

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

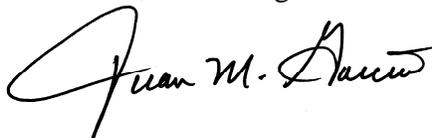
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**Direct and Counter-Cyclical Automation  
2-DCP (Revision 1)**

**Amendment 19**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 28 C has been amended to include a reference for farms having 10.0 base acres or less.

Subparagraph 28 E has been added to provide instructions for a 10.0 or less base acres query.

Subparagraph 35 C has been amended to add a report for producer with shares on FSA-578, but no signature on CCC-509.

Subparagraphs 210 A and 218 A have been amended to provide a list of all available payment reports.

Subparagraph 212 B has been amended to clarify cash rent tenant values.

Subparagraph 216 G has been amended to add a reference for DCP CC payment rates.

Subparagraph 216 H has been removed because prompt payment information is provided in FI procedure.

Subparagraph 217 A has been amended to clarify information in the step/action table.

Subparagraphs 220 A, 220 C, and 224 A have been amended to only reference the Estimated Calculated Payment Report.

Subparagraph 220 B has been amended to provide the updated DCP-ACRE Payments Menu.

Subparagraph 222 B has been amended to provide an updated screen.

Paragraphs 225 through 228 have been removed because procedure for applicable reports is provided in 9-CM.

Subparagraph 232 A has been amended to reference the Payment History Report – Detail

Subparagraph 232 B has been amended to reference 9-CM.

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

Paragraphs 233 and 234 have been removed because procedure for the applicable reports is provided in 9-CM.

Paragraph 235 has been amended to clarify information on the Payment History Report – Detail.

Paragraph 251 has been amended to provide information for the Pending Overpayment Report and the 10 workday hold process.

Paragraph 253 has been amended to clarify ineligible producers and when not to charge interest.

Paragraphs 254 through 258 have been removed because the Overpayment register is no longer available.

Exhibit 6 has been added to provide the DCP direct, DCP CC, and ACRE direct troubleshooting guide.

Exhibit 10 has been added to provide 2009 and 2010 CC payment rates.

<b>Page Control Chart</b>		
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9, 10	2-43, 2-44	3, pages 1, 2
	2-63, 2-64	6, page 1 (add)
	5-1 through 5-12	10, pages 1, 2 (add)
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28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Type	The producer type; such as, *--OO (owner/operator),--* OP, OT, or OW.	
Payment Selections	<p>Producer payment selection summary data will be:</p> <ul style="list-style-type: none"> <li>• displayed, if previously entered</li> <li>• blank, if <b>not</b> previously entered.</li> </ul> <p>Payment selection data may be entered or revised on this screen.</p>	<p>Enter or modify payment selections as applicable.</p> <p><b>Note:</b> Advance CC and refuse all CC payment options are not applicable to ACRE.</p>
When was this Contract Enrolled?	<p>Manual entry.</p> <p>Producers are <b>not</b> authorized to enter CCC-509 enrollment dates.</p>	<p>Enter date all shares equal 100 percent and <b>all</b> required producer signatures were received in mm/dd/yyyy, mmddyyyy, or mmddy format.</p> <p>See 1-DCP, (Rev. 2) paragraph 402 for situations involving producers signatures received in the County Office after June 1 of applicable contract period.</p> <p><b>Note:</b> All applicable signature types <b>must</b> be loaded <b>before</b> an enrollment date can be entered. See subparagraph D for signature type validations.</p>

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (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-509 Approval Process, see paragraph 31.</p> <p>Producers are <b>not</b> authorized to enter CCC-509 approval dates.</p>	<p>Enter COC approval date in mm/dd/yyyy, mmddyyyy, or mmddy format. Approval date:</p> <ul style="list-style-type: none"> <li>• <b>cannot</b> be entered if shares do <b>not</b> equal 100 percent for all crops</li> <li>• <b>cannot</b> be entered if all required signatures have <b>not</b> been received</li> <li>• for ACRE farms, <b>cannot</b> be entered until CCC-509ACRE has been approved</li> <li>• will automatically be removed if shares are modified after approval date has been entered.</li> </ul> <p><b>Note:</b> County Offices shall <b>not</b> approve CCC-509's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.</p>
At least 50% of the ownership interests of the farm are LR/SDA producers?	<p>Manual entry.</p> <p><b>*--Note:</b> See subparagraph E for instructions on running the farms with 10.0 base acres or less query.--*</p>	<p>For farms that have 10.0 base acres or less, CLICK "Yes", if at least 50 percent of the ownership interest of the farm is held by SDA or limited resource farmers or ranchers.</p> <p><b>Note:</b> No action is necessary if the farm has more than 10.0 base acres.</p>
Do you want to Cancel this contract?	<p>Manual entry.</p> <p>Producers are <b>not</b> authorized to:</p> <ul style="list-style-type: none"> <li>• cancel CCC-509</li> <li>• reinstate CCC-509 on a canceled farm.</li> </ul>	<p>CLICK "Yes", if CCC-509 is to be canceled.</p> <p><b>Note:</b> Cancelling CCC-509 will also result in any FAV payment reductions for the farm being cancelled.</p>

