

FSA
HANDBOOK

Pandemic Disaster Assistance Program Automation

For State and County Offices

SHORT REFERENCE

2-PDAP

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

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Pandemic Assistance Revenue Program
Automation
2-PDAP**

Amendment 3

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

Part 7 has been added to provide procedure for the Pandemic Assistance Revenue Program (PARP).

Page Control		
TC	Text	Exhibit
1, 2	6-11 7-1 through 7-10 (add) 7-11 (add)	1, page 1 3, page 1

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook contains instructions for using web-based software to administer Pandemic Disaster Assistance Programs.

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-PDAP.

C Related FSA Handbooks

The following FSA handbooks are related to Pandemic Disaster Assistance Programs.

IF the area of concern is about...	THEN see...
receipt for service and customer interactions	22-AO.
appeals	1-APP.
signatures, estates, trusts, minors, or powers of attorney, registers, or controlled substance violations	1-CM.
common payment process	9-CM.
HELC and/or WC provisions	6-CP.
misaction, misinformation, or equitable relief, scheme, device, or failure to fully comply	7-CP.
issuing payments	1-FI.
managing FSA and CCC debts, receivables, and claims	58-FI.
prompt payment provisions or foreign person tax withholding	61-FI.
reporting to IRS	62-FI.
assignments and joint payments	63-FI.
policy and procedure	1-PDAP.
foreign person provisions	5-PL.
web-based eligibility records	5-PL.

2 Responsibilities

A Background

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

B Office Responsibilities

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

Office	Responsibilities
PDD	Implements web-based processes to support PDAP 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.
KC-ITSD	Develops software and provides technical assistance to PDD.

3 Submitting PDAP Issues

A Overview

County Offices are to report issues to their State Office Specialist. If the specialist is unable to resolve the issue, please submit the issue to the FSA Farm Programs Software Issues SharePoint Issue site at https://usdagcc.sharepoint.com/sites/fsa-dafp-isaster/Payment_Issues/SitePages/Home.aspx.

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

B Providing State Office Access to the PDD Problem SharePoint Site

State Office specialists can request access to the PDD SharePoint website by:

- e-mailing a request to Tina Nemec at tina.nemec@usda.gov
- providing the specific program areas of responsibility.

4-10 (Reserved)

Part 2 Common Functions

11 Accessing Applications

A Overview

Application software was developed to be accessed by State and County Office employees.

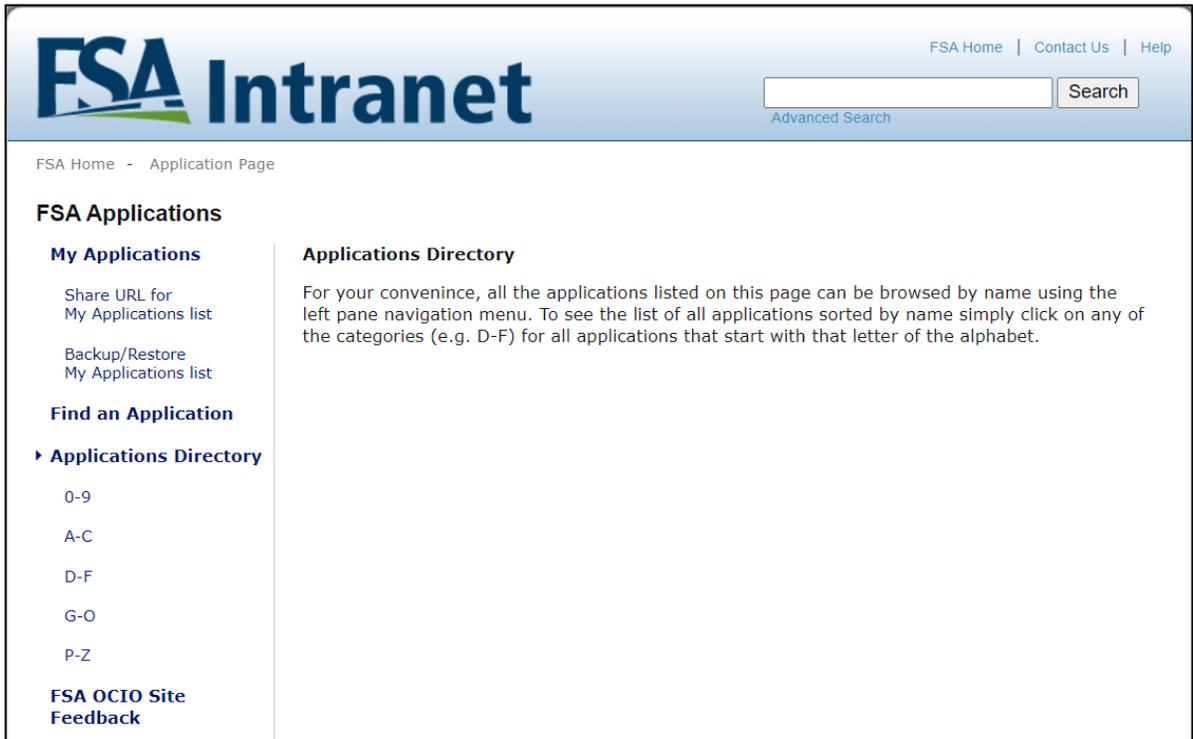
This software:

- is web-based with a centralized database
- is accessed by State and county FSA employees to record application details
- allows access to customers with Level 2 eAuthentication access.

Applications can be accessed directly by navigating to <https://intranet.fsa.usda.gov/fsa/applications.asp>.

B Example of FSA Applications Screen

The following is an example of the FSA Applications Screen.



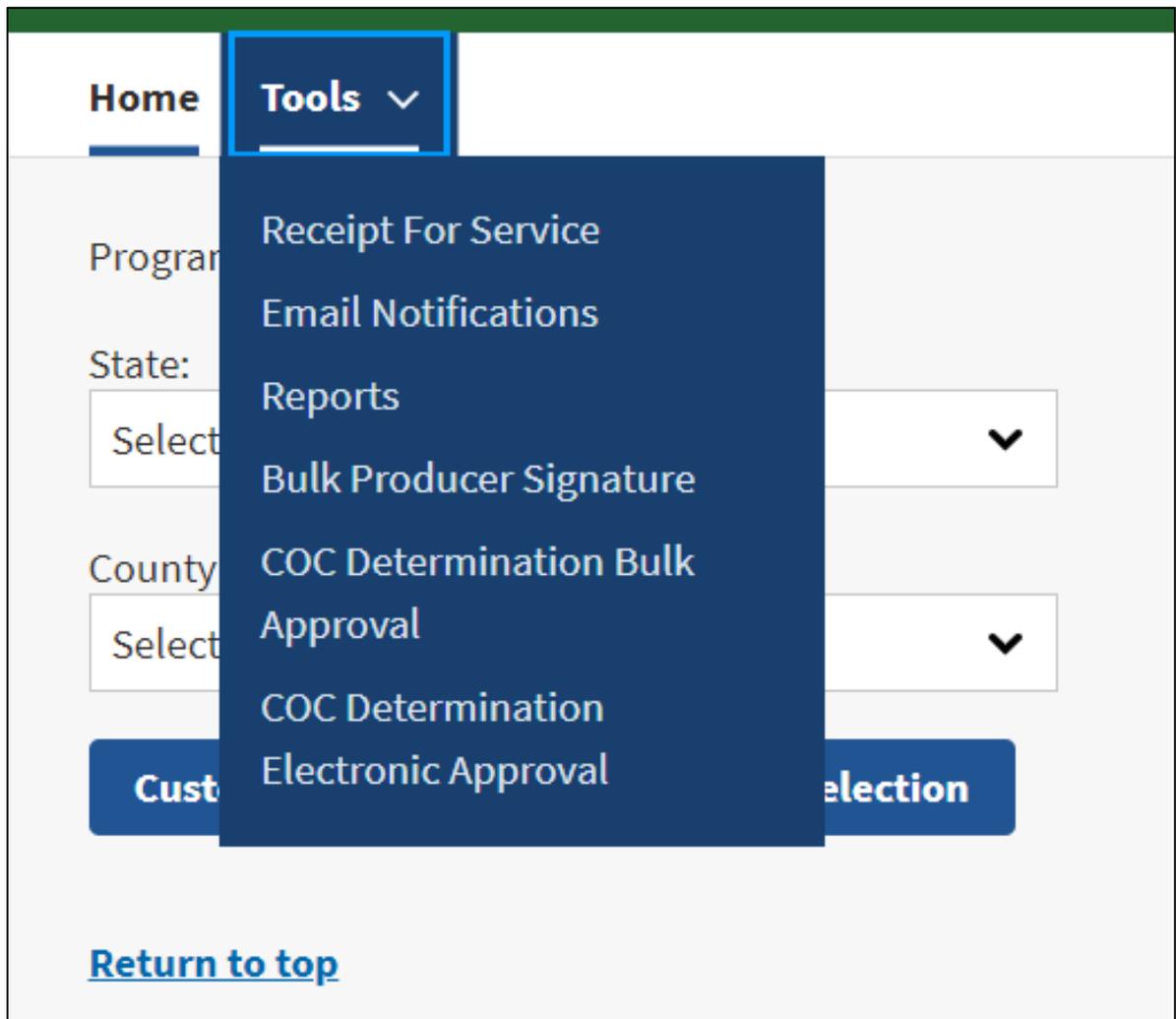
12 Tools Header

A Overview

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

B Example of Options from Tool Header

The following is an example of the options from the Tool Header.



12 Tools Header (Continued)

C Field Descriptions and Actions

The following table provides the available links from the Tool Header Bar.

Link	Description
Receipt For Service	Clicking this link will navigate to the Receipt For Service website for a user to create a receipt for service. See paragraph 13.
E-mail Notifications	Clicking this link will navigate to the Business Notification Admin website which allows users to create, edit, or manage e-mail notifications. See paragraph 14.
Reports	Clicking this link will navigate to the Reports section for the applicable program. See paragraph 15.
Bulk Producer Signature	Clicking this link will navigate to the Bulk Producer Signature Screen. See paragraph 16.
COC Determination Bulk Approval	Clicking this link will navigate to the COC Determination Bulk Approval/Disapproval Screen. See paragraph 17.
COC Determination Electronic Approval	Clicking this link will navigate to the COC Determination Bulk Electronic Approval/Disapproval Screen. See paragraph 18.

13 Receipt For Service (RFS)

A Overview

22-AO provides policy for Receipt For Service and all PDAP activity should be documented using RFS-Receipt For Service.

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

B Example of Receipt For Service Screen

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

USDA Receipt For Service

User: COUNTY USER
Session Timeout: 20 Min.
LOGOUT

RECEIPT ENTRY RECEIPT SEARCH

What is the USDA Receipt for Service (RFS) system?

The USDA RFS system allows NRCS, FSA and RD employees to create a receipt for services provided to customers in accordance with the 2014 Farm Bill. There are options to send the receipts via email, printed and handed to the customer in person or printed and sent via US mail. RFS also offers search functionality across all receipts in the event a receipt needs to be emailed or printed again.

Who can access the USDA Receipt for Service (RFS) system?

Access is maintained by the USDA eAuth system. Any NRCS, FSA or RD user with a USDA eAuth level 2 account can generate and search for receipts in the system.

[NRCS Home](#) | [FSA Home](#) | [RD Home](#) | [USDA.gov](#) | [Civil Rights](#) | [FOIA](#) | [Accessibility Statement](#)
[Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [Whitehouse.gov](#)

C Action

Using the drop-down menu from the Tools Header:

- CLICK Receipt For Service
- the user will be directed to the Receipt For Service site.

14 E-mail Notifications

A Overview

County Office users will receive automated e-mail notifications.

When County Office users receive an automated e-mail notification, they should take the appropriate action on the applicable application.

Automated e-mail notifications will be generated by the system when an:

- online application has been created by a producer
- online application status changes
- application is created or modified by a nonrecording county user.

B Notifications

The following table provides the e-mail notification County Offices will receive and the reason.

Notification	Reason
John Farmer has created application 12 in Lyon County, Kansas.	John Farmer has used Level 2 eAuthentication to create an online <Name of Program> application.
John Farmer has enrolled application 12 in Lyon County, Kansas.	John Farmer has electronically signed his online <Name of Program> application.
John Farmer has modified application 12 in Lyon County, Kansas.	John Farmer has modified his online <Name of Program> application.
Jane Doe has created application 12 for John Farmer in Lyon County, Kansas.	Jane Doe, who is not from the producer's recording county, has created an application for John Farmer.
Jane Doe has modified application 12 for John Farmer in Lyon County, Kansas.	Jane Doe, who is not from the producer's recording county, has modified John Farmer's application.

C Managing E-mail Notifications

Users can choose which e-mail notifications they want to receive by selecting "Email Notifications" from the Tools Header bar. The Business Notification Admin Screen is displayed.

More information on how to manage e-mail notifications can be found at <https://intranet-apps.fsa.usda.gov/intranet-apps/notification-admin/app/about.html>.

15 Reports

A Overview

Several application reports are available within the application software to assist State and County Offices monitor the various pandemic programs. Reports are specific for each program and may or may not be available for all programs.

B Example of Report Selection Screen

The following is an example of the Report Selection Screen.

Note: Report layout and specific reports will vary from program to program and the following screenshot is for example purposes only.

