

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Agriculture Risk Coverage and Price Loss  
Coverage Program Automation  
2-ARCPLC**

**Amendment 2**

**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reason for Amendment**

Part 4 has been added to provide initial ARC and PLC payment procedure.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
3	2-207	1, pages 1, 2
4 (add)	4-1 through 4-112 (add)	



**Table of Contents (Continued)**

**Page No.**

**Part 2       ARCPLC Software (Continued)**

**Section 3     Producer Access (Continued)**

**Subsection 2   CCC-861 Software for Producers**

71	Individual Producer Screen for CCC-861's.....	2-161
72	Summary by Producer Screen.....	2-165
73	Summary by Crop Screen.....	2-169
74	Contract Submission Screen.....	2-173
75-80	(Reserved)	

**Subsection 3   CCC-862 Software for Producers**

81	Individual Producer Screen for CCC-862's.....	2-187
82	Contract Submission Screen.....	2-189
83-90	(Reserved)	

**Subsection 4   Additional Information**

91	Producer Notifications.....	2-205
92	Producer Reports Screen.....	2-206
93-110	(Reserved)	

**Part 3       (Reserved)**

111-249 (Reserved)

**Part 4       ARC and PLC Payment Provisions**

**Section 1     Program Payment Provisions**

250	General Provisions.....	4-1
251	Payment Limitation Provisions.....	4-4
252	Payment Subsidiary Eligibility Provisions.....	4-5
253-259	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 4      ARC and PLC Payment Provisions (Continued)**

**Section 2      Processing ARC and PLC Payments**

260	ARC and PLC Payments.....	4-21
261	Payment Processing .....	4-25
262	Entering ARC-IC Payment Amounts.....	4-29
263	Select an Administrative State/County Page .....	4-29
264	ARC-IC Main Menu .....	4-31
265	Enter a Farm Number Page.....	4-32
266	Recording ARC-IC Payment Data.....	4-33
267-279	(Reserved)	
280	ARC and PLC Payment Reports.....	4-61
281	Estimated Calculated Payment Report.....	4-62
282-284	(Reserved)	
285	Payment History Report - Detail.....	4-75
286-289	(Reserved)	

**Section 3      Canceling ARC and PLC Payments**

290	General Provisions for Canceling Payments.....	4-91
291-299	(Reserved)	

**Section 4      Overpayments**

300	General Provisions for Overpayments .....	4-111
301	Collecting Overpayments.....	4-111
302	Charging Interest.....	4-112

**Exhibits**

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook Approved Status
3	Menu and Screen Index

92 Producer Reports Screen (Continued)

C Producer Reports Screen Options

The following provides the report, action, and report description. Only 1 report can be created at a time. Reports will be displayed in PDF with an option to print.

Report	Action	Report Description
CCC-861/862	Click radio button, enter farm number, and CLICK <b>“Submit”</b> .	Prefilled CCC-861 or CCC-862 will be displayed.
CCC-861/862 Appendix	Click radio button and CLICK <b>“Submit”</b> .	CCC-861 and CCC-862 terms and conditions will be displayed.
Submit	Data is stored. Print Screen will be displayed.	
New Search	All actions are canceled. If data was <b>not</b> submitted, it will <b>not</b> be saved. Search by Producer or Farm Screen will be displayed.	

93-110 (Reserved)

Part 3 (Reserved)

111-249 (Reserved)



**\*--Part 4 ARC and PLC Payment Provisions****Section 1 Program Payment Provisions****250 General Provisions****A Introduction**

This part contains the following:

- general provisions applicable to ARC and PLC payments
- provisions for processing ARC and PLC payments and overpayments
- information about the following Common Payment Reports:
  - Estimated Calculated Payment Report
  - Submitted Payments Report
  - Submitted Overpayments Report
  - Pending Overpayment Summary Report
  - Pending Overpayment Report
  - Nonpayment/Reduction Report
  - Failed Obligations / Insufficient Funds Report
  - Payments Computed to Zero Report
  - Payment History Report - Summary
  - Payment History Report - Detail.

**B Obtaining FSA-325**

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

**Note:** If CCC-861 or CCC-862 has been filed by the producer, a revised CCC-861 or CCC-862 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

**C Administrative Offset**

ARC and PLC payments are subject to administrative offsets.--\*

**\*--250 General Provisions (Continued)****D Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting ARC and PLC benefits.

**Contact the OGC Regional Attorney for guidance on issuing ARC and PLC payments on all bankruptcy cases.**

**E Assignments**

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

**F Payment Due Date**

61-FI provides general guidance for determining payment due dates for various programs. The ARC and PLC 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:

- date producer signed CCC-861 or CCC-862
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
  - CCC-941
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

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:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.--\*

**\*--250 General Provisions (Continued)****G Processing Payments**

Payments shall be issued as soon as **all** of the following conditions exist:

- ARC and PLC payment software is available
- producer has provided all required program documentation
- CCC-861 and/or CCC-862 is approved
- program regulations are published.

**H Payments Less Than \$1**

ARC and PLC payment processes will:

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

**I Funds Control Process**

ARC and PLC payments use the Obligation Process through the e-Funds accounting process, which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the Obligation Process at the time CCC-861 is approved. For ARC-IC, the funding is reserved before processing the payment in the Common Payment Reports System.

The funds for ARC and PLC payments will be controlled at the National level. If adequate funding is not available, those producers who cannot be paid will be listed on the Failed Obligations / Insufficient Funds Report in the Common Payment Reports System.

**J e-Funds Access**

Funding for ARC and PLC is established with the following accounting codes:

- ARC-CO – 2838
- ARC-IC – 2840
- PLC – 2837.

The funding will be maintained at the National level and will **not** be allotted to individual counties; therefore, State Office specialists will **not** need access to these program funds.--\*

**\*--250 General Provisions (Continued)****K General Payment Policy**

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

**L Submitting Payment Problems**

If there is an issue with an ARC and PLC payment, then State Office specialists should update the applicable information to the payment problem SharePoint web site. The link for the payment problem SharePoint web site is

**[https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment\\_Issues/default.aspx](https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx)**.

