FSA
HANDBOOK

Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers

To access the transmittal page click on the short reference.

For All FSA Offices Except
APFO and KCCO

SHORT REFERENCE

2-SP

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

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Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers **2-SP**	**Amendment 7**

Approved: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 A has been amended to include the source of authority for FY 2015 funding.

Subparagraph 21:

- A has been amended to include the appropriated funding for 2015 RTCP payments
- B has been amended to update FY in the example
- F has been amended to provide accounting codes for FY 2015.

Subparagraph 32:

- A has been amended to include the period for accepting FSA-218's for FY 2015 RTCP-VI
- C has been amended to update the deadline for changes to FSA-218.

Subparagraph 35:

- B has been amended to update the deadline for submitting supporting RTCP documentation

- E has been amended to update the deadline for changing the transportation cost category on FSA-218.

Subparagraph 41:

- B has been amended to update the steps for accessing and saving FSA-218-1
- E has been amended to update the example of the Excel spreadsheet FSA-218-1
- F has been amended to provide the submission deadline for FSA-218-1 for FY 2015.

A Reasons for Amendment (Continued)

Subparagraph 42:

- B has been amended to update the steps for accessing and saving RTCP totals on the State Master Worksheets.

- E has been amended to provide the date the RTCP totals for the State Master Worksheets must be received by the National Office.

Page Control Chart		
TC	**Text**	**Exhibit**
	1-1, 1-2 3-1, 3-2 4-1, 4-2 4-5, 4-6 5-1 through 5-12	

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Part 1 Basic Program Provisions

1 Handbook Purpose, Availability, and Restrictions

A Purpose

This handbook provides general instructions for administering the RTCP Program for geographically disadvantaged farmers and ranchers.

B RTCP Program Availability

The RTCP Program is available to geographically disadvantaged farmers and ranchers in Alaska, Hawaii, and insular areas who paid to transport either of the following:

- an agricultural commodity
- an input used to produce an agricultural commodity.

C Restrictions

STC's and COC's, and representatives and employees thereof, do **not** have the authority to modify or waive any of the provisions of this handbook unless authorized by DAFP.

2 Sources of Authority and Related References

A Source of Authority

The source of authority for RTCP Program is the Food, Conservation, and Energy Act of 2008, Section 1621, (Pub. L. 110-246), as amended by the Agricultural Act of 2014, Section 1606 (Pub. L. 113-79). RTCP funding has been authorized according to the following:

- Agriculture, Rural Development, Food and Drug Administration, Section 741, and Related Agencies Appropriations Act of 2010 (Pub. L. 111-80) for FY 2010
- Department of Defense and Full-Year Continuing Appropriations Act of 2011 (Pub. L. 112-10), Section 1291 for FY 2011
- Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 112-55), Section 724 for FY 2012
- The American Taxpayer Relief Act of 2012 (Pub. L. 112-240)
- Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 113-6), Section 720 for FY 2013
- Consolidated Appropriations Act of 2014 (Pub. L. 113-76), Section 728 for FY 2014
- ***--**The Agricultural Act of 2014 (Pub. L. 113-79), Section 1606 for FY 2015.**--***

B RTCP Program Duration

The RTCP Program is authorized on a FY basis, subject to the availability of appropriated funds.

Note: No funding was appropriated for the RTCP Program for FY's 2008 and 2009; therefore, transportation costs in FY's 2008 and 2009 are **not** eligible for reimbursement.

C Federal Regulations

Regulations governing the administration of the RTCP Program are provided in 7 CFR Part 755.

2 Sources of Authority and Related References (Continued)

D Related Handbooks (Continued)

Handbooks related to the RTCP Program include the following.

Purpose	Handbook
AGI and foreign person provisions.	4-PL
Appeals.	1-APP
Assignments and joint payments.	63-FI
Foreign person provisions.	1-PL
HELC/WC provisions.	6-CP
Issuing payments.	1-FI
Misaction, misinformation, or equitable relief.	7-CP
Offsets.	58-FI
Prompt payment provisions or foreign person tax withholding.	61-FI
Reporting to IRS.	62-FI
Scheme, device, or failure to fully comply.	7-CP
Signatures, estates, trusts, minors, or powers of attorney.	1-CM
Common Payment System	9-CM
***--**Web-Based Subsidiary Files for 2009 and Subsequent Years	3-PL (Rev. 1)**--***

3 Administration and Responsibilities

A Program Administration

Administered under the general supervision of DAFP, through PSD, FSA has the primary responsibility, through STC's and COC's, for administering the RTCP Program.

B STC Responsibilities

STC's shall:

- supervise and monitor the RTCP Program to ensure that policies and procedures authorized in this handbook are being uniformly followed by County Offices

- take any action required by this handbook that has not been taken by COC

- correct, or require COC to correct, any action taken by COC that is not authorized according to this handbook.

3 Administration and Responsibilities (Continued)

C COC Responsibilities

COC's shall:

- administer the RTCP Program at the county level through CED under STC supervision
- inform producers about the eligibility requirements for RTCP benefits
- complete and review applicable RTCP Program forms for completeness and accuracy
- approve or disapprove requests for RTCP Program benefits according to this handbook
- determine whether the submitted production documentation provides the required information needed for the appropriate RTCP's.

Note: Except for RTCP requests in which CED has a monetary interest, COC may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to CED.

D CED Responsibilities

CED's shall:

- carryout the day-to-day operations of the RTCP Program according to COC's determinations and this handbook
- approve or disapprove FSA-218's, if delegated by COC.

Note: Except for RTCP requests in which the person approving has a monetary interest, CED may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to Federal and non-Federal County Office employees.

E Nondiscrimination Responsibilities

STC or COC shall **not**, on the basis of race, color, age, sex, national origin, disability, religion, or marital status, bar any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to participate in the RTCP Program.

F Outreach Responsibilities

STC and COC shall ensure that RTCP Program information and awareness is communicated to underrepresented individuals, groups, and communities. Underrepresented individuals, groups, and communities, may include, but are **not** limited to minority farmers and ranchers in insular areas.

4-10 (Reserved)

Part 2 Eligibility Requirements

11 RTCP Program Eligibility

A Eligible Producers

Producers eligible for the RTCP Program include geographically disadvantaged farmers and ranchers in Alaska, Hawaii, or an insular area who transported an agricultural commodity, or inputs used to produce an agricultural commodity during the FY. This includes geographically disadvantaged farmers and ranchers located in the following areas:

- Alaska
- American Samoa
- Commonwealth of Puerto Rico
- Commonwealth of the Northern Mariana Islands
- Federated States of Micronesia
- Guam
- Hawaii
- Republic of the Marshall Islands
- Republic of Palau
- Virgin Island of the U.S.

B Eligible Commodities

Any of the following agricultural commodities are eligible for the RTCP Program for geographically disadvantaged farmers and ranchers:

- aquaculture
- feed
- fiber
- floriculture
- food
- horticulture, including trees
- insects, or products thereof
- livestock, including elk, reindeer, bison, horses, and deer.

11 RTCP Program Eligibility (Continued)

C Eligibility Requirements

To be eligible for RTCP Program benefits, producers must:

- be a geographically disadvantaged farmer or rancher producing and marketing, including the transportation of an agricultural commodity, in an approved area
- submit FSA-218 during the specified period applicable for each FY (paragraph 32)
- provide proof of the amount of costs incurred for the transportation of the agricultural commodity and/or input
- not have nonfarm average AGI that exceeds $500,000 according to subparagraph 12 A
- certify compliance with HELC and WC provisions, according to subparagraph 12 B
- not be convicted under Federal or State law of a controlled substance violation, according to 1-CM
- be a citizen of or a legal resident alien of the U.S. according to 7 CFR Part 1400 for foreign persons.

D Eligible Input Transportation Costs

Transportation costs; such as, air freight, ocean freight, and land freight, are eligible for reimbursement if such transportation method was used to transport any of the following inputs used to produce an agricultural commodity, including, but **not** limited to:

- chemicals
- equipment parts
- feed
- fertilizer
- fuel
- plants
- seeds
- supplies
- other inputs as determined by FSA.

11 RTCP Program Eligibility (Continued)

E Eligible Entities

An eligible producer under the RTCP Program must share in the risk of producing an agricultural commodity in substantial commercial quantities and be entitled to a share of the agricultural commodity from the agricultural operation. An eligible producer may include any of the following entities engaged in an agricultural operation:

- individual or group of individuals who are citizens of, or legal resident aliens in, the U.S.

- association, cooperative, corporation, estate, partnership, trust, or other business enterprise or other legal entity whose members are a citizen of, or legal resident alien in, the U.S.

F Eligible Agricultural Operation

An eligible agricultural operation for RTCP Program purposes is as follows:

- a parcel or parcels of land; or body of water applicable to aquaculture, whether contiguous or noncontiguous, constituting a cohesive management unit for agricultural purposes

- located in a county in which the principal dwelling is situated, or if there is no dwelling thereon, it will be regarded to be in the county in which the major portion of the land or applicable body of water is located.

12 RTCP Program Eligibility Provisions

A AGI

Producers who certify on applicable CCC-926, CCC-931, or CCC-933 that their nonfarm *--average AGI exceeds $500,000 are ineligible for RTCP Program benefits. The CCC-941 is used for certification with the $900,000 AGI limitation for FY 2014 and subsequent FY's.--* The relevant periods for determining nonfarm average AGI are as follows:

- calendar years 2006 through 2008 for FY 2010 on CCC-926
- calendar years 2007 through 2009 for FY 2011 on CCC-926
- calendar years 2008 through 2010 for FY 2012 on CCC-931
- calendar years 2009 through 2011 for FY 2013 on CCC-933
- *--calendar years 2010 through 2012 for FY 2014 on CCC-941.

Note: The applicable AGI form must be completed and submitted to the County Office before an RTCP payment for the applicable FY can be disbursed.--*

Note: See 4-PL for guidance.

B HELC/WC Provisions

Eligible producers must comply with HELC/WC provisions according to 7 CFR Part 12. If not already completed and on file in the FSA County Office, then producers applying for benefits must certify compliance on AD-1026 **before** RTCP's are issued. See 6-CP for guidance.

C Foreign Person Provisions

Foreign persons legally admitted in the U.S., and in an eligible agricultural operation in an eligible area, are eligible to receive RTCP Program benefits, if they meet the eligibility requirements of paragraph 11 and:

- 7 CFR Part 1400
- 1-PL, Part 3.

See 62-FI, Part 5, for tax reporting guidelines when RTCP's are made to producers that are nonresident aliens.

D AD-3030

AD-3030 is required to be completed and submitted by corporate applicants when applying for RTCP benefits. Each time a corporate applicant applies for benefits, the applicant must complete and submit an executed AD-3030.

13 RTCP Program Ineligibility Provisions

A States and Political Subdivisions, and Agencies Thereof

States and political subdivisions, and agencies thereof, are **not** eligible for RTCP Program benefits. These provisions include, but are **not** limited to, State universities and prisons.

B Commercial Fishermen

Commercial fishermen are not considered farmers or ranchers and; therefore**,** are **not** eligible for reimbursement under the RTCP Program.

C Multiple Producers

Multiple producers, such as the buyer and seller of a commodity, are **not** eligible for RTCP for the same eligible transportation costs.

Example: A producer of hay and a livestock operation that buys the hay.

However, if the multiple producers agree otherwise, only the last buyer will be eligible for RTCP.

14-20 Reserved

Part 3 Computing RTCP's

21 RTCP Program Payment Provisions

A Funding

Funding has been made available to producers under the RTCP Program for reimbursement of transportation costs according to the following table.

FY	RTCP Program	Appropriated Funding
2010	RTCP-I	$2,600,000
2011	RTCP-II	$1,996,000 **1**/
2012	RTCP-III	$1,996,000
2013	RTCP-IV	$1,841,538 **2**/
2014	RTCP-V	$1,996,000
*--2015	RTCP-VI	$1,996,000--*

1/ After 0.20 percent across-the-board rescission is applied.

2/ After 0.20 ($3,892) and 2.513 percent ($50,159) across, the board rescission is applied and 5.1 percent ($100,411) sequestration.

Because the spending authority is limited to FY appropriated funding, less a reserve, if funds are not sufficient to cover all FY requests, RTCP's may be prorated by a National factor based on the amount of eligible transportation costs eligible for RTCP.

Although the RTCP Program was authorized for FY's 2008 through 2013, there was no appropriated funding for the RTCP Program for FY's 2008 and 2009. Funds were *--appropriated for FY 2010 through FY 2015 **only**.--*

B Basis of RTCP's

RTCP's will be:

- computed based on the amount of costs incurred by the producer for transportation of the agricultural commodity or inputs during a FY and multiplied by applicable percentage of COLA's for the applicable FY in the applicable area

  Note: See Exhibit 6 for the applicable COLA's.

  ***--Example:** Producer A incurred actual transportation costs in Hawaii for FY 2015 totaling $15,000. The FY 2015 percentage of allowance in Maui County--* Hawaii is 25 percent. $15,000 x 25 percent = $3,750. Producer A would receive direct reimbursement in the amount of $3,750.

- subject to $8,000 per applicant per FY

- subject to assignments, offsets, and withholdings

21 RTCP Program Payment Provisions (Continued)

B Basis of RTCP's (Continued)

- subject to a National factor, if applicable
- subject to sequestration, if applicable
- issued after the date announced for submitting supporting documentation and after all FSA-218's have been filed to determine if the funds available are sufficient to pay each applicant.

C Advance RTCP's

There will be **no** advance RTCP's issued under the RTCP Program.

D Assignments and Offsets

RTCP's are subject to assignment and offset.

E Direct Deposit Requirement

DCIA requires any recipient of Federal payments who becomes eligible for that payment after July 25, 1996, to receive the payment by EFT. All producers receiving benefits under the RTCP Program must file SF-3881 or retain SF-1199A according to 1-FI, Part 7.

Note: New ACH/Direct Deposit information shall be obtained on SF-3881 only. County Offices may retain prior SF-1199A.

F Accounting Codes

The RTCP Program accounting codes are:

- 10RTCP-2773, for FY 2010 (RTCP-I)
- 11RTCP-2785, for FY 2011 (RTCP-II)
- 12RTCP-2789, for FY 2012 (RTCP-III)
- 13RTCP-2823, for FY 2013 (RTCP-IV)
- 14RTCP-2836, for FY 2014 (RTCP-V)
- *--15RTCP-2852, for FY 2015 (RTCP-VI).--*

22 RTCP Transportation Rates

A Types of Transportation Rates

Following are the types of transportation rates used to determine reimbursable amounts.

- **Actual** – Based on the actual costs incurred by the applicant and must be determined, in all cases, from verifiable records. No other type of transportation rate is permitted under this option for the same request.

- **Fixed** – Established by STC with DAFP concurrence and reflect transportation rates applicable to certain agricultural commodities and/or inputs used to produce the agricultural commodity. See Exhibit 2 for definition of fixed.

- **Set** – Established by STC with DAFP concurrence and reflect a percent of the total cost used to reflect the transportation cost incurred. This rate will only be used if the input does not have a fixed rate established or a breakdown of the transportation costs is not available. See Exhibit 2 for definition of set.

B Establishing Fixed and Set Transportation Cost Rates

The fixed and set transportation cost rates will be established by STC for each applicable FY. The State Offices for the eligible areas are Alaska, Florida, Hawaii, and Puerto Rico. Final approval of the fixed and set rates will be made by DAFP to ensure that rates are established in a fair and equitable manner. FSA will post the fixed and set transportation rates at the FSA State and County Offices for the applicable areas.

