FSA
HANDBOOK

Emergency Relief Program Automation

For State and County Offices

SHORT REFERENCE

2-ERP

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

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Emergency Relief Program Automation 2-ERP	Amendment 1

Approved by: Deputy Administrator, Farm Programs

W. Scott Marlow

Amendment Transmittal

A   Reason for Issuance

This handbook provides automation procedure for using the ERP system.

Table of Contents

Exhibits

Part 1   General Information

1   Basic Provisions

A   Purpose

This handbook contains instructions for using web-based software to administer ERP.

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-ERP.

C   Related FSA Handbooks

The following FSA handbooks are related to ERP.

IF the area of concern is about…	THEN see…
appeals	1-APP.
assignments and joint payments	63-FI.
common payment process	9-CM.
customer interactions	22-AO.
ERP policy and procedure	1-ERP.
HELC and/or WC provisions	6-CP.
issuing payments	1-FI.
managing FSA and CCC debts, receivables, and claims	58-FI.
misaction, misinformation, or equitable relief, scheme, device, or failure to fully comply	7-CP.
payment eligibility	6-PL.
prompt payment provisions or foreign person tax withholding	61-FI.
reporting to IRS	62-FI.
RFS	1-RFS.
signatures, estates, trusts, minors, or powers of attorney, registers, or controlled substance violations	1-CM.
web-based eligibility records	3-PL (Rev. 2).

2   Responsibilities

   A   Background

   The responsibilities described in this paragraph are in addition to the responsibilities in
   1-ERP.

   B   Office Responsibilities

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

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

3   Receipt for Service (RFS)

   A   Overview

   1-RFS provides policy for RFS, and all ERP activity should be documented using RFS.

   Note: RFS training materials can be found on the DAFP Intranet site at
             https://inside.fsa.usda.gov/program-areas/dafp/common-processes/receipt-for-service/index.

3   Receipt for Service (RFS) (Continued)

    B   Access the RFS Application

        Access the RFS application according to the following table.

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

    C   Example of Receipt for Service Screen

        The following is an example of the Receipt for Service Screen.

    4-10   (Reserved)

Part 2   ERP Application System

11   Accessing ERP System

A   Overview

All ERP functions:

- are within the web-based software
- can only be updated by FSA employees with eAuthentication Level II certification.

Note: See 1-ERP for ERP policy and provisions.

B   Accessing the ERP System

Access the ERP system as follows.

Step	Action
1	Access the FSA Applications Intranet page at **https://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under "FSA Applications" and "Applications Directory", CLICK "D-F".
3	CLICK "ERP – Emergency Relief Program".
4	The eAuth Login Screen will be displayed.

12   ERP Home Screen

A   Overview
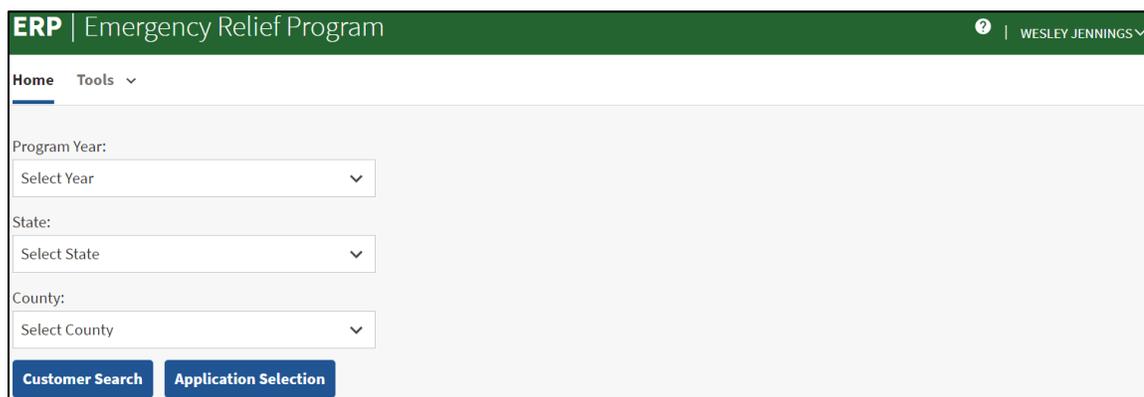
The ERP Home Screen allows users to select the applicable program year, State, and county. The system will default to the user's assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State and county with the lowest State or county code first.