**M Providing State Office Access to the Payment Problem SharePoint Site**

State Office specialists should request access to the payment problem SharePoint web site by:

- e-mailing a request to Tina Nemec at **[tina.nemec@wdc.usda.gov](mailto:tina.nemec@wdc.usda.gov)**
- providing the specific program areas of responsibility.

**251 Payment Limitation Provisions****A Payment Limitation Information for ARC and PLC Payments**

ARC and PLC payments are limited to a maximum payment limitation amount per person or legal entity, and will be attributed through direct attribution.

See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

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

- all ARC and PLC payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person.--\*

**\*--252 Payment Subsidiary Eligibility Provisions**

**A Introduction**

The payment process reads the web-based eligibility system, for the program year associated with CCC-861 for ARC-CO/PLC or the program year of the ARC-IC payment being processed, to determine whether a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued for that year and the producer or member will be listed on the Nonpayment Register with the applicable message.

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

**B ARC and PLC Subsidiary Eligibility**

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

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

<b>Eligibility Determination/Certification</b>	<b>Value</b>	<b>Eligible for ARC and PLC Payment</b>	<b>Exceptions</b>
Actively Engaged	Actively Engaged	Yes	
	Not Filed	No	
	Awaiting Determination	No	
	Awaiting Revision	No	
	Not Actively Engaged	No	
	Exempt	Yes	
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	

--\*

\*--252 Payment Subsidiary Eligibility Provisions (Continued)

**B ARC and PLC Subsidiary Eligibility (Continued)**

Eligibility Determination/Certification	Value	Eligible for ARC and PLC Payment	Exceptions
<p>AGI</p> <p><b>Note:</b> See 5-PL for additional information about AGI determinations.</p>	Not Filed	No	<p><u>1/</u> If an IRS determination has:</p> <ul style="list-style-type: none"> <li>• <b>not</b> been returned, then the payment process will use the producer certification value</li> <li>• been returned, then the payment process will use the IRS returned value.</li> </ul> <p><u>2/</u> If the IRS value is <b>not</b> processed, then the payment process will use the producer certification value.</p>
	Filed CCC-941	Yes <u>1/</u>	
	Exempt	Yes	
	Not Met - Producer	No	
	Not Processed	<u>2/</u>	
	Compliant - Producer	Yes	
	Compliant - Less Than 3 Years	Yes	
	Not Compliant	No	
	Failed Verification	No	
Cash Rent Tenant	Eligible	Yes	If a determination is “Partially Eligible”, then a cropland factor payment reduction will apply.
	Partially Eligible	Yes	
	Ineligible	No	
	Not Applicable	Yes	
	Awaiting Determination	No	
	Exempt	Yes	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	<p><u>3/</u> A partial compliance value of “Yes” will result in an additional determination for the farm.</p>
	Partial Compliance	Yes <u>3/</u>	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
Fraud, Including FCIC Fraud	Compliant	Yes	
	Not Compliant	No	

--\*

**\*--Section 2 Processing ARC and PLC Payments**

**260 ARC and PLC Payments**

**A Supporting Files for Integrated Payment Processing**

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

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
CCC-861 Data	The information from CCC-861 is used to compute the ARC-CO or PLC payment amount for the producer.	Web-Based ARC-CO/PLC Contract System
CCC-862 Data	The information from CCC-862 is used to complete the spreadsheet to determine the ARC-IC payment amount for the producer.	Web-Based ARC-IC Contract System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which CCC-861 or CCC-862 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year in which CCC-861 or CCC-862 was filed: <ul style="list-style-type: none"> <li>• member contribution value</li> <li>• substantive change value</li> <li>• members and member's share of the following:                             <ul style="list-style-type: none"> <li>• entities</li> <li>• general partnerships</li> <li>• joint ventures.</li> </ul> </li> </ul>	Business File
Combined Producer Information	Used to determine whether ARC and PLC producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Cropland Reporting Indicator	Used to determine whether the producer has met Cropland Reporting provisions.	Compliance System
Financial Related Information	<ul style="list-style-type: none"> <li>• Calculated payment information is provided to NPS.</li> <li>• Determined overpayment amount may be provided to NRRS.</li> </ul>	NPS or NRRS

--\*

\*--260 ARC and PLC Payments (Continued)

**B Prerequisites for Payments**

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

Step	Action
1	Ensure that CCC-861 and/or CCC-862 has been approved and that the approval date has been recorded in the system according to paragraph 40.
2	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the web-based eligibility system.
3	Ensure that the applicable CCC-902 is on file and actively engaged determinations are completed according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that CCC-941 is on file for the applicable year for producers seeking benefits and the certification information is recorded in the web-based eligibility system. See 5-PL.
5	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
6	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
7	Ensure that the member contribution and substantive change values are updated according to 5-PL.
8	Ensure that the combined producer files are updated correctly for the applicable year. See 5-PL.
9	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for ARC and PLC.

--\*

\*--260 ARC and PLC Payments (Continued)

**C ID and Business Type Eligibility**

The following table provides the ID numbers and business types that are eligible for ARC and PLC payments.

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

--\*

**\*--260 ARC and PLC Payments (Continued)**

**D Eligible Commodities**

The following table provides the commodities eligible for ARC and PLC payments.

<b>Crop Name</b>	
Barley	Peanuts
Canola	Peas, dry
Chickpeas, large	Rapeseed
Chickpeas, small	Rice, long
Corn	Rice, medium
	<b>Note:</b> Temperate japonica rice in California is classified as medium grain rice.
Crambe	Safflower
Flaxseed	Sesame
Grain Sorghum	Soybeans
Lentils	Sunflower Seed
Mustard	Wheat
Oats	

--\*

**\*--261 Payment Processing**

**A Computing Payment and Overpayment Amounts**

The ARC and PLC payment process is an integrated process that reads a wide range of files to:

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

The following table describes the high level system processing sequence to calculate ARC and PLC payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the farm and producer.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each farm and producer: <ul style="list-style-type: none"> <li>• gross payment amount</li> <li>• program specific reductions</li> <li>• 1 reason, if producer is ineligible because of subsidiary eligibility provisions.</li> </ul>
7	Direct attribution will determine the following: <ul style="list-style-type: none"> <li>• reduction amounts</li> <li>• payment limitation availability</li> <li>• net payment or overpayment amount</li> <li>• reasons for nonpayments or overpayments.</li> </ul>
8	Provide the payment amount to NPS, or update the overpayment amount to the Pending Overpayment Report.
9	Update applicable information to the Common Payment Reports. See 9-CM, Part 5 for information about the Common Payment Reports.

