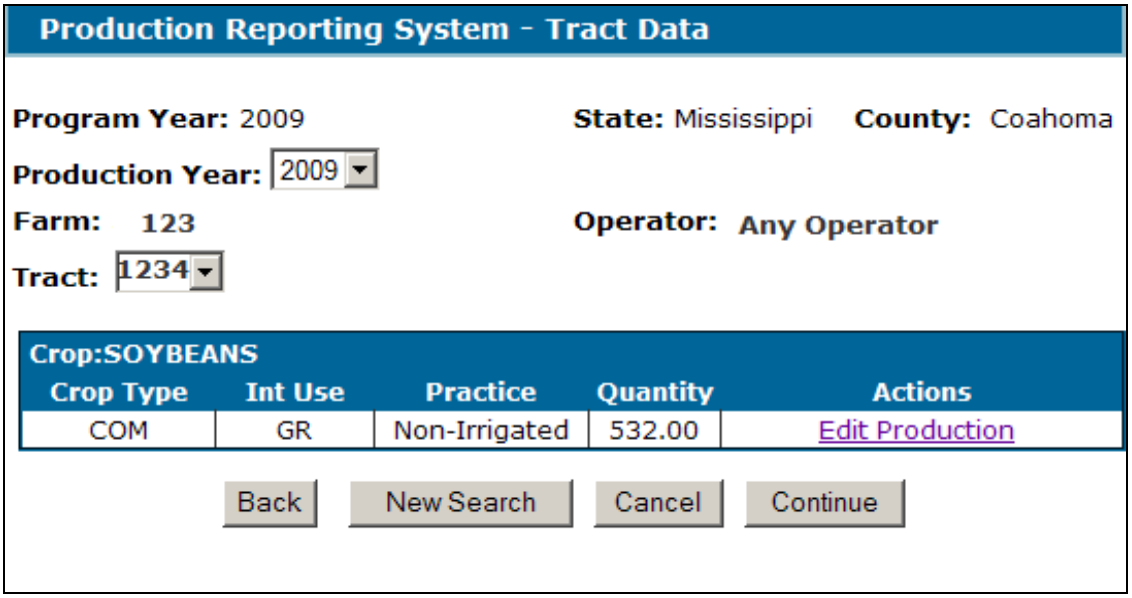
*--338 Editing Production Data

A Overview

Production data that has been previously entered may be edited through the Edit Production Data Screen.

B Accessing Edit Production Option

To access the Edit Production Data Screen, CLICK “Edit Production” on the Tract Data Screen next to the applicable crop.



The Edit Production Data Screen will be displayed.--*

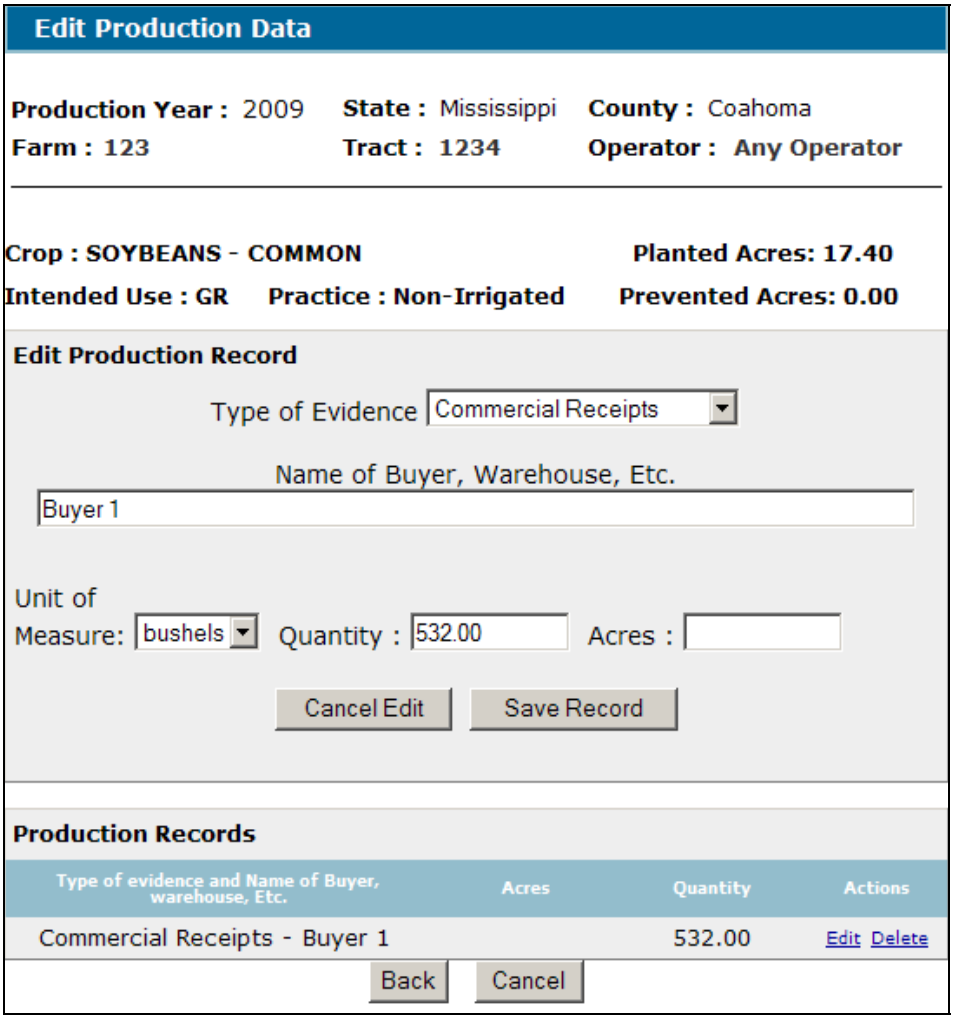
*--339 Edit Production Data Screen

A Overview

The Edit Production Data Screen will display all production records entered for the crop in the Production Records Section. Users may select the applicable production record to edit.

B Edit Production Data Screen

The following is an example of the Edit Production Data Screen.



Notes: All production records entered for the crop shall be displayed in the Production Records Section.

The most recent production record added shall be displayed in the Edit Production Record Section. To add another production record for the crop selected, CLICK "Cancel Edit" to clear any data from the Edit Production Record Section. The screen will allow the user to add an additional production record for the crop.--*

*--339 Edit Production Data Screen (Continued)

C Field Descriptions and Actions

The following provides the fields, descriptions, and actions for the Edit Production Data Screen.

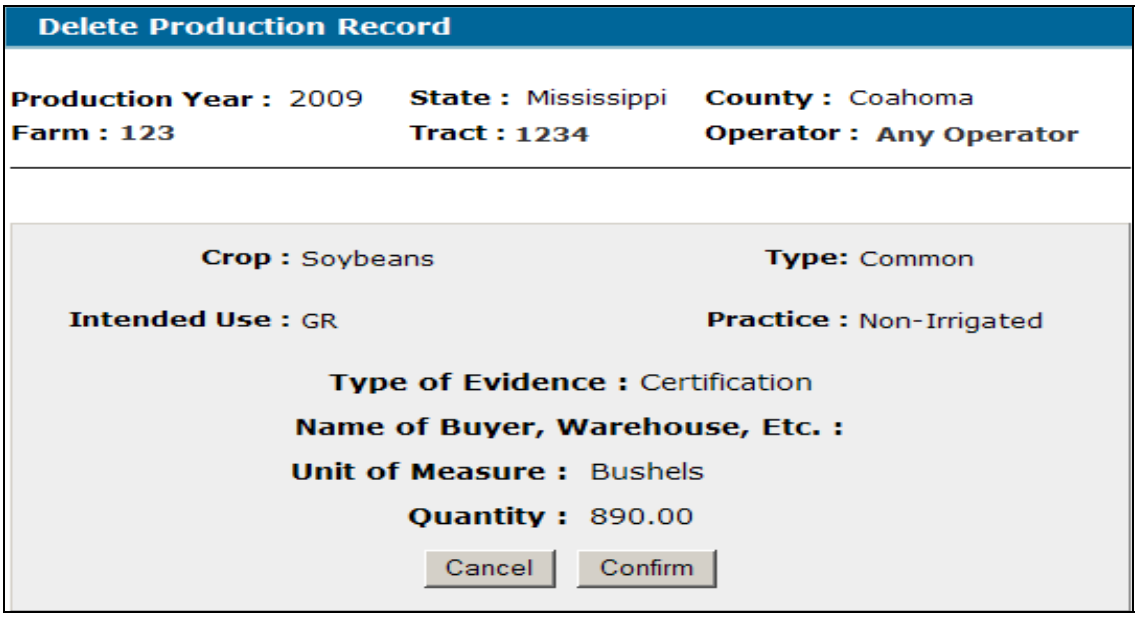
Field/Button	Description	Action
Production Year	Production year selected on the Tract Data Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected on the Farm Selection Screen.	
Tract	Tract selected on Tract Data Screen.	
Operator	Operator selected through SCIMS Customer Search.	
Crop	Displays crop and crop types selected for edit.	
Planted Acres	Total planted acres reported on FSA-578 for the crop and tract selected.	
Intended Use	Intended use for the crop selected.	
Practice	Practice for the crop selected.	
Prevented Acres	Total prevented planted acres reported on FSA-578 for the crop/tract selected.	
Edit Production Records Section	Displays the production data previously entered for the production record selected.	Users may edit data as needed.
Cancel Edit	Cancel any production data displayed in Edit Production Record Section.	Will allow user to add another production record for the crop selected.
Save Record	Save edited data.	Edited production data will be saved and displayed in the Production Records Section.
Production Records Section	Displays all production records entered for the crop selected.	Users may select a production record for edit.
Back		Tract Data Screen will be displayed.
Cancel		PRS Main Menu will be displayed.

--*

*--339 Edit Production Data Screen (Continued)

D Deleting Production Record

To delete a production record, CLICK “Delete” next to the applicable record.



The Delete Confirmation Screen will be displayed. CLICK:

- “Confirm” to delete the record
- “Cancel” to cancel the delete action.--*

*--340 Production Reporting System – Summary Screen

A Overview

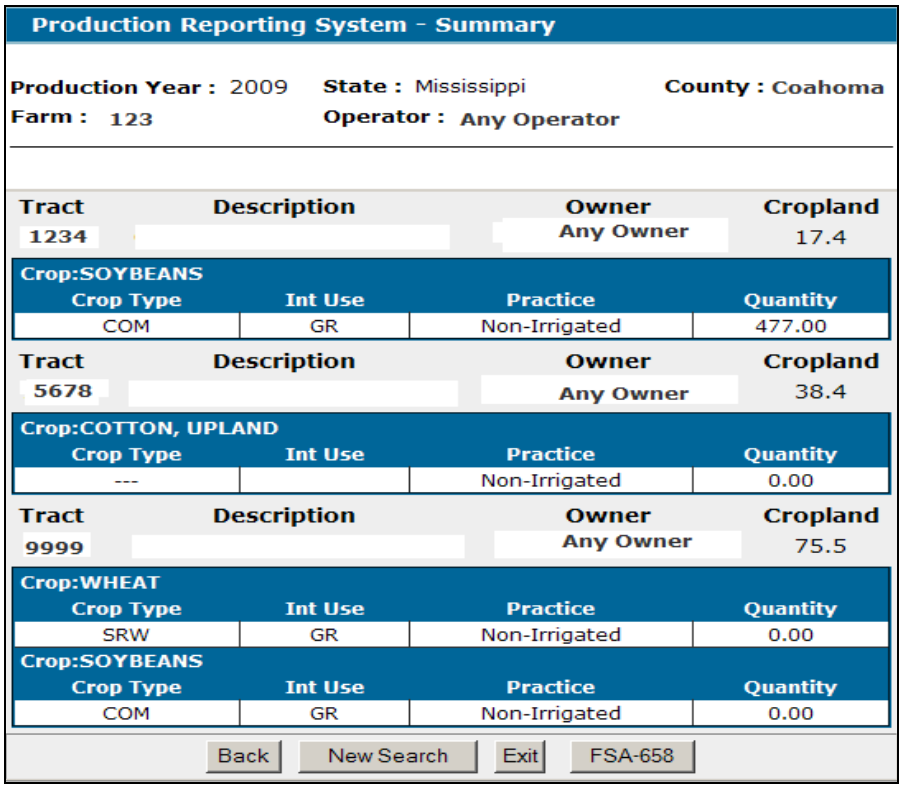
The Production Reporting System – Summary Screen allows users to view a summary of production data entered for all crops on a farm. The Production Reporting System - Summary Screen will display all tracts on the farm and all crops for which production data has been entered.

Note: Currently, the Production Reporting System - Summary Screen displays only production entered for the current program year. The capapbility to view production for prior years shall be available in a future software release.

To access the Production Reporting System Summary Screen, CLICK "Continue" on the Tract Data Screen.

B Production Reporting System - Summary Screen

The following is an example of the Production Reporting System - Summary Screen.



Production Reporting System - Summary

Production Year : 2009 **State :** Mississippi **County :** Coahoma
Farm : 123 **Operator :** Any Operator

Tract	Description	Owner	Cropland
1234		Any Owner	17.4

Crop:SOYBEANS

Crop Type	Int Use	Practice	Quantity
COM	GR	Non-Irrigated	477.00

Tract	Description	Owner	Cropland
5678		Any Owner	38.4

Crop:COTTON, UPLAND

Crop Type	Int Use	Practice	Quantity
---		Non-Irrigated	0.00

Tract	Description	Owner	Cropland
9999		Any Owner	75.5

Crop:WHEAT

Crop Type	Int Use	Practice	Quantity
SRW	GR	Non-Irrigated	0.00

Crop:SOYBEANS

Crop Type	Int Use	Practice	Quantity
COM	GR	Non-Irrigated	0.00

Back | New Search | Exit | FSA-658

--*

*--340 Production Reporting System – Summary Screen (Continued)

C Fields, Descriptions, and Actions

The following provides fields, descriptions, and actions for the Production Reporting System - Summary Screen.

Field/Button	Description	Action
Program Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected on the Farm Selection Screen.	
Operator	Operator selected through SCIMS Customer Search.	
Tract	Displays summary of all tracts on the farm selected. For each tract, the legal description of the tract, owner name, and total farmland acres will be displayed.	
Crop	Displays a summary of all crops on the tract. Crops will be displayed by crop/crop type/intended use/practice.	
Quantity	Displays production quantity associated with each crop/crop type/intended use/practice.	
Back		Tract Data Screen will be displayed.
New Search		SCIMS Customer Search Screen will be displayed.
Exit		PRS Main Menu will be displayed.
FSA-658	Takes user to FSA-658 process to generate FSA-658 for the operator, farm, and year selected.	Select Crop for FSA-658 Screen will be displayed. See paragraph 345.

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341-343 (Reserved)

344 FSA-658 Process

A Overview

FSA-658:

- is the official record of a farm's calculated yield
- displays the production and acreage quantities used in yield calculations as well as the yield calculated for the selected program year.

For farms participating in ACRE, FSA-658 is used to record both the Benchmark Farm Yield and the Actual Farm Yield. Users have the option to select the applicable yield to be generated during the FSA-658 process. For non-ACRE farms, users shall only have the option to generate FSA-658 for the Actual Farm Yield.

B Accessing FSA-658 Option from PRS Main Menu

After selecting FSA-658 from the PRS Main Menu, users select the following common PRS screens as follows.

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Select Crop for FSA-658 Screen will be displayed.**--***

*--345 Select Crop for FSA-658 Screen

A Overview

The Select Crop for FSA-658 Screen displays all crops by crop and practice on the farm.

Note: Crops that have been established as "All Yield" shall still be displayed on the Select Crop For FSA-658 Screen as irrigated or nonirrigated. Users shall select either the irrigated or nonirrigated crop. If the crop is an "All Yield", the system will combine both the irrigated and nonirrigated production and acreage for the crop during the FSA-658 process.

B Select Crop for FSA-658 Screen

The following is an example of the Select Crop for FSA-658 Screen.

Select Crop for FSA-658

Production Year : 2009 **State :** Mississippi **County :** Coahoma
Farm : 123 **Operator :** Any Operator

Crop	Practice	FSA-658 Actions
WHEAT	Non-Irrigated	Actual Yields BenchMark Yields
COTTON, UPLAND	Non-Irrigated	Actual Yields BenchMark Yields
SOYBEANS	Non-Irrigated	Actual Yields BenchMark Yields

New Search Cancel

--*

*--345 Select Crop for FSA-658 Screen (Continued)

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Select Crop for FSA-658 Screen.

Field/Button	Description	Action
Production Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected through Farm Selection Screen.	
Operator	Operator selected through SCIMS Customer Search Screen.	
Crop	Displays all crop(s) on the selected farm for which production data has been entered for the State/county and year selected.	
Practice	Practice(s) reported on FSA-578.	
FSA-658 Actions	Displays FSA-658 options available for the crop. **For ACRE farms** and eligible ACRE crops, users can select either of the following options: • Benchmark Farm Yield • Actual Yield. For farms not participating in ACRE and ineligible ACRE crops, users can only generate FSA-658 reflecting the actual yield for the crop.	When either Benchmark Farm Yield or Actual Yield Option is selected for a crop/practice, FSA-658 shall open in a separate window and display yield calculation.
New Search	Allows user to select another operator to generate FSA-658.	SCIMS Customer Search Screen will be displayed.
Cancel		PRS Main Menu will be displayed.

--*

*--346 FSA-658

A Overview

After users select either Benchmark Farm Yield or Actual Farm Yield on the Select Crop for FSA-658 Screen, FSA-658 shall open in a separate window.

FSA-658 shall be pre-filled based on production data loaded for the crop and shall display the applicable yield, Benchmark Farm Yield or Actual Yield, for the crop and practice selected.

FSA-658's are crop and practice specific. Therefore, separate FSA-658's must be generated for each crop and practice on the farm. If the selected crop has been established as an "All Yield", the system will calculate the yield selected and combine production and acreage for both practices, irrigated or nonirrigated, for the crop. In FSA-658, item 5, "All Yield" will be displayed.

B Printing FSA-658

Print FSA-658 by clicking on the printer icon in the top left corner of the open window.--*

*--347 Certification & Approval PRS Main Menu Option

A Overview

The “Certification & Approval” option on the PRS Main Menu provides users the capability to certify FSA-658 for a selected crop and practice. Users shall have the capability to enter all of the following:

- operator certification date
- type of certification
- COC approval date
- COC decision (approve or disapprove).

B Accessing Certification & Approval from PRS Main Menu

After selecting “Certification & Approval” on the PRS Main Menu, users must select the following common PRS screens:

- State/county/program year on the State and County Selection Screen according to paragraph 325

- operator on the SCIMS Customer Service Screen according to paragraph 326

- farm on the Select Farm Screen according to paragraph 327.

