FSA
HANDBOOK

Direct and Counter-Cyclical Automation

For State and County Offices

SHORT REFERENCE

2-DCP
(Revision 1)

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

…

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

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

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Revision

This handbook has been revised to provide DCP automation procedure applicable to the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).

Table of Contents

Page No.

Part 1 Basic Provisions

1 Handbook Purpose, Related Handbooks, and Sources of Authority 1-1
2-10 (Reserved)

Part 2 CCC-509 Software

11 Overview 2-1
12-20 (Reserved)

Section 1 County Office Access

21 County Office Access to the DCP Web Site 2-21
22 State, County, and Year Selection 2-24
23 Searching by Producer or Farm 2-25
24 SCIMS Customer Searches 2-27
25 Selecting CCC-509's – Farm Search – Farm Selection 2-28
26 Selecting Producers – CCC-509 Details 2-29
27 Assigning Producer Shares/Payment Selections 2-31
28 Consolidations by Producer 2-35
29 Consolidations by Crop 2-44
30 CCC-509's Automatically Canceled When Farm Maintenance Is Modified 2-46
31 Approving Multiple CCC-509's 2-47
32 CCC Representative Electronic Approvals 2-51
33 Producer Violations 2-55
34 Producer Payment Selections 2-57
35 Reports 2-60
36 Nationwide Customer Service 2-64
37 Updating Signatures 2-68
38 Canceling CCC-509's by Farm 2-71
39-45 (Reserved)

Section 2 State Office Access

46 State Office Access to the DCP Web Site 2-75
47 State Report Selections 2-76
48 State Reports 2-77
49 Nationwide Customer Service 2-80
50-60 (Reserved)

Table of Contents (Continued)

Page No.

Part 2 CCC-509 Software (Continued)

Section 3 Producer Access

61	Producer Access to eDCP	2-97
62	CCC-509 Appendix	2-100
63	State, County, and Year Selection	2-102
64	Selecting CCC-509's – Farm Search – Farm Selection	2-104
65	Selecting Producers – CCC-509 Details	2-105
66	Assigning Producer Shares/Payment Selections	2-107
67	Consolidations by Producer	2-111
68	Consolidations by Crop	2-116
69	Printing	2-118
70	Producer Payment Selections	2-119
71	Producer Reports	2-122

Exhibits

1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 Definitions of Terms Used in This Handbook
3 Screen Index

Part 1 Basic Provisions

1 Handbook Purpose, Related Handbooks, and Sources of Authority

A Handbook Purpose

This handbook provides instructions for:

- using 2008 and future web-based CCC-509's
- issuing 2009 and future DCP payments, including direct and CC payments.

B Related Handbooks

The following FSA handbooks are related to DCP applications and payments.

IF question is about…	THEN see…
appeals	1-APP.
signature requirement, power of attorney, and maintaining the name and address file common provisions	1-CM.
constitution of farms	2-CM.
maintaining farm, tract, and crop data through maintenance	3-CM.
acreage determinations	2-CP.
payment reductions and violations	4-CP.
HEL and WC provisions	6-CP.
equitable relief	7-CP.
administering DCP	1-DCP.
issuing CCC-184's	1-FI.
depositing remittances	3-FI.
accounting payment process	6-FI.
claims and withholdings	58-FI.
handling prompt payment interest penalties	61-FI.
reporting data to IRS	62-FI.
assignments and joint payees	63-FI.
establishing and reporting claims on the automated claims system	64-FI.
establishing and reporting debts in CRS	67-FI.
information available to the public	2-INFO.
payment limitations	1-PL.
subsidiary files	2-PL.
web-based subsidiary files	3-PL.

1 Handbook Purpose, Related Handbooks, and Sources of Authority (Continued)

C Sources of Authority

Authority for 2008 through 2012 DCP is mandated by the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).

2-10 (Reserved)

Part 2 CCC-509 Software

11 Overview

A Basic Information

CCC-509 software is intuitive web-based software with a centralized database. CCC-509's will be updated by:

- County Office employees
- State Office employees that have requested access to DCP

  Note: All State and County Office employees that have requested access to DCP will be able to load a nationwide customer service application, which means that any user can load CCC-509's for any customer nationwide.

- FSA customers with Internet and eAuthentication level 2 security accesses; see Part 3 for additional information.

  Notes: Producers will **not** be able to make modifications to CCC-509's that have been submitted. All CCC-509 modifications **must** be processed by County Office personnel.

  Producers with eAuthentication level 2 security access, **and** a representative role established in RLMS, ~~may also~~ have the ability to view and modify CCC-509's on behalf of the producer they are representing.

CCC-509 software will read farm and tract maintenance files.

B Definitions

In this part, user means County Office employees and producers **except** where specifically noted.

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

12-20 (Reserved)

21 County Office Access to the DCP Web Site

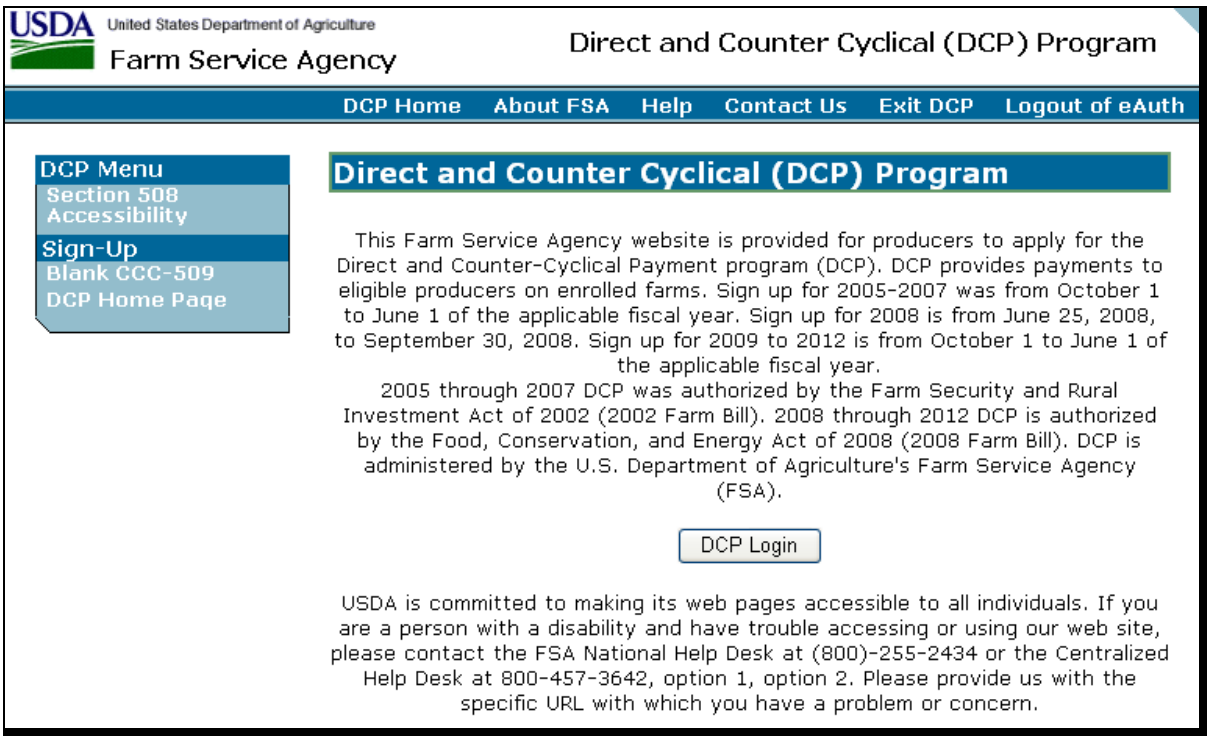
A Accessing the DCP Web Site

To access the DCP Home Page, go to FSA's Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**. Under Production Adjustment & Disaster Programs, CLICK "**DCP – Direct and Counter-Cyclical Program**".

Note: Internet Explorer shall be used when accessing the DCP Home Page.

B DCP Login Screen

After user clicks, "DCP – Direct and Counter-Cyclical Program", user will be prompted with the following Direct and Counter Cyclical (DCP) Program, DCP Login Screen. CLICK "**DCP Login**" to continue.



21 County Office Access to DCP Web Site (Continued)

C USDA eAuthentication Warning Screen

When user clicks “DCP Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**Continue**” to proceed, or “**Cancel**” to end the process.

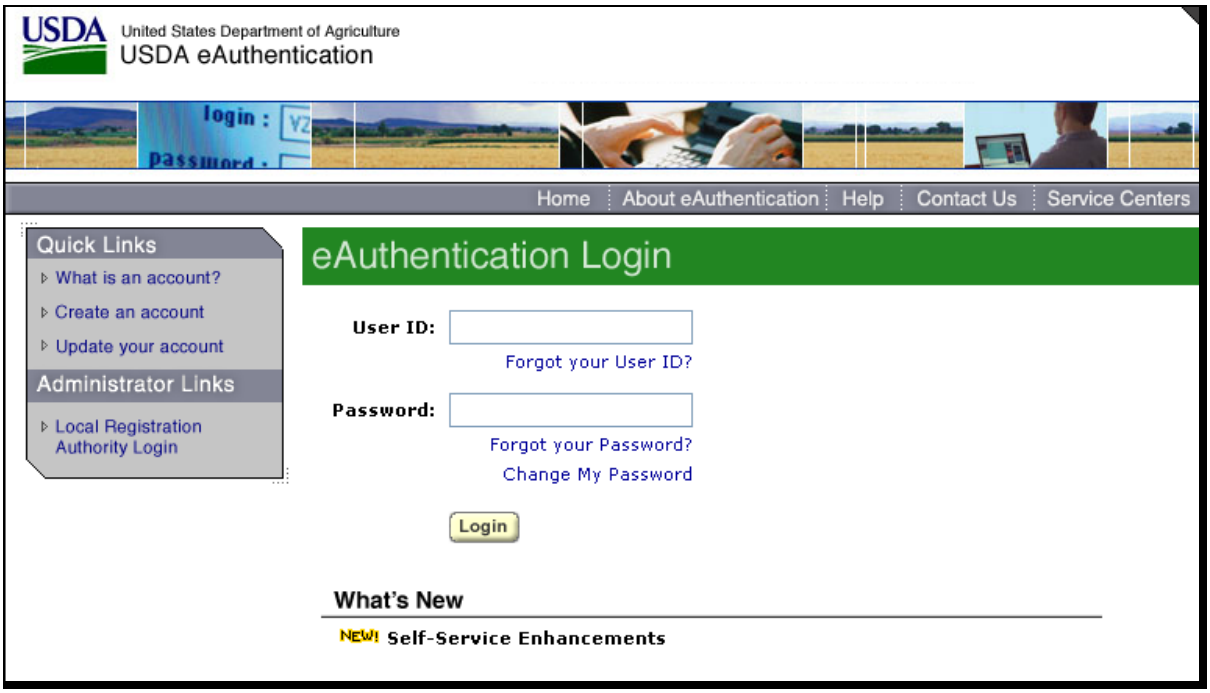
21 County Office Access to DCP Web Site (Continued)

D USDA eAuthentication Login Screen

On the USDA eAuthentication Login Screen, user **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".

The State-County and Year Selection Screen will be displayed.



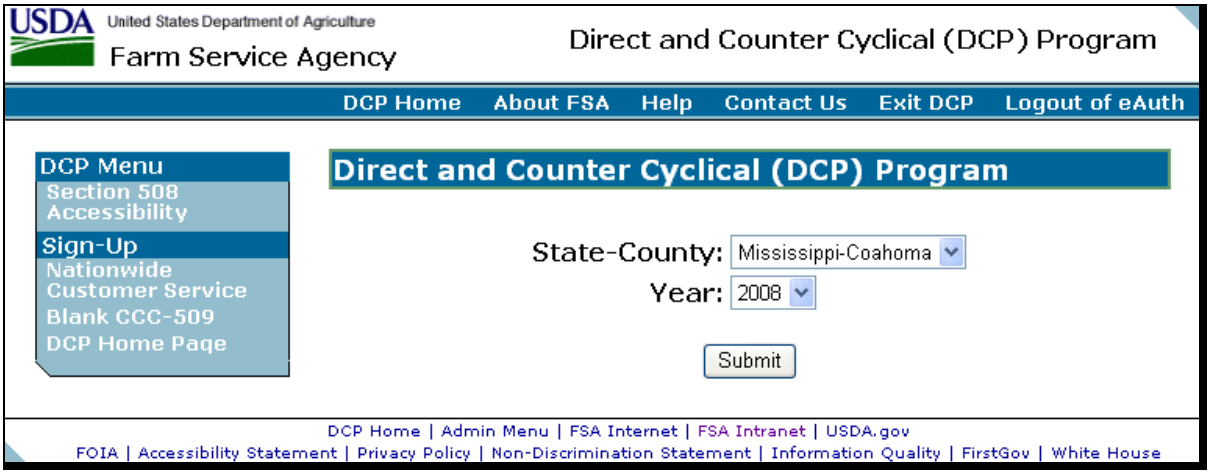
22 State, County, and Year Selection

A Overview

When a user is logged in and has been authenticated, user **must** select a State, county, and program year to process CCC-509's in their home county. Under Sign-Up, County Office users can click "**Nationwide Customer Service**". This will provide **all** Service Centers nationwide to take CCC-509's from **any** producer. See paragraph 36 for more information on nationwide customer service access.

B State-County and Year Selection Screen

Following is an example of the State-County and Year Selection Screen.



C Action

User shall use the drop-down menus to select the applicable:

- State/county
- crop year.

CLICK "**Submit**". The Search by Producer or Farm Screen will be displayed.

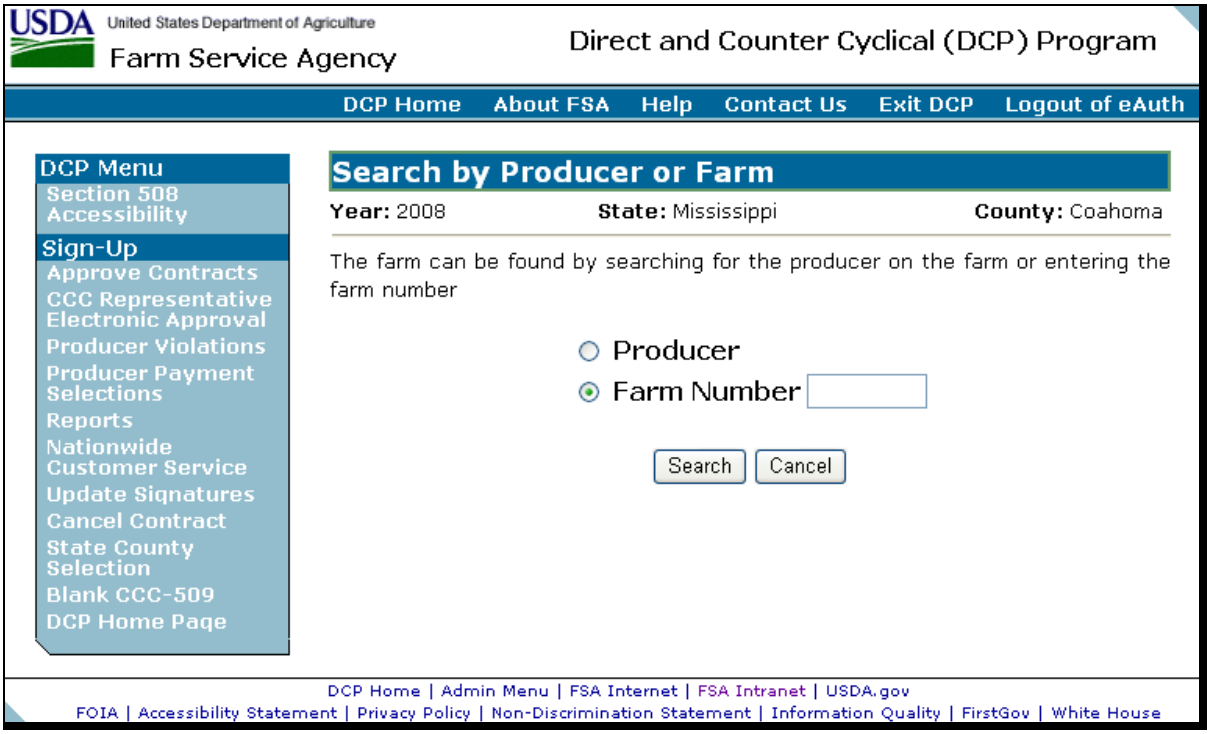
23 Searching by Producer or Farm

A Overview

When a user has selected the State/county and year, and clicked “Submit”, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to access a farm by producer or by the specific farm number.

B Searching by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen.



23 Searching by Producer or Farm (Continued)

C Action

Users can search by producer or farm number; however, accessing CCC-509's by farm number will **not** update producer information that has changed since CCC-509 was initiated.

If any producer information has changed since CCC-509 was initiated, search by producer as follows:

- CLICK "**Producer**" radio button
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed, see paragraph 24.

Note: This option **must** be taken when any producer information has changed after CCC-509 has been initiated. Search for the producer who has changed and CCC-509 will be automatically updated with that producer's information.

To access CCC-509 by a specific farm number:

- CLICK "**Farm Number**" radio button
- enter the applicable farm number
- CLICK "**Search**".

The Select Producer(s) – Contract Details Screen will be displayed, see paragraph 26.

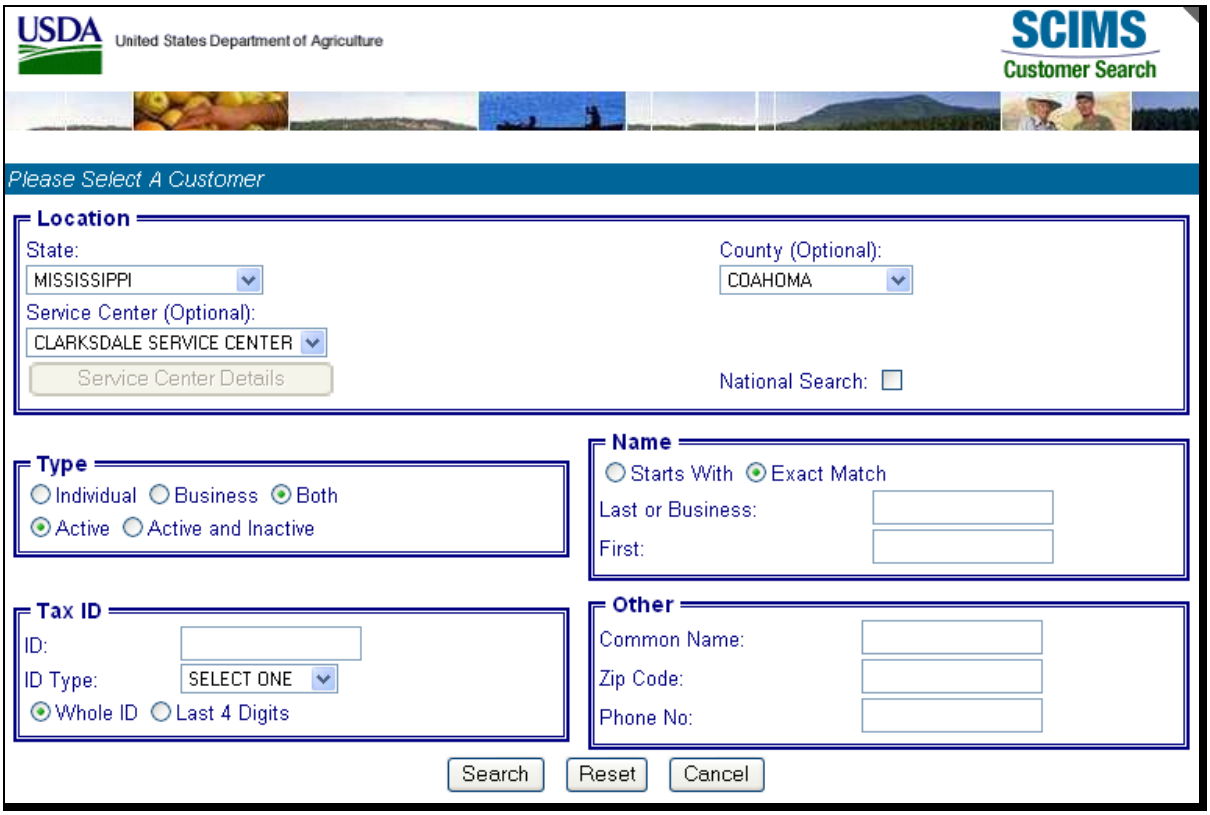
24 SCIMS Customer Searches

A Overview

If the user searched by producer (subparagraph 23 C), 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. Producer can be selected by type, name, tax ID, 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.