--\*

**\*--261 Payment Processing (Continued)**

**B Triggering Payments**

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

<b>Trigger Type</b>	<b>Description</b>	
Initial	ARC-CO and PLC	After release of the payment software, a process will automatically run to determine all CCC-861's that are approved for payment. This will initiate the process described in subparagraph A and does <b>not</b> require any County Office user interaction. <ul style="list-style-type: none"> <li>• Payments will be sent to NPS for certification and signature.</li> <li>• Overpayment will be updated to the Pending Overpayment Report.</li> </ul>
	ARC-IC	Users will enter the gross payment amount according to paragraph 266.
Primary	ARC-CO and PLC	Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve CCC-861 for ARC-CO/PLC. Entering the COC approval date initiates the payment process for the selected CCC-861's.
	ARC-IC	Subsequent payments will be initiated when County Office users modify the payment amount.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Register. If a condition causing the producer to be on the Nonpayment Register is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.	
Tertiary	The payment system will periodically recalculate all payments.	

--\*

**\*--261 Payment Processing (Continued)**

**C Sequestering ARC and PLC Payments**

The Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011, requires a reduction in payments, also known as a sequester. Whether a payment is sequestered or not depends on when the funding was “obligated”. Obligations are a behind-the-scenes process where the funding is reserved based on what the total possible expenditures of the program will be or the value of the contract or application when it is approved.

Applying sequestration is the last step in the payment process after all reductions have been applied, including payment limitation, and before the payment amount is sent to NPS. The:

- payment amount for the commodity times the sequestration percentage equals the sequestration reduction amount for that commodity

**Note:** The resulting payment amount for all commodities is added up and the total is the ARC-CO, PLC, or ARC-IC payment amount sent to NPS.

- amount is applied at the payment entity level
- amount is not attributed to members.

**Note:** The sequestration reduction amount will be displayed on the Payment History Report.

**D Sequestration Percentage**

The sequestration percentage is provided in the following table.

Program Year	Sequestration Percentage
2014	6.8

--\*

**\*--261 Payment Processing (Continued)**

**E Common Payment Reports and Sequestered Payments**

If the payments for a program year are sequestered, the disclaimers on the various Common Payment Reports will have additional wording and the payment amounts on the Common Payment Reports will either be before or after sequestration was applied. See 9-CM for additional information on the Common Payment Reports.

The following table provides specific information about each report.

**Note:** Because the sequestration reduction is applied at the payment entity level, the amount displayed on the various Common Payment Reports that are attributed or reduced for members of the entity or joint operation will not add up to the payment amount for the payment entity.

<b>Report</b>	<b>Sequestration Reduction Displayed on Report</b>	<b>Name of Payment Field</b>	<b>Amount Displayed Before or After Sequestration Applied</b>
Estimated Calculated Payment Report			
Submitted Payments Report	Not Applicable  <b>Note:</b> Payment reduced will be “Yes” <b>only</b> if reductions other than payment factor and/or sequestration apply.	Amount Submitted	After
Submitted Overpayments Report	Not Applicable	Amount Submitted	Not Applicable
Pending Overpayment Report	Not Applicable	Overpayment Amount	Not Applicable
Nonpayment/Reduction Report	No	Accumulated Amount	Before
Failed Obligations / Insufficient Funds Report	Not Applicable	Calculated Payment Amount	After
Payments Computed to Zero Report	Not Applicable	Not Applicable	Not Applicable
Payment History Report - Summary	Yes	Net Payment	After
Payment History Report - Detail	Yes	Net Payment	After

**Note:** Not applicable is listed in the table because the associated reports do **not** list reduction amounts.--\*

**\*--262 Entering ARC-IC Payment Amounts****A Introduction**

Because an automated application process is **not** available for ARC-IC, the amounts calculated through the ARC-IC spreadsheet will be recorded in the web-based ARC-IC payment process.

**263 Select an Administrative State/County Page****A Accessing the Select an Administrative State/County Page**

To access the ARC-IC Administrative State/County Selection Page, go to FSA Applications Intranet web site at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. From the FSA Intranet Screen, under “Applications Directory”, CLICK “**A-C**”. The FSA Intranet Screen will be redisplayed with applications with names starting from A to C. CLICK “**ARC-IC Payment Process**”.

**Notes:** The “ARC-IC Payment Process” option will be available once the start of payment processing is announced.

Internet Explorer shall be used when accessing the ARC-IC payment process.

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

The Select an Administrative State/County Page will be displayed.--\*

**\*--263 Select an Administrative State/County Page (Continued)**

**B Example of Select an Administrative State/County Page**

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



**C Action**

Users shall use the drop-down list to select the applicable administrative State and county.