C Fixed Transportation Rate Sources

Sources that STC's will use to establish fixed transportation rates may include, but are **not** limited to:

- fares and rates posted by the Public Utilities Commission

- transportation rates posted by shipping companies

- surveys of plant nurseries and farm suppliers

- NASS data

- surveys from producers

- State and National studies that examine increased transportation costs in each applicable area

- comparison of average fuel prices within a particular area.

22 RTCP Transportation Rates (Continued)

D Establishing Set Transportation Cost Rates

STC's will establish a set rate for an agricultural commodity and/or input when a producer does business with companies that do not breakout specific transportation costs, but rather include the transportation cost in the price charged for the service or product.

Example 1: If a geographically disadvantaged producer buys fertilizer in bags at a local store and has a receipt for that input, but the store does not provide information on what percentage of the cost was for transportation, FSA will provide a set rate to the producer for the fertilizer.

Example 2: When geographically disadvantaged producers have eligible commodities and/or inputs shipped in from or to the contiguous U.S. and other countries, producers are eligible for reimbursement because of transportation costs they incurred **only**.

For example, Producer A receives a shipment of 100 head of cattle from California and sells 50 head of cattle to a local producer (Producer B); Producer A is entitled to receive transportation reimbursement for the 100 head of cattle. Producer B is also eligible to receive transportation reimbursement for any of the purchased 50 head of cattle that will be shipped to a buyer.

E Transportation Rates to Use

County Offices shall use the STC-established fixed or set transportation cost rate per unit of measure. Otherwise, if actual costs are provided, producers will receive the actual cost of transportation costs incurred per unit of measure.

23 STC Established Rates

A FSA-218-2

Fixed and set transportation cost rates established and approved by STC for eligible agricultural commodities and/or inputs must be submitted on FSA-218-2 (subparagraph C).

STC-approved fixed and set transportation cost rates must be submitted to Dani Cooke, PSD, ***--**by e-mail to **danielle.cooke@wdc.usda.gov**, no later than 30 calendar days after the**--*** application period begins for the applicable FY, according to subparagraph 32 A.

B Instructions for Completing FSA-218-2

Complete FSA-218-2 according to the following.

Item	Instruction
1	Enter applicable FY.
2	Enter name of the State or insular area.
Part A – Established Fixed Transportation Cost Rates	
3	Enter eligible commodity and/or input.
4	Enter unit of measure that corresponds with the eligible commodity and/or input indicated in item 3.
5	Enter fixed transportation cost rate established and approved by the STC that corresponds with the eligible commodity and/or input indicated in item 3.
6	Enter sources used to establish the STC approved fixed transportation rate indicated in item 5 and/or the percentage factor, if any, indicated in item 7, that corresponds with the eligible commodity and/or input indicated in item 3.
7	Enter percentage factor used, if any, to determine the fixed transportation cost rate that corresponds with the eligible commodity and/or input indicated in item 3.
Part B – Established Set Transportation Cost Rates	
8	Enter eligible commodity and/or input.
9	Enter unit of measure that corresponds with the eligible commodity and/or input indicated in item 8.
10	Enter set transportation cost rate established and approved by the STC that corresponds with the eligible commodity and/or input indicated in item 8.
11	Enter sources used to establish the STC approved set transportation rate indicated in item 10 and/or the percentage factor, if any, indicated in item 12, that corresponds with the eligible commodity and/or input indicated in item 8.
12	Enter percentage factor used, if any, to determine the set transportation cost rate that corresponds with the eligible commodity and/or input indicated in item 8.
Part C – Transportation Cost Rate Approval	
13	Enter STC approval date.
14	Enter name of the person completing FSA-218-2.
15	Enter title of the person completing FSA-218-2.
16	Enter date FSA-218 is completed.
17	Enter any pertinent remarks.

Note: Multiple FSA-218-2's may be submitted if additional entries are needed to support all applicable agricultural commodities and/or inputs for each rate category.

23 STC Established Rates (Continued)

C Example of FSA-218-2

The following is an example of FSA-218-2.

This form is available electronically.

FSA-218-2 (06-20-11)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

1. Fiscal Year

2. State Office/Insular Area

STATE COMMITTEE (STC) ESTABLISHED FIXED AND SET TRANSPORTATION COST RATE FOR REIMBURSEMENT TRANSPORTATION COST PAYMENT (RTCP) PROGRAM

PART A – FIXED TRANSPORTATION COST RATE

3. Eligible Commodity and/or Input	4. Unit of Measure	5. Fixed Rate	6. Sources Used to Calculate Fixed Rate	7. Percentage Factor Used *(If Any)*
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%

PART B – SET TRANSPORTATION COST RATE

8. Eligible Commodity and/or Input	9. Unit of Measure	10. Set Rate	11. Sources Used to Calculate Set Rate	12. Percentage Factor Used *(If Any)*
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%
		$		%

PART C – TRANSPORTATION COST RATE APPROVAL

13. STC Approval Date (MM-DD-YYYY)	14. Prepared By	15. Title	16. Completion Date (MM-DD-YYYY)

17. Remarks

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

24-30 Reserved

Part 4 RTCP Application Process

31 Applying for RTCP Benefits

A Filing FSA-218's

Eligible producers must use FSA-218 to apply for RTCP benefits. All persons who share in the risk of transportation cost losses for the applicable FY must certify to the information on FSA-218 **before** being considered complete for review by FSA. More than one FSA-218 is **not** acceptable by the same producers during the eligible signup period.

B FSA-218 Availability

FSA-218 is available electronically at either of the following:

- Public eForms web site at **http://forms.sc.egov.usda.gov/**

- FFAS Employee Forms/Publications Online Website at http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html.

FSA-218 may also be obtained from the County Office where the agricultural operation is physically located as follows:

- in person
- by FAX
- by mail
- by telephone.

FSA-218's must be completed correctly, signed, and returned to the applicable County Office by COB, on the deadline date for the applicable FY provided in subparagraph 32 A, to be considered eligible for RTCP benefits.

Note: Multi-county producers **must** return completed FSA-218's to their administrative County Office to apply for RTCP benefits.

32 Application Period

A Period for Accepting FSA-218's

Eligible applicants may file FSA-218 for benefits anytime during the application period for the applicable FY. Completed FSA-218's must be submitted to either the County Office where the agricultural operation is located or in the producer's administrative County Office. Established application periods are as follows:

- August 3, 2010, through September 10, 2010, for FY 2010 (RTCP-I)
- July 25, 2011, through September 9, 2011, for FY 2011 (RTCP-II)
- July 23, 2012, through September 10, 2012, for FY 2012 (RTCP-III)
- July 22, 2013, through September 9, 2013, for FY 2013 (RTCP-IV)
- July 21, 2014, through September 8, 2014, for FY 2014 (RTCP-V)
- ***--**July 20, 2015, through September 11, 2015, for FY 2015 (RTCP-VI).**--***

For areas where FSA County Offices do **not** exist, FSA-218's may be submitted to the respective State Office.

B Late-Filed FSA-218's

Late-filed provisions will **not** apply to the RTCP Program. FSA-218's received after the deadline date will **not** be approved. This includes FAXed FSA-218's.

C Changing FSA-218's

Producers, who timely file FSA-218 on or before the application deadline provided in subparagraph A, may change or modify the information on FSA-218 on or before ***--**December 4 of the applicable year, if supporting documentation cannot be provided. Any**--*** changes to an already approved FSA-218 **must** be reviewed and approved by STC, COC, or designee.

33 Signup Provisions

A CCC-770 Eligibility

CCC-770 Eligibility shall be completed according to 3-PL for each producer **before** RTCP is approved.

B Signature Requirements

County Offices shall follow 1-CM for the following:

- producer's signature and authorization provisions
- persons signing FSA-218 in a representative or fiduciary capacity
- RTCP amounts due persons who have died, disappeared, or have been declared incompetent.

C Multiple Producers

If an operation consists of more than 1 producer:

- complete one FSA-218 for the entire operation
- include all producers who share in the operation on FSA-218
- obtain signatures of all producers in the operation on FSA-218 according to subparagraph B.

D Joint Ventures

For joint ventures without a permanent TIN, enter the joint venture name in FSA-218, item 6A on. Enter each individual member's TIN and share percentage data in FSA-218, Part F on. This ensures that RTCP's will be issued to each member's TIN.

--Note:** Joint ventures and similar entities can only receive one $8,000 limitation for RTCP program purposes, regardless of the number of members.**--

34 RTCP Approval Process

A Approving FSA-218's

STC, COC, or designee, shall:

- be satisfied that all eligibility requirements provided in paragraph 11 have been met **before** approving FSA-218
- ensure that CCC-770 Eligibility is completed according to 3-PL for each producer **before** a producer's RTCP is approved
- ensure that FSA-218, production evidence, and any other supporting documentation that substantiates qualifying transportation cost losses to STC's, COC's, or designee's satisfaction have been received
- **not** approve any FSA-218 that was requested or received after COB on the deadline date for the applicable FY
- **not** approve FSA-218's for a joint venture unless all members of the joint venture or joint operation who have a respective share in the eligible transportation costs have signed FSA-218.

Note: If transportation cost losses are not certified to STC's, COC's, or designees, satisfaction, FSA-218 shall not be approved.

B Second Party Review

A second party review of FSA-218 **must** be made **before** STC, COC, or designee approves or disapproves FSA-218.

C Partial Approvals and Disapprovals

STC's, COC's, or designees may approve or disapprove portions of FSA-218. FSA-218's may be partially approved for reductions to transportation costs for disapproved portions. If FSA-218 is disapproved because all or a portion of the transportation costs do not meet RTCP-eligibility criteria, and during the appeal process the producer provides verifiable ***--**evidence that all or a portion of the transportation costs incurred were the result of being**--***
geographically disadvantaged, STC, COC, or designee may approve FSA-218 according to the evidence provided.

35 RTCP Documentation

A Supporting Documentation

To be eligible for reimbursement of actual transportation costs, the producer must provide supporting documentation that substantiates the actual costs incurred for transportation of each eligible agricultural commodity and/or input. Producers will be required to certify on FSA-218 whether he/she have actual documentation.

B Deadline to Submit Supporting Documentation

Producers who request RTCP benefits for actual transportation cost rates **must** submit
***--**supporting documentation to the State or County Office by COB December 4 following the applicable FY. If supporting documentation to support actual transportation costs is not received in the State or County Office on or before December 4 following the applicable FY, the State or County Office will use the approved fixed or set rate established for the applicable agricultural commodity and/or input.

Producers who request RTCP benefits using either the fixed or set transportation cost rate must also submit supporting documentation to the State and County Office by COB December 4 following the applicable FY.**--***

C Compliance Checks

Since proof of eligible reimbursement costs incurred will be submitted when FSA-218 is submitted, no further compliance check will be necessary by the State or County Office.

D Documentation Exceeding $10,000

To alleviate some potential burden on the producer and FSA State and County Offices, supporting documentation exceeding a total of $10,000 in eligible reimbursement costs incurred per applicant will **not** be required. However, if the County Office determines at the conclusion of signup, based on the amount of applicants, that eligible reimbursable transportation costs do not meet State or County Office's expectations, those applicants must be contacted for the additional supporting documentation.

35 RTCP Documentation (Continued)

E Changing Transportation Cost Category

Producers, who originally submit FSA-218 for a fixed and/or set transportation cost category, can make changes to FSA-218 to request the actual transportation cost category, if supporting documentation to substantiate the actual costs incurred can be provided to the State or
--County Office by COB December 4 following the applicable FY. Any change made to the--
transportation cost category **must** be made in ink and initialed and dated by the producer.

F Verifiable Records

Eligible verifiable records supporting eligible actual, fixed, and set transportation costs include, but are **not** limited to:

- account statements
- bill of lading
- contractual agreements
- financial statements
- invoices
- retail sales receipts.

Verifiable records must show:

- name of producers, except on retail sales receipts
- commodity, unit (quantity), and unit of measure, or unit price
- type of inputs associated with transportation costs
- date of service/sale
- name of person or entity providing the service/sale, as applicable.

Note: Additional supporting documents may be requested from the producer, as necessary, to help STC or COC determine whether the quantity of inputs claimed is reasonable.

G Other Applicable Forms

The following forms are also required to apply for RTCP benefits:

- AD-1026, for HELC/WC compliance
- CCC-901, as applicable
- CCC-902I or CCC-902E
- CCC-926, CCC-931, CCC-933, or CCC-941 as applicable, for AGI compliance.

36 Completing FSA-218's

A Instructions for Completing FSA-218

Complete FSA-218 according to the following table.

Item	Instructions
1	STC, COC, or designee shall enter the applicable State code.
2	STC, COC, or designee shall enter the applicable county code. **Note:** If a county code is not available, ENTER "**00**", and in item 37, "remarks section", note that a county code is not available. Enter the applicable county code for the County Office where the agricultural operation is located, producer's administrative County Office, or for multi-county producers, the administrative County Office.
3	STC, COC, or designee shall enter the applicable FY.
4	STC, COC, or designee shall assign an application number.
5	STC, COC, or designee shall enter the applicable COLA according to Exhibit 6.
6A through 6C	Enter name, address, phone number, and e-mail address (optional) of the producer's operation.
7A through 7C	Enter name, address, phone number, and e-mail address (optional) of the contact producer.
Part A – Transportation Rates	
8	Producer must answer the question, "Do you have actual documentation?"
9	Producer must select the type of transportation costs. The producer may select a combination of costs.
Part B – Actual Transportation Costs	
10	Producer must provide an eligible agricultural commodity and/or input.
11	Producer must provide the number of eligible units (quantity) that represent the eligible agricultural commodity and/or input from item 10.
12	Producer must provide the unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 10.
13	Producer must provide the actual cost paid per unit for the corresponding eligible agricultural commodity and/or input from item 10.
For FSA Use Only	
14	STC, COC, or designee shall multiply item 11 times item 13, and enter total.
15	STC, COC, or designee shall multiply item 14 times item 5, and enter total.
16	STC, COC, or designee shall total actual reimbursable amounts in item 15, and enter total.
Part C – Fixed Transportation Costs	
17	Producer must provide an eligible agricultural commodity and/or input.
18	Producer must provide the number of eligible units (quantity) that represent the eligible agricultural commodity and/or input from item 17.