User **must** select the customer based on search results by clicking the applicable producer. Once a producer is selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed, see paragraph 25.

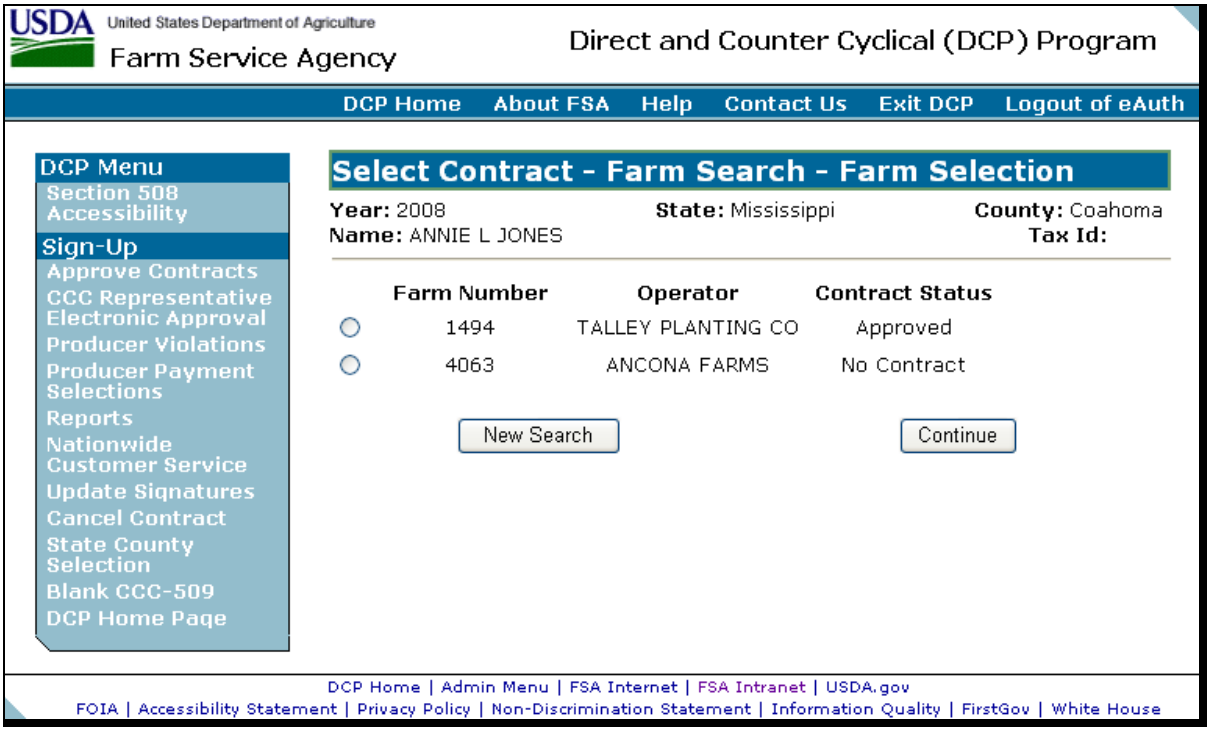
25 Selecting CCC-509's – Farm Search – Farm Selection

A Overview

When a producer has been selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed with the farm numbers, OP name, and CCC-509 status for each farm associated with the selected producer.

B Select Contract – Farm Search – Farm Selection Screen

Following is an example of the Select Contract – Farm Search – Farm Selection Screen.



C Options Available on the Screen

Following is an explanation of the options available on this screen.

Button	Result
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed, see subparagraph 23 C.
Continue	**After** clicking the radio button for the applicable CCC-509, CLICK "**Continue**"; **only** 1 farm can be selected at a time. The Select Producer(s) – Contract Details Screen will be displayed; see paragraph 26.

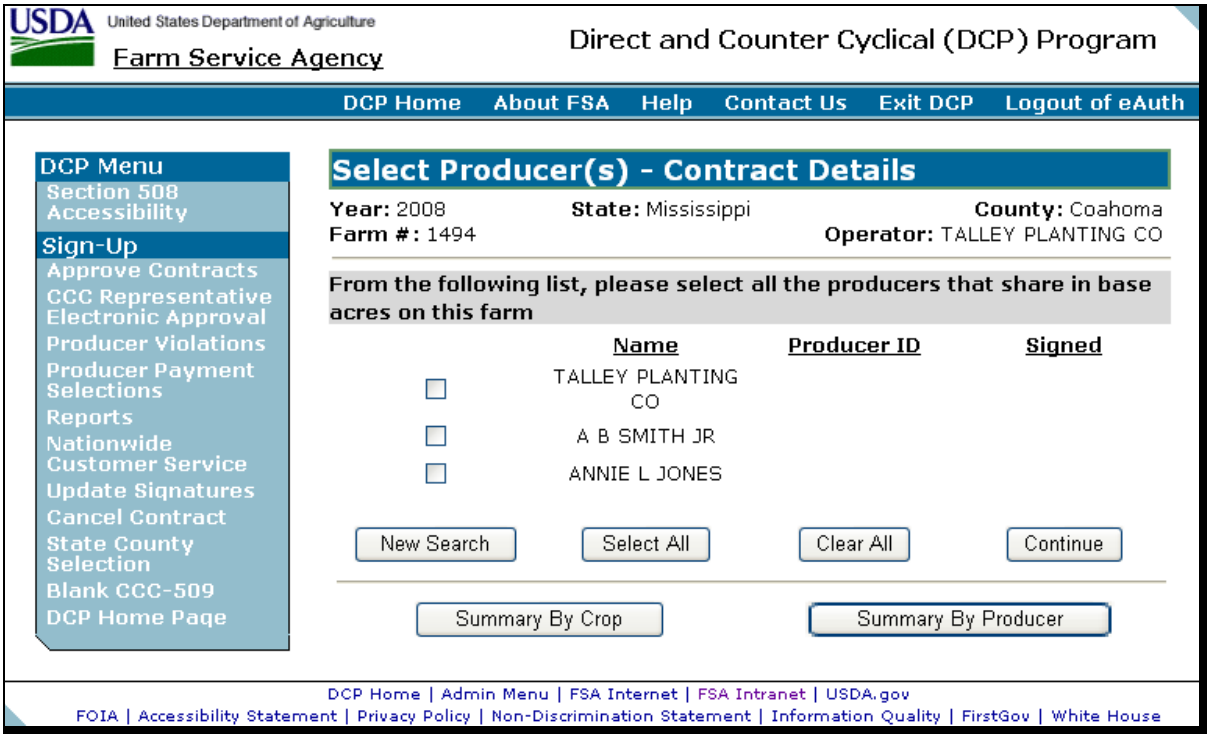
26 Selecting Producers – CCC-509 Details

A Overview

The Select Producer(s) – Contract Details Screen provides users the ability to select the producers that share in CCC-509.

B Select Producer(s) – Contract Details Screen

Following is an example of the Select Producer(s) – Contract Details Screen.



26 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

The following table explains the options available on the Select Producers(s) – Contract Details Screen.

Button	Result
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed.
Select All	All producers on the farm will be selected to receive shares. A check (✓) will be displayed in front of each producer's name, user **must** CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27.
Clear All	Producers previously selected to share in CCC-509 will be deselected.
Continue	Users can select either: • individual producers to share in CCC-509; click box in front of the applicable producer's name • all producers, CLICK "**Select All**". CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27. **Note:** If **no** producers are selected to share in CCC-509, when users CLICK "**Continue**", the Consolidated by Producer Screen will be displayed, see paragraph 28.
Summary by Crop	The Consolidated by Crop Screen will be displayed, see paragraph 29. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.
Summary by Producer	The Consolidated by Producer Screen will be displayed, see paragraph 28. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.

27 Assigning Producer Shares/Payment Selections

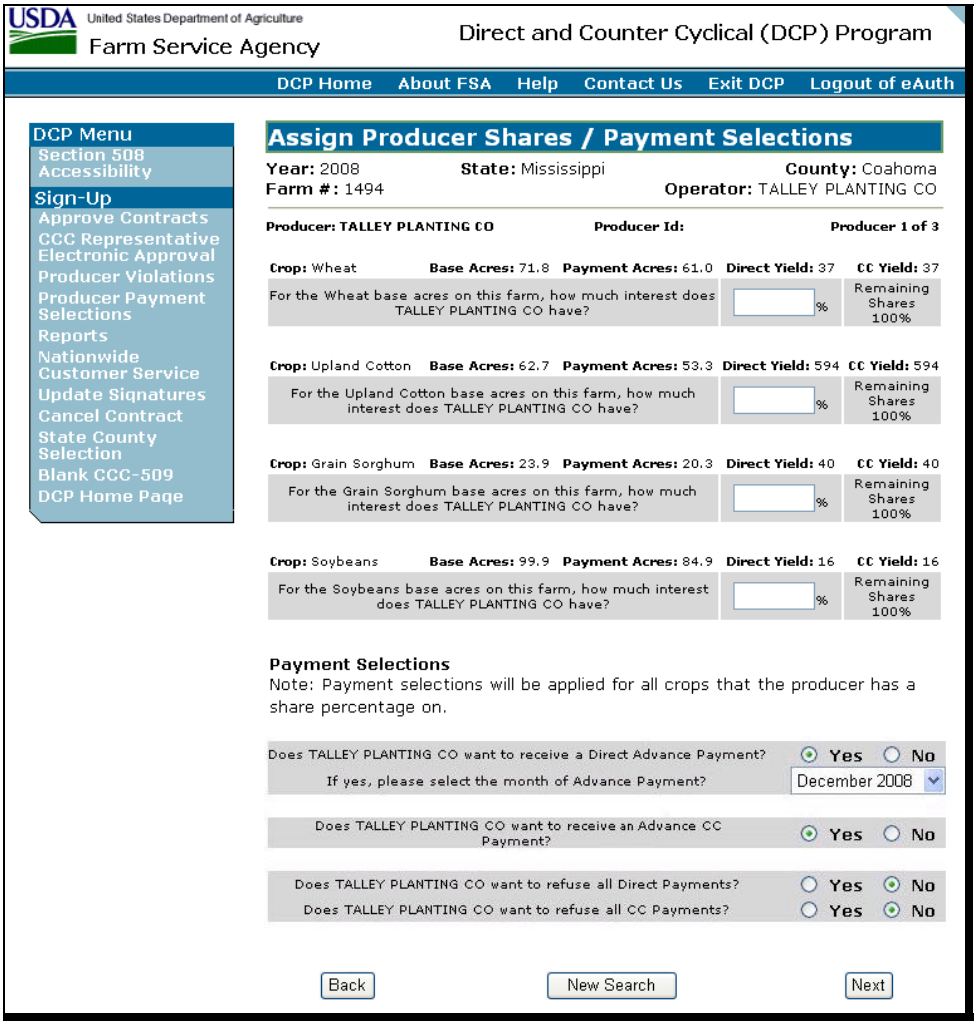
A Overview

The Assign Producer Shares / Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen will be very helpful to producers completing their own applications, and new County Office employees that are **not** familiar with DCP. This screen may be skipped by clicking any of the following:

- "**Continue**" on Select Producer(s) – Contract Details Screen **without** selecting any producers to share in CCC-509
- "**Summary by Producer**"
- "**Summary by Crop**".

B Assign Producer Shares / Payment Selections Screen

Following is an example of the Assign Producer Shares / Payment Selections Screen.



27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop. **Note:** A screen will be completed for **each** producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers that: • have been selected to share in this CCC-509 • are remaining. **Example:** If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.	
Crop	Each DCP crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
Payment Acres	Payment acres associated with each crop; 83.3 percent of the base acres.	
Direct Yield	Direct yield associated with each crop.	
CC Yield	CC yield associated with each crop.	

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
For the (crop name) base acres on this farm, how much interest does (producer name) have? (Share)%	Manual entry for producer's share specific to applicable crop.	Enter the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep user informed of how much of the share percentage has been used.	
Does (producer name) want to receive a (%) Direct Advance Payment? If yes, please select the month of Advance Payment.	Manual entry.	Click "Yes" or "No", as applicable. **IF…** / **THEN…** "Yes" / select a month and year. "No" / a month and year shall **not** be selected.

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Does (producer name) want to receive an Advance CC Payment?	Manual entry.	Click “Yes” or “No”, as applicable.
Does (producer name) want to refuse all Direct Payments?	Manual entry.	Click “Yes” or “No”, as applicable.
Does (producer name) want to refuse all CC Payments?	Manual entry.	Click “Yes” or “No”, as applicable.
Back	Select Producers(s) – Contract Details Screen will be displayed.	
New Search	Search by Producer or Farm Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • Consolidated by Producer Screen.	

28 Consolidations by Producer

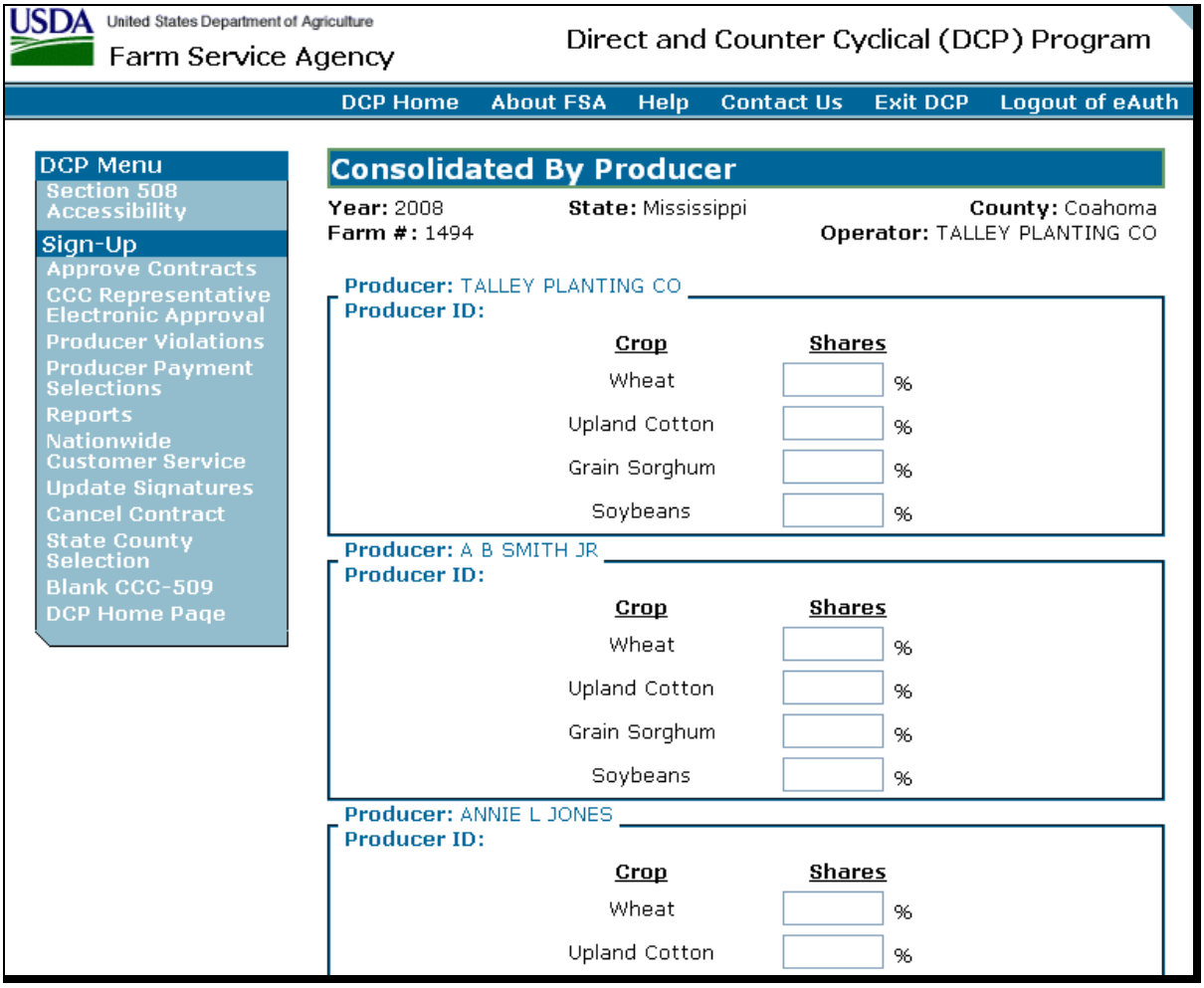
A Overview

The Consolidated by Producer Screen will be displayed as follows:

- when all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- user clicks “Continue” on Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-509
- user clicks “Summary by Producer” on Select Producer(s) – Contract Details Screen.