CLICK "Continue". The ARC-IC Main Menu will be displayed.--\*

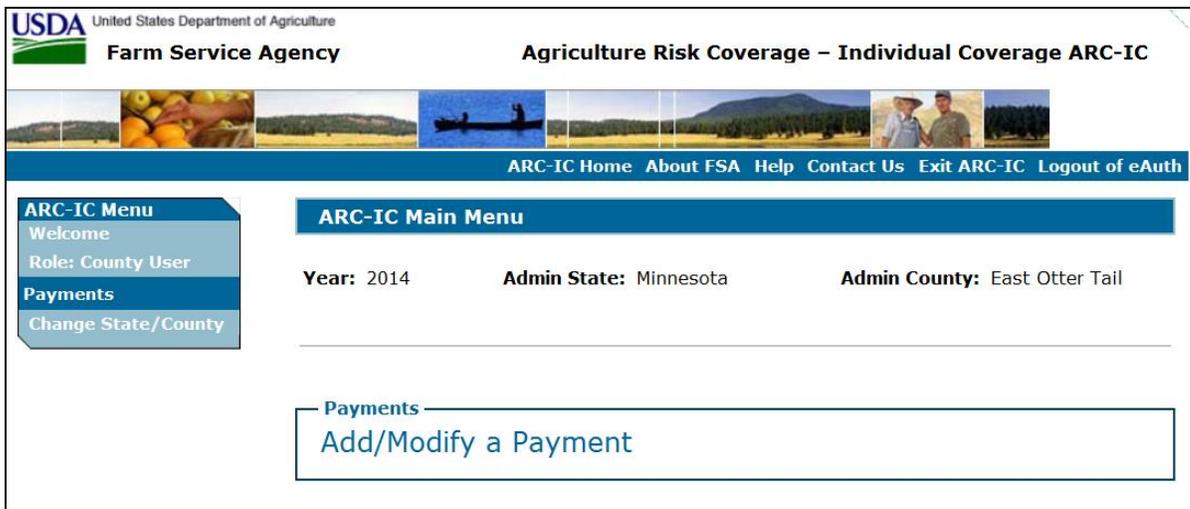
**\*--264 ARC-IC Main Menu**

**A Overview**

When a user has selected the administrative State and county for processing and clicked “Continue”, the ARC-IC Main Menu will be displayed. The ARC-IC Main Menu allows users to add or modify payment information by clicking “Add/Modify a Payment”.

**B Example of ARC-IC Main Menu**

The following is an example of the ARC-IC Main Menu.



**C Action**

Users shall select to add new payment information or to modify or delete existing payment information by clicking “Add/Modify a Payment”. The Enter a Farm Number Page will be displayed.--\*

**\*--265 Enter a Farm Number Page**

**A Overview**

When a user has clicked “Add/Modify a Payment”, the Enter a Farm Number Page will be displayed. The Enter a Farm Number Page allows the user to select the farm number to which the payment information will be associated.

**B Entering a Farm Number**

Enter a farm number according to this table.

Step	Action	Result
1	On the ARC-IC Main Menu, CLICK “Add/Modify a 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 Enter a Farm Number Page will be displayed.
3	On the Enter a Farm Number Page, enter the applicable farm number for the producer and payment to be processed and CLICK “Continue”.	The Add/Modify a Payment Page will be displayed.

**C Example of Enter a Farm Number Page**

The following is an example of the Enter a Farm Number Page.

--\*

**\*--266 Recording ARC-IC Payment Data**

**A Introduction**

Manually calculated ARC-IC payment amounts must be recorded in the web-based system to initiate the payment process. The Add/Modify a Payment Page allows the user to record the manually calculated ARC-IC payment amounts.

**B Add/Modify a Payment Page**

When a user has entered a farm number and clicked “Continue”, the Add/Modify a Payment Page will be displayed. The Add/Modify a Payment Page allows the user to select the farm number to which the payment information will be associated.

**C Recording ARC-IC Payment Amounts**

Record ARC-IC payment amounts according to this table.

Step	Action	Result
1	Enter the “Original Approval Date/Register Date” from the ARC-IC payment spreadsheet.  <b>Note:</b> This date will be entered the first time payment amounts are entered. After the payment amounts are confirmed, this date <b>cannot</b> be changed.	
2	Select a crop for processing from the drop-down list.  <b>Note:</b> Users can populate the table with crops and payment amounts by either of the following: <ul style="list-style-type: none"> <li>• selecting and adding all crops and then entering the payment amounts for the applicable crops</li> <li>• selecting to add each crop and payment amount before selecting and adding the next crop and payment amount.</li> </ul>	The crops will be added to the table.
3	Enter the payment amount for the applicable crops.  After all crops and payment amounts have been entered, CLICK “Submit” to continue with the process.  <b>Notes:</b> See paragraph 266 for additional information.  Amounts shall be recorded in whole dollars without dollar signs or commas.	The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Record Calculated Payment Confirmation Page, users shall CLICK “Confirm” to record the payment amounts entered.  <b>Note:</b> See paragraph 266 for additional information.	The ARC-IC Main Menu will be redisplayed with the message, “Payment(s) has been successfully added and/or modified.”

--\*

**\*--266 Recording ARC-IC Payment Data (Continued)**

**D Modifying ARC-IC Payment Amounts**

Modify ARC-IC payment amounts according to this table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	<p>After accessing the Add/Modify a Payment Page, previously entered amounts can be modified and/or entered as zero if the crop is no longer due a payment.</p> <p>After all payment amounts have been modified, CLICK “Submit” to continue with the process.</p> <p><b>Notes:</b> See paragraph 266 for additional information.</p> <p>Amounts shall be recorded in whole dollars without dollar signs or commas.</p>	<p>The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.</p>
2	<p>On the Record Calculated Payment Confirmation Page, users shall CLICK “Confirm” to record the payment amounts entered.</p> <p><b>Note:</b> See paragraph 266 for additional information.</p>	<p>The ARC-IC Main Menu will be redisplayed with the message, “Payment(s) has been successfully added and/or modified.”</p>

--\*

**\*--266 Recording ARC-IC Payment Data (Continued)**

**E Effect on Previously Processed Payments**

Modifying 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. The following table describes how a previously recorded payment is affected when the amounts are modified.

<b>IF previously recorded payment amounts are...</b>	<b>AND previously recorded payment amounts were...</b>	<b>AND the payment in NPS was...</b>	<b>THEN...</b>
modified to an amount greater than zero	<b>not</b> 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 overpayment will be listed on the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> <li>• <b>not</b> certified</li> <li>• certified, but <b>not</b> signed</li> </ul>	<ul style="list-style-type: none"> <li>• original amount in NPS will be canceled and the system will retrigger the payment to reprocess</li> <li>• new payment amount will be listed in NPS for certification and signature, if all eligibility requirements are met.</li> </ul>
changed to zero	<b>not</b> sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> <li>• payment amounts will be zero</li> <li>• system will retrigger the payment to reprocess to determine whether the producer is overpaid</li> <li>• an overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.</li> </ul>
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. The overpayment amount will be listed on the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> <li>• <b>not</b> certified</li> <li>• certified, but <b>not</b> signed</li> </ul>	original amount in NPS will be canceled.