36 Completing FSA-218's (Continued)

A Instructions for Completing FSA-218 (Continued)

Item	Instructions
19	Producer must provide the unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 17.
For FSA Use Only	
20	STC, COC, or designee shall provide the approved fixed transportation cost rate per unit for the corresponding eligible agricultural commodity and/or input from item 17.
21	STC, COC, or designee shall multiply item 18 times item 20, and enter total.
22	STC, COC, or designee shall multiply item 21 times item 5, and enter total.
23	STC, COC, or designee shall total fixed reimbursable amounts in item 22, and enter total.
Part D – Set Transportation Costs	
24	Producer must provide an eligible agricultural commodity and/or input.
25	Producer must provide the number of eligible units (quantity) that represent the eligible agricultural commodity and/or input from item 24.
26	Producer must provide the unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 24.
For FSA Use Only	
27	STC, COC, or designee shall provide the approved set transportation cost rate per unit for the corresponding eligible agricultural commodity and/or input from item 24. **Note:** If the set rate is DAFP-approved percentage, the approved rate **must** be calculated to a dollar value and entered in item 27. **Example:** A tractor starter costs $175. The DAFP-approved set rate percentage established for the State is 15 percent. Calculate $175 x 15 percent = $26.25 in item 27 as the approved rate.
28	STC, COC, or designee shall multiply item 25 times item 27, and enter total.
29	STC, COC, or designee shall multiply item 28 times item 5, and enter total.
30	STC, COC, or designee shall total set reimbursable amounts in item 29, and enter total.
Part E – Total Payment – For FSA Use Only	
31	STC, COC, or designee shall enter the total of all transportation costs from Parts B, C, and D. (Total of items 16, 23, 30, 44, 51, and 58). **Important:** The worksheet calculator will have a grand total at item 14 and the computed total for FSA-218, item 31 must be the same.
32	STC, COC, or designee shall enter the total from item 31, if less than $8,000. If greater than $8,000, ENTER, "**8,000**".
33	STC, COC, or designee shall enter factored amount, if applicable. **Note:** If a factor is needed, the factor will be determined after the end of signup and after all eligible transportation costs have been forwarded to the National Office PSD.

36 Completing FSA-218's (Continued)

A Instructions for Completing FSA-218 (Continued)

Item	Instructions
Part F – Producer Certification	
34A	Each producer that has a share in the transportation losses must sign FSA-218 after carefully reading the information in Part F.
34B	Each producer must provide title/relationship of the individual signing in the representative capacity.
34C	Each producer must enter the date FSA-218 was signed.
34D	Each producer must provide their corresponding share percentage of the transportation cost losses.
34E	Each producer must enter the last 4 digits of their TIN.
For FSA Use Only Part G – STC or COC Determination	
35A	STC, COC, or designee shall sign.
35B	Enter title of designee signing item 35A.
35C	Enter date STC, COC, or designee signed item 35A.
35D	The official signing item 35A shall check select the appropriate box to indicate, if FSA-218 is approved, disapproved, or partially approved.
35E	Enter name and address of the FSA State or County Office.
35F	Enter phone number, including area code, of the FSA State or County Office.
35G	Enter justification for disapproval/partial approval.
36A	Second party reviewer shall sign.
36B	Enter title of second party reviewer.
36C	Enter date the second party reviewer signed item 36A.
37	Enter any remarks that may be pertinent to any information entered on FSA-218.
Part B – Actual Transportation Costs (Continued from Page 1)	
38	Producer must provide an eligible agricultural commodity and/or input.
39	Producer must provide the number of eligible units (quantity) that represent the eligible agricultural commodity and/or input from item 38.
40	Producer must provide the unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 38.
41	Producer must provide the actual cost paid per unit for the corresponding eligible agricultural commodity and/or input from item 38.
For FSA Use Only	
42	STC, COC, or designee shall multiply item 39 times item 41, and enter total.
43	STC, COC, or designee shall multiply item 42 times item 5, and enter total.
44	STC, COC, or designee shall total reimbursable amounts in item 43, and enter total.

36 Completing FSA-218's (Continued)

A Instructions for Completing FSA-218 (Continued)

Item	Instructions
Part C – Fixed Transportation Costs (Continued from Page 2)	
45	Producer must provide an eligible agricultural commodity and/or input.
46	Producer must provide the number of eligible units (quantity) that represent the eligible agricultural commodity and/or input from item 45.
47	Producer must provide the unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 45.
For FSA Use Only	
48	STC, COC, or designee shall provide the approved fixed transportation cost rate per unit for the corresponding eligible agricultural commodity and/or input from item 45.
49	STC, COC, or designee shall multiply item 46 times item 48, and enter total.
50	STC, COC, or designee shall multiply item 49 times item 5, and enter total.
51	STC, COC, or designee shall total fixed reimbursable amounts in item 50, and enter total.
Part D – Set Transportation Costs (Continued from Page 2)	
52	Producer must provide an eligible agricultural commodity and/or input.
53	Producer must provide the number of eligible units (quantity) that represent the eligible agricultural commodity and/or input from item 52.
54	Producer must provide the unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 52.
For FSA Use Only	
55	STC, COC, or designee shall provide the approved set transportation cost rate per unit for the corresponding eligible agricultural commodity and/or input from item 52.
56	STC, COC, or designee shall multiply item 52 times item 55, and enter total.
57	STC, COC, or designee shall multiply item 56 times item 5, and enter total.
58	STC, COC, or designee shall total set reimbursable amounts in item 57, and enter total.

Note: Additional pages may be added to FSA-218, as necessary, if agricultural commodities and/or inputs being claimed exceed the space provided.

36 Completing FSA-218's (Continued)

B Example of FSA-218

The following is an example of FSA-218.

*--

This form is available electronically.

FSA-218
(07-22-14)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

REIMBURSEMENT TRANSPORTATION COST PAYMENT PROGRAM (RTCP) FOR GEOGRAPHICALLY DISADVANTAGED FARMERS AND RANCHERS APPLICATION

1. State Code	2. County Code	3. Fiscal Year

4. Application Number:

FOR FSA USE ONLY

5. Cost of Living Rate *(COLA)*: %

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 755 and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility for direct reimbursement payments to a geographically disadvantaged farmer or rancher to transport an agricultural commodity or inputs used to produce an agricultural commodity. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for direct reimbursement payments to a geographically disadvantaged farmer or rancher to transport an agricultural commodity or inputs used to produce an agricultural commodity.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

6A. Producer's Name and Address *(Including Zip Code)*	7A. Contact Producer's Name and Address *(Including Zip Code)*
6B. Phone and/or Cell No. *(Include Area Code)*: ☐ Home ☐ Cell	7B. Phone and/or Cell No. *(Optional) (Include Area Code)*: ☐ Home ☐ Cell
6C. Email *(Optional)*:	7C. Email *(Optional)*:

PART A – TRANSPORTATION RATES

There will be three types of transportation rates used to determine reimbursable amounts. These are defined as: actual, fixed, and set transportation rates.

ACTUAL TRANSPORTATION RATES: are rates based on the actual costs incurred by the applicant and must be determined from verifiable records in all cases.

FIXED TRANSPORTATION RATES: are established by State FSA Committee (STC) with Deputy Administrator for Farm Programs (DAFP) concurrence and reflects transportation rates applicable to certain agricultural commodities or inputs used to produce the agricultural commodity.

SET TRANSPORTATION RATES: are established by STC with DAFP concurrence and reflects a percent of the total costs used to reflect the transportation cost incurred. This rate will be used only if the input does not have a fixed rate established or a breakdown of the transportation costs cannot occur.

NOTE: *For those applicants who certified their costs, and either a fixed transportation rate or set transportation rate is used to determine reimbursable amounts, a compliance spot check will be developed in which those selected applicants would be required to provide verifiable proof that the transportation of the agricultural commodity and/or inputs occurred for the applicable fiscal year.*

8. Do you have actual documentation?	9. Select the Type of Transportation Cost *(You may select a combination of costs)*:
☐ YES ☐ NO If you checked "**YES**", complete Part B.	☐ Actual Rate ☐ Fixed Rate ☐ Set Rate

PART B – ACTUAL TRANSPORTATION COSTS (Continued on Page 5)

10. Eligible Agricultural Commodity and/or Input	11. Unit *(Quantity)*	12. Unit of Measure	13. Actual Cost Per Unit	FOR FSA USE ONLY 14. Transportation Cost *(Item 11 x Item 13)*	15. Reimbursable Amount *(Item 14 x Item 5)*
			$	$	$
			$	$	$
			$	$	$
			$	$	$
				16. Total Actual Transportation Costs:	$

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at ***http://www.ascr.usda.gov/complaint_filing_cust.html****, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at* ***program.intake@usda.gov****. USDA is an equal opportunity provider and employer.*

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36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

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FSA-218 (07-22-14) Page 2 of 7

PART C – FIXED TRANSPORTATION COSTS (Continued on Page 6)

17. Eligible Agricultural Commodity and/or Input	18. Unit (Quantity)	19. Unit of Measure	FOR FSA USE ONLY		
			20. Approved Rate	21. Transportation Cost (Item 18 x Item 20)	22. Reimbursable Amount (Item 21 x Item 5)
			$	$	$
			$	$	$
			$	$	$
			$	$	$
				23. Total Fixed Transportation Costs:	$

PART D – SET TRANSPORTATION COSTS (Continued on Page 7)

24. Eligible Agricultural Commodity and/or Input	25. Unit (Quantity)	26. Unit of Measure	FOR FSA USE ONLY		
			27. Approved Rate	28. Transportation Cost (Item 25 x Item 27)	29. Reimbursable Amount (Item 28 x Item 5)
			$	$	$
			$	$	$
			$	$	$
			$	$	$
				30. Total Set Transportation Costs:	$

PART E – TOTAL PAYMENT – FOR FSA USE ONLY

31. Total all transportation costs from Parts B, C, and D. *(Sum of Items 16, 23, 30, 44, 51 and 58)*	$
32. Enter the total from Item 31, if less than $8,000. If greater than $8,000, enter $8,000.	$
33. Factored amount, if applicable.	$

36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

*--

FSA-218 (07-22-14) Page 3 of 7

PART F – PRODUCER CERTIFICATION

Payments under the Reimbursement Transportation Cost Payment program will be made to provide cost assistance to geographically disadvantaged farmers and ranchers by reimbursing them for a portion of the transportation cost of their agricultural commodity, and/or transporting inputs used to produce an agricultural commodity during a fiscal year. By signing this application, the producer:

1. *Agrees to provide FSA any documentation it requires to determine eligibility that verifies and supports all information provided, including the producer's certification, and understands the application may be disapproved if they fail to provide any such information requested by FSA;*
2. *Agrees to comply with, and acknowledges they are subject to, all the regulations governing the program and understands that instructions and assistance are available for completing this form;*
3. *Authorizes FSA to obtain from third parties, such as, but not limited to, other government agencies, individuals, auction barns, contractors, or processors, feed cooperatives, feed supply companies and rendering services, any records or other evidence that substantiates the information provided on this application or any supporting documentation provided; and*

I certify that:

1. *If applying as an individual, that I am a citizen of or legal resident alien in the United States; if applying as a partnership, the members of the partnership are citizens of the United States; or if applying as a corporation, limited liability corporation, or other farm organization structure, the entity is organized under State law.*
2. *All information on this application and all supporting documents provided are true and correct;*
3. *I understand that this application may be disapproved if information or evidence provided is false or in error, and that other sanctions or penalties could apply.*
4. *I understand that if necessary, additional information may be required to determine program eligibility, to the satisfaction of the State and/or County FSA Committee.*
5. *I understand that this program is subject to the regulations found in 7 CFR Part 755, and understand that this application must be received no later than the deadline date established by FSA.*
6. *I hereby apply for payment to the extent that the State and/or County FSA Committee determines me eligible to receive payment and understand that payment of transportation cost assistance will be contingent upon the availability of funds to the U.S. Department of Agriculture to pay such claims.*
7. *I understand that payments are subject to conditions imposed by regulation and FSA, and that this is an application only.*
8. *I have already reported whether I have actual documentation.*

Note: *Providing a false certification to the Government is punishable by imprisonment, fines, or other penalties. All information provided herein is subject to verification by FSA. The criminal and civil fraud statutes that apply to this certification, may include 15 USC 286 714m, 18USC 286, 297, 371, 641, 651, and 1001; and 31 USC. Other authorities may apply.*

34A. Signature *(By)*	34B. Title/Relationship of the Individual Signing in the Representative Capacity	34C. Date Signed *(MM-DD-YYYY)*	34D. Share	34E. Tax ID No. (4 Digits)
			%	
			%	
			%	
			%	
			%	

--*

36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

*--

FSA-218 (07-22-14) Page 4 of 7

PART G – STC OR COUNTY COMMITTEE DETERMINATION (FOR FSA USE ONLY)

35A. STC, COC or Designee Signature	35B. Title of STC, COC or Designee	35C. Date *(MM-DD-YYYY)*	35D. Determination *(Check one)*: ☐ Approved ☐ Disapproved *(Complete Item 35G)* ☐ Partially Approved *(Complete Item 35G)*
35E. Name and Address of County FSA Office		35F. Telephone Number *(Include Area Code)*	35G. Justification for Disapproval/Partial Approval
36A. Signature of Second Party Review	36B. Title of Second Party Reviewer		36C. Date Signed *(MM-DD-YYYY)*
37. Additional Remarks			

--*

36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

*--

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PART B – ACTUAL TRANSPORTATION COSTS (Continuation from Page 1)

38. Eligible Agricultural Commodity and/or Input	39. Unit *(Quantity)*	40. Unit of Measure	41. Actual Cost Per Unit	FOR FSA USE ONLY 42. Transportation Cost *(Item 39 x Item 41)*	43. Reimbursable Amount *(Item 42 x Item 5)*
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
				44. Total Actual Transportation Costs:	$

--*

36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

*--

FSA-218 (07-22-14) Page 6 of 7

PART C – FIXED TRANSPORTATION COSTS (Continuation from Page 2)

45. Eligible Agricultural Commodity and/or Input	46. Unit *(Quantity)*	47. Unit of Measure	FOR FSA USE ONLY		
			48. Approved Rate	49. Transportation Cost *(Item 46 x Item 48)*	50. Reimbursable Amount *(Item 49 x Item 5)*
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
				51. Total Fixed Transportation Costs:	$

--*

36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

*--

FSA-218 (07-22-14) Page 7 of 7

PART D – SET TRANSPORTATION COSTS (Continuation from Page 2)

52. Eligible Agricultural Commodity and/or Input	53. Unit (Quantity)	54. Unit of Measure	FOR FSA USE ONLY		
			55. Approved Rate	56. Transportation Cost (Item 53 x Item 55)	57. Reimbursable Amount (Item 56 x Item 5)
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
				58. Total Set Transportation Costs:	$

--*

37-40 Reserved

Part 5 RTCP Worksheet Calculator Tools

41 FSA-218-1's

A Using FSA-218-1

FSA-218-1 was created to assist State and County Offices in calculating RTCP benefits and **must** be accessed and completed on a computer running Microsoft Excel 2007 software. County Offices must:

- complete FSA-218-1 for each completed FSA-218 approved for RTCP by COC or designee, according to paragraph 34

- forward a copy of both FSA-218 and FSA-218-1 to the State Office for compilation of RTCP data into the RTCP Totals - State Master Worksheet.

  Note: State Offices **must** complete FSA-218-1's for areas where County Offices do **not** exist.

B Accessing and Saving FSA-218-1's

Follow these steps to access and save FSA-218-1 for each completed FSA-218 approved for RTCP.

*--

Step	Action
1	Go to **www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=landing**.
2	Under "Related Topics", CLICK "**Reimbursement Transportation Cost Payment**". The RTCP page will be displayed.
3	Under "Other RTCP Program Information", CLICK "**RTCP 218-1**", RTCP calculator. A file download dialog box will be displayed.
4	CLICK "**Open**" and FSA-218-1 will be displayed in Microsoft Excel 2013.
5	CLICK "**File**", "**Save As**", to save the document in user's desired location on their network share drive. **Note:** State Offices may create a RTCP subfolder on the S:\ drive for placement of saved FSA-218-1's.
6	Enter a file name for the document to be saved.
7	CLICK "**Save**".

