

Emergency Commodity Assistance Program Automation



.

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Emergency Commodity Assistance	
Program Automation	
2-ECAP	Amendment 1
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Approved by: Acting Deputy Administrator, Farm Programs

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Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide automation instructions and procedures for administering ECAP.

Page No.

Part 1 General Information

1	Basic Provisions	1-1
2	Responsibilities	1-2
3	Submitting ECAP Software Issues	1-2
4-10	(Reserved)	

Part 2 Accessing Software

11	Accessing ECAP Software	2-1
12-20	(Reserved)	

Part 3 Emergency Commodity Assistance Program (ECAP)

21	ECAP Home Screen	3-1
22	ECAP Application Selection Screen	3-2
23	ECAP Applicant Eligible Reported Commodities and Acres Screen	3-6
24	ECAP Summary Screen	3-8
25	ECAP Applications Results Screen	3-9
26	ECAP Producer Online Applications	3-11
27-40	(Reserved)	

Part 4 Common Functions

41	Tools Header	4-1
42	Receipt for Service	4-3
43	Email Notifications	4-4
44	Bulk COC Approval/Disapproval Screen	4-5
45	COC Determination Electronic Approval	4-7
46-60	(Reserved)	

Part 5 Payment Provisions

61	General Payment Provisions	5-1
62	Payment Limitation and Eligibility	5-3
63	Payment Processing	5-6
64	Computing Payments	5-8
65	Canceling Payments	5-10
66	Overpayments	5-11
67-80	(Reserved)	

Page No.

Part 6 Reports

Section 1 Application Reports

81	ECAP Application Reports	6-1
82-90	(Reserved)	

Section 2 Payment Reports

91	Displaying or Printing Payment Reports	6-51
92	Estimated Calculated Payment Report	6-52
93	Payment History Report – Detail	6-55

Exhibits

1	Reports	Forms	Abbrey	viations	and l	Redeleo	pations	of A	uthority
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- 2 (Reserved)
- 3 Menu and Screen Index

Part 1 General Information

1 Basic Provisions

A Purpose

This handbook contains instructions for using web-based software to administer Emergency Commodity Assistance Program.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in 1-ECAP.

C Related FSA Handbooks

The following FSA handbooks are related to ECAP.

IF the area of concern is about	THEN see
acreage compliance	2-CP.
actively engaged determinations	6-PL.
approved abbreviations, signatures, and authorizations	1-CM.
audits and investigations	9-AO.
common payment provisions	9-CM.
conservation compliance	6-CP.
ECAP policy and procedure	1-ECAP.
foreign persons provisions	6-PL.
interest rates	50-FI.
managing FSA and CCC debts	58-FI.
payment eligibility determinations and AGI	6-PL.
program appeals	1-APP.
receipt for service	1-RFS.
receipts, payments, and deposits for NRRS	64-FI.
records management	32-AS.
reporting to IRS	62-FI.
web-based eligibility records	3-PL.

2 **Responsibilities**

A Background

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

B Office Responsibilities

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

Office	Responsibilities
PDD	Implements web-based processes to support ECAP functions in State
	and County Offices.
	Provides procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide:
	 application training to County Offices procedural assistance to County Offices on data entry requirements
	and software operations.
FPAC Business	Develops software and provides technical assistance to PDD.
Center, ISD	

3 Submitting ECAP Software Issues

A Overview

County Offices must report issues to their State Office specialist. The State Office specialist should submit issues they are unable to resolve to the FSA Farm Programs Software Issues SharePoint Issue site at <u>PDD Software Issues SharePoint Site</u>.

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

B State Office Access to PDD Software Issues SharePoint Site

State Office specialists can request access through the SharePoint site.

4-10 (Reserved)

Part 2 Accessing Software

11 Accessing ECAP Software

A Overview

ECAP functions:

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

B Security Roles

The following are security roles.

- FSA County Office employees with authorized access will be able to create and modify applications nationwide; however, determinations for applications can only be recorded by employees associated with the applicant's recording State and county.
- FSA State Office employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- FSA National Office employees with authorized access will have full access to all applications nationwide.

C Accessing the ECAP System

This table provides steps to access the ECAP System.

Step	Action
1	Access the FSA Intranet, FSA Applications Page at
	https://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under "FSA Applications", "Applications Directory", CLICK "D-F".
3	CLICK "ECAP – Emergency Commodity Assistance Program".
4	The ECAP Home Screen will be displayed.

12-20 (Reserved)

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Part 3 Emergency Commodity Assistance Program (ECAP)

21 ECAP Home Screen

A Overview

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

B Example of ECAP Home Screen

The following is an example of the ECAP Home Screen.