B   Example of ERP Home Screen

The following is an example of the ERP Home Screen.

12   ERP Home Screen (Continued)

C Top Navigation Bar

The top navigation bar displays on all screens within the ERP system. The following table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	Allows users to navigate to the ERP Home Screen.
Tools	Allows users to navigate to: • ERP Reports • Receipt for Service.
Admin	Allows authorized administrators to manage program details for ERP.

D ERP Home Screen Descriptions and Actions

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

Field	Description/Action
Program Year	Select the applicable program year.
State	Select the applicable State.
County	Select the applicable county.

E Page Options

The following table provides available options for selecting a producer.

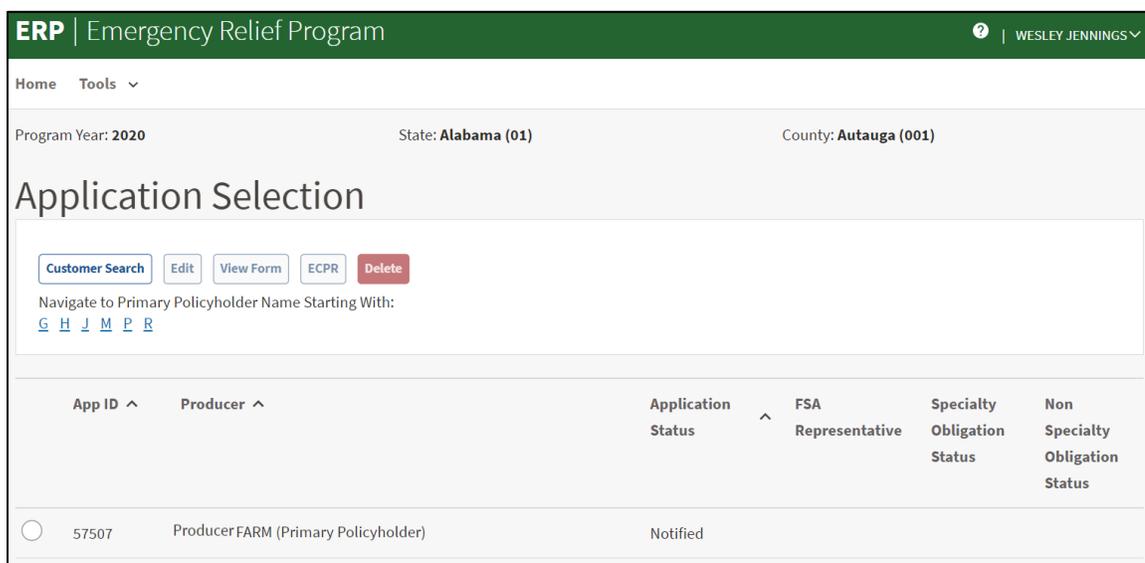| Option	Description/Action
Customer Search	Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search. **Note:** Nationwide customer service is available for ERP.
Application Selection	If this option is selected, all applications in the selected State and county will be displayed. **Note:** A State and county must be selected before displaying the applications entered.

13   Application Selection Screen

A   Overview

The Application Selection Screen allows users to create, edit, and view applications for ERP.

B   Example of Application Selection Screen

The following is an example of the Application Selection Screen.

ERP	Emergency Relief Program	❓	WESLEY JENNINGS ⌄

Home   Tools ⌄

Program Year: **2020**   State: **Alabama (01)**   County: **Autauga (001)**

Application Selection

[Customer Search] [Edit] [View Form] [ECPR] [Delete]

Navigate to Primary Policyholder Name Starting With:
G H J M P R

	App ID ∧	Producer ∧	Application Status	FSA Representative	Specialty Obligation Status	Non Specialty Obligation Status
◯	57507	Producer FARM (Primary Policyholder)	Notified			

C   Application Selection Screen Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the recording State.
County	Displays the recording county.
Customer Search	Allows users to select a specific producer. If an application already exists, the user will be directed to the application; otherwise, a new application cannot be created. **Note:** A producer is allowed 1 application nationwide.
Edit	After selecting the producer, CLICK "Edit" to access the application.
View Form	After selecting the producer, CLICK "View Form" to view FSA-520.
ECPR	After selecting the producer, CLICK "ECPR" to view the Estimated Calculation Payment Report. **Note:** The "ECPR" button will be disabled at the beginning of signup.