The screenshot displays a web interface titled "Report Selection". At the top, there are filter fields: "Program Year" set to "2020", "State" set to "Illinois(17)", and "County" set to "DeKalb(037)". Below these are "Start Date" and "End Date" fields, both with a "mm/dd/yyyy" format and a calendar icon. A note states: "Note: Start and End dates, if entered, are based on the date the application was created in the system." The main area contains a list of report types, each with a radio button: "Application Status Report", "COC Adjustment Report", "Producer Detailed Report (CSV)", "Approved Obligation Report", and "Failed or Rejected Obligations Report". Under "Application Status Report", there is a sub-note: "Note: Select at least one or more statuses to run the Application Status Report." and a row of checkboxes for "Application Status": "Initiated", "Enrolled", "Approved", "Disapproved", "Pending", "Suspended", and "Cancelled". At the bottom right, there are two buttons: "Application Selection" and "Create Report".

15 Reports (Continued)

C Field Descriptions and Actions

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

Field/Report	Description
Program Year	Displays the program year.
State	Displays the State selected on the Home Screen, Users can change the selected State from the down-down menu.
County	Displays the county selected from the Home Screen. If the State is changed, the user will be required to select the applicable county.
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 Report	This report captures general information for the application. Note: Depending on the specific program, users may have to select 1 or more statuses before clicking “Create Report”.
COC Adjustment Report	This report captures applications that COC has adjusted the producer’s information.
Producer Detailed Application Report	This report captures a variety of application details including demographics.
Approved Obligation Report	This report captures the obligation information for approved applications.
Failed or Rejected Obligation Report	This report captures failed and or rejected obligations for approved applications.
Application Selection	Clicking this button navigates to the Application Selection Screen.
Create Report	Clicking this button generates the selected report for the selected State/county and filter dates, if applicable. Note: CSV formatted reports must be saved before viewing.

16 Bulk Producer Signatures

A Overview

The Bulk Producer Signature option:

- allows users to record multiple producer signatures at once
- must only be used when a producer has physically signed the application.

Note: Applications that do not have a producer’s application data recorded in the software will not display on the Bulk Producer Signature Screen.

16 Bulk Producer Signatures (Continued)

B Example of Bulk Producer Signature Screen

Following is an example of the Bulk Producer Signature Screen.

C Bulk Producer Signature Screen Descriptions and Actions

The following table provides the descriptions and actions for the Bulk Producer Signature Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the applicable program Home Screen.
County	Displays the selected county name and code from the applicable program Home Screen.
Application ID	Application ID is the unique application number associated with each application.
Producer	Producer is the applicant associated with the application ID number.
View Form	Clicking this link will display the completed form.
Select All Applications	Clicking this link automatically selects all applications to apply the producer signature and date.
Deselect All Applications	Clicking this link automatically deselects all applications that may have been previously selected.
Apply to Application	Clicking this link selects the application for bulk producer signature.

17 Bulk COC Approval/Disapproval

A Overview

Bulk COC Approval/Disapproval:

- allows users to approve/disapprove multiple applications at once
- must only be used when a COC determination has been physically signed on the applicable form.

Note: Applications that do not have a producer’s signature date recorded will not display on the Bulk Approval Screen.

B Example of Bulk COC Approval/Disapproval Screen

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

Program Year: 2020 State: Oklahoma (40) County: Cimarron (025)

Bulk COC Approval/Disapproval

COC Determination Date(MM/DD/YYYY)

Application ID ^	Producer ^		Approve All	Disapprove All
49	ABC FARMS	View Form	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
55	FARMER, JOE	View Form	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove

< Previous 1 Next >

[Return to top](#)

17 Bulk COC Approval/Disapproval (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the Home Screen.
County	Displays the selected county name and code from the Home Screen.
COC Determination Date	<p>Allows the user to record a COC Determination Date to apply to the selected applications.</p> <p>Users may manually enter a date or use 1 of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date.</p>
Application ID	Displays the system generated application number.
Producer	Displays the producer’s name.
View Form	Clicking this link will display the completed form.
Approve All	Clicking this link automatically selects the “Approve” check box next to all applications.
Disapprove All	Clicking this link automatically selects the “Disapprove” check box next to all applications.
Approve	Checking this box designates the applicable application to be approved upon clicking “Save and Continue”.
Disapprove	Checking this box designates the applicable application to be disapproved upon clicking “Save and Continue”.
Exit	Clicking this button navigates to the Application Selection Screen, without saving any data that has not previously been saved.
Save and Continue	Clicking this button saves the COC determination data to the selected applications and navigates to the Application Selection Screen.

18 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 only employees with the appropriate authority should approve the applicable FSA form. Written signatures documenting COC approval are not required if this option is taken.

The approving official’s name will print in the “COC or Designee Signature” block on the applicable form and the system date will be entered for the approval date.

Note: Applications without a producer’s signature date recorded will not display on the Electronic Approval Screen.

B Example of Bulk Electronic Approval/Disapproval Screen

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

Program Year: 2020 State: Oklahoma (40) County: Cimarron (025)

Bulk Electronic Approval/Disapproval

COC Determination
Date(MM/DD/YYYY)
07/16/2021

Application ID ^	Producer ^		Approve All	Disapprove All
49	ABC FARMS	View Form	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
55	FARMER. JOE	View Form	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove

< Previous 1 Next >

[Exit](#) [Save and Continue](#)

[Return to top](#)

18 COC Determination Electronic Approval (Continued)

C Field Descriptions and Actions

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

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

19 **Printing Applications**

A Overview

All applications are printed from the Application Selection Screen.

B Action

From the Application Selection Screen:

- CLICK the radio button next to the application
- CLICK “View Form”
- the applicable form will display in a PDF format
- from the File menu, CLICK “Print”
- on the Print Window pop-up, CLICK “Print”.

20 **Producer Online Applications**

A Overview

Customers with Level 2 eAuthentication access will be able to access the PDAP application software.

B Restricted Access

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

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

Once a COC determination is recorded for an online application, the online user can only view the application. The producer must contact the County Office for assistance if changes are needed.

Recording county users will receive e-mail notifications for created, modified, and enrolled online applications.

C User Guide

Applicable program application instructions for Level 2 eAuthenticated users are available for use.

D Deleting Online Applications

Applications received online cannot be deleted and must be acted upon by COC.

If a producer has erred in applying and wants to withdraw the applicable program application, the county will record a disapproval on the Summary Screen and send the producer appeal rights.

21-50 (Reserved)

Part 3 Pandemic Assistance for Timber Harvesters and Haulers (PATHH)

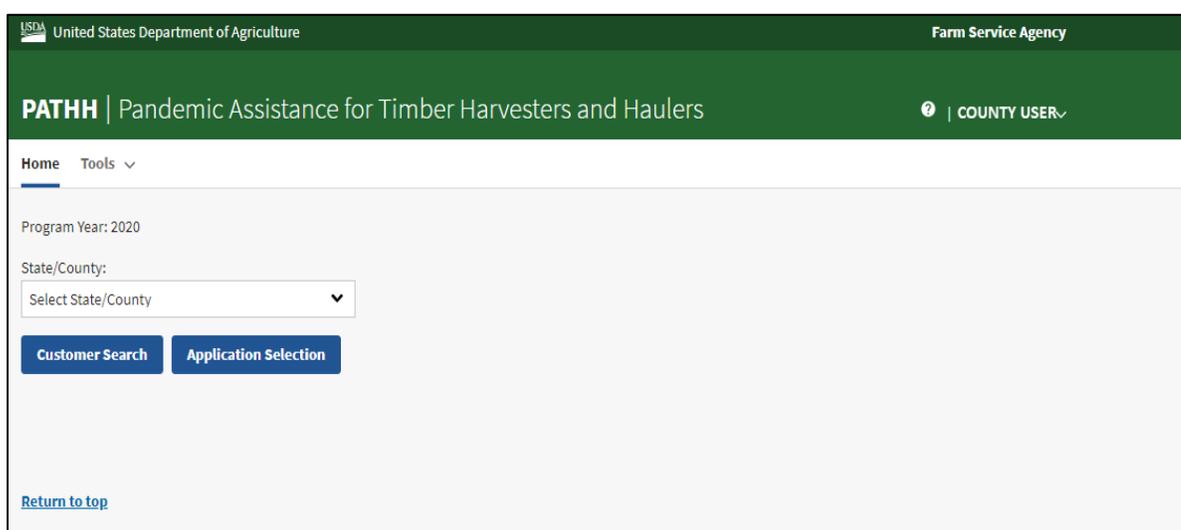
51 PATHH Home Screen

A Overview

The PATHH 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/county with the lowest State/county code first.

B Example of PATHH Home Screen

The following is an example of the PATHH Home Screen.



C Field Descriptions and Actions

The following table provides available options for selecting a producer.

Field/Button	Description/Action
State/County	Select the applicable State and county from the drop-down menu.
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 PDAP programs.
Application Selection	Displays all applications in the selected State/county. Note: A State/county must be selected before displaying the applications entered.

52 PATHH Application Selection Screen

A Overview

The Application Selection Screen is the starting screen for the PATHH program. Users will be able to perform the following actions from the Application Selection Screen:

- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve/disapprove applications created for the user’s associated counties
- enter applicant signatures through bulk functionality for the user’s associated counties
- approve applications through bulk approval for the counties which which the user is associated
- approve applications as a COC representative using the bulk electronic approval for the user’s associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the counties with which the user is associated
- view reports for the user’s associated counties.

B Example of PATHH Application Selection Screen

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

The screenshot displays the PATHH Application Selection interface. At the top, the header identifies the program as 'PATHH | Pandemic Assistance for Timber Harvesters and Haulers' and shows the user as 'COUNTY USER'. Below the header, navigation links for 'Home', 'Tools', and 'Admin' are visible. The main content area shows filters for 'Program Year: 2020', 'State: New York (36)', and 'County: Saratoga (091)'. A search bar is present with the text 'Navigate to Applicant Name Starting With:' and a search icon. Below the search bar, a table lists applications with the following data:

App ID ^	Applicant ^	Application Status ^	COC Determination	COC Obligation Status
795	ABC CORP	Disapproved	Disapproved	
943	TIMBER FARM LLC	Approved	Approved	Approved
1844	WEHAUL IT LLP	Approved	Approved	Approved
1026	XYZ HARVESTERS	Approved	Approved	Approved

52 PATHH Application Selection Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the user's State.
County	Displays the user's county.
Customer Search	<p>Allows users to select a specific producer.</p> <p>If an active application already exists, the user will be directed to the application; otherwise, a new application will be created.</p> <p>Note: A producer is allowed 1 active application nationwide.</p>
Edit	After selecting the applicant, CLICK "Edit" to access the application.
View Form	After selecting the applicant, CLICK "View Form" to view FSA-1118.
ECPR	After selecting the applicant, CLICK "ECPR" to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application recorded in error.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> CLICK "Yes" to cancel the application <p>Note: The status will be updated to "Cancelled".</p> <ul style="list-style-type: none"> CLICK "No" to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications cancelled after COC approval will result in the payments being cancelled, and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled. A new application must be created if cancelled in error.</p>
Application ID	Displays the system-generated application number for the applicant.
Producer	Displays the name of the producer.

52 PATHH Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	Status	Description
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC determination date has been recorded, the COC determination is “Approved”, and the obligation was successful.
	Disapproved	The COC determination date has been recorded and the COC determination is “Disapproved”.
	Pending Obligation	The COC determination date has been recorded, the COC determination is “Approved”, but the obligation is pending. Note: This status is a rare occurrence.
	Suspended	A Business Partner merge has taken place for this producer, after the application was created, and the application must be reviewed for actions that need to be completed.
	Cancelled	Application has been deleted.
COC Determination	Status	Description
	Approved	The COC date has been recorded and the COC determination is “Approved”.
	Disapproved	The COC date has been recorded and the COC determination is “Disapproved”.
COC Obligation Status	Status	Description
	Approved	The payment obligation was successful and the payment amount has been sent to the PLIP payment process.
	Failed	The payment obligation failed due to lack of funding or system failure. Note: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected. Note: Users must review and resolve the issue or elevate to State Office specialist. There will be a link for more information.

53 PATHH Part C-Timber Harvester/Hauler Revenue Screen

A Overview

After a producer has been selected, Part C-Timber Harvester/Hauler Revenue Screen is displayed.

Users will be able to navigate between the following tabs:

- Part C-Timber Harvester/Hauler Revenue Screen
- Summary.

B Example of Part C-Timber Harvester/Hauler Screen

The following is an example of Part C-Timber Harvester/Hauler Screen.

PATHH | Pandemic Assistance for Timber Harvesters and Haulers

Home Tools

Part C - TIMBER HARVESTER/HAULER REVENUE Summary

Program Year: 2020 State: New Jersey (34) County: Burlington (005) Application Status: Not created
 Applicant: ABC FARMS Recording State: New Jersey (34) Recording County: Burlington (005) Application ID: Unassigned

Timber Business Type	Principal Business Code	2019 Gross Revenue <small>(Jan 1, 2019 - Dec 1, 2019)</small>	2020 Gross Revenue <small>(Jan 1, 2020 - Dec 1, 2020)</small>	Origination Date 2019 <small>(Only complete if business operation originated after January 1, 2019)</small>	Dissolution Date 2020 <small>(Only complete if business operation dissolved prior to December 1, 2020)</small>	Actions
Hauler	123456	325000	212000	02/17/2019	mm/dd/yyyy	Remove
	AGENCY USE ONLY ADJUSTED VALUES			mm/dd/yyyy	mm/dd/yyyy	

Add Timber Revenue

1 of 2 Steps

Exit Save Continue Save and Continue

53 PATHH Part C-Timber Harvester/Hauler Revenue Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part C-Timber Harvester/Hauler Screen.