ECAP Emergency Commo	dity Assistance Program
Home Tools ~	
Program Year: 2024 State:	
Select State	~
County:	
Select County	~
Customer Search Application Selection	
Return to top	

21 ECAP Home Screen (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions available for selecting a producer.

Field	Description/Action		
State/County	Select the applicable State/County from the drop-down menu.		
Customer Search	Choosing this option will initiate a SCIMS search. Users can use this option to select a customer and navigate directly into their application.		
	Note: Nationwide customer service is available for ECAP.		
Application Selection	Displays all applications in the selected State and county.		
	Note: A State and county must be selected before displaying the ECAP Application Selection Screen.		

22 ECAP Application Selection Screen

A Overview

The ECAP Application Selection Screen displays all applications entered into the system allowing users to add or edit applications.

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

22 ECAP Application Selection Screen (Continued)

B Example of ECAP Application Selection Screen

The following is an example of the ECAP Application Selection Screen.

ECAP Emer	gency Commodity A	Assistance Program		⊘ _R	ICHARD JOHNSON 🗸
Home Tools ~					
Program Year: 2024		State: Wisconsin (55)	County: Do	odge (027)	
Applicati	on Selection				
Customer Search Navigate to Applic <u>N</u> S	Edit View Form ECPR Det	iete			
App ID 🔨	Applicant 🔨		Application Status 🔨	COC Determination	COC Obligation Status
14	IMA PRODUCER A		Enrolled		
18	IMA PRODUCER B		Enrolled		
15	IMA PRODUCER C		Initiated		
) 13	IMA PRODUCER D		Approved	Approved	Approved

22 ECAP Application Selection Screen (Continued)

C Fields, Descriptions, and Actions

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

Field		Description/Action	
Program Year	Displays the program year.		
State	Displays the State name selected from the ECAP Home Screen.		
County	Displays the co	ounty name selected from the ECAP Home	
	Screen.		
App ID	Displays the sy	stem-generated application number for a	
	producer.		
	Note: Users c	an sort the application number by clicking on the	
· · ·	"App I	D" to sort from high to low or from low to high.	
Applicant	Displays the ap	oplicant by last name/business name.	
	Note: Users c	an sort the application number by clicking on	
	"Applie	cant" to sort from Z to A or from A to Z.	
Recording State/County	Displays the pr	roducer's recording State and county.	
	Status	Description	
Application Status	Initiated	Application has been created and data may	
		have been entered, but applicant signatures	
		have not been recorded.	
	Enrolled Application has been created and the applican		
		signature, date, and method of signature have	
		been recorded.	
	Approved	The COC determination is "Approved", and the	
		date has been recorded on the ECAP Summary	
		Screen.	
	Disapproved	The COC determination is "Disapproved", and	
		the date has been recorded on the ECAP	
		Summary Screen.	
	Suspended	The application has been suspended because of	
		a SCIMS merge or a change to the CARS data.	
		County Offices must resolve the SCIMS issue	
		or review 578 changes and then contact the	
		State Office specialist for further assistance.	
	Pending	nding The COC date has been recorded, the	
	Obligation	determination is "Approved", and an obligation	
		is now pending obligation.	
		Note: This status is a rare occurrence	
	De-obligated	The application has been de-obligated and can	
	De conguiea	only be modified by a national administrator.	
	Cancelled	Application has been cancelled.	

22 ECAP Application Selection Screen (Continued)

Field	Description/Action		
	Status	Description	
COC Determination	Blank	COC has not acted on the application.	
Status	Approved	COC has approved the application.	
	Disapproved	COC has disapproved the application.	
COC Obligation Status	Approved	Obligation has been recorded in the Common	
		Obligation Framework and passed to the	
	payment system for processing.		
	Failed	Obligation has failed. Application may	
		require reprocessing.	
	Rejected	Rare occurrence. Click on "Rejected" to	
		research.	

C Fields, Descriptions, and Actions (Continued)

23ECAP Applicant Eligible Reported Commodity and Acres Screen

A Overview

The ECAP Applicant Eligible Reported Commodity and Acres Screen allows users to view the commodities reported and enter applicable COC adjustments and Other Adjustments.

B Example of ECAP Applicant Eligible Reported Commodities and Acres Screen

The following is an example of the ECAP Applicant Eligible Reported Commodities and Acres Screen.

PART B - APPLICAN	T ELIGIBLE REPORTED COM	MODITIES AND ACRES		Summary
Program Year: 2024 Applicant: Farmer, Jane	State: Wisc Recording :	onsin (55) State: Wisconsin (55)	County: Dodge (027) Recording County: Dodge (027)	Application Status: Initiated Application ID: 18
Commodity		Eligible Planted Acres	Eligible Prevent Plant Acres	Actions
CORN		18.9700	0.0000	Clear Adjustments
	COC ADJUSTMENT			
	OTHER ADJUSTMENT			
OATS		38.4700	0.0000	Clear Adjustments
	COC ADJUSTMENT			
	OTHER ADJUSTMENT			
1 of 2 Steps			Exit	Save Continue Save and Contin

23 ECAP Applicant Eligible Reported Commodity and Acres Screen (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the ECAP Applicant Eligible Reported Commodities and Acres Screen.