28 Consolidations by Producer (Continued)

D Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	<ul style="list-style-type: none"> <li>No signature date required.</li> <li>Shares <b>must</b> equal zero.</li> <li>Producer <b>must</b> be OO (owner/operator) or OW.</li> <li>CCC-509 <b>cannot</b> be approved until after June 1 of each program year.</li> </ul> <p><b>Note:</b> See 1-DCP (Rev. 2), subparagraph 394 C for policy on cash rent certifications.</p>
No Interest in DCP Cropland	<ul style="list-style-type: none"> <li>Producer <b>must</b> be OO (owner/operator) or OW.</li> <li>Shares <b>must</b> equal zero.</li> </ul> <p><b>Note:</b> See 1-DCP (Rev. 2), subparagraph 394 C for signature requirements for OW's with no interest in the DCP cropland.</p>
Electronic (defaulted by system)	When a producer signs electronically, the signature type will be defaulted to electronic.
Joint Venture/No ID	<ul style="list-style-type: none"> <li>Producer <b>must</b> be OO (owner/operator) or OW.</li> <li>Shares <b>must</b> equal zero.</li> </ul> <p><b>Note:</b> This option shall <b>only</b> be used for a joint venture <b>without</b> an ID number. See 1-CM for more information on signature requirements.</p>

\*--E Farms With 10.0 or Less Base Acres Query

Run System 36 query according to the following table.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", and PRESS "Enter".
2	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
3	MCO000	ENTER "2", "Farm Records Management", and PRESS "Enter".
4	MCO097	On the command line, ENTER "TENACRE,QRPRADJ1", and PRESS "Enter".

--\*

29 Consolidations by Crop

A Overview

The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

- Select Producer(s) – Contract Details Screen
- Consolidated by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Consolidated by Producer Screen (see paragraph 28).

B Consolidated by Crop Screen

Following is an example of the top of the Consolidated by Crop Screen.

\*--

USDA United States Department of Agriculture  
Farm Service Agency  
Direct and Counter-Cyclical Program (DCP) & Average Crop Revenue Election (ACRE)

DCP-ACRE Home About DCP-ACRE Help Contact Us Exit DCP-ACRE Logout of eAuth

**DCP-ACRE Menu**  
Welcome [User Name]  
Section 508 Accessibility  
**Sign-Up**  
Approve Contracts  
CCC Representative Electronic Approval  
Producer Violations  
Producer Payment Selections  
Reports  
Nationwide Customer Service  
Update Signatures  
Cancel Contract  
State County Selection  
Blank CCC-509  
ACRE Election  
DCP-ACRE Home

**DCP - Consolidated By Crop**  
Year: 2010 State: Mississippi County: Coahoma  
Farm #: 1494 Operator: ALLEY PLANTING

**Crop: Grain Sorghum**

Name	Producer ID	Shares
ALLEY PLANTING		<input type="text"/> %
REY FARMS		<input type="text"/> %
B SMITH		<input type="text"/> %
ANNIE JONES		<input type="text"/> %

**Crop: Soybeans**

Name	Producer ID	Shares
ALLEY PLANTING		<input type="text"/> %
REY FARMS		<input type="text"/> %
B SMITH		<input type="text"/> %
ANNIE JONES		<input type="text"/> %

**Crop: Upland Cotton**

Name	Producer ID	Shares
ALLEY PLANTING		<input type="text"/> %
REY FARMS		<input type="text"/> %
B SMITH		<input type="text"/> %
ANNIE JONES		<input type="text"/> %

**Crop: Wheat**

Name	Producer ID	Shares
ALLEY PLANTING		<input type="text"/> %
REY FARMS		<input type="text"/> %
B SMITH		<input type="text"/> %
ANNIE JONES		<input type="text"/> %

--\*

## 35 Reports (Continued)

## C Report Descriptions (Continued)

Report	Action	Result
Producers with Electronic Signature	Select report.	Report will be displayed with all producers that have electronically signed CCC-509.
Producers Whose Signature is Missing from Report.	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.
Farms Initiated But Do <b>Not</b> Have Shares Equal to 100 Percent.	Select report.	Report will be displayed identifying all farms that do <b>not</b> have 100 percent of the shares designated.
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.
All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC Representative Electronic Approval Process.
Farms With Less Than 100 Percent Cropland Certified	Select report.	Report will be displayed identifying all farms with less than 100 percent cropland certified on FSA-578.
County Summary Report	Select report.	Report will be displayed providing a summary of DCP enrollment information in the county selected on the State Report Selection Screen.
*--Producers With Shares on FSA-578, But No Signature on CCC-509	Select report.	Report is used for ACRE-ACRE. ACRE-ACRE payments cannot be made to a producer unless that producer has signed CCC-509 by September 30th of the applicable program year.  Report will be displayed indentifying all producers who share in an ACRE crop on FSA-578, but do not have an actual signature on CCC-509.--*
Appendix to CCC-509, Direct and Counter-Cyclical Program (DCP) Contract or Average Crop Revenue Election (ACRE) Program Contract	Select report.	CCC-509 terms and conditions will be displayed.  <b>Note:</b> All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

**36 Nationwide Customer Service**

**A County Office User Access**

CCC-509 software provides nationwide customer service for County Office users. County Office users have the ability to load and access CCC-509's for any producer nationwide. This is extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-509's have limited authority.

To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

## Part 5 DCP and ACRE Direct Payment Processing

### Section 1 Program Payment Provisions

#### 210 General Provisions

##### A Introduction

This part contains the following:

- general provisions applicable to DCP direct and CC, and ACRE direct, payments
- provisions for:
  - processing DCP direct and CC, and ACRE direct, payments and overpayments
  - canceling DCP direct and CC, and ACRE direct, payments
- information about the:
  - \*--Estimated Calculated Payment Report
  - Submitted Payments Report
  - Submitted Overpayments Report
  - Pending Overpayment Report
  - Nonpayment/Reduction Report
  - Insufficient Funds Report
  - Payments Computed to Zero Report
  - Payment History Report - Summary
  - Payment History Report - Detail.--\*

##### B Obtaining FSA-325

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

**Note:** If CCC-509 has been filed by the producer, a revised CCC-509 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

##### C Administrative Offset

DCP direct and CC, and ACRE direct, payments are subject to administrative offsets.