Field	Description/Action
Program Year	Displays the program year of the program.
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 name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Timber Business Type	Select 1 of the following from the drop-down menu: <ul style="list-style-type: none"> • Harvester • Hauler • Harvester and Hauler.
Principal Business Code	An optional field to record the applicant's business code.
2019 Gross Revenue	Enter the 2019 Gross Revenue from January 1, 2019 through December 1, 2019.
2020 Gross Revenue	Enter the 2020 Gross Revenue from January 1, 2020 through December 1, 2020.
Origination Date	Enter the origination date for operations that started business after January 1, 2019.
Dissolution Date	Enter the dissolution date for operations that dissolved before December 1, 2020.
Actions	Allows the user to remove a line entry.
Add Timber Revenue	Allows the user to enter a new line entry.
Exit	Exits the application and all data is lost.
Save	Saves the application and the user remains in the screen.
Continue	Proceeds to the next screen without saving any information. Note: If the user wants to skip to another screen, click "Save" before clicking the applicable tab.
Save and Continue	Saves the information entered and navigates to the next screen.

54 PATHH Summary Screen

A Overview

The PATHH Summary Screen displays all information recorded from the previous screen.

Users will record the following on the Summary Screen:

- applicant’s answer to the certification question
- applicant’s signature date
- applicant’s signature type
- COC determination and date.

B Example of PATHH Summary Screen

The following is an example of the PATHH Summary Screen.

PATHH | Pandemic Assistance for Timber Harvesters and Haulers
COUNTY USER ▾

Home Tools ▾

Part C - TIMBER HARVESTER/HAULER REVENUE
Summary

Program Year: 2020
Applicant: ABC FARMS

State: New Jersey (34)
Recording State: New Jersey (34)

County: Burlington (005)
Recording County: Burlington (005)

Application Status: Initiated
Application ID: 87

PART C - TIMBER HARVESTER/HAULER REVENUE

Timber Business Type	Principal Business Code	2019 Gross Revenue <small>(Jan 1, 2019 - Dec 1, 2019)</small>	2020 Gross Revenue <small>(Jan 1, 2020 - Dec 1, 2020)</small>	Origination Date 2019 <small>(Only complete if business operation originated after January 1, 2019)</small>	Dissolution Date 2020 <small>(Only complete if business operation dissolved prior to December 1, 2020)</small>
Hauler	123456	325000.00	212000.00	02/17/2019	

AGENCY USE ONLY ADJUSTED VALUES

I certify the applicant identified in Part B Item 5 is an individual person that is a US Citizen or Resident Alien; or a legal entity, including corporation, LLC, LP, trust, estate, general partnership or joint venture, or similar type entity, comprised solely of persons who are U.S. Citizens or Resident Aliens; or is an Indian Tribe or Tribal organization, as defined in section 4 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).

YES NO

I certify that I have provided a copy of my IRS Form 2290, Heavy Highway Vehicle Use Tax Return, for logging vehicles for 2019 or that I hauled timber on tribal land in 2019 and am not required to complete IRS Form 2290.

YES NO

I certify that I have provided a copy of my IRS Form 2290, Heavy Highway Vehicle Use Tax Return, for logging vehicles for 2020 or that I hauled timber on tribal land in 2020 and am not required to complete IRS Form 2290.

YES NO

APPLICANT CERTIFICATION

Applicant Signature Date

Applicant Signature Type

COC DETERMINATION

Date(MM/DD/YYYY)

Determination

COC Determination Status

 Approve Disapprove

2 of 2 Steps

54 PATHH Summary Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Part C-Timber Harvesters/Hauler	Displays the information entered on Part C-Timber Harvesters/Hauler Screen.
Citizen Certification	Select the applicant's response according to Part D of FSA-1118. Note: The application cannot be approved until the citizenship question has been answered.
IRS Form 2290 for 2019 Certification	Select the applicant's response according to Part D of FSA-1118. Note: The application cannot be approved until the certification question has been answered.
IRS Form 2290 for 2020 Certification	Select the applicant's response according to Part D of FSA-1118. Note: The application cannot be approved until the certification question has been answered.
Application Signature Date	Enter a date or use 1 of the available calendar widgets to populate the date. The "Today" widget to the right of the calendar widget populates the current system date. Note: The system will automatically populate the producers signature date when the application was submitted online.
Applicant Signature Type	Select the method from the drop-down menu that the producer used to submit the application. Note: The system will automatically populate "ESIGNED" when the application was submitted online.

54 PATHH Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Date	Enter a date or use 1 of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date.
COC Determination Status	CLICK either: <ul style="list-style-type: none"> • Approved • Disapproved.
Exit	Exits the application without saving data that has not already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen. If the application has been approved, the payment information will be sent to the Common Payment System.

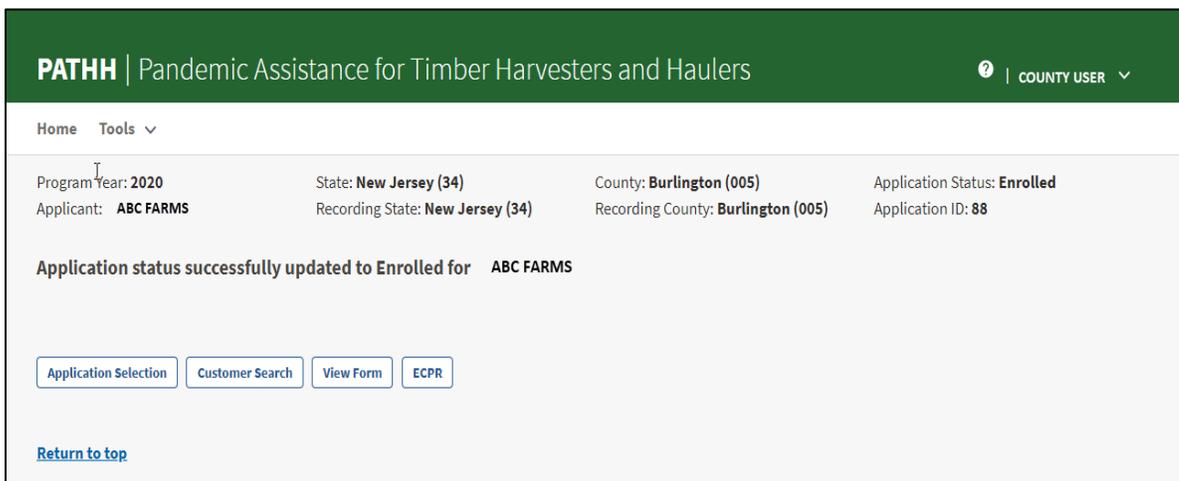
55 PATHH Applications Results Screen

A Overview

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

B Example of Application Results Screen

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



55 PATHH Applications Results Screen (Continued)

C Field Descriptions and Actions

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

Field	Description Actions
Program Year	Displays the program year of the program.
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 name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-1118.
ECPR	Displays the applicant's ECPR.

56-70 (Reserved)

Part 4 Pandemic Livestock Assistance Program (PLIP)

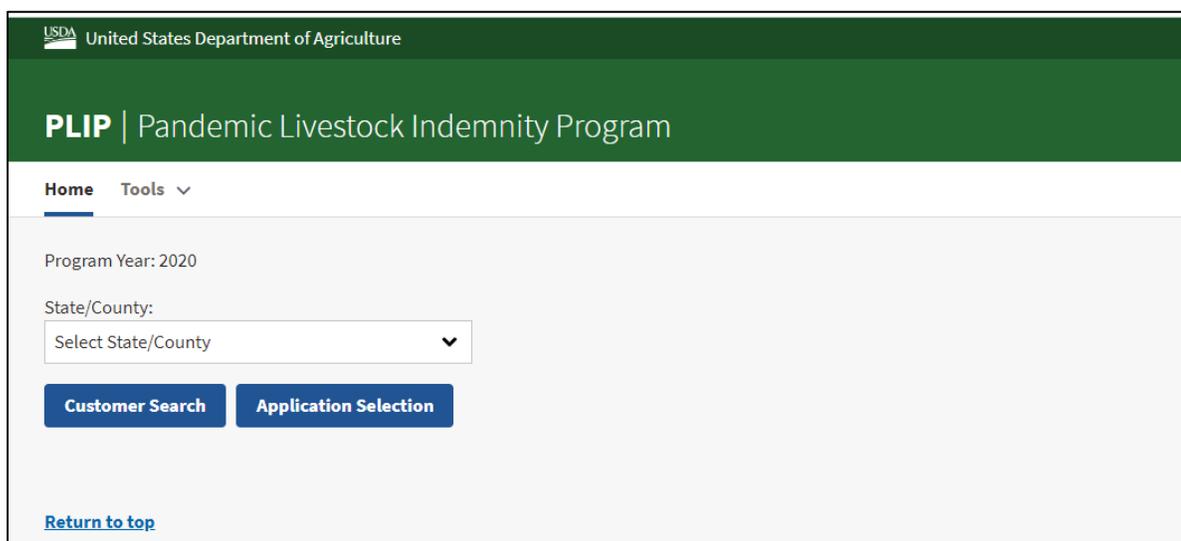
71 PLIP Home Screen

A Overview

The PLIP 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/county with the lowest State/county code first.

B Example of PLIP Home Screen

The following is an example of the PLIP Home Screen.



C Field Descriptions and Actions

The following table provides available options for selecting a producer.

Field/Button	Description/Action
State/County	Select the applicable State and county using the drop-down menu.
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 PDAP programs.
Application Selection	Displays all applications in the selected State/county. Note: A State/county must be selected before displaying the applications entered.

72 **PLIP Application Selection Screen**

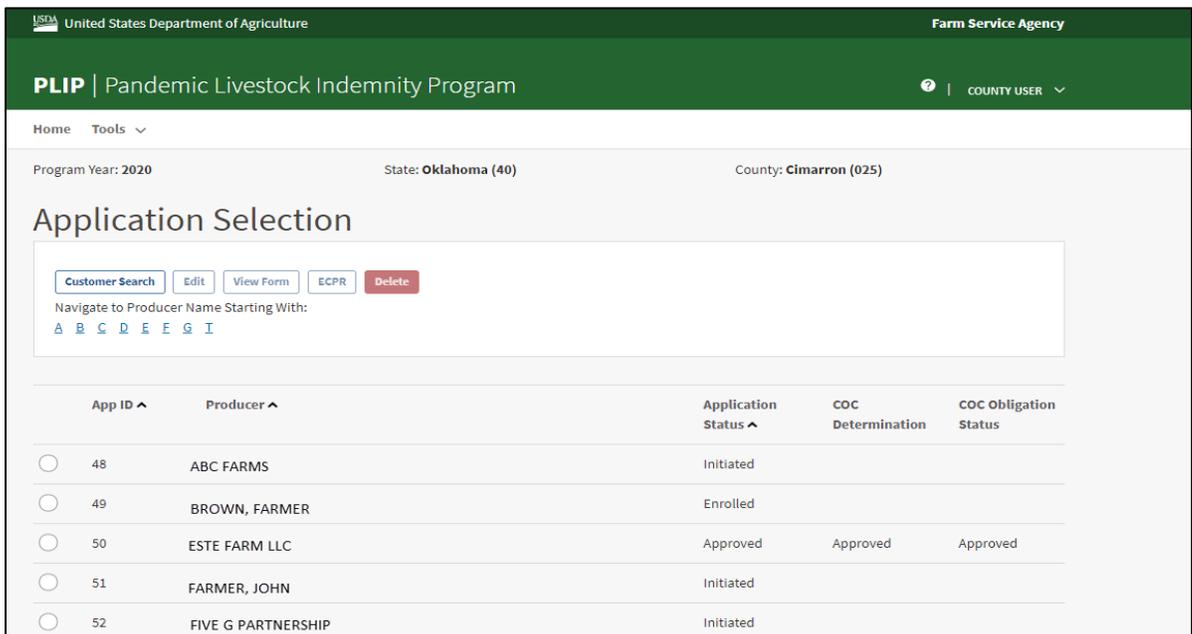
A Overview

The Application Selection Screen is the starting screen for the PLIP program. Users will be able to perform the following actions from the Application Selection Screen:

- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve/disapprove applications created for the user’s associated counties
- enter applicant signatures through bulk functionality for the user’s associated counties
- approve applications through bulk approval for the user’s associated counties
- approve applications as a COC representative using the bulk electronic approval for the user’s associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the user’s associated counties
- view reports for the user’s associated counties.

B Example of PLIP Application Selection Screen

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



72 PLIP Application Selection Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the user's State.
County	Displays the user's county.
Customer Search	<p>Allows users to select a specific producer.</p> <p>If an active application already exists, the user will be directed to the application; otherwise, a new application will be created.</p> <p>Note: A producer is allowed 1 active application nationwide.</p>
Edit	After selecting the producer, CLICK "Edit" to access the application.
View Form	After selecting the producer, CLICK "View Form" to view FSA-620.
ECPR	After selecting the producer, CLICK "ECPR" to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application recorded in error.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> • CLICK "Yes" to cancel the application <p>Note: The status will be updated to "Cancelled".</p> <ul style="list-style-type: none"> • CLICK "No" to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled. A new application must be created if cancelled in error.</p>
Application ID	Displays the system-generated application number for the producer.
Producer	Displays the name of the producer.

72 PLIP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	Status	Description
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC determination date has been recorded, the COC determination is “Approved”, and the obligation was successful.
	Disapproved	The COC determination date has been recorded and the COC determination is “Disapproved”.
	Pending Obligation	The COC determination date has been recorded, the COC determination is “Approved”, but the obligation is pending. Note: This status is a rare occurrence.
	Suspended	A Business Partner merge has taken place for this producer after the application was created and the application must be reviewed for actions that need to be completed.
	Cancelled	Application has been deleted.
COC Determination	Status	Description
	Approved	The COC date has been recorded and the COC determination is “Approved”.
	Disapproved	The COC date has been recorded and the COC determination is “Disapproved”.
COC Obligation Status	Status	Description
	Approved	The payment obligation was successful and the payment amount has been sent to the PLIP payment process.
	Failed	The payment obligation failed due to lack of funding or system failure. Note: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected. Note: Users must review and resolve the issue or elevate to State Office specialist. There will be a link for more information.

