

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Agriculture Risk Coverage and Price Loss Coverage Program Automation 2-ARCPLC	Amendment 7
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 51 has been amended to update the example of the Reports Screen and to include new reports to support the 2019-2023 signup years for ARC/PLC.

Part 3 has been added to provide software instruction for ARC/PLC election and enrollment for years 2019-2023.

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TC	Text	Exhibit
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50 Contract Change Detected Screen After Enrollment (Continued)

C Contract Changed Detected Screen Options

The following table provides the field descriptions and actions on the Contract Changed Detected Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
Modify Contract Dates	Summary by Crop Screen, Summary by Producer Screen, or the Individual Producer Screen will be displayed, as applicable, to load the enrollment and approval dates.
Submit Initiated Contract	Contact Submission Screen will be displayed with a message that CCC-861 or CCC-862 was successfully initiated for the farm. All previously loaded enrollment and approval dates will be removed.

51 Reports Screen

A Overview

Several standard reports are available for County Offices to use as tools for ARCPLC signup. To access reports, from the left navigation menu under “Sign-Up”, CLICK “Reports”.

B Example of the Reports Screen

Following is an example of the Reports Screen

*--

ARC/PLC Menu
 Welcome:
 Role: Admin Enter
Sign-Up
 State County Selection
 Search Selection
 Update Signatures
 Approve Contracts
 CCC Representative Electronic Approval
 Cancel Contract Reports
 Producer Violations
 Email Address
 Physical County Breakout
 IC Reporting
 IC Reporting Workbook
 Blank CCC-862
 Blank CCC-866
 Appendix

Reports

Program Year: 2020 State: Iowa(19) County: Adair(001)

Contract Reports Selection Criteria
 CCC-862/866 Farm:
 CCC-862/866 Appendix
 Estimated Calculated Payment Report (ECPR)
Note: ECPR is only available for producers with contracts that have either ARC-County or PLC data.
 ARC-County PLC Farm:

Select Report

- County Summary
- State Summary
- National Summary (CSV format)
- National Payment Rates (CSV format)
- Farms With Base Acres Greater Than Zero Without An Active CCC-862/866
- Farms With Base Acres Greater Than Zero Without An Active CCC-862/866 with Operator Contact Information (CSV format)
- All Farms Initiated but Not Enrolled
- All Farms Initiated but Not Enrolled with Operator Contact Information (CSV format)
- All Farms Enrolled but Not Approved
- All Farms Enrolled but Not Approved with Operator Contact Information (CSV format)
- All Pending Approval Farms
- All Approved Farms
- All Approved Farms with Operator Contact Information (CSV format)
- All Canceled Farms
- All Canceled Farms with Operator Contact Information (CSV format)
- Producers with Electronic Signatures
- Initiated Farms with Shares Not Equal to 100 Percent
- Enrolled or Approved Farms with Shares Not Equal to 100 Percent
- All Farms With CCC Representative Electronic Approval
- All Farms With Cash Rent Certification Signature Type
- All Approved Farms For A Specific Time Period
 Start Date : End Date :
[Calendar](#) [Calendar](#)
- Farms With Base Acres of 10.0 Acres or Less
- Farms With Base Acres of 10.0 Acres or Less and An Active CCC-862/866
- Farms With Generic Share Override
- Farms With Physical location Payment Elected
- Missing Signatures
- Missing Signatures with Producer Contact Information (CSV format)
- County Crop Combinations that contain an ARC-CO election
- Farms with Multiple Year Contracts
- Farms with Multiple Year Contracts with Operator Contact Information (CSV format)
- Enrolled and Approved Farms with Grass Indicator
- Enrolled and Approved Farms with Grass Indicator (CSV format)
- Multiple Year Contract in Prior Year without Current Year Enrollment
- Multiple Year Contracts in Prior Year without Current Year Enrollment with Operator Contact Information (CSV format)

Select Report by Status
Note: Select at least one or more statuses to run the reports below.
 Enrolled Approved

- Farms Not Certified
- Names and Addresses of Producers with Shares Greater than 1 Percent
- Names and Addresses of Producers with Shares Greater than 1 Percent (CSV format)
- All Farms with Enrollment Date Modifications After September 30 - State Level
 Month:
- All Farms with Enrollment Date Modifications After September 30 - National Level
 Month:
- Producers with Share on FSA-578 without a valid signature for payment on the CCC-862/866
- Reported Covered Commodities from Contracts with Generic Acres
- Generic Base Farms with Commodities without a PLC yield
- Producers with Base Acres interest Greater than Reported Interest

--*

51 Reports Screen (Continued)

C Report Descriptions and Options

The following table provides the report, action required, and data elements for the report and Report Screen options. Only 1 report can be created at a time. Reports will be displayed in PDF with an option to print.

Note: All reports, **except** CCC-861, CCC-862, and CCC-861 and CCC-862 Appendix reports are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

Item	Report	Action	Result
1	CCC-861/862	Select report and enter farm number.	Prefilled CCC-861 or CCC-862 will be displayed.
2	CCC-861/862 Appendix	Select report.	ARCPLC terms and conditions will be displayed.
3	County Summary	Select report.	Report will be displayed providing a summary of ARCPLC enrollment information in the county.
4	*--Estimated Calculated Payment Report (ECPR)	Select ARC-County or PLC and enter the farm number.	The ECPR will be displayed for the farm and program selected.--*
5	Farms With Base Acres Greater Than Zero Without An Active CCC-861/862	Select report.	Report will be displayed identifying all farms that have base acres greater than zero in farm maintenance, but do not have an initiated CCC-861 or CCC-862.
6	Farms With Base Acres Greater Than Zero Without an Active CCC-861/862 With Operator Contact Information (CSV Format)	Select report.	Report will be displayed identifying all farms that have base acres greater than zero in farm maintenance, but do not have an initiated CCC-861 or CCC-862. The report will also include the operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
7	All Farms Initiated but Not Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated, but have not been enrolled.
8	All Farms Initiated but Not Enrolled With Operator Contact Information (CSV Format)	Select report.	Report will be displayed identifying all farms that have been initiated, but have not been enrolled. The report will also include the operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
9	All Farms Enrolled but Not Approved	Select report.	Report will be displayed identifying all farms that have an enrollment date entered, but have not been approved.

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51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

Item	Report	Action	Result
10	All Farms Enrolled but Not Approved With Operator Contact Information (CSV Format)	Select report.	Report will be displayed identifying all farms that have an enrollment date entered but have not been approved. The report will also include the operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
11	All Pending Approval Farms	Select report.	Report will be displayed identifying all farms pending approval.
12	All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
13	All Approved Farms with Operator Contact Information (CSV format)	Select report.	Report will be displayed identifying all approved farms. The Report will also include the operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
14	All Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by automated farm maintenance changes.
15	All Canceled Farms with Operator Contact Information (CSV Format)	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by automated farm maintenance changes. The Report will also include the operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
16	Producers with Electronic Signatures	Select report.	Report will be displayed with all producers that have electronically signed CCC-861 or CCC-862.
17	Initiated Farms With Shares Not Equal to 100 Percent	Select report.	Report will be displayed identifying all farms that do not have 100 percent of the shares designated.
18	Enrolled or Approved Farms With Shares Not Equal to 100 Percent	Select report.	Report will be displayed identifying farms that do not have 100 percent of the shares designated only on contracts that are enrolled or approved.
19	All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC electronic approval process.
20	All Farms With Cash Rent Certification Signature Type	Select report.	Report will be displayed identifying all farms that have 1 or more producers with a cash rent certification signature type.
21	All Approved Farms For A Specific Time Period	Select report and enter start and end dates.	Report will be displayed identifying all farms that were approved within the selected dates.

51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

Item	Report	Action	Result
22	Farm With Base Acres of 10.0 Acres or Less	Select report.	Report will be displayed providing farm numbers with 10.0 or less base acres.
23	Farm With Base Acres of 10.0 Acres or Less and on Active CCC-861/CCC-862	Select report.	Report will be displayed providing farm numbers with 10.0 or less base acres and on active CCC-861/CCC-862.
24	Farm With Generic Share Override	Select report.	Report will provide farm numbers for all farms that had a generic share override applied according to paragraph 46.
25	Farms With Physical Location Payment Elected	Select report.	Report will provide farm numbers for all farms that had a physical location payment elected according to paragraph 47.
26	Missing Signatures	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm that are missing signatures.
27	Missing Signatures with Producer Contact Information (CSV Format)	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm that are missing signatures. The Report will also include the producer's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
*--28	Farms with Multiple Year Contracts	Select report.	Report will provide farm numbers for all farms that have been designated as multi-year contracts in the year selected.
29	Farms with Multiple Year Contracts with Operator Contract Information	Select report.	Report will provide farm numbers for all farms that have been designated as multi-year contracts in the year selected. The Report will also include the Operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.
30	Enrolled and Approved Farms with Grass Indicator	Select report.	Report will provide farm numbers for all farms that a flag of CG in farm records and an enrolled and/or approved contract in the ARC/PLC software.
31	Enrolled and Approved Farms with Grass Indicator with Operator Contact information (CSV Format)	Select report.	Report will provide farm numbers for all farms that a flag of CG in farm records and an enrolled and/or approved contract in the ARC/PLC software. The report will also include the Operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.--*

51 Reports Screen (Continued)

C Report Descriptions and Options (Continued)