--*

41 FSA-218-1's (Continued)

C FSA-218-1 Layout and Data Entry

FSA-218-1 is made up of a series of cells as follows.

Cell	Action
Drop-Down Menus	Select the following: • "State Code" • "County Code" • "Fiscal Year" • "Unit of Measure".
Yellow-Shaded	Manually enter the following: • producer name • producer TIN and type • application number • COLA rate • eligible agricultural commodity and/or input • unit (quantity) • actual rate • fixed rate • set rate • unit of measure • remarks • data loader • data reviewer.
Blue-Shaded	Automatically calculates the following for each agricultural commodity and/or input: • transportation costs • total eligible reimbursement cost.
Orange-Shaded	Automatically calculates and displays the total reimbursement cost for all eligible agricultural commodities and/or inputs according to the applicable rate category.
Red-Shaded	Automatically calculates and displays the total of all transportation costs for all applicable rate categories.

41 FSA-218-1's (Continued)

D Instructions for Completing FSA-218-1

All data to be entered in FSA-218-1 will come from a completed FSA-218. Complete FSA-218-1 according to the following table.

Item	Instruction
1	Select 2-digit State code from the drop-down menu.
2	Select 3-digit county code from the drop-down menu.
3	Select appropriate FY from the drop-down menu.
4	Enter producer's name. See Exhibit 2 for definition of producer.
4a	Enter producer's TIN (9-digits) and TIN type.
5	Enter application number assigned to FSA-218.
6	Enter applicable COLA according to Exhibit 6.
7 Parts A, B, C and D	Enter eligible agricultural commodity and/or input.
8 Parts A, B, C, and D	Enter number of eligible units that represent the eligible agricultural commodity and/or input from item 7.
9 Parts A, B, C, and D	Select unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 7.
10 Parts A, B, C, and D	Enter actual, fixed, or set rate in each appropriate part, as applicable. **Note:** Set transportation cost rate percentages must be converted to a dollar value rate according to subparagraph G before making a FSA-218-1 entry for a set rate.
11-14	No entries required. Program will automatically calculate entries.
15	Enter any notable remarks.
16	Enter name of the data loader and the date the data was loaded.
17	Enter name of the data reviewer and the date the data was reviewed.

Note: See subparagraph E for an example of FSA-218-1.

41 FSA-218-1's (Continued)

E Example of FSA-218-1

The following is an example of Excel spreadsheet FSA-218-1.

*--

FSA-218-1 (01-12-15)	U.S. Department of Agriculture Farm Service Agency	1. State Code	2. County Code	3. Fiscal Year
		4. Producer Name		
RTCP Worksheet Calculator		4a. Producer Tax Identification Number and Type (9-digits)		
		5. Application Number	6. Cost of Living Rate (COLA)	

PART A - ACTUAL RATE TRANSPORTATION COSTS

7. Eligible Agricultural Commodity and/or Input	8. Unit (Quantity)	9. Unit of Measure	10. Actual Rate	11. Transportation Costs for Item 7 (sum of 8 x 10)	12. Total Reimbursement for Item 7 (COLA applied)(sum of 11 x 6)
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
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				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
13. ACTUAL TOTAL					**$0.00**

--*

41 FSA-218-1's (Continued)

E Example of FSA-218-1 (Continued)

*--

FSA-218-1 (01-12-15) Page 2 of 4

PART B - FIXED RATE TRANSPORTATION COSTS

7. Eligible Agricultural Commodity and/or Input	8. Unit (Quantity)	9. Unit of Measure	10. Fixed Rate	11. Transportation Costs for Item 7 (sum of 8 x 10)	12. Total Reimbursement for Item 7 (COLA applied)(sum of 11 x 6)
				$ -	$ -
				$ -	$ -
				$ -	$ -
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				$ -	$ -
				$ -	$ -
				$ -	$ -
13. FIXED TOTAL					$0.00

--*

41 FSA-218-1's (Continued)

E Example of FSA-218-1 (Continued)

*--

FSA-218-1 (01-12-15) Page 3 of 4

PART C - SET RATE TRANSPORTATION COSTS

7. Eligible Agricultural Commodity and/or Input	8. Unit (Quantity)	9. Unit of Measure	10. Set Rate	11. Transportation Costs for Item 7 (sum of 8 x 10)	12. Total Reimbursement for Item 7 (COLA applied)(sum of 11 x 6)
				$ -	$ -
				$ -	$ -
				$ -	$ -
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				$ -	$ -
				$ -	$ -
				$ -	$ -
13. SET TOTAL					$0.00

--*

41 FSA-218-1's (Continued)

E Example of FSA-218-1 (Continued)

*--

FSA-218-1 (01-12-15) Page 4 of 4

PART D - ELIGIBLE AGRICULTURAL COMMODITY AND/INPUT INFORMATION (ADDITIONAL ENTRIES)

7. Eligible Agricultural Commodity and/or Input	8. Unit (Quantity)	9. Unit of Measure	10. Rate	11. Transportation Costs for Item 7 (sum of 8 x 10)	12. Total Reimbursement for Item 7 (COLA applied)(sum of 11 x 6)
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
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				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
13. ADDITIONAL ENTRIES TOTAL					$0.00

PART E - GRAND TOTALS AND PAYMENT AMOUNT

14. Total of all transportation costs from item 13A, 13B, 13C, and 13D.	$0.00

15. REMARKS:

Name and Date		Name and Date	
16. Data Loader :		17. Data Reviewed by:	

v1.01.005

--*

41 FSA-218-1's (Continued)

F Submitting FSA-218-1

For each approved RTCP applicant, County Offices **must** submit to their applicable State Office copies of the following documents:

- FSA-218
- FSA-218-1.

State Offices shall coordinate and provide instruction to their County Offices for the safe and secure transmission of FSA-218's and FSA-218-1's to the State Office, either by FAX or encrypted electronic transmission. FSA-218's and FSA-218-1's **must** be received in the State Office according to the following table.

FY	Submission Deadline
FY 2010	COB February 18, 2011
FY 2011	COB November 30, 2011
FY 2012	COB November 30, 2012
FY 2013	COB November 29, 2013
FY 2014	COB November 28, 2014
***--**FY 2015	COB January 29, 2016**--***

G Secondary Review

All data entered into FSA-218-1 shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name and the date the data was reviewed according to subparagraph D. All discrepancies discovered during the review **must** be corrected **before** transmitting FSA-218-1's to the State Office.

H Converting Set Transportation Cost Rates to Percentages

Set transportation cost rate percentages must be manually converted to a dollar value rate **before** entering the set rate in FSA-218-1. To convert the set rate to a dollar value rate, apply the FSA-approved set rate percentage to the agricultural commodity and/or input used to produce the agricultural commodity.

Example: A bag of fertilizer is $20. The FSA-approved set rate percentage for imports/exports without a fixed rate is 15 percent. The result of multiplying the price of fertilizer times the set rate percentage is $3 ($20 x 15 percent = $3). The result of $3 is the dollar value to be entered in FSA-218-1, Part C, item 10.

42 RTCP Totals – State Master Worksheets

A Using the RTCP Totals – State Master Worksheet

The RTCP Totals - State Master Worksheet Calculator Tool was created to compile all pertinent data from all applicants in the State and/or responsible insular area into 1 document. The Microsoft Excel RTCP Totals - State Master Worksheet Calculator Tool **must** be accessed and completed on a computer running Microsoft Excel 2007 software. The RTCP Totals - State Master Worksheet **must** be completed by **each** State from data obtained from FSA-218-1's received from County Offices.

The RTCP Totals - State Master Worksheet (subparagraph C) will accommodate 1,100 producer line entries. If there are greater than 1,100 applicants in the State for a FY, the State Office may need to complete 2 or more RTCP Totals - State Master Worksheets to capture all of the applicants. The State Office shall only submit more than 1 RTCP Totals - State Master Worksheet for the FY if there are greater than 1,100 producers in the State or responsible area. If submitting more than 1 RTCP Totals - State Master Worksheet, each should be numbered accordingly.

B Accessing and Saving RTCP Totals - State Master Worksheets

Follow these steps to access and save the RTCP Totals - State Master Worksheet.
***--**

Step	Action
1	Go to **www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=landing**.
2	Under "Related Topics", CLICK "**Reimbursement Transportation Cost Payment**". The RTCP page will be displayed.
3	Under "Other RTCP Program Information", CLICK "**RTCP Total-State Master Worksheet**". A file download dialog box will be displayed
4	CLICK "**Open**"; the RTCP Totals - State Master Worksheet will be displayed in Microsoft Excel 2013.
5	CLICK "**File**", "**Save As**" to save the document in user's desired location on their network share drive. **Note:** States Office may create a RTCP subfolder on the S:\ drive for placement of the saved RTCP Totals - State Master Worksheets.
6	Designate a file name for the document to be saved.
7	CLICK "**Save**".

--*

42 RTCP Totals – State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets

State Offices shall:

- make entries in the RTCP Totals - State Master Worksheet in all white cells under appropriate column headers
- enter each applicant's total transportation costs on a separate line from data obtained from each FSA-218-1, item 14, received from the County Office
- the RTCP Totals - State Master Worksheet **must** be completed according to the following table.

IF column header is…	THEN…	AND enter information from FSA-218-1 in item…
"State Code"	enter 2-digit State code	1.
"County Code"	enter 3-digit county code	2.
"Producer Name"	enter producer's name	4.
"Tax ID Number"	enter producer's 9-digit TIN	4a.
"Tax ID Type"	enter TIN type	4a.
"Application Number"	enter application number	5.
"Total Transportation Costs"	enter total transportation costs	14.
"Factored Payment (%)"	no entry required.	
"Total Capped Payment"	no entry required.	
"Data Loader Initials"	enter initials of the person entering data	16.
"2nd Reviewer Initials"	enter initials of the person reviewing data entered	17.

Note: An entry is **required** for each field under each appropriate column header, including the entry of "0", if applicable.

42 RTCP Totals – State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets (Continued)

The total of all transportation costs obtained from each applicant's information entered in the RTCP Totals - State Master Worksheet is displayed in red at the top of the worksheet and will be automatically totaled as entered. These totals will assist the National Office PSD in determining if a factor will be applied. No entries should be made in the grayed-out columns for factored RTCP's and total capped RTCP.

*--

RTCP Totals - State Master Worksheet

State Code	County Code	Application Number	Producer Name	Tax ID Number	Tax ID Type	Total Transportation Costs	Factored Payment (%)	Total Capped Payment (If applicable)	Data Loader Initials	2nd Reviewe Initials
						$ 212,750.00	$ -	$ 40,950.00		
15	003	001	ABC Dairy Operation	123-45-6789		$ 300.00		$ 300.00	MAC	DLC
15	007	001	J & J Farms	011-11-1111		$ 25,300.00		$ 8,000.00	MAC	DLC
15	009	001	Pineapple Express, Inc.	11-2345678		$ 15,000.00		$ 8,000.00	DLC	MAC
15	009	002	Papaya Unlimited	22-1234567		$ 150.00		$ 150.00	MAC	DLC
15	005	001	XYZ Dairy Partners	12-1212122		$ 55,000.00		$ 8,000.00	DLC	GMC
15	009	005	Coconut Cove LLC	13-1456784		$ 89,000.00		$ 8,000.00	MAC	GMC
15	009	005	Maple Farms	48-9568443		$ 27,500.00		$ 8,000.00	DLC	MAC
15	003	003	D & D Inc.			$ 500.00		$ 500.00	DLC	GMC
								$ -		
								$ -		

--*

D Secondary Review

All data entered into the RTCP Totals - State Master Worksheet shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name or initials in the RTCP Totals - State Master Worksheet under the appropriate header. The State Office shall correct all discrepancies discovered during the review **before** transmitting the RTCP Totals - State Master Worksheet to the National Office PSD.

42 RTCP Totals – State Master Worksheets (Continued)

E Submitting RTCP Totals - State Master Worksheets to the National Office PSD

State Offices shall:

- transmit 1 RTCP Totals - State Master Worksheet containing data for all approved applicants in their State and responsible insular area, as applicable, to Dani Cooke, PSD, by e-mail to **danielle.cooke@wdc.usda.gov**

- encrypt the RTCP Totals - State Master Worksheet **before** transmitting according to subparagraph F, to ensure safe electronic transmission.

RTCP Totals - State Master Worksheets **must** be received by the National Office PSD by:

- **COB February 28, 2011**, for FY 2010 (RTCP-I)
- **COB December 9, 2011**, for FY 2011 (RTCP-II)
- **COB December 7, 2012**, for FY 2012 (RTCP-III)
- **COB December 6, 2013**, for FY 2013 (RTCP-IV)
- **COB December 5, 2014**, for FY 2014 (RTCP-V).
- ***--COB February 12, 2016**, for FY 2015 (RTCP-VI).**--***

F Encrypting and Transmitting RTCP Totals - State Master Worksheets

The State Office shall follow these steps to encrypt the RTCP Totals - State Master Worksheet **before** transmitting to the National Office PSD.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is **critical** so that users can relay the password to the National Office PSD.
***--**2	• CLICK "**File**" • CLICK "**Protect-Document**" • CLICK "**Encrypt with Password**".
3	Enter a strong password when prompted and CLICK "**OK**".
4	Word 2013 will ask users to confirm their password. Once the password is confirmed, the user will be returned to the Info Page which will show that the document is protected, and a password is required to open.**--***
5	E-mail the encrypted Excel file to the contact in subparagraph E.
6	Provide the encryption password in a **separate** e-mail to the contact in subparagraph E.

43-50 (Reserved)

Part 6 FSA-218's and RTCP Processing

51 Getting Started

A Recording FSA-218's

All FSA-218's **must** be recorded into the system by a date determined by DAFP. RTCP shall not be funded to process RTCP's before the RTCP factor is determined by the National Office PSD, based on all approved FSA-218's processed, if applicable. After the factor is determined, eFunds will be populated. State and County Offices will be notified when to begin RTCP processing through NPS.

B eAuthentication Login

County Offices shall access RTCP functions through the FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa**, as follows:

- under Links, CLICK "**FSA Applications**"
- under Price Support, CLICK "**RTCP – Reimbursement Transportation Cost Payment**"
- on the eAuthentication Warning Screen, CLICK "**I Agree**"
- on the eAuthentication Login Screen, enter user ID and password, and CLICK "**Login**".

The RTCP Main Menu will be displayed with the default State and county of the logged in FSA user.