Field	Description/Action
Program Year	Displays the program year.
State	Displays the State name selected from the ECAP Home Screen.
County	Displays the county name selected from the ECAP Home
	Screen.
Application Status	Displays the application status.
Applicant	Displays the applicant's name.
Recording State	Displays the applicant's recording State.
Recording County	Displays the applicant's recording county.
Application ID	Displays the system-generated application number for a
	producer.
Commodity	Displays the system-generated commodity.
Eligible Planted Acres	Displays the system-generated planted acres from CARS. This
	is the total acres by crop, adjusted for share for the applicant on
	all farms nationwide associated to that applicant.
Eligible Prevent Plant	Displays the system-generated prevented planted acres from
Acres	CARS. This is the total acres adjusted for share for the
	applicant's share on all farms hationwide associated to that
	applicant.
	Note: This is 50% of the reported prevent planted acres
COC Adjustment	Allows the County Office to input applicable acreage
COC / Agustinent	adjustments as determined by COC
Other Adjustment	Allows the County Office to input applicable acreage
e ener i rajustinent	adjustments as determined by COC.
Actions	Selecting "Clear Adjustment" will remove all data recorded in
	the COC Adjustment and Other Adjustment fields in the
	applicable commodity.
Exit	Selecting "Exit" navigates to the ECAP Application Selection
	Screen, without saving any data that hasn't previously been
	saved.
Save	Selecting "Save" saves application data.
Continue	Selecting "Continue" advances the user to the next screen.
Save and Continue	Selecting "Save and Continue" saves the application data to the
	selected applications and navigates to the ECAP Summary
	Screen.

24 ECAP Summary Screen

A Overview

The ECAP Summary Screen allows users to:

- review the information recorded
- record the producer's signature date and type
- record the COC or STC determination and action.

B Example of ECAP Summary Screen

The followng is an example of the ECAP Summary Screen with entered information displayed.

PART B - APPLICANT ELIGIBL	LE REPORTED COMMODITIES AND ACRES			Summary
Program Year: 2024 Applicant: Farmer, Jane	State: Wisconsin (55) Recording State: Wisconsin (55)	(F	County: Dodge (027) Recording County: Dodge (027)	Application Status: Enrolled Application ID: 18
PART B - APPLICANT ELIGIBLE RE	PORTED COMMODITIES AND ACRES			
Commodity		Eligible Plant	ted Acres	Eligible Prevent Plant Acres
CORN		18.9700		0.0000
	COC USE ONLY			
	OTHER ADJUSTMENT			
OATS		38.4700		0.0000
	COC USE ONLY			
	OTHER ADJUSTMENT			
APPLICANT CERTIFICATION Applicant Signature Date(MM/DD/YYYY) 03/04/2025		Ap II	pplicant Signature Type N PERSON	×
COC DETERMINATION				
Date(MM/DD/YYYY)			Determination	
MM/DD/YYYY			COC Determination Status	
2 of 2 Steps				Exit Back Save and Continue

24 ECAP Summary Screen (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the ECAP Summary Screen.

Field	Description/Actions		
Producer Certification			
Applicant Signature Date (MM/DD/YYYY)	Enter the date the applicant signed the FSA-63 ECAP.		
	Users can manually enter the date or use one of the		
	available calendar widgets to populate the date.		
	Note: The "Today" calendar widget populates the current date.		
Applicant Signature Type	Using the drop-down menu, select the method the applicant		
	used to submit the application.		
	COC/STC Determination		
Date (MM/DD/YYYY)	Enter the date COC or designated representative signed the		
	FSA-63 ECAP.		
	Users can manually enter the date or use one of the available calendar widgets to populate the date.		
	Note: The "Today" calendar widget populates the current date.		
Original COC/STC	If the application has been acted on previously, the original		
Determination Date	determination date will be displayed.		
COC/STC Determination	Select the "Approve" or "Disapprove" check box.		
Status			

25 ECAP Application Results Screen

A Overview

After application data has been recorded or modified and saved, the ECAP Applications Results Screen is displayed with the current application status.

25 ECAP Application Results Screen (Continued)

B Example of ECAP Application Results Screen

The following is an example of the ECAP Application Results Screen.