The Select Crop for Certification Screen will be displayed.**--***

*--348 Select Crop for Certification Screen

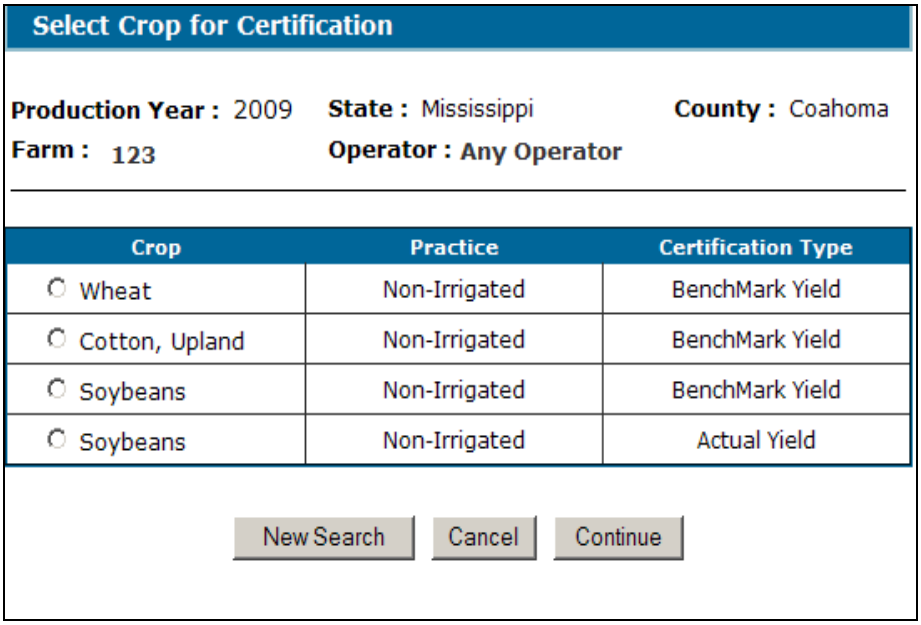
A Overview

The Select Crop for Certification screen displays all FSA-658's that have been generated for a specific crop and practice on a farm. Users may select the crop to enter operator certification and COC approval/disapproval dates.

Note: If the crop is an all yield, "All Yield" will be displayed in the practice column.

B Select Crop for Certification Screen

The following is an example of the Select Crop for Certification Screen.



Select Crop for Certification

Production Year : 2009 **State :** Mississippi **County :** Coahoma
Farm : 123 **Operator :** Any Operator

Crop	Practice	Certification Type
Wheat	Non-Irrigated	BenchMark Yield
Cotton, Upland	Non-Irrigated	BenchMark Yield
Soybeans	Non-Irrigated	BenchMark Yield
Soybeans	Non-Irrigated	Actual Yield

New Search Cancel Continue

After a crop has been selected, CLICK "Continue" and the Certification & Approval Screen will be displayed.--*

*--348 Select Crop for Certification Screen (Continued)

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Select Crop for Certification Screen.

Field/Button	Description	Action
Production Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected from the Farm Selection Screen.	
Operator	Operator selected from the SCIMS Customer Search Screen.	
Crop	Crop selected from the Select Crop for Certification Screen.	
Practice	Practice associated with the selected crop on the Select Crop for Certification Screen	
Certification Type	FSA-658 type (Benchmark Yield/Actual Yield).	
New Search	Allows user to select another farm.	Return user to SCIMS Customer Search Screen.
Cancel		Return user to PRS Main Menu.
Continue		Certification and Approval Screen will be displayed.

--*

*--349 Certification & Approval Screen

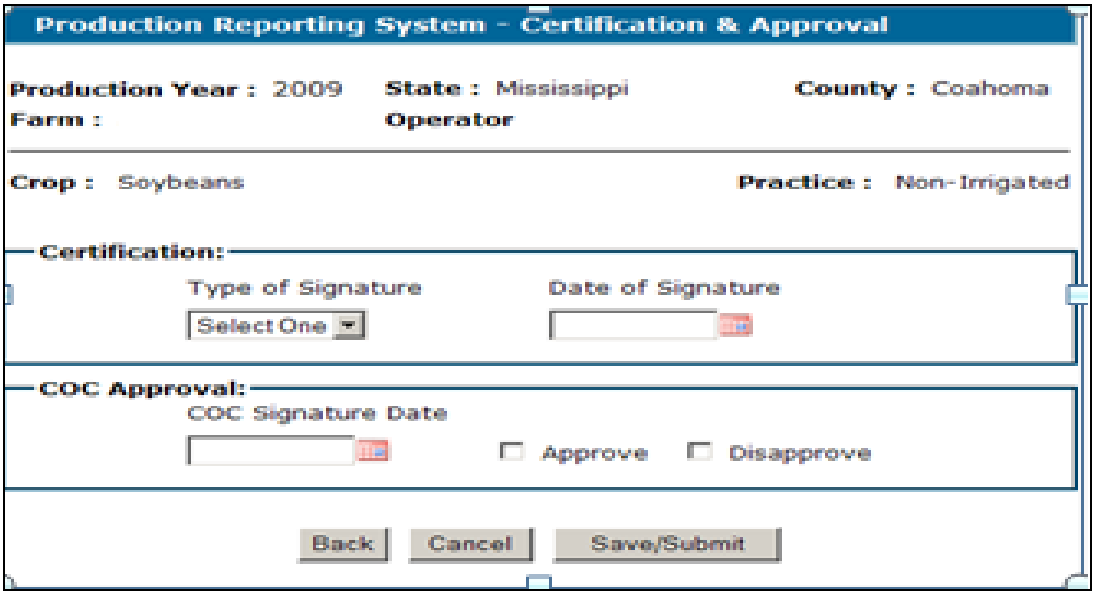
A Overview

The Certification & Approval Screen provides the capability to enter operator certification and COC approval/disapproval dates.

Note: Certification and COC approval/disapproval dates do not have to be entered at the same time.

B Certification & Approval Screen

The following is an example of the Certification & Approval Screen.



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*--349 Certification & Approval Screen (Continued)

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Certification & Approval Screen.

Field/Button	Description	Action
Production Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected from the Farm Selection Screen.	
Operator	Operator selected from the SCIMS Customer Search Screen.	
Crop	Crop selected from the Select Crop for Certification Screen.	
Practice	Practice associated with the selected crop on the Select Crop for Certification Screen.	
Type of Signature	Manual selection. The type of signature provided by the operator. Signature types include either of the following: • paper • FAX.	Signature type shall only be entered after 1 of the following occurs: • operator signs and dates FSA-658 for the selected crop • County Office receives FAX with operator's certification and date for the selected crop.
Date of Signature	Manual entry of the date the operator signed or FAXed FSA-658. **Note: For program year 2009 only**, if FSA-658 has already been certified, the certification date of the owner, operator, or other producer, may be entered in PRS.	User shall enter the date the operator signed or FAXed FSA-658. User shall enter the date in any of the following formats: • mmddyyy • mmddyy • mm/dd/yyyy • mm/dd/yy. **Note:** User can also select date through the calendar.

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*--349 Certification & Approval Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
COC Signature Date	Manual entry of date COC approved FSA-658.	User shall enter the date COC signed FSA-658 either approving or disapproving the certification. User shall enter the date in any of the following formats: • mmddyyy • mmddyy • mm/dd/yyyy • mm/dd/yy. **Note:** User can also select date through the calendar.
Approve/Disapprove	Manual selection.	User shall select either approve or disapprove indicating COC's decision on FSA-658.
Back		Select Crop for Certification Screen will be displayed.
Cancel		PRS Main Menu will be displayed.
Save/Submit	User shall click "Save/Continue" to save certification and approval dates entered.	The Certification & Approval Screen will be refreshed and a message will be displayed indicating the certification and/or approval dates were successfully saved.

--*

*--350 Canceling FSA-658 Certifications

A Overview

The Cancel Certification option from the PRS Main Menu provides users the option to manually cancel a certified FSA-658 for selected crop/practices on a farm.

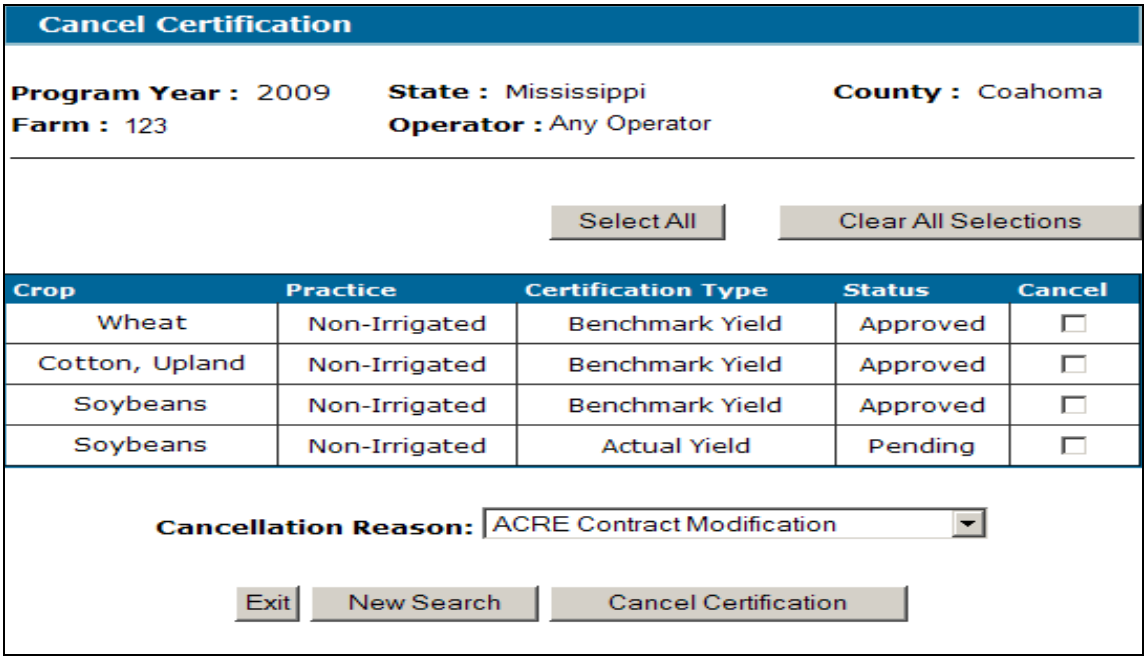
After selecting the “Cancel Certification” option from the PRS Main Menu, users must select the following common PRS screens:

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Cancel Certification Screen will be displayed.

B Cancel Certification Screen

The Canel Certification Screen will display a list of all FSA-658’s for the farm selected by crop and practice Users can select to cancel 1 or multiple FSA-658’s for the farm. The following is an example of the Cancel Certification Screen.



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*--350 Canceling FSA-658 Certifications (Continued)

D Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Cancel Certification Screen.

Field/Button	Description	Action
Program Year	Program Year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected from the Farm Selection Screen.	
Operator	Operator selected from the SCIMS Customer Search Screen.	
Crop	All FSA-658's that have been certified for the farm shall be listed by crop.	
Practice	Practice associated with the selected crop on the Select Crop for Certification Screen.	
Certification Type	The type of yield calculated on FSA-658 for the crop. The certification type displayed shall be either: • Benchmark Yield • Actual Yield.	
Status	Displays current status of the certified FSA-658. Status can be either: • approved • pending • disapproved.	
Cancel	Manual selection. Users can select to cancel: • FSA-658 for each crop on the farm • 1 or more FSA-658's.	Check (✓) shall be displayed next to the crop name of FSA-658 to be canceled.

--*

***--350 Canceling FSA-658 Certifications (Continued)**

D Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
Cancellation Reason	Manual selection.	User shall select applicable cancellation reason from drop-down menu.
Exit		PRS Main Menu will be displayed.
New Search	Allows user to select another operator.	SCIMS Customer Search Screen will be displayed.
Cancel Certification	Once FSA-658's have been selected by the user, the user shall click "Cancel Certification". FSA-658's for all crops selected shall be canceled.	The Cancel Certification Screen will: • be redisplayed and a message will be displayed indicating the selected FSA-658's were canceled successfully • no longer display FSA-658's that were canceled.

E Automatic Cancellations

PRS will automatically cancel FSA-658's if any of the following are changed:

- crop is added or deleted from FSA-578
- acreage is modified on FSA-578
- farm is reconstituted or deleted
- operator is inactivated in SCIMS
- operator's SCIMS record is purged
- legacy link is removed from the operator's SCIMS record
- ACRE contact is canceled.**--***

351-353 (Reserved)

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354 Reports

A Overview

The following 2 reporting options are available through PRS:

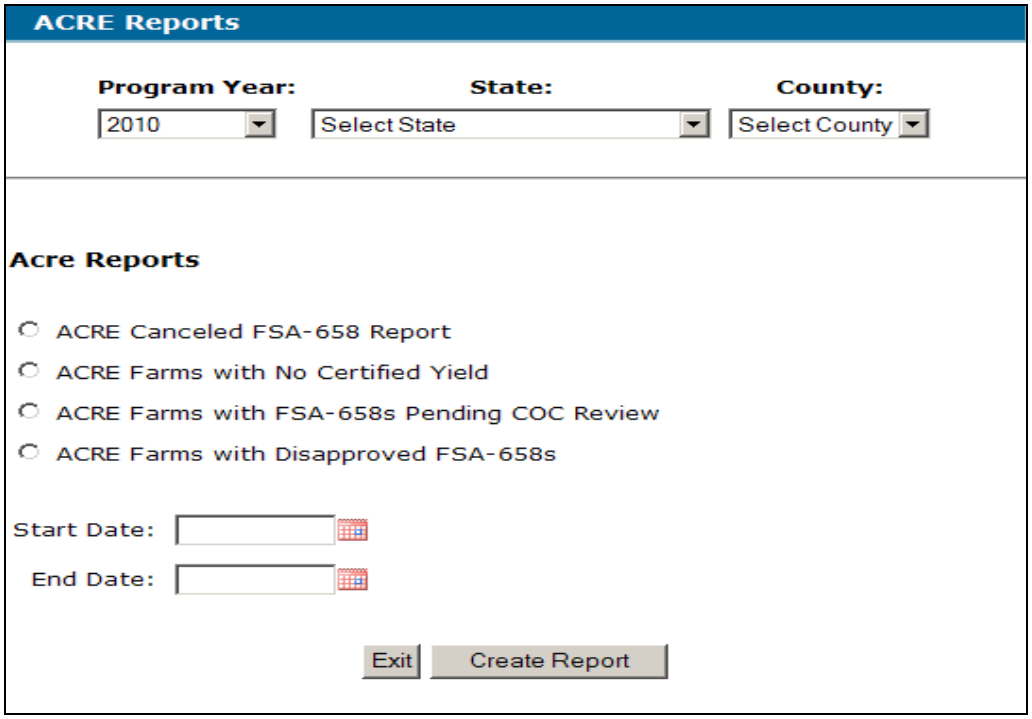
- reports for ACRE farms
- reports for non-ACRE farms.

Both options can be accessed by clicking “PRS Reports” on the PRS Main Menu. After selecting either ACRE reports or PRS reports, the applicable report screen will be displayed.

Note: The reports available under either the PRS or ACRE report options are identical. However, the ACRE reports will only include ACRE farms.

B Reports Screen

The following is an example of the reports screen for ACRE.



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***--354 Reports (Continued)**

C Descriptions of Reports

The following provides the report, action required, and data elements on the report. Only 1 report can be created at a time.

Report	Action	Result
Program Year	Manual selection.	Select the program year for which reports will be run.
State	Manual selection.	Select the State for which reports will be run.
County	Manual selection.	Select the county for which reports will be run.
____ Canceled FSA-658 Report	Manual selection.	Report will be displayed identifying farms for which FSA-658 has been cancelled. Report will list FSA-658 by crop and practice.
____ Farms with No Certified Yield	Manual selection.	Report will be displayed identifying farms for which production was entered but no FSA-658 has been certified.
____ Farms with FSA-658s Pending COC Review	Manual selection.	Report will be displayed identifying farms with FSA-658's pending review.
____ Farms with Disapproved FSA-658s	Manual selection.	Report will be displayed identifying farms with disapproved FSA-658's.
Start Date	Manual entry.	Provide a start date to limit data displayed on any of the reports. Start date is **not** required.
End Date	Manual entry.	Provide an end date to limit date displayed on any of the reports. End date is **not** required.
Exit	Returns the user to the PRS Main Menu without displaying a report.	
Create Report	The selected report will be displayed.	

--*

355-357 (Reserved)

*--Section 5 Bulk Approval

358 Bulk Approval

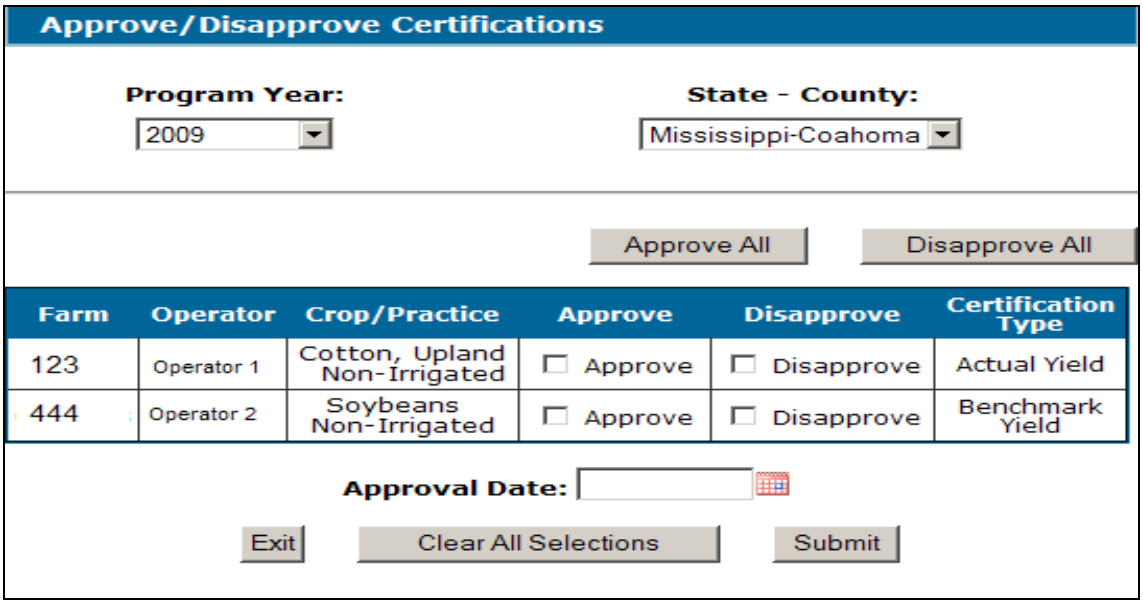
A Overview

The bulk approval process provides users the ability to approve or disapprove multiple FSA-658's in a selected program year, State, and county. FSA-658's approved during this process must have the same COC approval/disapproval date.

To access the bulk approval process, click the "Approve Certifications" link on the PRS Left Navigation Menu. The Approve/Disapprove Certifications Screen will be displayed.

B Approve/Disapprove Certifications Screen

The following is an example of the Approve/Disapprove Certifications Screen.



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***--358 Bulk Approval (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions for the Approve/Disapprove Certifications Screen.

Field/Button	Description	Action
Program Year	Manual selection.	Allows users to select the program year for bulk approval/disapproval.
State - County	Manual selection.	Allows user to select State and county for bulk approval/disapproval.
Approve All		A check (✓) will be displayed in the Approve column for all farms and crops displayed.
Disapprove All		A check (✓) will be displayed in the Disapprove column for all farms and crops displayed.
Farm	All farms for the selected year, State, and county with FSA-658's pending COC approval will be displayed.	
Operator	The operator for each farm will be displayed.	
Crop/Practice	The crop and practice for the pending FSA-658 will be displayed.	
Approve/Disapprove	Manual selection. Allows users to approve or disapprove each FSA-658 for a farm.	A check (✓) will be displayed in the Approve or Disapprove column for the selected farm and crop.
Certification Type	FSA-658 type (Benchmark Yield/Actual Yield).	

--*

***--358 Bulk Approval (Continued)**

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
Approval Date	Manual entry.	Users shall enter date COC approved or disapproved FSA-658 for the selected farm(s) and crop(s). User shall enter the date in any of the following formats: • mmddyyy • mmddyy • mm/dd/yyyy • mm/dd/yy. **Note:** User can also select date through the calendar.
Exit		PRS Main Menu will be displayed.
Clear All Selections		Refreshes the page with all the Approve and Disapprove check boxes cleared.
Submit	Either approves or disapproves FSA-658's for the selected farm(s) and crop(s).	Page will refresh and a message will be displayed indicating FSA-658's were successfully approved. When the page is refreshed it should display only the farms that have FSA-658's still pending.