Item	Report	Action	Result
*--32	Multiple year Contract in Prior Year without Current Year Enrollment	Select report.	Report will provide farm numbers for all farms that had a multi-year enrollment in the prior year but are not enrolled in the current year.
33	Multiple year Contracts in Prior Year without Current Year Enrollment with Operator Contact Information (CSV Format)	Select report.	Report will provide farm numbers for all farms that had a multi-year enrollment in the prior year but are not enrolled in the current year. The report will also include the Operator's first name, last name, business name, suffix, street address, city, State, ZIP code, telephone number, and e-mail address.--*
34	Farms Not Certified	SELECT "Enrolled" or "Approved" then select the report.	Report will be displayed identifying all farms with less than 100 percent cropland certified on FSA-578.
35	Names and Addresses of Producers with Shares Greater than 1 Percent	SELECT "Enrolled" or "Approved" then select the report.	Report will provide the name and address of all producers with shares greater than .01 percent on CCC-861 or a signature type present on CCC-862.
36	Names and Addresses of Producers with Shares Greater than 1 Percent (CSV Format)	SELECT "Enrolled" or "Approved" then select the report.	Report will provide the name and address of all producers with shares greater than .01 percent on CCC-861 or a signature type present on CCC-862. (CVS Format) The report will also include the producer's first name, last name, business name, suffix, street address, etc., State, ZIP Code, telephone number, and e-mail address.
37	Producers with Share on FSA-578 without a valid signature on the CCC-861/862	SELECT "Enrolled" or "Approved" then select the report.	Report is used for ARC-IC. Report will be displayed identifying all producers who share in an ARC-IC crop on FSA-578, but do not have an actual signature on CCC-682.
38	Reported Covered Commodities from Contracts with Generic Acres	SELECT "Enrolled" or "Approved" then select the report.	Report will be displayed with all covered commodities reported on FSA-578 on all CCC-861's or CCC-862's with generic acres.

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 “Submit” .	Prefilled CCC-861 or CCC-862 will be displayed.
CCC-861/862 Appendix	Click radio button and CLICK “Submit” .	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 not submitted, it will not be saved. Search by Producer or Farm Screen will be displayed.	

93-110 (Reserved)

--Part 3 ARCPLC Software 2019-2022*111 Overview****A Basic Information**

For the 2018 Farm Bill covering the 2019-2023 program years, the software application will be updated from the screens that were used for the 2014 Farm Bill that covered the program years 2014-2018. The application will provide the appropriate screens based on the program year the user selects.

This section will cover the 2019-2023 years. For the 2014-2018 years, see paragraphs 11-33.

ARCPLC software is intuitive web-based software with a centralized database. CCC-866 and CCC-862 will be updated by:

- County Office employees
- State Office employees that have been granted access to ARCPLC.

All State and County Office employees that have access to ARCPLC software will be able to load CCC-866 or CCC-862 for any customer nationwide. FSA customers with Internet access and eAuthentication Level 2 security access can load CCC-866's or CCC-862's for all farms to which they are linked. See Part 2 for additional information.

Note: Producers with eAuthentication Level 2 security access, and a representative role established in RLMS, are able to view and modify CCC-866's or CCC-862's on behalf of the producer they represent.

ARCPLC software will read farm and tract maintenance files.

B Definitions

In this part, user means County Office employee and producer **except** where specifically noted.

Home county means administrative county in the web-based environment.--*

*--Section 1 County Office Access

Subsection 1 ARCPLC Software Access

112 ARCPLC Website

A Accessing the ARCPLC Website

To access the ARC/PLC Main Menu, go to the FSA Applications Intranet website at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. From the FSA Intranet Screen, under “FSA Applications”, “Applications Directory”, CLICK “A-C”. The FSA Intranet Screen will be displayed with applications with names starting with A to C. CLICK “ARC/PLC Contract”.

Note: Internet Explorer shall be used when accessing ARCPLC software.

The ARC/PLC Login Screen will be displayed.

B ARC/PLC Login Screen

After users CLICK “ARC/PLC Contract”, the following ARC/PLC Login Screen will be displayed. CLICK “ARC/PLC Login” to continue.



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**”.--*

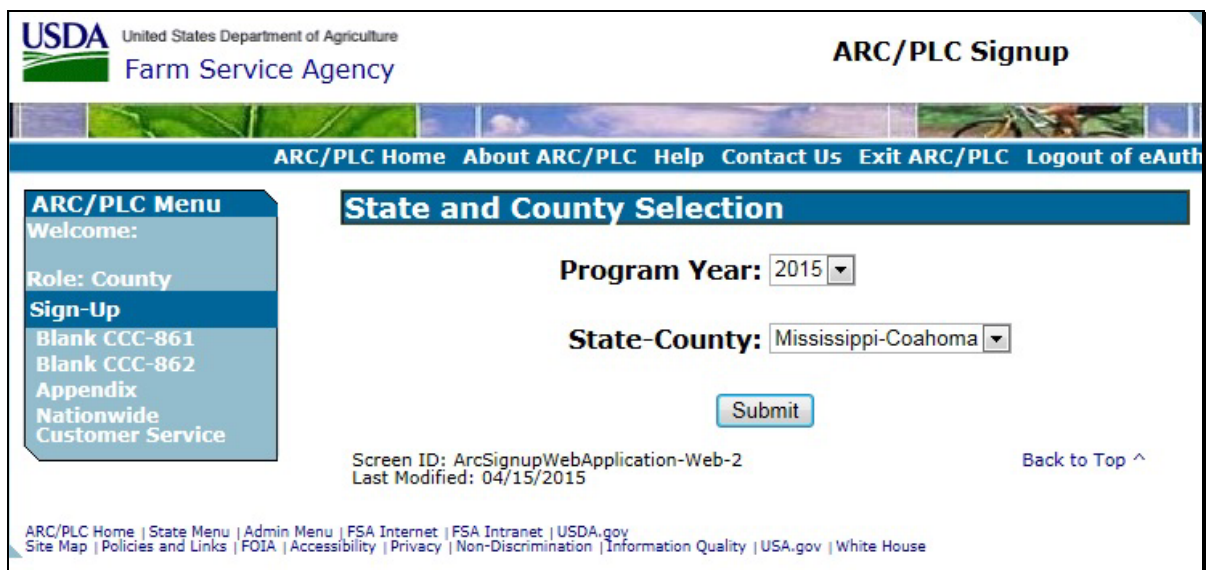
***--113 State, County, and Year Selection**

A Overview

To access nationwide customer service, from the left navigation menu under “Sign-Up”, CLICK “**Nationwide Customer Service**”. When users are logged in and have been authenticated, users **must** select a State, county, and program year to process CCC-866 or CCC-862 in the home county. This provides **all** users nationwide the ability to create and load CCC-866’s or CCC-862’s for **any** producer. See paragraph 49 for more information on nationwide customer service access.

B Example of State and County Selection Screen

The following is an example of the State and County Selection Screen.



C State and County Selection Screen Options

The following options are available on the State and County Selection Screen.

Field/Button	Action
Program Year	Select correct program year.
State-County	Select correct State and county to record CCC-866 or CCC-862. Note: Users will only see States and counties linked to their EAS profile.
Submit	Search Selection Screen will be displayed.

--*

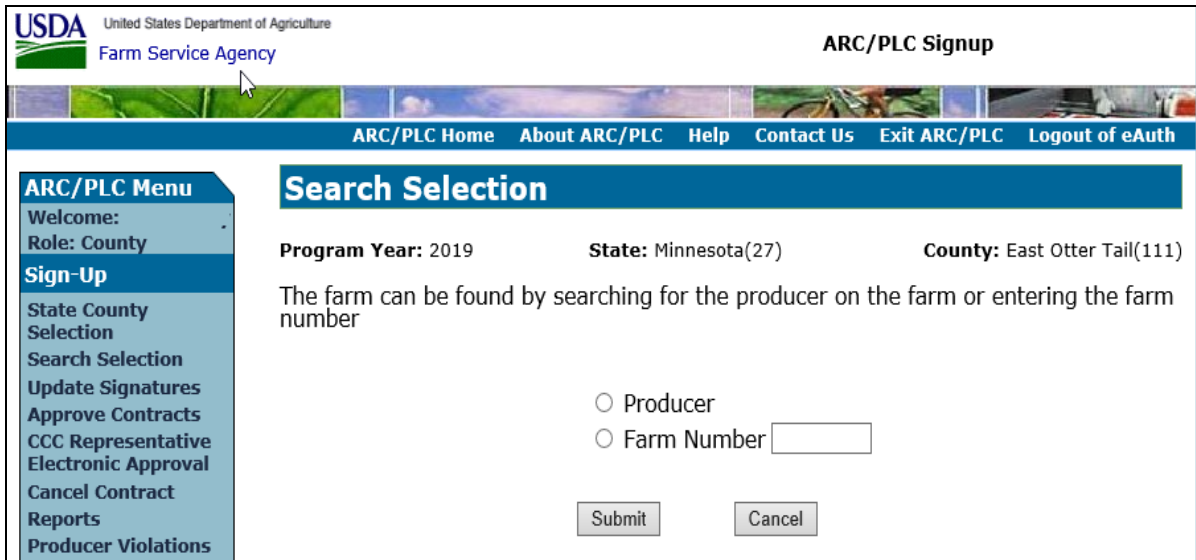
***--114 Search Selection Screen**

A Overview

When users select the State, county, and year and CLICK “Submit”, the Search Selection Screen will be displayed. The Search Selection Screen allows users to access a farm by producer or the specific farm number.