73 PLIP Part C-Livestock or Poultry Depopulated Screen

A Overview

After a producer has been selected, Part C-Livestock or Poultry Depopulated Screen is displayed.

Users will be able to navigate between the following tabs:

- Part C-Livestock or Poultry Depopulated
- Part D-Reductions
- Summary.

B Example of Part C-Livestock or Poultry Depopulated Screen

The following is an example of Part C-Livestock or Poultry Depopulated Screen.

Livestock or Poultry (Kind/Type/Weight Range)	Number of Livestock or Poultry Depopulated (Between March 1, 2020 and December 26, 2020)	Actions
CHICKENS/Pullets/Cornish Hens less than 4.2... <input type="text"/>	545 <input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="COC USE ONLY"/>
CHICKENS/Layers <input type="text"/>	8432 <input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="COC USE ONLY"/>

1 of 3 Steps

73 PLIP Part C-Livestock or Poultry Depopulated Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part C-Livestock or Poultry Depopulated Screen.

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Livestock or Poultry (Kind/Type/Weight Range)	Select from the drop-down menu the applicable livestock or poultry kind, type, and weight range from item 6 of FSA-620.
Number of Livestock or Poultry Depopulated (Between March 1, 2020 and December 26, 2020)	Enter the number of livestock or poultry as a whole number from item 7 of FSA-620.
COC USE ONLY - COC Adjusted Number of Livestock or Poultry Depopulated (Between March 1, 2020 and December 26, 2020)	Enter the COC adjusted number of livestock or poultry as a whole number from item 8 of FSA-620.
Remove	Allows the user to remove a line entry.
Add Part C-Livestock Poultry Depopulated	Allows the user to record a new line entry.
Exit	Exits the application and all data is lost if not already saved.
Save	Saves the application data and remains on the same screen.
Continue	Navigates to the next screen without saving any information. Note: If the user wants to skip to another screen, CLICK “Save” before clicking the applicable tab.
Save and Continue	Saves the application data and navigates to the next screen.

74 PLIP Part D-Reductions Screen

A Overview

Users will be able to enter reductions for amounts received for disposal of livestock or poultry recorded in Part C.

B Example of Part D-Reductions Screen

The following image is an example of the Part D-Reductions Screen.

PLIP | Pandemic Livestock Indemnity Program COUNTY USER

Home Tools

Part C - LIVESTOCK OR POULTRY DEPOPULATED | **Part D - REDUCTIONS** | Summary

Program Year: **2020** State: **Oklahoma (40)** County: **Cimarron (025)** Application Status: **Initiated**
Producer: **ABC FARMS** Recording State: **Oklahoma (40)** Recording County: **Cimarron (025)** Application ID: **80**

Amount received for disposal of depopulated livestock or poultry, recorded in Part C, from 2020 EQIP and/or a state-funded program.

NOTE: COC USE ONLY is the COC Total Reduction for 2020 EQIP, State-Funded Program, CFAP 1 and/or CFAP 2 Payments.

COC USE ONLY

2 of 3 Steps Exit Back Save Continue Save and Continue

[Return to top](#)

74 PLIP Part D-Reductions Screen (Continued)

C Field Descriptions and Actions

The following table provides fields descriptions and actions for the Part D-Reductions Screen.

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Amount received for disposal of depopulated livestock or poultry, recorded in Part C, from 2020 EQIP and/or a State-funded program	Record the reduction amount in dollars and cents from item 9 of FSA-620.
COC Use Only - COC Total Reduction for 2020 EQIP, State-Funded Program, CFAP 1 and/or CFAP 2 Payments	Record the total PLIP payment reduction in dollars and cents from item 10 of FSA-620.
Exit	Exits the application and all data is lost if not already saved.
Back	Navigates to the previous screen without saving any data that hasn't already been saved.
Save	Saves the application data and remains on the same screen.
Continue	Navigates to the next screen without saving any information. Note: If the user wants to skip to another screen, CLICK "Save" before clicking the applicable tab.
Save and Continue	Saves the application data and navigates to the next screen.

75 PLIP Summary Screen

A Overview

The PLIP Summary Screen displays all information recorded from the previous screen.

Users will record the following on the Summary Screen:

- producer's answer to the certification question
- producer's signature date
- producer's signature type
- COC determination and date.

75 PLIP Summary Screen (Continued)

B Example of PLIP Summary Screen

The following is an example of the PLIP Summary Screen.

USDA United States Department of Agriculture
Farm Service Agency

PLIP | Pandemic Livestock Indemnity Program
 COUNTY USER ▼

Home Tools ▼

Part C - LIVESTOCK OR POULTRY DEPOPULATED
Part D - REDUCTIONS
Summary

Program Year: 2020	State: Oklahoma (40)	County: Cimarron (025)	Application Status: Initiated
Producer: ABC FARMS	Recording State: Oklahoma (40)	Recording County: Cimarron (025)	Application ID: 80

PART C - LIVESTOCK OR POULTRY DEPOPULATED

Livestock or Poultry (Kind/Type/Weight Range)	Number of Livestock or Poultry Depopulated (Between March 1, 2020 and December 26, 2020)
CHICKENS/Pullets/Cornish Hens less than 4.26 lbs.	545
COC USE ONLY	
CHICKENS/Layers	8432
COC USE ONLY	

PART D - REDUCTIONS

Amount received for disposal of depopulated livestock or poultry, recorded in Part C, from 2020 EQIP and/or a state-funded program.

NOTE: COC USE ONLY is the COC Total Reduction for 2020 EQIP, State-Funded Program, CFAP 1 and/or CFAP 2 Payments.

	6420.00
--	---------

I certify the applicant identified in Part B, item 5A is an individual person that is a U.S. Citizen or Resident Alien; or a legal entity, including corporation, LLC, LP, trust, estate, general partnership or joint venture, or similar type entity comprised solely of persons who are U.S. Citizens or Resident Aliens; or is an Indian Tribe or Tribal organization, as defined in section 4 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304):

YES NO

PRODUCER CERTIFICATION

Producer Signature Date <input type="text" value="07/16/2021"/>	Producer Signature Type <input type="text" value="IN PERSON"/>
--	---

COC DETERMINATION

Date(MM/DD/YYYY) <input type="text"/>	Determination COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
--	---

3 of 3 Steps

75 PLIP Summary Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Part C-Livestock or Poultry Depopulated	Displays the information entered on Part C-Livestock or Poultry Depopulated Screen.
Part D-Reductions	Displays the information entered on Part D-Reductions Screen.
Citizenship Certification: "Yes" or "No"	<p>Allows the user to record the producer's response to the citizenship certification statement.</p> <p>If the producer forgot or refused to check either of the citizenship certification boxes, leave both check boxes blank.</p> <p>Note: A producer's citizenship certification is not required to be completed on FSA-620 at the time of application creation. The system will allow the user to record the producer's signature date and record a COC determination of "disapproved" without this certification. However, a certification of "Yes" made by the producer must be recorded before recording a COC determination of "approved".</p>
Producer Signature Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The "Today" widget to the right of the calendar widget populates the current system date.</p> <p>Note: The system will automatically populate the producers signature date when the application was submitted online.</p>
Producer Signature Type	<p>Select the method from the drop-down menu that the producer used to submit the application.</p> <p>Note: The system will automatically populate "ESIGNED" when the application was submitted online.</p>

75 PLIP Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Date	Enter a date or use 1 of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date.
COC Determination Status	CLICK either: <ul style="list-style-type: none"> • Approved • Disapproved.
Exit	Exits the application, without saving data that hasn’t already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen. If the application has been approved, the payment information will be sent to the Common Payment System.

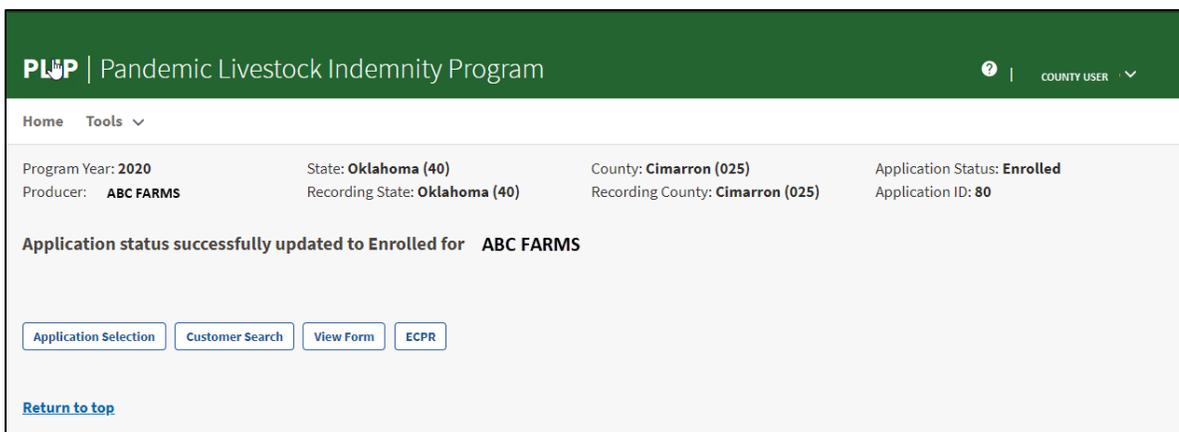
76 PLIP Applications Results Screen

A Overview

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

B Example of Application Results Screen

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



76 **PLIP Applications Results Screen (Continued)**

C Field Descriptions and Actions

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

Field	Description Actions
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Message	Displays the results of submitting the application.
Application Selection	Clicking this button navigates to the Application Selection Screen.
Customer Search	Clicking this button navigates to the SCIMS search screen.
View Form	Clicking this button will display the producer's FSA-620.
ECPR	Clicking this button will display the producer's Estimated Calculated Payment Report.

77-90 (Reserved)

Part 5 Food Safety Certification for Specialty Crops

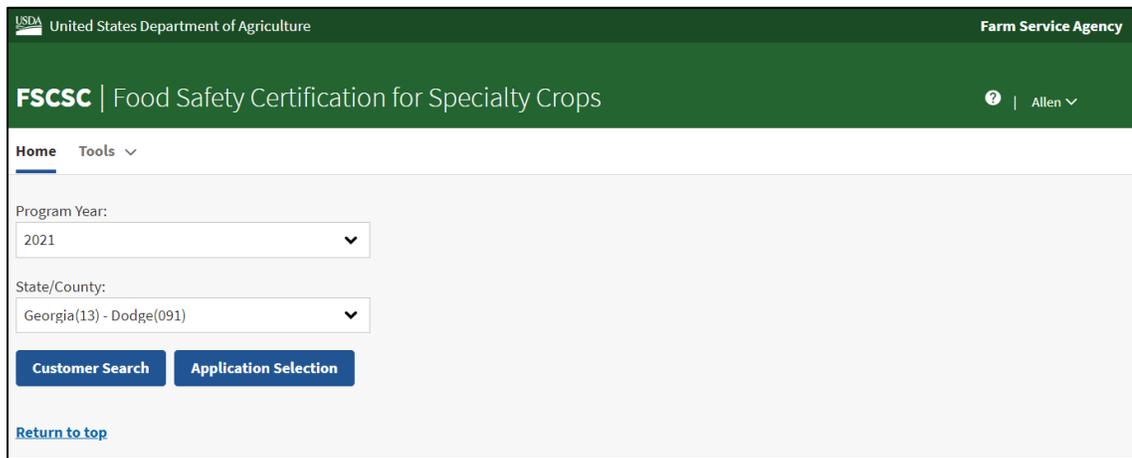
91 FSCSC Home Screen

A Overview

The FSCSC 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/County with the lowest State/County code first.

B Example of FSCSC Home Screen

The following is an example of the FSCSC Home Screen.



91 FSCSC Home Screen (Continued)

C Field Descriptions and Actions

The following table provides available options for selecting a producer.

Field/Button	Description/Action
Program Year	Using the drop-down menu, select the applicable program year.
State/County	Using the drop-down menu, select the applicable State and county.
Customer Search	<p>Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search.</p> <p>Note: Nationwide customer service is available for PDAP programs.</p>
Application Selection	<p>Displays all applications in the selected State/county.</p> <p>Note: A State/county must be selected before displaying the applications entered.</p>

92 FSCSC Application Selection Screen

A Overview

The Application Selection Screen is the starting screen for the FSCSC program. Users will be able to perform the following actions from the Application Selection Screen:

- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve or disapprove applications created for the user's associated counties
- approve applications through bulk approval for the counties which the user is associated
- approve applications as a COC representative using the bulk electronic approval for the user's associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the counties with which the user is associated
- view reports for the user's associated counties.

92 FSCSC Application Selection Screen (Continued)

B Example of FSCSC Application Selection Screen

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

The screenshot displays the FSCSC Application Selection interface. At the top, it shows the USDA logo and 'United States Department of Agriculture' on the left, and 'Farm Service Agency' on the right. Below this is a green header with 'FSCSC | Food Safety Certification for Specialty Crops' and a user profile 'Allen'. A navigation bar includes 'Home' and 'Tools'. The main content area shows 'Program Year: 2020', 'State: Georgia (13)', and 'County: Dodge (091)'. The title 'Application Selection' is followed by a search bar with buttons for 'Customer Search', 'View', 'View Form', 'ECPR', and 'Delete'. Below the search bar is a text input field labeled 'Navigate to Applicant Name Starting With:' with a cursor. A table below lists application details:

App ID ^	Producer ^	Application Status ^	COC Determination	COC Obligation Status
29	FARMS INC	Approved	Approved	Not Required

A 'Return to top' link is located at the bottom left of the screen.