D Criteria for Being Included in Bulk Approval Process

FSA-658's must be certified by the farm operator to be included in the bulk approval process.**--***

359-361 (Reserved)

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362 Nationwide Customer Service

A Overview

PRS automatically allows for nationwide customer service. Users will have the ability to access and load production data and generate FSA-658 for any farm nationwide.

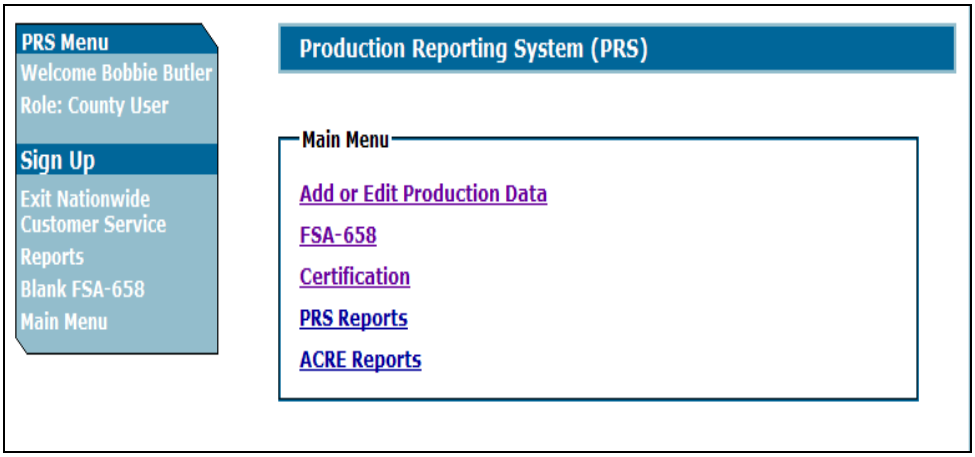
B Accessing Nationwide Customer Service

Nationwide customer service can be accessed by clicking “Nationwide Customer Service” on the PRS Left Navigation Menu. The Nationwide Customer Service Menu will be displayed.

Note: To exit the nationwide customer service, CLICK “Exit Nationwide Customer Service” on the PRS Left Navigation Menu.

C Nationwide Customer Service Menu

The following is an example of the Nationwide Customer Service Menu.



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***--362 Nationwide Customer Service (Continued)**

D Functions Available through Nationwide Customer Service Option

The following functions are available through Nationwide Customer Service:

- Add or Edit Production Data, see paragraphs 332 through 340
- FSA-658 process, see paragraphs 344 through 336
- Certification, see paragraph 348
- PRS Reports, see paragraph 354
- ACRE Reports, see paragraph 354.

The functionality for all options and screens is the same through Nationwide Customer Service. However, users do **not** have the option to cancel or approve FSA-658's through the Nationwide Customer Service option.

E Action

Users that process FSA-658's through the Nationwide Customer Service must:

- immediately FAX a copy of the certified FSA-658 to the home county
- mail the original signed FSA-658 to the home county
- maintain a copy of the signed FSA-658.**--***

363-365 (Reserved)

*--Section 7 State Office Access

366 State Office Access to ACRE PRS

A Requesting Access

If State Office administrative access has not already been requested for users in a State Office, requests shall be made 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 FAX that the request is for PRS State Office administrative 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.

B Access Authority

State Office administrative users have the ability to:

- complete add/edit production data

- generate FSA-658's for any farm within their assigned State

- enter operator certification and COC approval dates for any farm within their assigned State

- print reports

- access Nationwide Customer Service.--*

367-370 (Reserved)

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*--Part 8 ACRE Crop Insurance Premiums

Section 1 Software Access

371 Accessing Software

A Basic Information

CCC-538 software is intuitive web-based software with a centralized database.

CCC-538's will be updated by county FSA employees with level II eAuthentication access and State Office administrative users. See paragraph 417 for information on requesting State Office administrative access.

B Definitions

In this part:

- user means county FSA employees with level II eAuthentication access and State Office administrative users, **except** where specifically noted

- home county means the same as administrative county in the web-based environment.**--***

***--371 Accessing Software (Continued)**

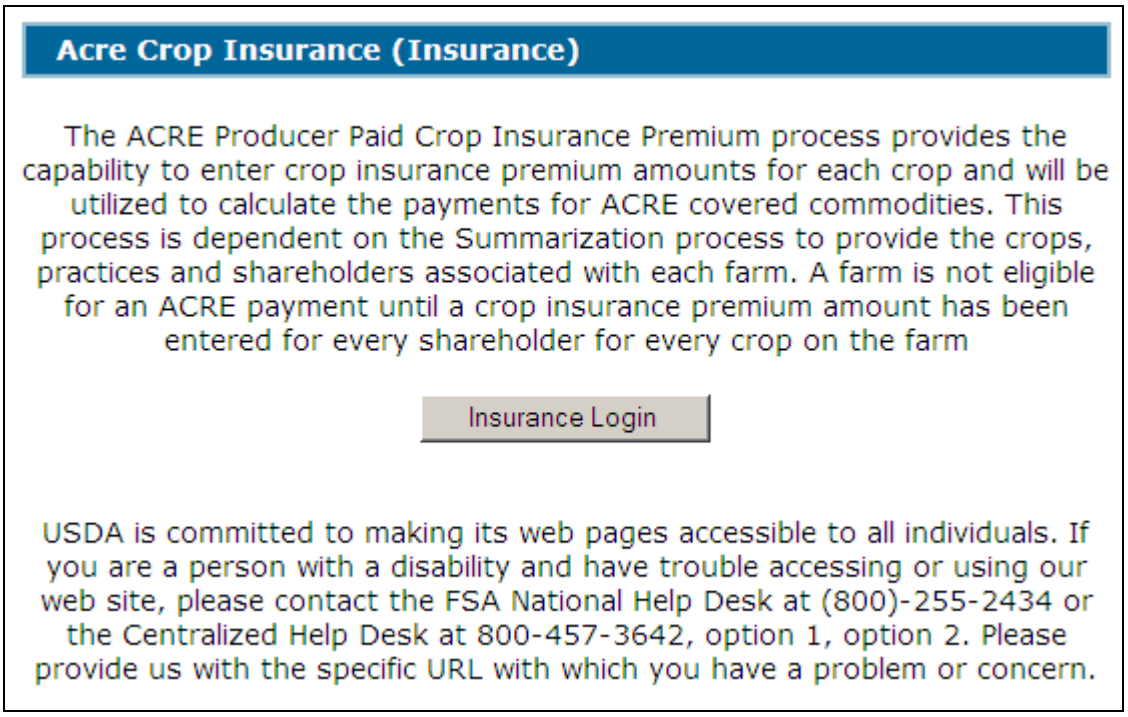
C Accessing ACRE Crop Insurance Premiums

Access the Home Page from the FSA Applications Intranet website at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Users shall click on the link, “DCP-ACRE Applications”, under the "Production Adjustment and Disaster Programs" column. The FSA-ACRE Applications Screen will be displayed. Users shall click on the link, "ACRE Insurance".

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

D Login Screen

After users click “ACRE Insurance”, users will be prompted with the following Login Screen. CLICK “Insurance Login” to continue.

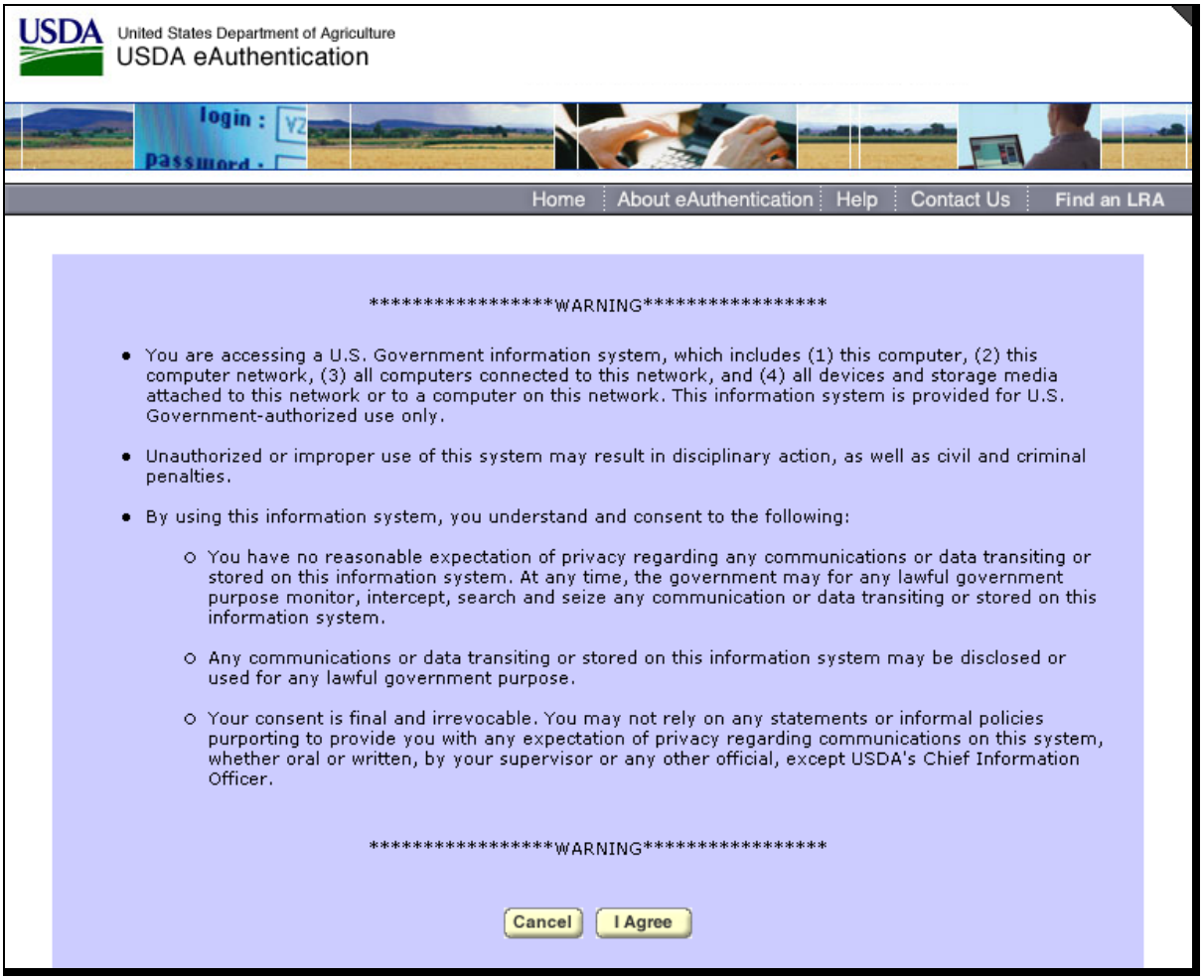


--*

*--371 Accessing Software (Continued)

E USDA eAuthentication Warning Screen

After users click “Insurance Login”, the following USDA eAuthentication Warning Screen will be displayed. Click “**I Agree**” to proceed or “**Cancel**” to end the process.



--*

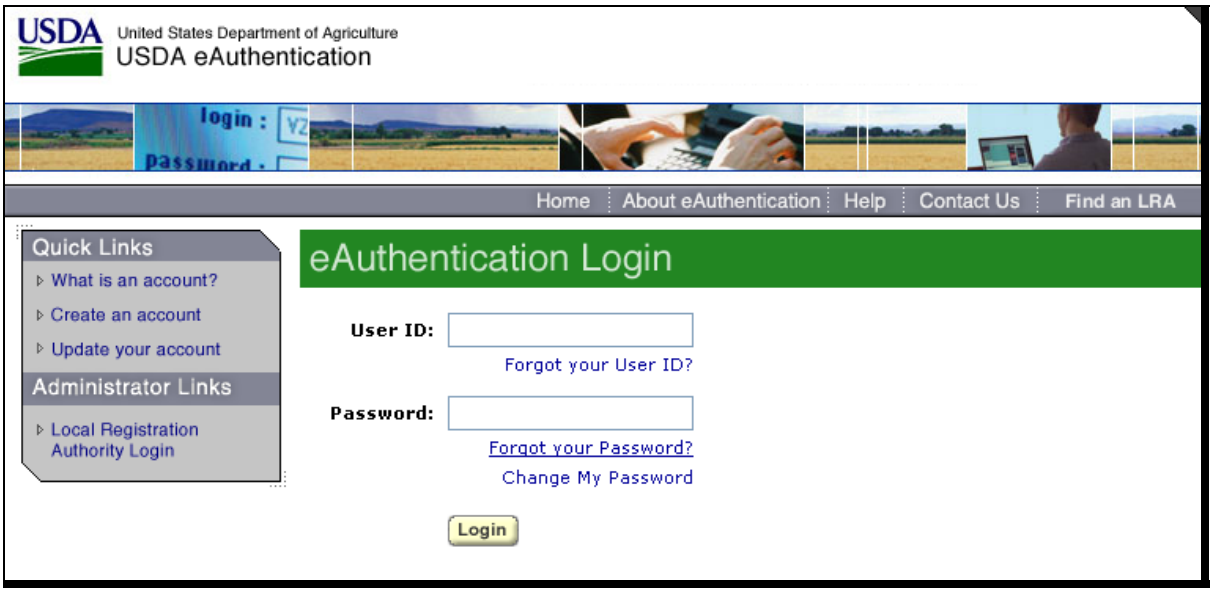
*--371 Accessing Software (Continued)

F eAuthentication Login Screen

On the eAuthentication Login Screen, users must:

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

The Insurance – Main Menu will be displayed.



--*

*--372 Insurance – Main Menu

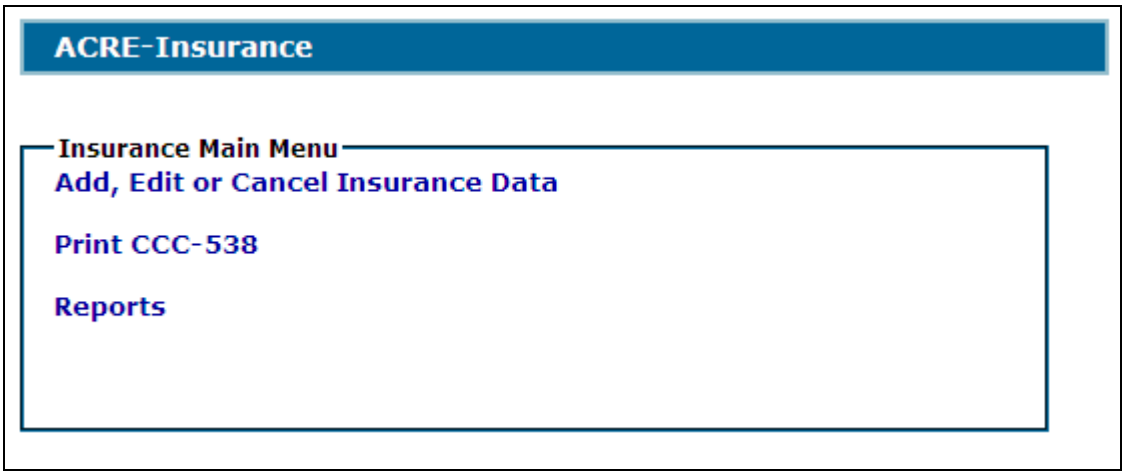
A Overview

After the user has logged in and been authenticated, the Insurance – Main Menu will be displayed. The Insurance – Main Menu allows the user to do any of the following:

- add CCC-538's
- edit CCC-538's
- cancel CCC-538's
- print CCC-538's
- view/print reports.

B Example of the Insurance – Main Menu

Following is an example of the Insurance – Main Menu.



C Action

Following is an explanation of the options available on the Insurance – Main Menu.

Option	Result
Add, Edit, or Cancel Insurance Data	The State and County Selection Screen will be displayed.
Print CCC-538	
Reports	Insurance Reports Screen will be displayed. See paragraph 404 for additional information on reports.

--*

373-378 (Reserved)

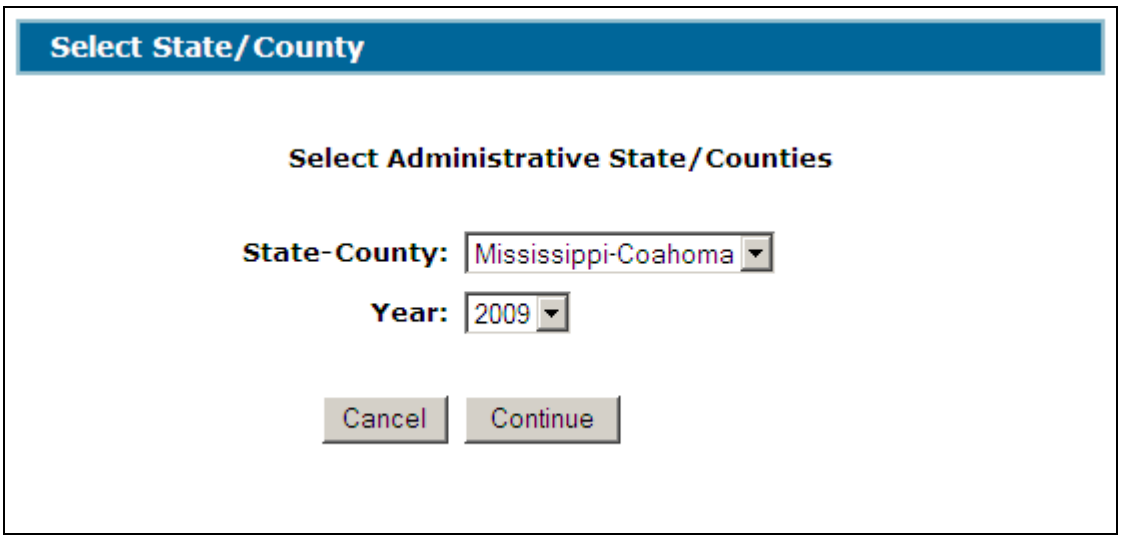
379 State and County Selection Screen

A Overview

If users click "**Add, Edit, or Cancel Insurance Data**" on the Insurance – Main Menu, the State and County Selection Screen will be displayed. Users must select a State, county, and year to process CCC-538's in their home counties. Users will also have the option of selecting "Nationwide Customer Service" from the left navigation menu on the Insurance – Main Menu. This provides the ability to take CCC-538's for a farm from any Service Center nationwide (see paragraph 413 for more information on Nationwide Customer Service access).

B Example State and County Selection Screen

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



C Action

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

- State/county
- year.

CLICK "**Continue**" to display the Search by Producer or Farm Screen. See paragraph 380.--*

*--380 Search by Producer or Farm Screen

A Overview

After users have clicked “Continue”, 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 Example Search by Producer or Farm Screen

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

--*

***--380 Search by Producer or Farm Screen (Continued)**

C Action

To access CCC-538 by producer:

- CLICK the “Producer” radio button
- CLICK “Search”.

The SCIMS Customer Search Screen will be displayed. See paragraph 381.

To access CCC-538 by a specific farm number:

- CLICK the “Farm Number” radio button
- enter the application farm number
- CLICK “Search”.

If the farm has more than 1 producer with a share on FSA-578, the Select Producer Screen will be displayed. See paragraph 383.