Program Year: 2024 Applicant: Farmer, Jane	State: Wisconsin (55) Recording State: Wisconsin (55)	County: Dodge (027) Recording County: Dodge (027)	Application Status: Approved Application ID: 18	
Application status successfully u	pdated to Approved for Farmer, Ja	ne.		
Receipt For Service-RECEIVED f	rom producer(FSA-63 ECAP)			
Receipt For Service-PROVIDED to producer(FSA-63 ECAP)				
Application Selection Customer Search	fiew Form CCPR Generate RFS			
Return to top				

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the ECAP Application Results Screen.

Field	Description/Action	
Program Year	Displays the program year.	
State	Displays the State in which the application was created.	
County	Displays the county in which the application was created.	
Application Status	Displays the application status.	
Applicant	Displays the applicant's name.	
Recording State	Displays the applicant's recording State.	
Recording County	Displays the applicant's recording county.	
Application ID	Displays the system generated application ID.	
Message	Displays the results of submitting the application.	
Receipt for Service	CLICK to select which Receipt for Service is needed for	
	generation.	
Application Selection	CLICK to navigate to the ECAP Application Selection Screen.	
Customer Search	CLICK to go to the SCIMS Search Screen to select a different	
	applicant.	
View Form	Displays FSA-63 ECAP.	
Generate RFS	Generates a Receipt for Service based on the Receipt for Service	
	checkbox.	
ECPR	Displays the applicant's Estimated Calculated Payment Report.	

26 ECAP Producer Online Applications

A Overview

Customers with Level 2 eAuthentication access will be able to access the ECAP software applications.

B Restricted Access

Applicants with Level 2 eAuthentication access will be able to create, modify, and enroll ECAP applications for themselves and for whom they have representative capacity.

ECAP applications created by a Level 2 eAuthenticated user will be enrolled by submitting an electronic signature.

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

Email notifications will be generated and sent to recording county users for created, modified, and enrolled ECAP applications according to paragraph 44.

C User Guide

ECAP application instructions for Level 2 eAuthenticated users are available for use online to the applicant.

27-40 (Reserved)

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Part 4 Common Functions

41 Tools Header

A Overview

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

B Example of Tools Header Options

The following is an example of Tools Header options.

Home	Tools ~	
Progran	Receipt For Service	
	Email Notifications	
App	Reports	tion
	COC Determination	
Cus	Electronic Approval	ECPR
Navi	COC Determination Bulk	ith:
<u>N</u> S	Approval	

41 Tools Header (Continued)

C Available Links and Descriptions

The following table provides the Tools Header links and descriptions.

Link	Description
Receipt For Service	Selecting the "Receipt For Service" link will navigate the user to the
	Receipt For Service website to create a receipt for service.
	Follow 1-RFS for further instructions.
Email Notifications	Selecting the "Email Notifications" link will navigate the user to the
	Business Notification Admin website to create, edit, or manage
	email notifications.
Reports	Selecting the "Reports" link will navigate the user to the Reports
	section for the applicable program.
	Follow Part 4 for further instructions.
COC Determination	Selecting the "COC Determination Electronic Approval" link will
Electronic Approval	navigate the user to the COC Determination Bulk Electronic
	Approval/Disapproval Screen.
	Follow Part 16 for further instructions.
COC Determination	Selecting the "COC Determination Bulk Approval" link will
Bulk Approval	navigate the user to the COC Determination Bulk
	Approval/Disapproval Screen.
	Follow Part 15 for further instructions.

42 Receipt for Service

A Overview

1-RFS provides policy for RFS and should be documented using RFS-Receipt for Service.

Note: RFS-Receipt for Service training materials can be found on the DAFP Internet site.

B Action

Access the RFS application according to the following table.

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

43 Email Notifications

A Overview

County Office users will receive automated email notifications and should take appropriate action on the applicable application:

- automated email notifications will be generated by the system when an application created or modified by a producer using their level 2 eAuthentication
- application is created or modified by a nonrecording county user.

B Notifications

The following table provides the email notification County Office users will receive and the reason.

Notification	Reason
Jane Doe has created application 12 for	Jane Doe, who is not from the producer's
John Farmer in Lyon County, Kansas.	recording county, has created an application for
	John Farmer.
Jane Doe has modified application 12 for	Jane Doe, who is not from the producer's
John Farmer in Lyon County, Kansas.	recording county, has modified John Farmer's
	application.

C Managing Email Notifications

Users can choose which email notifications to receive by selecting "Email Notifications" from the Tools Header bar. The user is taken to Business Notification Admin home page.

More information on how to manage email notifications can be found at **Email Notifications**.

44 Bulk COC Approval/Disapproval Screen

A Overview

The Bulk COC Approval/Disapproval Screen:

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

Users can select:

- all applications listed
- individual applications listed.

Note: Only complete applications signed by the applicant will display on the Bulk COC Approval/Disapproval Screen.