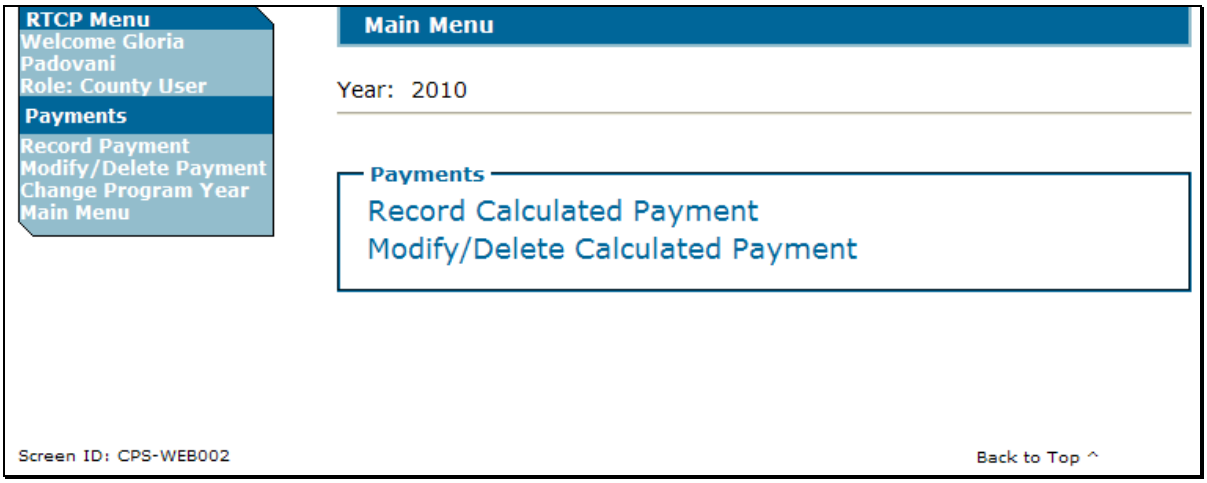
51 Getting Started (Continued)

C RTCP Main Menu

The following is an example of the Main Menu that will be displayed with the following RTCP options:

- “Record Calculated Payment”
- “Modify/Delete Calculated Payment”.

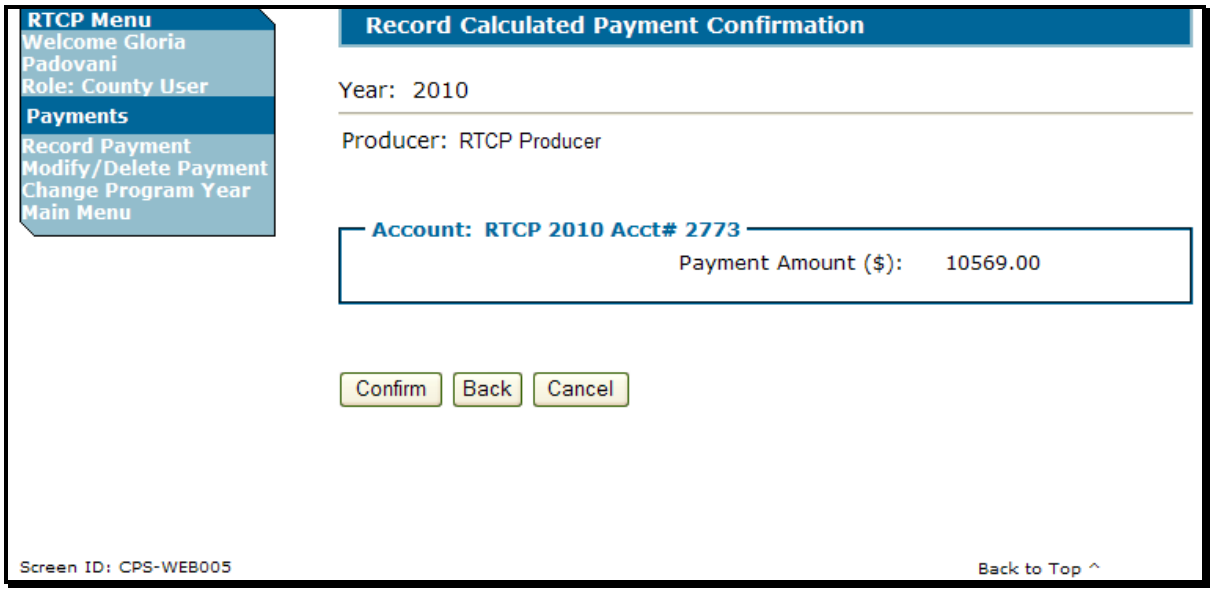
CLICK the applicable RTCP option.



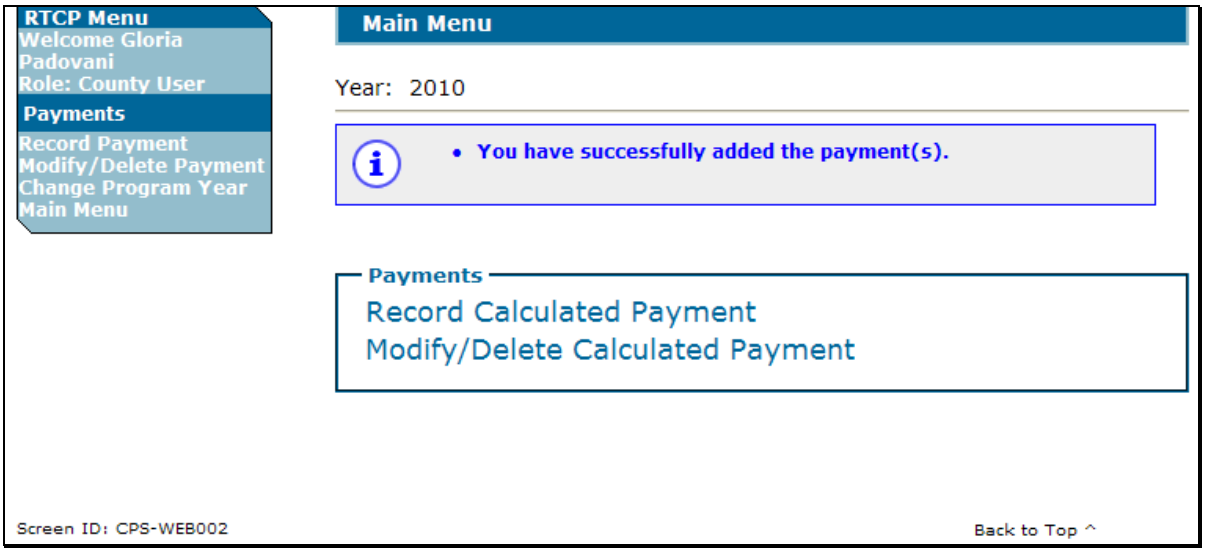
52 RTCP's

A Recording Calculated RTCP's

On the following Record Calculated Payment Confirmation Screen, after verifying the RTCP amount, CLICK "**Confirm**" to add RTCP



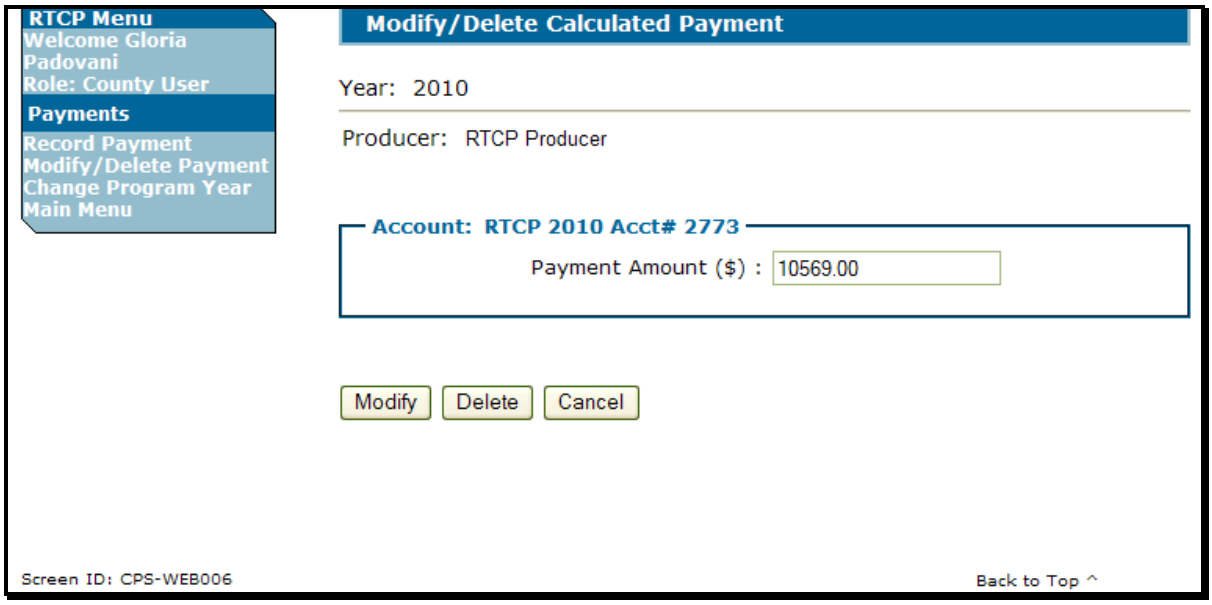
The following is an example of the Main Menu after RTCP is successfully added. The RTCP Main Menu will be displayed with the message, "You have successfully added the payment(s)".



52 RTCP's (Continued)

B Accessing the Modify/Delete Calculated Payment Options

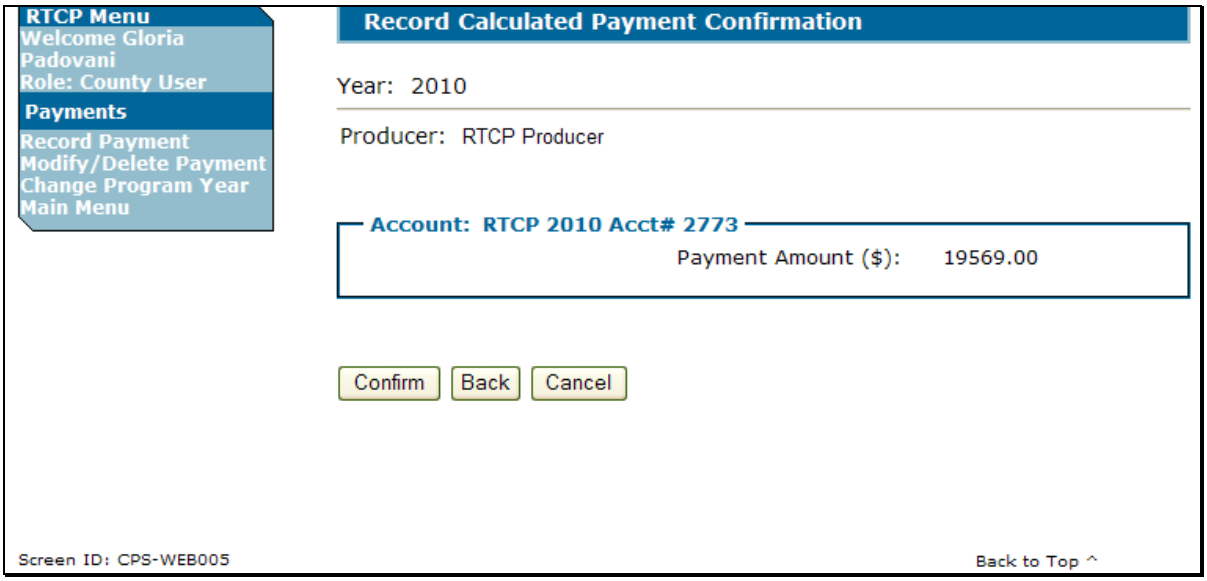
To modify or delete RTCP that has been previously entered, under the Payments Menu, CLICK "**Modify/Delete Calculated Payment**". The SCIMS Customer Search Page will be displayed. Search and select the RTCP customer. The following Modify/Delete Calculated Payment Screen will be displayed. To modify the calculated RTCP, enter the correct RTCP amount and then CLICK "**Modify**".



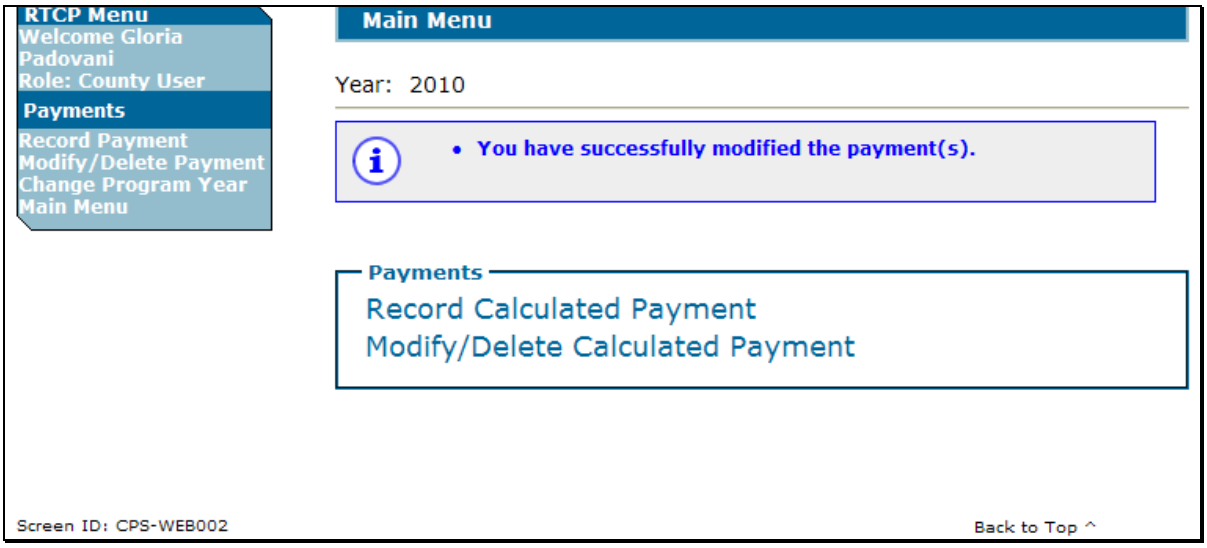
52 RTCP's (Continued)

C Modifying Calculated Payment Option

The following Record Calculated Payment Confirmation Screen will be displayed with the new RTCP amount. After verifying RTCP amount, CLICK "**Confirm**".



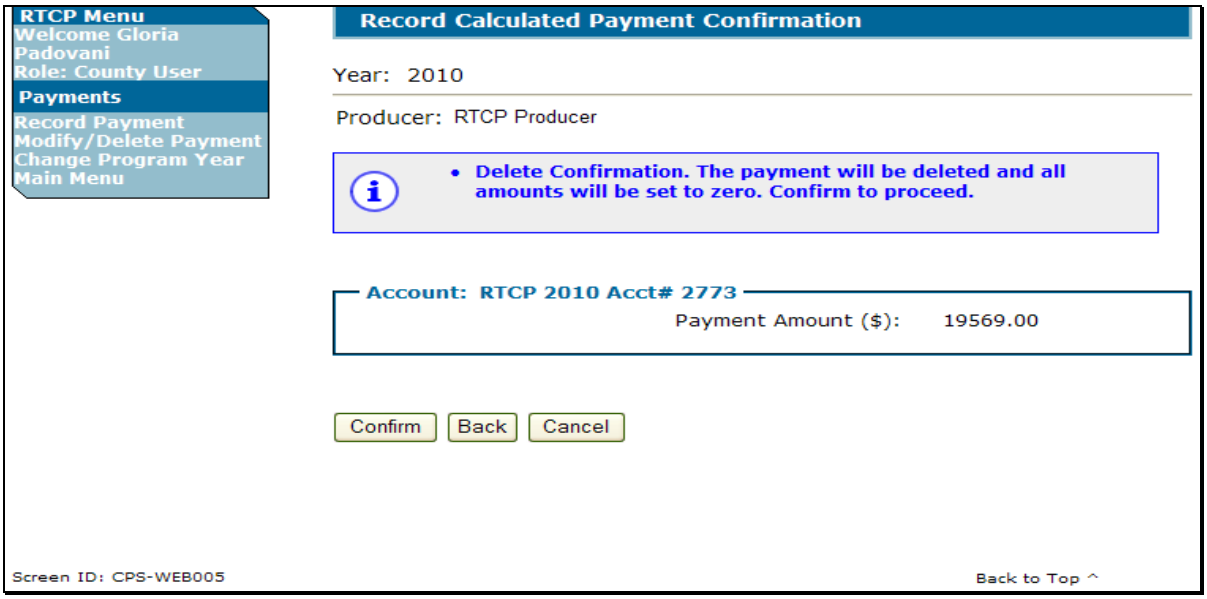
The following is an example of the Main Menu after RTCP is successfully modified. The Main Menu will be displayed with the message, "You have successfully modified the payment(s)".