If the farm has only 1 producer with a share on FSA-578, the Crop Insurance Premium Screen will be displayed. See paragraph 384.**--***

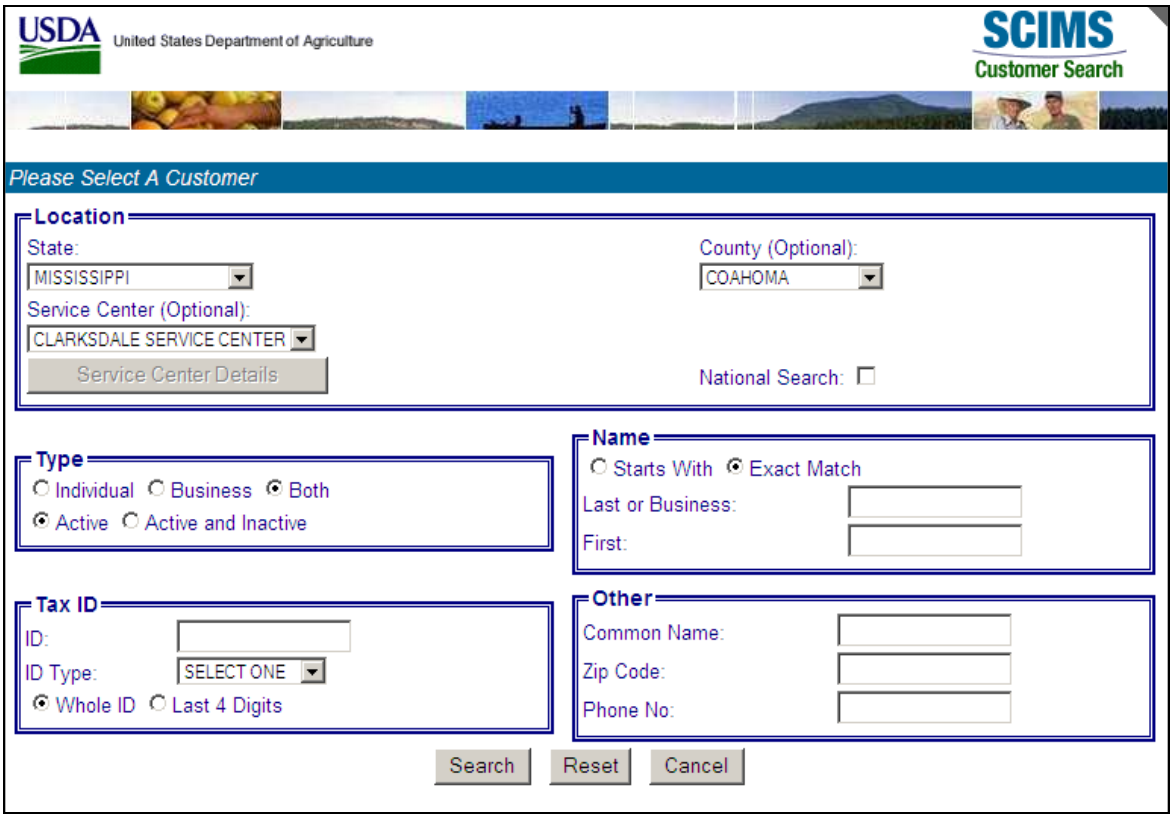
*--381 SCIMS Customer Search Screen

A Overview

If the user selected to access CCC-538 by specific producer, 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. A producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search 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.

If the selected producer is associated with more than 1 farm, the Insurance – Select Farm Screen will be displayed. See paragraph 382.

If the selected producer is associated with only 1 farm and the farm has:

- more than 1 producer with a share on FSA-578, the Select Producer Screen will be displayed (see paragraph 383)

- only 1 producer with a share on FSA-578, the Crop Insurance Premium Screen will be displayed (see paragraph 384).--*

*--382 Insurance – Select Farm Screen

A Overview

The Insurance – Select Farm Screen will:

- only be displayed if the selected producer is associated with more than 1 farm
- be displayed with the farm number for each farm associated with the selected producer.

B Insurance – Select Farm Screen

Following is an example of the Insurance – Select Farm Screen.

C Options

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

Option	Result
New Search	The Search by Producer or Farm Screen will be displayed. See paragraph 380.
Cancel	The Insurance – Main Menu will be displayed. See paragraph 372.
Continue	Click "Continue" after selecting the applicable farm. Only 1 farm can be selected at a time. If the selected farm has: • more than 1 producer with a share on FSA-578, the Select Producer Screen will be displayed (see paragraph 383) • only 1 producer with a share on FSA-578, the Crop Insurance Premium Screen will be displayed (see paragraph 384).

--*

*--383 Select Producer Screen

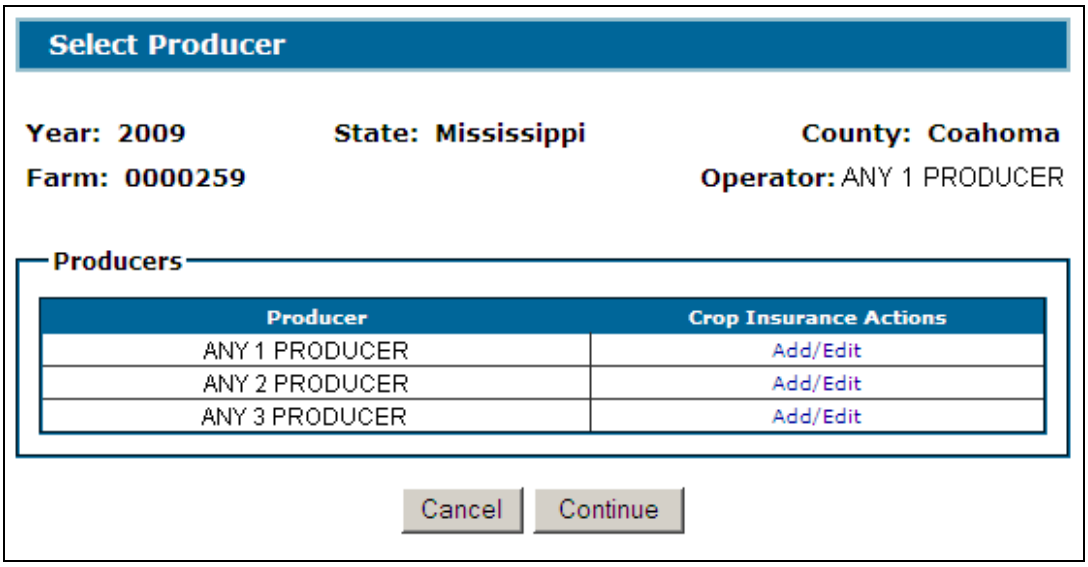
A Overview

The Select Producer Screen will:

- only be displayed if the selected farm has more than 1 producer with a share on FSA-578
- be displayed with each producer's name and provide the ability to:
  - add crop insurance data
  - edit existing crop insurance data.

B Example Select Producer Screen

Following is an example of the Select Producer Screen.



C Actions

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

Option	Result
Add/Edit	Click "Add/Edit" to: • add crop insurance premium data • edit existing crop insurance premium data. The Crop Insurance Premium Screen will be displayed. See paragraph 384.
Cancel	The Insurance – Main Menu will be displayed. See paragraph 372.
Continue	Click "Continue" after crop insurance data has been entered for all producers. The Crop Insurance Summary Screen will be displayed. See paragraph 385.

--*

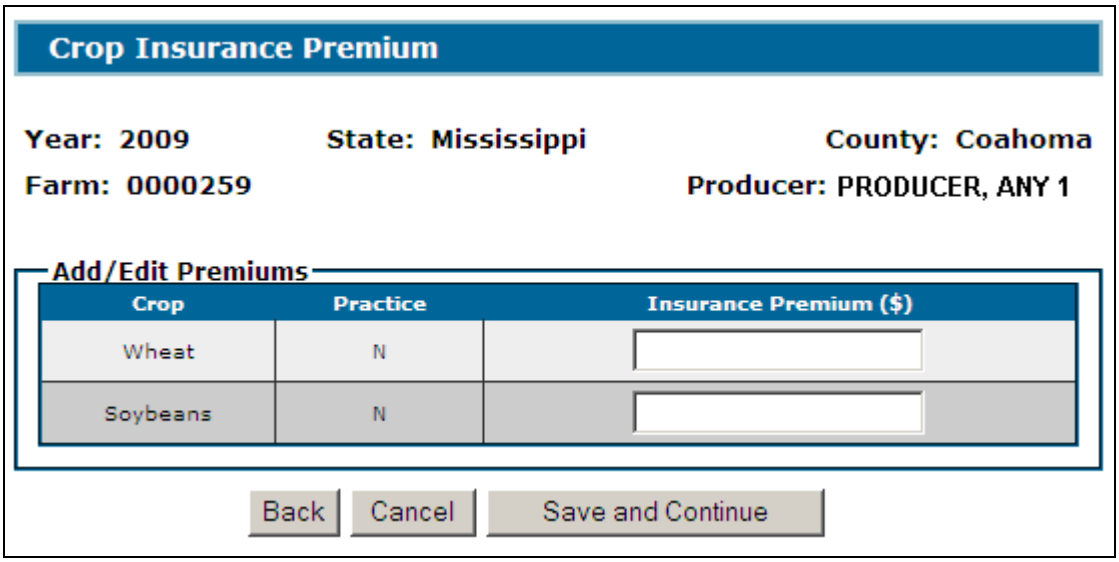
*--384 Crop Insurance Premium Screen

A Overview

The Crop Insurance Premium Screen provides the ability to add/edit crop insurance premium data for the selected farm and producer.

B Example Crop Insurance Premium Screen

Following is an example of the Crop Insurance Premium Screen.



--*

*--384 Crop Insurance Premium Screen (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Crop Insurance Premium Screen.

Field/ Button	Description		Action
Year	Calendar year selected on the State and County Selection Screen will be displayed.		
State	State selected on the State and County Selection Screen will be displayed.		
County	County selected on the State and County Selection Screen will be displayed.		
Farm	Farm selected on the Search by Producer or Farm Screen will be displayed.		
Producer	Producer selected on the Select Producer Screen will be displayed.		
Crop	Crop(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.		
Practice	Practice(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.		
Insurance Premium	Manual entry.		Enter the crop insurance amount per acre for each crop. Refer to 1-DCP (Rev. 3), paragraph 188 for additional information. **Note:** All crops for which the producer has a share on FSA-578 will be displayed; however, only crops that were designated on CCC-528 are required.
Back	**IF…**	**THEN…**	
	multiple producers are attached to the selected farm	the Select Producer Screen will be displayed. See paragraph 383.	
	only 1 producer is attached to the selected farm	the Search by Producer or Farm Screen will be displayed. See paragraph 380.	
Cancel	Search by Producer or Farm Screen will be displayed.		
Save and Continue	**IF…**	**THEN…**	
	multiple producers are attached to the selected farm	the Select Producer Screen will be displayed. See paragraph 383.	
	only 1 producer is attached to the selected farm	the Crop Insurance Summary Screen will be displayed See paragraph 385.	

--*

*--385 Crop Insurance Summary Screen

A Overview

The Crop Insurance Summary Screen provides the ability to:

- edit previously entered crop insurance premium data
- enter producer signature dates
- enter County Office signature date
- cancel the crop insurance premium for the farm.**--***

*--385 Crop Insurance Summary Screen (Continued)

B Example Crop Insurance Summary Screen

Following is an example of the Crop Insurance Summary Screen.

ACRE CROP INSURANCE Summary

Year: 2009 **State: Mississippi** **County: Coahoma**
Farm: 0000259

Crop Insurance Premium

Producer: PRODUCER, ANY 1

Crop	Practice	Insurance Premium ($)
Wheat	N	$0.00
Soybeans	N	$12.00

Edit Premiums

Crop Insurance Premium

Producer: PRODUCER, ANY 2

Crop	Practice	Insurance Premium ($)
Wheat	N	$10.00
Soybeans	N	$0.00

Edit Premiums

Crop Insurance Premium

Producer: PRODUCER, ANY 3

Crop	Practice	Insurance Premium ($)
Soybeans	N	$8.00
Wheat	N	$0.00

Edit Premiums

Producer Signatures:

Producer	Signature Method	Signature Date:
PRODUCER, ANY 1	FAX	
PRODUCER, ANY 2	FAX	
PRODUCER, ANY 3	FAX	

COF Approval:

COF Signature Date:

Cancellation:

Do you want to cancel these Crop Insurance Premiums?

☐ Yes Reason: Acreage Report Modification

Back Exit Save & Submit

--*

*--385 Crop Insurance Summary Screen (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year selected on the State and County Selection Screen will be displayed.	
State	State selected on the State and County Selection Screen will be displayed.	
County	County selected on the State and County Selection Screen will be displayed.	
Farm	Farm selected on the Search by Producer or Farm Screen will be displayed.	
Producer	Producer selected on the Select Producer Screen will be displayed.	
Crop Insurance Premium		
Crop	Crop(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Practice	Practice(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Premium	Crop insurance premium per acre amount entered on Crop Insurance Premium Screen.	
Edit Premiums	Crop Insurance Premium Screen will be displayed.	

--*

***--385 Crop Insurance Summary Screen (Continued)**

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Signatures		
Type of Signature	Manual selection. The type of signature provided by the producer. Eligible signature types are: • paper • FAX.	Signature types shall only be updated after either of the following occurs: • producer signs and dates CCC-538 • FAX with the producer's signature and date has been received in the County Office.
Date of Signature	Manual entry of the date the producer signed or FAXed CCC-538.	Enter the date the producer signed or FAXed CCC-538 in mmddyyyy, mmddyy, mm/dd/yyyy, or mm/dd/yy format. **Note:** Date cannot be entered until ACRE designation is approved. See Part 9 for additional information.
COF Signature Date	Manual entry of the date the County Office signed CCC-538.	Enter the date the County Office signed CCC-538 in mmddyyyy, mmddyy, mm/dd/yyyy, or mm/dd/yy format. **Note:** Date cannot be entered until ACRE designation is approved. See Part 9 for additional information.

--*

*--385 Crop Insurance Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description		Action
Cancellations			
Do you want to cancel these Crop Insurance Premiums?	Manual selection.		Select the "Yes" checkbox to cancel CCC-538.
Reason	Manual selection.		Select the reason that CCC-538 is being cancelled.
Back	**IF…**	**THEN…**	
	multiple producers are attached to the selected farm	the Select Producer Screen will be displayed. See paragraph 383.	
	only 1 producer is attached to the selected farm	the Crop Insurance Premium Screen will be displayed. See paragraph 384.	
Exit	The Search by Producer or Farm Screen will be displayed. See paragraph 380.		
Save & Submit	CCC-538 will be submitted and the Confirmation Screen will be displayed. See paragraph 386.		

D Automatic Cancellations

CCC-538 software reads:

- FSA-578
- Farm records
- SCIMS
- ACRE contract
- ACRE designation.

CCC-538's will automatically be cancelled if any of the following are changed:

- crop is added or deleted from FSA-578
- farm is reconstituted or deleted
- SCIMS record is merged
- producer is inactivated in SCIMS
- legacy link is removed from producer's SCIMS record
- ACRE contract is cancelled
- ACRE designation is cancelled.**--***

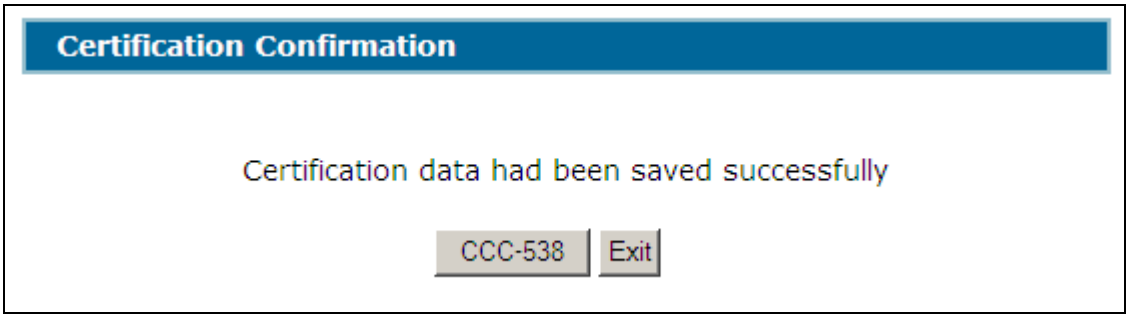
*--386 Confirmation Screen

A Overview

The Confirmation Screen provides users the ability to view and/or print CCC-538.

B Example Confirmation Screen

Following is an example of the Confirmation Screen.



C Actions

To view and/or print CCC-538, CLICK "**CCC-538**". CCC-538 will be displayed in a separate window. CCC-538 will contain only data that has been entered into the system as of the date it is being printed.**--***

387-393 (Reserved)

*--Section 3 Printing CCC-538

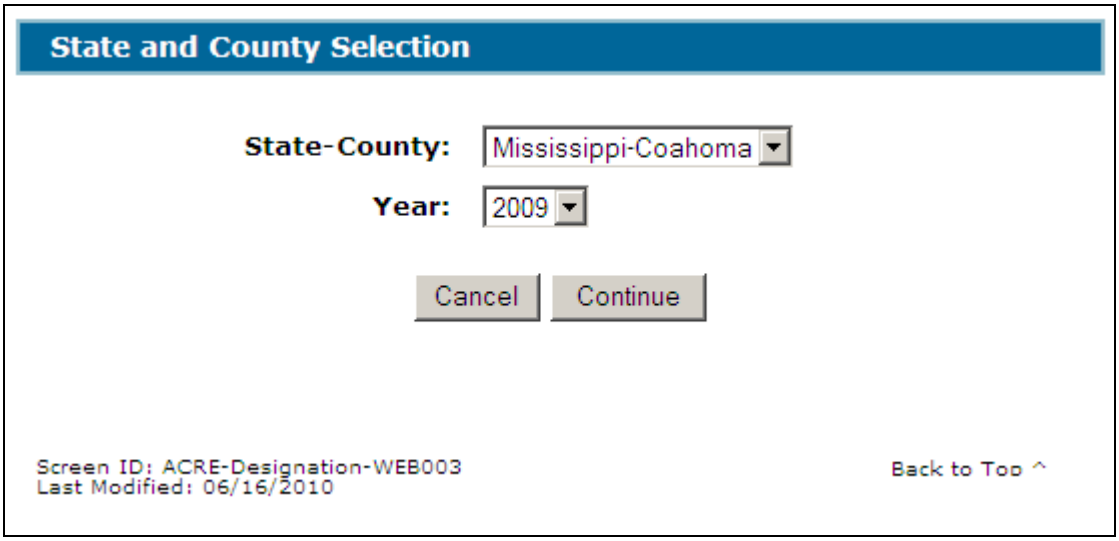
394 State and County Selection Screen

A Overview

If users click "**Print CCC-538**" on the Insurance – Main Menu, the State and County Selection Screen will be displayed. Users must select a State, county, and year to print CCC-538's.

B Example State and County Selection Screen

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



C Action

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

- State/county
- year.

CLICK "**Continue**", the Search by Producer or Farm Screen will be displayed. See paragraph 395.**--***

*--395 Search by Producer or Farm Screen

A Overview

After users have clicked “Continue”, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to print a CCC-538 for a farm by producer or by the specific farm number.

B Example Search by Producer or Farm Screen

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

--*

***--395 Search by Producer or Farm Screen (Continued)**

C Action

To print CCC-538 by producer:

- CLICK the “Producer” radio button
- CLICK “Search”.

The SCIMS Customer Search Screen will be displayed. See paragraph 396.

To print CCC-538 by a specific farm number:

- CLICK the “Farm Number” radio button
- enter the application farm number
- CLICK “Search”.