13   Application Selection Screen (Continued)

C   Application Selection Screen Descriptions and Actions (Continued)

Field/Button	Description/Action

Delete	Deletes an application entered in error.
	
	A pop-up box will be displayed asking the user if they are sure they want to cancel the application.
	
	CLICK:
	
	• "**Yes**" to cancel the application
	
	  Note: The status will be updated to "Cancelled".
	
	• "**No**" to return to the Application Selection Screen.
	
	  Note: The application will not be canceled.
	
	Warning: Applications canceled after the FSA representative signature will result in the payments being canceled and an overpayment transferred to NRRS. The application can no longer be edited after being canceled. The County Office will need to contact their State Office if canceled in error.

App ID	Displays the system-generated application number for the producer.
Producer	Displays the name of the producer.
Application Status	<table><tr><th>Indicator</th><th>Description</th></tr><tr><td>Notified</td><td>Application has been created and mailed to the producer for signatures.</td></tr><tr><td>Initiated</td><td>Application has been created and the "Producer Signature Date" field is blank.</td></tr><tr><td>Enrolled</td><td>Application has been created and a producer signature date has been recorded.</td></tr><tr><td>Approved</td><td>The COC date has been recorded and determination is "Approved".</td></tr><tr><td>Pending Obligation</td><td>The COC date has been recorded, determination is "Approved", and obligation is now pending. **Note:** This status is a rare occurrence.</td></tr></table>

13   Application Selection Screen (Continued)

 C   Application Selection Screen Descriptions and Actions (Continued)

Field/Button	Description/Action	
	Indicator	**Description**
FSA Representative	Approved	The FSA representative date has been recorded and determination is "Approved".
	"Blank"	The FSA representative date has not been recorded and no determination has been made.
Specialty Obligation Status	Approved	The application has been successfully obligated and gross payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding. A message will be displayed informing the user of remediation.
	Not Required	An obligation is not required because the producer has no share on a specialty crop or the payment calculates to zero on the application.
	Rejected	An obligation has been rejected. County Offices are to contact their State Office specialist for assistance. A message will be displayed informing the user of remediation.
Non Specialty Obligation Status	Approved	The application has been successfully obligated and gross payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding. A message will be displayed informing the user of remediation.
	Not Required	An obligation is not required because the producer has no shares on a non-specialty crop or the payment calculates to zero on the application.
	Rejected	An obligation has been rejected. County Offices are to contact their State Office specialist for assistance. A message will be displayed informing the user of remediation.

14   ERP Application Screen

A   Overview

After a producer has been selected, the ERP Application Screen will be displayed.

B   Example of ERP Application Screen

The following is an example of the ERP Application Screen.

C   ERP Application Screen Descriptions and Actions

The following table provides descriptions and actions for the ERP Application Screen.

Tab	Description/Action
Insured Crop Information	The screen is defaulted to the "Insured Crop Information" tab. Follow paragraph 15 to enter application information.
Summary	The "Summary" tab displays all information entered from all tabs and allows users to: • view information entered from other screens • enter the producer's signature date • enter the producer's signature type • enter the FSA representative certification date. CLICK "Summary". Follow paragraph 18 to enter applicable information.

14   ERP Application Screen (Continued)

   D ERP Application Screen Header Information

   The following table provides the header information for the ERP Application Screen.

Field	Description
Program Year	Displays the program year.
State	Displays the selected State name and code from the ERP Home Screen.
County	Displays the selected county name and code from the ERP Home Screen.
Application Status	Displays the system-generated application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State name and State code of the producer.
Recording County	Displays the recording county name and county code of the producer.
Application ID	Displays the system-generated application number. A number is generated after the application has information entered and has been saved.

