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

Agriculture Risk Coverage and Price Loss Coverage Program Automation 2-ARCPLC	Amendment 8

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 51 C has been amended to add new reports to support the 2019 through 2023 signup years for ARC/PLC.

Paragraph 126 has been added to include procedure for the Bulk Multiyear Rollover Screen.

Paragraph 127 has been added to include procedure for the ARC-IC Yield Screen.

Page Control Chart		
TC	**Text**	**Exhibit**
3, 4	2-119, 2-120 2-120.5, 2-120.6 (add) 2-121 through 2-128 3-27 through 3-36	1, pages, 1, 2 3, page 1

.

Table of Contents (Continued)

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 top half of the Reports Screen.

--*

51   Reports Screen (Continued)

B   Example of the Reports Screen (Continued)

   *--Following is an example of the bottom half of the Reports Screen.

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.
* * *	* * *	* * *	* * *

51   Reports Screen (Continued)

C   Report Descriptions and Options (Continued)
*--

Item	Report	Action	Result
7	Producers with Electronic Signatures	Select report.	Report will be displayed with all producers that have electronically signed CCC-861 or CCC-862.
8	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.
9	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.
10	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.
11	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.
12	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.
13	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.
14	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.
15	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.
16	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.
17	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.

--*

51   Reports Screen (Continued)

C   **Report Descriptions and Options (Continued)**

*--

Item	Report	Action	Result
18	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.
19	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.
20	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.
21	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.
22	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.
23	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.
24	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.

--*

C Report Descriptions and Options (Continued)

*--

Item	Report	Action	Result
25	ARC-IC Benchmark Crops Report	Select Report	Report will provide all producers on ARC-IC contracts that have a share in a covered commodity reported in CARS for the selected year. The report will include farm number, reported covered commodity, reported acres, and producer share. 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.
26	Contract Status Report	Select Report, one or more Contract Status, Programs, and File Format.	The report will display the farm number, Contract Status, Contract Program, and Operator name based on the filter criteria selected. The CSV version of 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.
27	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.
28	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.
29	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.
30	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.
31	Reported Covered Commodities from Contracts with Generic Acres (Displays in years 2014-2018 only)	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.

--*

C   Report Descriptions and Options (Continued)

*--

Item	Report	Action	Result
32	Generic Base Farms with Commodities without a PLC yield (Displays in years 2014-2018 only)	SELECT "Enrolled" or "Approved" then select the report.	Report will be displayed with all crops reported on FSA-578 on all CCC-861's or CCC-862's with generic acres without a PLC yield in the Farm Records system.
33	Producers With Base Acres Interest Greater Than Reported Interest	SELECT "Enrolled" or "Approved" then select the report.	Report will be displayed with farm number, producer name, contract acres, and reported acres for producers that have a greater share in acres on CCC-681 than share in cropland on FSA-578. This report looks at all crops reported on FSA-578 except CRP including crop reports on non-cropland. This report is intended to provide a list of contracts that have potential issues with less reported acres than share in base acres on CCC-861 and/or CCC-862. Users shall review this report to determine if contracts issues are present and follow 1-ARCPLC.
34	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.	
35	Submit	Data is stored. Print Screen will be displayed.	

--*

52-54   (Reserved)

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: • 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: • 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: • 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 Bulk Multiyear Rollover

    A Overview

        The Bulk Multiyear Rollover Screen provides users the ability to rollover thirty multiyear contracts at a time. All contract numbers from the prior year in an approved status and designated as a multiyear contract in the prior year will be displayed on this screen without regard to the current farm records situation. Once the "Rollover" option is selected the selected contract(s) will then be compared to the current year values in farm records. If the following values still match between years, the contract(s) will move to an approved status. If any value differs an error message will be displayed with the reason why the contract cannot be rolled over. If there are more than 30 contracts ready to rollover that screen will contain pagination and the user will have to move to the next group of contracts and repeat these steps.

        Values checked at rollover between the CCC-862 or CCC-866 and the current year farm record:

- farm number is still active
- producers marked for election still present on the farm record
- crops are unchanged
- base acres are unchanged
- ARCPLC G/I/F flag unchanged
- PLC yield is unchanged (except 2020)
- program election(s) are unchanged.