B Example of Search Selection Screen

The following is an example of the Search Selection Screen.



C Search Selection Screen Options

The following options are available on the Search Selection Screen.

Field/Button	Action
Producer	Select radio button and CLICK “Submit”. SCIMS Customer Search Page will be displayed. See paragraph 115.
Farm Number	Select radio button, enter desired farm number to search, and CLICK “Submit”.
Submit	If searching by: <ul style="list-style-type: none"> • producer, the SCIMS Customer Search Page will be displayed • farm number, the Contract Signup Screen will be displayed.
Cancel	State and County Selection Screen will be displayed.

--*

*--115 SCIMS Customer Search Page

A Overview

If users search by producer (subparagraph 115), the SCIMS Customer Search Page will be displayed. The SCIMS Customer Search Page provides a method for searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Page

The following is an example of the SCIMS Customer Search Page. Customer search results will be based on selections made on this page. After a producer is selected, the Farm Selection Screen will be displayed. See paragraph 116.

USDA United States Department of Agriculture
Farm Service Agency

SCIMS Customer Search

Scims Search Home | About Scims Search | Help | Contact Us | Exit | Logout of eAuth

Please Select A Customer

Location
State: MISSISSIPPI County: COAHOMA
Service Center (Optional): ALL SERVICE CENTERS
Service Center Details National Search:

Type
 Individual Business Both
 Active Active and Inactive

Tax ID
ID:
ID Type: SELECT ONE
 Whole ID Last 4 Digits

Name
 Starts With Exact Match
Last or Business:
First:

Other
Common Name:
Zip Code:
Phone No:

Search Reset Cancel

--*

*--116 Farm Selection Screen

A Overview

After a producer has been selected, the Farm Selection Screen will be displayed with the farm number, operator name, election type, and CCC-866 or CCC-862 status for each farm associated with the selected producer.

Note: All farms associated with the producer will be displayed. Farms with no base acres will be marked, “No Base Acres” under the “Contract Status” column.

B Example of Farm Selection Screen

The following is an example of the Farm Selection Screen.

The screenshot shows the USDA Farm Selection interface. At the top, it displays the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The page title is 'ARC/PLC Signup'. A navigation bar includes links for 'ARC/PLC Home', 'About ARC/PLC', 'Help', 'Contact Us', 'Exit ARC/PLC', and 'Logout of eAuth'. On the left is an 'ARC/PLC Menu' with options like 'Welcome: Role: Admin Enter', 'Sign-Up', 'State County Selection', 'Search Selection', 'Update Signatures', 'Approve Contracts', 'CCC Representative Electronic Approval', 'Cancel Contract Reports', 'Producer Violations', 'Email Address', 'Physical County', and 'Breakout'. The main content area is titled 'Farm Selection' and shows search criteria: 'Program Year: 2019', 'State: Wyoming(56)', and 'County: Sheridan(033)'. The producer name is 'ALAN'. Below this is a table with columns for 'Farm Number', 'Operator', 'Election Type', and 'Contract Status'. The table lists five farms with radio buttons in the first column. At the bottom of the table are 'New Search' and 'Continue' buttons.

	Farm Number	Operator	Election Type	Contract Status
<input type="radio"/>	1566	Producer A	ARC-County	Cancelled
<input type="radio"/>	1708	Producer A	ARC County-Default	Not Created
<input type="radio"/>	1710	Producer A	ARC-Individual	Initiated
<input type="radio"/>	1711	Producer B	ARC-County	Approved
<input type="radio"/>	1713	Producer C	ARC-Individual	Approved

--*

*--116 Farm Selection Screen

C Farm Selection Screen Options

The following options are available on the Farm Selection Screen.

Field/Button	Action
Program Year	Program year as selected.
State	State as selected and State code.
County	County as selected and county code.
Farm Number	Click radio button of desired farm number to select.
Operator	Displays names of all OO's, OP's, OT's, and OW's associated with the farm.
Election Type	The existing program elected for the farm. Note: If an election is not made it will show [program -] Default
Contract Status	The current status of the contract (Not Created, Initiated, Approved, Canceled).
New Search	Cancels all selections made in ARCPLC. Search Selection Screen will be displayed. See paragraph 114.
Continue	After selecting the radio button for the applicable farm number, CLICK "Continue" . Only 1 farm can be selected at a time. Contract Signup Screen will be displayed. See paragraph 125.

--*

117-122 (Reserved)

*--Subsection 2 CC-866 Software for Offices

123 Election Screen

A Overview

The Contract Election Screen will show for each year 2019-2023; however, elections must be made in 2019, **cannot** be changed in 2020, and can voluntarily be changed in 2021-2023.

In 2019 all farms will be set to the default election in farm records. The existing election according to farm records will show on this screen in the column labeled 201X Election. Once the election is completed in the ARC/PLC application, the value will be sent back to 2019 and 2020 farm records to be updated once an enrollment date is entered.

If an election is made, but an enrollment date is not entered, the election will not be sent back to farm records. In those cases, the 201X election column will show the default election according to farm records and the radio buttons on this screen will show what is currently saved in the ARC/PLC application. The values between FRS and ARCPLC may not match until the election is completed and transmitted to farm records after the enrollment date is loaded and saved.

In 2020, since the election **cannot** be changed, the radio buttons will be grayed out.

B Example of the Elections Screen

The following is an example of the Elections Screen.



--*

*--123 Election Screen (Continued)

C Election Screen Options

The following options are available on the Election Screen.

Field/Button	Action
Program Year	Program year as selected.
State	State as selected and State code.
County	County as selected and county code.
Farm Number	Click radio button of desired farm number to select.
Operator	Displays names of the Operator as recorded in farm records for the selected year.
Crop	Each crop with base acres greater than zero on the farm for that year will display.
201X Election	This will display the current election as recorded in farm records for the year selected.
PLC	Users can select the election for each crop or can CLICK "Set All" to apply that election to all crops displayed. Note: If users click "Set All", they can then change the selection on a crop-by-crop basis. If the user clicks "Set All" a second time it will clear all selections for that election type.
ARC-County	Users can select the election for each crop or can CLICK "Set All" to apply that election to all crops displayed. Note: If users click "Set All", they can then change the selection on a crop-by-crop basis. If the user clicks "Set All" a second time it will clear all selections for that election type.
ARC-Individual	Users can select the election for each crop or can CLICK "Set All" to apply that election to all crops displayed. Notes: If users click "Set All", they can then change the selection on a crop-by-crop basis. If the user clicks "Set All" a second time it will clear all selections for that election type. For ARC-Individual election, all crops must have an ARC-Individual election. ARC-Individual cannot be elected on a crop-by-crop basis.
New Search	Cancels all information entered into ARCPLC. The Search Selection Screen will be displayed. See paragraph 114.
Continue	After selecting an election for all crops on the farm, CLICK " Continue ". The Contract Rollover Screen will be displayed. See paragraph 124. Note: 2020 election changes cannot be made; however, users will still see this screen and will need to CLICK " Continue " to move forward.

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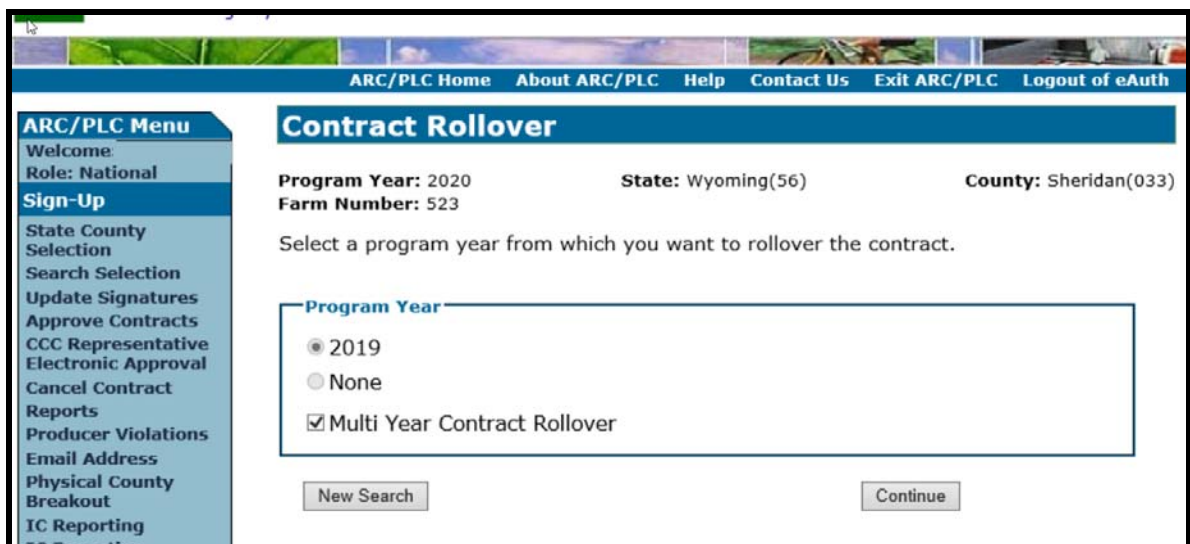
*--124 Contract Rollover

A Overview

The Contract Rollover Screen provides users the ability to roll over producer shares, refuse payment indicators, and crop non-enrollment selections for all ARC-CO and PLC contracts from a prior year. Users will see all prior years from 2014 forward in which the contract number was active. In 2020 and forward, users will see the Multi-Year Contract Rollover option if the contract was selected as a Multi-Year contract in the prior year. The screen will have this selection made as the default. Removal of the checkmark will end the contract options to rollover in the future. Users will need to cancel the contract and re-search the farm for the option to appear again.