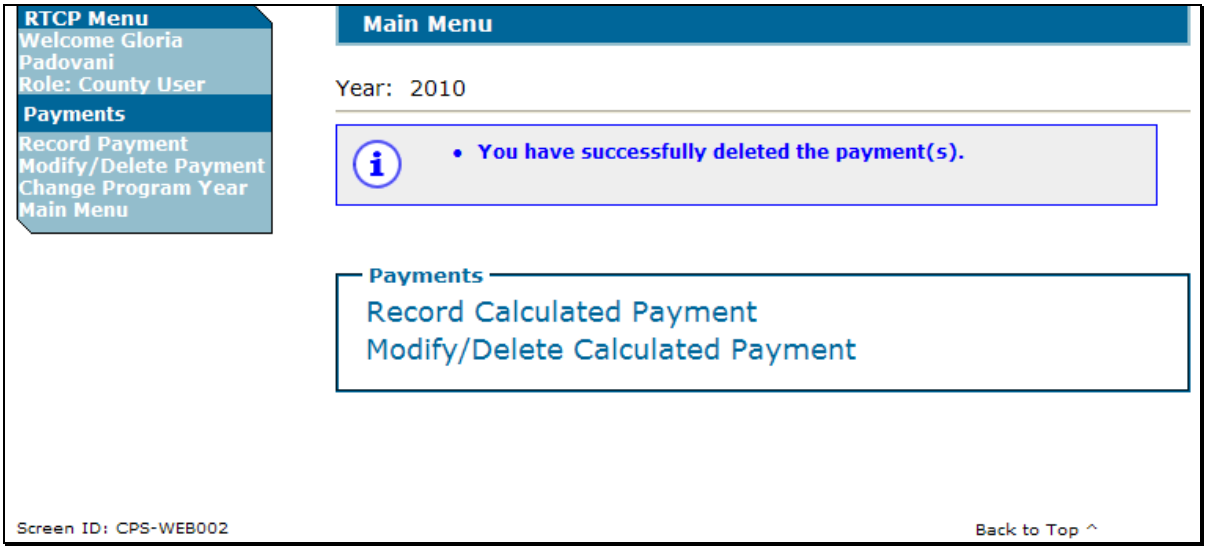
52 RTCP's (Continued)

D Deleting Calculated Payments Option

To delete the calculated RTCP, on the Modify/Delete Calculated Payment Screen, (subparagraph B), CLICK "**Delete**". The following Record Calculated Payment Confirmation Screen will be displayed with the message, "**Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Confirm to proceed.**" CLICK "**Confirm**" to delete RTCP amount and set the amount to zero.



The following is an example of the Main Menu after RTCP is successfully deleted. The Main Menu will be displayed with the message, "You have successfully deleted the payment(s)".



53-65 (Reserved)

*--Part 7 RTCP Payment Provisions

Section 1 General Payment Provisions

66 General Payment Provisions for Web-Based RTCP Payments

A Introduction

The RTCP payment process is an automated process that determines:

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

B Frequency of Payment Processing

RTCP payments are processed nightly for the following:

- payment amounts recorded through the RTCP payment process during the workday

- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

C Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, paragraph 779 by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for RTCP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

RTCP payments are subject to administrative offset provisions.

E Assignments

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

*--66 General Payment Provisions for Web-Based RTCP Payments (Continued)

F Bankruptcy

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

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

G Payments Less Than $1

RTCP payment processes will:

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

H Payment Due Date

See 61-FI for general guidance to determine payment due dates for various programs. The RTCP payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors.

County Offices shall manually determine the payment due date by determining the later of the following:

- the date producer signed FSA-218

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

  - CCC-770
  - AD-1026
  - CCC-902

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

- the date software was available to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall follow provisions in 61-FI for issuing the interest payment.**--***

*--67 Payment Eligibility

A Determining Payment Eligibility

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

B Eligibility Values

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

Eligibility Determination	Value	Eligible for RTCP Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
	Action Required	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No

--*

***--67 Payment Eligibility (Continued)**

C Eligibility Conditions Priority

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

Priority	Condition
1	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026
5	Foreign Person

68 Funds Control

A eFunds Allotment

Allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office based on information uploaded using the RTCP workbook.

State Offices will have read-only access to eFund allocations to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- **stacy.carroll@wdc.usda.gov**
- **danielle.cooke@wdc.usda.gov**
- **alison.groenwoldt@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov**.**--***

69-74 (Reserved)

*--Section 2 Issuing RTCP Payments

75 Overview

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information Is Used for Payment Processing	Source
RTCP Gross Payment Report	Includes the capped payment amount.	National Office
Payment Eligibility Information	To determine whether the producer and members of a joint operation or entity are eligible for payment for the applicable program year.	Web-Based Eligibility System
General Name and Address Information	To determine the producer's business type and general name and address information.	SCIMS

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

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

--*

***--75 Overview (Continued)**

B Actions To Be Completed Before Issuing Payments

COC, CED, or designee shall ensure that the following actions are completed **before** issuing payments.

Step	Action
1	Ensure that the State Office received the approved RTCP Gross Payment Report from the National Office.
2	Ensure that the County Office received the approved RTCP Gross Payment Report from the State Office.
3	Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following: • customer's name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and that the eligibility information is recorded in the web-based eligibility system.
5	Ensure that all eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL (Rev. 1).
6	Ensure that the Business File is updated according to 3-PL (Rev. 1).
7	Ensure that sufficient funds have been allocated to the administrative State and county.
8	Ensure that all assignment and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed.
9	Ensure that the capped payment amount provided in the approved RTCP Gross Payment Report is recorded in the web-based RTCP payment software according to paragraph 180.

--*

*--76 Select a Program Year Screen

A Introduction

Because an automated application process is **not** available, the amounts calculated through the RTCP Gross Payment Report **must** be recorded in the web-based RTCP payment process.

B Accessing the Select a Program Year Screen

To access the RTCP Main Menu, go to FSA's Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "P-Z". The FSA Intranet Screen will be redisplayed with applications with names starting with P to Z. CLICK "**Reimbursement Transportation Cost (RTCP)**".

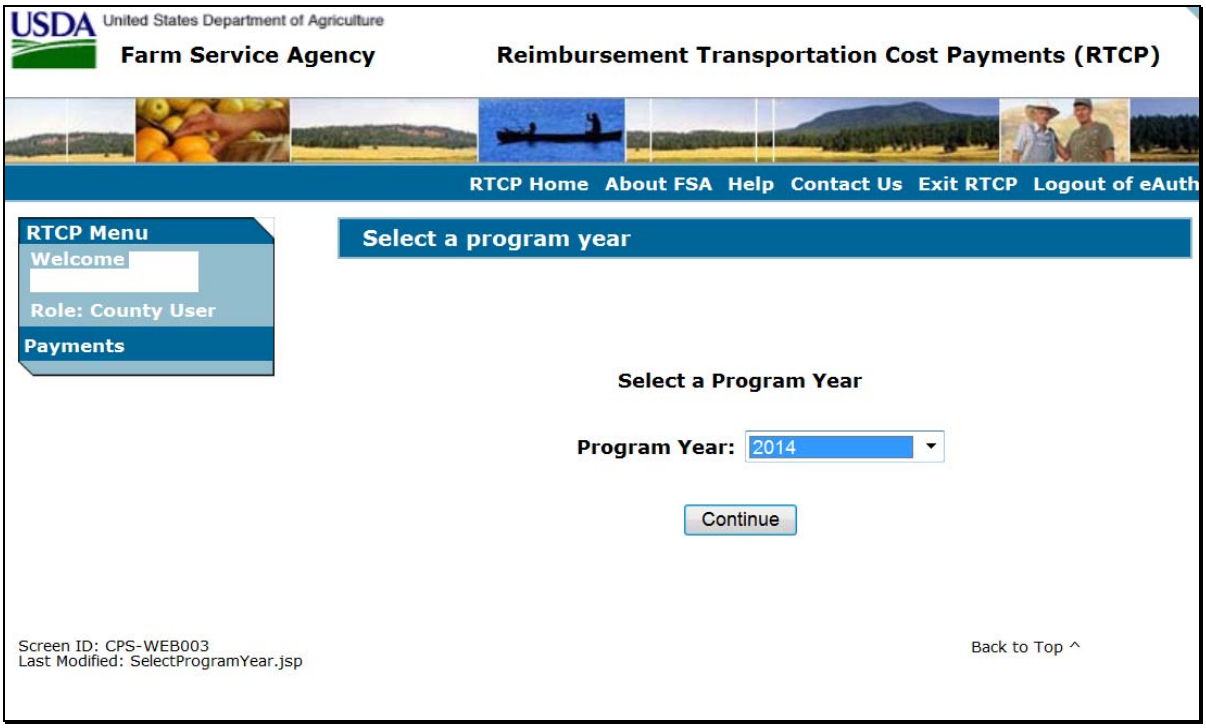
Note: Internet Explorer shall be used when accessing the RTCP payment process.

Users will be prompted to login through the USDA eAuthentication Login Screen. CLICK "**Login with LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".

The Select a Program Year Screen will be displayed.

C Example of Select a Program Year Screen

The following is an example of the Select a program year Screen.



--*

*--77 Select an Administrative State/County Screen

A Overview

When a user has selected the program year for processing and clicked “Continue”, the Select Administrative State/County Page will be displayed.

B Recording Payment Data

RTCP payments will be entered based on the administrative State and county location.

The Select an Administrative State/County Screen allows users to select the administrative State and county for processing.

C Example of Select an Administrative State/County Screen

The following is an example of the Select an Administrative State/County Screen.

D Action

User shall use the drop-down menu to select the applicable administrative State and county. CLICK “Continue”. The RTCP Main Menu will be displayed.--*

*--78 RTCP Main Menu

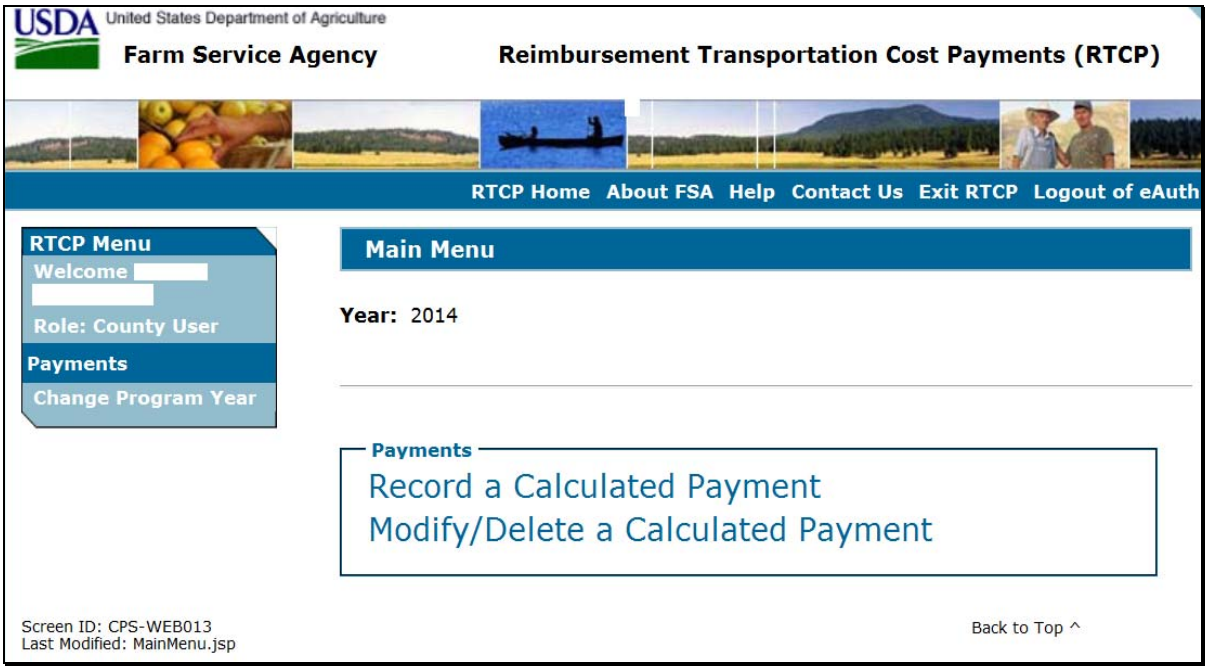
A Overview

When a user has selected the administrative State and county for processing and clicked "Continue", the RTCP Main Menu will be displayed. The RTCP Main Menu allows users to:

- enter payment information using the "Record a Calculated Payment" option
- modify or delete previously entered payment information using the "Modify/Delete a Calculated Payment" option.

B Example of RTCP Main Menu

The following is an example of the RTCP Main Menu.



C Action

User shall select the applicable option according to the following:

- CLICK "Record a Calculated Payment" to record new payment information
- CLICK "Modify/Delete a Calculated Payment" to modify or delete existing payment information.

The SCIMS Search Page will be displayed.--*

*--79 Record a Calculated Payment Screen

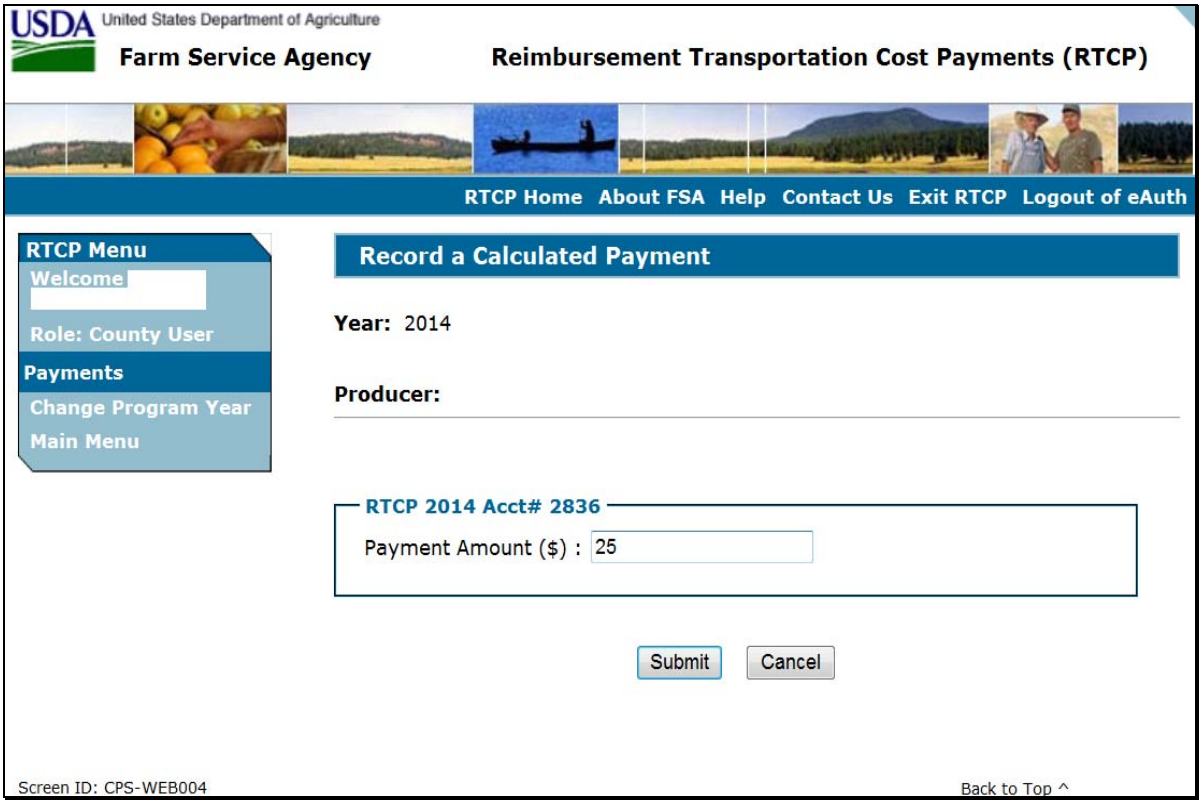
A Introduction

After a producer is selected from SCIMS, the Record a Calculated Payment Screen will be displayed. Manually calculated RTCP payment amounts must be recorded in the web-based system to initiate the payment process. The Record a Calculated Payment Screen allows the user to record the manually calculated RTCP payment amounts.

