Amendment Transmittal

A Reason for Amendment

Paragraph 96.5 has been amended to provide that payment authorization requests will be submitted through a SharePoint web site.

<table>
<thead>
<tr>
<th>TC</th>
<th>Text</th>
<th>Exhibit</th>
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</thead>
<tbody>
<tr>
<td>1-2</td>
<td>4-1, 4-2&lt;br&gt;4-2.5, 4-2.6&lt;br&gt;4-2.7, 4-2.8 (add)</td>
<td>1, pages 1, 2</td>
</tr>
</tbody>
</table>
# Table of Contents

## Part 1  Basic Information

1. Handbook Purpose, Related Handbooks, and Sources of Authority .................. 1-1
2-9 (Reserved)

## Part 2  Preparation for Issuing Payments

10. Payment Procedure ................................................................. 2-1
12. Prerequisites for Issuing Payments ................................................................. 2-4
13 (Reserved)
14. Applying Payment Limitation ............................................................... 2-9
15. Multi-County Producers .............................................................................. 2-11
16. Determining Payment Eligibility ............................................................... 2-12
17. Advance Direct and Counter-Cyclical Payments ........................................ 2-15
18. Final Direct Payments ............................................................................... 2-17
19 (Withdrawn--Amend. 3)
20. Final Counter-Cyclical Payments .................................................................. 2-19
21. Determining Advance and Final DCP Payment Rates .................................. 2-21
22-35 (Reserved)

## Part 3  Special Cases

36. Refusing Payment .................................................................................. 3-1
37. Payment to Producer With Cropland Factor ........................................... 3-3
38. Changes to Farm Constitutions .................................................................. 3-3
39 (Reserved)
40. Payment to Joint Operations ....................................................................... 3-7
41, 42 (Reserved)
43. Provisions Regarding Typewritten Checks ................................................ 3-13
44. Lost, Stolen, or Destroyed CCC-184’s ....................................................... 3-14
45-95 (Reserved)

## Part 4  Payment Processing

### Section 1  Issuing Payments

96. Overview .......................................................................................... 4-1
96.5 DCP Payment Processing for Crop Years 2002 Through 2008 ..................... 4-2
97. Accessing Payment Processing .................................................................. 4-2.8
98. Selecting Farms for Payment ..................................................................... 4-3
99. Batch Check and Printing Control ............................................................. 4-6
100-110 (Reserved)
Table of Contents (Continued)

Part 4  Payment Processing (Continued)

Section 2  Canceling Payables

111 Canceling DCP Payables ................................................................. 4-31
112 Canceling Payables Through DCP Application .......................... 4-35
113-117 (Reserved)

Section 3  (Reserved)

118-125 (Reserved)

Section 4  Reissuing DCP Payments

126 Overview .................................................................................. 4-81
127 Reissuing Lost, Stolen, or Destroyed CCC-184’s ....................... 4-83
128 Reissuing Expired CCC-184’s ...................................................... 4-86
129-139 (Reserved)

Part 5  Payment Registers

140 Nonpayment Register ............................................................... 5-1
141 (Reserved)
142 Pending Payment Register .......................................................... 5-15
143 (Reserved)
144 FAV Reduction Register ............................................................. 5-19
145-154 (Reserved)

Parts 6 and 7 (Reserved)

155-220 (Reserved)

Part 8  Overpayments

221 Computing Overpayments ......................................................... 8-1
222 Collecting Overpayments ........................................................ 8-5
223 Charging Interest ................................................................. 8-7
224 Selecting Overpayments ........................................................ 8-8
225 Updating Overpayments ......................................................... 8-15
226 Reason Codes ................................................................. 8-20
227 Basis Codes ........................................................................... 8-21
228 Transferring Overpayments to Receivables .............................. 8-23
229 Canceling Overpayments ........................................................ 8-24
230 Overpayment Register ........................................................... 8-25
230-243 (Reserved)
Part 4  Payment Processing

Section 1  Issuing Payments

Overview

A  Background

The automated payment system is designed to ensure that payments are correct and that all procedures have been followed. The payment process computes and issues payments for all eligible producers.