--\*

\*--266 Recording ARC-IC Payment Data (Continued)

**F Examples of ARC-IC Add/Modify a Payment Page**

The following is an example of the Add/Modify a Payment Page when it is initially displayed.

USDA United States Department of Agriculture  
**Farm Service Agency** **Agriculture Risk Coverage – Individual Coverage ARC-IC**

ARC-IC Home About FSA Help Contact Us Exit ARC-IC Logout of eAuth

**ARC-IC Menu**  
 Welcome  
 Role: County User  
**Payments**  
 Change State/County  
 ARC-IC Main Menu

**Add/Modify a Payment**

**Year:** 2014      **Admin State:** Minnesota      **Admin County:** East Otter Tail  
**Producer:** IMA PRODUCER      **Farm Number:** 1234

**2014 ARC-IC**  
 Original Approval Date/  
 Register Date:  
 (mm/dd/yyyy)

Action	Crop	Payment Amount
	Crop: <input type="text" value="Select"/>	

--\*

\*--266 Recording ARC-IC Payment Data (Continued)

F Examples of ARC-IC Add/Modify a Payment Page (Continued)

The following is an example of the Add/Modify a Payment Page after payment data has been entered for the first time.

USDA United States Department of Agriculture  
**Farm Service Agency**      **Agriculture Risk Coverage – Individual Coverage ARC-IC**

ARC-IC Home   About FSA   Help   Contact Us   Exit ARC-IC   Logout of eAuth

**ARC-IC Menu**  
 Welcome  
 Role: County User  
**Payments**  
 Change State/County  
 ARC-IC Main Menu

**Add/Modify a Payment**

**Year:** 2014      **Admin State:** Minnesota      **Admin County:** East Otter Tail

**Producer:** IMA PRODUCER      **Farm Number:** 1234

**2014 ARC-IC**

**Original Approval Date/  
 Register Date:  
 (mm/dd/yyyy)**      09/28/2015

Action	Crop	Payment Amount
Remove	Barley	\$ 827
Remove	Corn	\$ 4375
Remove	Soybeans	\$ 1460
Remove	Oats-Gen	\$ 2,934
Remove	Wheat-Gen	\$ 12531

**Crop:** Select

Submit   Cancel

--\*

**\*--266 Recording ARC-IC Payment Data (Continued)**

**G Add/Modify a Payment Page Options**

The following options are available on the Add/Modify a Payment Page.

Option	Action
Remove	<p>CLICK “Remove”, which is listed to the left of a crop, to remove the crop and/or payment amount from the page.</p> <p><b>Note:</b> The “Remove” option is only available during the initial time the crop has been selected for processing.</p>
Submit	<p>CLICK “Submit” to continue the process of recording ARC-IC payment data after amounts have been recorded.</p>
Cancel	<p>CLICK “Cancel” to discontinue the process and return to the ARC-IC Main Menu <b>without</b> submitting the payment amounts.</p>

**H Error Messages**

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

Error Message	Description of Problem	Corrective Action
<p>Payment Amount is empty or not numeric for the crop: “crop name”.</p>	<ul style="list-style-type: none"> <li>• An amount must be entered in each payment amount field.</li> <li>• Amounts entered include dollar signs or commas.</li> </ul> <p><b>Note:</b> After the initial payment information has been entered and confirmed, zero is an acceptable payment amount when modifying the original payment amount. A zero payment amount indicates the crop is no longer due a payment.</p>	<p>Correct the amounts recorded in each field ensuring that only numeric data is entered <b>without</b> dollar signs or commas.</p> <p>Ensure that an amount has been recorded in each field.</p>
<p>The amount recorded in each field must be in whole dollars.</p>	<p>Amounts entered must be in whole dollars.</p>	<p>Ensure that the amount entered is in whole dollars.</p>

--\*

**\*--266 Recording ARC-IC Payment Data (Continued)**

**I Example of Add/Modify Payment Confirmation Page**

The following is an example of the Add/Modify Payment Confirmation Page.

**J Add/Modify Payment Confirmation Page Options**

The following options are available on the Add/Modify Payment Confirmation Page.

Option	Action
Submit	CLICK “Submit” to continue the process of recording ARC-IC payment data after amounts have been recorded.
Back	CLICK “Back” to return to the Add/Modify a Payment Page.
Cancel	CLICK “Cancel” to discontinue the process and return to the ARC-IC Main Menu <b>without</b> submitting the payment amounts.

--\*

\*--266 Recording ARC-IC Payment Data (Continued)

**K Add/Modify a Payment Page**

The following is an example of the Add/Modify a Payment Page after initial payment data was confirmed and has now been modified.

**Notes:** In the following example, corn is no longer due a payment and the oats-Gen amount has been changed.

“Remove” is no longer listed in the table under the “Action” heading since this is no longer the first time the payment amounts are being entered.

The confirmation of the payment data will function as provided for in subparagraph I.

USDA United States Department of Agriculture  
Farm Service Agency  
Agriculture Risk Coverage - Individual Coverage ARC-IC

ARC-IC Home About FSA Help Contact Us Exit ARC-IC Logout of eAuth

**ARC-IC Menu**  
Welcome  
Role: County User  
**Payments**  
Change State/County  
ARC-IC Main Menu

**Add/Modify a Payment**

Year: 2014      Admin State: Minnesota      Admin County: East Otter Tail  
Producer: IMA PRODUCER      Farm Number: 1234

**2014 ARC-IC**  
Original Approval Date/  
Register Date:  
(mm/dd/yyyy)      09/28/2015

Action	Crop	Payment Amount
	Barley	\$ 827
	Corn	\$ 0
	Soybeans	\$ 1460
	Oats-Gen	\$ 2234
	Wheat-Gen	\$ 12531

Crop: Select

Submit Cancel

--\*

267-279 (Reserved)

## \*--280 ARC and PLC Payment Reports

**A Displaying or Printing ARC and PLC Payment Reports**

ARC and PLC payment reports are available to provide information about each payment, nonpayment, or overpayment. Most of the payment reports have information that is common between program areas, so information about these reports is provided in 9-CM. The Estimated Calculated Payment Report and the Payment History Report - Detail have program-specific data so information for these reports are provided in this handbook. ARC and PLC payment report information is available according to the following table.