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

- "Tools"
- "Bulk COC Approval/Disapproval".

B Example of Bulk COC Approval/Disapproval Screen

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

Program Year: 2024		State: Wisconsin (55)		County: Dodge (027)
Bulk COC	Approval/Dis	sapproval		
COC Determination Date	(MM/DD/YYYY)			
Application ID ^	Applicant ^			Approve All Disapprove All
14	IMA PRODUCER A		View Form	Approve Disapprove
15	IMA PRODUCER C		View Form	Approve Disapprove
		Previous	1 Next >	
				Exit Save and Continue

44 Bulk COC Approval/Disapproval Screen (Continued)

C Fields, Descriptions, and Actions

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

Field	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the ECAP Home
	Screen.
County	Displays the selected county name and code from the ECAP Home
	Screen.
COC Determination	Allows the user to record a COC Determination Date to apply to the
Date	selected applications.
	Note: Users can manually enter a date or use the calendar widgets
	to populate the date. The "Today" widget to the right of the
	calendar widget populates the current system date.
Application ID	Displays the system generated application number.
Applicant	Displays the applicant's name.
View Form	Selecting the "View Form" link will display the completed form.
Approve All	Selecting the "Approve All" link automatically selects the
	"Approve" check box next to all applications.
Disapprove All	Selecting the "Disapprove All" link automatically selects the
	"Disapprove" check box next to all applications.
Approve	Checking the "Approve" box designates the applicable application
	to be approved upon clicking "Save and Continue".
Disapprove	Checking the "Disapprove" box designates the applicable
	application to be disapproved upon clicking "Save and Continue".
Exit	Selecting "Exit" navigates the user to the ECAP Application
	Selection Screen, without saving any data that has not previously
	been saved.
Save and Continue	Selecting "Save and Continue" saves the COC determination data to
	the selected applications and navigates to the ECAP Application
	Selection Screen.

45 COC Determination Electronic Approval

A Overview

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

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

The approving official's name will print in the "COC or Designee Signature" block on FSA-63 ECAP and the system date will be entered for the approval date.

To access the Electronic COC/STC Determination Screen, from the ECAP header, select:

- "Tools"
- "Electronic COC/STC Determination".

B Example of Bulk Electronic Approval/Disapproval Screen

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

Program Year: 2024		State: Wisconsin (55)		County: Dodge (027)	
Bulk Elec	Bulk Electronic Approval/Disapproval				
COC Determination Dat	e (MM/DD/YYYY)				
Application ID ^	Applicant ^			Approve All Disapprove All	
14	IMA PRODUCER A		<u>View Form</u>	Approve Disapprove	
15	IMA PRODUCER C		<u>View Form</u>	Approve Disapprove	
		Previous	1 Next >		
				Exit Save and Continue	

Note: Only complete applications signed by the applicant will display on the Electronic Approval Screen.

45 COC Determination Electronic Approval (Continued)

C Fields, Descriptions, and Actions

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

Field	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the ECAP Home
	Screen.
County	Displays the selected county name and code from the ECAP Home
	Screen.
COC Determination	Displays the current date and cannot be changed.
Date	
Application ID	Displays the system generated application number.
Applicant	Displays the applicant's name.
View Form	Selecting the "View Form" link will display the completed form.
Approve All	Selecting the "Approve All" link automatically selects the
	"Approve" check box next to all applications.
Disapprove All	Selecting the "Disapprove All" link automatically selects the
	"Disapprove" check box next to all applications.
Approve	Checking the "Approve" box designates the applicable application
	to be approved upon clicking "Save and Continue".
Disapprove	Checking the "Disapprove" box designates the applicable
	application to be disapproved upon clicking "Save and Continue".
Exit	Selecting "Exit" navigates the user to the ECAP Application
	Selection Screen, without saving any data that hasn't previously
	been saved.
Save and Continue	Selecting "Save and Continue" saves the COC determination data to
	the selected applications and navigates the user to the ECAP
	Application Selection Screen.

46-60 (Reserved)

Part 5 Payment Provisions

61 General Payment Provisions

A Overview

The ECAP payment process is an automated process that determines:

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

B Frequency of Payment Processing

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the ECAP system during the day for the applicant or supporting system information.

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

C Obtaining FSA-325

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

Note: If FSA-63 ECAP has been filed by the producer, a revised FSA-63 ECAP is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

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

E Assignments

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

61 General Payment Provisions (Continued)

F Bankruptcy

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

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

G Payments Less Than \$1

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

H Payment Due Date

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

- date producer signed FSA-63 ECAP
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-943
 - CCC-902
- if the producer is an entity or joint operation, the date members filed the requisite payment eligibility documentation
- availability of software to process the payment after a program factor is determined.