B Example of Contract Rollover Screen

The following is an example of the Contract Rollover Screen.



--*

*--124 Contract Rollover (Continued)

C Contract Rollover Screen Options

The following options are available on the Contract Rollover Screen.

Field/Button	Description	Action
Program Year	Program year selected on the State and County Selection Screen.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program Year	<p>Prior years from 2014 forward that the contract number was active will be listed.</p> <p>Note: The Multi-Year Contract Rollover option will only appear if the prior year's contract was marked as multi-year. Removal of this checkmark will end the contracts multi-year status.</p>	Select the radio button of the desired program year or multi-year, if applicable, for which the user chooses to rollover contract data. If no data should be rolled over select "None".
Continue		The Contract Signup Screen will be displayed.
New Search		The Search Selection Screen will be displayed.

--*

*--125 Contract Signup Screen

A Overview

The Contract Signup Screen provides users the ability to select all producers that will share in the Election and Enrollment on the farm. Only those producers selected on this screen will show in subsequent screens and on CCC-866 and CCC-862.

If incorrect producers are selected, users must return to this screen to remove or add the checkmark for the applicable producer. For producers who were added incorrectly, users must also remove any shares so that the producer will no longer be displayed on the CCC-866 or CCC-862.

B Example of Contract Signup Screen

The following is an example of the Contract Signup Screen.

ARC/PLC Menu
 Welcome:
 Role: Admin Enter
Sign-Up
 State County Selection
 Search Selection
 Update Signatures
 Approve Contracts
 CCC Representative
 Electronic Approval
 Cancel Contract
 Reports
 Producer Violations
 Email Address
 Physical County Breakout
 IC Reporting

Contract Signup

Program Year: 2019 **State:** Missouri(29) **County:** Johnson(101)
Farm Number: 36016 **Program:** ARC-County
Operator: TEST AFORP1

This contract is currently initiated.

From the following list, please select all the producers that share in base acres on this farm

	Name	Producer Type	Producer ID	Signature Type
<input type="checkbox"/>	TEST AFORP1	OO	0001	

Buttons: New Search, Select All, Clear All, Continue, To Elections, Summary By Crop, Summary By Producer

--*

*--125 Contract Signup Screen (Continued)

C Contract Signup Screen Options

The following options are available on the Contract Signup Screen.

Field/Button	Action
Name	Click checkbox for producers that share in the base acres on the farm.
Program Year	Program year selected on the State and County Selection Screen.
State	State as selected and State code.
County	County as selected and county code.
Farm Number	Farm number as selected.
Program	The program election(s) for the farm.
Operator	The operator listed in farm records for the selected farm.
New Search	Clears all information entered on the Contract Signup Screen. Search Selection Screen will be displayed.
Select All	All producers on the farm will be selected. Check (✓) will be displayed in front of each producer’s name. Click “Continue” and the Individual Producer Screen will be displayed. See paragraph 124 for ARC-CO and PLC or paragraph 136 for ARC-IC.
Clear All	Producers previously selected will be deselected.
Continue	Users can select either: <ul style="list-style-type: none"> • individual producers to share in farm election by clicking the checkbox in front of the applicable producer’s name • all producers, by clicking “Select All”. CLICK “ Continue ”. Individual Producer Screen will be displayed. See paragraph 140 for ARC-CO and PLC, and paragraph 136 for ARC-IC.
To Elections	Will return the user to the Election Screen. See paragraph 121.

--*

*--125 Contract Signup Screen (Continued)

C Contract Signup Screen Options (Continued)

Field/Button	Action
Summary by Crop (CCC-866's only .)	Summary by Crop Screen will be displayed. See paragraph 134. This screen can be used to: <ul style="list-style-type: none"> • load or modify producer shares by crop • update payment selections • update producer signature types • record non-enrollment of a crop • update enrollment date • update approval date • cancel CCC-866.
Summary by Producer (CCC-866's only .)	Summary by Producer Screen will be displayed. See paragraph 131. This screen can be used to: <ul style="list-style-type: none"> • load or modify producer shares by producer • update payment selections • update producer signature types • record non-enrollment of a crop • update enrollment date • update approval date • cancel CCC-866.
Summary (CCC-862's only .)	ARC-Individual Summary Screen will be displayed. See paragraph 32. This screen can be used to: <ul style="list-style-type: none"> • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-862.

Note: Farms with:

- ARC-CO and PLC elections will share CCC-866's
- ARC-IC election will have a separate CCC-862.--*

126-131 (Reserved)

*--Subsection 2 CCC-866 Software for Offices

132 Individual Producer Screen

A Overview

The Individual Producer Screen provides a question and answer method of updating share and payment selection data. This screen may be skipped by clicking any of the following on the Contract Signup Screen:

- “Summary by Producer”
- “Summary by Crop”.

B Example of the Individual Producer Screen

The following is an example of the Individual Producer Screen for CCC-866’s.

The screenshot displays the 'Individual Producer' screen within the 'ARC/PLC Signup' interface. The header includes the USDA logo and navigation links. A left-hand menu lists various actions like 'Sign-Up', 'State County Selection', and 'IC Reporting'. The main content area shows the following details:

- Program Year:** 2019
- Farm Number:** 36016
- Operator:** TEST AFORP1
- State:** Missouri(29)
- County:** Johnson(101)
- Program:** ARC-County
- Producer:** TEST AFORP1
- Producer Id:** 0001
- Producer 1 of 1**
- Physical Counties associated with the farm:** State: Missouri (29), County: Johnson (101)
- Physical County Breakout** (link)
- Crop:** Wheat
- Base Acres:** 10.0
- PLC Yield:** 10
- Program:** ARC-County
- For the Wheat base acres on this farm, how much interest does TEST AFORP1 have? (input field) % Remaining Shares 100%
- Payment Selections**
- Note: Payment selections will be applied for all crops that the producer has a share percentage on.
- Does TEST AFORP1 want to refuse a ARC-County Payment? Yes No

At the bottom, there are buttons for 'To Elections', 'Back', 'New Search', and 'Next'.

--*

*--132 Individual Producer Screen (Continued)

C Individual Producer Screen Options

The following table provides the field descriptions and actions for the Individual Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop.	Screen will be completed for each producer that was selected to share in CCC-866 on the Contract Signup Screen.
Producer ID	Last 4 digits of producer's ID number.	
Producer (#) of (#)	<p>Number of producers that:</p> <ul style="list-style-type: none"> • have been selected to share in this CCC-866 • are remaining. <p>Example: If 5 producers were selected to share in CCC 866, the field will display 1 of 5, 2 of 5, etc.</p>	
Physical Counties associated with the farm	<p>Will list the State, State code, county, and county code for each physical state and county associated with the farm.</p> <p>Physical locations are determined at the tract level in farm records.</p>	
Physical County Breakout	Provides a hyperlink to take the user to the Physical County Breakout Screen.	If selected, the user will be taken to the Physical County Breakout Screen as described in paragraph 152.

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*--132 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Crop	Each crop associated with the selected farm in farm records.	
Base Acres	Base acres associated with each crop.	
PLC Yield	PLC yield associated with each crop.	
Program	Election associated with each crop.	
For the [<i>crop name</i>] base acres on this farm, how much interest does [<i>producer name</i>] have? [<i>Share</i>]%	Manual entry for producer's share specific to applicable crop.	Enter share from 1 to 100 percent with 2 decimal places, if needed. Example: Producers A and B share 33 (1/3) and 66 (2/3) percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops must equal 100 percent before the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer.	This is a tool to keep users informed of how much of the share percentage has been used.

--*

*--132 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Does [<i>producer name</i>] want to refuse a PLC Payment?	Manual entry. Note: Only applicable if the farm has PLC election.	CLICK “Yes” or “No”, as applicable.
Does [<i>producer name</i>] want to refuse a ARC-County Payment?	Manual entry. Note: Only applicable if the farm has ARC-CO election.	CLICK “Yes” or “No”, as applicable.
To Elections	Elections Screen will be displayed, no data will be saved from the Individual Producer Screen.	
Back	Selected producer’s Contract Signup Screen will be displayed.	
New Search	Search Selection Screen will be displayed.	
Next	Either of the following will be displayed: <ul style="list-style-type: none"> • next producer • Summary by Producer Screen. 	

--*

*--133 Summary by Producer Screen

A Overview

The Summary by Producer Screen will be displayed as follows:

- when all producers’ share, and payment selection data has been entered on the Individual Producer Screen and users CLICK “Next”
- when users CLICK “Continue” on the Contract Signup Screen **without** any producers being selected to share in CCC-866
- when users CLICK “Summary by Producer” on the Contract Signup Screen.

B Example of Summary by Producer Screen

The following is an example of the top of the Summary by Producer Screen.