B Example of Record a Calculated Payment Screen

After selecting "Record a Calculated Payment" from the RTCP Main Menu and the applicable producer from SCIMS, the Record a Calculated Payment Screen will be displayed.

The following is an example of the Record a Calculated Payment Screen.



--*

*--79 Record a Calculated Payment Screen (Continued)

C Recording Payment Amounts

Record RTCP payment amounts according to this table.

Step	Action	Result
1	On the Record Calculated Payment Screen, the capped payment amount provided in the RTCP Gross Payment Report for the applicable payment. Click either of the following: • "**Submit**" to continue • "**Cancel**" to discontinue.	The Record a Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded. • Record a Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded. • RTCP Main Menu Screen will be redisplayed without updating the payment amounts.
2	On the Record Calculated Payment Confirmation Page, click 1 of the following: • "**Confirm**" to record the payment amounts Entered **Note:** See paragraph 80 for additional information. • "**Back**" to return to the Record a Calculated Payment Screen • "**Cancel**" to discontinue the process.	RTCP Main Menu will be redisplayed with the message "You have successfully added the payment(s)". Record a Calculated Payment Screen will be redisplayed. RTCP Main Menu will be redisplayed without updating the payment amounts.

--*

*--79 Record a Calculated Payment Screen (Continued)

D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
"An amount must be entered for each type of payment. The amount can be $0 for 1 or more of the payment amounts, but not all".	User attempted to record $0 in all payment amount fields. Do **not** record payment amounts in the RTCP payment process if the calculated payment amounts for all commodities from the RTCP Gross Payment Report are $0.	Correct the amounts recorded in each field and ensure that: • only numeric data is entered **without** dollar signs or commas • an amount has been recorded in each field.

--*

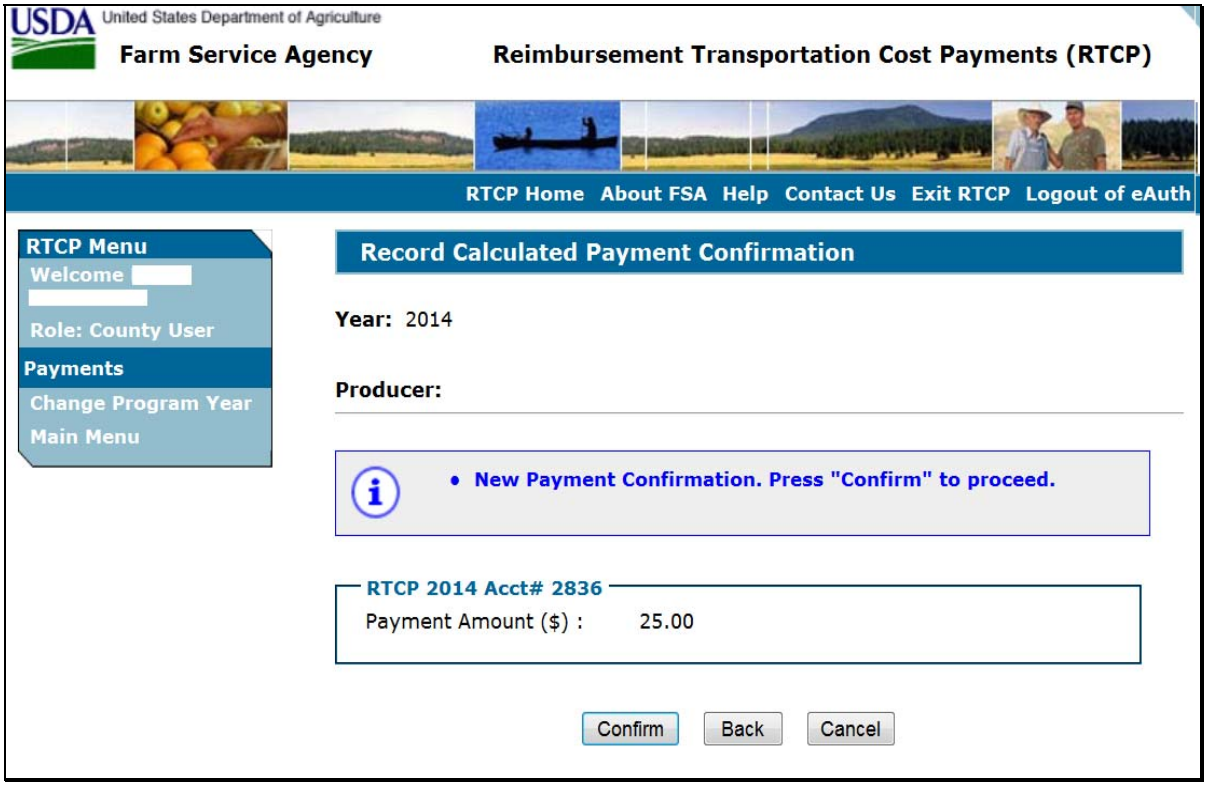
*--80 Record Calculated Payment Confirmation Screen

A Introduction

After selecting “Submit” on the Record a Calculated Payment Screen, the Record Calculated Payment Confirmation Screen will be displayed.

B Example of Record Calculated Payment Confirmation Screen

The following is an example of the Record Calculated Payment Confirmation Screen.



--*

*--80 Record Calculated Payment Confirmation Screen (Continued)

C Record Calculated Payment Confirmation Screen Options

The following options are available on the Record Calculated Payment Confirmation Screen.

Option	Action
Confirm	Records the payment amounts and triggers the payment process. **Note:** The message, "You have successfully added the payment(s)", will be received.
Back	Returns user to the Record a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns user to the RTCP Main Menu **without** updating the payment amounts.

--*

*--81 Modifying or Deleting Previously Recorded RTCP Payment Data

A Introduction

Previously entered payment amounts can be modified or deleted from the RTCP Main Menu using the "Modify/Delete a Calculated Payment" option.

B Effect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
modified	**not** sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: • **not** certified • certified, but **not** signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

--*

***--81 Modifying or Deleting Previously Recorded RTCP Payment Data (Continued)**

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
deleted	**not** sent to NPS because of a nonpayment condition		• payment amounts will be deleted • system will retrigger the payment to reprocess to determine whether the producer is overpaid • overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: • **not** certified • certified, but **not** signed	original amount in NPS will be canceled.

--*

*--81 Modifying or Deleting Previously Recorded RTCP Payment Data (Continued)

C Modifying Payment Amounts

Users shall modify RTCP payment amounts according to this table.

Step	Action	Result
1	On the RTCP Main Menu, CLICK "Modify/Delete a Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete a Calculated Payment Screen will be displayed.

D Deleting Payment Amounts

Users shall delete RTCP payment amounts according to this table.

Step	Action	Result
1	On the RTCP Main Menu, CLICK "Modify/Delete a Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete a Calculated Payment Screen will be displayed.

--*

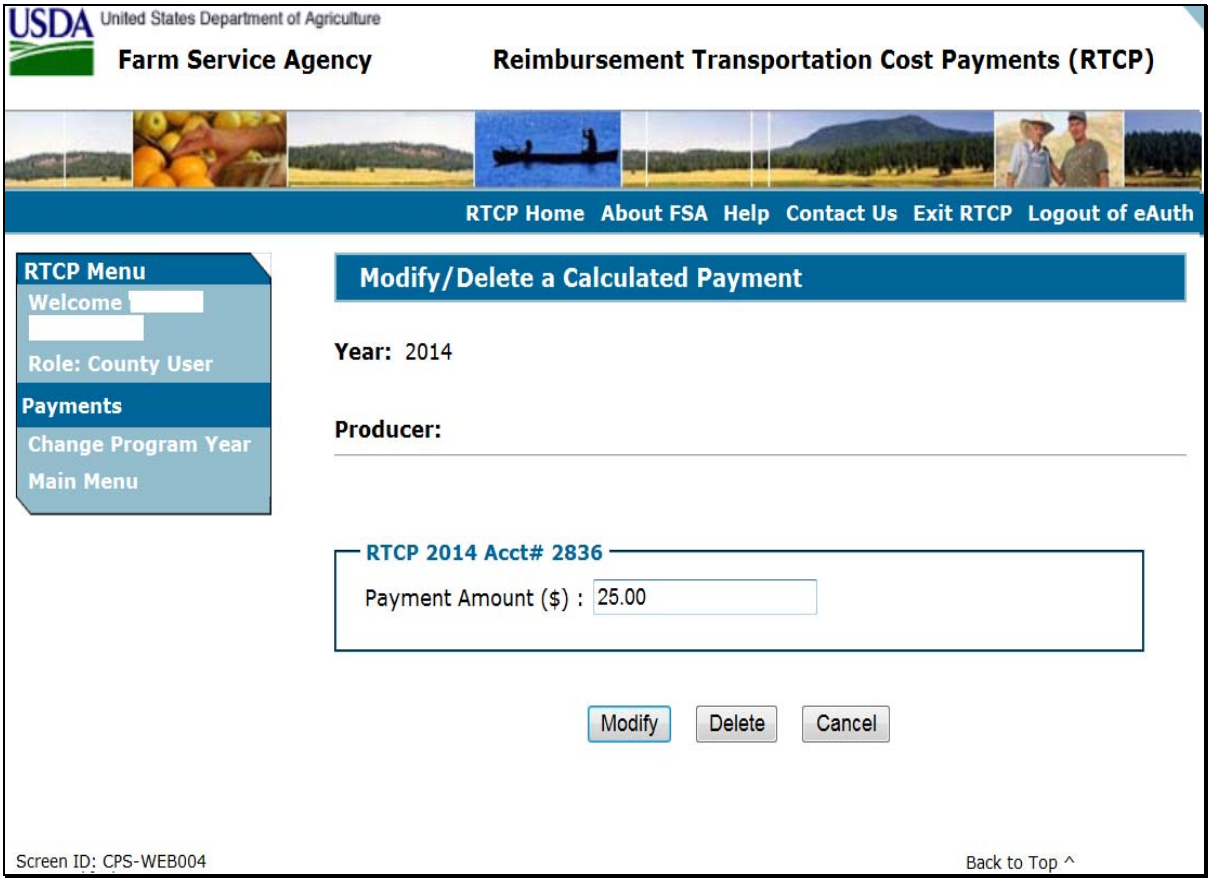
*--82 Modify/Delete a Calculated Payment Screen

A Introduction

After selecting the producer from SCIMS, the Modify/Delete a Calculated Payment Screen will be displayed.

B Example of Modify/Delete a Calculated Payment Screen

The following is an example of the Modify/Delete a Calculated Payment Screen.



--*

*--82 Modify/Delete a Calculated Payment Screen (Continued)

C Options

The following options are available on the Modify/Delete a Calculated Payment Screen.

Option	Action
Modify	After modifying the amount in the “Payment Amount” field, CLICK “Modify” to continue to the Modify Calculated Payment Confirmation Screen.
Delete	CLICK “Delete” to zero out the payment and continue to the Delete Calculated Payment Confirmation Screen.
Cancel	Discontinues the process and returns to the RTCP Main Menu **without** updating the payment amount.

--*

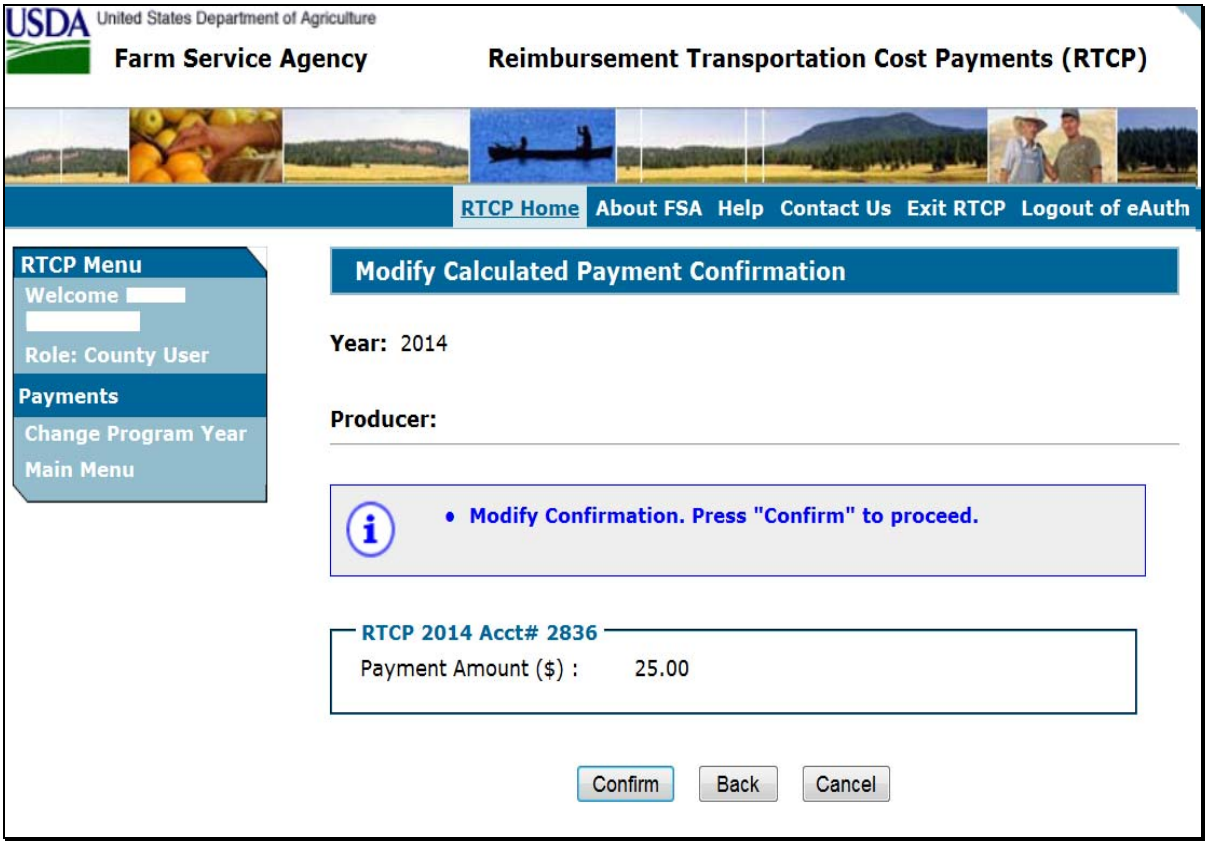
*--83 Modify Calculated Payment Confirmation Screen

A Introduction

After selecting “Modify” on the Modify/Delete a Calculated Payment Screen, the Modify Calculated Payment Confirmation Screen will be displayed.