        To access the Bulk Rollover process, from the navigation menu under "Sign-Up", CLICK "Bulk Multiyear Rollover".**--***

*--126 Bulk Multiyear Rollover (Continued)

    B Example of Bulk Multiyear Rollover Screen

        The following is an example of the Bulk Multiyear Rollover Screen.

           --*

*--126 Bulk Multiyear Rollover (Continued)

    C Bulk Multiyear Rollover Screen Options

        The following options are available on the Bulk Multiyear Rollover Screen.

Field/Button	Description
Program Year	Program year as selected.
State	State as selected and State code.
County	County as selected and county code.
Farm Number	The farm numbers of all prior year contracts marked multiyear and in an approved status in the prior year.
Operator	The operator listed in farm records for the selected farm.
Originating Year	The year the contract was first designated as a multiyear contract. For the 2018 Farm Bill this will only be 2019.
Status	The current status of the contract. See subparagraph D for a list of all status that will be displayed.
New Search	Will return the user to the Search Selection page
Select All	All CCC-866's or CCC-862's on the screen will be selected. Check (✓)will be displayed for each farm number.
Clear All	All CCC-866's or CCC-862's that have been selected to be included in the bulk rollover will be deselected.
Rollover	Will process each selected CCC-862 or CCC-866 for rollover. The status will update according to subparagraph D for the success or failure of the process.

                                                                  --*

*--126 Bulk Multiyear Rollover (Continued)

    D Bulk Multiyear Rollover Screen Status Messages

        The following status messages may be displayed after the "Rollover" option is selected on
        the Bulk Multiyear Rollover Screen.

Message	Description
Ready to Rollover	The contract was an approved multiyear contract in the prior year.
Approved	The contract has rolled over for the current year and is now approved.
Failed: change in crops	During the rollover process a change was detected between the crops with base acres on the prior year contract and the current values in farm records for the year selected.
Failed: change in acres	During the rollover process a change was detected between the base acres on the prior year contract and the current values in farm records for the year selected.
Failed: change in producers	During the rollover process a change was detected that a producer selected for enrollment/election on the prior year contract is not present on the farm record for the year selected.
Failed: change in grassland	During the rollover process a change was detected that the eligibility value for the G/I/F indicator does not match between the prior year contract and farm records for the year selected.
Failed: change in elections	During the rollover process a change was detected between the election on the prior year contract and the current values in farm records for the year selected.
Failed: Base acres exceed effective DCP cropland	During the rollover process a change was detected that the base acres exceed effective DCP cropland in farm records for the year selected.
Failed: No Elections Made On Farm	During the rollover process a change was detected that a crop was missing an election in farm records for the year selected.
Failed: Farm is in Pending Recon Status	During the rollover process the farm number was found to be in a status of Pending in farm records for the year selected.
Try Again Later	One or more of the variables that the ARCPLC software uses to validate contract values are not returning results and a determination cannot be made for the contract at that time. The user will need to try and roll the contract over later or roll the contract according to paragraph 124.

                                                                                        --*

*--127 ARC-IC Yield Screen

A **Overview**

The ARC-IC Yield screen provides users the ability to record both historic benchmark and current year yields based on the crops reported in CARS for the selected program year. These entered yields will be used by the ARC-IC payment calculation. Users will enter the values certified to by the producer on the CCC-867. If the covered commodity was not planted for the particular year, leave blank. The payment software will also pick up the T-yield when applicable without user interaction.

This screen is designed to pull in the benchmark reported acre values if the farm number for the selected year is also active in the benchmark years. If zero is displayed that is an indication that the farm was active, but the covered commodity was not reported in that year. If N/A is displayed it is an indication that either the farm is not Fully Certified/Fully Reported in CARS or the farm was not active farm records in that benchmark year and manual review will need to be done to determine if the covered commodity was planted.

Yields will continue to carry forward to future years if the farm structure does not change between program years.

B **Example of ARC-IC Yield Screen**

The following is an example of the ARC-IC Yield Screen.