B Consolidated by Producer Screen

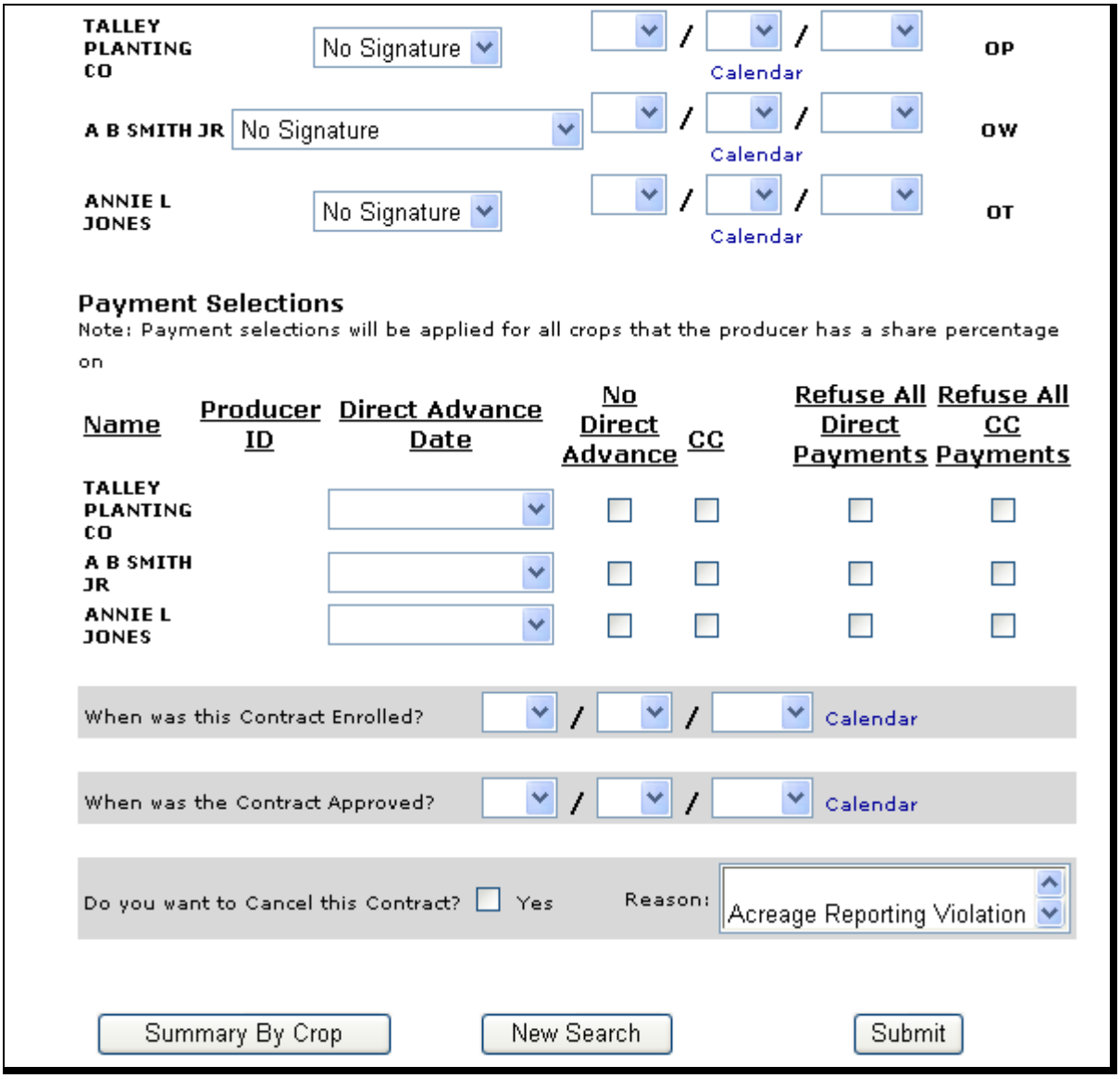
Following is an example of the top of the Consolidated by Producer Screen.



28 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

Following is an example of the bottom of the Consolidated by Producer Screen.



28 Consolidations by Producer (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All DCP crops associated with the selected farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 percent and 66.67 percent. Shares for all crops **must** equal 100 percent before the farm can be enrolled or approved.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Signatures	If a producer signs electronically, the system will update the producer signature block. All other signature types **must** be updated by the County Office. **Notes:** This is a tool to keep track of signatures received for each CCC-509. Producers are **not** authorized to update producer signature information.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures. See subparagraph C for signature types.	If a producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. CCC-509's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-509. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-509.
Date of Signature	Manual entry.	Enter date the producer signed CCC-509. See 1-DCP, paragraph 402 for situations involving producers that did **not** sign CCC-509 on or before September 30 of applicable contract period. See subparagraph D for signature date exceptions.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Type	The producer type; such as, OO, OP, OT, or OW.	
Payment Selections	Producer payment selection summary data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable.
When was this Contract Enrolled?	Manual entry. Producers are **not** authorized to enter CCC-509 enrollment dates.	Enter date all shares equal 100 percent and **all** required producer signatures were received. See 1-DCP, paragraph 402 for situations involving producers signatures received in the County Office after September 30 of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph C for signature type validations.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
When was the Contract Approved?	Manual entry. Approval date can also be entered through the Multiple CCC-509 Approval Process, see paragraph 31. Producers are **not** authorized to enter CCC-509 approval dates.	Enter COC approval date. Approval date: • **cannot** be entered if shares do **not** equal 100 percent for all crops • **cannot** be entered if all required signatures have **not** been received • will automatically be removed if shares are modified after approval date has been entered. **Note:** County offices shall **not** approve CCC-509's that contain electronic representative signatures for a representative role: • that was loaded in RLMS based on incorrect documentation • that was established through an FSA-211 or non-FSA-211 power of attorney • of conservator or guardian.
Do you want to Cancel this contract?	Manual entry. Producers are **not** authorized to: • cancel CCC-509 • reinstate CCC-509 on a canceled farm.	Click "yes", if CCC-509 is to be canceled.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: • Acreage Reporting Violation • CCC-509 Entered in Error • Farm Record Modification; automatic cancels will occur; see paragraph 30 • FAV Violation • Out Transfer • Producer Withdrew Contract • Reconstitution.
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 29.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

28 Consolidations by Producer (Continued)

D Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do **not** enter a signature date unless the producer has signed. OT's with zero shares do **not** have to sign and; therefore, signature type of **no** signature can remain.
Paper	• Enter date producer signed CCC-509. • Shares can be greater than or equal to zero.
FAX	• Enter date producer signed CCC-509. • Shares can be greater than or equal to zero.
Cash Lease	• Producer **must** have cash lease. • No signature date required. • Shares **must** equal zero. • Producer **must** be OO, OP, or OW. **Note:** See 1-DCP, subparagraph 390 E for cash lease signature requirements.
Undivided Interest	• Producer **must** be OO or OW. • Shares **must** be greater than zero. • **Must** be check (✓) in Refuse All Payments. • No signature date required. **Note:** See 1-DCP, subparagraph 392 A for policy on undivided ownership shares.
Spouse/Joint Owner	• Producer **must** be an OO or OW. • Shares **must** be zero. • No signature date required. **Note:** See 1-DCP, subparagraph 390 E for policy on spouse/joint OW signature requirements.

28 Consolidations by Producer (Continued)

D Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	• No signature date required. • Shares **must** equal zero. • Producer **must** be an OO or OW. • CCC-509 **cannot** be approved until after June 30 of each program year. **Note:** See 1-DCP, subparagraph 390 E for policy on cash rent certifications.
No Interest in DCP Cropland	• Producer **must** be an OO or OW. • Shares **must** equal zero. **Note:** See 1-DCP, subparagraph 390 E for signature requirements for OW's with no interest in the DCP cropland.
Electronic (defaulted by system)	When a producer signs electronically, the signature type will be defaulted to electronic.
Joint Venture/No ID	• Producer **must** be an OO, OP, or OW. • Shares **must** equal zero. **Note:** This option shall **only** be used for a joint venture **without** an ID number. See 1-CM for more information on signature requirements.

29 Consolidations by Crop

A Overview

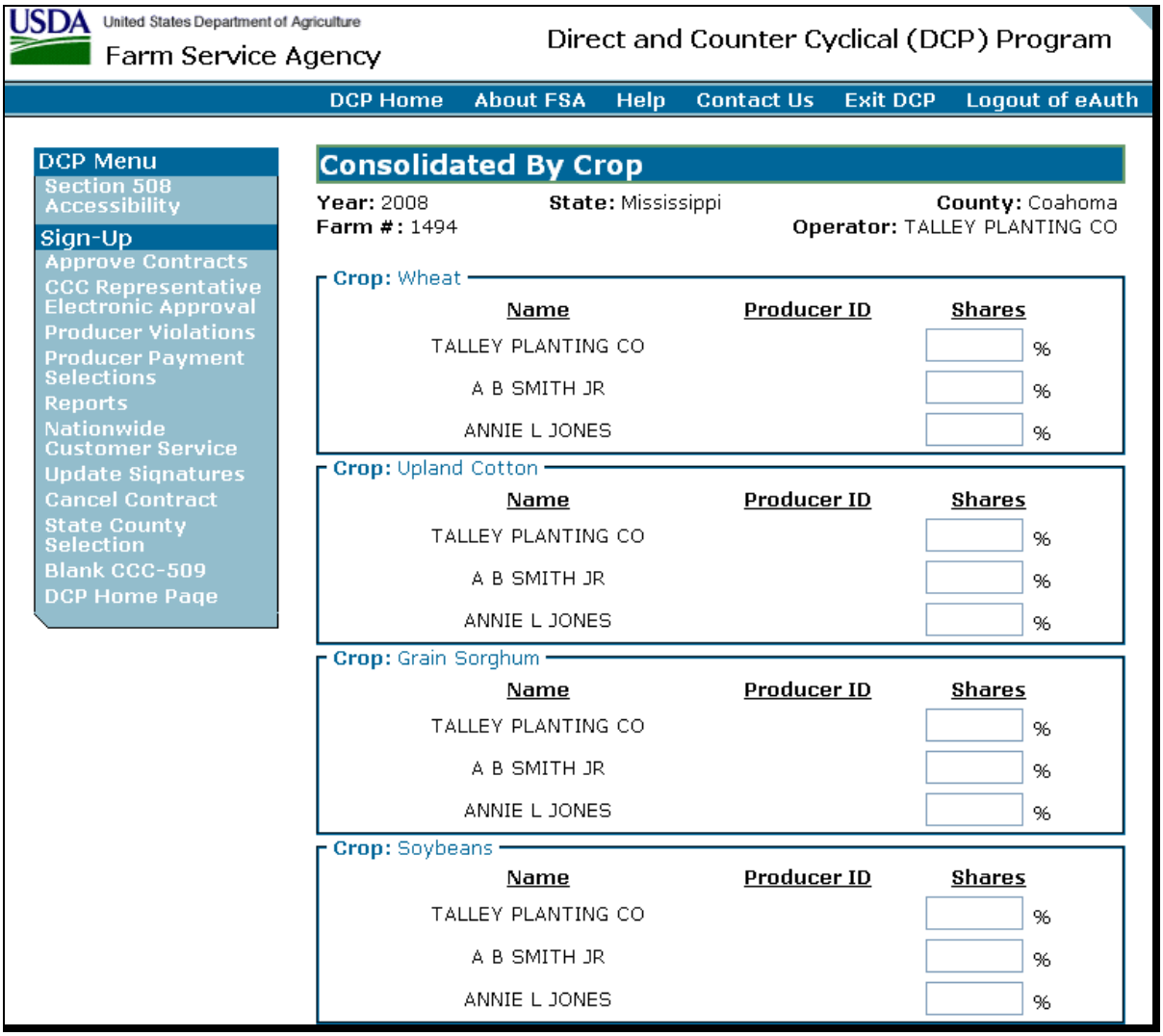
The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

- 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

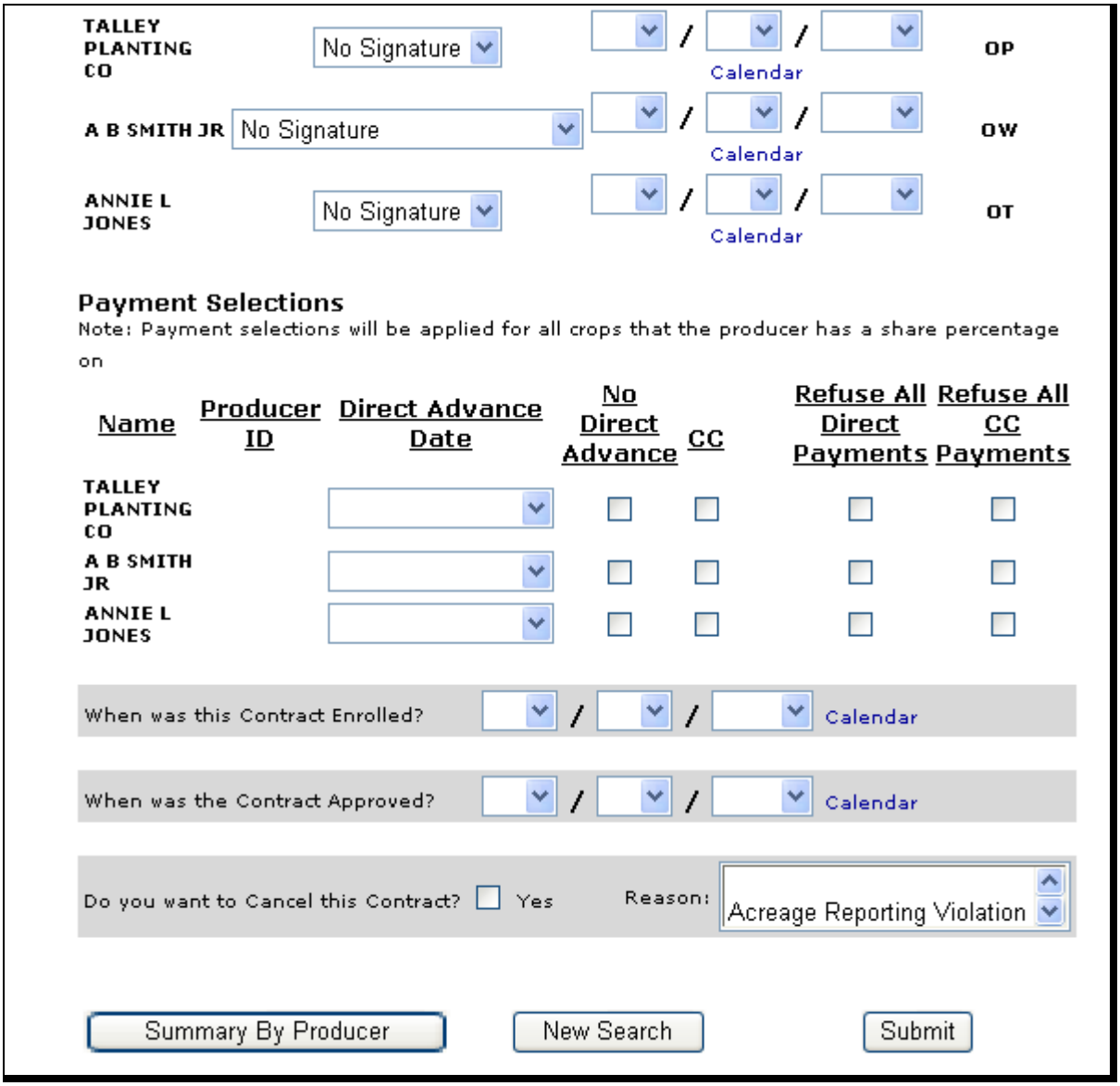
Following is an example of the top of the Consolidated by Crop Screen.



29 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

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



Note: If user clicks, "Summary by Producer", the Consolidated by Producer Screen will be displayed.

30 CCC-509's Automatically Canceled When Farm Maintenance Is Modified

A Overview

CCC-509 software reads farm and tract records for base acres, direct yields, CC yields, OP's, OT's, and OW's. CCC-509's will be **automatically** canceled if any of the following are changed in farm records:

- DCP cropland, if reduced below the farm level base acres
- farm level base acres
- farm level CC yield
- farm level direct yield
- OP's
- OT's, with shares greater than zero
- OW's.

Note: Adding OT to a farm will **not** automatically cancel CCC-509.

B Action

County Offices shall:

- initiate new CCC-509
- obtain applicable producers signatures
- provide new CCC-509's to COC for approval.

C Report

A report to identify CCC-509's that have been canceled is provided on the Reports Menu. Farm records modification will be listed as the cancel reason, see paragraph 35.

31 Approving Multiple CCC-509's

A Overview

Users can either enter:

- the same approval date for multiple CCC-509's; to access the multiple CCC-509 approval process, under Sign-Up, CLICK "**Approve Contracts**"

- approvals by specific farm number on the Consolidated by Producer and Consolidated by Crop Screens.

B Approve Contracts Screen

Following is an example of the Approve Contracts Screen.

31 Approving Multiple CCC-509's (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph D.	
Operator	OP associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable CCC-509's. Only 1 date can be entered at a time.
Apply to Contract	Manual entry.	CLICK "**Apply to Contract**" for each CCC-509 that to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-509's displayed on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-509's that have been selected to be included in the multiple CCC-509 approval will be deselected.	
Approve	Applies the approval date to all CCC-509's that have been selected. Search by Producer or Farm Screen will be displayed.	

31 Approving Multiple CCC-509's (Continued)

D Criteria for Being Included in Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- all shares for all crops **must** equal 100 percent
- all applicable signature types and dates **must** be entered for the following:
  - **all** producers with shares greater than zero
  - **all** OW's
- enrollment date **must** be entered.

Notes: Producers are **not** authorized to update CCC-509 approval dates.

Farms with a signature type of cash rent certification will **not** be displayed until after June 30.

31 Approving Multiple CCC-509's (Continued)

E Representative Signatures

Electronic representative signatures shall **only** be accepted for individual members of an entity who have the authority to sign on behalf of the entity based on documentation considered acceptable according to 1-CM.

Note: Representative roles established through FSA-211 or non-FSA-211 power of attorney documents shall **not** be recorded in RLMS. Therefore, electronic representative signatures shall **not** be accepted for individual members of an entity who were given the authority to sign on behalf of the entity through an FSA-211 or non-FSA-211 power of attorney.

County Offices shall **not** approve CCC-509's that contain electronic representative signatures for a representative role:

- that was loaded in RLMS based on incorrect documentation
- that was established through an FSA-211 or non-FSA-211 power of attorney
- of conservator or guardian.

Example 1: John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall not** be allowed to electronically sign CCC-509 for Smith Farms Inc.

Example 2: Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the Articles of Partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign CCC-509 for Jones and Sons Partnership.

Example 3: Laura Davis is maintained in RLMS with a representative role of Guardian for William Davis. Laura Davis's representative role is something other than an individual member of an entity; therefore, Laura Davis **shall not** be allowed to electronically sign CCC-509 for William Davis.

32 CCC Representative Electronic Approvals

A Overview

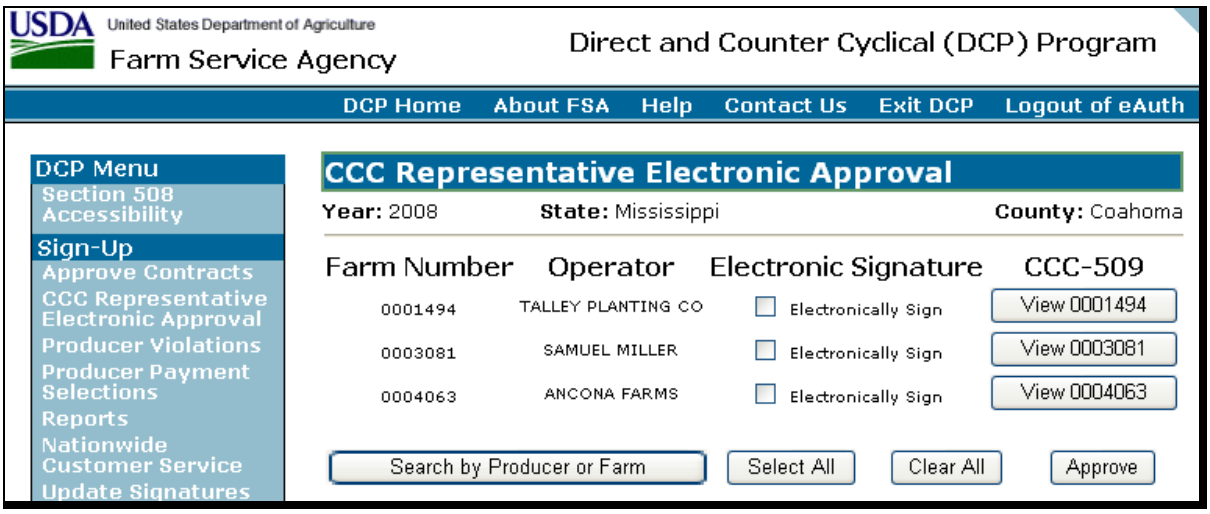
CCC-509's can be electronically approved. To access the CCC Representative Electronic Approval process, under Sign-Up, CLICK "**CCC Representative Electronic Approval**".