I Prompt Payment Interest

Prompt Payment Act provisions do not apply to ECAP payments.

61 General Payment Provisions (Continued)

J Funds Control Process

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

Funding for payments is established in the following table.

Program	Program Code	Accounting Code
Emergency Commodity Assistance Program	24ELP	2945

K Sequestering ECAP

ECAP payments are not subject to sequestration.

62 Payment Limitation and Eligibility

A Payment Limitation Amount

The total amount of ECAP payments that a person or legal entity (excluding general partnerships and joint operations) may receive is \$125,000, unless the producer applying requests the optional payment limitation according to 1-ECAP. When applicable, the payment limitation increase must be completed according to 3-PL (Rev. 2).

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

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

62 Payment Limitation and Eligibility (Continued)

B Eligibility Values

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

Eligibility Determination/		Eligible for	
Certification	Value	Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
AGI	Not Filed		
	Filed CCC-941		
Note: See 6-PL and 3-	Exempt		
PL (Rev. 2) for additional information about AGI	Not Met - Producer	Nat	
	Not Processed	Applicable	
	Compliant - Producer	Аррисанс	
determinations.	Compliant - Less than 3 years		
	Not Compliant		
	Failed Verification		
CCC-943 – 75%	Producer Certifies at least	Yes	
Average Gross Income	75% of their average income		
	was derived from farming,		
	ranching or forestry		
	operations?		

62 Payment Limitation and Eligibility (Continued)

B Eligibility Values (Continued)

Eligibility Determination/ Certification	Value	Eligible for ECAP Payment	Exceptions
Conservation	In Compliance	Yes	
Compliance –	Partial Compliance	Yes	
Farm/Tract Eligibility	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

C Eligibility Conditions Priority

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

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

A Supporting Files for Integrated Payment Processing

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

Type of	How Information Is	
Information	Used for Payment Processing	Source
Application Data	The information is used to compute the ECAP	Application
	payment amount for the producer.	System
Payment Eligibility	Used to determine whether the producer,	Subsidiary
Information	member of a joint operation, or both, are	Eligibility System
	eligible for payment for the year for which the	
	application was filed.	
General Name and	Used to determine the producer's business type	Business Partner/
Address	and general name and address information.	SCIMS
Entite and Laint		Dess's and E'l.
Entity and Joint	Used to determine the following for the year	Business File
Uperation	member's share are determined by the	
Information	fallowing:	
	Tonowing:	
	• general partnerships	
	ioint ventures	
	• John Ventures	
Combined Producer	Used to determine whether producers or	Combined
Information	members of entities or joint operations are	Producer System
Information	combined with other producers. This	Tioducer System
	information is used to ensure that the payment	
	limitation is controlled properly.	
Available Payment	Used to determine payment limitation	Payment
Limitation	availability.	Limitation System
Financial Related	Calculated payment information is	NPS or NRRS
Information	provided to NPS.	
	• Determined overpayment amount may be	
	provided to NRRS.	

63 Payment Processing (Continued)

B Prerequisites for Payments

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

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

64 Computing Payments

A Overview

The ECAP payment process is an integrated process that reads a wide range of files to:

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

The following table describes the high-level system processing sequence to calculate ECAP payments for producers.

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

64 Computing Payments (Continued)

B Triggering Payments

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

Trigger	
Туре	Description
Initial	After release of the payment software, a process will automatically run to
	determine whether the ECAP application is approved. This will initiate the
	process described in subparagraph A and does not require County Office user
	interaction.
	Payments will be sent to NPS for certification and signature.
	Reduced payments will be listed on the Nonpayment Report.
Primary	Once the initial payments are triggered, subsequent payments will be initiated
	when County Office users re-approve ECAP applications. Entering the COC
	approval date(s) initiates the payment process.
Secondary	Payments that cannot be issued during any payment process are sent to the
	Nonpayment Report. If a condition causing the producer to be on the
1	Nonpayment Report is corrected, the payment will be triggered to reprocess to
	determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

A Overview

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

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.
- **Notes:** User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

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

66 Overpayments

A Overview

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

B Determined Overpayments

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

C Handling Debts Less Than \$100

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

D Debt Basis Codes

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

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

66 **Overpayments (Continued)**

E Charging Interest

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

- producer provided information on FSA-63 ECAP that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any fact affecting a payment eligibility determination, including the following:
 - violation of conservation compliance provisions
 - violation of controlled substance provisions
- producer adopted a scheme or device that tended to defeat the purposes of ECAP.