--*

*--127 ARC-IC Yield Screen (Continued)

   C   ARC-IC Yield Screen Options

   The following options are available on the ARC-IC Yield 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.	
Contract Status	The contract status of the selected farm. This will show either Enrolled or Approved.	
Operator	The operator listed in farm records for the selected farm.	
Yield Status	The status of the ARC-IC yields. This will show either Incomplete or Complete.	
20XX Covered Commodity	Will show the crop name for the covered commodities reported on the year selected in the CARS application.	
20XX Planted Acres	Will show the total acres planted for the covered commodities reported on the year selected in the CARS application.	
Producer	Will show all producers with a share greater than zero on a covered commodity reported on the year selected in the CARS application.	
Share	The calculated total share in the covered commodity as reported on the year selected in the CARS application.	
Years	Will display the current program year selected and the 6 prior years. For the 2018 Farm Bill ARC-IC will calculate the revenue guarantee based on the 5 years prior to the preceding crop year. Users do not need to enter a value for the lag crop year that immediately proceeds the payment year.	

--*

*--127 ARC-IC Yield Screen (Continued)

   C   ARC-IC Yield Screen Options (Continued)

Field/Button	Description	Action
Acres	An acre value will only display if the farm number was active for the year listed in that column. If a zero is displayed, then no acres for that crop were reported in CARS and the farm is Fully Certified/Fully Reported. If the acres show as N/A it is an indication that either the farm is not Fully Certified/Fully Reported in CARS or the farm was not active farm records for that benchmark year.	
Yield	Users will load the yield certification from the CCC-867 for each corresponding year. The year immediately preceding the year selected does not need to be completed. This is an optional field. If the covered commodity was not planted for the particular year, leave blank. **Important:** There is no method for validation between acres and a value be loaded, zero values should **not** be entered if the covered commodity was not planted.	Load the numeric value from the CCC-867 for each year the crop was planted.
Submit	Loaded data will be stored, users will remain on this screen.	CLICK "Submit" to save.
Cancel	All actions are canceled. If data was not submitted, it will not be saved.	CLICK "Cancel" to clear unsaved data. User will be returned to Search Screen.
Complete	Loaded data will be stored, and the yield status will be updated to "Complete". Users will remain on this screen. This action should only be taken when all yield values have been loaded for all producers and crops on the farm.	CLICK "Complete".

--*

*--127 ARC-IC Yield Screen (Continued)

    D ARC-IC Yield Screen Status Messages

    The following status messages may be displayed at the top of the ARC-IC Yield Screen as blue warning messages when the user first enters the screen or as red hard stops when the user selects the option to "Complete".

Message	Description
No covered commodities have been reported for this farm.	The farm is elected and enrolled/approved in ARC-IC but no covered commodities are reported for this farm in the selected year in the CARS system.
Farms acreage report is not Fully Reported/Fully Certified, please complete the acreage report for this farm prior to loading ARC-IC yield values.	The crop report in CARS is not in a status of "Fully Reported/Fully Certified". The acreage report will need to be complete prior to loading yields.
Producer/Producers "(producerNames)" has an interest in the covered commodities on this farm but has not signed the CCC-862.	A producer was found with a reported interest in a covered commodity on the FSA-578 but was not selected to be part of the CCC-866. The contract will need to be corrected to represent all producers with shares in covered commodities.
Yields can only be complete if the current year value is loaded for all crops.	A current year yield value must be entered before the farm can be updated to a status of Complete.

--*

128-131 (Reserved)

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations 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-867	Yield update for the Price Loss Coverage PLC) Program		127
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, 127, 301

Exhibit 1

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. Redelegation shall be documented in COC minutes.

Exhibit 3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Screen Name	Reference
ArcSignupWeb Application-Web-2	State and County Selection Screen	12, 117
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
	Approve Contracts Screen	40
	ARC-Individual Summary Screen	32, 137
	ARC-IC Yield Screen	127
	Bulk Multiyear Rollover Screen	126
	Cancel Contract Screen	44
	CCC Representative Electronic Approval Screen	41
	Contract Changed Detected Screen	50
	Contract Submission Screen	24, 33, 74, 82, 133, 138
	Email Address for a State-County Screen	45
	Farm Selection Screen	15, 64, 120
	Nationwide Customer Service State and County Selection Screen	49
	Physical County Breakout Screen	149
	Producer State and County Selection Screen	63
	Producer Violations Screen	42
	Reports Screen	51, 56, 92
	SCIMS Customer Search Page	14, 119
	Search Selection Screen	13, 118
	State and County Selection Screen	55, 117
	Summary By Crop Screen	23, 73, 132
	Summary By Producer Screen	22, 72, 131
	Updating Signature(s) Screen	43