All County Office employees have access to the CCC Representative Electronic Approval process; however, **only employees designated to approve CCC-509's shall access and electronically approve CCC-509's**.

The approving official's name will be printed in the CCC representative signature block and the system date will be entered for the approval date.

B CCC Representative Electronic Approval Screen

Following is an example of the CCC Representative Electronic Approval Screen.



32 CCC Representative Electronic Approvals (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph A.	
Operator	OP associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CLICK "**Electronically Sign**" when electronically approving the applicable farm's CCC-509.
CCC-509 View (Farm Number)	Provides for electronically viewing the farms CCC-509.	CLICK "**View(farm number)**" to electronically view CCC-509. **Note:** This is **only** a pre-approved view. The approver's name and date will **not** be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-509's on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-509's that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all CCC-509's that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

32 CCC Representative Electronic Approvals (Continued)

D Criteria for Being Included in Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- all shares for all crops **must** equal 100 percent
- all signature types and dates **must** be entered for the following:
  - **all** producers with shares greater than zero
  - **all** OW's
- enrollment date **must** be entered.

Note: Farms with a signature type of cash rent certification will **not** be displayed until after June 30.

32 CCC Representative Electronic Approvals (Continued)

E Representative Signatures

Electronic representative signatures shall **only** be accepted for individual members of an entity who have the authority to sign on behalf of the entity, based on documentation considered acceptable according to 1-CM.

Note: Representative roles established through FSA-211 or non-FSA-211 power of attorney documents are **not** to be recorded in RLMS. Therefore, electronic representative signatures **shall not** be accepted for individual members of an entity who were given the authority to sign on behalf of the entity through an FSA-211 or non-FSA-211 power of attorney.

CCC representatives shall **not** approve CCC-509's that contain electronic representative signatures for a representative role:

- that was loaded in RLMS based on incorrect documentation
- that was established through an FSA-211 or non-FSA-211 power of attorney
- of conservator or guardian.

Example 1: John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall not** be allowed to electronically sign CCC-509 for Smith Farms Inc.

Example 2: Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the Articles of Partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign CCC-509 for Jones and Sons Partnership.

Example 3: Laura Davis is maintained in RLMS with a representative role of Guardian for William Davis. Laura Davis's representative role is something other than an individual member of an entity; therefore, Laura Davis **shall not** be allowed to electronically sign CCC-509 for William Davis.

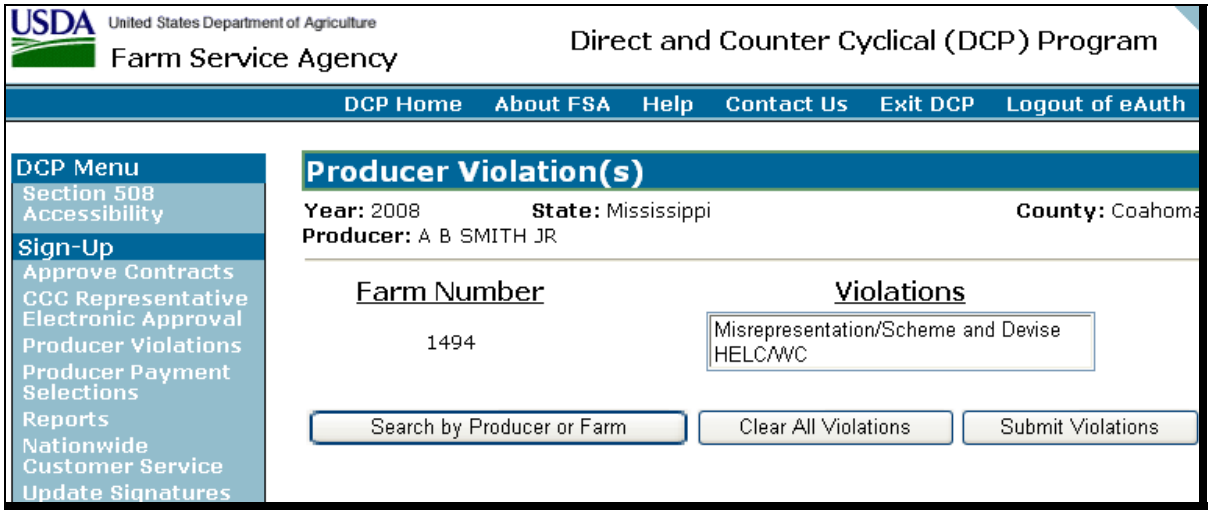
33 Producer Violations

A Overview

To access producer violations, under Sign-Up, CLICK "**Producer Violations**". The SCIMS Customer Search Screen will be displayed; select the applicable producer and CLICK "**Continue**", the Producer Violation(s) Screen will be displayed.

B Producer Violation(s) Screen

Following is an example of the Producer Violation(s) Screen.



Notes: Only farms with an approved CCC-509's will be displayed.

Producers are **not** authorized to update producer violations.

33 Producer Violations (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Producer Violation(s) Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that was selected on USDA Service Center Information Management System Customer Search Page.	
Farm Number	Farm numbers with approved CCC-509's associated with selected producer.	
Violations	The following violations are provided for selection: • Misrepresentation/Scheme and Device • HELC/WC.	CLICK the applicable farm specific violation.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Clear All Violations	Deselects all violations previously selected.	
Submit Violations	Submits violations that were selected or deselected.	

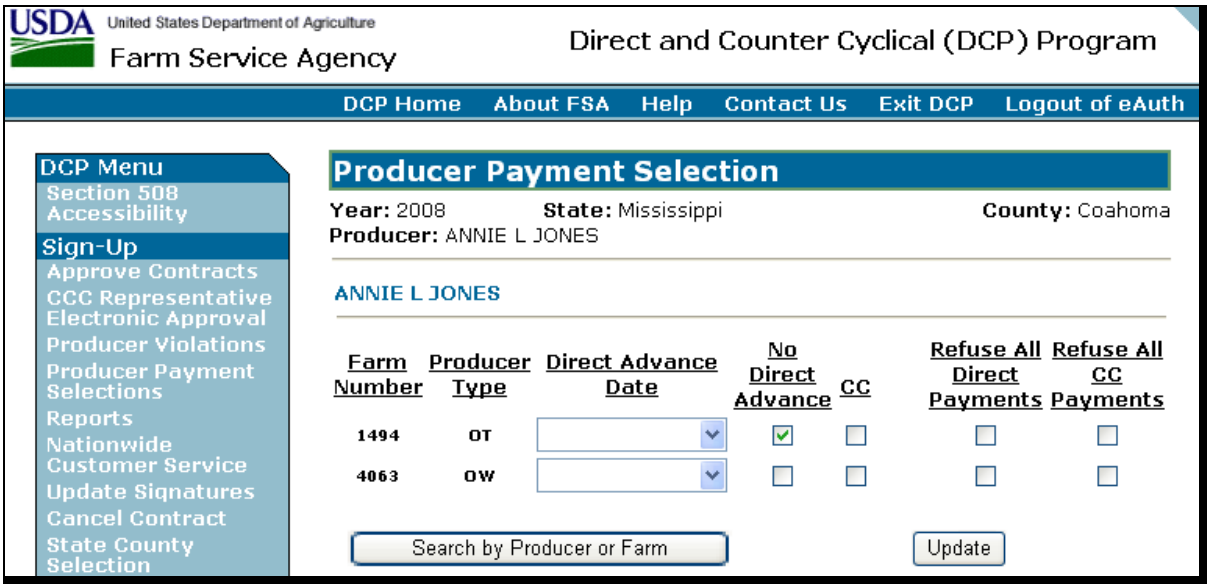
34 Producer Payment Selections

A Overview

The Producer Payment Selection Screen is used to view or update a specific producer's payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under Sign-Up, CLICK "**Producer Payment Selections**". The SCIMS Customer Search Screen will be displayed; select the applicable producer and CLICK "**Continue**", the Producer Payment Selection Screen will be displayed.

B Producer Payment Selection Screen

Following is an example of the Producer Payment Selection Screen.



Note: Producers will be able to change and update their own payment selection information at any time, if their eAuthentication account has level 2 security access.

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that was selected on SCIMS Customer Search Page.	
Farm Number	All farms that the selected producer has shares greater than zero.	
Producer Type	Selected producer's role on the farm as follows: • OO • OP • OT • OW.	
Direct Advance Date	Manual entry. Will be populated with previously entered data. Date can be entered or changed and updated from this screen.	Enter or modify date, as applicable.
No Direct Advance	Manual entry. A check (✓) will: • be displayed, if producer previously elected **not** to receive direct advance payment • **not** be displayed, if producer previously elected to receive direct advance payment.	Click the box to: • remove check (✓), if producer elects to receive direct advance payment; a direct advance date **must** be entered • add check (✓), if producer elects **not** to receive direct advance payment.
CC	Manual entry. A check (✓) will: • be displayed, if producer previously elected to receive CC advance payment • **not** be displayed, if producer previously elected to **not** receive CC advance payment.	Click the box to: • remove check (✓), if producer elects **not** to receive CC advance payment • add check (✓), if producer has elects to receive CC advance payment.

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all direct payments • **not** be displayed, if producer previously elected to **not** refuse all direct payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all direct payments • add check (✓), if producer elects to refuse all direct payments.
Refuse All CC Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all CC payments • **not** be displayed, if producer previously elected to **not** refuse all CC payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all CC payments • add check (✓), if producer elects to refuse all CC payments.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

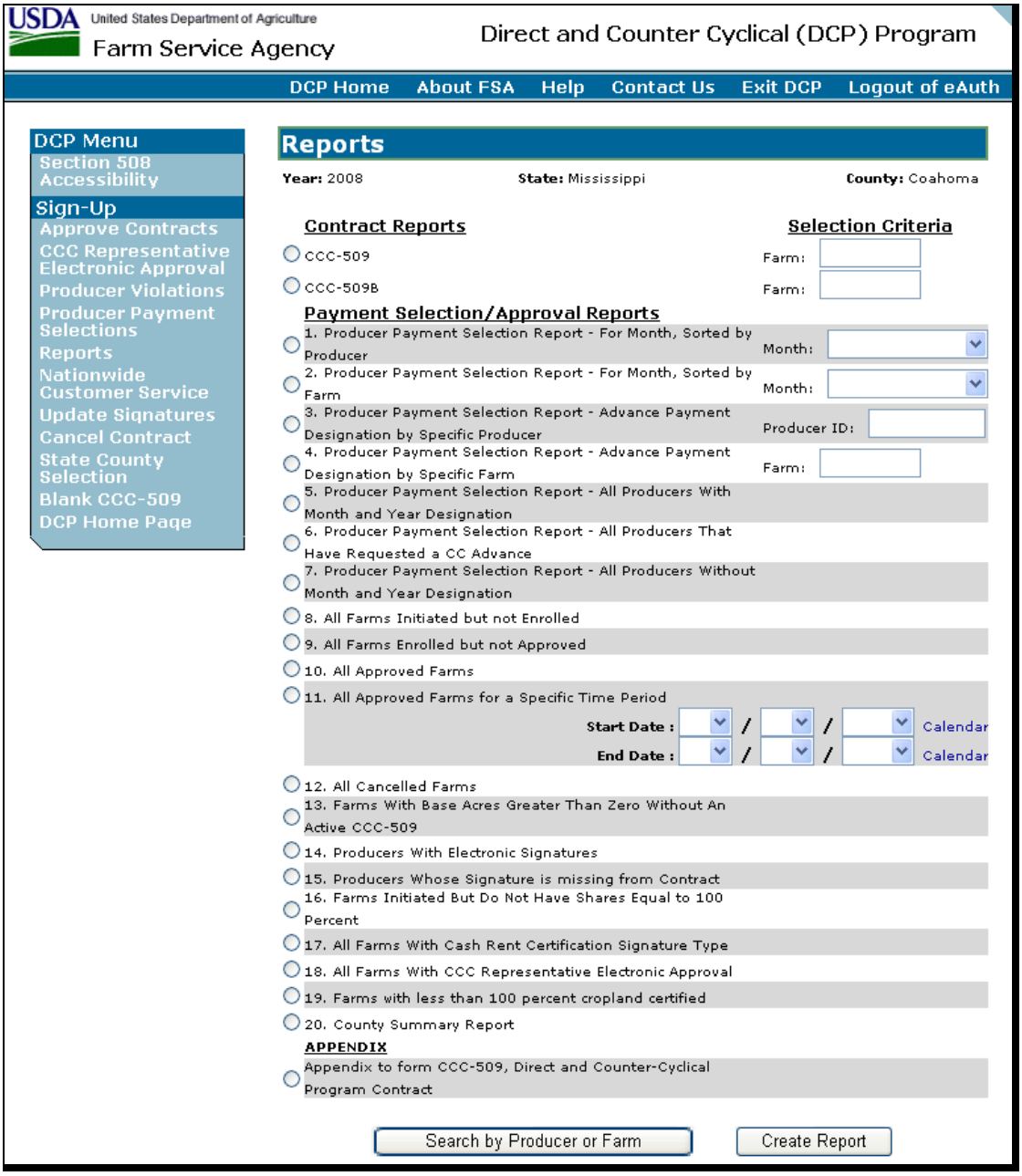
35 Reports

A Overview

Several standard reports are available for County Offices to use as tools for DCP signup. To access the Reports Menu, under Sign-Up, CLICK "**Reports**".

B Reports Screen

Following is an example of the Reports Screen.



35 Reports (Continued)

C Report Descriptions

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

Note: All reports, **except** the CCC-509, CCC-509B, and Appendix to CCC-509, Director and Counter-Cyclical Program Contract reports, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

Report	Action	Result
CCC-509	Select report and enter farm number.	Pre-filled CCC-509 will be displayed. **Note:** The text size in Internet Explorer **must** be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: • "**View**" • "**Text Size**" • "**medium**".
CCC-509B	Select report and enter farm number.	CCC-509B will be displayed.
Producer Payment Selection Report - For Month, Sorted by Producer	Select report and month.	All producers with selected month will be displayed. Report will print alphabetically by producer's last or business name.
Producer Payment Selection Report - For Month, Sorted by Farm	Select report and month.	All producers with selected month will be displayed. Report will print alphabetically in farm number order.
Producer Payment Selection Report – Advance Payment Designation by Specific Producer	Select report and enter producer ID number.	Producer specific report will be displayed listing the advance month and year the producer has selected for each farm.

35 Reports (Continued)

C Report Descriptions (Continued)

Report	Action	Result
Producer Payment Selection Report – Advance Payment Designation by Specific Farm	Select report and enter farm number.	Farm specific report will be displayed listing the advance month and year for each producer on the farm.
Producer Payment Selection Report – All Producers with Month and Year Designation	Select report.	Report will display all producers with a month and year designation.
Producer Payment Selection Report – All Producers that Have Requested a CC Advance	Select report.	Report will be displayed all producers that have requested CC advanced payments.
Producer Payment Selection Report – All Producers Without Month and Year Designation	Select report.	Report will be displayed identifying all producers that have shares greater than zero that have **not** selected a month and year for advance payment.
All Farms Initiated but **Not** Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated but have **not** been enrolled.
All Farms Enrolled but **Not** Approved.	Select report.	Report will be displayed identifying all farms that have an enrollment date entered but have **not** been approved.
All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
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.
All Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by farm maintenance changes.
Farms with Base Acres Greater than Zero Without an Active CCC-509	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-509.

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 **Not** Have Shares Equal to 100 Percent.	Select report.	Report will be displayed identifying all farms that do **not** 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.
Appendix to CCC-509, Direct and Counter-Cyclical Program Contract	Select report.	CCC-509 terms and conditions will be displayed. **Note:** All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

36 Nationwide Customer Service

A County Office User Access

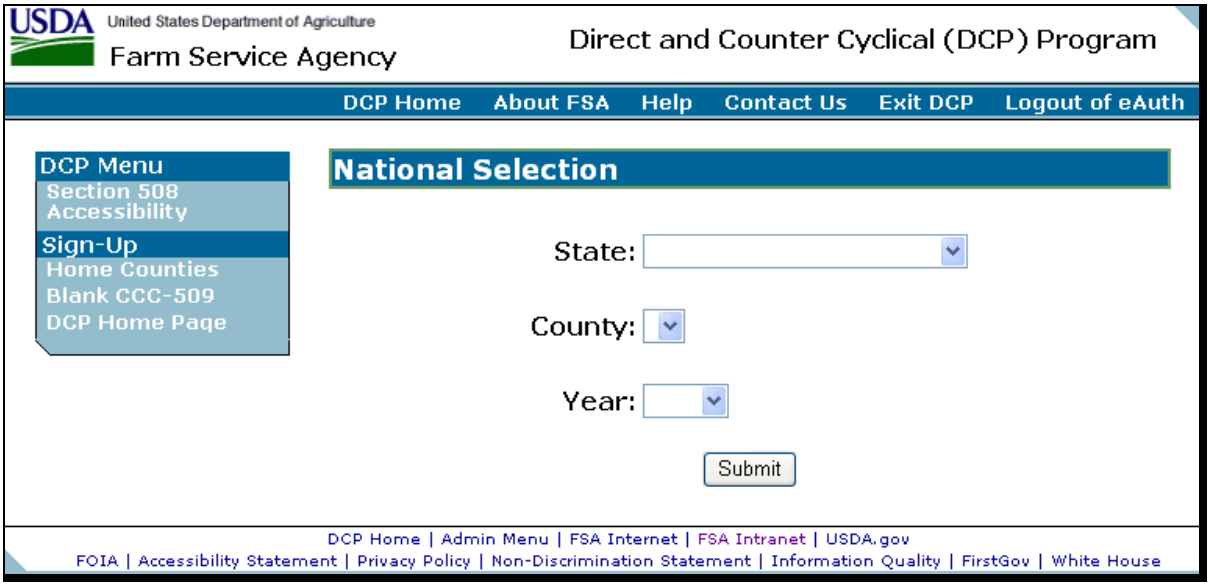
CCC-509 software provides nationwide customer service for County Office users. County Office users have the ability to load and access CCC-509's for any producer nationwide. This is extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-509's have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

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

36 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.