USDA United States Department of Agriculture
Farm Service Agency

ARC/PLC Signup

ARC/PLC Home About ARC/PLC Help Contact Us Exit ARC/PLC Logout of eAuth

ARC/PLC Menu

Welcome:
Role: Admin Enter

Sign-Up

State County Selection
Search Selection
Update Signatures
Approve Contracts
CCC Representative Electronic Approval
Cancel Contract Reports
Producer Violations
Email Address
Physical County Breakout
IC Reporting
IC Reporting Workbook
Blank CCC-861
Blank CCC-862
Appendix

Summary by Producer

Program Year: 2019 **State:** Missouri(29) **County:** Johnson(101)
Farm Number: 36016 **Program:** ARC-County
Operator: TEST AFORP1

Physical Counties associated with the farm
 State: Missouri (29) County: Johnson (101)

[Physical County Breakout](#)

Producer: TEST AFORP1
Producer ID: 0001

Crop	Shares	Base Acres	PLC Yield	Election
Wheat	100 %	10.0	10	ARC-County

All Producers Crop Share Totals

Name	Shares	Acknowledgement of Non-Enrollment
Wheat	100.00 %	<input checked="" type="checkbox"/>

Producer Signatures

Name	Type of Signature	Date of Signature	Producer Type
TEST AFORP1	--No Signature--	<input type="text"/> Calendar	00

--*

*--133 Summary by Producer Screen (Continued)

B Example of the Summary by Producer Screen (Continued)

The following is an example of the bottom of the Summary by Producer Screen.

Multi Year Contract Enrollment

Payment Selections

Note: Payment selections will be applied for all crops that the producer has a share percentage on

Name	Producer ID	Refuse All ARC-County Payments
TEST AFORP1	0001	<input type="checkbox"/>

When was this Contract Enrolled? [Calendar](#)

When was the Contract Approved? [Calendar](#)

Original Approval Date [Calendar](#)
Note: If a date is not selected the Original Approval Date will default to the Contract Approved Date.

Do you want to Cancel this Contract? Yes

Reason:

--*

*--133 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options

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

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Physical Counties associated with the farm	Will list the state, state code, county, and county code for each physical state and county associated with the farm. Physical locations are determined at the tract level in farm records.	
Physical County Breakout	Provides a hyperlink to take the user to the Physical County Breakout Screen.	If selected, the users will be taken to the Physical County Breakout Screen as described in paragraph 152.
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All crops with base acres on the selected farm.	
Shares	Share will be: <ul style="list-style-type: none"> • displayed, if previously entered • blank, if not previously entered. Shares can be entered or revised on this screen. User shall select the checkbox in the Acknowledgement of Non-Enrollment if the producer wishes to not enroll that crop.	Enter or revise shares, as applicable. Enter share from 1 to 100 percent with 2 decimal places, if needed. Example: Producers A and B share 33 (1/3) and 66 (2/3) percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops must equal 100 percent before the farm can be enrolled or approved.

--*

*--133 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Base Acres	Base acres associated with each crop.	
PLC Yield	PLC yield associated with crop.	
Election	Election associated with each crop.	
Producer Signatures	If a producer signs electronically, ARCPLC software will update the producer signature block.	All other signature types must be updated by the County Office.
Type of Signature	<p>Manual selection. The type of signature provided by the producer.</p> <p>ARCPLC software will update electronic signatures.</p> <p>See subparagraph E for signature types.</p>	<p>If a producer was selected on the Contract Signup Screen according to paragraph 125 a signature type of paper, Fax, or eSigned is required.</p> <p>CCC-866's cannot be enrolled or approved until all signatures have been received.</p> <p>Note: Signature type shall only be updated when the producer actually signs and dates CCC-866.</p>
Date of Signature	Manual entry.	<p>Enter date the producer signed CCC-866 or the date CCC-866 was received by FAX in mm/dd/yyyy, mmddyyyy, mmddy format.</p> <p>See 1-ARCPLC, paragraph 249 for situations involving producers that did not sign CCC-866 on or before the end of the of the applicable contract period.</p>

--*

*--133 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Producer Type	OO, OP, OT, or OW.	
Multi-Year Contract Enrollment	This item will be checked if the producer(s) on the contract wish to enter into a Multi-Year contact starting in 2019.	Enter a checkmark in the box to indicate this contract will be multi-year.
Payment Selections	Producer payment selection summary data will be: <ul style="list-style-type: none"> • displayed, if previously entered • blank, if not previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections, as applicable. If the producer chooses to refuse all ARCPLC payments, click checkbox, as applicable.
When was this Contract Enrolled?	Manual entry. Producers are not authorized to enter CCC-866 or CCC-862 enrollment dates. Note: Submitting after the entering of this date will trigger the election update to be sent to farm records.	Enter date all shares equal 100 percent and all required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddy format. Notes: All applicable signature types must be loaded before an enrollment date can be entered. See subparagraph E for signature type validations.

--*

*--133 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
When was the Contract Approved?	<p>Manual entry.</p> <p>Approval date can also be entered through the multiple CCC-866 approval process. See paragraphs 40 and 41.</p> <p>Producers are not authorized to enter CCC-866 approval dates.</p>	<p>Enter COC approval date in mm/dd/yyyy, mmdyyy, or mmdyy format. The approval date:</p> <ul style="list-style-type: none"> • cannot be entered if shares do not equal 100 percent for all crops • cannot be entered if all required signatures have not been received • will automatically be removed if shares are modified after approval date has been entered. <p>Note: County Offices shall not approve CCC-866's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.</p>
Original Approval Date	<p>The original date CCC-866 was approved will be displayed. This date will not change if CCC-866 is later modified or canceled and reloaded.</p>	

--*

*--133 Summary by Producer Screen (Continued)

C Summary by Producer Screen Options (Continued)

Field/Button	Description	Action
Do you want to Cancel this contract?	Manual entry.	CLICK “Yes”, if CCC-866 is to be canceled. Note: Cancelling CCC-866 will result in any FAV payment reductions for the farm being canceled.
Reason	Manual entry.	User must select 1 of the following reasons from the drop-down list, if CCC-866 is canceled: <ul style="list-style-type: none"> • “Acreage Reporting Violation” • “CCC-866 Entered in Error” • “Farm Record Modification” Note: Automatic cancellations will occur. See paragraph 38. <ul style="list-style-type: none"> • “FAV Violation” • “Out Transfer” • “Producer Withdrew Contract” • “Reconstitution”.
Summary By Crop	Summarizes data by crop instead of by producer.	See paragraph 134.
To Elections	Elections Screen will be displayed, no data will be saved from the Summary by Producer Screen.	
New Search	All actions are canceled. If data was not submitted, it will not be saved. Search Selection Screen will be displayed.	
Submit	Data is stored. Contract Submission Screen will be displayed.	

--*

*--133 Summary by Producer Screen (Continued)

D Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No Signature (Default)	Do not enter a signature date unless the producer has signed. OT's with zero shares do not have to sign; therefore, signature type of no signature can remain.
Paper	<ul style="list-style-type: none"> • Enter date producer signed CCC-866. • Shares can be greater than or equal to zero.
FAX	<ul style="list-style-type: none"> • Enter date CCC-866 was received by FAX. • Shares can be greater than or equal to zero.
Electronic (Default)	When a producer signs electronically, the signature type will be defaulted to electronic.

--*

*--134 Summary by Crop Screen

A Overview

The Summary by Crop Screen will be displayed when users CLICK “Summary By Crop” on either of the following:

- Contact Signup Screen
- Summary by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Summary by Producer Screen (paragraph 133).

B Example of Summary by Crop Screen

The following is an example of the top portion of the Summary by Crop Screen.

USDA United States Department of Agriculture
Farm Service Agency

ARC/PLC Signup

ARC/PLC Home About ARC/PLC Help Contact Us Exit ARC/PLC Logout of eAuth

ARC/PLC Menu

Welcome:
Role: Admin Enter

Sign-Up

State County Selection
Search Selection
Update Signatures
Approve Contracts
CCC Representative
Electronic Approval
Cancel Contract
Reports
Producer Violations
Email Address
Physical County Breakout
IC Reporting
IC Reporting Workbook
Blank CCC-861
Blank CCC-862
Appendix

Summary by Crop

Program Year: 2019 **State:** Missouri(29) **County:** Johnson(101)
Farm Number: 36016 **Operator:** TEST AFORP1 **Program:** ARC-County

Physical Counties associated with the farm
State: Missouri (29) County: Johnson (101)

[Physical County Breakout](#)

Crop: Wheat
Acres: 10.0 **Yield:** 10 **Election:** ARC-County

Name	Producer ID	Shares
TEST AFORP1	0001	100 %
TOTAL		100 %

Acknowledgement of Non-Enrollment

Producer Signatures

Name	Type of Signature	Date of Signature	Producer Type
TEST AFORP1	--No Signature--	<input type="text"/> Calendar	00

--*

*--134 Summary by Crop Screen (Continued)

B Example of the Summary by Crop Screen (Continued)

The following is an example of the bottom portion of the Summary by Crop Screen.

Multi Year Contract Enrollment

Payment Selections

Note: Payment selections will be applied for all crops that the producer has a share percentage on

Name	Producer ID	Refuse All ARC-County Payments
TEST AFORP1	0001	<input type="checkbox"/>

When was this Contract Enrolled? [Calendar](#)

When was the Contract Approved? [Calendar](#)

Original Approval Date [Calendar](#)
Note: If a date is not selected the Original Approval Date will default to the Contract Approved Date.