<b>Report Name</b>	<b>Type of Data</b>	<b>Reference</b>
Estimated Calculated Payment Report	Live	9-CM, paragraph 52
<b>Note:</b> This report is <b>not</b> available for ARC-IC.		
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Failed Obligations / Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed in Zero Report	Live	9-CM, paragraph 68
Payment History Report - Summary	Report Database	9-CM, paragraph 69
Payment History Report - Detail	Report Database	Paragraph 285

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

**\*--281 Estimated Calculated Payment Report**

**A Introduction**

The Estimated Calculated Payment Report will include information about calculating the ARC-CO or PLC payment for each producer on the farm.

**B Reviewing the Estimated Calculated Payment Report**

County Offices shall access the Estimated Calculated Payment Report to view or print the calculated payment information for the farm or producers on the farm. The Estimated Calculated Payment Report process allows County Offices to view or print the Estimated Calculated Payment Report.

**C Accessing the Estimated Calculated Payment Report**

Access the Estimated Calculated Payment Report according to 9-CM, paragraph 52.--\*

**\*--281 Estimated Calculated Payment Report (Continued)**

**D Informational Message When Accessing the Estimated Calculated Payment Report**

The following informational messages may be received based on the selections entered to display the Estimated Calculated Payment Report.

<b>Selected Program and Type</b>	<b>Selection Type</b>	<b>Informational Message</b>	<b>Description</b>
ARC-CO	Farm Number	Farm Number XXX doesn't have a contract for the selected program and type.	The selected farm number does not have an ARC-CO contract.  <b>Note:</b> The farm may have a PLC contract, it may be a PLC – default farm, or the farm may not have any type of contract.
	Producer Name	Producer doesn't have a contract for the selected program and type.	The selected producer does not have an ARC-CO contract.  <b>Note:</b> The producer may have a PLC contract, it may be a PLC – default farm, or the producer may not have any type of contract.
	Producer or Farm Number	Producer or farm doesn't have attributed generic base acres.	The selected producer or farm number has an ARC-CO contract with only generic base acres; however, there are not any attributed generic base acres.
PLC	Farm Number	Farm Number XXX doesn't have a contract for the selected program and type.	The selected farm number does not have a PLC contract.  <b>Note:</b> The farm may have an ARC-CO contract, it may be a PLC – default farm, or the farm may not have any type of contract.
	Producer Name	Producer doesn't have a contract for the selected program and type.	The selected producer does not have a PLC contract.  <b>Note:</b> The producer may have an ARC-CO contract, it may be a PLC – default farm, or the producer may not have any type of contract.
	Producer or Farm Number	This is a PLC default contract.	The Estimated Calculated Payment Report will not display.
		Producer or farm doesn't have attributed generic base acres.	The selected producer or farm number has a PLC contract with only generic base acres; however, there are not any attributed generic base acres.

--\*

**\*--281 Estimated Calculated Payment Report (Continued)**

**E ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report**

The following ARC-CO information will be displayed and/or printed on the Estimated Calculated Payment Report.

**Note:** The Estimated Calculated Payment Report will display when the ARC-CO contract is in an enrolled or approved status.

<b>Field</b>	<b>Description</b>
State	State as selected.
County	County as selected.
Program Year	Year associated with CCC-861 that was filed by the producer.
Program Name	Program name "Agriculture Risk Coverage Program".
Program Type	Program type "ARC-CO".
Date	Date the Estimated Calculated Payment Report was printed.
Approved Contract	Indicator of "Y" or "N" provides status of whether CCC-861 is approved or not approved.
Cropland Reported	Indicator of "Y" or "N" provides status of whether all cropland has been certified and reported.
Farm Number	Farm number from CCC-861.
Producer Name	Name of the producer associated with the selection.
Crop	Name of the crop from CCC-861.
Average Benchmark Yield	Average benchmark yield from the Program Load Table.
Average Benchmark Price	Average benchmark price from the Program Load Table.
Benchmark County Revenue	Benchmark county revenue is determined by multiplying the following: <ul style="list-style-type: none"> <li>• average benchmark yield, times</li> <li>• average benchmark price</li> </ul>
Guarantee	Guarantee is determined by multiplying the following: <ul style="list-style-type: none"> <li>• benchmark county revenue, times</li> <li>• 86 percent.</li> </ul>
Marketing Year Average Price	Marketing year average price from the Program Load Table.
National Loan Rate	National loan rate from the Program Load Table.
County Actual Yield	County actual yield from the Program Load Table.
Actual Crop Revenue	Actual crop revenue is determined by multiplying the following: <ul style="list-style-type: none"> <li>• higher of either of the following:                             <ul style="list-style-type: none"> <li>• marketing year average price</li> <li>• national loan rate, times</li> </ul> </li> <li>• county actual yield.</li> </ul>