CCC-538 will be displayed in a separate window.**--***

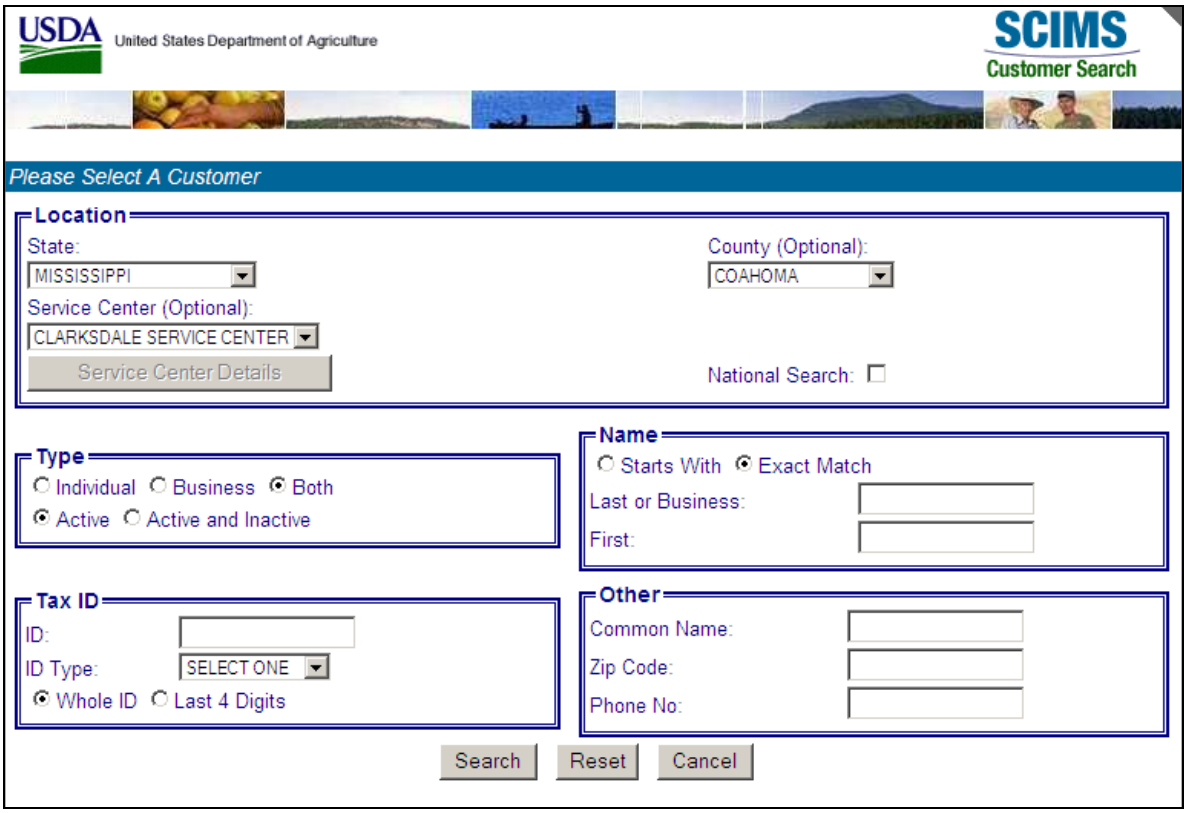
*--396 SCIMS Customer Search Screen

A Overview

If the user selected to print CCC-538 by specific producer, 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. A producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search 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.

If the selected producer is associated with:

- more than 1 farm, the Insurance – Select Farm Screen will be displayed (see paragraph 397
- only 1 farm, CCC-538 will be displayed in a separate window.--*

*--397 Insurance – Select Farm Screen

A Overview

The Insurance – Select Farm Screen will:

- only be displayed if the selected producer is associated with more than 1 farm
- be displayed with the farm number for each farm associated with the selected producer.

B Example of Insurance – Select Farm Screen

Following is an example of the Insurance – Select Farm Screen.

C Options

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

Option	Result
New Search	The Search by Producer or Farm Screen will be displayed. See paragraph 395.
Cancel	The Insurance – Main Menu will be displayed. See paragraph 372.
Continue	Click "Continue" after selecting the applicable farm. Only 1 farm can be selected at a time. CCC-538 will be displayed in a separate window.

--*

398-403 (Reserved)

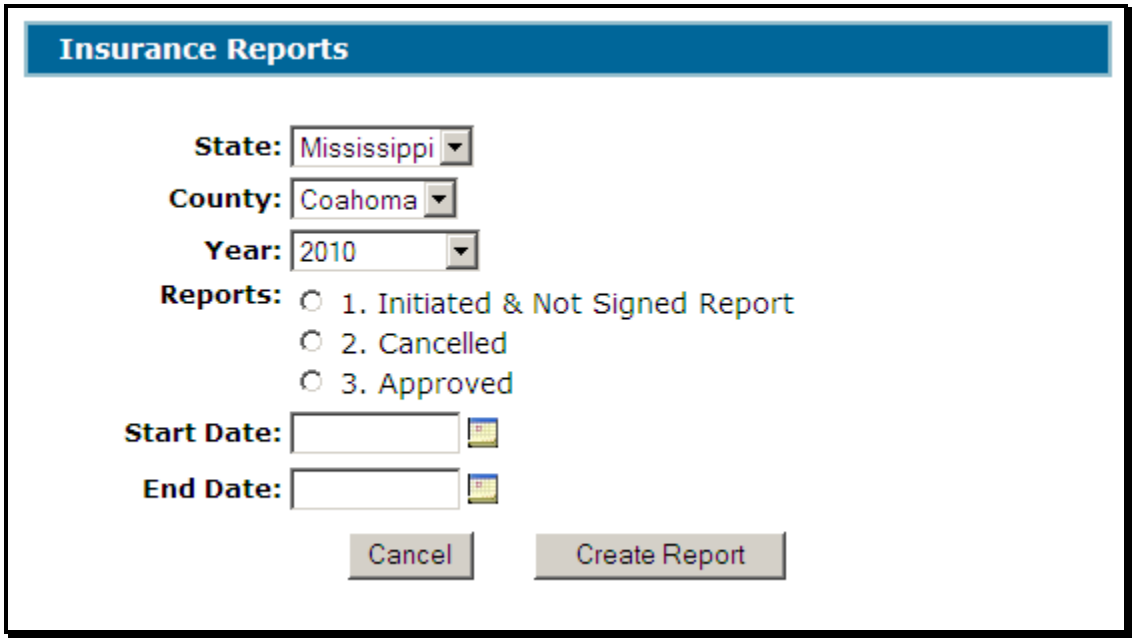
*--404 Insurance Reports

A Overview

Several standard reports are being provided for County Offices to use as tools within the Crop Insurance System. To access reports, CLICK "**Reports**" from the Insurance – Main Menu.

B Example Insurance Reports Screen

Following is an example of the Insurance Reports Screen.



--*

***--404 Insurance Reports (Continued)**

C Descriptions of Reports

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time.

Report	Action	Result
Year	Manual selection.	Select the year for which reports will be run.
State	Manual selection.	Select the State for which reports will be run.
County	Manual selection.	Select the county for which reports will be run.
Initiated & Not Signed	Manual selection.	Report will be displayed identifying farms for which crop insurance data has been entered, but has not been signed by all producers and/or the County Office.
Cancelled Farms	Manual selection.	Report will be displayed identifying farms for which crop insurance data has been cancelled.
Approved Farms	Manual selection.	Report will be displayed identifying farms for which crop insurance data is complete and the County Office has signed to the data.
Start Date	Manual entry.	Provide a start date to limit data displayed on any of the reports. **Note:** A start date is not required.
End Date	Manual entry.	Provide an end date to limit date displayed on any of the reports. **Note:** An end date is not required.
Cancel	Returns the user to the Insurance – Main Menu without displaying a report.	
Create Report	The selected report will be displayed.	

--*

405-407 (Reserved)

*--Section 5 Bulk County Office Signature

408 Bulk Approve Screen

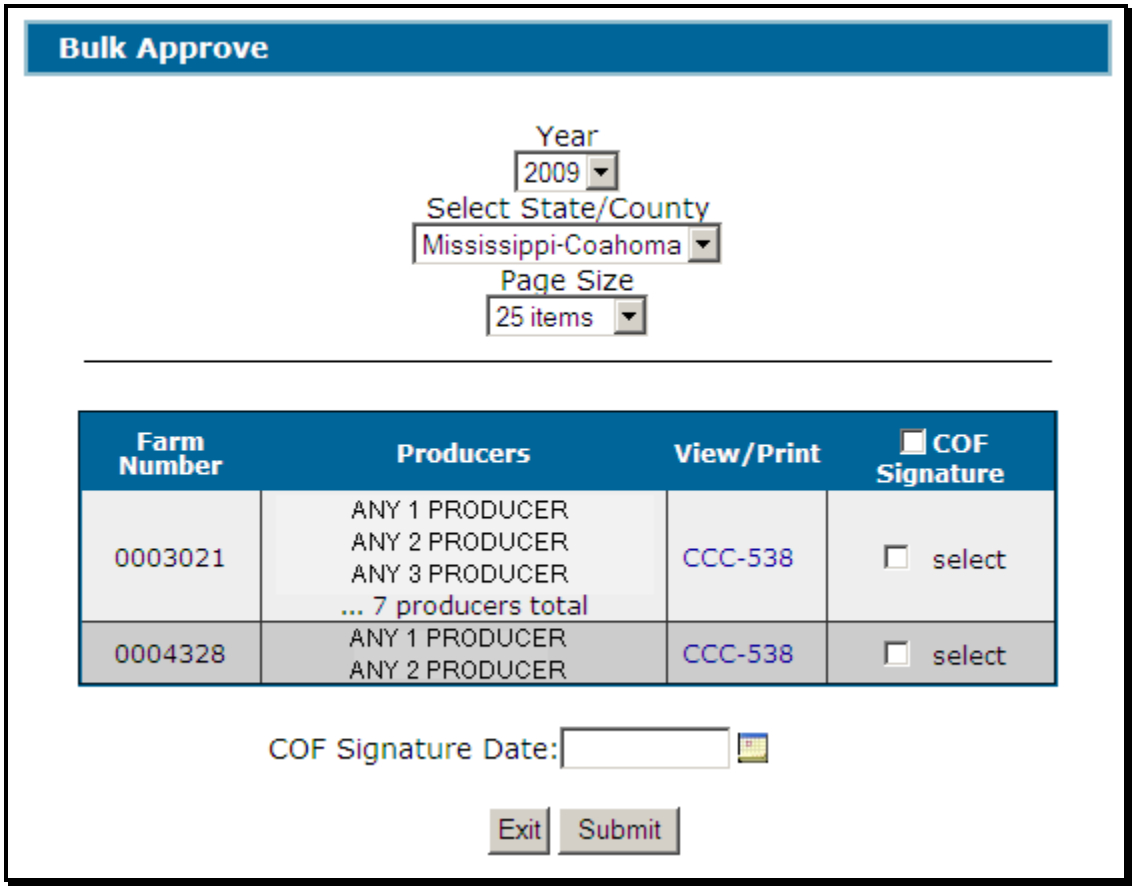
A Overview

A process to enter the same County Office signature date to multiple CCC-538's is being provided in the web-based software. To access the bulk County Office signature process, CLICK the "**Approve Crop Insurance**" link in the left navigation menu.

Note: The County Office signature date can also be entered by specific CCC-538 on the Crop Insurance Summary Screen. See paragraph 385.

B Example Bulk Approve Screen

Following is an example of the Bulk Approve Screen.



--*

***--408 Bulk Approve Screen (Continued)**

C Field Descriptions/Actions

The following table provides field descriptions and actions for the Sign Certifications Screen.

Field/Button	Description	Action
Year	Manual selection.	Select the year for which bulk County Office signatures will be completed.
State/County	Manual selection.	Select the State and county for which the bulk County Office signatures will be completed.
Page Size	Manual selection.	Select the number of crop insurance premiums to be displayed per page. The system will default to 25.
Farm	Farm number of the farm that is eligible for County Office signature.	
Producer	First 3 producers on the farm, alphabetically.	
View/Print	Select to view and/or print CCC-538 before selecting County Office signature.	
COF Signature	Manual selection.	Select the certification(s) to be signed. Select the checkbox next to the "County Office Signature" header to select all displayed applications.
COF Signature Date	Manual entry of the County Office signature date.	Enter the date County Office signed CCC-538.
Exit	ACRE Insurance – Main Menu will be displayed.	
Submit	Signs all selected certifications. If additional certifications are eligible for County Office signature, the screen will be redisplayed with the additional certifications.	

D Criteria for Being Included in Bulk County Office Signature Process

CCC-538 **must** be signed and dated by all producers for CCC-538 to be included in the bulk County Office signature process.**--***

409-412 (Reserved)

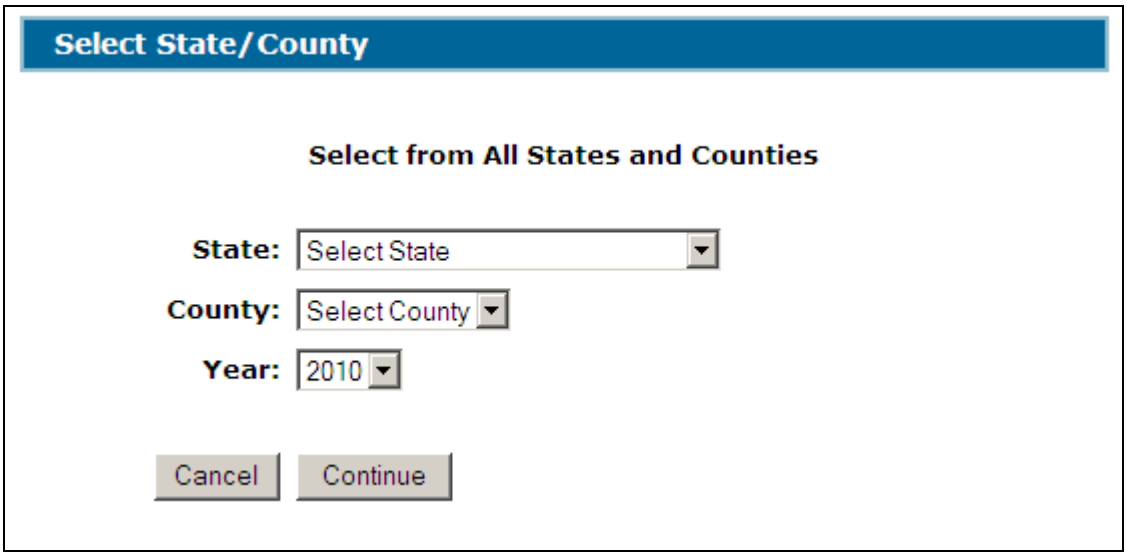
413 Nationwide Customer Service

A County Office User Access

The ACRE Crop Insurance System automatically allows for nationwide customer service. Users will have the ability to access and load CCC-538 data for any farm nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users loading nationwide CCC-538's will have limited authority.

B Example State and County Selection Screen

Nationwide customer service can be accessed by selecting "Nationwide Customer Service" from the left navigation menu. The State and County Selection Screen will be displayed. Following is an example of the State and County Selection Screen.



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

- State
- county
- year.

CLICK "**Continue**", the Search by Producer or Farm Screen will be displayed.--*

***--413 Nationwide Customer Service (Continued)**

C Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in Nationwide Customer Service is the same as CCC-538's being loaded in the home county (paragraph 380).

If the user selects by producer and the selected producer is associated with:

- more than 1 farm, the Insurance – Select Farm Screen will be displayed (see paragraph 382)
- only 1 farm and the farm has:
  - more than 1 producer with a share on FSA-578, the Select Producer Screen will be displayed (see paragraph 383).
  - only 1 producer with a share on FSA-578, the Crop Insurance Premium Screen will be displayed (see paragraph 384).

If the user selects by farm and the farm has:

- more than 1 producer with a share on FSA-578, the Select Producer Screen will be displayed (see paragraph 383)
- only 1 producer with a share on FSA-578, the Crop Insurance Premium Screen will be displayed (see paragraph 384).

D Insurance – Select Farm Screen

The functionality of the Insurance – Select Farm Screen in Nationwide Customer Service is the same as CCC-538's being loaded in the home county (paragraph 382).

E Select Producer Screen

The functionality of the Select Producer Screen in Nationwide Customer Service is the same as CCC-538's being loaded in the home county (paragraph 383).

F Crop Insurance Premium Screen

The functionality of the Crop Insurance Premium Screen in Nationwide Customer Service is the same as CCC-538's being loaded in the home county (paragraph 384).

G Crop Insurance Summary Screen

The functionality of the Crop Insurance Summary Screen is the same as CCC-538's being loaded in the home county, **except** that the County Office signature date **cannot** be loaded. CCC-538 must be signed by the home county (paragraph 385).**--***

***--413 Nationwide Customer Service (Continued)**

H Insurance Reports Screen

The functionality of the Insurance Reports Screen is the same as the home county (paragraph 404).

I Action

Users that process nationwide customer service CCC-538's must:

- immediately FAX a copy of the signed CCC-538 to the home county
- mail the original signed CCC-538 to the home county
- maintain a copy of the signed CCC-538.**--***

414-416 (Reserved)

*--Section 7 State Office Administrative Access

417 State Office Access to ACRE Crop Insurance System

A Requesting Access

If State Office administrative access has not already been requested for users in a State Office, requests shall be made 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 ACRE Crop Insurance State Office administrative 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.

B Access Authority

State Office administrative users have the ability to:

- complete CCC-538's for any farm within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service.

Follow procedure in paragraphs 371 through 413 for instructions for using the system.**--***

418-420 (Reserved)

...

*--Part 9 ACRE Designations

Section 1 Software Access

421 Accessing Software

A Basic Information

CCC-528 software is intuitive web-based software with a centralized database.

CCC-528's will be updated by county FSA employees with level II eAuthentication access and State Office administrative users. See paragraph 475 for information on requesting State Office administrative access.

B Definitions

In this part:

- user means county FSA employees with level II eAuthentication access and State Office Administrative users, **except** where specifically noted

- home county means the same as administrative county in the web-based environment.**--***

***--421 Accessing Software (Continued)**

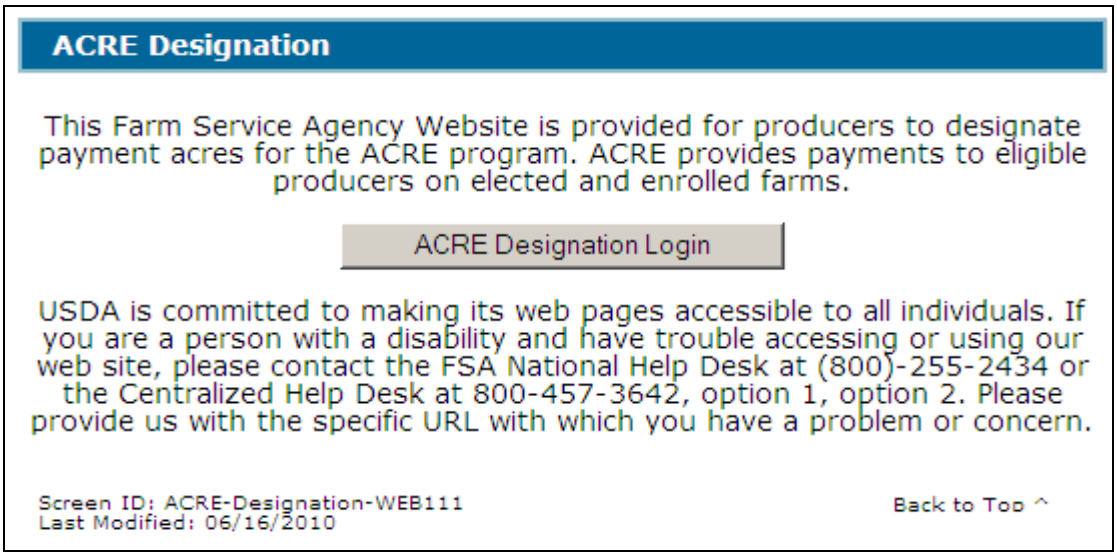
C Accessing ACRE Designations

Access the Home Page from the FSA Applications Intranet website at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Users shall click on the link, “DCP-ACRE Applications”, under the "Production Adjustment and Disaster Programs" column. The FSA-ACRE Applications Screen will be displayed. Users shall click on the link, "ACRE Designation".

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

D Login Screen

After users click “ACRE Designation”, users will be prompted with the following Login Screen. CLICK “ACRE Designation Login” to continue.