Do you want to Cancel this Contract? Yes

Reason:

--*

*--134 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options

The following table provides fields, descriptions, and actions on the Summary by Crop Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Physical Counties associated with the farm	Will list the state, state code, county, and county code for each physical state and county associated with the farm. Physical locations are determined at the tract level in farm records.	
Physical County Breakout	Provides a hyperlink to take the user to the Physical County Breakout Screen.	If selected, the users will be taken to the Physical County Breakout Screen as described in paragraph 152.
Crop	The crop with base acres greater than zero as recorded in the Farm Records system.	
Acres	Base acres for each crop.	
Yield	PLC yield for each crop.	
Election	Election for each crop.	
Name	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	

--*

*--134 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Shares	<p>Share will be:</p> <ul style="list-style-type: none"> • displayed, if previously entered • blank, if not previously entered. <p>Shares can be entered or revised on this screen.</p> <p>User shall select the checkbox in the Acknowledgement of Non-Enrollment if the producer wishes to not enroll that crop.</p>	<p>Enter or revise shares, as applicable. Enter share from 1 to 100 percent with 2 decimal places, if needed.</p> <p>Example: Producers A and B share 33 (1/3) and 66 (2/3) percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops must equal 100 percent before the farm can be enrolled or approved.</p>
Producer Signatures	<p>If a producer signs electronically, ARCPLC software will update the producer signature block.</p>	<p>All other signature types must be updated by the County Office.</p>
Type of Signature	<p>Manual selection. The type of signature provided by the producer.</p> <p>ARCPLC software will update electronic signatures.</p> <p>See subparagraph 22 E for signature types.</p>	<p>If a producer has shares greater than zero, or OO or OW producer type, a signature type other than no signature must be updated.</p> <p>CCC-866's cannot be enrolled or approved until all signatures have been received. Specific program rules must be followed when determining when a producer must sign CCC-866.</p> <p>Note: Signature type shall only be updated when the producer signs and dates CCC-866.</p>

--*

*--134 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter the date the producer signed CCC-866, or the date CCC-866 was received by FAX in mm/dd/yyyy, mmddyyyy, mmddy format. See 1-ARCPLC, paragraph 249 for situations involving producers that did not sign CCC-866 on or before the end of the of applicable contract period.
Producer Type	OO, OP, OT, or OW.	
Multi-Year Contract Enrollment	This will item will be checked if the producer(s) on the contract wish to enter into a Multi-Year Contact starting in 2019.	Enter a checkmark in the box to indicate this contract will be multi-year.
Payment Selections	Producer payment selection summary data will be: <ul style="list-style-type: none"> • displayed, if previously entered • blank, if not previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections, as applicable. If the producer chooses to refuse all ARCPLC payment, click checkbox, as applicable.

--*

*--134 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
When was this Contract Enrolled?	<p>Manual entry.</p> <p>Producers are not authorized to enter CCC-866 enrollment dates.</p> <p>Note: Submitting after entering of this date will trigger any Election update to be triggered and sent to farm records.</p>	<p>Enter date all shares equal 100 percent and all required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddy format.</p> <p>See 1-ARCPLC, paragraph 249 for situations involving producer’s signatures received in the County Office after August 1 of applicable contract period.</p> <p>Notes: All applicable signature types must be loaded before an enrollment date can be entered. See subparagraph 22 E for signature type validations.</p>
When was the Contract Approved?	<p>Manual entry.</p> <p>Approval date can also be entered through the multiple CCC-866 approval process. See paragraph 40.</p> <p>Producers are not authorized to enter CCC-866 approval dates.</p>	<p>Enter COC approval date in m/dd/yyyy, mm/dd/yyyy, mmddyyyy, or mmddy format. The approval date:</p> <ul style="list-style-type: none"> • cannot be entered if shares do not equal 100 percent for all crops • cannot be entered if all required signatures have not been received • will automatically be removed if shares are modified after approval date has been entered. <p>Note: County Offices shall not approve CCC-866’s that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.</p>

--*

*--134 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
Original Approval Date	Displays the original date CCC-866 was approved. This date will not change if CCC-866 is later modified or canceled and reloaded.	
Do you want to Cancel this contract?	Manual entry.	<p>CLICK “Yes”, if CCC-866 is to be canceled.</p> <p>Note: Cancelling CCC-866 will result in any FAV payment reductions for the farm being canceled.</p>
Reason	Manual entry.	<p>User must select 1 of the following reasons from the drop-down list, if CCC-866 is canceled:</p> <ul style="list-style-type: none"> • “Acreage Reporting Violation” • “CCC-866 Entered in Error” • “Farm Record Modification” <p>Note: Automatic cancellations will occur. See paragraph 38.</p> <ul style="list-style-type: none"> • “FAV Violation” • “Out Transfer” • “Producer Withdrew Contract” • “Reconstitution”.

--*

*--134 Summary by Crop Screen (Continued)

C Summary by Crop Screen Options (Continued)

Field/Button	Description	Action
To Elections	The Election Screen will be displayed, and no data will be saved from the Summary by Crop Screen.	
Summary By Producer	Summarizes data by producer instead of by crop.	
New Search	All actions are canceled. If data was not submitted, it will not be saved. Search Selection Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

--*

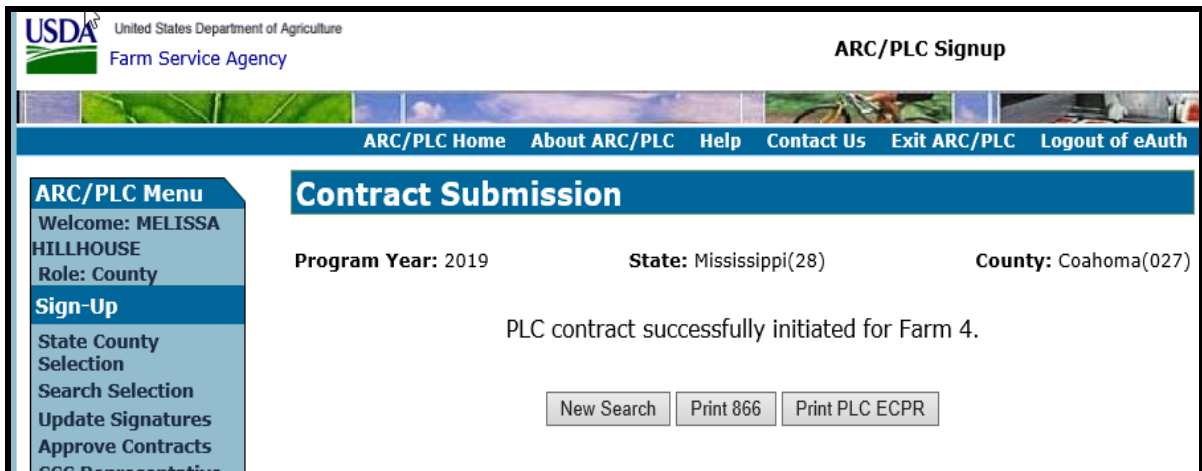
***--135 Contract Submission Screen**

A Overview

After CCC-866 data has been loaded and submit, the Contract Submission Screen will be displayed.

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen.



C Contract Submission Screen Options

The following table provides the field descriptions on the Contract Summary Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State and State code as selected.
County	County and county code as selected.
New Search	Search Selection Screen will be displayed.
Print 866	PDF file of CCC-866 will be displayed in a new Internet Explorer window. Users can save or print using the standard PDF functionality.

--*

136-139 (Reserved)

*--Subsection 3 CCC-862 Software for Offices

140 Individual Producer Screen

A Overview

The Individual Producer Screen provides a question and answer method of updating payment selection data. This screen will provide a step-by-step method to complete CCC-862's. This screen may be skipped by clicking any of the following:

- “Continue” on Contract Signup Screen after selecting any producers to share in CCC-862
- “Summary” on Contract Signup Screen.

B Example of the Individual Producer Screen for CCC-862's

The following is an example of the Individual Producer Screen for CCC-862's.

The screenshot displays the 'Individual Producer' screen within the 'ARC/PLC Signup' interface. The header includes the USDA logo and 'United States Department of Agriculture Farm Service Agency'. A navigation bar contains links for 'ARC/PLC Home', 'About ARC/PLC', 'Help', 'Contact Us', 'Exit ARC/PLC', and 'Logout of eAuth'. A left-hand menu lists various options under 'ARC/PLC Menu', with 'Sign-Up' currently selected. The main content area shows the following details:

- Program Year:** 2019
- State:** Missouri(29)
- County:** Johnson(101)
- Farm Number:** 36016
- Program:** ARC-Individual
- Operator:** TEST AFORP1
- Producer:** TEST AFORP1
- Producer Id:** 0001
- Producer 1 of 1**
- Crop:** Wheat
- Base Acres:** 10.0
- Program:** ARC-Individual

The **Payment Selections** section includes a note: 'Note: Payment selections will be applied for all crops that the producer has a share percentage on.' Below this, a question is posed: 'Does TEST AFORP1 want to refuse a ARC-Individual Payment?' with radio buttons for 'Yes' and 'No', where 'No' is selected.

At the bottom of the screen, there are four buttons: 'To Elections', 'Back', 'New Search', and 'Next'.