Interest will not accrue from the date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office error
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.
- **Notes:** Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

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

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

66 **Overpayments (Continued)**

F Overpayment Due Dates

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

		Overpayment
Time of Determination	Situation	Due Date
Any time.	Payment was issued to the wrong	Immediately
	producer.	
After an entry affecting the	Payment was issued and later	
payment amount is changed on	something occurred that changed the	
FSA-63 ECAP.	ECAP payment.	
After producer misrepresentation	Producer received a ECAP payment	
is determined.	and COC determines that the producer	
	misrepresented their interest.	
After payment limitation is	It is determined that payments have	
exceeded.	been issued exceeding the producer's	
	effective payment limitation amount.	
After an eligibility value changes	Producer's eligibility value changed	
that makes the producer	that makes the producer ineligible for	
ineligible for payment.	payment.	
Any time FSA-63 ECAP is	FSA-63 ECAP was disapproved after	
disapproved.	payments were issued to the producer.	

67-80 (Reserved)

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Part 6 Reports

Section 1 Application Reports

81 ECAP Application Reports

A Overview

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

Reports can be generated in either HTML or CSV formats.

B Example of ECAP Report Selection Screen

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

EC	AP Rep	ort Selectio	on					
Progra	m Year:	2024	Recording State:	Wisconsin(55)	~	Recording County:	Dodge(027)	~
Start D	ate:	mm/dd/yyyy	End Date:	mm/dd/yyyy				
Note: S	Start and End dat	es, if entered, are based o	on the date the app	lication was created	in the system.			
Report	t Format: OCSV	® HTML						
\bigcirc	Application Stat	us Report						
	Note: Select at least one or more statuses to run the Application Status Report.							
\bigcirc	Complete Data F	Report (CSV Only)						
\bigcirc	Approved Obliga	ation Report						
\bigcirc	Failed or Rejecte	ed Obligation Report						
						Application	Selection	Create Report

81 ECAP Application Reports (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the application Reports available to all users.

Field	Description
Program Year	Displays the program year.
State	Displays the State selected on the ECAP Home Screen. Users can
	change the selected State from the down-down menu.
County	Displays the county selected from the ECAP Home Screen. If the
	State is changed, the user will be required to select the applicable
	county.
Start Date	Enter the start date for the report. Leave blank for all date ranges.
End Date	Enter the end date for the report. Leave blank if for all date ranges.
Application Status	This report captures general information for the application.
Report	
	Note: Users must select 1 or more statuses before clicking "Create
	Report".
Complete Data	This report captures all application details.
Report	
Approved Obligation	This report captures the obligation information for approved
Report	applications.
Failed or Rejected	This report captures failed and or rejected obligations for approved
Obligation Report	applications.
Application	Selecting "Application Selection" navigates the user to the ECAP
Selection	Application Selection Screen.
Create Report	Selecting "Create Report" generates the selected report for the
	selected State/county and filter dates, if applicable.

82-90 (Reserved)

91 Displaying or Printing Payment Reports

A Displaying or Printing ECAP Payment Reports

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

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

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	9-CM, paragraph 52
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	9-CM, paragraph 70

92 Estimated Calculated Payment Report

A Overview

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

B Example of ECPR

The following is an example of the ECPR.

FSA-63 ECAPE	United States Department of Agriculture Farm Service Agency 2024 Emergency Commodity Assistance Program Estimated Calculated Payment Report					Date: 03/05/2025
State: Wisconsin County: Dodge		Applicant	Name:			Application Number: 14 Application Approved: Yes
Eligible Planted Acres						
Commodity Name	Reported Acres	COC Adjusted Acres	Other Adjusted Acres	Payment Acres	Payment Rate	Commodity Calculated Payment Amount
COTTON	11.7144	•		11.7144	\$1.99	\$23.31
OATS	3.0950			3.0950	\$2,99	\$9.25
SORGHUM	2.8300	•		2.8300	\$3.99	\$11.29
SOYBEANS	6.0050	4.0000	÷	4.0000	\$4.99	\$19.96
Prevent Plant Acres						
Commodity Name	Reported Acres	COC Adjusted Acres	Other Adjusted Acres	Payment Acres	Payment Rate	Commodity Calculated Payment Amount
COTTON	0.9300			0.9300	\$1.99	\$1.85
OATS	0.0000			0.0000	\$2.99	\$0.00
SORGHUM	0.0000		÷	0.0000	\$3.99	\$0.00
SOYBEANS	0.0000	•	*	0.0000	\$4.99	\$0.00
Commodity Summary						
Commodity Name	Commodity Calculated Payment Amount	Payment Factor	Commodity Calculated Gross Payment Amount	Program Fact	or	Factored Commodity Calculated Gross Payment Amount
COTTON	\$25.16	0.8500	\$21.39	1.00	00	\$21.39
OATS	\$6.25	0.8500	\$5.31	1.00	00	\$5.31
SORGHUM	11.29	0.8500	\$9.60	1.00	00	\$9.60
SOYBEANS	19.96	0.8500	\$16.97	1.00	00	\$16.97
						Total Gross Payment: \$1,318.54
						Factored Gross Payment: \$1,318.54

92 Estimated Calculated Payment Report (Continued)

C Fields and Descriptions for ECPR

The following table provides the fields and descriptions displayed on the ECPR for ECAP.