   E ERP Application Screen Footer Information

   The following table provides the footer information for the ERP Application Screen.

Field	Description
Exit	Exits the application and returns the user to the Application Selection Screen. Information not previously saved is not saved.
Save	Saves the application. **Note:** Users who prefer to tab across the application must CLICK "Save" before proceeding to the next tab.
Continue	Proceeds to the next tab without saving data.
Save and Continue	Saves the application and proceeds to the next tab.

15   Insured Crop Information Screen

   A Overview

   The Insured Crop Information Screen allows users to enter the information for the producer according to FSA-520, Part C.

15   Insured Crop Information Screen (Continued)

B   Example of Insured Crop Information Screen

The following is an example of the Insured Crop Information Screen.

C   Insured Crop Information Screen Descriptions and Actions

The following table provides descriptions and actions for the Insured Crop Information Screen.

Field/Button	Description/Action
Physical State/County Code	Displays the physical location of the crop as recorded by RMA. **Note:** Only the crops reported by RMA for the producer will be displayed.
Pay Unit	Displays the pay unit of the crop as recorded by RMA.
Crop	Displays the crop name as recorded by RMA. **Note:** After the crop name, there will either be displayed "(S)" for Specialty or "(NS)" for Non-Specialty.
Gross Indemnity	Displays the gross indemnity of the crop as recorded by RMA.
Estimated ERP Payment (Prior to adjustments)	Displays the estimated ERP payment of the crop as recorded by RMA.
Primary Policyholder and SBIs	Displays the primary policyholder and all listed SBI's for the crop as recorded by RMA.
Share	Enter the shares as recorded by the producer for the applicable year.
Agreement to Purchase Crop Insurance or NAP	Enter the response as recorded by the producer for the applicable year.
Caused by Qualifying Loss	Enter the response as recorded by the producer for the applicable year.

16, 17 (Reserved)

18   Summary Screen

A   Overview

The Summary Screen allows users to review the information for the producer, record the producer's name and signature date and type, and record the FSA representative certification date.

B   Example of Summary Screen

The following is an example of the Summary Screen.

18   Summary Screen (Continued)

   C Summary Screen Descriptions and Actions

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

Field/Button	Description/Action
Producer Signature Date	User can manually enter the date or use either of the available calendar widgets to populate the date. **Note:** The "Today" calendar widget populates the current date.
Producer Signature Type	Using the "Producer Signature Type" drop-down list, select the method that the producer used to submit their application. The following are the producer signature types: • "Box" – the online Box resource was used to transmit FSA-520 to the producer who manually signed FSA-520 and used the online Box resource to return it to the County Office • "Emailed/faxed" – the signed FSA-520 was received by the County Office by email or FAX • "In-person" – the signed FSA-520 was delivered to the County Office in person • "Mailed" – the signed FSA-520 was mailed to the County Office • "One-Span" – the signed FSA-520 was electronically signed by the producer and returned electronically to the County Office.
FSA Representative Certification Date	User can manually enter the date the County Office received FSA-520 or use either of the available calendar widgets to populate the date. **Note:** Refer to 1-ERP to identify when an FSA representative certification may be made.

19-50 (Reserved)

51   General Payment Provisions

A   Introduction

The ERP payment process is an automated process that determines:

- whether the producer 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 ERP system during the day for the producer 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-520 has been filed by the producer, a revised FSA-520 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

D   Administrative Offset

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

51 General Payment Provisions (Continued)

E Funds Control Process

The funds for ERP payments will be controlled at the national level. If adequate funding is 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 Payment Reports System.

Funding for ERP payments is established as follows.

Program Code	Accounting Code
20ERPSC 21ERPSC 22ERPSC	2436
20ERPNS 21ERPNS 22ERPNS	2437

F Sequestering Payments

ERP payments are not subject to sequestration.

G Submitting Payment Problems

If there is an issue with an ERP payment, then State Office specialists should upload the applicable information to the payment problem SharePoint website at **https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx**.

H Assignments

A producer entitled to an ERP payment may assign payments according to 63-FI.

I Bankruptcy

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

Note: Contact the OGC Regional Attorney for guidance on issuing ERP payments on all bankruptcy cases.