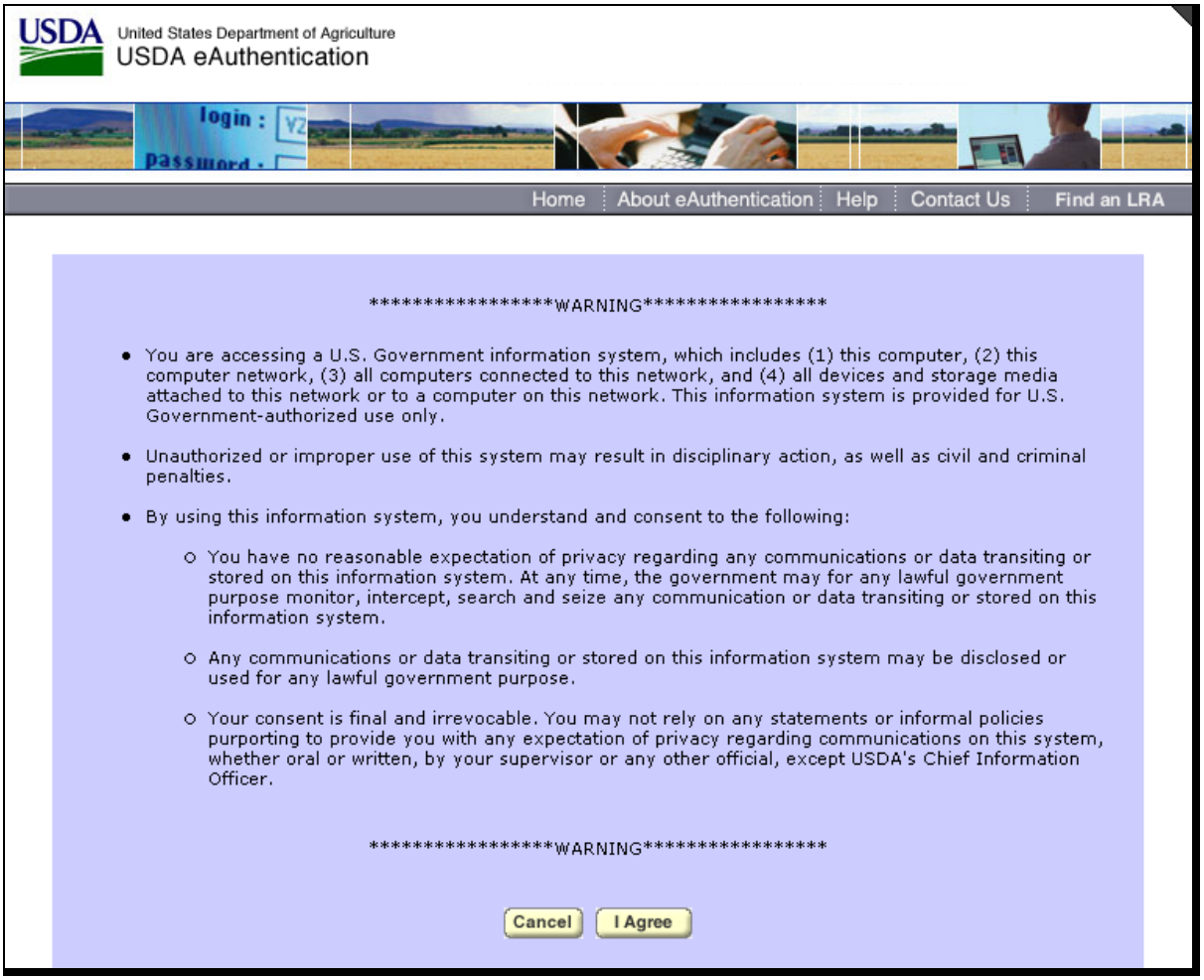


--*

*--421 Accessing Software (Continued)

E USDA eAuthentication Warning Screen

After users click “ACRE Designation Login”, the following USDA eAuthentication Warning Screen will be displayed. Click “**I Agree**” to proceed or “**Cancel**” to end the process.



--*

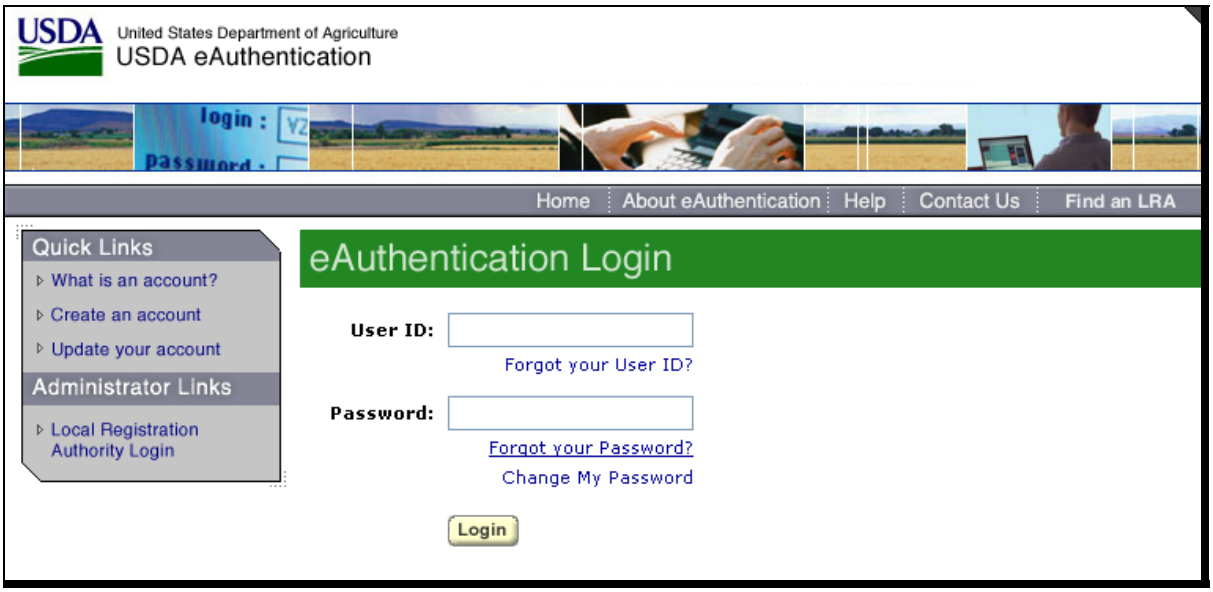
*--421 Accessing Software (Continued)

F eAuthentication Login Screen

On the eAuthentication Login Screen, users must:

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

The ACRE Designation – Main Menu will be displayed.



--*

*--422 ACRE Designation – Main Menu

A Overview

After a user has logged in and been authenticated, the ACRE Designation – Main Menu will be displayed. The ACRE Designation – Main Menu allows the user to do any of the following:

- add CCC-528's
- edit CCC-528's
- cancel CCC-528's
- print CCC-528's
- view/print reports.

B Example ACRE Designation – Main Menu

Following is an example of the ACRE Designation – Main Menu.

C Action

Following is an explanation of the options available on the ACRE Designation – Main Menu.

Option	Result
Add, Edit, or Cancel Designations	The State and County Selection Screen will be displayed.
Print CCC-528	
Reports	The Reports Screen will be displayed. See paragraph 454 for additional information on reports.

--*

423-428 (Reserved)

*--Section 2 Add, Edit, or Cancel Designations

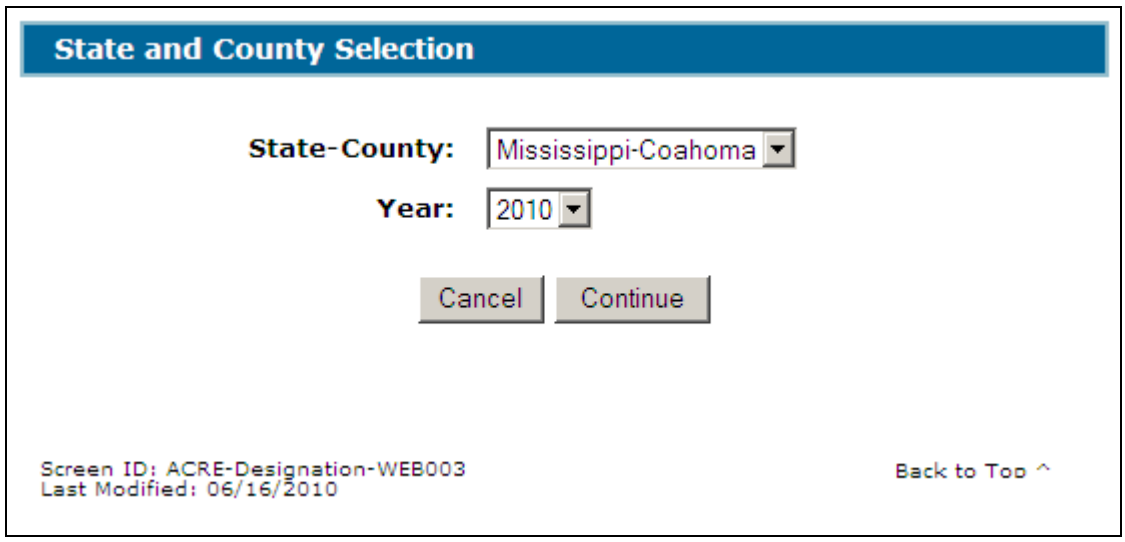
429 State and County Selection Screen

A Overview

If users click "**Add, Edit, or Cancel Designations**" on the ACRE Designations – Main Menu, the State and County Selection Screen will be displayed. Users must select a State, county, and year to process CCC-528's in their home counties. Users will also have the option of selecting "Nationwide Customer Service" from the left navigation menu on the ACRE Designations – Main Menu. This provides the ability to take CCC-528's for a farm from any Service Center nationwide (see paragraph 468 for more information on Nationwide Customer Service access).

B Example State and County Selection Screen

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



C Action

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

- State/county
- year.

CLICK "**Continue**", the Search by Producer or Farm Screen will be displayed. See paragraph 430.**--***

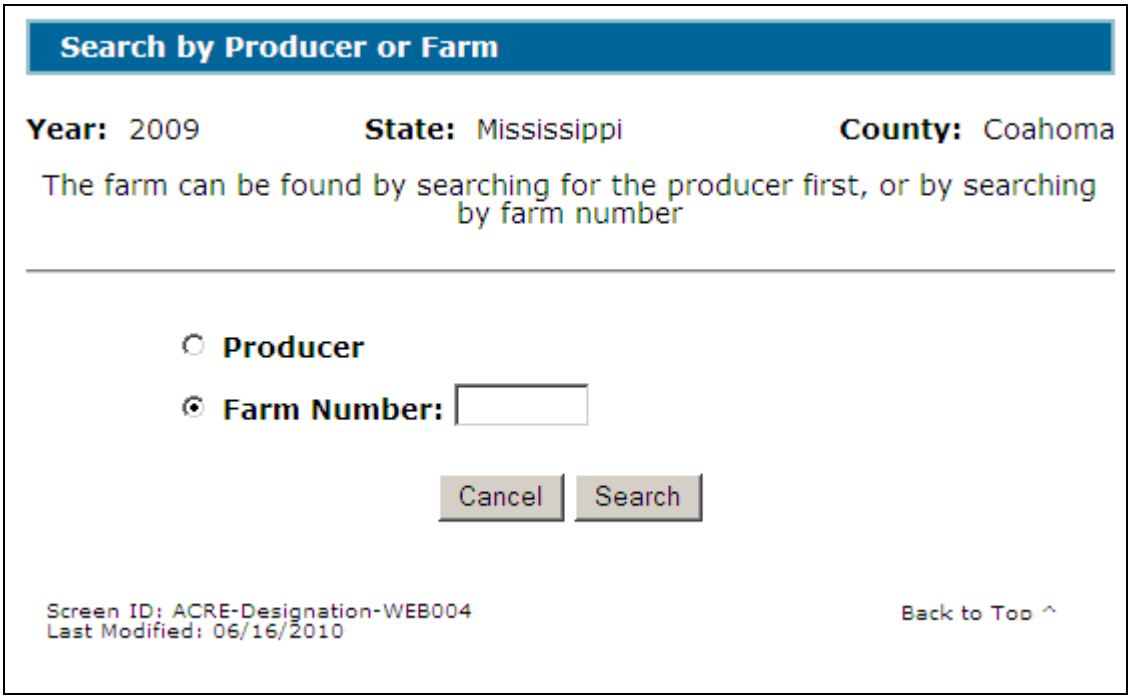
*--430 Search by Producer or Farm Screen

A Overview

After users have clicked “Continue”, 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 Example Search by Producer or Farm Screen

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



--*

***--430 Search by Producer or Farm Screen (Continued)**

C Action

To access CCC-528 by producer:

- CLICK the “Producer” radio button
- CLICK “Search”.

The SCIMS Customer Search Screen will be displayed. See paragraph 431.

To access CCC-528 by a specific farm number:

- CLICK the “Farm Number” radio button
- enter the farm number
- CLICK “Search”.

The Add Designations Screen will be displayed. See paragraph 433.**--***

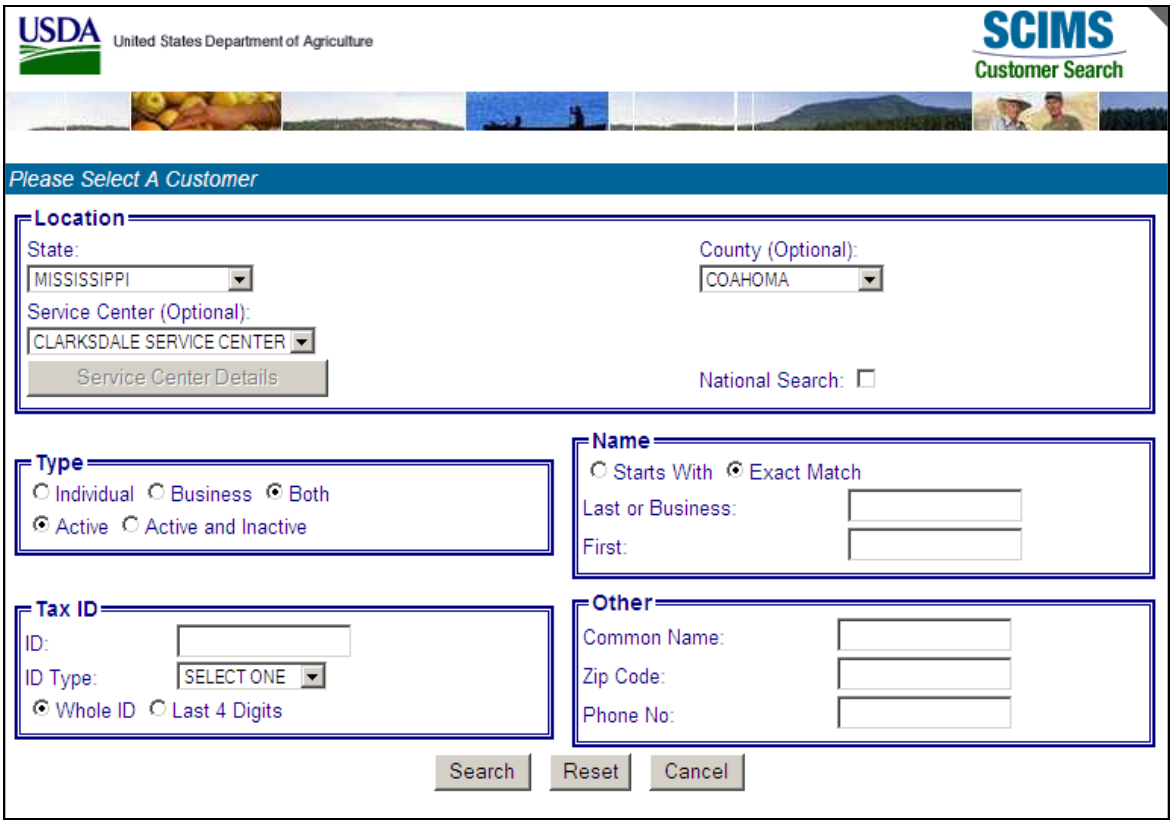
*--431 SCIMS Customer Search Screen

A Overview

If the user selected to access CCC-528 by specific producer, 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. A producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search 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.

If the selected producer is associated with:

- more than 1 farm, the Select Farm Screen will be displayed (see paragraph 432)
- only 1 farm, the Add Designations Screen will be displayed (see paragraph 433).--*

*--432 Select Farm Screen

A Overview

The Select Farm Screen will:

- only be displayed if the selected producer is associated with more than 1 farm
- be displayed with the farm number for each farm associated with the selected producer.

B Example of Select Farm Screen

Following is an example of the Select Farm Screen.

C Options

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

Option	Result
New Search	The SCIMS Customer Search Screen will be displayed. See paragraph 431.
Cancel	The ACRE Designation – Main Menu will be displayed. See paragraph 422.
Continue	Click "continue" after selecting the applicable farm. Only 1 farm can be selected at a time. The Add Designation Screen will be displayed. See paragraph 433.

--*

*--433 Add/Edit Designations Screen

A Overview

The Add Designations Screen will only be displayed if the selected farm does not have an existing designation.

The Edit Designations Screen:

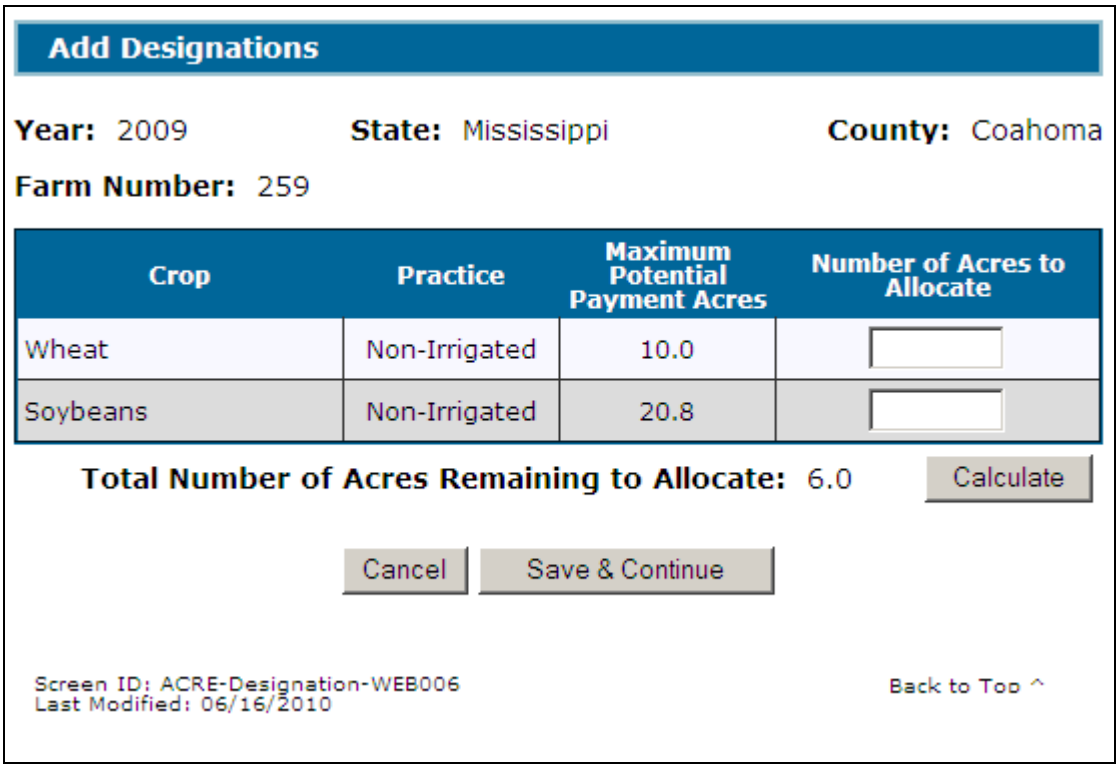
- will only be displayed if the selected farm has an existing designation
- can only be accessed through the Designation Summary Screen (see paragraph 434).