##### D Bankruptcy

State and County Offices shall contact the OGC Regional Attorney for guidance before issuing DCP direct and CC, and ACRE direct, payments for all bankruptcy cases.

210 General Provisions (Continued)

**E Assignments**

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

**F Processing Payments**

Advance and final payments shall be issued as soon as **all** of the following conditions exist:

- \*--DCP direct and CC, and ACRE direct, payment software is available--\*
- producer has provided all required program documentation
- CCC-509 is approved
- program regulations are published.

**G Funds Control Process**

\*--DCP direct and CC, and ACRE direct, payments will use the e-Funds accounting process--\* which controls funding allotments by crop year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds control process will be used to allocate funds to each County Office through State Offices. Initial amounts will be set for each State and County Office by the National Office.

If adequate funding is not available, those producers that cannot be paid will be listed on the Nonpayment Register with the reason, "Payment cannot be issued because of insufficient e-Funds."

## 210 General Provisions (Continued)

**H Requesting Additional E-Funds**

\*--E-Funds should be requested for DCP direct and CC, and ACRE direct, as follows.--\*

- County Offices shall contact the appropriate State Office specialist to request additional funds.
- State Office specialists shall contact the National Office when additional funds have been requested by the County Office and the current funding in the State cannot support the request.

When requesting additional funds, State Office specialists shall e-mail **all** of the following \*--National Office contacts with the program year, program, program type, and a specific--\* amount:

- Sandy Bryant at **sandy.bryant@wdc.usda.gov**
- Steve Peterson at **steve.peterson@wdc.usda.gov**
- Tina Nemec at **tina.nemec@wdc.usda.gov**
- Lenior Simmons at **lenior.simmons@wdc.usda.gov**.

**Notes:** State Offices shall deallocate funds from 1 or more County Offices and allocate those funds to the requesting County Office **before** requesting additional funds from the National Office reserve.

Additional funds will be sent from the National Office to the State Office, and the State Office will send the funds to the County Office.

For State Offices administering County Offices not located within that State, the National Office will send the requested funds directly to the County Office because the administering State Office will not have access to the County Office funds.

**\*--I General Payment Policy**

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

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

**J Payment Troubleshooting**

Exhibit 6 provides a guide for troubleshooting payment problems. Use this guide before submitting problems to the State or National Office.--\*

**211 Payment Limitation Provisions**

**\*--A Payment Limitation Information for DCP Direct and CC, and ACRE Direct, Payments**

DCP direct and CC, and ACRE direct, payments are limited to a maximum payment--\* limitation amount per person or legal entity and will be attributed through direct attribution.

See 4-PL, paragraph 14 for payment limitation amounts for a person or legal entity.

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

- \*--all DCP direct and CC, and ACRE direct, payments, as applicable, are issued for the--\* person or legal entity
- maximum payment limitation has been attributed to a person.

212 Payment Subsidiary Eligibility Provisions

**A Introduction**

The payment process reads the web-based eligibility system, for the year associated with CCC-509 to determine if a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued for that year and the producer or member will be listed on the Nonpayment Register with the applicable message.

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

**\*--B DCP Direct and CC, and ACRE Direct, Subsidiary Eligibility**

The following identifies web-based eligibility determinations applicable to DCP direct and CC, and ACRE direct, payments and how the system will use the web-based subsidiary--\* eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register. See subparagraph 228 B for the priority order.

<b>Eligibility Determination/Certification</b>	<b>Value</b>	<b>Eligible for DCP *--Direct and CC,--* and ACRE Direct</b>	<b>Exceptions</b>
Actively Engaged	Actively Engaged	Yes	
	Not Filed	No	
	Awaiting Determination	No	
	Awaiting Revisions	No	
	Not Actively Engaged	No	
AD-1026	Certified	Yes	
	Awaiting Certification	No	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
AGI	Compliant Producer	Yes	
	Compliant Agent	Yes	
	Exempt	Yes	
	Not Filed	No	
	Not Met - COC	No	
	Not Met - Producer	No	

212 Payment Eligibility Subsidiary Provisions (Continued)

B DCP Direct and CC, and ACRE Direct, Subsidiary Eligibility (Continued)

Eligibility Determination/Certification	Value	Eligible for DCP Direct and CC, and ACRE Direct	Exceptions
Cash Rent Tenant	Eligible	Yes	If a determination is "Partially Eligible" then a cropland factor payment reduction will apply.
	Partially Eligible	Yes	
	Ineligible	No	
	Not Applicable	Yes	
	Awaiting Determination	No	
	*--Exempt	Yes--*	
	* * *	* * *	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
FCIC Fraud	Compliant	Yes	
	Not Compliant	No	

213–215 (Reserved)

**\*--216 DCP Direct and CC, and ACRE Direct, Payments (Continued)**

**C ID and Business Type Eligibility**

The following provides the ID numbers and business types that are eligible for DCP direct and CC, and ACRE direct, payments.--\*

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

216 DCP Direct and CC, and ACRE Direct, Payments (Continued)

**D Eligible Commodities**

\*--The following table provides the commodities eligible for DCP direct, DCP CC, and--\* ACRE direct payments.

Crop Name	Crop Name
Barley	Rice – Long Grain
Canola	Rice – Medium Grain
Corn	Safflower
Crambe	Sesame
Flax	Sorghum
Mustard	Soybeans
Oats	Sunflowers
Peanuts	Upland Cotton
Rapeseed	Wheat

\*--The following table provides additional commodities eligible for DCP CC payments.