Field	Description
Applicant Name	Displays the name of the applicant.
State	Displays the recording State.
County	Displays the recording county.
Application Number	Displays the software assigned application number.
Application Approved	Indicates if an application has been approved.
	Eligible Planted Acres
Commodity Name	Displays the commodity name from FSA-63 ECAP, Part B.
Reported Acres	Displays the 2024 eligible planted acres from FSA-63 ECAP, Part B.
COC Adjusted Acres	Displays the COC adjustment of from FSA-63 ECAP, Part B, box 12.
Other Adjusted Acres	Displays the COC adjustment of from FSA-63 ECAP, Part B, box 13.
Payment Acres	Displays the reported planted acres unless adjusted acres are present.
Payment Rate	Displays the payment rate for the specified commodity.
Commodity Calculated Payment Amount	Calculation is determined by multiplying the following:
	Commodity Planted Payment Acres, times
	• Payment Rate.
	Prevent Plant Acres
Commodity Name	Displays the commodity name from FSA-63 ECAP, Part B.
Reported Acres	Displays the 2024 eligible prevent plant acres from FSA-63 ECAP, Part B.
COC Adjusted Acres	Displays the COC adjustment of from FSA-63 ECAP, Part B, box 15.
Other Adjusted Acres	Displays the COC adjustment of from FSA-63 ECAP, Part B, box 16.
Payment Acres	Displays the reported prevent plant acres unless adjusted acres are present.
Payment Rate	Displays the payment rate for the specified.
Commodity Calculated Payment Amount	Calculation is determined by multiplying the following:
	Commodity Prevent Plant Payment Acres, timesPayment Rate.

92 Estimated Calculated Payment Report (Continued)

C Fields and Descriptions for ECPR (Continued)

The following table provides the fields and descriptions displayed on the ECPR for ECAP.

Field	Description				
Prevent Plant Acres (Continued)					
Commodity Name	Displays the commodity name from FSA-63 ECAP, Part B.				
Commodity Calculated	Calculation is determined by adding the following:				
Payment Amount					
	Commodity Calculated Planted Payment Amount, plus				
	Commodity Calculated Prevent Plant Payment Amount.				
Payment Factor	Displays the payment factor according to 1-ECAP.				
Commodity Calculated Calculation is determined by multiplying the following:					
Gross Payment Amount					
	Commodity Calculated Payment Amount, times				
	• Payment Factor.				
Program Factor	Displays the program factor of 100%.				
Factored Commodity	Calculation is determined by multiplying the following:				
Calculated Gross Payment					
Amount	Commodity Calculated Gross Payment Amount, times				
	Program Factor.				
Total Gross Payment	Total of Commodity Calculated Gross Payment Amounts.				
Factored Gross Payment	Total of all Factored Commodity Calculated Gross Payment				
	Amounts.				

93 Payment History Report – Detail

A Background

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

B Accessing the Payment History Report – Detail

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

C Payment History Report – Detail Description

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

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

93 Payment History Report – Detail (Continued)

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

C Payment History Report – Detail Description (Continued)

D Report Options

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

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

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Frodible L and Conservation (HELC)	Reference	61 62
11020	and Wetland Conservation (WC) Certification		01, 02
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		61
CCC-943	Emergency Loss Assistance for Honeybees/Farm-Raised Fish Application		61
FSA-63 ECAP	Emergency Commodity Assistance Program		24, 25, 45, 61, 66, 92
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		61

Abbreviations Not Listed in 1-CM

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

Approved		
Abbreviations	Term	Reference
ECAP	Emergency Commodity Assistance Program	Text
PDD	Program Delivery Division	1
RFS	Receipt for Service	42
SND	Safety Net Division	1

Redelegations of Authority

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

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Menu and Screen Index

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

Title	Reference
Bulk COC Approval/Disapproval Screen	44
Bulk Electronic Approval/Disapproval Screen	41, 45
COC Determination Bulk Electronic Approval/Disapproval Screen	41
FSA Applications Page	11
ECAP Applicant Eligible Reported Commodity and Acres Screen	23
ECAP Application Selection Screen	21, 22
ECAP Applications Results Screen	24
ECAP Home Screen	11, 21, 81
ECAP Report Selection Screen	81
ECAP Summary Screen	24
Electronic COC/STC Determination Screen	45
SCIMS Search Screen	25
Tools Header	41, 43

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