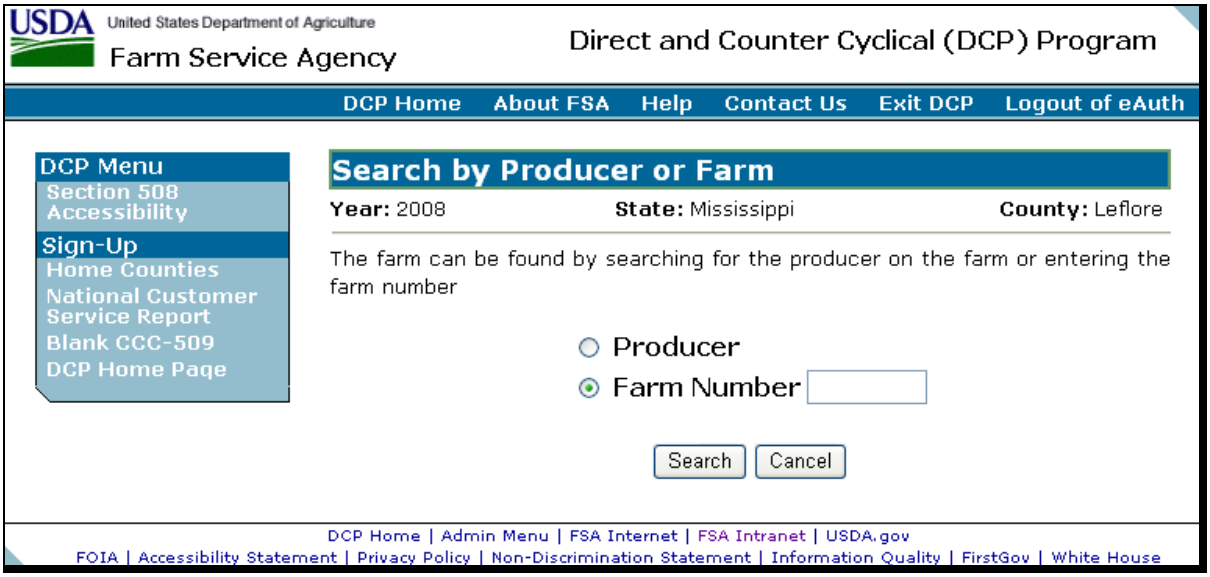
The following table provides the fields, descriptions, and actions for the National Selection Screen.

Field/Button	Description	Action
State	Drop-down menu with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down menu with the county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	Search by Producer or Farm Screen will be displayed.	

36 Nationwide Customer Service (Continued)

C Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen that will be displayed after user clicks “Submit” on Nationwide Customer Service Screen.



To switch back to the home county, under Sign-Up, CLICK “**Home Counties**”.

The Nationwide Customer Service, Search by Producer or Farm Screen functionality is the same as when CCC-509’s are being loaded in the home county; see paragraph 23 for searching by producer or by farm number. Once a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

D Select Producer(s) – Contract Details Screen

The Nationwide Customer Service, Select Producer(s) – Contract Details Screen functionality is the same as when CCC-509’s are being loaded in the home county; see paragraph 26. One of the following will be displayed, based on the actions taken on the Select Producer(s) – Contract Details Screen:

- Assign Producer Shares / Payment Selections Screen
- Consolidated by Producer Screen
- Consolidated by Crop Screen.

36 Nationwide Customer Service (Continued)

E Assign Producer Shares / Payment Selections Screen

The Nationwide Customer Service, Select Assign Producer Shares / Payment Selections Screen functionality is the same as when CCC-509's are being loaded in the home county; see paragraph 27.

F Consolidated by Producer Screen

The Nationwide Customer Service Section, Consolidated by Producer Screen functionality is the same as when CCC-509's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-509 **cannot** be canceled.

All of these activities **must** be done in the producer's home county; see paragraph 28 for Consolidated by Producer Screen functionality.

G Consolidated by Crop Screen

The Nationwide Customer Service Section, Consolidated by Crop Screen functionality is the same as when CCC-509's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-509 **cannot** be canceled.

All of these activities **must** be done in the producer's home county, see paragraph 29 for Consolidated by Crop Screen functionality.

H County Office Action

County Offices that process nationwide customer service CCC-509's **must**:

- immediately FAX a copy of the signed CCC-509 to the producer's home county
- mail the original signed CCC-509 to the producer's home county
- maintain a copy of the signed CCC-509.

37 Updating Signatures

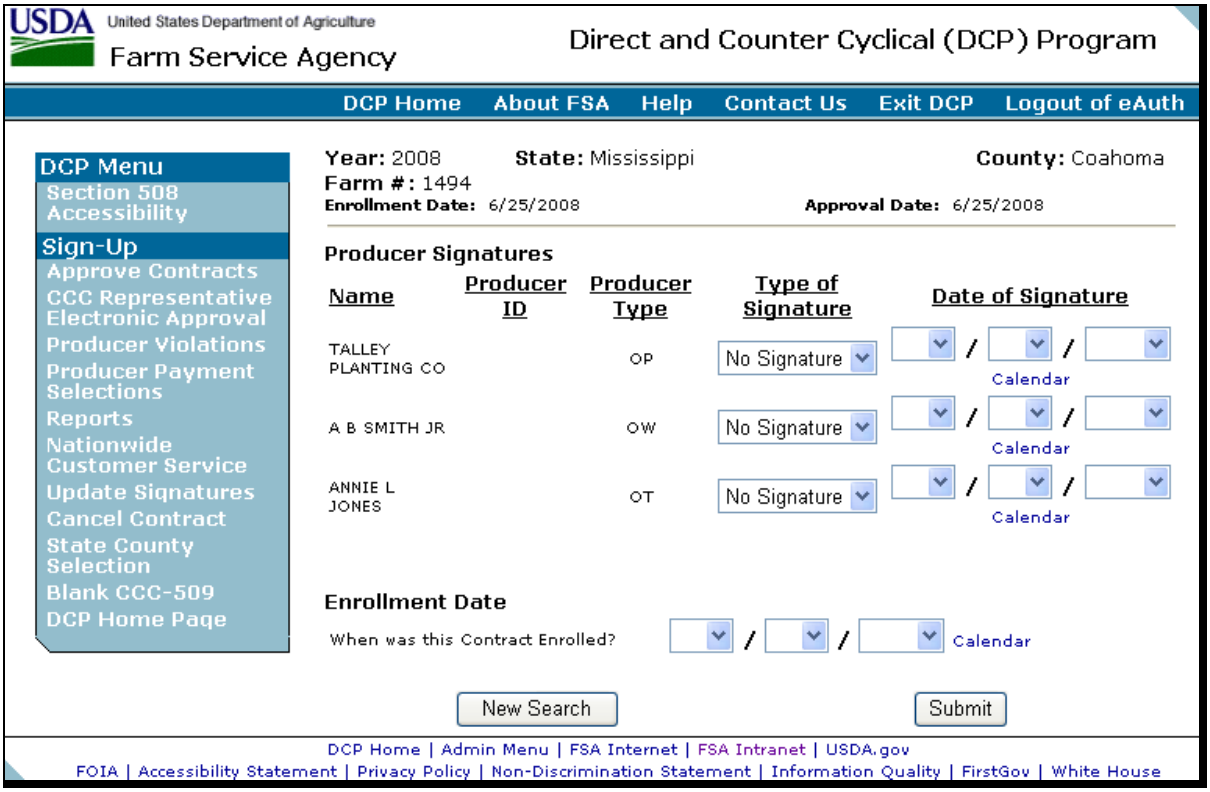
A Overview

Updating signatures **without** accessing CCC-509 is available in CCC-509 software. To access the update signatures process, under Sign-Up, CLICK "**Update Signatures**".

Note: Signatures can also be updated on the Consolidated by Producer and Consolidated by Crop Screens.

B Update Signatures Screen

Following is an example of the Update Signatures Screen.



37 Updating Signatures (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Update Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Enrollment Date	Enrollment date as entered on the Consolidated by Producer or Consolidated by Crop Screen.	
Approval Date	Approval date as entered on the Consolidated by Producer, Consolidated by Crop, Approve Contracts, or CCC Representative Electronic Approval Screen.	
Producer Signatures	If producer signs electronically, the system will update the producer signature block. All other signature types **must** be updated by the County Office. This is a tool to keep track of signatures received for each CCC-509. Producers are **not** authorized to updated producer signature information.	
Type of Signature	Manual selection. The system will update electronic signatures. See subparagraph 28 D for signature types.	If producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. Contracts **cannot** be enrolled or approved until all signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-509. **Note:** Type of signature shall **only** be updated when the producer actually signs and dates CCC-509.

37 Updating Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter date the producer signed CCC-509. See 1-DCP, paragraph 402 for situations involving producers that did **not** sign CCC-509 on or before September 30 of applicable contract period. See subparagraph 28 D for signature date exceptions.
When was this Contract enrolled?	Manual entry.	Enter the date all shares equal 100 percent and all required producer signatures have been received. See 1-DCP, paragraph 402 for situations involving producers signatures received in the County Office after September 30 of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 28 D for signature type validations.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

38 Canceling CCC-509's by Farm

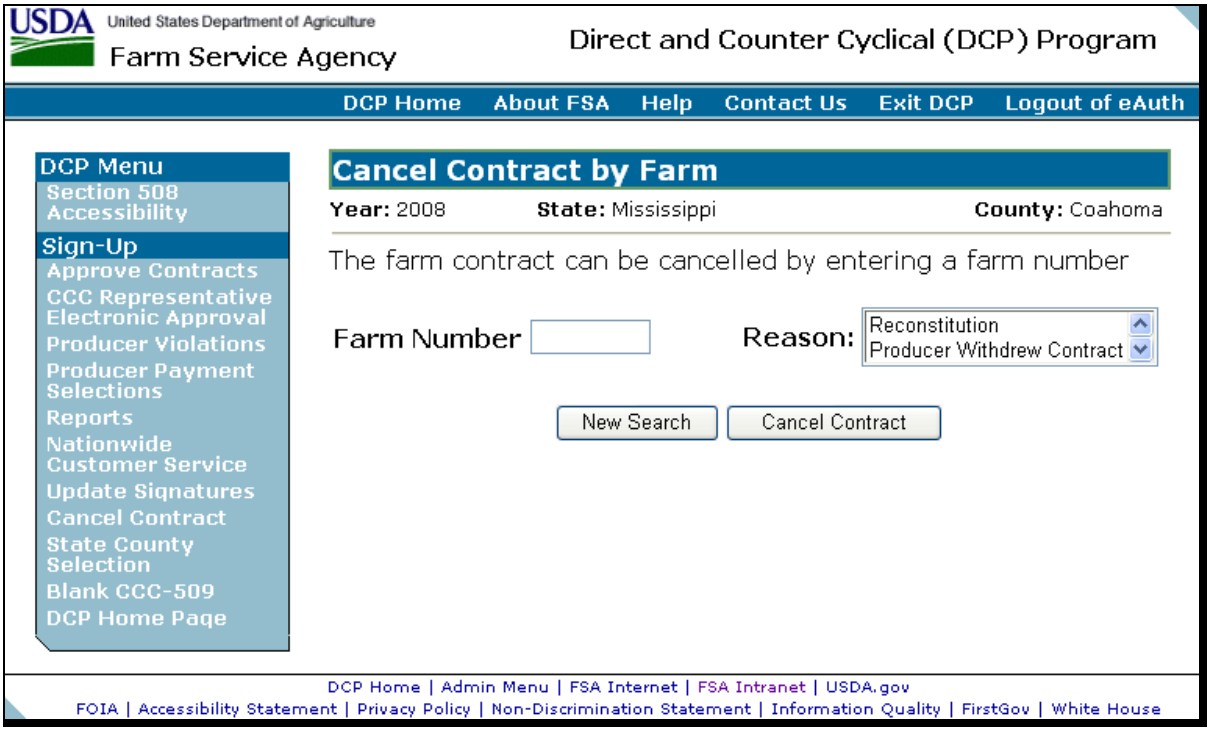
A Overview

Canceling CCC-509's **without** accessing CCC-509 is available in CCC-509 software. To access CCC-509 cancellation process, under Sign-Up, CLICK "**Cancel Contract**".

Note: CCC-509's can also be canceled on the Consolidated by Producer and Consolidated by Crop Screens.

B Cancel Contract by Farm Screen

Following is an example of the Cancel Contract by Farm Screen.



38 Canceling CCC-509's by Farm (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Cancel Contract by Farm Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Manual entry.	Enter the farm number of CCC-509 to be canceled.
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: • Acreage Reporting Violation • CCC-509 Entered in Error • Farm Record Modification; automatic cancels will occur; see paragraph 30 • FAV Violation • Out Transfer • Producer Withdrew Contract • Reconstitution.
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.	
Cancel Contract	CCC-509 is canceled. Contract Canceled Screen will be displayed.	

39-45 (Reserved)

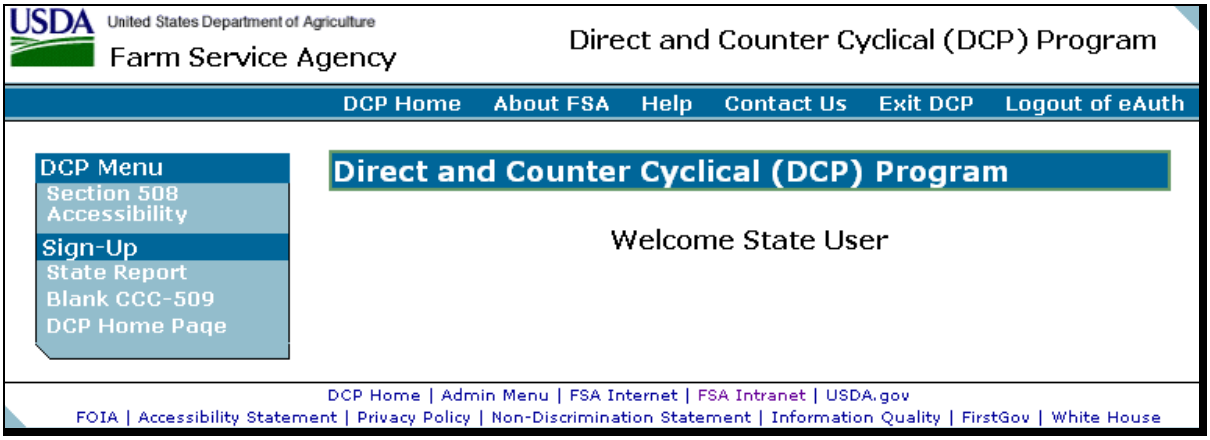
46 State Office Access to the DCP Web Site

A Accessing the DCP Web Site

State Office users shall access CCC-509 software according to paragraph 21. After entering an eAuthentication user ID and password, and clicking “Login”, the State User Home Page will be displayed.

B State User Home Page

Following is an example of the State User Home Page.



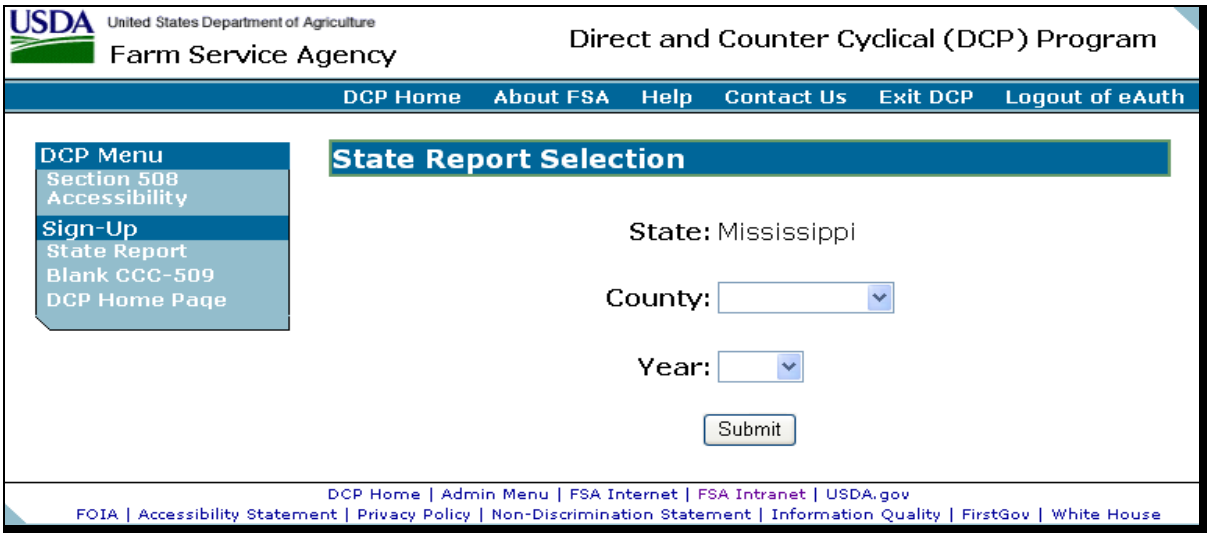
47 State Report Selections

A Overview

State Office users will **only** have access to State Office reports, **unless** they have requested Nationwide Customer Service access according to paragraph 49. To access State Office reports, under Sign-Up, CLICK "**State Report**". The State Report Selection Screen will be displayed.

B State Report Selection Screen

Following is an example of the State Report Selection Screen.



C Field Descriptions and Actions

The following table provides field descriptions and actions that can be taken on the State Report Selection Screen.

Field/Button	Description	Action
State	State associated with the user.	
County	Drop-down menu with the county names applicable to the user's State.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	State Reports Screen will be displayed.	

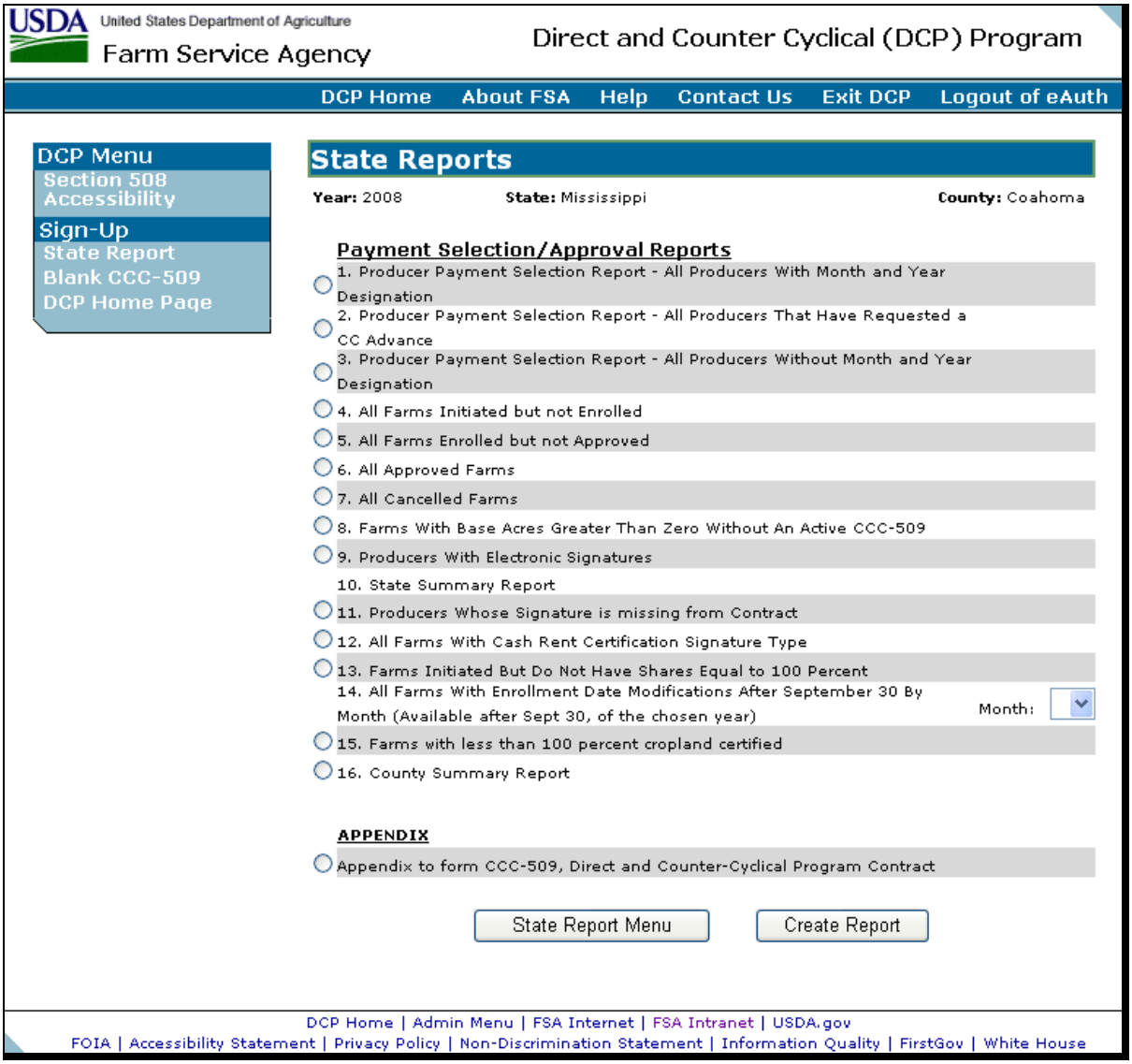
48 State Reports

A Overview

Several standard reports are available for State Offices to use as tools for assisting County Offices with DCP signup. To access the State Reports Screen, under Sign-Up, CLICK "**State Report**".