Crop Name	Crop Name
Beans - Desi	Dry Peas
Beans - Kabuli	Lentils--*

**E DCP Direct Payment Rates**

See Exhibit 8 for DCP direct payment rates.

**F ACRE Direct Payment Rates**

See Exhibit 9 for ACRE direct payment rates.

**\*--G DCP CC Payment Rates**

See Exhibit 10 for DCP CC payment rates.--\*

**H Issuing Payments Less Than \$1**

The DCP and ACRE direct payment processes will:

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

\* \* \*

217 Payment Processing

**A Computing Payment and Overpayment Amounts**

The DCP direct and CC, and ACRE direct, payment process is an integrated process that reads a wide range of files to:

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

The following describes the high level processing sequence to calculate DCP direct and CC, and ACRE direct, payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine if there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the farm, producer, and crop according to subparagraph C.
4	Determine if the producer is an entity or joint operation, and if so, obtain member information, if applicable.
5	Determine if the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each farm and producer: <ul style="list-style-type: none"> <li>• gross payment amount for each crop</li> <li>• program specific reductions</li> <li>• 1 reason if producer is ineligible due to subsidiary eligibility provision.</li> </ul>
7	Direct attribution will determine the following: <ul style="list-style-type: none"> <li>• reduction amounts</li> <li>• payment limitation availability</li> <li>• net payment or overpayment amount</li> <li>• reasons for nonpayment or overpayment.</li> </ul>
8	*--All net payment and overpayment amounts will be totaled to determine the net payment or overpayment for the farm and producer.--*
***	***
9	Determine if e-Funds are available for the payment.
10	*--Provide the payment amount to NPS, or update the overpayment amount to the Pending Overpayment Report.--*
11	Update the Nonpayment Register with applicable information.
12	Update the Payment History with applicable information.



**\*--218 State and County Office Access to DCP-ACRE Payment Reports**

**A Displaying or Printing DCP-ACRE Reports**

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

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	Paragraph 224.
Submitted Payments Report	Live	9-CM, paragraph 63.
Submitted Overpayments Report	Live	9-CM, paragraph 64.
Pending Overpayment Report	Live	9-CM, paragraph 65.
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66.
Insufficient Funds Report	Live	9-CM, paragraph 67.
Payments Computed in Zero Report	Live	9-CM, paragraph 68.
Payment History Report - Summary	Report Database	9-CM, paragraph 69.
Payment History Report - Detail	Report Database	Paragraph 235.

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

**B Accessing the DCP-ACRE Payment Web Site**

Users can access the DCP-ACRE Payment Home Page according to the following.--\*

Step	Action
1	To access the DCP-ACRE Payments web site go to FSA’s Applications Intranet web site at: <a href="http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html">http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html</a> .
2	Under “Production Adjustment & Disaster Programs”, CLICK “ <b>DCP-ACRE Payment Reports</b> ”.

**C USDA eAuthentication Warning Screen**

When user clicks “DCP-ACRE Payment Reports”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**I agree**” to proceed or “**Cancel**” to end the process.

**D USDA eAuthentication Login Screen**

On the USDA eAuthentication Login Screen, user must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “Login”.

The DCP-ACRE Payments Home Screen will be displayed.

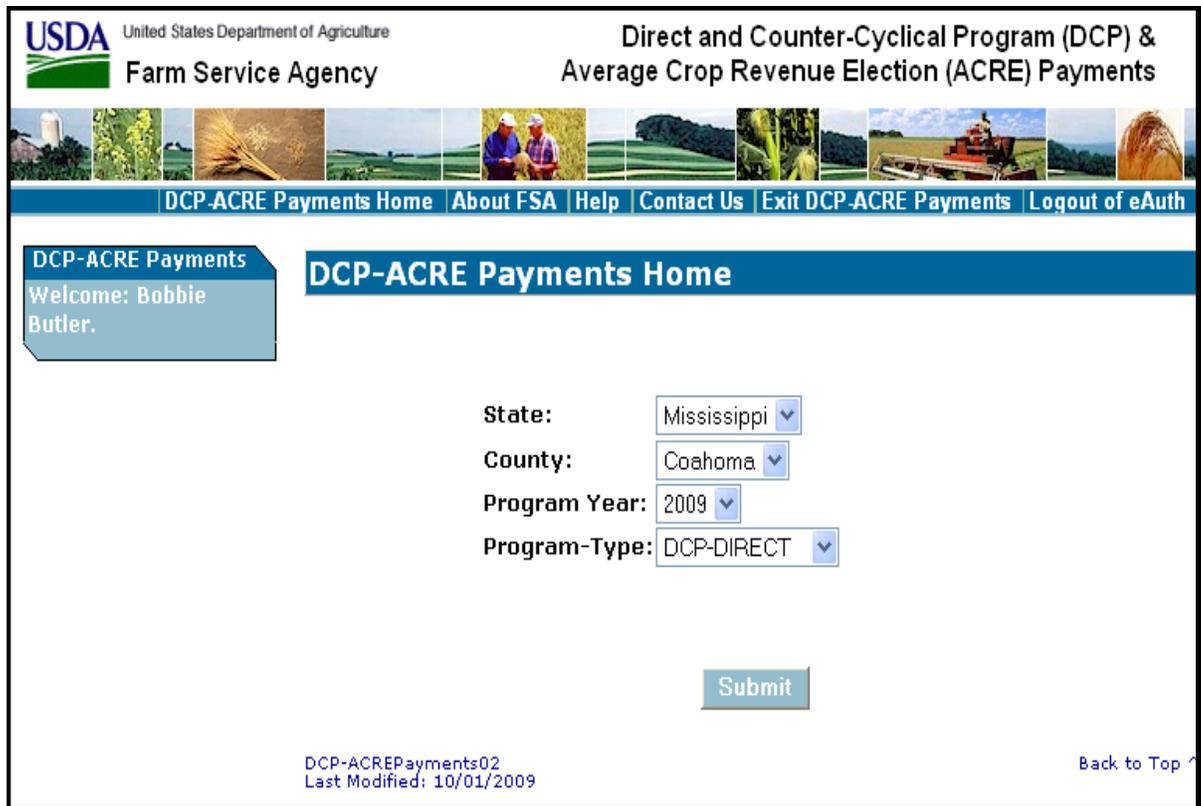
**\*--219 DCP-ACRE Payments Home Screen**