--\*

## \*--281 Estimated Calculated Payment Report (Continued)

## E ARC-CO Information Displayed/Printed on the Estimated Calculated Payment Report (Continued)

Field	Description
Revenue Shortfall	Revenue shortfall is determined by subtracting the following: <ul style="list-style-type: none"> <li>• guarantee, minus</li> <li>• actual crop revenue.</li> </ul> <b>Note:</b> Footnote 1 will be listed on the report with the message, “Actual Crop Revenue is greater than the Guarantee. Revenue shortfall is zero which results in a zero payment rate.”
10% CAP	10% CAP is determined by multiplying the following: <ul style="list-style-type: none"> <li>• benchmark revenue, times</li> <li>• 10 percent.</li> </ul>
Base Acres	Base acres for the crop from CCC-861.
Payment Acres	Payment acres are determined by multiplying the following: <ul style="list-style-type: none"> <li>• base acres, times</li> <li>• 85 percent.</li> </ul>
FAV Reduction Acres	FAV reduction acres from the FAV system.
Net Payment Acres	Net payment acres are determined by subtracting the following: <ul style="list-style-type: none"> <li>• payment acres, minus</li> <li>• FAV reduction acres.</li> </ul>
Producer Share	Producer share for the crop from CCC-861.
Payment Rate	Payment rate is the lessor of either of the following: <ul style="list-style-type: none"> <li>• revenue shortfall</li> <li>• 10 percent CAP.</li> </ul> <b>Note:</b> Footnote 1 will be listed on the report with the message, “Actual Crop Revenue is greater than the Guarantee. Revenue shortfall is zero which results in a zero payment rate.”
Calculated Payment	Calculated payment for the crop is determined by multiplying the following: <ul style="list-style-type: none"> <li>• net payment acres, times</li> <li>• producer share, times</li> <li>• payment rate.</li> </ul> <b>Note:</b> Footnote 2 may be listed on the report with the message, “One or more data elements used in the payment calculation is zero, resulting in a zero calculated payment.”
Total Calculated Payment	Total ARC-CO payment for the producer is determined by adding all calculated payments determined for all crops.

--\*

**\*--281 Estimated Calculated Payment Report (Continued)**

**F PLC Information Displayed/Printed on the Estimated Calculated Payment Report**

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

**Note:** The Estimated Calculated Payment Report will display when the PLC contract is in an enrolled or approved status.

<b>Field</b>	<b>Description</b>
State	State as selected.
County	County as selected.
Program Year	Year associated with CCC-861 that was filed by the producer.
Program Name	Program name "Price Loss Coverage Program".
Program Type	Program type "PLC".
Date	Date the Estimated Calculated Payment Report was printed.
Approved Contract	Indicator of "Y" or "N" provides status of whether CCC-861 is approved or not approved.
Cropland Reported	Indicator of "Y" or "N" provides status of whether all cropland has been certified and reported.
Farm Number	Farm number from CCC-861.
Producer Name	Name of the producer associated with the selection.
Crop	Name of the crop from CCC-861.
Base Acres	Base acres for the crop from CCC-861.
Payment Acres	Payment acres are determined by multiplying the following: <ul style="list-style-type: none"> <li>• base acres, times</li> <li>• 85 percent.</li> </ul>
FAV Reduction Acres	FAV reduction acres from the FAV system.
Net Payment Acres	Net payment acres are determined by subtracting the following: <ul style="list-style-type: none"> <li>• payment acres, minus</li> <li>• FAV reduction acres.</li> </ul>
Payment Yield	Payment yield from CCC-861.
Producer Share	Producer share from CCC-861.
Reference Price	Program Load Table.

--\*

\*--281 Estimated Calculated Payment Report (Continued)

**F PLC Information Displayed/Printed on the Estimated Calculated Payment Report (Continued)**

Field	Description
Effective Price	Effective price is the lessor of either of the following: <ul style="list-style-type: none"> <li>• marketing year average price</li> <li>• national loan rate.</li> </ul>
Payment Rate	Payment rate is determined by subtracting the following: <ul style="list-style-type: none"> <li>• reference price, minus</li> <li>• effective price.</li> </ul> <p><b>Note:</b> Footnote 1 will be listed on the report with the message, “Effective Price is greater than the Reference Price which results in a zero payment rate.”</p>
Calculated Payment	Calculated payment for the crop is determined by multiplying the following: <ul style="list-style-type: none"> <li>• net payment acres, times</li> <li>• yield, times</li> <li>• producer share, times</li> <li>• payment rate.</li> </ul> <p><b>Note:</b> Footnote 2 may be listed on the report with the message, “One or more data elements used in the payment calculation is zero, resulting in a zero calculated payment.”</p>
Total Calculated Payment	Total PLC payment for the producer is determined by adding all calculated payments determined for all crops.

--\*

282-284 (Reserved)



**\*--285 Payment History Report - Detail**

**A Introduction**

The Payment History Report - Detail is a report that provides detailed information about the ARC and PLC payment for the farm and producer.

**B Accessing the Payment History Report**

Access the Payment History Report - Detail according to 9-CM, paragraph 52.

**C ARC-CO Information on the Payment History Report - Detail**

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

<b>Field</b>	<b>Description</b>
State	State as selected.
County	County as selected.
Program Year	Year associated with CCC-861 that was filed by the producer.
Program Name	Program name, "Agriculture Risk Coverage Program - County".
Date	Date the Payment History Report - Detail was printed.
Farm Number	Farm number from CCC-861.
Producer Name	Name of the producer associated with the selection.
Business Type	Business type associated with the producer.
<b>Producer Information</b>	
Date	Date the payment or overpayment was processed.
State/County	State and county codes associated with the applicable transaction record.
Payment Entity/Member Name	Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for: <ul style="list-style-type: none"> <li>• an entity or joint operation where amounts were attributed to members</li> <li>• a member to show the payment entity the amount was attributed through.</li> </ul>
Payment ID Number	Payment ID number is a unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Contract/Application/Farm	Contract, application, or farm number from CCC-861.
Commodity/Payment Type	Name of the commodity from CCC-861.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: <ul style="list-style-type: none"> <li>• payment</li> <li>• receivable</li> <li>• canceled payment.</li> </ul>
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Net Payment	Net payment amount for the producer after all reductions have been applied.
Reduction Reason	Reason for the reduction applied to the gross payment amount.