B State Reports Screen

Following is an example of the State Reports Screen.



48 State Reports (Continued)

C Report Descriptions

The following table provides descriptions of each of the available reports. Only 1 report can be created at a time. The report will be displayed in PDF format and can be printed, if needed.

Note: All State reports, **except** the Appendix to CCC-509, Direct and Counter-Cyclical Program Contract Report, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

IF user selects the following...	THEN the following will be displayed...
Producer Payment Selection Report – All Producers With Month and Year Designation	all producers with a month and year designation in the county selected on the State Report Selection Screen.
Producer Payment Selection Report – All Producers That Have Requested a CC Advance	all producers that have requested CC advanced payments in the county selected on the State Report Selection Screen.
Producer Payment Selection Report – All Producers Without Month and Year Designation	all producers that have shares greater than zero that have **not** selected a month and year for advance payment in the county selected on the State Report Selection Screen.
All Farms Initiated But **Not** Enrolled	all farms that have been initiated but have **not** been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled But **Not** Approved	all farms that have an enrollment date entered but have **not** been approved in the county selected on the State Report Selection Screen.
All Approved Farms	all approved farms in the county selected on the State Report Selection Screen.
All Cancelled Farms	all farms that have been canceled by a County Office user or by farm maintenance changes in the county selected on the State Report Selection Screen.
Farms With Base Acres Greater Than Zero Without An Active CCC-509	all farms that have base acres greater than zero in farm maintenance but do **not** have an initiated CCC-509 in the county selected on the State Report Selection Screen.
Producers With Electronic Signatures	all producers that have electronically signed CCC-509 in the county selected on the State Report Selection Screen.
State Summary Report	a summary count of CCC-509's that are initiated, enrolled, approved, cancelled, and have electronic signatures for each county in the State.

48 State Reports (Continued)

C Report Descriptions (Continued)

IF user selects the following...	THEN the following will be displayed...
Producers Whose Signature is Missing from Contract	all farms that are missing producer signatures in the county selected on the State Report Selection Screen.
All Farms With Cash Rent Certification Signature Type	all farms that have 1 or more producers with a cash rent certification signature type in the county selected on the State Report Selection Screen.
Farms Initiated But Do **Not** Have Shares Equal to 100 Percent	all farms that do **not** 100 percent of shares designated in the county selected on the State Report Selection Screen.
All Farms With Enrollment Date Modifications After September 30 by Month **Note:** Select a county and a month.	all farms that had an enrollment date modified during the month selected in the county selected on the State Report Selection Screen. **Note:** See 1-DCP, paragraph 401 for additional information.
Farms With Less Than 100 Percent Cropland Certified	all farms that have an active CCC-509, but do **not** have 100 percent of cropland certified on FSA-578 in the county selected on the State Report Selection Screen.
County Summary Report	a summary count of eligible farms and CCC-509's that are initiated, enrolled, and approved in the county selected on the State Report Selection Screen.
Appendix to CCC-509, Direct and Counter-Cyclical Program Contract	CCC-509 terms and conditions. **Note:** All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

49 Nationwide Customer Service

A Requesting Access

State Office users shall request access to DCP Nationwide Customer Service according to the following:

- provide the National Office with all State employees who are to have access, and include the following:

  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID

- FAX information to 202-720-0051, Attn: Neeru Gulati

  Note: Include on the FAX that the request is for DCP State Office user Nationwide Customer Service access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

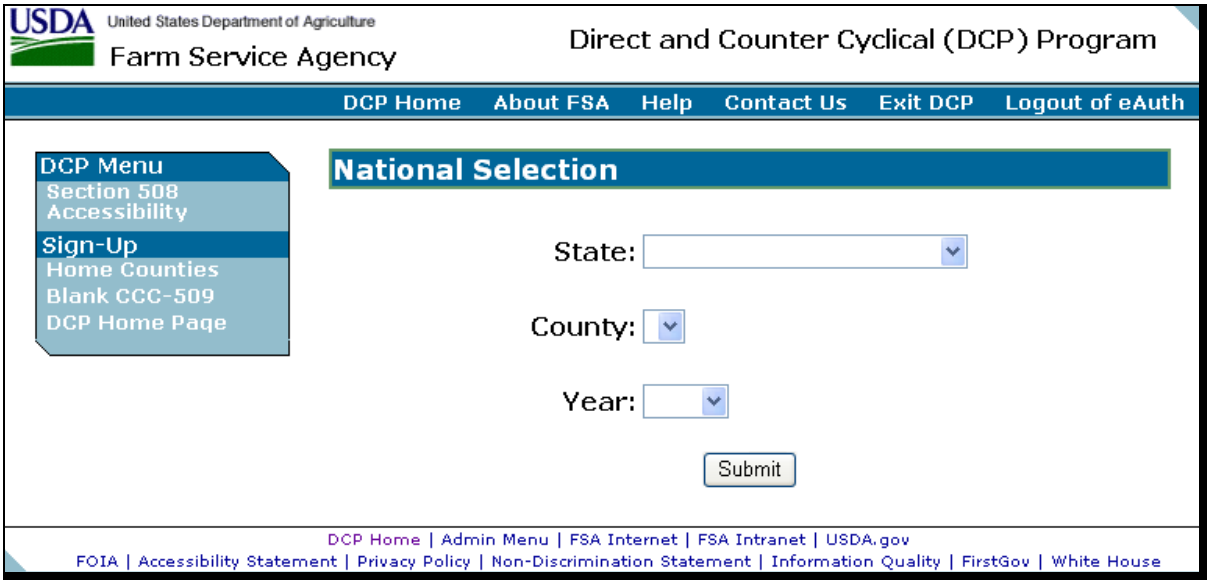
Note: Additional employees can be added at any time by requesting access according to this subparagraph.

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

49 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.



C Accessing Nationwide Customer Service

State Office users that request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 36.

50-60 (Reserved)

Section 3 Producer Access

61 Producer Access to eDCP

A Overview

eDCP allows producers to enroll in DCP online. Producers can choose DCP payment options, assign crop shares, and sign and submit their CCC-509's from any computer with Internet access. Producers **no** longer have to travel to their local FSA office to complete these tasks and can view and print submitted CCC-509 options at any time.

The eDCP voluntary service:

- is available to all producers who are eligible to participate in DCP
- is offered as an additional DCP enrollment option; producers can still complete CCC-509's in person at the County Office
- does **not** alter any DCP provisions.

  Example: For a farm to be enrolled in DCP, **all** OW's and producers with a share on the farm **must** sign CCC-509.

B eDCP Benefits

The easy-to-use eDCP service offers many advantages for DCP participants as follows:

- provides maximum flexibility to complete CCC-509's, 24 hours a day, 7 days a week
- eliminates or reduces travel time to the County Office
- reduces paperwork
- offers quick access to CCC-509's, worksheets, and other DCP information
- speeds up CCC-509 processing time at County Offices
- maintains all data in a central location
- protects private information through strict security measures.

C Obtaining eAuthentication Accounts

To use the eDCP service, a producer **must** have an active USDA eAuthentication level 2 account. This account allows producers to complete online transactions and, if they choose, to electronically sign their CCC-509. To obtain an eAuthentication account, producers shall:

- complete the online registration form located at **http://www.eauth.egov.usda.gov**
- visit their local County Office for identity verification.

If the producer has previously completed these steps, **no** action is needed.

61 Producer Access to eDCP (Continued)

D Accessing eDCP

Producers shall access eDCP by going to **http://www.fsa.usda.gov/egov/edcp_default.htm**. The Online Services Screen will be displayed.

Producers shall CLICK:

- "**Electronic Direct and Counter-Cyclical Payment Program (eDCP) Service**"; the eDCP Online Services Screen will be displayed
- "**Access eDCP Service**"; the USDA eAuthentication Warning Screen will be displayed
- "**Continue**", to proceed or "**Cancel**", to end the process.

This is an example of the USDA eAuthentication Warning Screen.

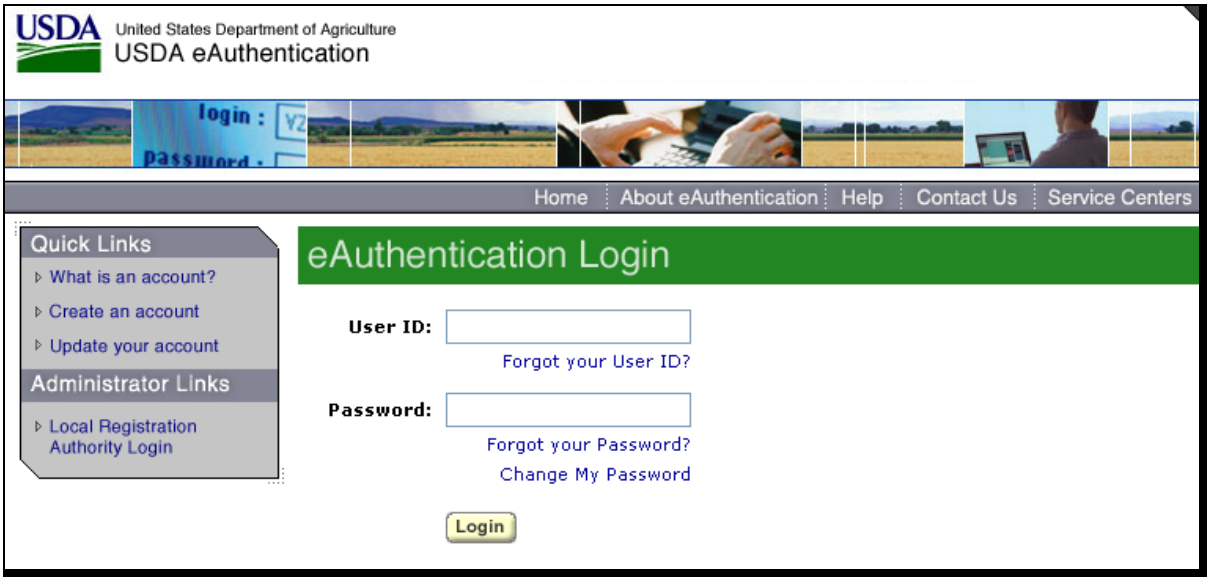
Note: Internet Explorer shall be used when accessing eDCP.

61 Producer Access to eDCP (Continued)

D Accessing eDCP (Continued)

If user clicks “Continue” on the USDA eAuthentication Warning Screen, the eAuthentication Login Screen will be displayed. Producers **must**:

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



62 CCC-509 Appendix

A Overview

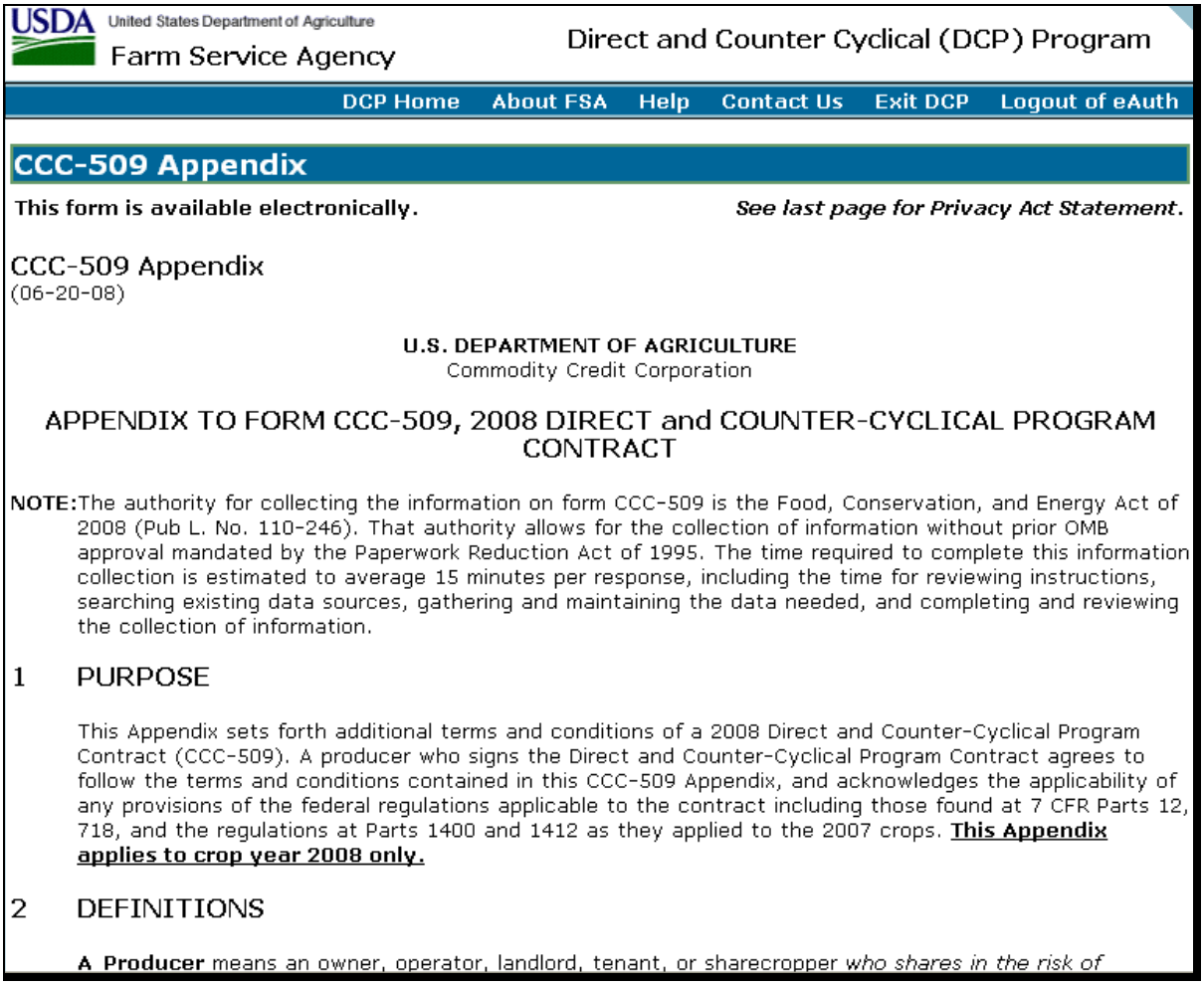
Immediately after a producer's eAuthentication information has been accepted, the CCC-509 Appendix will be displayed.

B Accepting CCC-509 Appendix Terms and Conditions

The producer **must** accept the terms and conditions contained in the CCC-509 Appendix **before** continuing into the eDCP system. By electronically completing and signing CCC-509, producers:

- acknowledge receiving CCC-509 Appendix
- agree to abide by CCC-509 Appendix terms and conditions.

Following is an example of the top of the CCC-509 Appendix Screen.



USDA United States Department of Agriculture
Farm Service Agency

Direct and Counter Cyclical (DCP) Program

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

CCC-509 Appendix

This form is available electronically. ***See last page for Privacy Act Statement.***

CCC-509 Appendix
(06-20-08)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

APPENDIX TO FORM CCC-509, 2008 DIRECT and COUNTER-CYCLICAL PROGRAM CONTRACT

NOTE: The authority for collecting the information on form CCC-509 is the Food, Conservation, and Energy Act of 2008 (Pub L. No. 110-246). That authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1 PURPOSE

This Appendix sets forth additional terms and conditions of a 2008 Direct and Counter-Cyclical Program Contract (CCC-509). A producer who signs the Direct and Counter-Cyclical Program Contract agrees to follow the terms and conditions contained in this CCC-509 Appendix, and acknowledges the applicability of any provisions of the federal regulations applicable to the contract including those found at 7 CFR Parts 12, 718, and the regulations at Parts 1400 and 1412 as they applied to the 2007 crops. **This Appendix applies to crop year 2008 only.**

2 DEFINITIONS

A **Producer** means an owner, operator, landlord, tenant, or sharecropper *who shares in the risk of*

62 CCC-509 Appendix (Continued)

B Accepting CCC-509 Appendix Terms and Conditions (Continued)

Following is an example of the bottom of the CCC-509 Appendix Screen.

Corn	$/bu.	2.63	**0.28**	1.95	2.23	**0.40**
Grain Sorghum	$/bu.	2.57	**0.35**	1.95	2.30	**0.27**
Barley	$/bu.	2.24	**0.24**	1.85	2.09	**0.15**
Oats	$/bu.	1.440	**0.024**	1.330	1.354	**0.086**
Upland Cotton	$/lb.	0.7125	**0.0667**	0.5200	0.5867	**0.1258**
Rice, Long Grain	$/cwt.	10.50	**2.35**	6.50	8.85	**1.65**
Rice, Medium Grain*	$/cwt.	10.50	**2.35**	6.50	8.85	**1.65**
Soybeans	$/bu.	5.80	**0.44**	5.00	5.44	**0.36**
Other Oilseeds	$/cwt.	$10.10	**0.80**	9.30	10.10	**0.00**
Peanuts	$/ton	495.00	**36.00**	355.00	391.00	**104.00**

* Medium grain rice includes short grain rice.

Note: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is the Food, Conservation, and Energy Act of 2008. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in denial of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

Cancel | Printable Version | Accept

C Options Available on the Screen

The following table provides a description of options that are available on the CCC-509 Appendix Screen.

Button	Description
Cancel	Logs the producer out of the eDCP application.
Printable Version	Provides a printable PDF version of the CCC-509 Appendix.
Accept	Displays the State-County and Year Selection Screen.