**A Overview**

When a user is logged in and has been authenticated, user must select a State, county, program year, and program-type.

**B DCP-ACRE Payments Home Selection Screen**

The following is an example of the DCP-ACRE Payments Home Selection Screen.



**Note:** Various processing screens will have information similar to the following in the bottom left of the screen:

- “DCP-ACREPayments200904”
- “Last Modified: 10/01/2009”.

This information is provided on the screens to assist the Help Desk in applicable situations.--\*

**\*--219 DCP-ACRE Payments Home Screen (Continued)**

**C Action**

The following provides the fields that are available on the DCP-ACRE Payments Home Screen.

<b>Field</b>	<b>Description</b>		<b>Action</b>
State	County Office user	Defaulted to the State user is associated with.  Drop-down menu will list States to which the user is associated.	Select the State for processing.
	State Office user	Defaulted to the State the user is associated with.  Drop-down menu will list all States to which the user is associated.	
County	County Office user	Defaulted to the county user is associated with.  Drop-down menu will list all counties to which the user is associated.	Select the county for processing.
	State Office user	Defaulted to the first county in the State to which the user is associated.  Drop-down menu will list all counties within the State selected.	
Program Year	Drop-down menu will list the years available to be viewed or printed.		Select the applicable year.
Program-Type	Drop-down menu will list the "Program-Types" available to be viewed or printed.		Select the applicable "Program-Type".
Submit	The DCP-ACRE Payments Menu Screen will be displayed.		

--\*

## 220 DCP-ACRE Payments Menu Screen

### A Overview

After users have selected the State, county, year, and program-type on the DCP-ACRE Payments Home Screen, the DCP-ACRE Payments Menu will be displayed. The \*--DCP-ACRE Payments Menu allows users to select the Estimated Calculated Payment--\* Report for processing:

\* \* \*

### B DCP-ACRE Payments Menu Screen

The following is an example of the DCP-ACRE Payments Menu.

\*--

USDA United States Department of Agriculture  
**Farm Service Agency**

**Direct and Counter-Cyclical Program (DCP) & Average Crop Revenue Election (ACRE) Payments**

DCP-ACRE Payments Home | About FSA | Help | Contact Us | Exit DCP-ACRE Payments | Logout of eAuth

**DCP-ACRE Payments Menu**

State: MS  
 County: Coahoma  
 Program Year: 2011  
 Program-Type: DCP-DIRECT

**Reports**  
[Estimated Calculated Payment Report](#)

DCP-ACREPayments201103  
 Last Modified: 03/09/2011

[Back to Top](#) ^

--\*

220 DCP-ACRE Payments Menu Screen (Continued)

**C Action**

\*--The following provides the fields that are available on the DCP-ACRE Payments Home--\*  
Screen.

\* \* \*

Button	Description
* * *	* * *
Estimated Calculated Payment Report	If the Estimated Calculated Payment Report is selected for processing, the Estimated Calculated Payment Screen will be displayed.  <b>Notes:</b> See paragraphs 221 through 224 for the Estimated Calculated Payment process.
Submit	*--After the Estimated Calculated Payment Report has been selected,--* CLICK "Submit".

**\*--221 Estimated Calculated Payment Report Process**

**A Introduction**

The Estimated Calculated Payment Report will include information about calculating DCP or ACRE direct payment for each producer and crop in which the producer has an interest on the farm.

**B Reviewing the Estimated Calculated Payment Report**

County Offices shall access the Estimated Calculated Payment Report process to view or print the calculated payment information for the farm or producers on the farm with an interest in 1 or more crops. The Estimated Calculated Payment Report process allows County Offices to view or print the Estimated Calculated Payment Report.

**C Accessing the Estimated Calculated Payment Report Process**

Follow paragraphs 218 through 220 to access the Estimated Calculated Payment Report.--\*

222 Estimated Calculated Payment Report Search Options Screen

**A Overview**

After a user has selected to process the Estimated Calculated Payment Report from the DCP-ACRE Payments Menu Screen, the Estimated Calculated Payment Report Search Options Screen will be displayed.

**B Searching Estimated Calculated Payment Report Information**

The Estimated Calculated Payment Report Search Options Screen allows the user to search the Estimated Calculated Payment Report information by the following methods:

- producer
- farm number.

Following is an example of the Estimated Calculated Payment Report Search Options Screen.