--*

*--140 Individual Producer Screen (Continued)

C Individual Producer Screen Options

The following table provides the field descriptions and actions for the Individual Producer Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Producer	<p>Producer sharing in crop.</p> <p>Note: A screen will be completed for each producer that was selected to share in CCC-862 on the Contract Signup Screen.</p>	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	<p>Number of producers that:</p> <ul style="list-style-type: none"> • have been selected to share in this CCC-862 • are remaining. <p>Example: If 5 producers were selected to share in CCC-862, the field will be displayed with 1 of 5, 2 of 5, etc.</p>	

--*

*--140 Individual Producer Screen (Continued)

C Individual Producer Screen Options (Continued)

Field/Button	Description	Action
Crop	Each crop associated with the selected farm in farm records.	
Base Acres	Base acres associated with each crop.	
Program	Election associated with each crop.	
Does [<i>producer name</i>] want to refuse an ARC-Individual Payment?	Manual entry.	CLICK “Yes” or “No”, as applicable.
To Elections	The Elections Screen will be displayed, no data will be saved from the Individual Producer Screen.	
Back	The Select Contract Signup Screen will be displayed.	
New Search	The Search Selection Screen will be displayed.	
Next	Either of the following will be displayed: <ul style="list-style-type: none"> • next producer • ARC-Individual Summary Screen. 	

--*

*--141 ARC-Individual Summary Screen

A Overview

The ARC-Individual Summary Screen will be displayed as follows:

- when all producer payment selection data has been entered on the individual Producer Screen
- users CLICK “Summary” on Contract Signup Screen.

B Example of ARC-Individual Summary Screen

The following is an example of the top of the ARC-Individual Summary Screen.

The screenshot displays the 'ARC-Individual Summary' page. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The page title is 'ARC/PLC Signup'. A navigation bar includes links for 'ARC/PLC Home', 'About ARC/PLC', 'Help', 'Contact Us', 'Exit ARC/PLC', and 'Logout of eAuth'. On the left is an 'ARC/PLC Menu' with options like 'Welcome: Role: Admin Enter', 'Sign-Up', 'State County Selection', 'Search Selection', 'Update Signatures', 'Approve Contracts', 'CCC Representative Electronic Approval', 'Cancel Contract Reports', 'Producer Violations', 'Email Address', 'Physical County Breakout', 'IC Reporting', 'IC Reporting Workbook', 'Blank CCC-861', 'Blank CCC-862', and 'Appendix'. The main content area is titled 'ARC-Individual Summary' and shows:

- Program Year:** 2019
- State:** Missouri(29)
- County:** Johnson(101)
- Farm Number:** 36016
- Operator:** TEST AFORP1
- Program:** ARC-Individual

 Below this are three sections:

- Crops:** A table with columns 'Crop' and 'Base Acres'. It lists 'Wheat' with 10.0 acres and a 'Total' of 10.0.
- Producer Signatures:** A table with columns 'Name', 'Type of Signature', 'Date of Signature', and 'Producer Type'. It shows 'TEST AFORP1' with a signature type of '--No Signature--', a date field with a 'Calendar' link, and a producer type of '00'.
- Multi Year Contract Enrollment:** A checkbox that is currently unchecked.
- Payment Selections:** A section with a note: 'Note: Payment selections will be applied for all crops that the producer has a share percentage on'. It contains a table with columns 'Name', 'Producer ID', and 'Refuse All ARC-Individual Payments'. It shows 'TEST AFORP1' with 'Producer ID' 0001 and an unchecked checkbox for 'Refuse All ARC-Individual Payments'.

--*

*--141 ARC-Individual Summary Screen (Continued)

B Example of the ARC-Individual Summary Screen (Continued)

The following is an example of the bottom of the ARC-Individual Summary Screen.

When was this Contract Enrolled?	<input type="text"/> Calendar	
When was the Contract Approved?	<input type="text"/> Calendar	
Original Approval Date Note: If a date is not selected the Original Approval Date will default to the Contract Approved Date.	<input type="text"/> Calendar	
Do you want to Cancel this Contract? <input type="checkbox"/> Yes Reason: <input type="text" value="farmrecords change"/> <input type="text" value="CCC-XXX Entered in Error"/>		
<input type="button" value="To Elections"/>	<input type="button" value="New Search"/>	<input type="button" value="Submit"/>

--*

*--141 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options

The following table provides the field descriptions and actions for the ARC-Individual Summary Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number as selected.	
Program	Elections recorded for the farm.	
Operator	OP on farm selected.	
Crops	All crops with base acres on the selected farm.	
Base Acres	The number of base acres for the applicable crop	
Program	The program that is recorded for the farm.	
Producer Signatures	If a producer signs electronically, ARCPLC software will update the producer signature block.	All other signature types must be updated by the County Office.
Name	Displays names of all OO's, OP's, OT's, and OW's associated with the farm.	
Type of Signature	Manual selection. The type of signature provided by the producer. ARCPLC software will update electronic signatures. See subparagraph 22 E for signature types.	If a producer was selected on the Contract Signup Screen according to paragraph 125 a signature type of paper, Fax, or eSigned is required. CCC-862's cannot be enrolled or approved until all signatures have been received. Note: Signature type shall only be updated when the producer signs and dates CCC-862.

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*--141 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	<p>Enter date the producer signed CCC-862 or the date CCC-862 was received by FAX in mm/dd/yyyy, mmddyyyy, mmddy format.</p> <p>See 1-ARCPLC, paragraph 249 for situations involving producers that did not sign CCC-862 on or before the end of the of applicable contract period.</p>
Producer Type	OO, OP, OT, or OW.	
Payment Selections	<p>Producer payment selection summary data will be:</p> <ul style="list-style-type: none"> • displayed, if previously entered • blank, if not previously entered. <p>Payment selection data may be entered or revised on this screen.</p>	<p>Enter or modify payment selections, as applicable. If the producer chooses to refuse ARCPLC payment, click checkbox, as applicable.</p>

--*

*--141 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

Field/Button	Description	Action
When was this Contract Enrolled?	<p>Manual entry.</p> <p>Producers are not authorized to enter CCC-862 enrollment dates.</p> <p>Note: Submitting after entering election update to be sent to farm records.</p>	<p>Enter date all shares equal 100 percent and all required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddy format.</p> <p>See 1-ARCPLC, paragraph 249 for situations involving producer’s signatures received in the County Office after August 1 of applicable contract period.</p> <p>Note: All applicable signature types must be loaded before an enrollment date can be entered. See subparagraph 22 E for signature type validations.</p>
When was the Contract Approved?	<p>Manual entry.</p> <p>Approval date can also be entered through the multiple CCC-862 approval process. See paragraph 40.</p> <p>Producers are not authorized to enter CCC-862 approval dates.</p>	<p>Enter the COC approval date in mm/dd/yyyy, mmddyyyy, or mmddy format. The approval date:</p> <ul style="list-style-type: none"> • cannot be entered if all required signatures have not been received • will automatically be removed if signatures are modified after approval date has been entered. • will be removed when a change the Farm Records system is detected. See paragraph 38. <p>Note: County Offices shall not approve CCC-862’s that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.</p>

--*

*--141 ARC-Individual Summary Screen (Continued)

C Summary ARC-Individual Summary Screen Options (Continued)

Field/Button	Description	Action
Original Approval Date	The original date CCC-862 was approved will be displayed. This date will not change if CCC-862 is later modified or canceled and reloaded.	
Do you want to Cancel this contract?	Manual entry. Producers are not authorized to: <ul style="list-style-type: none"> cancel CCC-862 reinstate CCC-862 on a canceled farm. 	CLICK “Yes”, if CCC-862 is to be canceled. Note: Cancelling CCC-862 will result in any FAV payment reductions for the farm being canceled.
Reason	Manual entry.	User must select 1 of the following reasons from the drop-down list, if CCC-862 is canceled: <ul style="list-style-type: none"> “Acreage Reporting Violation” “CCC-862 Entered in Error” “Farm Record Modification” Note: Automatic cancellations will occur. See paragraph 38. <ul style="list-style-type: none"> “FAV Violation” “Out Transfer” “Producer Withdrew Contract” “Reconstitution”.
To Elections	Elections Screen will be displayed, no data will be saved from the Individual Producer Screen.	
New Search	All actions are canceled. If data was not submitted, it will not be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. The Print Screen will be displayed.	