J Payments Less Than $1

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

51   General Payment Provisions (Continued)

K Payment Due Date

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

- date producer signed FSA-520

- date producer filed payment eligibility documentation, including the following:

   - AD-1026
   - CCC-902
   - CCC-941

- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation

- availability of software to process the payment.

L Prompt Payment Interest

Prompt Payment Act provisions apply according to 61-FI. Interest will apply to payments issued more than 30 calendar days after the payment is considered due.

If the payment is **not** issued within 30 calendar days after the later of the dates in subparagraph K, then prompt payment interest is payable to the producer. County Offices must:

- manually determine the payment due date based on the factors identified in subparagraph K

- follow the provisions of 61-FI for issuing the interest payment.

52   Payment Limitation

A   Payment Limitation Amount

The payment limitation for ERP is $125,000 per person or legal entity (direct attribution applies) for each year (2020, 2021, or 2022), unless the producer applying requests the optional payment limitation according to 1-ERP. 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 ERP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

53   Payment Eligibility

A   Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable year to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer can be paid.

B   Eligibility Values

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

Eligibility Determination	Value	Eligible for ERP Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	

53   Payment Eligibility (Continued)

    B   Eligibility Values (Continued)

Eligibility Determination	Value	Eligible for ERP Payment	Exceptions
AGI **Note:** See 5-PL and 3-PL (Rev. 2) for additional information about AGI determinations.	Not Filed	Not Applicable	
	Filed CCC-941		
	Exempt		
	Not Met – Producer		
	Not Processed		
	Compliant – Producer		
	Compliant – Less Than 3 Years		
	Not Compliant		
	Compliant – FSA Determined		
AGI – 75% Rule **Note:** This provision applies to producers who exceed the $900,000 AGI limitation.	Producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry.	Not Applicable	

53   Payment Eligibility (Continued)

B   Eligibility Values (Continued)

Eligibility Determination	Value	Eligible for ERP Payment	Exceptions
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	Yes	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
Substantive Change	Eligible	Yes	
	Not Applicable	Yes	
	Not Eligible	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 is the priority of conditions.

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

54   Payment Overview

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information Is Used for Payment Processing	Source
FSA-520 Data	The information from FSA-520 is used to compute the payment amount for the producer.	Application System
Payment Eligibility Information	To determine whether the producer and members of a joint operation or entity are eligible for payment for the applicable program year.	Subsidiary Eligibility System and Business File
General Name and Address Information	To determine the producer's business type and general name and address information.	Customer Relationship Management Business Partner

Entity and Joint Operation Information	To determine the members, shares, and values for the following:
	
	• substantive change value
	• members and member's share of the following:
	
	   • general partnership
	   • joint ventures
	   • entities.
		Business File

Combined Producer Information	To determine whether the producer or members of entities or joint operations are combined with other producers to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	To determine payment limitation availability.	Payment Limitation System
Financial-Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is updated to the Pending Overpayment Report and, if applicable, transferred to NRRS.	NPS or NRRS

54   Payment Overview (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.

Step	Action
1	The FSA representative certification date on FSA-520 has been recorded in the system.
2	Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following: • customer's name • citizenship country and resident alien status, if applicable • TIN • address.
3	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and that the eligibility information is recorded in the web-based eligibility system.
4	Ensure that all eligibility certifications and determinations have been recorded in the Subsidiary Eligibility System according to 3-PL (Rev. 2).
5	Ensure that the Business File is updated according to 3-PL (Rev. 2).
6	Ensure that combined producer information is recorded in the web-based combined producer system according to 3-PL (Rev. 2).
7	Ensure that all assignments and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed.

55   Payment Process

A   Computing Payment and Overpayment Amounts

The ERP 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 amount
  • net payment amount
  • overpayment amount.

Note: Payments will be calculated and automatically sent through the payment process.

55   Payment Process (Continued)

  A   Computing Payment and Overpayment Amounts (Continued)

   The following is a high-level overview of the ERP payment process.

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 producers, members, or both are eligible for payment.
6	Provide the following to direct attribution for each producer: • gross payment amount • highest priority reason if the 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 in 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 System.