\*--

USDA United States Department of Agriculture  
**Farm Service Agency**  
**Direct and Counter-Cyclical Program (DCP) & Average Crop Revenue Election (ACRE) Payments**

DCP-ACRE Payments Home | About FSA | Help | Contact Us | Exit DCP-ACRE Payments | Logout of eAuth

**DCP-ACRE Payments**  
 Welcome: Bobbie Butler

**Reports**  
[Estimated Calculated Payment Report](#)

**Estimated Calculated Payment Report Search Options**

**State:** MS  
**County:** Coahoma  
**Program Year:** 2011  
**Program-Type:** DCP-DIRECT

**Producer**  
 **Farm Number**

DCP-ACREPayments201107  
 Last Modified: 03/09/2011 [Back to Top](#)

--\*

**\*--222 Estimated Calculated Payment Report Search Options Screen (Continued)**

**C Action**

To search the Estimated Calculated Payment Report by producer:

- CLICK **“Producer”**
- CLICK **“Search”**.

The SCIMS Customer Search Screen will be displayed. See paragraph 223 for an example of the SCIMS Customer Search Screen.

To sort the Estimated Calculated Payment Report by a specific farm number:

- CLICK **“Farm Number”**
- enter the applicable farm number
- CLICK **“Search”**.

The Estimated Calculated Payment Report will be displayed based on user selection.--\*

**\*--223 SCIMS Customer Searches**

**A Overview**

If users search the Estimated Calculated Payment Report by producer, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producers can be selected by type, name, TIN, or other. See 1-CM for additional information on SCIMS.

**B SCIMS Customer Search Screen**

Following is an example of the SCIMS Customer Search Screen.

Users must select customers based on search results by clicking the applicable producer. Once a producer is selected, the Estimated Calculated Payment Report – Producer Screen will be displayed.--\*

**224 Estimated Calculated Payment Report**

**A Viewing or Printing the Estimated Calculated Payment Report**

The Estimated Calculated Payment Report can be viewed after selecting to search the report by producer or farm number according to paragraphs 221 through 223.

If a printed report is needed, County Offices shall print the report by clicking the following after the report view is provided:

- **“File”** from the menu options
- **“Print”**
- **“OK”**.

When completed, the Internet Explorer browser can be closed in the normal manner and the  
\*--Estimated Calculated Payment Report Search Options Screen will be displayed.--\*

224 Estimated Calculated Payment Report (Continued)

**B Information Displayed/Printed on the Estimated Calculated Payment Report**

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

<b>Field</b>	<b>Description</b>
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	Name of the selected program.
Program Type	Name of the selected program type.
State	State as selected.
County	County as selected.
Approved Contract	Indicator of "Y" or "N" provides if CCC-509 is approved or not approved.
Cropland Reported	Indicator of "Y" or "N" provides if all cropland has been reported.
Farm Number	Farm number from CCC-509.
Producer Name	Name of the producer associated with the selection.
Crop	Name of the crop for which the payment was calculated.
Payment Acres	Payment acres for the crop from CCC-509.
FAV Reduction Acres	FAV reduction acres for the crop from the FAV System.
Net Payment Acres	Result of Payment Acres minus FAV Reduction Acres.
Payment Yield	Payment yield for the crop from CCC-509.
Producer Share	Producer share of the crop from CCC-509.
Payment Rate	Payment rate for the crop from the Program Parameter Table.
Calculated Payment	Calculated payment for the crop, which is the result of multiplying the following: <ul style="list-style-type: none"> <li>• net payment acres, times</li> <li>• payment yield, times</li> <li>• producer share, times</li> <li>• payment rate.</li> </ul>
Total Calculated Payment	Result of adding all calculated payments for all crops for the producer.

225-228 (Withdrawn--Amend. 19)

229-231 (Reserved)



**\*--232 Payment History Report - Detail**

**A Introduction**

The DCP-ACRE Payment History Report - Detail is a report that provides detailed information about a DCP or ACRE payment.--\*

\* \* \*

**B Accessing the Payment History Report Process**

\*--Access the Payment History Search Options Screen according to 9-CM, paragraph 52.--\*

**233, 234 (Withdrawn--Amend. 19)**

**\*--235 Payment History Report - Detail Process**

**A Introduction**

The Payment History Report - Detail will include detailed information about the payment for the farm and producer.

**B Accessing the Payment History Report - Detail**

Follow 9-CM, paragraph 52 to access the Payment History Report - Detail.--\*

\* \* \*



## \*--235 Payment History Report - Detail Process (Continued)--\*

**C Information Displayed/Printed on the Detail Payment History Report**

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

<b>Field</b>	<b>Description</b>
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	The name of the selected program.
Program Type	The name of the selected program type.
State, County	State and county as selected.
Farm Number	Farm number from CCC-509.
Producer Name	Name of the producer associated with the selection.
ID / Type	Last 4 digits of the producer's ID number and type.
Business Type	Business type associated with the producer.
<b>Producer Information</b>	
Transaction Date	Date the payment was sent to NPS.
Type of Transaction	Type of transaction for the information displayed, such as "Payment" or "Receivable".
Crop	The name of the crop the payment was calculated for.
Payment Acres	Payment acres for the crop from CCC-509.
FAV Red Acres	FAV reduction acres for the crop from the FAV System.
Payment Yield	Payment yield for the crop from CCC-509.
Share	Producer share of the crop from CCC-509
Payment Rate	Payment rate for the crop from the Program Parameter Table.
Gross Payment	Calculated gross payment amount for the crop.
AGI Reduction	Amount of the payment reduced because of an AGI reduction.
Crpland Factor Reduction	Amount of the payment reduced because of a cropland factor reduction.
FAV Plant. Reduction	Amount of the payment reduced because of an FAV planting violation.
FAV Rep. Reduction	Amount of the payment reduced because of an FAV reporting reduction.
FAV Mnt. Reduction	Amount of the payment reduced because of an FAV maintenance reduction.
Pay Limit Reduction	Amount of the payment reduced because of a payment limitation reduction.
Net Payment	Payment amount for the crop included in the total payment sent to NPS for the farm or producer selected.
Net Payment Amount	Total of all net payment amounts for the producer.