B  Eligible Producers

Eligible producers include the following:

- individuals
- corporations
- partnerships and joint ventures
- trusts and estates
- Native Americans whose payments are handled by BIA
- combined entities
- multi-county producers
- producers with assignments, claims, joint payees, and receivables
  * producers with FAV acre-per-acre reductions—*
- producer with FAV violations, starting with 2003 processing
- dead, missing, and incompetent persons.
A Direct and CC Payments for 2002 Through 2008

Direct and CC processing for crop years 2002 through 2008 has been disabled.

If an overpayment has occurred for a 2002 through 2008 direct or CC payment, then enter the overpayment according to 64-FI.

To receive authorization to issue a 2002 through 2008 direct or CC payment, State Offices shall submit a request through a SharePoint web site according to subparagraph B. The SharePoint web site will allow users to:

* submit documentation for the original request
* submit additional documentation, when applicable
* track the status of the request
* obtain a copy of the authorization or denial
* notify the applicable National Office program specialist of the submitted request.

Note: Although the authorization or denial will be updated to the case documentation on the SharePoint web site by the applicable National Office program specialist, the official response will also be e-mailed to SED and the requesting State Office specialist.

B SharePoint Web Site and User Guide

To provide documentation for payment authorization requests and to learn how to use the SharePoint web site, the following actions shall be completed:

* access the SharePoint web site at https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment_auth/default.aspx

* in the Shared Documents section, CLICK “SharePoint User Guide”.

Important: The SharePoint User Guide will provide instructions on using the web site effectively, as well as areas to be updated and areas designated for National Office use only.

It is advised that all applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint web site is used as effectively as possible.
B SharePoint Web Site and User Guide (Continued)

The following is an example of the SharePoint User Guide location.

![SharePoint User Guide screenshot]

C Authorized Users

The SharePoint web site can only be accessed by State Office specialists who are responsible for programs administered by PECD.

To request access or provide State Office specialist personnel changes for DCP, the name of the specialist must be submitted in an e-mail to all of the following:

- tina.nemec@wdc.usda.gov
- lenior.simmon@wdc.usda.gov
- tracey.smith@wdc.usda.gov
D Documentation for 2002-2008 DCP Payment Request

The following documentation will be required for 2002-2008 DCP payments that are due the producer, but were not issued before payment software was disabled:

- an explanation of why the 2002-2008 DCP payment was not issued before payment software was disabled, including the payment amount being requested
- CCC-509
- CCC-509E
- DCP direct or CC PPH print for the producer from all counties the producer has an interest in

**Notes:** If the request is to issue a 2002 direct payment, then a 2002 PFC PPH must also be submitted.

To print PPH, select the applicable menu options from the enabled DCP direct or CC payment reports menus.

**Reminder:** If the producer is a:

- joint operation, then a PPH must be submitted for each member of the joint operation
- combined producer, then a PPH must be submitted for all counties the combined producer has an interest in, if applicable.

- current MABDIG for each:
  - producer
  - affected member of the joint operation

- Farm Payment Reduction Report printed from the Compliance Menu

- other documentation about the case, such as a NAD decision, FSA-321’s, or receivable report, if applicable.--*
E State Office Responsibility

State Office shall:

- review the case file before submission to the National Office to ensure that the:
  - amount being requested has been earned by the producer
  - case file contains all required documentation as provided in subparagraph D before submitting the request
- upload payment authorization documentation through the SharePoint web site provided in subparagraph B
- be aware that authorization or denial will be:
  - e-mailed to SED and the requesting State Office specialist
  - available through the SharePoint web site
- ensure that State Office specialist personnel changes are provided to the National Office according to subparagraph C.

*--96.5 DCP Payment Processing for Crop Years 2002 Through 2008 (Continued)
Accessing Payment Processing

A Introduction

Direct or CC payment processing may be accessed from Menu FAX250.

B Accessing Regular Payment Processing

Access direct or CC payment processing from Menu FAX250, according to the following table.