55   Payment Process (Continued)

B   Triggering Payments

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

Trigger Type	Description
Initial	After release of the payment software, a process will automatically run to determine all FSA-520's with an FSA representative certification date. 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. • 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 enter an FSA representative certification date. Entering the FSA representative certification date initiates the payment process for the selected FSA-520's.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

56   General Provisions for Canceling Payments

A   Canceling Payments

After payment processing has been completed, County Offices must review the Payment History Report in Common Payment Reports or the NPS payment worklist to ensure that the correct payments have been generated. The user will do 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 NPS, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

57   Overpayments

A   Introduction

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

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.

57   Overpayments (Continued)

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 are the debt basis codes used for overpayments.

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

E Charging Interest

Interest will be charged on receivables from the date the original payment was disbursed if the County Office determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-520 that is subsequently determined inaccurate

- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:

  - violation of conservation compliance provisions
  - violation of controlled substance provisions

- producer adopted a scheme or device intended to defeat the purposes of ERP.

Interest will **not** be charged 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 erred

- producer voluntarily refunds the payment that was issued.

57   Overpayments (Continued)

E   Charging Interest (Continued)

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 must be charged from the date of disbursement:

- County Offices will contact their State Office for assistance
- State Offices will contact FPAC Business Center, FMD for guidance.

F   Overpayment Due Dates

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

Time of Determination	Situation	Overpayment Due Date
Any time	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on FSA-520	Payment was issued and later something occurred that changed the payment.	
After producer misrepresentation is determined	Producer received an ERP payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment	Producer's eligibility value changed that makes the producer ineligible for payment.	

58-70 (Reserved)

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Part 4   Reports

Section 1   Application Reports

71   ERP Application Reports

A   Overview

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

Using the "Tools" drop-down list, users can access by clicking "ERP Reports".

B   Available Reports

The following reports are available to users to monitor ERP.

Report	Description
Application	This report captures general information for the application.
Failed or Rejected Obligation	This report captures applications with a failed or rejected obligation.

72-90   (Reserved)

<div align="center">**Section 2   Payment Reports**</div>

91   Displaying or Printing Payment Reports

A   Displaying or Printing ERP-CARES and ERP-CCC Payment Reports

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

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

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	9-CM, paragraph 62
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report **Note:** The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payment 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   (Reserved)

93   Payment History Report – Detail

A   Background

The Payment History Report – Detail is a report that provides detailed information about an ERP 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 Descriptions

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

Field	Description
Program Year	Displays the program year.
Program Name	Display "ERP".
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 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	Provides payment entity or member name information if the ERP 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.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer, member, or both.
Type of Transaction	One of the following transaction types will be displayed: • "Payment" • "Receivable" • "Canceled Payment" • "Canceled Receivable".

93 Payment History Report – Detail (Continued)

C Payment History Report – Detail Descriptions (Continued)

Field	Description
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	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

D Report Options

The following options are available on the 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.

Exhibit 1

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 (Includes Form AD-1026 Appendix)		51, 53, 54
CCC-36	Assignment of Payment		54
CCC-37	Joint Payment Authorization		54
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		51
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		51, 53
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		51
FSA-520	Emergency Relief Program (ERP) Phase 1 Application		13, 15, 18, 51, 54, 55, 57

Abbreviations Not Listed in 1-CM

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

Approved Abbreviation	Term	Reference
ECPR	Estimated Calculation Payment Report	13
ERP	Emergency Relief Program	Text
FPAC	Farm Production and Conservation	2, 57
ISD	Information Solutions Division	2
PDD	Program Delivery Division	1, 2
RFS	Receipt for Service	1, 3
SBI	Substantial Beneficial Interest	15
SND	Safety Net Division	1

Redelegations of Authority

Since COC is not acting on the application, redelegations are not applicable.

Exhibit 3

Menu and Screen Index

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

Menu or Screen	Title	Reference
	Application Selection Screen	13
	ERP Application Screen	14
	ERP Home Screen	12
	Insured Crop Information Screen	15
	Receipt for Service Screen	3
	Summary Screen	18