92 FSCSC Application Selection Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the user's State.
County	Displays the user's county.
Customer Search	<p>Allows users to select a specific producer.</p> <p>If an active application already exists, the user will be directed to the application; otherwise, a new application will be created.</p> <p>Note: A producer is allowed 1 active application nationwide.</p>
View	After selecting the applicant, CLICK "View" to access the application.
Edit	After selecting the applicant, CLICK "Edit" to access the application.
View Form	After selecting the applicant, CLICK "View Form" to view FSA-888.
ECPR	After selecting the applicant, CLICK "ECPR" to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application recorded in error.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> CLICK "Yes" to cancel the application <p>Note: The status will be updated to "Cancelled".</p> <ul style="list-style-type: none"> CLICK "No" to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications cancelled after COC approval will result in the payments being cancelled, and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled. A new application must be created if cancelled in error.</p>
App ID	Displays the system-generated application number for the applicant.
Producer	Displays the name of the producer.

92 FSCSC Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	Status	Description
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC determination date has been recorded, the COC determination is “Approved”, and the obligation was successful.
	Disapproved	The COC determination date has been recorded and the COC determination is “Disapproved”.
	Pending Obligation	The COC determination date has been recorded, the COC determination is “Approved”, but the obligation is pending, failed, or rejected. Note: This status is a rare occurrence.
	Suspended	A Business Partner merge has taken place for this producer, after the application was created, and the application must be reviewed for actions that need to be completed.
	Cancelled	Application has been deleted.

92 FSCSC Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
COC Determination	Status	Description
	Approved	The COC date has been recorded and the COC determination is “Approved”.
	Disapproved	The COC date has been recorded and the COC determination is “Disapproved”.
COC Obligation Status	Status	Description
	Approved	The payment obligation was successful, and the payment amount has been sent to the FSCSC payment process.
	Failed	The payment obligation failed due to lack of funding or system failure. Note: No further action is needed by the user. The system will retry the obligation each night.
	Not Required	The payment obligation was not required because the payment amount calculated to \$0.
	Rejected	The payment obligation was rejected. Note: Users must review and resolve the issue or elevate to State Office specialist. A link will be provided for more information.

93 FSCSC Part A & Part B Screen

A Overview

After a producer has been selected, Part A & Part B Screen is displayed.

Users will be able to navigate between the following tabs:

- Part A & Part B Screen
- Summary Screen.

93 FSCSC Part A & Part B Screen (Continued)

B Example of Part A & Part B Screen

The following is an example of Part A & Part B Screen.

The screenshot displays the FSCSC application interface. At the top, it shows the USDA logo and 'United States Department of Agriculture' on the left, and 'Farm Service Agency' on the right. The main header is 'FSCSC | Food Safety Certification for Specialty Crops'. Below this, there are navigation links for 'Home' and 'Tools'. A progress bar indicates 'Part A & Part B' is the current step, followed by 'Summary'.

Key application details are listed: Program Year: 2020, Applicant: BROS FARMS, State: Georgia (13), Recording State: Georgia (13), County: Dodge (091), Recording County: Dodge (091), Application Status: Approved, and Application ID: 29.

PART A - APPLICANT INFORMATION
 Have you participated in FSA programs? YES NO
 (If "NO", please fill out AD-2047 and SF-3881)

PART B - CERTIFICATION INFORMATION & EXPENSES

Category of Expenses	Source	Expenses	Number of Tests	Other Reimbursement for Expenses Received
<input checked="" type="checkbox"/> Food Safety Certification	APPLICANT	87.00		44.00
	COC USE ONLY			
<input type="checkbox"/> Food Safety Plan Development (1st time)	APPLICANT			
	COC USE ONLY			
<input type="checkbox"/> Maintaining or updating Food Safety Plan	APPLICANT			
	COC USE ONLY			
<input type="checkbox"/> Certification Upload Fees	APPLICANT			
	COC USE ONLY			
<input type="checkbox"/> Microbiological Testing - products	APPLICANT		Number of Tests	
	COC USE ONLY			
<input type="checkbox"/> Microbiological Testing - soil amendments	APPLICANT		Number of Tests	
	COC USE ONLY			
<input type="checkbox"/> Microbiological Testing - water	APPLICANT		Number of Tests	
	COC USE ONLY			
<input type="checkbox"/> Training	APPLICANT			
	COC USE ONLY			

At the bottom of the screen, it indicates '1 of 2 Steps' and provides buttons for 'Exit', 'Save', 'Continue', and 'Save and Continue'.

93 FSCSC Part A & Part B Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part A & Part B Screen.

Field	Description/Action
Program Year	Displays the program year of the program.
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 name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Part A – Applicant Information	
Have you participated in FSA Programs?	SELECT “Yes” or “No”.
Part B – Certification Information & Expenses	
Category of Expenses	Select applicable category of expense.
Expenses	Enter expense for category selected.
Number of Tests	Enter number of tests for category of expense, only applicable for test specific categories.
Other Reimbursement for Expenses Received	Enter other reimbursement for expenses received from sources other than FSA.
Exit	Exits the application and all data is lost.
Save	Saves the application and the user remains in the screen.
Continue	Proceeds to the next screen without saving any information.
	Note: If the user wants to skip to another screen, click “Save” before clicking the applicable tab.
Save and Continue	Saves the information entered and navigates to the next screen.

94 FSCSC Summary Screen

A Overview

The FSCSC Summary Screen displays all information recorded from the previous screen.

Users will record the following on the FSCSC Summary Screen:

- applicant’s answer to the small business question
- applicant’s answer to the very small business question
- applicant’s signature date
- applicant’s signature type
- COC determination and date.

B Example of FSCSC Summary Screen

The following is an example of the FSCSC Summary Screen.

Part A & Part B		Summary		
Program Year: 2020 Applicant: BROS FARMS	State: Georgia (13) Recording State: Georgia (13)	County: Dodge (091) Recording County: Dodge (091)	Application Status: Approved Application ID: 29	
PART A - APPLICANT INFORMATION				
Have you participated in FSA programs? NO <i>(If "NO", please fill out AD-2047 and SF-3881)</i>				
PART B - CERTIFICATION INFORMATION & EXPENSES				
Category of Expenses	Source	Expenses	Number of Tests	Other Reimbursement for Expenses Received
Food Safety Certification	APPLICANT	87.00		44.00
	COC USE ONLY			
Are you a small business? <i>(Small Business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of more than \$250,000 but not more than \$500,000.)</i>				
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
Are you a very small business? <i>(Very small business means a farm that had an average annual monetary value of specialty crops the farm sold during the 3-year period preceding the program year of no more than \$250,000.)</i>				
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Authorized Override: <input type="checkbox"/>				
APPLICANT CERTIFICATION				
Applicant Signature Date(MM/DD/YYYY)		Applicant Signature Type		
01/20/2022  		BOX 		
COC DETERMINATION				
Date(MM/DD/YYYY)		Determination		
01/20/2022  		COC Determination Status <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
2 of 2 Steps		<input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save and Continue"/>		

94 FSCSC Summary Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected when creating or accessing the application.
County	Displays the county the user selected when creating or accessing the application.
Application Status	Displays the application status.
Applicant	Displays the name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Part A – Applicant Information	Displays the information entered on Part A & Part B screen under Part A.
Part B – Certification Information & Expenses	Displays the information entered on Part A & Part B screen under Part B.
Are you a small Business?	<p>Select the applicant’s response according to the small business question at the bottom of Part B on the FSA-888.</p> <p>Note: The application cannot be approved until the question has been answered.</p>
Are you a very small Business?	<p>Select the applicant’s response according to the very small business question at the bottom of Part B on the FSA-888.</p> <p>Note: The application cannot be approved until the question has been answered.</p>

94 FSCSC Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Authorized Override	For State Office use only. Used in cases when late filed applications are approved, or relief has been granted.
Application Signature Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p> <p>Note: The system will automatically populate the producers signature date when the application was submitted online.</p>
Applicant Signature Type	<p>Select the method from the drop-down menu that the producer used to submit the application.</p> <ul style="list-style-type: none"> • BOX • BOX/ONE-SPAN • EMAILED/FAX • IN PERSON • MAILED. <p>Note: The system will automatically populate “ESIGNED” when the application was submitted online.</p>
COC Determination Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p>
COC Determination Status	<p>CLICK either:</p> <ul style="list-style-type: none"> • “Approved” • “Disapproved”.
Exit	Exits the application without saving data that has not already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen.

95 FSCSC Applications Results Screen

A Overview

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

B Example of Applications Results Screen

The following is an example of the Applications Results Screen.



95 FSCSC Applications Results Screen (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Applications Results Screen.

Field	Description/Actions
Program Year	Displays the program year of the program.
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 name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to navigate to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-888.
ECPR	Displays the applicant's ECPR.

96 Estimated Calculated Payment Report

A Introduction

The ECPR will include information about calculating the FSCSC payment for the application.

B Accessing the Estimated Calculated Payment Report

County Offices should access the ECPR to view or print the payment information for the application according to 9-CM, paragraph 52.

C Informational Message When Accessing the Estimated Calculated Payment Report

The following informational messages may be received based on the selections entered to display the ECPR.

Selection Type	Informational Message	Description
Application Number	Application selected is not available for the program.	The entered application number does not correspond to an application number for the program.
Applicant Name	Applicant does not have an application for the program.	The selected applicant does not have an application for the program.
Next is selected after entering an application number or selecting an applicant.	The Estimated Calculated Payment Report can't be displayed because the application is not in an initiated, enrolled, approved, disapproved, or pending obligation status.	The application isn't in an initiated, enrolled, approved, disapproved, or pending obligation status.

96 Estimated Calculated Payment Report (Continued)

D Example of Estimated Calculated Payment Report

The following is an example of the FSCSC ECPR.

FSA-888E	United States Department of Agriculture Farm Service Agency 2022 Food Safety Certification for Specialty Crops Program Estimated Calculated Payment Report	Date: 06/08/2022 Page 1 of 1
State: XXXXX	Applicant Name: XXXXXXXXX	Application Number: XXX
County: XXXXX		Application Approved: No

Category Name	Expenses	Payment Percentage	Calculated Payment	Payment Cap	Determined Payment	Payment Factor	Factored Determined Payment	Other Reimb. Expenses Rec	Gross Payment	Program Factor	Factored Gross Payment
Food Safety Certification	\$1,000.00	50.0000	\$500.00	\$2,000.00	\$500.00	1.0000	\$500.00	\$200.00	\$500.00	1.0000	\$500.00
Plan Development (1st time)	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Maintain or Update Plan	\$1,000.00	50.0000	\$500.00	\$250.00	\$250.00	1.0000	\$250.00		\$250.00	1.0000	\$250.00
Certification Upload Fees	\$1,000.00	50.0000	\$500.00	\$250.00	\$250.00	1.0000	\$250.00		\$250.00	1.0000	\$250.00
Testing - products	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Testing - soil amendments	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Testing - water	\$1,000.00	50.0000	\$500.00		\$500.00	1.0000	\$500.00		\$500.00	1.0000	\$500.00
Training	\$1,000.00	100.0000	\$1,000.00	\$200.00	\$200.00	1.0000	\$200.00		\$200.00	1.0000	\$200.00
									Total Gross FSCSC Payment:		\$3,200.00
									Total Factored Gross FSCSC Payment:		\$3,200.00

Important Information:

If all required forms are not filed by the required deadline, applicants may forfeit their request to receive payment. See the FSA-889 for a complete list of all eligibility requirements.

Calculation Explanation:

Calculated Payment:
 - Expenses times Payment Percentage

Determined Payment:
 - The smaller of Calculated Payment or Payment Cap

Factored Determined Payment:
 - Determined Payment times Payment Factor

Gross Payment:
 - Compare (Factored Determined Payment plus Other Reimbursements Expenses Rec) to Expenses.
 . If Expenses are determined to be the lesser amount, then subtract Other Reimbursements Expenses Rec from Expenses.
 . If Expenses are determined to be the higher amount, then the Factored Determined Payment is the Gross Payment.

Factored Gross Payment:
 - Gross Payment times Program Factor

Disclaimer:
 The Calculated Payment Amount is determined prior to applying any producer or payment reductions. The payment data reflected on this Estimated Calculated Payment Report includes payment amounts based on program eligibility and may vary due to changes in commodity data, producer eligibility, producer or member payment share, and payment rates.
 The distribution of this report does not in any way obligate CCC to disburse the estimated payment amounts reflected.

96 Estimated Calculated Payment Report (Continued)

E FSCSC Information Displayed or Printed on the Estimated Calculated Payment Report

The following table provides FSCSC information will be displayed or printed on the Estimated Calculated Payment Report.

Notes: The Estimated Calculated Payment Report will display when the FSCSC application is in an initiated, enrolled, or approved status.

The Program Load Table referred to below is a table of information maintained by the National Office. It contains information that applies to a program for all producers nationwide such as payment factors and payment rates, etc.

Field	Description
State	State as selected.
County	County as selected.
Date	Date the Estimated Calculated Payment Report was generated.
Application Number	Application Number from FSA-888.
Approved	Indicator of “Yes” or “No” provides status of whether FSA-888 is approved or not approved.
Applicant Name	Name of the producer associated with the selection.
Category Name	Name of category of expense from FSA-888.
Expenses	Expenses from FSA-888.
Payment Percentage	Payment percentage for each category from the Program Load Table.
Calculated Payment	Calculated payment is determined by multiplying the following: <ul style="list-style-type: none"> • expenses, times • payment percentage.
Payment Cap	The maximum payment amount for each category from the Program Load Table.
Determined Payment	Determined payment is the smaller of: <ul style="list-style-type: none"> • calculated payment, or • payment cap.