B Example of Modify Calculated Payment Confirmation Screen

The following is an example of the Modify Calculated Payment Confirmation Screen.



--*

*--83 Modify Calculated Payment Confirmation Screen (Continued)

C Options

The following options are available on the Modify Calculated Payment Confirmation Screen.

Option	Action
Confirm	Records the modified payment amounts and triggers the payment reprocess.
Back	Returns to the Modify/Delete a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the RTCP Main Menu **without** updating the payment amounts.

--*

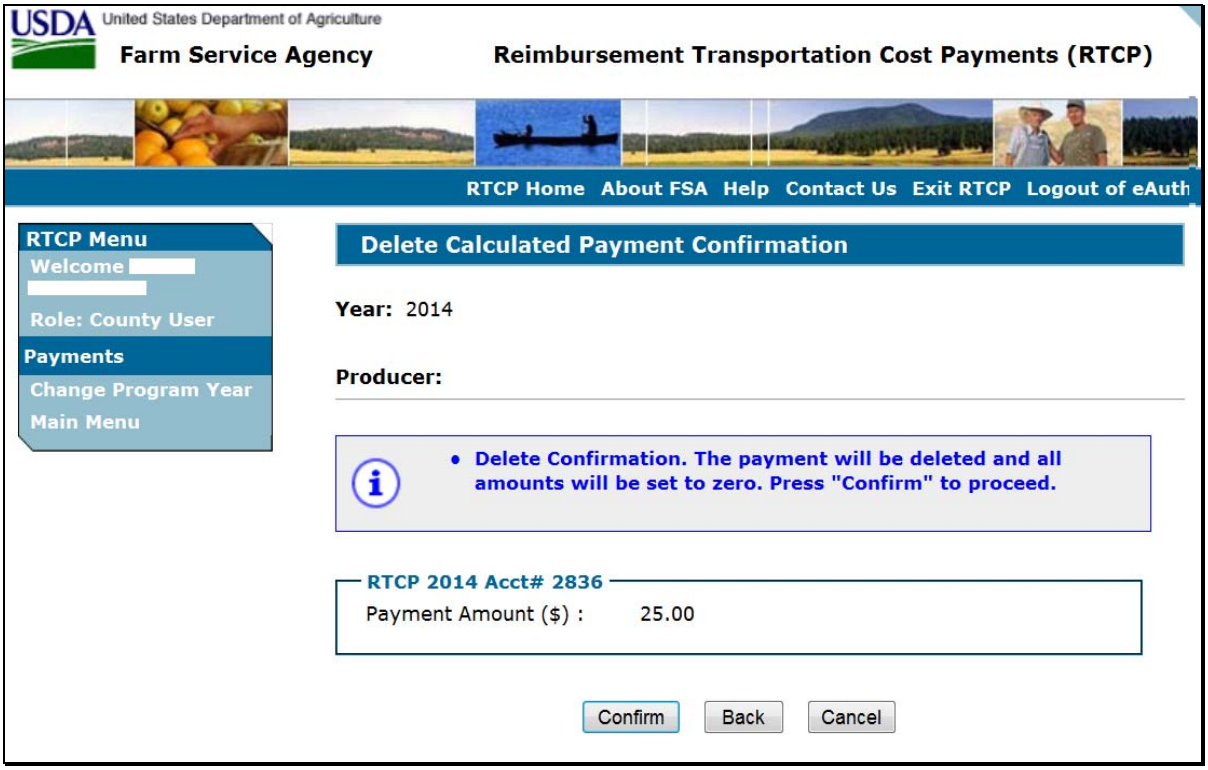
*--84 Delete Calculated Payment Confirmation Screen

A Introduction

After selecting “Delete” on the Modify/Delete a Calculated Payment Screen, the Delete Calculated Payment Confirmation Screen will be displayed.

B Example of Delete Calculated Payment Confirmation Screen

The following is an example of the Delete Calculated Payment Confirmation Screen.



--*

*--84 Delete Calculated Payment Confirmation Screen (Continued)

C Options

The following options are available on the Delete Calculated Payment Confirmation Screen.

Option	Action
Confirm	Deletes the recorded payment data and triggers the payment reprocess. An overpayment will be put on the Pending Overpayment Report if payments have been certified and signed.
Back	Returns to the Record a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the RTCP Main Menu **without** updating the payment amounts.

--*

*--85 Handling Overpayments

A Introduction

The RTCP payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- subsidiary system including data about eligibility, combined producer, and Business File
- SCIMS.

If something changes in any of these systems, the RTCP payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

B Determined Overpayments

For any overpayment amount calculated as $1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

Warning: Because the system is integrated with other systems, it is critical that County Offices do **not** make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly, but removing or deleting data to "trigger" the system to function could worsen the situation.

C Handling Debts Less Than $100

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

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for RTCP payments.

IF the reason the payment entity and/or member is overpaid is because of…	THEN the discovery and/or debt basis code is:
payment eligibility because of fraud	10-423.
payment eligibility, except fraud	10-427.
prior payments exceeding the current payment	10-428.

--*

*--85 Handling Overpayments (Continued)

E Charging Interest

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

- producer signed to information on FSA-218 or CCC-770 that is subsequently determined inaccurate

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

  - certification to AGI provisions
  - violation of conservation compliance provisions
  - violation of controlled substance provisions

- producer knowingly adopted a scheme or device that tended to defeat the purposes of RTCP.

Interest shall **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid

- National, State, or County Office erred

- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

Notes: Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

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

- County Offices shall contact their State Office for assistance
- State Offices shall contact OBF for guidance.--*

*--86 RTCP Payment Process

A Introduction

The RTCP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

RTCP payments are processed nightly for the following:

- payment amounts recorded during the workday

- any payment on the Nonpayment Report to determine whether the condition preventing the payment has been corrected.

Note: One payment amount will be sent to NPS.

C Step-by-Step Overview of RTCP Payment Process

The following is a step-by-step overview of the RTCP payment process.

Step	Action		
1	Payment process is triggered.		
2	System determines the producer level payment amount recorded.		
	IF the amount is…	**AND a payment…**	**THEN…**
	greater than $0		continue to step 3 for the applicable amount recorded.
	$0	was **not** previously issued	the payment process is discontinued for the applicable payment amount.
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is…	**AND the resident alien field is...**	**THEN…**
	an individual	• "Unknown" or "N/A" • "Yes"	continue to step 4.
		"No"	the payment entity is **not** eligible for payment.
	any business type other than individual		continue to step 4.

--*

*--86 RTCP Payment Process (Continued)

C Step-by-Step Overview of RTCP Payment Process (Continued)

Step	Action		
4	System determines whether there is an RTCP payment for the payment entity in NPS.		
	IF a payment…		**THEN…**
	has **not** already been sent to NPS for the payment entity		continue to step 5.
	• has been sent to NPS for the payment entity • is signed		
	• has been sent to NPS for the payment entity • is **not** signed		• the payment in NPS is canceled and the new payment transaction is processed • continue to step 5.
5	For joint operations and entities, the system retrieves member data from Business File.		
6	System checks the web-based subsidiary eligibility data for the applicable program year to determine whether the payment entity and members, if applicable, are eligible to receive payment.		
	IF the payment entity is…	**AND…**	**THEN…**
	an individual	the payment entity is eligible to receive payment	continue to step 7.
		the payment entity is **not** eligible to receive payment	the producer will be listed on the Nonpayment Report with the reason the payment cannot be issued.
	an entity or joint operation	• the payment entity is eligible to receive payment • at least 1 member is eligible to receive payment	continue to step 7.
		the payment entity is **not** eligible to receive payment	the joint operation or entity will be listed on the Nonpayment Report with the reason the payment cannot be issued.
		the payment entity is eligible to receive payment	the payment entity will be listed on the Payment Report.
		1 or more of the members are ineligible to receive payment	the payment entity will be listed on the Nonpayment Report.

--*

***--86 RTCP Payment Process (Continued)**

C Step-by-Step Overview of RTCP Payment Process (Continued)

Step	Action	
7	Payment history data is updated and the transaction is completed.	
	IF the payment amount is…	**THEN the…**
	$0	process is discontinued and the payment entity is listed on the Nonpayment Report.
	greater than $0	payment amount shall be sent to NPS for disbursement.
	negative	overpayment amount shall be updated to the Pending Overpayment Report.

87 RTCP Payment Reports

A Displaying or Printing RTCP Payment Reports

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

RTCP Payment Report information is available according to the following.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report **Note:** The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 88

Note: See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.**--***

*--88 Payment History Report – Detail

A Background

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

B Payment History Report – Detail Description

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

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

--*

***--88 Payment History Report – Detail (Continued)**

B Payment History Report – Detail Description (Continued)

Field	Description
Type of Transaction	One of the following transaction types will be displayed: • Payment • Receivable • Canceled Payment • Canceled Receivable.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Member Level Reduction Amount	Reduction amount because of a member level reduction.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

--*

*--88 Payment History Report – Detail (Continued)

C Example of Payment History Report – Detail

The following is an example of the Payment History Report – Detail.

Autauga
Alabama

United States Department of Agriculture
Farm Service Agency

Date: 01/16/2015

2014 Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers

Producer Name:

Business Type: Individual

Date	State/ County	Payment Entity/Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity/ Payment Type	Transaction Type	Reduction Amount	Net Payment
11/26/2014	01/001		3857021	00	111E		Receivable	-$5	-$65
		Payment has been reduced by a sequestration factor.						-$5	
11/26/2014	01/001		3857022	00	111E		Receivable	-$3	-$47
		Payment has been reduced by a sequestration factor.						-$3	
11/26/2014	01/001		32398463	00	111E		Payment	$12	$158
		Payment has been reduced by a sequestration factor.						$12	
12/01/2014	01/001		3859016	00	111E		Receivable	-$2	-$23
		Payment has been reduced by a sequestration factor.						-$2	

*** Name may have changed due to SCIMS merge**

Disclaimer - The Net Payment may have had factors applied due to sequestration.

Previous Print Next

D Report Options

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

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

--*

*--89 General Provisions for Canceling Payments

A Canceling Payments

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

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

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

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

*--90 General Provisions for Overpayments

A Overview

Overpayments will be determined during the RTCP payment calculation process and will be updated to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

B Overpayment Due Dates

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

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued to the wrong producer.	Immediately.
After an entry affecting the payment amount is changed on CCC-770.	Payment was issued and later something occurred that changed the amount in the RTCP Gross Payment Report.	
After producer misrepresentation is determined.	Producer received an RTCP payment and COC determines that the producer misrepresented their interest.	
After an eligibility value changes that makes the producer ineligible for payment.	Producer's eligibility value changed making the producer ineligible for payment.	
Anytime CCC-770 is canceled.	CCC-770 was canceled after payments were issued to the producer.	

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

Reports are available through the Common Payment Reporting System.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		12, 35, 66, 67, 75
CCC-36	Assignment of Payment		75
CCC-37	Joint Payment Authorization		75
CCC-770 Eligibility	Eligibility Checklist		33, 34, 66, 85, 90
CCC-781	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment		85
CC-782	Margin Protection Program For Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election		85
CCC-901	Member's Information 2009 and Subsequent Years		35
CCC-902 Automated	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		66
CCC-902E	Farm Operating Plan for Entity 2009 and Subsequent Program Years		35
CCC-902I	Farm Operating Plan for Individual 2009 and Subsequent Program Years		35
CCC-926	Average Adjusted Gross Income (AGI) Statement		12, 35
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		12, 35
FSA-218	Reimbursement Transportation Cost Payment Program (RTCP) For Geographically Disadvantaged Farmers and Ranchers Applications	36	Text
FSA-218-1	RTCP Worksheet Calculator Tool	41	42
FSA-218-2	State Committee (STC) Established Fixed and Set Transportation Cost Rate for Reimbursement Transportation Cost Payment (RTCP) Program	23	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		66
SF-1199A	Direct Deposit Sign-Up Form		21
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		21

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
COLA	cost of living allowance	21, 36, 41, Ex. 6
RTCP	Reimbursement Transportation Cost Payment	Text, Ex. 6

Redelegations of Authority

This table lists the redelegation of authority in this handbook.

Redelegation	Reference
Except for RTCP requests in which CED has a monetary interest, COC may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to CED.	3
Except for RTCP requests in which the person approving has a monetary interest, CED may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to Federal and non-Federal County Office employees.	3

Definitions of Terms Used in This Handbook

Fixed Transportation Rate

Fixed transportation rate means per unit transportation rate established by STC to reflect the transportation cost applicable to an agricultural commodity and/or input used to produce an agricultural commodity in a particular region.

Producer

Producer means any geographically disadvantaged farmer or rancher who:

- is an individual, group of individuals, association, cooperative, corporation, estate, partnership, trust, other business enterprise, or other legal entity, as defined by 7 CFR 1400.3
- is, or whose members are, a citizen or legal resident alien in the U.S.
- as determined by the Secretary, shares in the risk of producing an agricultural commodity in substantial commercial quantities
- is entitled to a share of the agricultural commodity from the agricultural operation.

Set Transportation Rate

Set transportation rate means the transportation rate established by STC for a commodity and/or input for which there is not a fixed transportation rate or supporting documentation of the actual transportation rate.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Delete Calculated Payment Confirmation Screen	84
	Modify Calculated Payment Confirmation Screen	83
CPS-WEB002	Main Menu	52
CPS-WEB003	Select a program year Screen	76
CPS-WEB004	Modify/Delete a Calculated Payment Screen	82
CPS-WEB004	Record a Calculated Payment Screen	79
CPS-WEB005	Record Calculated Payment Confirmation Screen	52, 80
CPS-WEB006	Modify/Delete Calculated Payment	52
CPS-WEB011	Select an Administrative State/County Screen	77
CPS-WEB013	Main Menu	78

Nonforeign Area COLA's

The following table provides COLA rate percentages that will be used to compute RTCP benefits.

Nonforeign Area COLA Rates		
Geographic Coverage		**Rate (%)**
Alaska	City of Anchorage and 80-kilometer (50-mile) radius by road	23
	City of Fairbanks and 80-kilometer (50-mile) radius by road	23
	City of Juneau and 80-kilometer (50-mile) radius by road	23
	Rest of Alaska	25
Hawaii	City and County of Honolulu	25
	County of Hawaii	18
	County of Kauai	25
	County of Maui and County of Kalawao	25
	American Samoa	25
	Federated States of Micronesia	14
	Republic of the Marshall Islands	14
	Republic of Palau	14
Guam	Territory of Guam and Commonwealth of the Northern Mariana Islands	***--**25
Puerto Rico	Commonwealth of Puerto Rico	14
Virgin Islands	U.S. Virgin Islands	25**--***

Note: The lowest COLA rate percentage will be used for any geographic coverage areas not listed in the above table.