**\*--235 Payment History Report - Detail Process (Continued)--\***

**C Information Displayed/Printed on the Detail Payment History Report (Continued)**

Field	Description
<b>If the Payment History Summary Record selected is for an entity or joint operation, the following additional information will display/print for each member of the entity or Joint Operation.</b>	
Crop	The name of the crop the payment was calculated for.
Gross Payment	Calculated gross payment amount for the crop.
AGI Reduction	Amount of the payment reduced because of an AGI reduction.
Crpland Factor Reduction	Amount of the payment reduced because of a cropland factor reduction.
Pay Limit Reduction	Amount of the payment reduced because of a payment limitation reduction.
Substantive Change Reduction	Amount of the payment reduced because of a substantive change reduction.
Member Contribution Reduction	Amount of the payment reduced because of a member contribution reduction.
Member Level Reduction	Amount of the payment reduced because of a member level reduction.
Net Payment	Payment amount included in the total payment sent to NPS for the member.
Net Payment Amount	Total of all net payment amounts for the member.

**236-239 (Reserved)**

## Section 4 Overpayments

### 251 General Provisions for Overpayments

#### A Introduction

\*--Overpayments will be determined during the DCP direct and CC and ACRE direct payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. When the overpayment is transferred to NRRS--\* will depend on which payment cycle the overpayment occurred in. See subparagraphs 251 B and 251 C for information on transferring overpayments to NRRS.

#### B Overpayments Determined During the Advance Payment Cycle

If an overpayment is determined during the DCP direct and CC, and ACRE direct advance \*--payment cycle:

- overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65
- users will be required to transfer the overpayment to NRRS, if applicable.

**Note:** If the total amount of the overpayment determined for the farm and producer during the advance payment cycle is less than the total amount of the final payment that will be due the producer, then the County Office should not transfer the overpayment to NRRS. Notate the Pending Overpayment Report, as applicable.

- the overpayments will **not** automatically be transferred to NRRS after 10 workdays.--\*

#### C Overpayment Determined During the Final Payment Cycle

If an overpayment is determined during the DCP direct and CC and ACRE direct final \*--payment cycle, the overpayment for the farm and payment entity will be put on the Pending Overpayment Report according to 9-CM, paragraph 65.--\*

\* \* \*

**\*--252 Collecting Overpayments**

**A Introduction**

Overpayment amounts will be determined by farm, producer, and crop, but only one total overpayment amount will be provided to NRRS. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. However, there are exceptions during the advance payment cycle which are provided for in this paragraph.

**B Overpayments and Due Dates**

The following table lists:

- situations that may cause an overpayment
- overpayment due dates

**Note:** If an overpayment is determined during the advance payment cycle and the total amount of the overpayment is less than the total final payment that will be issued, the overpayment should not be transferred to receivables.

<b>Time of Determination</b>	<b>Situation</b>	<b>Overpayment Due Date</b>
Any time.	Payment was issued for the wrong farm, producer, or crop.	Immediately
After something affecting the payment amount is changed on the CCC-509.	The advance payment was issued and later something affecting the advance payment amount changes on the CCC-509.  The total amount of the advance overpayment exceeds the amount of the final payment.	Immediately
After producer misrepresentation is determined.	The producer received an advance payment and the COC determines that the producer misrepresented their interest on the CCC-509.	Immediately
After payment limitation exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	The producer's eligibility value changes which makes the producer ineligible for payment.	Immediately

--\*

\*--252 Collecting Overpayments (Continued)

**B Overpayments and Due Dates (Continued)**

<b>Time of Determination</b>	<b>Situation</b>	<b>Overpayment Due Date</b>
After FAV acreage report or determination.	The advance payment was issued and the FAV reduction amount is greater than the final payment due October 1 of the applicable program year.	Immediately.
After cropland acres have been reported on the FSA-578.	The advance payment was issued and all cropland acres have not been reported on the FSA-578 as of October 1 of the current fiscal year.	October 1 of the current fiscal year. <b>Note:</b> If a producer is determined as overpaid on or after October 1 of the current fiscal year and the overpayment is subsequently transferred to receivables and then claims, claims interest will apply even though the condition causing the overpayment is later resolved. See paragraph 253.
Any time CCC-509 is canceled.	CCC-509 was canceled after payments were issued to the producer.	Immediately.

--\*

**253 Charging Interest****A Introduction**

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

**B Ineligible Producers**

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received a DCP or ACRE payment
- the producer does not meet AGI provisions
- conservation compliance provisions are violated
- \*--controlled substance provisions are **not** met
- \*--FAV reduction or violation is determined.--\*

Interest for ineligible producers will be charged from the date of disbursement. The system will compute this interest when the overpayment is established in NRRS.