63 State, County, and Year Selection

A Overview

Once the producer accepts the CCC-509 Appendix terms and conditions, the Direct and Counter-Cyclical (DCP) Program, State-County and Year Selection Screen will be displayed. The State-County and Year Selection Screen provides producers the option to select the:

- State and county that contains CCC-509 to be updated

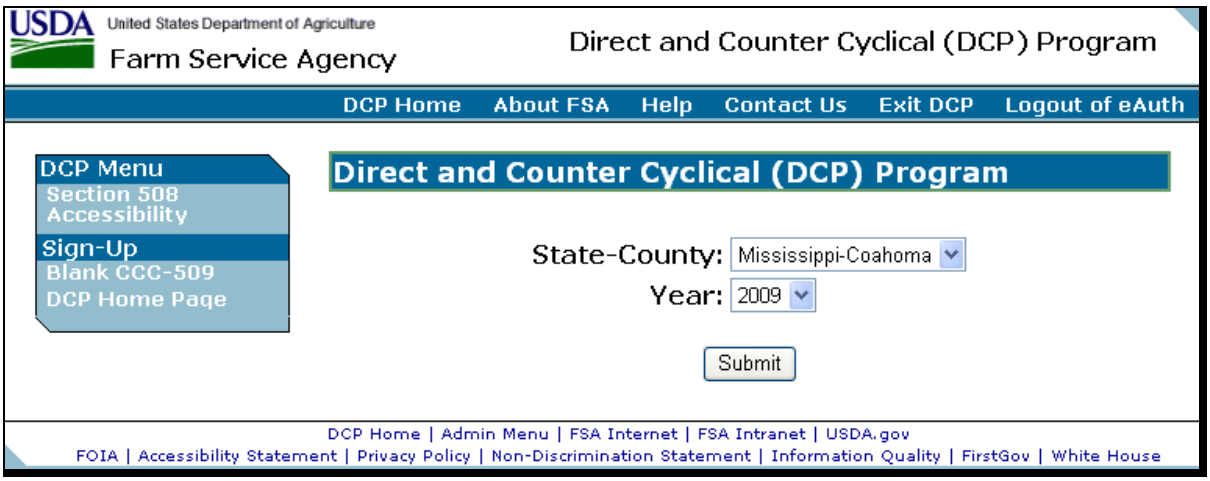
  Note: The drop-down menu will **only** contain counties in which the producer is associated to CCC-509.

- year of CCC-509 to be viewed/updated.

  Note: Only the current year can be updated. All prior years will be displayed in **view-only** mode.

B State-County and Year Selection Screen

Following is an example of the State-County and Year Selection Screen.



63 State, County, and Year Selection (Continued)

C Field Descriptions

The following table provides the fields that are available on the State-County and Year Selection Screen.

Field/Button	Description	Action
State-County	Drop-down menu that lists State and County Offices in which a producer is associated to CCC-509.	Select the State and county that contains CCC-509 to be updated.
Year	Drop-down menu that lists the years available to be viewed or updated.	Select the applicable year. **Note:** Only the current year can be updated. All prior years will be displayed in **view-only** mode.
Submit	Displays the Select Contract – Farm Search - Farm Selection Screen.	

64 Selecting CCC-509's – Farm Search – Farm Selection

A Overview

The Select Contract – Farm Search - Farm Selection Screen allows the producer to select CCC-509 to be viewed or updated.

B Select Contract – Farm Search – Farm Selection Screen

Following is an example of the Select Contract – Farm Search – Farm Selection Screen.

C Options Available on the Screen

The following table provides the options that are available on the Select Contract – Farm Search - Farm Selection Screen.

Button	Description
New Search	State-County and Year Selection Screen will be displayed.
Continue	**After** selecting the applicable CCC-509 to update, users CLICK "**Continue**". Only 1 farm can be selected at a time. Select Producer(s) – Contract Details Screen will be displayed, see paragraph 65.

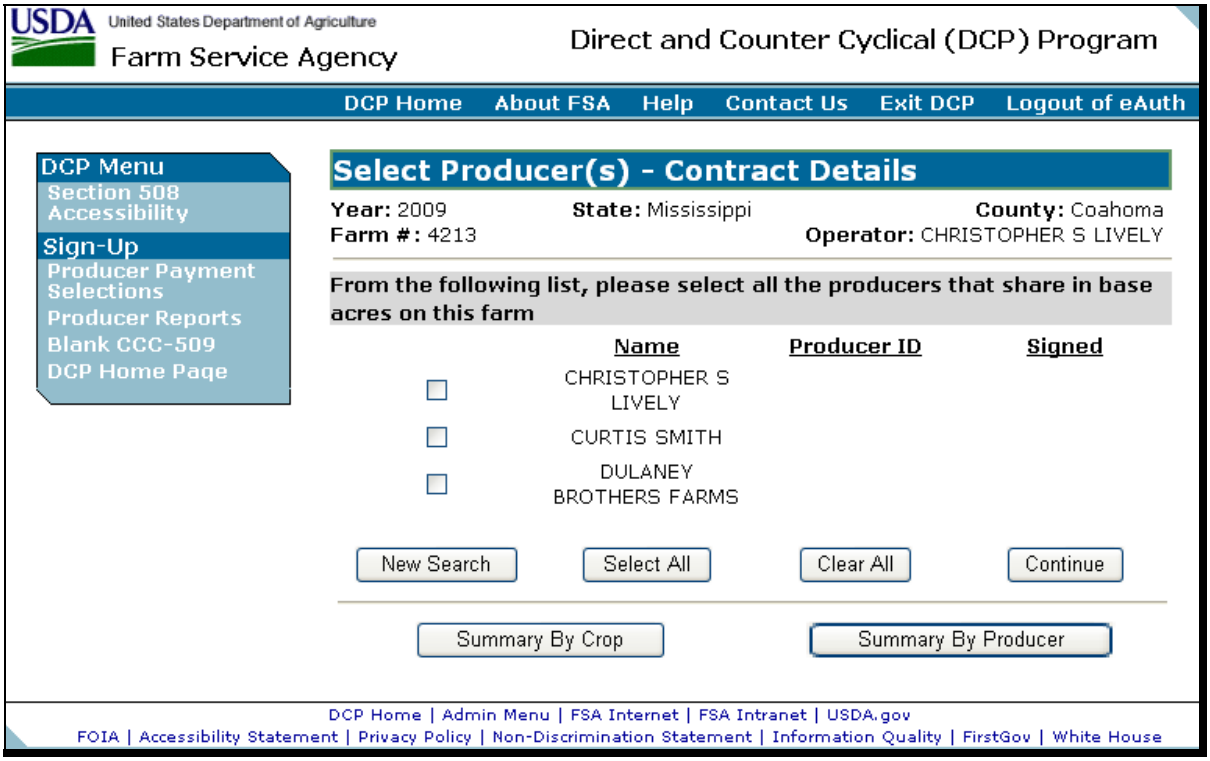
65 Selecting Producers – CCC-509 Details

A Overview

The Select Producer(s) – Contract Details Screen provides the producer the ability to select the producers that share in CCC-509.

B Select Producer(s) – Contract Details Screen

Following is an example of the Select Producer(s) – Contract Details Screen.



65 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

The following table provides the button descriptions and results for the Select Producers(s) – Contract Details Screen.

IF users click…	THEN…
New Search	all information entered is canceled. The Search by Producer or Farm Screen will be displayed.
Select All	all producers on the farm will be selected to receive shares. A check (✓) will be displayed for all producer names.
Clear All	previously checked (✓) producers, to share in CCC-509, will be unchecked.
Continue	after users: • select **no** producers to share in CCC-509, the Consolidated by Producer Screen will be displayed, see paragraph 67 • select individual producers to share in CCC-509 by clicking the box in front of the applicable producer's name, the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66 • CLICK "Select All", the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66.
Summary by Crop	the Consolidated by Crop Screen will be displayed, see paragraph 68. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.
Summary by Producer	Consolidated by Producer Screen will be displayed, see paragraph 67. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.

66 Assigning Producer Shares/Payment Selections

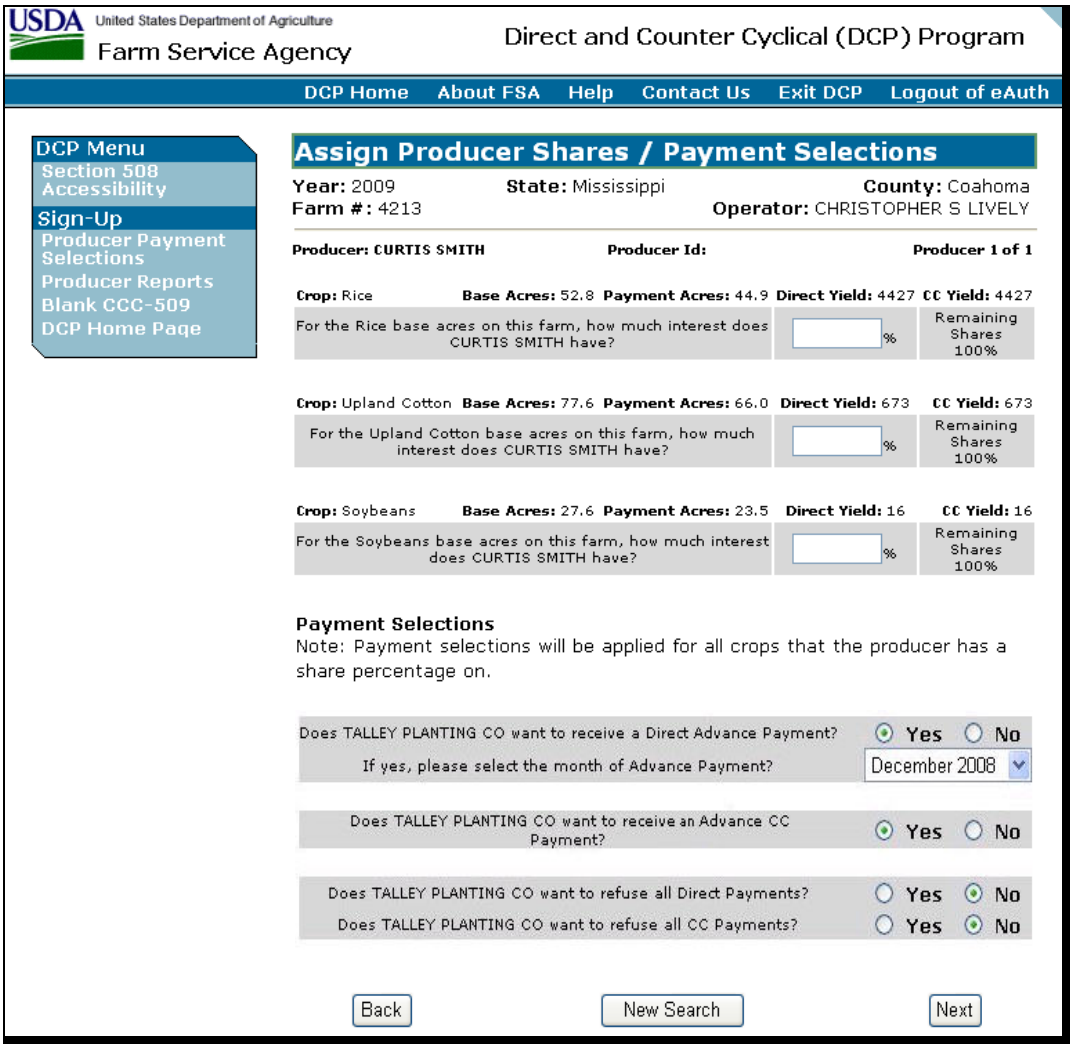
A Overview

The Assign Producer Shares / Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen may be skipped over by clicking the any of the following:

- "Continue" on Select Producer(s) – Contract Details Screen **without** selecting any producers to share in CCC-509
- "Summary by Producer"
- "Summary by Crop".

B Assign Producer Shares / Payment Selections Screen

Following is an example of the Assign Producer Shares / Payment Selections Screen.



66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop. **Note:** A screen will be completed for each producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers that: • have been selected to share in this CCC-509 • are remaining. **Example:** If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.	
Crop	Each DCP crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
Payment Acres	Payment acres associated with each crop. (83.3 percent of the base acres).	
Direct Yield	Direct yield associated with each crop.	
CC Yield	CC yield associated with each crop.	

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
For the (crop name) base acres on this farm, how much interest does (producer name) have? (Share)%	Manual entry for producer's share specific to applicable crop.	Enter the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep user informed of how much of the share percentage has been used.	

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action	
Does (producer name) want to receive a Direct Advance Payment? If yes, please select the month of Advance Payment.	Manual entry.	Click "Yes" or "No", as applicable.	
		IF…	**THEN…**
		"Yes"	select a month and year.
		"No"	a month and year shall **not** be selected.
Does (producer name) want to receive an Advance CC Payment?	Manual entry.	Click "Yes" or "No", as applicable.	
Does (producer name) want to refuse all Direct Payments?	Manual entry.	Click "Yes" or "No", as applicable.	
Does (producer name) want to refuse all CC Payments?	Manual entry.	Click "Yes" or "No", as applicable.	
Back	Select Producers(s) – Contract Details Screen will be displayed.		
New Search	Search by Producer or Farm Screen will be displayed.		
Next	Either of the following will be displayed: • next producer • Consolidated by Producer Screen.		

67 Consolidations by Producer

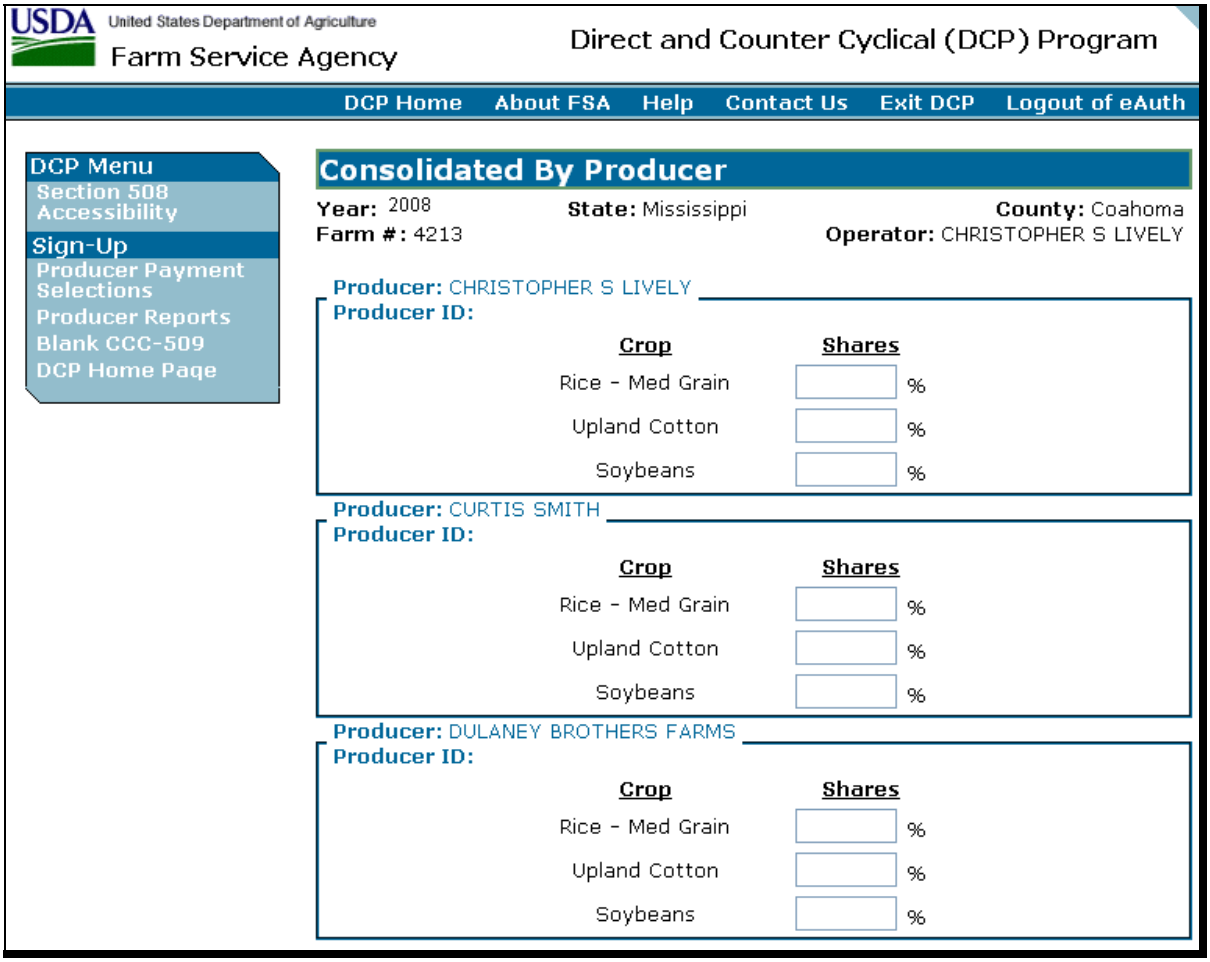
A Overview

The Consolidated by Producer Screen will be displayed as follows:

- all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- user clicks “Continue” on the Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-509
- user clicks “Summary by Producer” on the Select Producer(s) – Contract Details Screen.

B Consolidated by Producer Screen

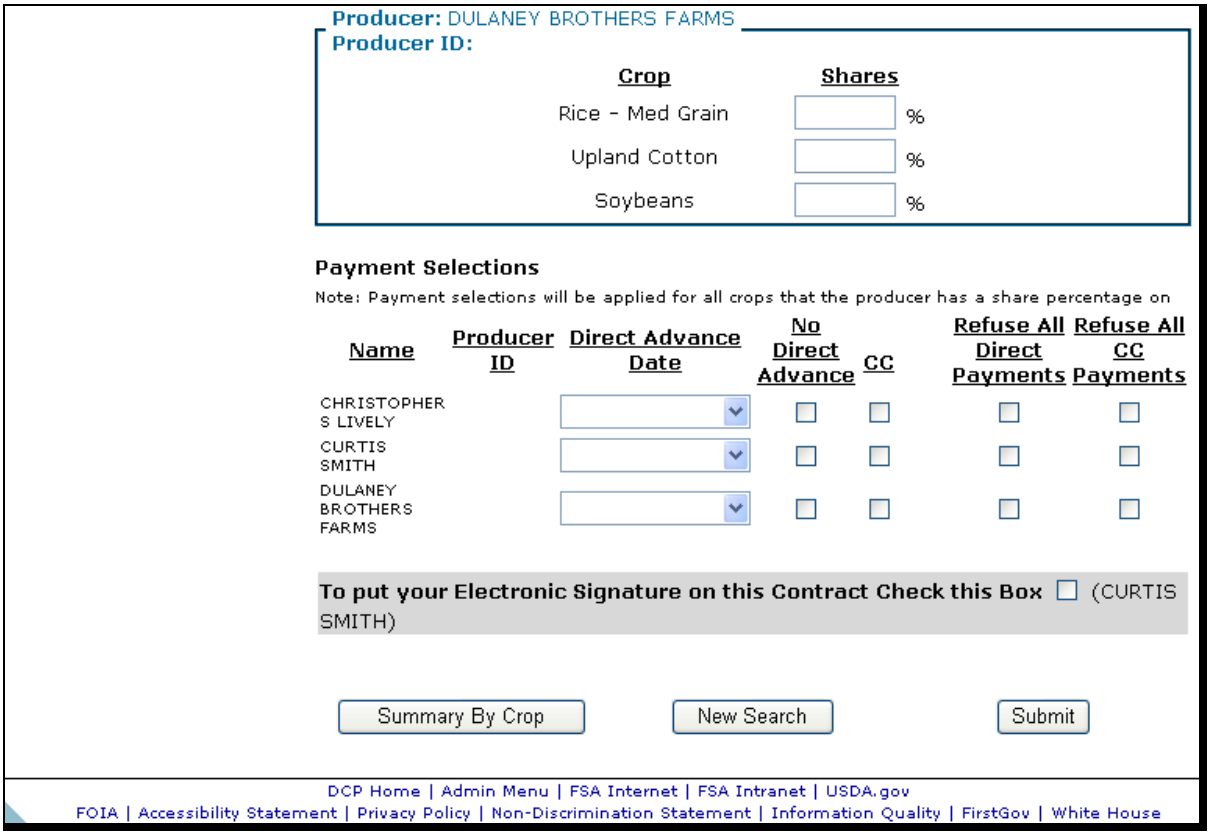
Following is an example of the top of the Consolidated by Producer Screen.