The Add Designations Screen and Edit Designations Screen provide the ability to add/edit designated acres for the selected farm.

Note: If the sum of the P&CP acres of covered commodities and peanuts is less than 120 percent (118 percent for 2012) of the total base acres on the selected farm, the system will automatically designate acres. The Add Designations Screen will not be displayed.

B Example Add Designations Screen

Following is an example of the Add Designations Screen.



Add Designations

Year: 2009 **State:** Mississippi **County:** Coahoma

Farm Number: 259

Crop	Practice	Maximum Potential Payment Acres	Number of Acres to Allocate
Wheat	Non-Irrigated	10.0	
Soybeans	Non-Irrigated	20.8	

Total Number of Acres Remaining to Allocate: 6.0 Calculate

Cancel Save & Continue

Screen ID: ACRE-Designation-WEB006
Last Modified: 06/16/2010

Back to Top ^

--*

*--433 Add/Edit Designations Screen (Continued)

C Example Edit Designations Screen

Following is an example of the Edit Designations Screen.

Edit Designations

Year: 2009 **State:** Mississippi **County:** Coahoma

Farm Number: 259

Crop	Practice	Maximum Potential Payment Acres	Number of Acres to Allocate
Wheat	Non-Irrigated	10.0	6.0
Soybeans	Non-Irrigated	20.8	

Total Number of Acres Remaining to Allocate: 0.0 Calculate

Cancel Save & Continue

Screen ID: ACRE-Designation-WEB006
Last Modified: 06/16/2010

Back to Top ^

--*

*--433 Add/Edit Designations Screen (Continued)

D Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Designations Screen.

Field/Button	Description	Action
Program Year	Program year selected on the State and County Selection Screen will be displayed.	
State	State selected on the State and County Selection Screen will be displayed.	
County	County selected on the State and County Selection Screen will be displayed.	
Farm	Farm selected on the Search by Producer or Farm Screen will be displayed.	
Crop	Crop(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Practice	Practice(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Maximum Potential Payment Acres	Result of multiplying: • P&CP acres for the crop and practice, times • 83.3 percent (85 percent for 2012).	
Number of Acres to Allocate	Manual entry.	Enter the number of acres to allocate for the applicable crop and practice. The number of acres entered cannot exceed the maximum potential payment acres for the crop and practice. See 1-DCP (Rev. 3), subparagraph 187 C for additional information.

--*

***--433 Add/Edit Designations Screen (Continued)**

D Field Descriptions and Actions (Continued)

Field/Button	Description		Action
Total Number of Acres Remaining to Allocate	The total number of acres remaining to be allocated will be displayed. The designation cannot be completed until the total number of acres remaining to allocate is equal to zero.		
Calculate	The total number of acres remaining to allocate will be recalculated. Result of subtracting: • base acres, minus • total number of acres to allocate.		
Cancel	The Search by Producer or Farm Screen will be displayed.		
Save and Continue	**IF the total number of acres remaining to allocate is…**	**THEN…**	
	equal to zero	the Designation Summary Screen will be displayed. See paragraph 434.	
	greater than zero	adjust entries in "Number of Acres to Allocate" field until total number of acres remaining to allocate is equal to zero.	
	less than zero		

E Automatic Designations

If the sum of the P&CP acres of covered commodities and peanuts is less than 120 percent (118 percent for 2012) of the total base acres on the selected farm, the system will automatically designate acres. If the farm is selected, the "Number of Acres to Allocate" field will be automatically populated with:

- P&CP acres for the crop and practice, times
- 83.3 percent (85 percent for 2012).--*****

433 Add/Edit Designations Screen (Continued)

F Default Designations

Producers have until September 30 of the program year to make ACRE designation selections. If designations are not completed by September 30 of the program year, the number of acres to allocate will be automatically calculated by the system according to the following table.

***--Note:** This calculation will also be completed for single-crop farms.--*

Step	Action
1	The system determines base acres for the farm.
2	The system determines the maximum potential payment acres by multiplying: • P&CP acres for the crop and practice, times • 83.3 percent (85 percent for 2012).
3	The system determines total maximum potential payment acres by adding together maximum potential payment acres for all crops and practices
4	The system determines P&CP acres for each crop.
5	The system determines the total P&CP acres for the farm by adding together all crop level P&CP acres for the farm.
6	The system calculates the crop factor for each crop and practice by dividing: • result of step 4, divided by • result of step 5. Round to 4 decimal places.
7	For each crop, the system multiplies: • result of step 6, times • result of step 1. If CCC-528 is viewed/printed, the "Number of Acres to Allocate" field will be automatically populated to the form.

*--434 ACRE Designation Summary Screen

A Overview

The ACRE Designation Summary Screen provides the ability to:

- edit previously entered designation data
- enter producer signature dates
- enter County Office signature date
- cancel the designation for the farm.**--***

*--434 ACRE Designation Summary Screen (Continued)

B Example ACRE Designation Summary Screen

Following is an example of the ACRE Designation Summary Screen.

Designation Summary

Year: 2009 **State:** Mississippi **County:** Coahoma

Farm Number: 259

Designations

Total Potential Payment Acres: 6.0

Crop	Practice	Maximum Potential Payment Acres	Number of Acres to Allocate
Wheat	Non-Irrigated	10.0	6.0
Soybeans	Non-Irrigated	20.8	

Total Number of Acres to Allocate: 6.0

Edit Designations

Producer Signatures

Producer	Signature Method	Signature Date
Any 1 Producer		
Any 2 Producer		
Any 3 Producer		
Any 4 Producer		

COF Approval

COF Signature Date:

Cancellation

Do you want to cancel these designations?

☐ **Yes** **Reason:**

Back | New Search | Exit | Save & Submit

--*

*--434 ACRE Designation Summary Screen (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year selected on the State and County Selection Screen will be displayed.	
State	State selected on the State and County Selection Screen will be displayed.	
County	County selected on the State and County Selection Screen will be displayed.	
Farm	Farm selected on the Search by Producer or Farm Screen will be displayed.	
Designations		
Crop	Crop(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Practice	Practice(s) reported on FSA-578. **Note:** Modifications to FSA-578 data may take up to 48 hours to display.	
Maximum Potential Payment Acres	Result of multiplying: • P&CP acres for the crop and practice, times • 83.3 percent (85 percent for 2012).	
Number of Acres to Allocate	Number of acres allocated on the Add Designations Screen.	
Edit Designations	Add/Edit Designations Screen will be displayed. See paragraph 433.	

--*

*--434 ACRE Designation Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Signatures		
Producer	A list of producer(s) with shares greater than zero on FSA-578 will be displayed.	
Signature Method	Manual selection. The type of signature provided by the producer. Eligible signature types are: • paper • FAX.	Signature types shall only be updated after either of the following occurs: • producer signs and dates CCC-528 • FAX with the producer's signature and date has been received in the County Office. **Note:** If the farm was automatically designated according to subparagraph 433 E, the "Signature Method" field will display "AUTOMATED".
Date of Signature	Manual entry of the date the producer signed or FAXed CCC-528.	Enter the date the producer signed or FAXed CCC-528 in mmddyyyy, mmddyy, mm/dd/yyyy, or mm/dd/yy format. User can also select the date through a calendar. **Note:** If the farm was automatically designated according to subparagraph 433 E, the "Date of Signature" field will be displayed with the date that the designation was automatically calculated by the system.

--*

*--434 ACRE Designation Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
COF Signature		
COF Signature Date	Manual entry of the date the County Office signed CCC-528.	Enter the date the County Office signed CCC-528 in mmddyyyy, mmddyy, mm/dd/yyyy, or mm/dd/yy format. User can also select the date through a calendar. **Note:** If the farm was automatically designated according to subparagraph 433 E, the "COF Signature Date" field will be displayed with the date that the designation was automatically calculated by the system.
Cancellations		
Do you want to cancel these designations?	Manual selection.	Select the “Yes” checkbox to cancel CCC-528.
Reason	Manual selection.	Select the reason that CCC-528 is being cancelled.
Back	Previous screen will be displayed.	
New Search	The SCIMS Customer Search Screen will be displayed. See paragraph 431.	
Exit	The ACRE Designation – Main Menu will be displayed. See paragraph 422.	
Save & Submit	CCC-528 will be submitted and the Designations Confirmation Screen will be displayed. See paragraph 435.	

--*

*--434 ACRE Designation Summary Screen (Continued)

D Automatic Cancellations

CCC-528 software reads the following:

- FSA-578
- Farm records
- SCIMS
- ACRE contract.

CCC-528's will be automatically cancelled if any of the following are changed:

- crop is added or deleted from FSA-578
- shareholder is changed on FSA-578
- farm is reconstituted or deleted
- base acres are changed in farm records
- producer is inactivated in SCIMS
- producer's SCIMS record is merged
- legacy link is removed from the producer's SCIMS record
- ACRE contract is cancelled.**--***

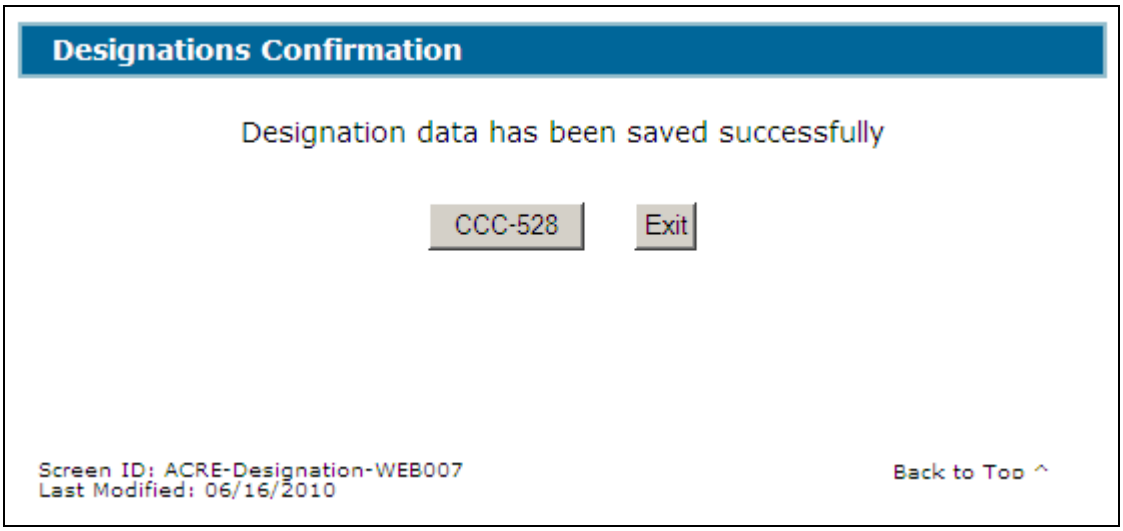
*--435 Designations Confirmation Screen

A Overview

The Designations Confirmation Screen provides users the ability to view and/or print CCC-528.

B Example of the Designations Confirmation Screen

Following is an example of the Designations Confirmation Screen.



C Actions

To view and/or print CCC-528, CLICK "**CCC-528**"; CCC-528 will be displayed in a separate window. CCC-528 will contain only data that has been entered into the system as of the date it is being printed.**--***

436-443 (Reserved)

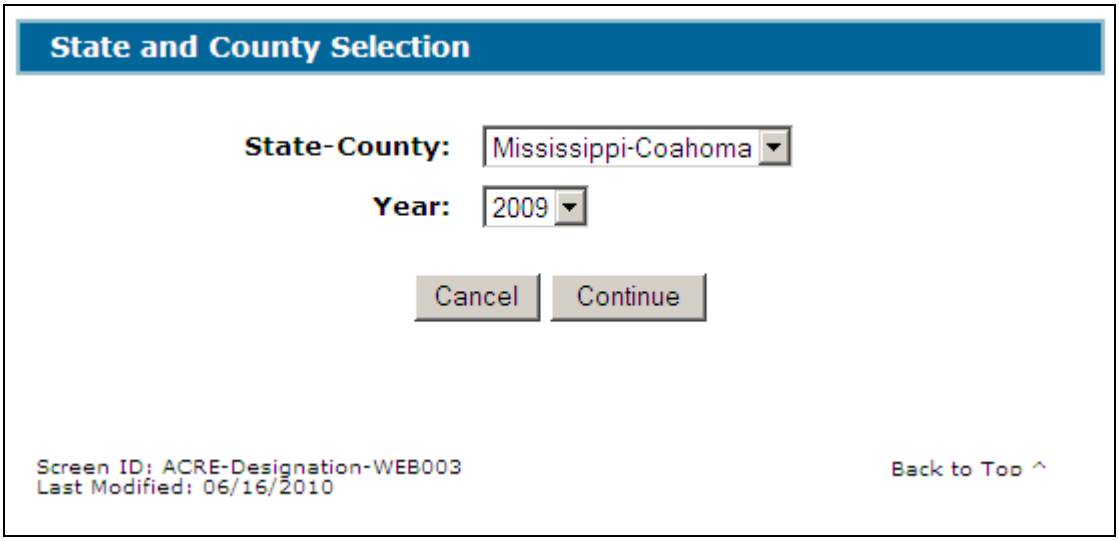
444 State and County Selection Screen

A Overview

If users click "**Print CCC-528**" on the ACRE Designation – Main Menu, the State and County Selection Screen will be displayed. Users must select a State, county, and year to print CCC-528's.

B Example State and County Selection Screen

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



C Action

The user shall use the drop-down menus to select the applicable:

- State/county
- year.

CLICK "**Continue**", the Search by Producer or Farm Screen will be displayed. See paragraph 445.**--***

*--445 Search by Producer or Farm Screen

A Overview

After users have clicked “Continue”, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to print CCC-528 for a farm by producer or by the specific farm number.

B Example Search by Producer or Farm Screen

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

--*

***--445 Search by Producer or Farm Screen (Continued)**

C Action

To print CCC-528 by producer:

- CLICK the “Producer” radio button
- CLICK “Search”.

The SCIMS Customer Search Screen will be displayed. See paragraph 446.

To print CCC-528 by a specific farm number:

- CLICK the “Farm Number” radio button
- enter the application farm number
- CLICK “Search”.

CCC-528 will be displayed in a separate window.**--***

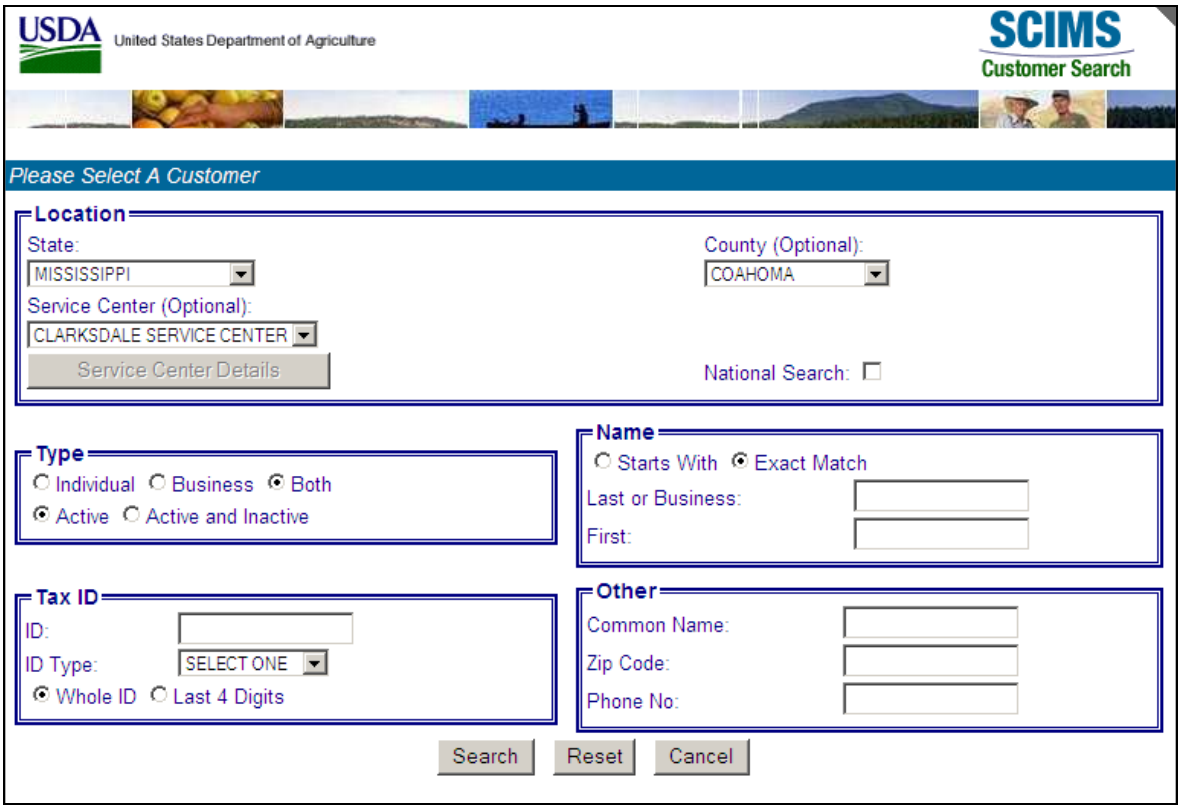
*--446 SCIMS Customer Search Screen

A Overview

If the user selected to print CCC-528 by specific producer, 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. A producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search 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.

If the selected producer is associated with:

- more than 1 farm, the Select Farm Screen will be displayed (see paragraph 447)
- only 1 farm, CCC-528 will be displayed in a separate window.--*

*--447 Select Farm Screen

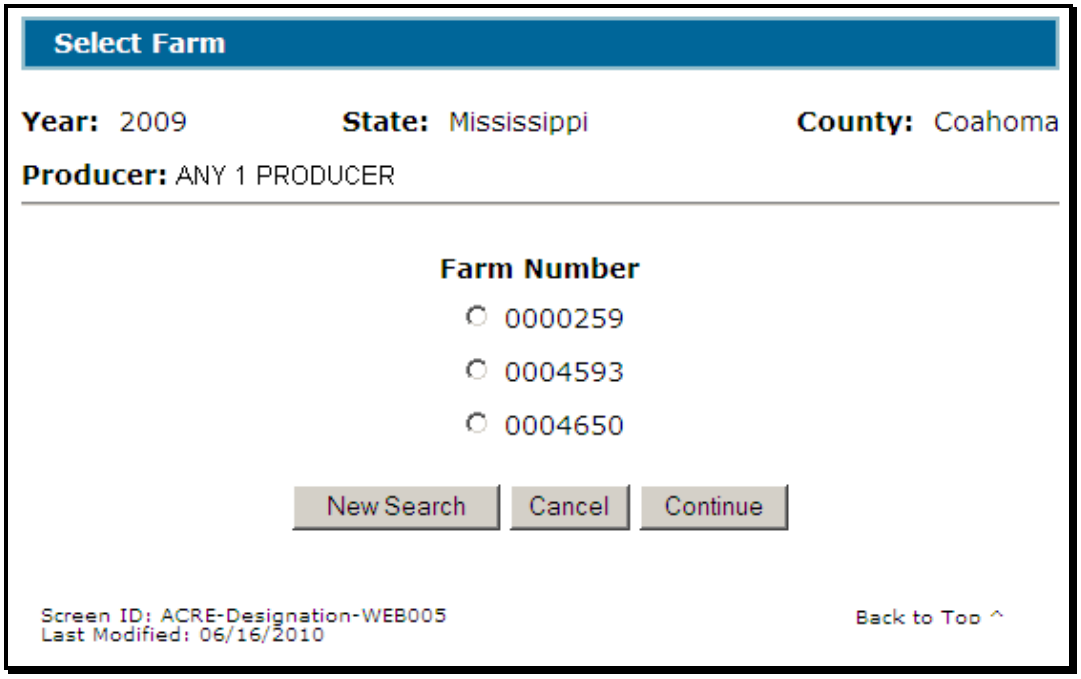
A Overview

The Select Farm Screen will:

- only be displayed if the selected producer is associated with more than 1 farm
- be displayed with the farm number for each farm associated with the selected producer.