**C When Not to Charge Interest**

Interest will not be charged if the producer:

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

**254-258 (Withdrawn--Amend. 19)**

**259-264 (Reserved)**

**Part 6 (Reserved)**

**265-320 (Reserved)**

## Reports, Forms, Abbreviations, and Delegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		212, 216, 228
CCC-36	Assignment of Payment		216
CCC-37	Joint Payment Authorization		216
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		Text, Ex. 2, 3, 6
CCC-509 Appendix	Appendix to Form CCC-509, 2009-2012 Direct and Counter-Cyclical Program Contract		35, 48, 62, 63, Ex. 2, 3
CCC-509ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		26, 28, Part 4
CCC-528	Designation of Payment Acres for Planted and Considered Planted (P&CP) Crops of Covered Commodities and Peanuts for the Average Crop Revenue Election (ACRE) Program		Part 9
CCC-538	Producer-Paid Crop Insurance Premium		Part 8
CCC-902	Farm Operating Plan		216
CCC-926	Average Adjusted Gross Income (AGI) Statement		216
FSA-211	Power of Attorney		28, 31, 32, 168, 169,
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		210, 571
FSA-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		571
FSA-509 ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		571
FSA-528	Equipment Budget Information (Report No. MS-551R)		571, 572

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-538	Annual Freedom of Information Act Report Certification Form (Report Control No. RPT-I-00-INFO-09-1)		571, 572
FSA-578	Report of Acreage		35, 48, 228, 252, Part 7, Part 8, 433, 434
FSA-658	Record of Production and Yield		Part 7, 571, 572

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
CC	counter-cyclical	Text
CIMS	Comprehensive Information Management System	385
eACRE	electronic ACRE	197, 200
eDCP	electronic DCP	61, 62, 67
EIN	employer ID number	30.5
OP	operator	Text, Ex. 2
OT	other producer	28, 30, 34, 70, 166
OW	owner	Text, Ex. 2
PRS	Production Reporting System	Part 7
RLMS	Representative Link Manager System	Text

Delegations of Authority

COC may redelegate authority to approve CCC-509's, CCC-509 ACRE,'s and FSA-698's to CED, in routine cases. Redlegation shall be documented in COC minutes.

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	Production Reporting System - Select Tract Screen	334, 337
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\*--DCP Direct, DCP CC, and ACRE Direct Troubleshooting Guide

Issue	System	Reason	Solution
Payment not being processed	Payments	No producer signature date on CCC-509.	Verify that the producer provided a timely signature and that the signature date has been updated in the CCC-509 system.
		CCC-509 not approved.	Review the following reports (paragraph 35): <ul style="list-style-type: none"> <li>• All Farms Initiated but not Enrolled</li> <li>• All Farms Enrolled but not Approved</li> <li>• All Canceled Farms.</li> </ul>
		Payment for the producer is not at least \$1.	Review the Payments Computed to Zero Report. See 9-CM, paragraph 68.
		Insufficient funds.	Review the Insufficient Funds Report in the Common Payment Reports. See 9-CM, paragraph 67.
		Advance selection date was not entered on CCC-509.  <b>Note:</b> Only applies during the advance payment cycle.	Verify that the advance selection date has been entered for the producer in the CCC-509 system.
Message, “Prior Payments Exceed Current Payments”, is displayed on the Pending Overpayment Report	Payments	CCC-509 is not approved.	Review the following reports (paragraph 35): <ul style="list-style-type: none"> <li>• All Farms Initiated but not Enrolled</li> <li>• All Farms Enrolled but not Approved</li> <li>• All Canceled Farms.</li> </ul>
		CCC-509 information or data used in the payment calculation has changed resulting in a payment amount that is: <ul style="list-style-type: none"> <li>• zero</li> <li>• less than what has already been issued.</li> </ul>	Verify changed data by reviewing: <ul style="list-style-type: none"> <li>• CCC-509</li> <li>• Farm Payment Reduction Report.</li> </ul>

--\*



**\*--DCP CC Payment Rates**

**A 2009 DCP Advance and Final CC Payment Rates**

The following provides 2009 DCP advance and final CC payment rates.

<b>Crop</b>	<b>Unit of Measure</b>	<b>Advance Payment Rate</b>	<b>Final Payment Rate</b>
Barley	bushel	\$0	\$0
Beans - Desi	pound	\$0	\$0
Beans - Kabuli	pound	\$0	\$0
Canola	pound	\$0	\$0
Corn	bushel	\$0	\$0
Crambe	pound	\$0	\$0
Dry Peas	pound	\$0	\$0
Flax	bushel	\$0	\$0
Lentils	pound	\$0	\$0
Mustard	pound	\$0	\$0
Oats	bushel	\$0	\$0
Peanuts	pound	\$0.0046	\$0.012500
Rapeseed	pound	\$0	\$0
Rice – Long Grain	pound	\$0	\$0
Rice – Medium Grain	pound	\$0	\$0
Safflower	pound	\$0	\$0
Sesame	pound	\$0	\$0
Sorghum	bushel	\$0	\$0
Soybeans	bushel	\$0	\$0
Sunflowers	pound	\$0	\$0
Upland Cotton	pound	\$0.0103	\$0.016800
Wheat	bushel	\$0	\$0

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**\*--DCP CC Payment Rates (Continued)**

**B 2010 DCP Advance and Final CC Payment Rates**

The following provides 2010 DCP advance and final payment rates.

<b>Crop</b>	<b>Unit of Measure</b>	<b>Advance Payment Rate</b>	<b>Final Payment Rate</b>
Barley	bushel	\$0	
Beans - Desi	pound	\$0	
Beans - Kabuli	pound	\$0	
Canola	pound	\$0	
Corn	bushel	\$0	
Crambe	pound	\$0	
Dry Peas	pound	\$0	
Flax	bushel	\$0	
Lentils	pound	\$0	
Mustard	pound	\$0	
Oats	bushel	\$0	
Peanuts	pound	\$0	
Rapeseed	pound	\$0	
Rice – Long Grain	pound	\$0	
Rice – Medium Grain	pound	\$0	
Safflower	pound	\$0	
Sesame	pound	\$0	
Sorghum	bushel	\$0	
Soybeans	bushel	\$0	
Sunflowers	pound	\$0	
Upland Cotton	pound	\$0	
Wheat	bushel	\$0	

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