

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Direct and Counter-Cyclical Automation 2-DCP (Revision 1)	Amendment 39
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 216.5 has been added to provide procedure for submitting payment authorization requests for 2009 through 2013 DCP and ACRE, and 2014 and 2015 CTAP.

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TC	Text	Exhibit
3, 4	5-16.1, 5-16.2 (add) 5-16.3 (add)	1, pages 1, 2

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***--216.5 DCP and ACRE Payment Processing for Crop Years 2009 Through 2013, and CTAP Payment Processing for Crop Years 2014 and 2015**

A DCP Direct, Counter-Cyclical, ACRE Direct, and ACRE Payments for 2009 Through 2013 and CTAP Payments for 2014 and 2015

DCP and ACRE payment processing for crop years 2009 through 2013, and CTAP payment processing for 2014 and 2015 has been disabled.

If an overpayment has occurred for a 2009 through 2013 DCP, or ACRE payment, or a 2014 or 2015 CTAP payment, then enter the overpayment according to 64-FI.

To receive authorization to issue a 2009 through 2013 DCP or ACRE payment, or a 2014 or 2015 CTAP payment, State Offices must submit a request through the 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.

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 will be completed:

- access the SharePoint web site at
https://sharepoint.fsa.usda.net/mgr/dafp/PECD/payment_auth/default.aspx
- in the “Shared Documents” sections, CLICK “SharePoint User Guide”.

C Authorized Users

The SharePoint web site can only be accessed by State Office specialists who are responsible for DCP/ACRE and CTAP.

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

- tina.nemec@wdc.usda.gov
- tracey.smith@wdc.usda.gov.*

***--216.5 DCP and ACRE Payment Processing for Crop Years 2009 – 2013 and CTAP Payment Processing for Crop Years 2014 and 2015 (Continued)**

D Documentation for Payment Authorization Requests

The following documentation will be required for 2009 through 2013 DCP and ACRE payments, and 2014 and 2015 CTAP payments that are due the producer, but were not issued before payment processing was disabled March 31, 2017.

The SharePoint web site must be updated with the following:

- an explanation of why the DCP, ACRE, or CTAP payment was not issued before payment processing was shut down on March 31, 2017
- CCC-509 or CCC-957, as applicable
- Estimated Calculated Payment Report
- Payment History Report Detail for:
 - the producer (access the report by producer name)
 - all members (access the report by member name)
 - combined producers
- subsidiary print for the:
 - producer
 - members, if applicable
- Payment Limitation Detail Report for the:
 - producer
 - members, if applicable
- Farm Payment Reduction Report
- other documentation about the request, such as a NAD decision, FSA-321's, or receivable report, if applicable.--*

***--216.5 DCP and ACRE Payment Processing for Crop Years 2009 – 2013 and CTAP Payment Processing for Crop Years 2014 and 2015 (Continued)**

E State Office Responsibility

State Office will:

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

F County Office Responsibility

County Offices will:

- follow the instructions in this paragraph for payment authorizations and overpayments
- submit payment authorization requests to the State Office with all documentation provided in subparagraph D.--*

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 ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		26, 28, Part 4, 571
CCC-509 Appendix	Appendix to Form CCC-509, 2009-2012 Direct and Counter-Cyclical Program Contract		35, 48, 62, 63, Ex. 2, 3
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, 571, 572, 573
CCC-538	Producer-Paid Crop Insurance Premium		Part 8, 571, 572
CCC-902	Farm Operating Plan		216
CCC-926	Average Adjusted Gross Income (AGI) Statement		216
CCC-957	Cotton Transition Assistance Program (CTAP) Application		216.5
FSA-211	Power of Attorney		28, 31, 32, 168, 169
FSA-321	Finality Rule and Equitable Relief		216.5
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		210, 571
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

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

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
TBA	to be announced	Ex. 26, 29, 30

Delegations of Authority

COC may redelegate authority to approve CCC-509's, CCC-509 ACRE,'s and FSA-658's to CED, in routine cases. Redlegation shall be documented in COC minutes.