--\*

## \*--285 Payment History Report – Detail (Continued)

**D PLC Information on the Payment History Report - Detail**

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

<b>Field</b>	<b>Description</b>
State	State as selected.
County	County as selected.
Program Year	Year associated with CCC-861 that was filed by the producer.
Program Name	Program name, "Price Loss Coverage".
Date	Date the Payment History Report - Detail was printed.
Farm Number	Farm number from CCC-861.
Producer Name	Name of the producer associated with the selection.
Business Type	Business type associated with the producer.
<b>Producer Information</b>	
Date	Date the payment or overpayment was processed.
State/County	State and county codes associated with the applicable transaction record.
Payment Entity/Member Name	Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for: <ul style="list-style-type: none"> <li>• an entity or joint operation where amounts were attributed to members</li> <li>• a member to show the payment entity the amount was attributed through.</li> </ul>
Payment ID Number	Payment ID number is a unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Contract/Application/Farm	Contract, application, or farm number from CCC-861.
Commodity/Payment Type	Name of the commodity from CCC-861.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: <ul style="list-style-type: none"> <li>• payment</li> <li>• receivable</li> <li>• canceled payment.</li> </ul>
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Net Payment	Net payment amount for the producer after all reductions have been applied.
Reduction Reason	Reason for the reduction applied to the gross payment amount.

--\*

**\*--285 Payment History Report – Detail (Continued)**

**E ARC-IC Information on the Payment History Report - Detail**

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

<b>Field</b>	<b>Description</b>
State	State as selected.
County	County as selected.
Program Year	Year associated with CCC-862 that was filed by the producer.
Program Name	Program name, "Agriculture Risk Coverage Program - Individual".
Date	Date the Payment History Report - Detail was printed.
Farm Number	Farm number from CCC-862.
Producer Name	Name of the producer associated with the selection.
Business Type	Business type associated with the producer.
<b>Producer Information</b>	
Date	Date the payment or overpayment was processed.
State/County	State and county codes associated with the applicable transaction record.
Payment Entity/Member Name	Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for: <ul style="list-style-type: none"> <li>• an entity or joint operation where amounts were attributed to members</li> <li>• a member to show the payment entity the amount was attributed through.</li> </ul>
Payment ID Number	Payment ID number is a unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Contract/Application/Farm	Contract, application, or farm number from CCC-861.
Commodity/Payment Type	Name of the commodity from CCC-861.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: <ul style="list-style-type: none"> <li>• payment</li> <li>• receivable</li> <li>• canceled payment.</li> </ul>
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Net Payment	Net payment amount for the producer after all reductions have been applied.
Reduction Reason	Reason for the reduction applied to the gross payment amount.

--\*

**286-289 (Reserved)**



**\*--Section 3 Canceling ARC and PLC Payments****290 General Provisions for Canceling Payments****A Canceling Payments**

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

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

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

If the:

- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due
- 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.--\*

**291-299 (Reserved)**



**\*--Section 4 Overpayments**

**300 General Provisions for Overpayments**

**A Introduction**

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

**301 Collecting Overpayments**

**A Introduction**

Overpayment amounts will be determined by farm and producer. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments.

**B Overpayments and Due Dates**

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

<b>Time of Determination</b>	<b>Situation</b>	<b>Overpayment Due Date</b>
Any time.	Payment was issued for the wrong farm or producer.	Immediately
After something affecting the payment amount is changed on CCC-861 or CCC-862.	The payment was issued and later something affecting the payment amount changes on CCC-861 or CCC-862.	Immediately
After producer misrepresentation is determined.	Producer received a payment and COC determines that the producer misrepresented their interest on CCC-861 or CCC-862.	Immediately
After payment limitation exceeded.	It is determined that the payment issued exceeds the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changes that makes the producer ineligible for payment.	Immediately
After cropland acres are changed so that all acres are not reported and/or certified on FSA-578.	Payment was issued and FSA-578 information is changed so that all acres are no longer reported and/or FSA-578 is no longer certified.	Immediately
Any time CCC-861 or CCC-862 is canceled.	CCC-861 or CCC-862 was canceled after payments were issued to the producer.	Immediately.

--\*

**\*--302 Charging Interest****A Introduction**

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

**B Ineligible Producers**

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received an ARC and PLC payment
- the producer does not meet AGI provisions
- conservation compliance provisions are violated
- controlled substance provisions are **not** met
- member contribution provisions are **not** met
- substantive change provisions are **not** met.

Interest for ineligible producers shall be charged from the date of disbursement.

**C When Not to Charge Interest**

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.--\*

Reports, Forms, Abbreviations, and Delegations of Authority Reports

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Includes Form AD-1026 Appendix)		250, 252, 260
CCC-36	Assignment of Payment		260
CCC-37	Joint Payment Authorization		260
CCC-861	Agricultural Risk Coverage-County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		Text
CCC-861 and CCC-862 Appendix	2014-2018 Crop Year Appendix to CCC-861, Price Loss Coverage (PLC) and Agriculture Risk Coverage with County Option (ARC-CO) Program Contract and CCC-862, Agriculture Risk Coverage with Individual Option (ARC-IC) Program Contract		Text
CCC-862	Agricultural Risk Coverage-Individual Option (ARC-IC) Contract		Text
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		250, 260
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		250, 252, 260
FSA-13-A	Data Security Access Authorization Form		55
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		250
FSA-578	Report of Acreage		22, 23, 51, 72, 301

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

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviations</b>	<b>Term</b>	<b>Reference</b>
ARC	agriculture risk coverage	Text
ARC-CO	agriculture risk coverage-county	Text
ARC-IC	agriculture risk coverage-individual	Text
eARCPLC	electronic ARCPLC	45, 61, 62
EAS	Extensible Authorization System	12, 55
ERSR	Electronic Repository for Security Requests	55
OO	owner/operator	22, 23, 32, 43, 72, 73
OP	operator	22, 23, 32, 43, 72, 73
OT	other producer	22, 23, 32, 43, 72, 73
OW	owner	22, 23, 32, 43, 72, 73
PLC	price loss coverage	Text
RLMS	Representatives Link Management System	6, 22, 23, 32
SLR	Security Liaison Representative	55

**Re delegations of Authority**

COC may redelegate authority to approve CCC-861's and CCC-862's, in routine cases. Redelegations shall be documented in COC minutes.