96 Estimated Calculated Payment Report (Continued)

E FSCSC Information Displayed or Printed on the Estimated Calculated Payment Report (Continued)

Field	Description
Payment Factor	Payment factor from the Program Load Table.
Factored Determined Payment	Factored determined payment is determined by multiplying the following: <ul style="list-style-type: none"> • determined payment, times • payment factor.
Other Reimbursements for Expenses Received	Other reimbursements for expenses received from FSA-888.
Gross Payment	Compare (factored determined payment plus other reimbursements for expenses received) to Expenses. If expenses are determined to be the: <ul style="list-style-type: none"> • lesser amount, then subtract other reimbursements expenses received from expenses. • higher amount, then the factored determined payment is the gross payment.
Program Factor	Program factor from the Program Load Table
Factored Gross Payment	Factored gross payment is determined by multiplying the following: <ul style="list-style-type: none"> • gross payment, times • program factor.
Total Gross FSCSC Payment	Total gross FSCSC payment is determined by adding the gross payment amount for all categories.
Total Factored Gross FSCSC Payment	Total factored gross FSCSC payment is determined by adding the factored gross payment amount for all categories.

97-120 (Reserved)

Part 6 Organic and Transitional Education and Certification Program (OTECP)

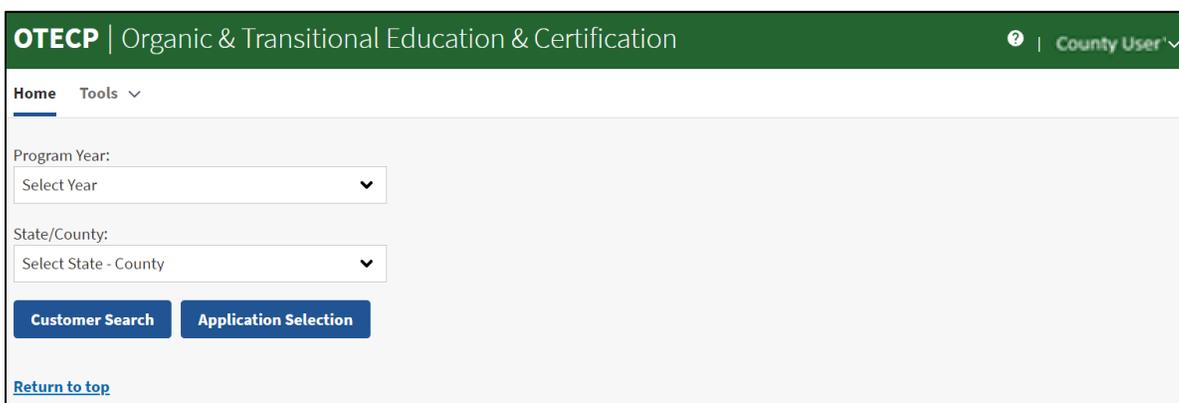
121 OTECP Home Screen

A Overview

The OTECP 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/county with the lowest State/county code first.

B Example of OTECP Home Screen

Following is an example of the OTECP Home Screen.



C Field Descriptions and Actions

The following table provides available options for selecting a producer.

Field	Description/Action
Program Year	Displays the program year of the program.
State/County	Select the applicable State and county from the drop-down menu.
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 OTECP programs.
Application Selection	Displays all applications in the selected State/county. Note: A State/county must be selected before displaying the applications entered.

122 OTECP Application Selection Screen

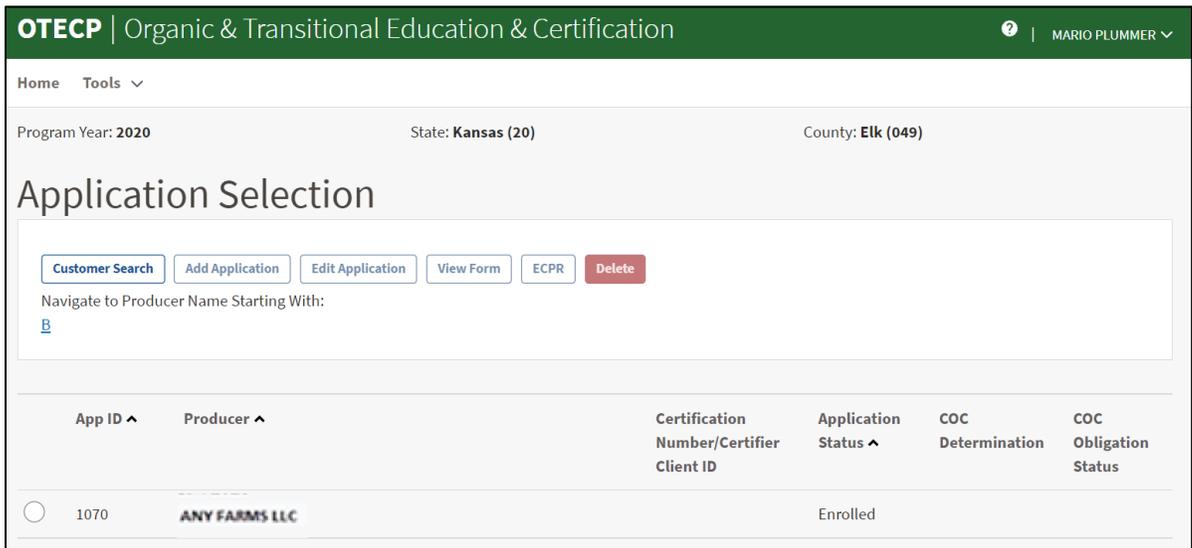
A Overview

The Application Selection Screen is the starting screen for the OTECP program. Users will be able to perform the following actions from the Application Selection Screen:

- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve/disapprove applications created for the user’s associated counties
- approve applications through bulk approval for the user’s associated counties
- approve applications as a COC representative using the bulk electronic approval for the user’s associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the user’s associated counties
- view reports for the user’s associated counties.

B Example of OTECP Application Selection Screen

Following is an example of the Application Selection Screen.



122 OTECP Application Selection Screen (Continued)

C Field Descriptions and Actions

The following table provides descriptions and actions for the OTECP 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	<p>Allows users to select a specific producer.</p> <p>If an application already exists, the user will be directed to the application; otherwise, a new application will be created.</p> <p>Note: An applicant is allowed 1 application nationwide.</p>
Add Application	Allows users to add an additional application for the selected producer.
Edit Application	After selecting the producer, CLICK “Edit” to access the application.
View Form	After selecting the producer, CLICK “View Form” to view FSA-883.
ECPR	After selecting the producer, CLICK “ECPR” to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application entered in error.</p> <p>Note: Online applications cannot be deleted. Follow subparagraph 20 D for handling online applications in which the producer requests to withdraw their application.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> • CLICK “Yes” to cancel the application <p>Note: The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> • CLICK “No” to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. Cancelled applications cannot be edited. If an application was cancelled in error the applicable State Office specialist should be notified and a request can be submitted via the OTECP SharePoint site requesting reactivation of the cancelled application.</p>

122 OTECP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application ID	Displays the system-generated application number for the producer.	
Producer	Displays the name of the producer.	
Certification Number/Certifier Client ID	Freeform field to record certification information.	
Application Status	Status	Description
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC date has been recorded and determination is “Approved”.
	Disapproved	The COC date has been recorded and determination is “Disapproved”.
	Pending Obligation	The COC date has been recorded, determination is “Approved”, and obligation is now pending. Note: This status should be a temporary status.
	Suspended	Indicates that the producer’s CCID is now “Inactive” due to a SCIMS merge, removal of legacy State/county link, or BP Record update. Note: Applications in a Suspended status cannot be edited. Users will be prompted to create a new application.
COC Determination	Status	Description
	Approved	The COC date has been recorded and determination is “Approved”.
	Disapproved	The COC date has been recorded and determination is “Disapproved”.
COC Obligation Status	Approved	An obligation has been approved and 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. Note: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected. Note: Users must review and resolve the issue or elevate to State Office specialist. There will be a link for more information.

123 OTECP Part A & B-Producer Information and Certification Information & Expenses Screen

A Overview

After an applicant has been selected, Part A & B-Producer Information and Certification Information & Expenses Screen is displayed.

Users will be able to navigate between the following tabs:

- Part A & B-Producer Information and Certification Information & Expenses Screen
- Summary.

B Example of Part A & B-Producer Information and Certification Information & Expenses Screen

Following is an example of Part A & B-Producer Information and Certification Information & Expenses Screen.

OTECP | Organic & Transitional Education & Certification County User

Home Tools

Part A & Part B
Summary

Program Year: 2020	State: Kansas (20)	County: Lyon (111)	Application Status: Not created
Producer: PRODUCER, ANY	Administrative State: Texas (48)	Administrative County: Bowie (037)	Application ID: Unassigned

PART A - PRODUCER INFORMATION

Have you participated in FSA programs? YES NO
(If "NO", please fill out AD-2047 and SF-3881)

PART B - CERTIFICATION INFORMATION & EXPENSES

Certified Operation Name (if applicable)	<input type="text"/>	
Certification Number/Certifier Client ID (if applicable)	<input type="text"/>	

Category of Expenses	Source	Expenses	Other Reimbursement for Expenses Received <small>(Excluding OCCSP payments)</small>
Crops (certified organic)	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
Wild Crops (certified organic)	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
Livestock (certified organic)	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
Processing/Handling (certified organic)	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
State Organic Program Fees (CA only)	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
Transitional	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
Soil Testing	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>
Education	PRODUCER	<input type="text"/>	<input type="text"/>
	COC USE ONLY	<input type="text"/>	<input type="text"/>

1 of 2 Steps

Exit
Save
Continue
Save and Continue

123 OTECP Part A & B-Producer Information and Certification Information & Expenses Screen (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Part A & B-Producer Information and Certification Information & Expenses Screen.

Field	Description
Program Year	Displays the program year.
State	Displays the selected State name and code from the OTECP Home Screen.
County	Displays the selected county name and code from the OTECP Home Screen.
Application Status	Displays the application status.
Producer	Displays the name of the applicant.
Administrative State	Displays the administrative State name and State code of the producer.
Administrative County	Displays the producer's administrative county name and county code.
Application ID	Displays the system-generated application number. A number is generated after the application has information entered and has been saved.
Have you participated in FSA programs?	Enter the response from the producer. Note: A selection is required to save the application.
Certified Operation Name (if applicable)	Enter the applicable certified operation name assigned to the producer from the State organic agency. Note: If a value is recorded in a category of expenses which require the producer to be certified organic, then a value is required in this field.
Certification Number/ Certifier Client ID (if applicable)	Enter the applicable certification number/certifier client ID assigned to the producer from the State organic agency. Note: If a value is recorded in a category of expenses which require the producer to be certified organic, then a value is required in this field.
Category of Expenses	Enter applicable Revenue in dollars and cents. Note: If a value is recorded in 2018 or 2019 Allowable Gross Revenue, then a value is required in this field.
Source	Displays the expenses from the producer or COC adjusted field.
Expenses	Enter the applicable value of eligible expenses.

123 OTECP Part A & B-Producer Information and Certification Information & Expenses Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description
Other Reimbursement for Expenses Received (excluding OCCSP payments)	Enter the applicable value of other reimbursements for expenses received. Note: Do not include the value of any OCCSP payments the producer received.
Exit	Exits the application and all data is lost if not already saved.
Save	Saves the application data and remains on the same screen.
Continue	Navigates to the next screen without saving any information. Note: If the user wants to skip to another screen, CLICK “Save” before clicking the applicable tab.
Save and Continue	Saves the application data and navigates to the next screen.

124 OTECP Summary Screen

A Overview

The OTECP Summary Screen displays all information recorded from the previous screen.

Users will record the following on the Summary Screen:

- producer’s signature date
- producer’s signature type
- COC determination and date.

124 OTECP Summary Screen (Continued)

B Example of OTECP Summary Screen

Following is an example of the OTECP Summary Screen.

OTECP | Organic & Transitional Education & Certification County User

Home Tools

Part A & Part B Summary

Program Year: **2020** State: **Kansas (20)** County: **Lyon (111)** Application Status: **Initiated**
Producer: **PRODUCER, ANY** Administrative State: **Texas (48)** Administrative County: **Bowie (037)** Application ID: **1074**

PART A - PRODUCER INFORMATION
Have you participated in FSA programs? **YES**
(If "NO", please fill out AD-2047 and SF-3881)

PART B - CERTIFICATION INFORMATION & EXPENSES

Certified Operation Name (if applicable)
Certification Number/Certifier Client ID (if applicable)

Category of Expenses	Source	Expenses	Other Reimbursement for Expenses Received (Excluding OCCSP payments)
Education	PRODUCER COC USE ONLY	100.00	

PRODUCER CERTIFICATION

Producer Signature Date TODAY
Producer Signature Type

COC DETERMINATION

Date(MM/DD/YYYY)
Determination
COC Determination Status
 Approve Disapprove

2 of 2 Steps

124 OTECP Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides descriptions and actions for entering producer certification information on the OTECP Summary Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Administrative State	Displays the administrative State of the producer.
Administrative County	Displays the administrative county of the producer.
Application ID	Displays the application identification number.
Part A-Producer Information	Displays the information entered on Part A-Producer Information Screen.
Part B-Certification Information & Expenses	Displays the information entered on Part B-Certification Information & Expenses Screen. Note: The system will only display the category of expenses which a value has been entered.
Producer Signature Date	Enter a date or use 1 of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date. Note: The system will automatically populate the producers signature date when the application was submitted online.
Producer Signature Type	Select the method from the drop-down menu that the producer used to submit the application. Note: The system will automatically populate “ESIGNED” when the application was submitted online.
COC Determination Date	Enter a date or use 1 of the available calendar widgets to populate the date. The “Today” widget to the right of the calendar widget populates the current system date.