B Select Farm Screen

Following is an example of the Select Farm Screen.



C Options

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

Option	Result
New Search	The Search by Producer or Farm Screen will be displayed. See paragraph 445.
Cancel	The ACRE Designation – Main Menu will be displayed. See paragraph 422.
Continue	Click "continue" after selecting the applicable farm. Only 1 farm can be selected at a time. CCC-528 will be displayed in a separate window.

--*

448-453 (Reserved)

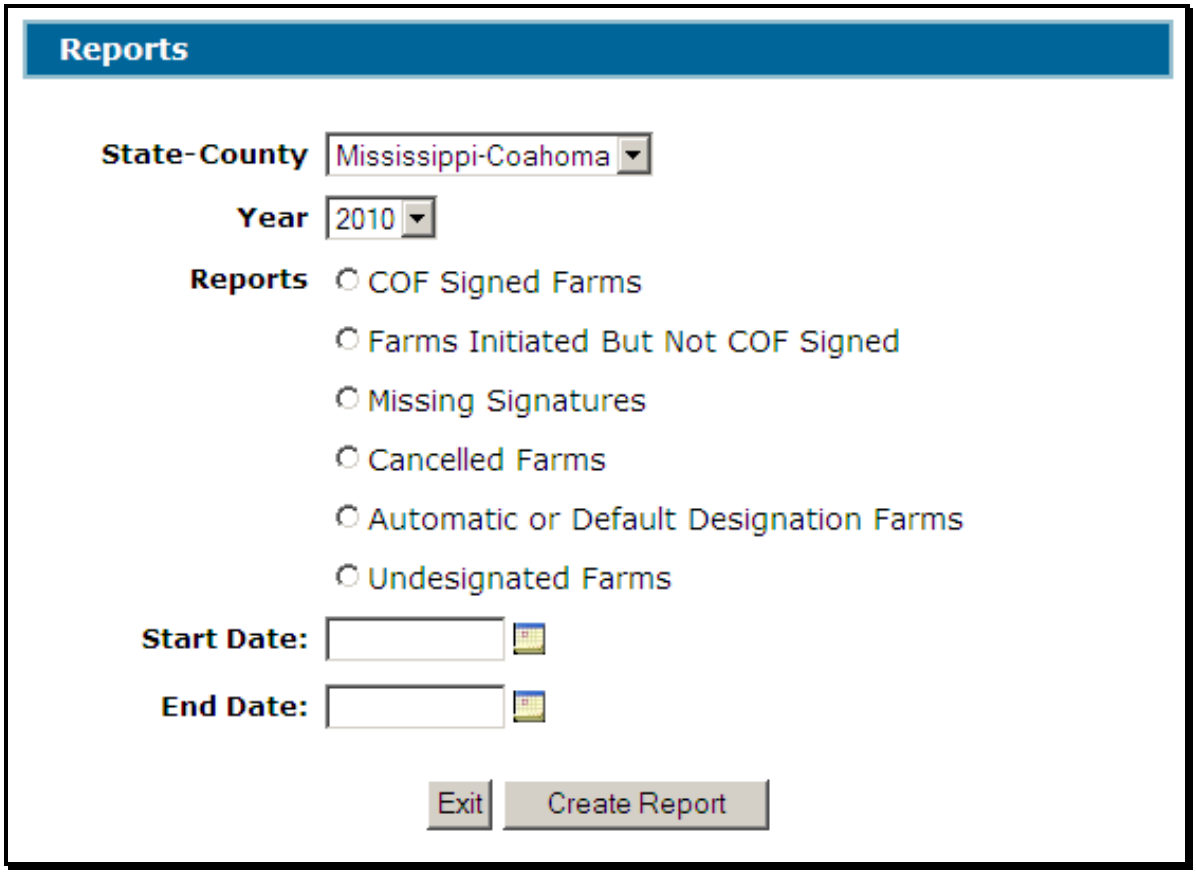
454 Reports

A Overview

Several standard reports are being provided for County Offices to use as tools within the ACRE Designation system. To access reports, CLICK "**Reports**" from the ACRE Designation – Main Menu.

B Example Reports Screen

Following is an example of the Reports Screen.



--*

454 Reports (Continued)

C Descriptions of Reports

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time.

Report	Action	Result
Year	Manual selection.	Select the year for which reports will be run.
State	Manual selection.	Select the State for which reports will be run.
County	Manual selection.	Select the county for which reports will be run.
COF Signed Farms	Manual selection.	Report will be displayed identifying farms for which designation data is complete and the County Office has signed to the data.
Farms Initiated but Not COF Signed	Manual selection.	Report will be displayed identifying farms for which designation data has been entered, but has not been signed by all producers and/or the County Office.
Missing Signatures	Manual selection.	Report will be displayed identifying farms for which designation data has been entered, but is missing one or more producer signatures.
Cancelled Farms	Manual selection.	Report will be displayed identifying farms for which designation data has been cancelled.
Automatic or Default Designation Farms	Manual selection.	Report will be displayed identifying farms for which a designation was: • automatically completed by the system because base acres were greater than or equal to P&CP acres times 83.3 percent (85 percent for 2012) • not completed by the September 30 deadline and, as a result, a designation was automatically calculated.
Undesignated Farms	Manual selection.	Report will be displayed identifying farms that have no active designation. ***--Note:** This report will include single-crop farms. No action is necessary for single-crop farms. Single-crop farms will be automatically designated during the default process according to subparagraph 433 F.**--***
Start Date	Manual entry.	Provide a start date to limit data displayed on any of the reports. **Note:** Start date is not required.

454 Reports (Continued)

C Descriptions of Reports (Continued)

Report	Action	Result
End Date	Manual entry.	Provide an end date to limit date displayed on any of the reports. **Note:** End date is not required.
Cancel	Returns the user to the ACRE Designation – Main Menu without displaying a report.	
Create Report	The selected report will be displayed.	

455-460 (Reserved)

*--Section 5 Bulk County Office Signature

461 COF Signature Screen

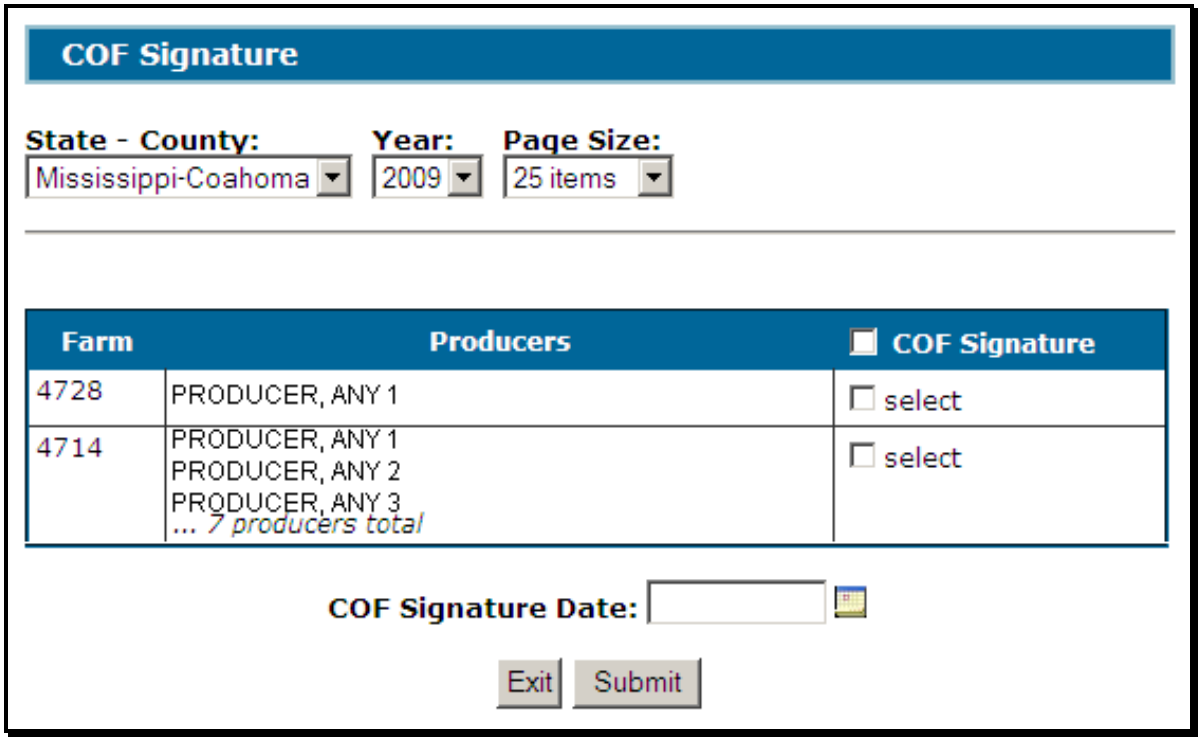
A Overview

A process to enter the same County Office signature date to multiple CCC-528's is being provided in the web-based software. To access the bulk County Office signature process, CLICK the "**Approve Certifications**" link in the left navigation menu.

Note: The County Office signature date can also be entered by specific CCC-528 on the ACRE Designation Summary Screen.

B Example COF Signature Screen

Following is an example of the COF Signature Screen.



--*

461 Sign Certifications Screen (Continued)

C Field Descriptions/Actions

The following table provides field descriptions and actions for the Sign Certifications Screen.

Field/Button	Description	Action
Year	Manual selection.	Select the year for which bulk County Office signatures will be completed.
State - County	Manual selection.	Select the State and county for which the bulk County Office signatures will be completed.
Items	Manual selection.	Select the number of designations to be displayed per page. The system will default to 25.
Farm	Farm number of the farm that is eligible for County Office signature.	
Producer	First 3 producers on the farm, alphabetically.	
COF Signature	Manual selection.	Select the certification(s) to be signed. Select the checkbox next to the "COF Signature" header to select all displayed applications.
COF Signature Date	Manual entry of the County Office signature date.	Enter the date County Office signed CCC-528.
Previous	Previous screen will be displayed.	
Exit	The ACRE Designation – Main Menu will be displayed.	
Submit	Approves all selected certifications. If additional certifications are eligible for County Office signature, the screen will be redisplayed with the additional certifications.	

D Criteria for Being Included in Bulk County Office Signature Process

CCC-528 **must** be signed and dated by all producers for CCC-528 to be included in the bulk County Office signature process.**--***

462-467 (Reserved)

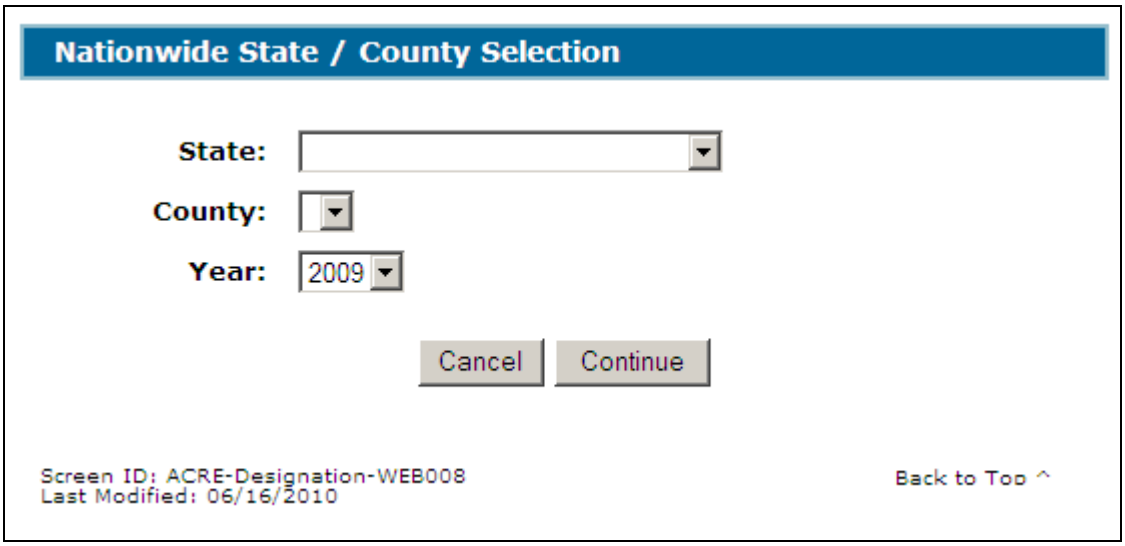
468 Nationwide Customer Service

A County Office User Access

The ACRE Designation System automatically allows for nationwide customer service. Users will have the ability to access and load CCC-528 data for any farm nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users loading nationwide CCC-528's will have limited authority.

B Example State and County Selection Screen

Nationwide customer service can be accessed by selecting "Nationwide Customer Service" from the left navigation menu. The State and County Selection Screen will be displayed. Following is an example of the State and County Selection Screen.



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

- State
- county
- year.

CLICK "**Continue**", the Search by Producer or Farm Screen will be displayed.--*

***--468 Nationwide Customer Service (Continued)**

C Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in Nationwide Customer Service is the same as CCC-528's being loaded in the home county (paragraph 430).

If the user selects by producer and the selected producer is associated with:

- more than 1 farm, the Select Farm Screen will be displayed (see paragraph 432)
- only 1 farm, the Add Designations Screen will be displayed (see paragraph 433).

If the user selects by farm, the Add Designations Screen will be displayed. See paragraph 433.

D Select Farm Screen

The functionality of the Select Farm Screen in Nationwide Customer Service is the same as CCC-528's being loaded in the home county (paragraph 432).

E Add Designations Screen

The functionality of the Add Designations Screen in Nationwide Customer Service is the same as CCC-528's being loaded in the home county (paragraph 433).

F ACRE Designation Summary Screen

The functionality of the ACRE Designation Summary Screen is the same as CCC-528's being loaded in the home county, **except** that the County Office signature date **cannot** be loaded. CCC-528 must be signed by the home county (paragraph 434).

G Reports Screen

The functionality of the Reports Screen is the same as the home county (paragraph 454).

H Action

Users that process nationwide customer service CCC-528's must:

- immediately FAX a copy of the signed CCC-528 to the home county
- mail the original signed CCC-528 to the home county
- maintain a copy of the signed CCC-528.**--***

469-474 (Reserved)

*--Section 7 State Office Administrative Access

475 State Office Access to ACRE Designation System

A Requesting Access

If State Office administrative access has not already been requested for users in a State Office, requests shall be made 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 ACRE Designation State Office administrative 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.

B Access Authority

State Office administrative users have the ability to:

- complete CCC-528's for any farm within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service.

Follow procedure in paragraphs 481 through 468 for instructions for using the system.**--***

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		212, 216, 228
CCC-36	Assignment of Payment		216
CCC-37	Joint Payment Authorization		216
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		Text, Ex. 2, 3
CCC-509 Appendix	Appendix to Form CCC-509, 2009-2012 Direct and Counter-Cyclical Program Contract		35, 48, 62, 63, Ex. 2, 3
CCC-509ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		26, 28, Part 4
CCC-528	Designation of Payment Acres for Planted and Considered Planted (P&CP) Crops of Covered Commodities and Peanuts for the Average Crop Revenue Election (ACRE) Program		Part 9
CCC-538	Producer-Paid Crop Insurance Premium		Part 8
CCC-926	Average Adjusted Gross Income (AGI) Statement		216
FSA-211	Power of Attorney		28, 31, 32, 168, 169,
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		210
FSA-578	Report of Acreage		35, 48, 228, 252, Part 7, Part 8, 433, 434
FSA-658	Record of Production and Yield		Part 7

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
CC	counter-cyclical	Text
eACRE	electronic ACRE	197, 200
eDCP	electronic DCP	61, 62, 67
NRRS	National Receivables and Receipts System	Part 5
OO	owner/operator	28, 34, 37, 70, 166, Ex. 2
OP	operator	Text, Ex. 2
OT	other producer	28, 30, 34, 70, 166
OW	owner	Text, Ex. 2
PRS	Production Reporting System	Part 7
RLMS	Representative Link Manager System	Text

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.

***--User**

User means county FSA employees with level II eAuthentication access and State Office administrative users, **except** where specifically noted.**--***

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DCP Direct Payment Rates

*--A DCP Advance Direct Payment Rates

The following table provides 2009 through 2011 DCP advance direct payment rates.

Crop	Unit of Measure	Final Payment Rate
Barley	bushel	$0.0528
Canola	pound	$0.00176
Corn	bushel	$0.0616
Crambe	pound	$0.00176
Flax	bushel	$0.09856
Mustard	pound	$0.00176
Oats	bushel	$0.00528
Peanuts	pound	$0.00396
Rapeseed	pound	$0.00176
Rice – Long Grain	pound	$0.00517
Rice – Medium Grain	pound	$0.00517
Safflower	pound	$0.00176
Sesame	pound	$0.00176
Sorghum	bushel	$0.077
Soybeans	bushel	$0.0968
Sunflowers	pound	$0.00176
Upland Cotton	pound	$0.014674
Wheat	bushel	$0.1144

B DCP Final Direct Payment Rates--*

The following provides 2009 through 2012 DCP final direct payment rates.

Crop	Unit of Measure	Final Payment Rate
Barley	bushel	$0.24
Canola	pound	$0.008
Corn	bushel	$0.28
Crambe	pound	$0.008
Flax	bushel	$0.448
Mustard	pound	$0.008
Oats	bushel	$0.024
Peanuts	pound	$0.018
Rapeseed	pound	$0.008
Rice – Long Grain	pound	$0.0235
Rice – Medium Grain	pound	$0.0235
Safflower	pound	$0.008
Sesame	pound	$0.008
Sorghum	bushel	$0.35
Soybeans	bushel	$0.44
Sunflowers	pound	$0.008
Upland Cotton	pound	$0.0667
Wheat	bushel	$0.52

ACRE Direct Payment Rates

*--A ACRE Advance Direct Payment Rates

The following table provides 2009 through 2011 ACRE advance direct payment rates.

Crop	Unit of Measure	Final Payment Rate
Barley	bushel	$0.04224
Canola	pound	$0.001408
Corn	bushel	$0.04928
Crambe	pound	$0.001408
Flax	bushel	$0.078848
Mustard	pound	$0.001408
Oats	bushel	$0.004224
Peanuts	pound	$0.003168
Rapeseed	pound	$0.001408
Rice – Long Grain	pound	$0.004136
Rice – Medium Grain	pound	$0.004136
Safflower	pound	$0.001408
Sesame	pound	$0.001408
Sorghum	bushel	$0.0616
Soybeans	bushel	$0.07744
Sunflowers	pound	$0.001408
Upland Cotton	pound	$0.0117392
Wheat	bushel	$0.09152

B ACRE Final Direct Payment Rates--*

The following provides 2009 through 2012 ACRE final direct payment rates. The ACRE final direct payment for each crop is 80 percent of the DCP final direct payment rate.

Crop	Unit of Measure	Final Payment Rate
Barley	bushel	$0.192
Canola	pound	$0.0064
Corn	bushel	$0.224
Crambe	pound	$0.0064
Flax	bushel	$0.3584
Mustard	pound	$0.0064
Oats	bushel	$0.0192
Peanuts	pound	$0.0144
Rapeseed	pound	$0.0064
Rice – Long Grain	pound	$0.0188
Rice – Medium Grain	pound	$0.0188
Safflower	pound	$0.0064
Sesame	pound	$0.0064
Sorghum	bushel	$0.28
Soybeans	bushel	$0.352
Sunflowers	pound	$0.0064
Upland Cotton	pound	$0.05336
Wheat	bushel	$0.416