<table>
<thead>
<tr>
<th>Step</th>
<th>Menu or Screen</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FAX250</td>
<td>ENTER “3” or “4”, “Application Processing”, as applicable.</td>
</tr>
<tr>
<td>2</td>
<td>FAX09002</td>
<td>Enter the appropriate county on the Office Selection Menu, if applicable.</td>
</tr>
<tr>
<td>3</td>
<td>FAX07001</td>
<td>ENTER “11”, “PFC/DCP/Compliance”.</td>
</tr>
<tr>
<td>4</td>
<td>M00000</td>
<td>ENTER “10”, “Direct and Counter-cyclical Program”.</td>
</tr>
<tr>
<td>5</td>
<td>MZYEAR</td>
<td>Enter the appropriate program year.</td>
</tr>
<tr>
<td>6</td>
<td>MZA000</td>
<td>ENTER either of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• “2”, “Direct Payment Processing”, to access the direct payment options</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• “3”, “Counter-cyclical Payment Processing”, to access counter-cyclical payment options.</td>
</tr>
<tr>
<td>7</td>
<td>MZAAP0 - Direct</td>
<td>ENTER “1”, “Payment Processing”.</td>
</tr>
<tr>
<td></td>
<td>MZABP0 - CC</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>MZAAP1 - Direct</td>
<td>ENTER “1”, “Issue Payments”.</td>
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<tr>
<td></td>
<td>MZABP1 - CC</td>
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</table>
Reports, Forms, Abbreviations, and Redegulations of Authority

**Reports**

None

**Forms**

This table lists all forms referenced in this handbook.

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<th>Number</th>
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<tr>
<td>AD-1026</td>
<td>Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (includes Appendix)</td>
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<td>12, 16, 140, 227,</td>
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<td>CCC-36</td>
<td>Assignment of Payment</td>
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<td>12</td>
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<tr>
<td>CCC-37</td>
<td>Joint Payment Authorization</td>
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<td>12</td>
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<tr>
<td>CCC-184</td>
<td>CCC Check</td>
<td>Text, Ex. 5</td>
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<tr>
<td>CCC-478</td>
<td>Production Flexibility Contract</td>
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<td>127</td>
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<td>CCC-502B</td>
<td>Farm Operating Plan for Payment Eligibility Review for a Joint Operation or General Partnership</td>
<td>Ex. 16</td>
<td></td>
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<td>CCC-504</td>
<td>Worksheet to Blend Shares and Determine Percent of Cropland Factor</td>
<td></td>
<td>37</td>
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<td>CCC-509</td>
<td>Direct and Counter-Cyclical Contract</td>
<td>Text, Ex. 5</td>
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<tr>
<td>CCC-509B</td>
<td>Direct and Counter-Cyclical Worksheet</td>
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<td>CCC-509E</td>
<td>Direct and Counter-Cyclical Statement of Producer Earnings</td>
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<td>96.5, 301, 302, 351</td>
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<td>Direct and Counter-Cyclical Program Contract Checklist</td>
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<td>CCC-770</td>
<td>Eligibility Checklist</td>
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<td>FSA-325</td>
<td>Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent</td>
<td></td>
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<td>FSA-578</td>
<td>Report of Acreage</td>
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<td>12, 140, 222, 301</td>
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Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

<table>
<thead>
<tr>
<th>Approved Abbreviation</th>
<th>Term</th>
<th>Reference</th>
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<tbody>
<tr>
<td>AGI</td>
<td>adjusted gross income</td>
<td>Text</td>
</tr>
<tr>
<td>CC</td>
<td>counter-cyclical</td>
<td>Text</td>
</tr>
<tr>
<td>CRS</td>
<td>common receivable system</td>
<td>Text</td>
</tr>
<tr>
<td>EFT</td>
<td>electronic funds transfer</td>
<td>Text</td>
</tr>
<tr>
<td>FAV</td>
<td>fruits and vegetables</td>
<td>Text, Ex. 5</td>
</tr>
<tr>
<td>PFC</td>
<td>production flexibility contract</td>
<td>Text</td>
</tr>
<tr>
<td>PPH</td>
<td>producer payment history</td>
<td>Text</td>
</tr>
</tbody>
</table>

Redelegations of Authority

None