124 OTECP Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Status	CLICK either: <ul style="list-style-type: none"> • Approved • Disapproved.
Exit	Exits the application, without saving data that hasn't already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen. If the application has been approved, the payment information will be sent to the Common Payment System.

125 OTECP Applications Results Screen

A Overview

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

B Example of Application Results Screen

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



125 OTECP Applications Results Screen (Continued)

C Field Descriptions and Actions

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

Field	Description Actions
Program Year	Displays the program year of the program.
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.
Producer	Displays the name of the applicant.
Administrative State	Displays the administrative State of the applicant.
Administrative County	Displays the administrative county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-883
ECPR	Displays the applicant's ECPR.

126-140 (Reserved)

***--Part 7 Pandemic Assistance Revenue Program (PARP)**

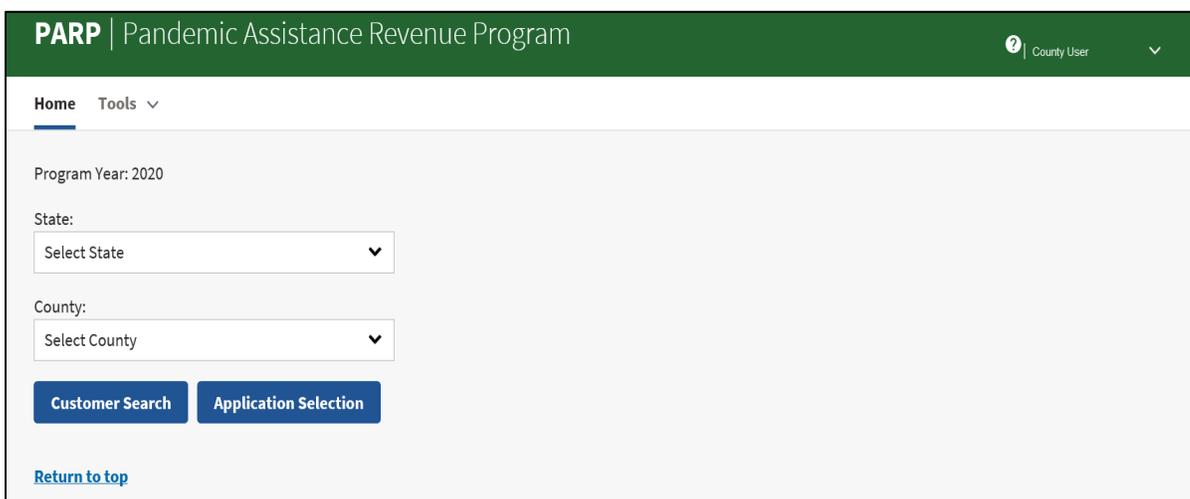
141 PARP Home Screen

A Overview

The PARP 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/county with the lowest State/county code first.

B Example of PARP Home Screen

Following is an example of the PARP Home Screen.



C Field Descriptions and Actions

The following table provides available options for selecting a producer.

Field	Description/Action
State/County	Select the applicable State and county from the drop-down menu.
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 PDAP programs.
Application Selection	All applications in the selected State/county will be displayed. Note: A State/county must be selected before displaying the applications entered.

--*

--142 PARP Application Selection Screen*A Overview**

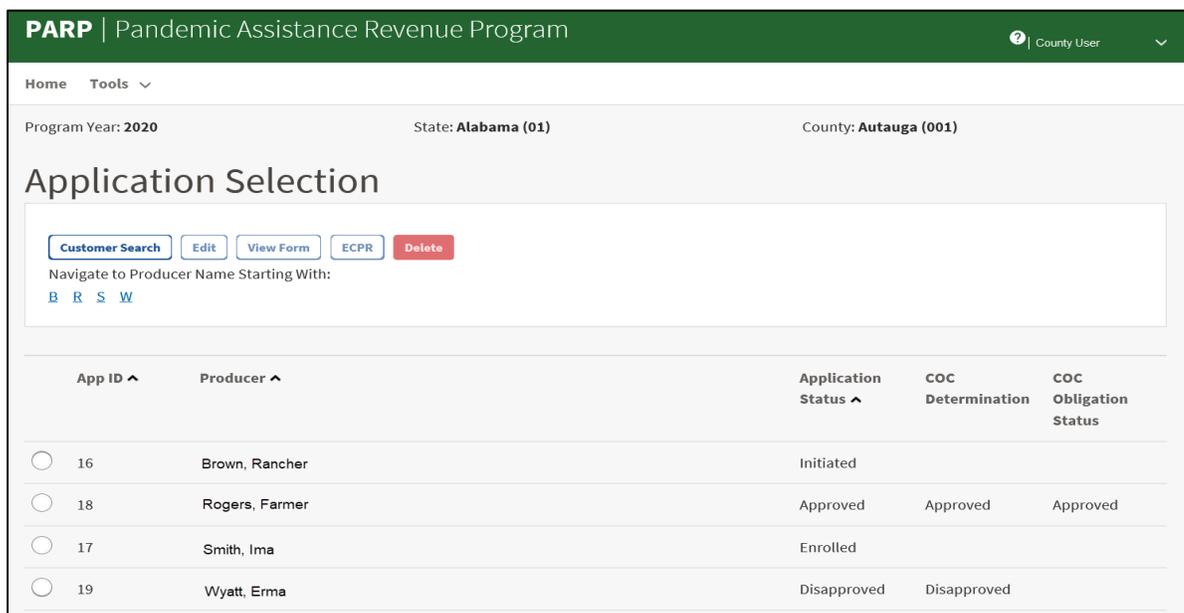
The Application Selection Screen is the starting screen for PARP. Users will be able to perform the following actions from the Application Selection Screen:

- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve/disapprove applications created for the user's associated counties
- enter applicant signatures through bulk functionality for the user's associated counties
- approve applications through bulk approval for the user's associated counties
- approve applications as a representative of COC using the bulk electronic approval for the user's associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the user's associated counties
- view reports for the user's associated counties.--*

*--142 PARP Application Selection Screen (Continued)

B Example of PARP Application Selection Screen

Following is an example of the Application Selection Screen.



C Field Descriptions and Actions

The following table provides descriptions and actions for the PARP 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 will 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-1122.

--*

*--142 PARP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
ECPR	After selecting the producer, CLICK “ECPR” to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application entered in error.</p> <p>Note: Online applications cannot be deleted. Follow subparagraph 20 D for handling online applications in which the producer requests to withdraw their application.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application:</p> <ul style="list-style-type: none"> • CLICK “Yes” to cancel the application <p>Note: The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> • CLICK “No” to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. Cancelled applications cannot be edited. If an application was cancelled in error the applicable State Office specialist should be notified and a request can be submitted via the PARP SharePoint site requesting reactivation of the cancelled application.</p>
Application ID	Displays the system-generated application number for the producer.
Producer	Displays the name of the producer.

--*

*--142 PARP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	Status	Description
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC date has been recorded and determination is “Approved”.
	Disapproved	The COC date has been recorded and determination is “Disapproved”.
	Pending Obligation	The COC date has been recorded, determination is “Approved”, and obligation is now pending. Note: This status should be a temporary status.
	Suspended	Indicates that the producer’s CCID is now “Inactive” because of a SCIMS merge or BP Record update. Note: Applications in a Suspended Status cannot be edited. Users will be prompted to create a new application.
COC Determination	Status	Description
	Approved	The COC date has been recorded and determination is “Approved”.
Disapproved	The COC date has been recorded and determination is “Disapproved”.	
COC Obligation Status	Approved	An obligation has been approved and 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. Note: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected. Note: Users must review and resolve the issue or elevate to State Office specialist. There will be a link for more information.

--*

*--143 **PARP Part C-Allowable Gross Revenue Screen**

A Overview

After a producer has been selected, Part C-Allowable Gross Revenue Screen will be displayed.

Users will be able to navigate between the following tabs:

- Part C-Allowable Gross Revenue Screen
- Summary.

B Example of Part C-Allowable Gross Revenue Screen

Following is an example of Part C-Allowable Gross Revenue Screen.

Source	2018 Allowable Gross Revenue	2019 Allowable Gross Revenue	2020 Allowable Gross Revenue
PRODUCER	<input type="text"/>	<input type="text"/>	<input type="text"/>
COC USE ONLY	<input type="text"/>	<input type="text"/>	<input type="text"/>

--*

*--143 PARP Part C-Allowable Gross Revenue Screen (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for Part C-Allowable Gross Revenue Screen.

Field	Description
Program Year	Displays the program year.
State	Displays the selected State name and code from the PARP Home Screen.
County	Displays the selected county name and code from the PARP Home Screen.
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.
2018 Allowable Gross Revenue	Enter applicable revenue in whole dollars. Note: Revenue must be entered in 2018 or 2019 Allowable Gross Revenue, but the system will not allow revenue to be recorded in both. Do not enter a zero unless revenue is zero.
2019 Allowable Gross Revenue	Enter applicable Revenue in dollars and cents. Note: Revenue must be entered in 2018 or 2019 Allowable Gross Revenue, but the system will not allow revenue to be recorded in both. Do not enter a zero unless revenue is zero.
2020 Allowable Gross Revenue	Enter applicable Revenue in dollars and cents. Note: If a value is recorded in 2018 or 2019 Allowable Gross Revenue, then a value is required in this field. Do not enter a zero unless revenue is zero.
COC Use Only	Enter the COC adjusted value for allowable revenue for the applicable year. Note: Do not enter a zero unless COC has adjusted the applicable value to zero.
Exit	Exits the application and all data is lost if not already saved.
Save	Saves the application data and remains on the same screen.
Continue	Navigates to the next screen without saving any information. Note: Data not saved to an application will be lost if the user navigates to another screen before clicking "Save".
Save and Continue	Saves the application data and navigates to the next screen.

--*

*--144 **PARP Summary Screen**

A Overview

The PARP Summary Screen displays all information recorded from the previous screen.

Users will record the following on the Summary screen:

- producer’s signature date
- producer’s signature type
- COC determination and date.

B Example of PARP Summary Screen

Following is an example of the PARP Summary Screen.

PARP | Pandemic Assistance Revenue Program County User

Home Tools Admin

Part C - ALLOWABLE GROSS REVENUE Summary

Program Year: **2020** State: **Alabama (01)** County: **Autauga (001)** Application Status: **Initiated**
 Producer: **Brown, Rancher** Recording State: **Alabama (01)** Recording County: **Autauga (001)** Application ID: **16**

PART C - ALLOWABLE GROSS REVENUE			
Source	2018 Allowable Gross Revenue	2019 Allowable Gross Revenue	2020 Allowable Gross Revenue
PRODUCER	150000.00		95000.00
COC USE ONLY			

PRODUCER CERTIFICATION

Producer Signature Date: [Date Picker] Today
 Producer Signature Type: Select Producer Signature Type

COC DETERMINATION

Original Date(MM/DD/YYYY)	Date(MM/DD/YYYY)	Determination
[Date Picker]	[Date Picker] Today	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

2 of 2 Steps [Exit] [Back] [Save and Continue]

--*

*--144 PARP Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides descriptions and actions for entering producer certification information on the PARP Summary Screen.

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the application number.
Part C-Allowable Gross Revenue	Displays the information entered on Part C-Allowable Gross Revenue Screen.
Producer Signature Date	<p>Enter a date or use one of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p> <p>Note: The system will automatically populate the producers signature date when the application was submitted online.</p>
Producer Signature Type	<p>Select the method the producer used to submit the application from the drop-down menu.</p> <p>Note: The system will automatically populate “ESIGNED” when the application was submitted online.</p>
COC Determination Date	<p>Enter a date or use one of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p>

--*

*--144 PARP Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Status	CLICK either: <ul style="list-style-type: none"> • Approved • Disapproved.
Exit	Exits the application, without saving data that hasn't already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen. If the application has been approved, the payment information will be sent to the Common Payment System.

--*

*--145 **PARP Applications Results Screen**

A Overview

After application data has been recorded/modified and saved, the PARP Applications Results Screen will be displayed with the current application status.

B Example of Application Results Screen

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



C Field Descriptions and Actions

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

Field	Description Actions
Program Year	Displays the program year of the program
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.
Producer	Displays the name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-1122
ECPR	Displays applicant's ECPR.