--*

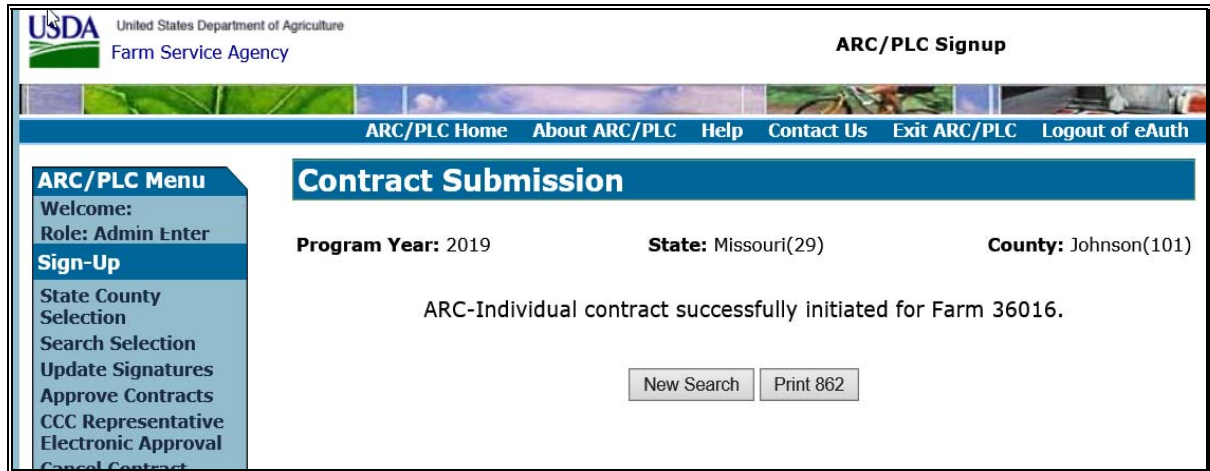
***--142 Contract Submission Screen**

A Overview

After CCC-862 data has been loaded and “Submit” is selected on the ARC-Individual Summary Screen, the Contract Submission Screen will be displayed.

B Example of the Contract Submission Screen

The following is an example of the Contract Submission Screen.



C Summary Contract Submission Screen Options

The following options are available on the Contract Submission Screen.

Field/Button	Description
New Search	Search Selection Screen will be displayed. See paragraph 114.
Print 862	PDF file of CCC-862 will be displayed in a new Internet Explorer window. Users can save or print using the standard PDF functionality.

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143-148 (Reserved)

--Subsection 4 CCC-866 and CCC-862 Modifications*149 CCC-866's and CCC-862's Automatically Canceled When Farm Maintenance is Modified****A Overview**

ARCPLC software reads farm and tract records for base acres, PLC yields, OP's, OT's, and OW's. CCC-866's and CCC-862's will be **automatically** canceled if any of the following occurs in the Farm Records system:

- a reduction of DCP cropland acres below the farm level base acres
- a change in the farm level base acres
- a change in the farm level PLC yield on crops with base acres greater than zero
- removing producers designated as involved in the Election from the farm.

Note: The farm records relationship can change for the producer without canceling the contract. For example, an operator can change to the other tenant without impacting the approval.

B Action

County Offices shall:

- initiate new CCC-866 or CCC-862
- obtain applicable producer's signatures
- provide new CCC-866's or CCC-862's to COC for approval.

D Report

A report to identify CCC-866's and CCC-862's that have been canceled is provided on the Reports Menu. "Farm Record Modification" will be listed as the cancel reason. See paragraph 51.--*

--150 Farm Record Changes Impacts on Multi-Year Contracts*A Overview**

For the 2019 program year, a multi-year contract option will be offered according to 1-ARCPLC. The ARC/PLC software will treat these multi-year contracts as a series of rollover contracts. In 2020 and future years, users will need to access the contract and Contract Rollover Screen according to paragraph 124 and select the Multi-Year Contract Rollover option.

When the user takes this option, the ARC/PLC software will verify the following values in farm records are the same as the prior year. If any value has changed, the contract will not rollover.

- Crops
- Elections
- Base Acres
- Producers involved in the election have been removed
- PLC yield.

B Prior Year Changes

If a contract that has been designated as a multi-year contract has a prior year change in farm records, the year of the change and all subsequent year's contracts will be canceled.

For example, a contract has been multi year from 2019-2022. In 2022, the base acres are changed in farm records for the 2020 program year. The 2020, 2021, and the 2022 ARC/PLC contracts will be canceled.

C Manual Changes

Only the current year's multi-year contract will be available for editing. Prior year contracts can be viewed but no changes can be made. If a prior year change is needed then all subsequent year's contracts need to be canceled, starting with the most recent year.--*

--151 Business Partner Changes*A Overview**

ARCPLC software reads SCIMS for customer information. SCIMS is populated based on data entered or modified in Business Partner. Changes to customer data in Business Partner may affect CCC-866 and CCC-862. These changes include, but are **not** limited to, the following:

- ID number changes
- duplicate resolutions.

B ID Number Changes

ID numbers shall be corrected in Business Partner.

CCC-866's and CCC-862's will **not** be automatically updated with a corrected ID number. Do **not** update CCC-866's and CCC-862's with a corrected ID number. ARCPLC does **not** use ID numbers as a basis for issuing payment.

C Duplicate Resolutions

CCC-866's and CCC-862's **may** be automatically canceled when a duplicate record is resolved by the State security officer and the customer being resolved is associated with CCC-866 and CCC-862.

If CCC-866 or CCC-862 is canceled, County Offices **must** re-access CCC-866 or CCC-862 to reenter share (if applicable), signature, and payment selection.--*

--151 Business Partner Changes (Continued)*D Entity Using Individual's SSN Changes to Business Using EIN**

When an entity that is using an individual's SSN receives an EIN from IRS, the BP record for the entity using SSN is maintained and a new record is added in BP for the entity using EIN. Therefore, both the entity using the SSN and the business using EIN will be maintained in Business Partner.

CCC-866's and CCC-862's associated with the business using the individual's SSN, may need to be updated to the business using an EIN. If it is necessary to correct CCC-866 or CCC-862, County Offices **must** take the following action:

- access current year farm records
- remove the entity using individual's SSN from all applicable farms.

Notes: Current year CCC-866's and CCC-862's will be automatically canceled because of farm record modifications and receivables will be automatically created for the entity using the individual's SSN. Follow existing FI policy to satisfy the receivable for the entity using individual's SSN, as follows:

- add the entity using an EIN to any applicable farms
- access current year CCC-866's and CCC-862's
- reenter share (if applicable), signature, and payment selections.

Signature **must** still meet 1-ARCPLC signature rules.

ARCPLC payments will be processed for an entity using EIN when CCC-866 and/or CCC-862 contain an approval date.--*

***--152 Physical County Breakout Screen**

A Overview

Starting with 2019, ARC-CO payments will be based on the physical location of the base acres. The physical location of the base acres will be determined by the tract's physical location according to farm records. The ARC/PLC software will read farm records and calculate the total number of base acres for each location.

The Summary by Crop and Summary by Producer Screens will provide a list of physical counties involved in the contract and provide a hyperlink to this screen. The Physical County Breakout Screen will provide detailed base acres for each physical county. This screen can be accessed from the left navigation menu.

B Example of the Physical County Breakout

The following is an example of the Physical County Breakout Screen.

The screenshot displays the 'Physical County Breakout' interface. On the left is a navigation menu with options like 'Sign-Up', 'State County Selection', and 'Physical County Breakout'. The main area shows contract details: Program Year: 2019, State: Wyoming(56), County: Sheridan(033), Farm Number: 1711, and Operator: [blank]. Two data tables are shown, one for Flax and one for Wheat, each with columns for State, County, Contract Base Acres, Calculate % of Base Acres, and HIP %.

Contract Base Acres				
Crop: Flax Acres: 15.0 Yield: 200 Election: ARC-County				
State	County	Contract Base Acres	Calculate % of Base Acres	HIP %
(31)	(157)	5.00	33.3333 %	
(56)	(021)	5.00	33.3333 %	
(56)	(033)	5.00	33.3333 %	
TOTAL		15.00	100.00 %	

Contract Base Acres				
Crop: Wheat Acres: 75.0 Yield: 120 Election: ARC-County				
State	County	Contract Base Acres	Calculate % of Base Acres	HIP %
(31)	(157)	25.00	33.3333 %	50 %
(56)	(021)	25.00	33.3333 %	50 %
(56)	(033)	25.00	33.3333 %	50 %
TOTAL		75.00	100.00 %	

Cancel

*--152 Physical County Breakout Screen (Continued)

C Physical County Breakout Screen Options

The following table provides the field descriptions and actions for the Physical County Breakout Screen.

Field/Button	Description	Action
Program Year	Program year as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Farm Number	Farm number that meets the criteria in subparagraph A.	
Program	Elections recorded for the farm.	
Operator	Operator associated with each farm.	
Contract Base Acres	This section will be used to enter the contract base acres by physical location.	
Crop	The crop with base acres greater than zero as recorded in the Farm Records System.	
Acres	Base acres for each crop.	
Yield	PLC yield for each crop.	
Election	Program election for each crop.	
State	Selected physical State will display.	
County	Selected physical county will display.	
Contract Base Acres	Displays the loaded contract base acres, the total will update as the user enters values.	Enter total contract base acres by physical county.
Calculate % of Base Acres	Displays the loaded base acres by physical location as a percentage.	
HIP %	This field will only be displayed if the crop county combination of an added physical county is HIP-eligible and the administrative location of the contract is not. Note: The HIP value will be pulled from the Farm Records System.	
Cancel	All data will not be saved, and the user will be returned to the Physical County Override Search Screen.	CLICK "Cancel".

--*

153-249 (Reserved)

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-866	Agricultural Risk Coverage – County Option (ARC-CO) and Price Loss Coverage (PLC) Election and 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.

Approved Abbreviations	Term	Reference
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, 111
SLR	Security Liaison Representative	55

Redelegations of Authority

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

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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ArcSignupWeb Application-Web-4	Contract Signup Screen	16, 65, 123
ArcSignupWeb Application-Web-5	Individual Producer Screen	21, 31, 71, 81, 130, 136
ArcSignupWeb Application-Web-9	State User State and County Selection Screen	55
	Physical County Breakout Screen	149