--*

146-160 (Reserved)

Part 8 Spot Market Hog Pandemic Program (SMHPP)

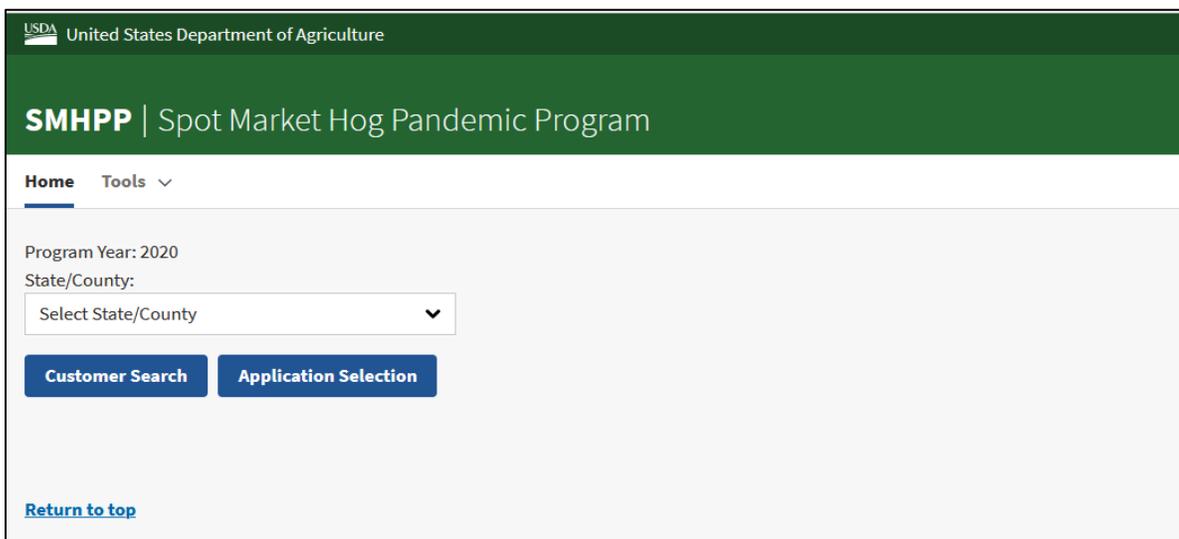
161 SMHPP Home Screen

A Overview

The SMHPP 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/county with the lowest State/county code first.

B Example of SMHPP Home Screen

The following is an example of the SMHPP Home Screen.



C Field Descriptions and Actions

The following table provides available options for selecting a producer.

Field/Button	Description/Action
Program Year	Displays the program year.
State/County	Select the applicable State and county from the drop-down menu.
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 PDAP programs.
Application Selection	Displays all applications in the selected State/county. Note: A State/county must be selected before displaying the applications entered.

162 SMHPP Application Selection Screen

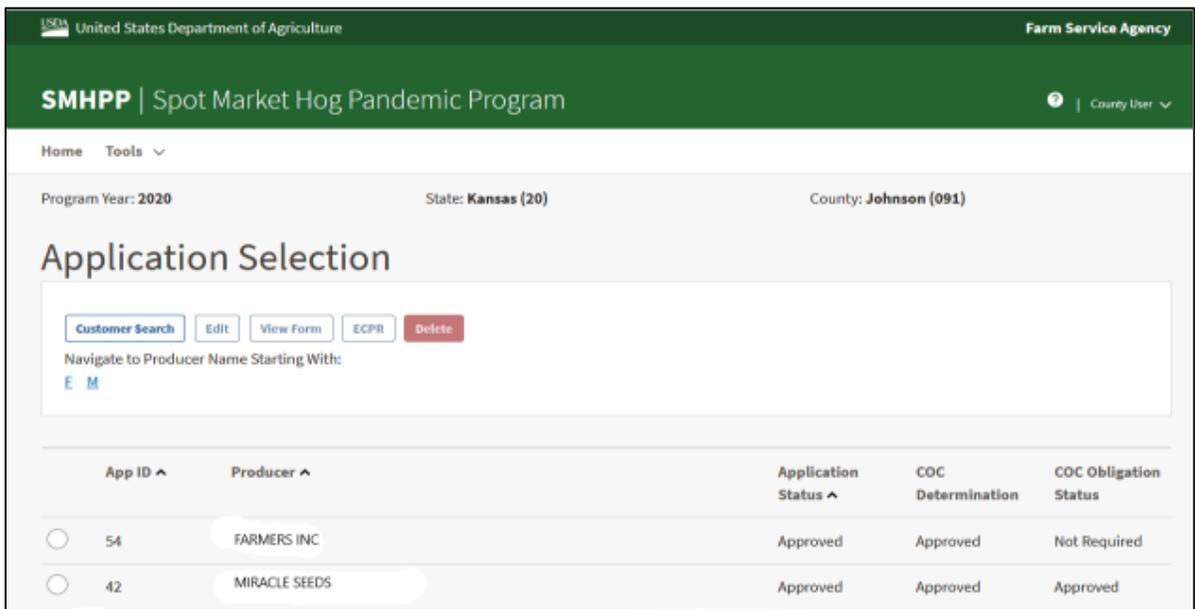
A Overview

The Application Selection Screen is the starting screen for the SMHPP program. Users will be able to perform the following actions from the Application Selection Screen:

- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve/disapprove applications created for the user’s associated counties
- enter applicant signatures through bulk functionality for the user’s associated counties
- approve applications through bulk approval for the user’s associated counties
- approve applications as a COC representative using the bulk electronic approval for the user’s associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the user’s associated counties
- view reports for the user’s associated counties.

B Example of SMHPP Application Selection Screen

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



162 SMHPP Application Selection Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the user's State.
County	Displays the user's county.
Customer Search	<p>Allows users to select a specific producer.</p> <p>If an active application already exists, the user will be directed to the application; otherwise, a new application will be created.</p> <p>Note: A producer is allowed 1 active application nationwide.</p>
Edit	After selecting the producer, CLICK "Edit" to access the application.
View Form	After selecting the producer, CLICK "View Form" to view FSA-940.
ECPR	After selecting the producer, CLICK "ECPR" to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application recorded in error.</p> <p>Note: Online applications cannot be deleted. Follow subparagraph 20D for handling online applications in which the producer requests to withdraw their application.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <ul style="list-style-type: none"> • CLICK "Yes" to cancel the application <p>Note: The status will be updated to "Cancelled".</p> <ul style="list-style-type: none"> • CLICK "No" to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. Cancelled applications cannot be edited. If an application was cancelled in error the applicable State Office specialist should be notified and a request can be submitted via the SMHPP SharePoint site requesting reactivation of the cancelled application.</p>
Application ID	Displays the system-generated application number for the producer.
Producer	Displays the name of the producer.

162 SMHPP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	Status	Description
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC determination date has been recorded, the COC determination is “Approved”, and the obligation was successful.
	Disapproved	The COC determination date has been recorded and the COC determination is “Disapproved”.
	Pending Obligation	The COC determination date has been recorded, the COC determination is “Approved”, but the obligation is pending. Note: This status should be a temporary status.
	Suspended	A Business Partner merge has taken place for this producer, after the application was created, and the application needs to be reviewed to see if any actions need to be completed.
	Cancelled	Application has been deleted.
COC Determination	Status	Description
	Approved	The COC date has been recorded and the COC determination is “Approved”.
	Disapproved	The COC date has been recorded and the COC determination is “Disapproved”.
COC Obligation Status	Status	Description
	Approved	An obligation has been approved and 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. Note: No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected. Note: Users must review and resolve the issue or elevate to State Office specialist. There will be a link for more information.

163 SMHPP Part C-Hogs Sold Screen

A Overview

After a producer has been selected, Part C-Hogs Sold Screen is displayed.

Users will be able to navigate between the following tabs:

- Part C-Hogs Sold
- Summary.

B Example of Part C-Hogs Sold Screen

The following is an example of Part C-Hogs Sold Screen.

SMHPP | Spot Market Hog Pandemic Program County User

Home Tools

PART C - HOGS SOLD Summary

Program Year: **2020** State: **Kansas (20)** County: **Johnson (091)** Application Status: **Approved**
Producer: **FARMERS INC** Recording State: **Kansas (20)** Recording County: **Johnson (091)** Application ID: **54**

Source	Total Producer Sold Hogs through a Negotiated Sale Between April 16, 2020 and Sept. 1, 2020 (Excluding Breeding Stock)
PRODUCER	456456
COC USE ONLY	5689

1 of 2 Steps

Exit Save Continue Save and Continue

[Return to top](#)

163 SMHPP Part C-Hogs Sold Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for Part C-Hogs Sold Screen.

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Total Producer Sold Hogs Through a Negotiated Sale from April 16, 2020 through Sept. 1, 2020 (Excluding Breeding Stock)	Enter the number of Hogs as a whole number from item 6 of FSA-940.
COC USE ONLY - COC Adjusted Total Producer Sold Hogs Through a Negotiated Sale from April 16,2020 through Sept. 1, 2020 (Excluding Breeding Stock)	Enter the COC adjusted number of Hogs as a whole number from item 7 of FSA-940.
Exit	Exits the application and all data is lost if not already saved.
Save	Saves the application data and remains on the same screen.
Continue	Navigates to the next screen without saving any information. Note: If the user wants to skip to another screen, CLICK “Save” before clicking the applicable tab.
Save and Continue	Saves the application data and navigates to the next screen.

164 SMHPP Summary Screen

A Overview

The SMHPP Summary Screen displays all information recorded from the previous screen.

Users will record the following on the Summary Screen:

- producer’s answers to the certification questions
- producer’s signature date
- producer’s signature type
- COC determination and date.

B Example of SMHPP Summary Screen

The following is an example of the SMHPP Summary Screen.

The screenshot shows the SMHPP Summary Screen for a Spot Market Hog Pandemic Program application. The header includes the program name and a user dropdown. The main content area is divided into sections for application details, hog sales data, certification questions, and COC determination. The application details show a 2020 program year for FARMERS INC in Johnson County, Kansas, with an approved status. The hog sales data table shows 456,456 hogs sold by the producer and 5,689 hogs for COC use only. The certification questions are currently unanswered. The COC determination is set to approved as of 10/19/2021. Navigation buttons for Exit, Back, and Save and Continue are at the bottom.

Source	Total Producer Sold Hogs through a Negotiated Sale Between April 16, 2020 and Sept. 1, 2020 (Excluding Breeding Stock)
PRODUCER	456456
COC USE ONLY	5689

Date(MM/DD/YYYY)	Determination
10/19/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved

164 SMHPP Summary Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Part C-Hogs Sold	Displays the information entered on Part C-Hogs Sold Screen.
Citizenship Question: “Yes” or “No”	<p>Allows the user to record the producer’s response to the citizenship question.</p> <p>If the producer forgot or refused to check either of the citizenship question boxes, leave both check boxes blank.</p> <p>Note: A producer’s citizenship question is not required to be answered on FSA-940 at the time of application creation. The system will save the application in “initiated” status and will not allow a signature date to be entered until the question is answered. An answer of “Yes” made by the producer must be recorded before recording a COC determination of “approved”.</p>
Applicant Identification Question: “Yes” or “No”	<p>Allows the user to record the producer’s response to the question of if the producer is a contract grower, Federal, State, or local government (including public school), or a processor or packer.</p> <p>If the producer forgot or refused to check either of the citizenship question boxes, leave both check boxes blank.</p> <p>Note: A producer’s applicant identification question is not required to be answered on FSA-940 at the time of application creation. The system will save the application in “initiated” status and will not allow a signature date to be entered until the question is answered. An answer of “No” made by the producer must be recorded before recording a COC determination of “approved”.</p>

164 SMHPP Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Producer Signature Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p> <p>Note: The system will automatically populate the producers signature date when the application was submitted online.</p>
Producer Signature Type	<p>Select the method from the drop-down menu that the producer used to submit the application.</p> <p>Note: The system will automatically populate “ESIGNED” when the application was submitted online.</p>
COC Determination Date	<p>Enter a date or use 1 of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p>
COC Determination Status	<p>CLICK either:</p> <ul style="list-style-type: none"> • Approved • Disapproved.
Exit	<p>Exits the application, without saving data that hasn’t already been saved.</p>
Back	<p>Navigates to the previous screen.</p>
Save and Continue	<p>Saves the application data and navigates to the Application Selection Screen.</p> <p>If the application has been approved, the payment information will be sent to the Common Payment System.</p>

165 SMHPP Applications Results Screen

A Overview

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

165 SMHPP Applications Results Screen (Continued)

B Example of Application Results Screen

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



C Field Descriptions and Actions

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

Field	Description Actions
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system generated application ID.
Message	Displays the results of submitting the application.
Application Selection	Clicking this button navigates to the Application Selection Screen.
Customer Search	Clicking this button navigates to the SCIMS search screen.
View Form	Clicking this button will display the producer’s FSA-940.
ECPR	Clicking this button will display the producer’s Estimated Calculated Payment Report.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
FSA-620	Pandemic Livestock Indemnity Program (PLIP) Application		72, 73, 74, 75
FSA-883	Organic Transitional Education and Certification Program (OTECP)		122, 125
FSA-940	Spot Market Hog Pandemic Program (SMHPP) Application		162, 163, 164, 165
FSA-1118	Pandemic Assistance for Timber Harvesters and Haulers (PATHH) Program Application		52, 54, 55
FSA-1122	Pandemic Assistance Revenue Program (PARP)		142, 145

Abbreviations Not Listed in 1-CM

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

Approved Abbreviations	Term	Reference
OTECP	Organic and Transitional Education and Certification Program	Text
PATHH	Pandemic Assistance for Timber Harvesters and Haulers	Text
PARP	Pandemic Assistance Revenue Program	Text
PLIP	Pandemic Livestock Indemnity Program	Text
PDD	Program Delivery Division	1, 2
SMHPP	Spot Market Hog Pandemic Program	Text
SND	Safety Net Division	1

Re delegations of Authority

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

Menu and Screen Index

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

Menu or Screen	Title	Reference
	Bulk COC Approval/Disapproval Screen	17
	Bulk Electronic Approval/Disapproval Screen	18
	Bulk Producer Signature Screen	16
	FSA Applications Screen	11
	OTECP Applications Results Screen	125
	OTECP Application Selection Screen	122
	OTECP Home Screen	121
	OTECP Part A & B-Producer Information and Certification Information and Expenses Screen	123
	OTECP Summary Screen	124
	*--PARP Home Screen	91
	PARP Application Selection Screen	92
	PARP Part C-Allocable Gross Revenue Screen	93
	PARP Summary Screen	94
	PARP Applications Results Screen	95--*
	PATHH Applications Results Screen	55
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	PATHH Home Screen	51
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	PLIP Part C-Livestock or Poultry Depopulated Screen	73
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