67 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

Following is an example of the bottom of the Consolidated by Producer Screen.



67 Consolidations by Producer (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All DCP crops associated with the selected farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Payment Selections	Summary of producer payment selections. Data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable.
Electronic Signature	Allows producers to sign CCC-509 electronically.	CHECK (✓) box to electronically sign CCC-509. **Note:** If box is **not** checked (✓), CCC-509 will **not** be considered electronically signed.
Submit	Data is stored. Print Screen will be displayed, see paragraph 69.	
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 68.	
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.	

67 Consolidations by Producer (Continued)

D Producer Notification

If the producer checks (✓) the box to electronically sign CCC-509 and clicks "Submit", the producer will receive an automatic e-mail notification to the e-mail address on file in SCIMS that CCC-509 has been received in the County Office.

Following is an example of the e-mail that will be received by the producer when CCC-509 is submitted:

> "The 200X DCP contract you submitted for farm number XXXXX through USDA eDCP has been received.
>
> If you have any questions concerning this contract, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."

The producer will also receive an automatic e-mail notification to the e-mail address that is on file in SCIMS when CCC-509 that was electronically signed is approved by the County Office.

Following is an example of the e-mail that will be received by the producer when the electronically signed CCC-509 is approved:

> "The 200X DCP contract you submitted for farm number XXXXX through USDA eDCP has been approved.
>
> If you have any questions concerning this contract, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."

67 Consolidations by Producer (Continued)

E County Office Notification

When a producer submits an electronically signed CCC-509, the County Office that administers CCC-509 will receive an automatic e-mail notification that CCC-509 has been electronically signed. The automatic e-mail is sent to **all** employees in the County Office.

Following is an example of the e-mail that will be received when a producer electronically signs CCC-509 and there are still additional producers that are required to sign:

> "A 200X DCP contract has been E-signed for farm number XXXXX, County XXXXX through USDA eDCP.
>
> Please do not reply to this e-mail."

Following is an example of the e-mail that will be received when a producer electronically signs CCC-509 and is either the only producer on the farm or is the last producer to sign CCC-509:

> "A 200X DCP contract has been E-signed and enrolled for farm number XXXXX, County XXXXX through USDA eDCP.
>
> Please do not reply to this e-mail."

68 Consolidations by Crop

A Overview

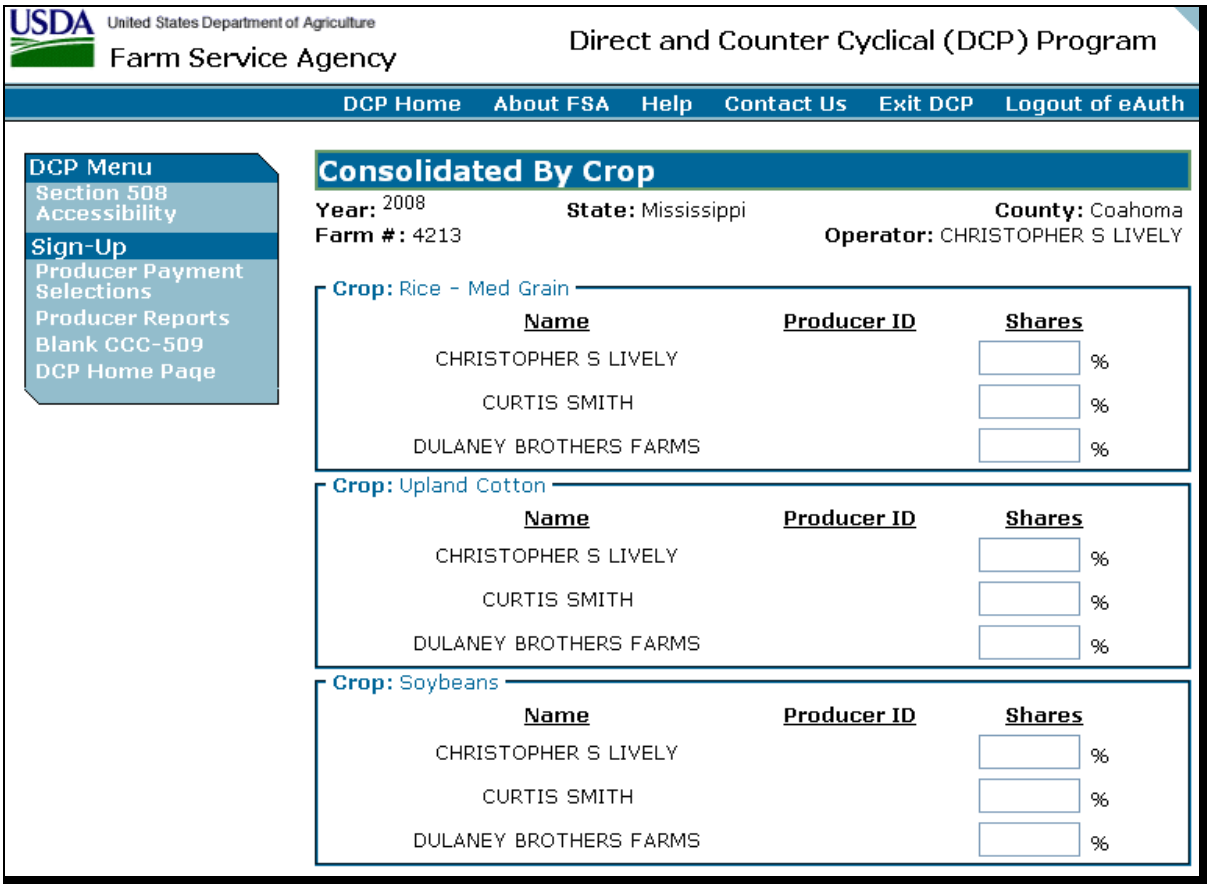
The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

- 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.

B Consolidated by Crop Screen

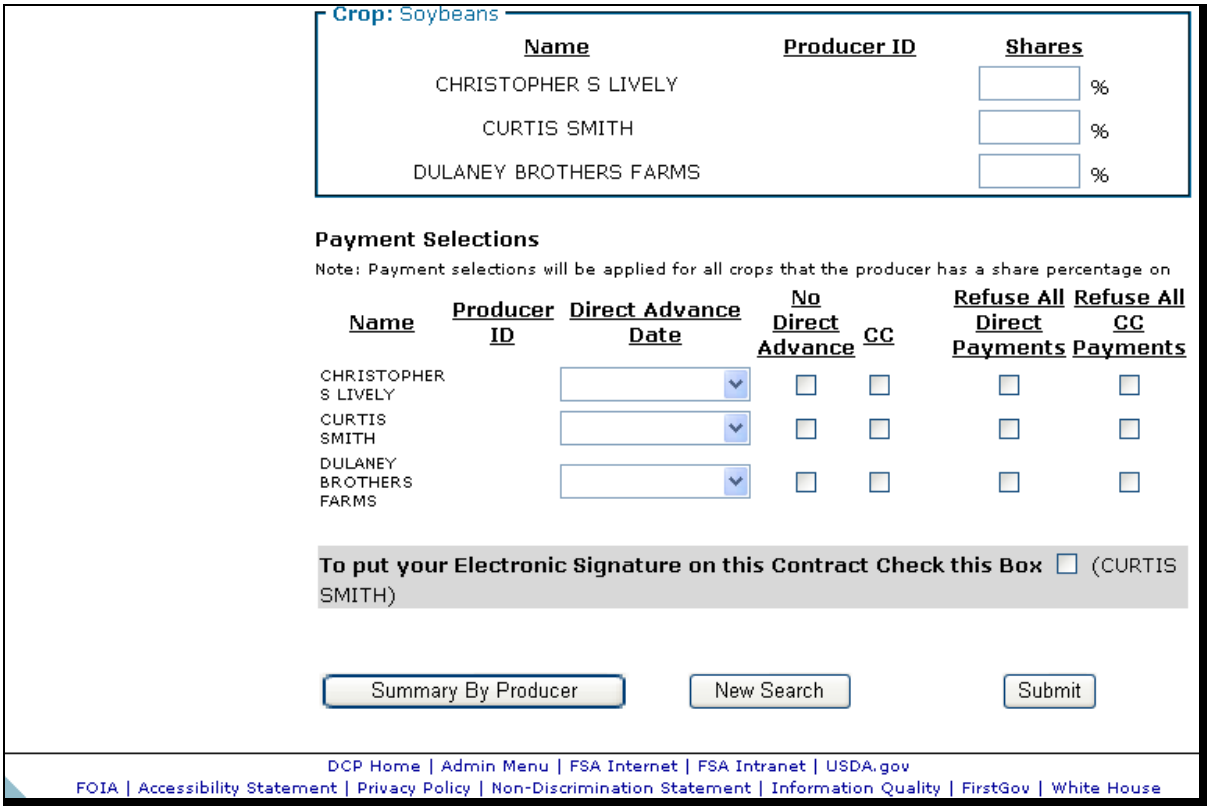
Following is an example of the top of the Consolidated by Crop Screen.



68 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

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



Crop: Soybeans

Name	Producer ID	Shares
CHRISTOPHER S LIVELY		%
CURTIS SMITH		%
DULANEY BROTHERS FARMS		%

Payment Selections

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

Name	Producer ID	Direct Advance Date	No Direct Advance	CC	Refuse All Direct Payments	Refuse All CC Payments
CHRISTOPHER S LIVELY						
CURTIS SMITH						
DULANEY BROTHERS FARMS						

To put your Electronic Signature on this Contract Check this Box ☐ (CURTIS SMITH)

Summary By Producer | New Search | Submit

DCP Home | Admin Menu | FSA Internet | FSA Intranet | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Note: CLICK "**Summary by Producer**" to switch to the Consolidated by Producer Screen.

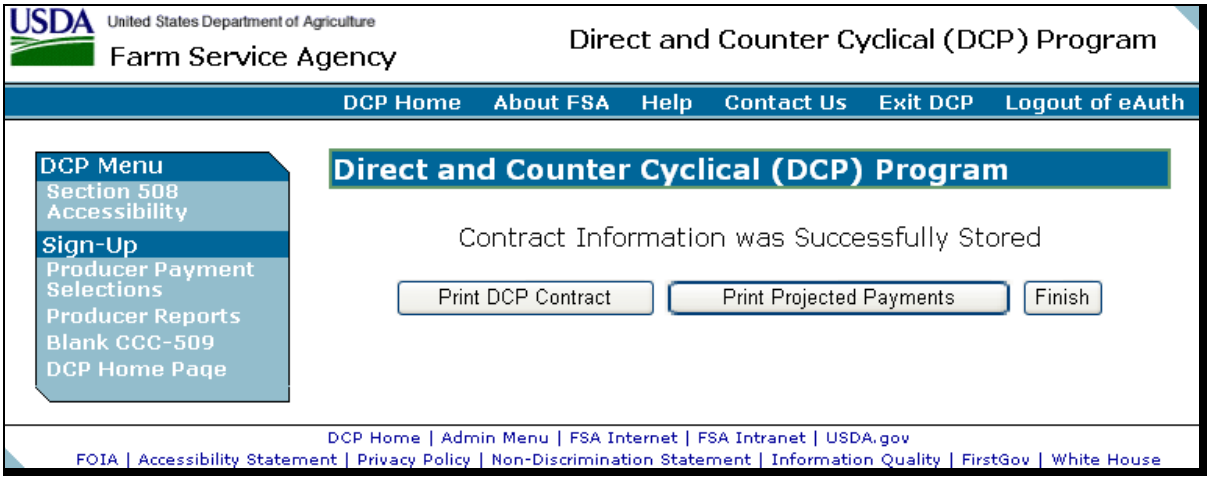
69 Printing

A Overview

The Direct and County Cyclical (DCP) Program, Print Screen will be displayed after CCC-509 is submitted.

B Print Screen

Following is an example of the Print Screen.



C Actions

The Print Screen provides the following options.

IF user clicks…	THEN…
"Print DCP Contract"	CCC-509 will be displayed in a separate PDF window and users can print from the PDF window.
"Print Projected Payments"	CCC-509B will be displayed in a separate PDF window and users can print from the PDF window.

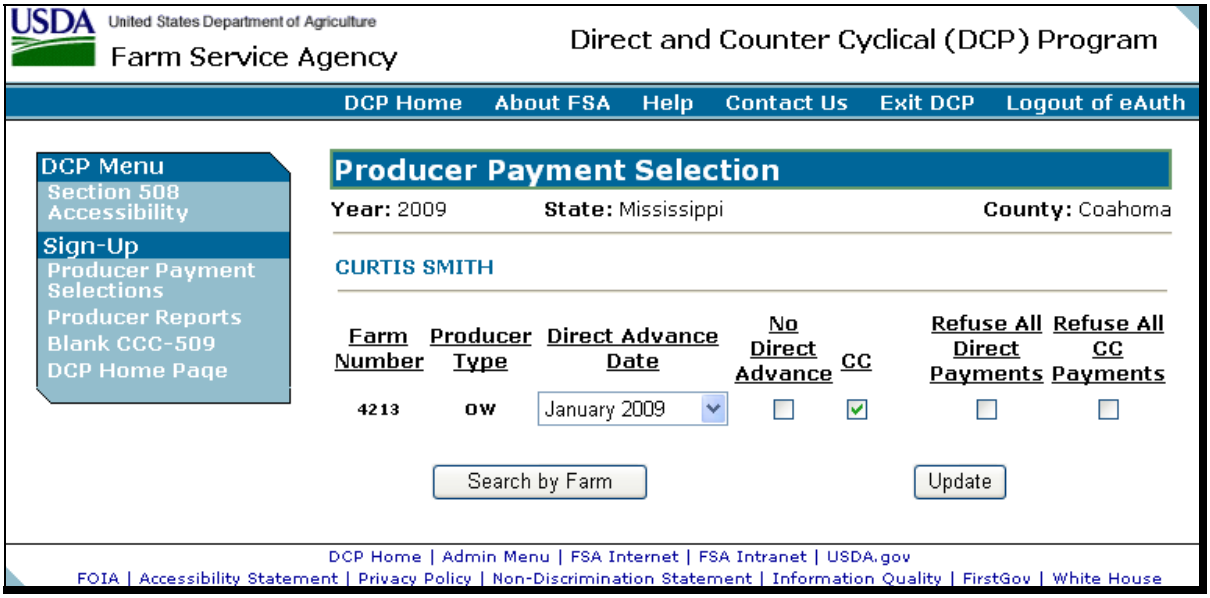
70 Producer Payment Selections

A Overview

The Producer Payment Selection Screen is being provided as a tool for producers to view or update their payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under Sign-Up, click "**Producer Payment Selections**". The Producer Payment Selection Screen will be displayed.

B Producer Payment Selection Screen

Following is an example of the Producer Payment Selection Screen.



70 Producer Payment Selections (Continued)

C Field Descriptions/Actions

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

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that logged into CCC-509 through eAuthentication.	
Farm Number	All farms on which the producer has shares greater than zero.	
Producer Type	Producers role on the farm from any of the following: • OO • OP • OT • OW.	
Direct Advance Date	Manual entry. Will be populated with previously entered data. Date can be entered or changed and updated from this screen.	Enter or modify date as applicable.
No Direct Advance	Manual entry. A check (✓) will: • be displayed, if producer previously elected **not** to receive direct advance payment • **not** be displayed, if producer previously elected to receive direct advance payment.	Click the box to: • remove check (✓), if producer elects to receive direct advance payment; a direct advance date **must** be entered • add check (✓), if producer elects **not** to receive direct advance payment.
CC	Manual entry. A check (✓) will: • be displayed, if producer previously elected to receive CC advance payment • **not** be displayed, if producer previously elected to **not** receive CC advance payment.	Click the box to: • remove check (✓), if producer elects **not** to receive CC advance payment • add check (✓), if producer has elects to receive CC advance payment.

70 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all direct payments • **not** be displayed, if producer previously elected to **not** refuse all direct payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all direct payments • add check (✓), if producer elects to refuse all direct payments.
Refuse All CC Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all CC payments • **not** be displayed, if producer previously elected to **not** refuse all CC payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all CC payments • add check (✓), if producer elects to refuse all CC payments.
Search by Farm	Search by Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

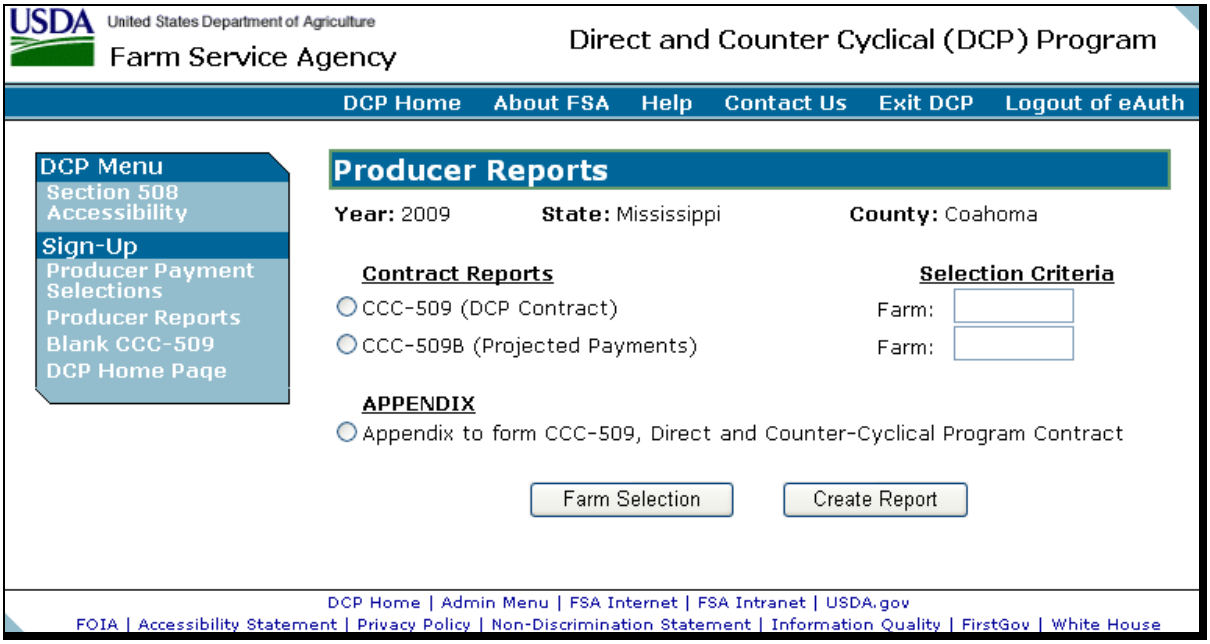
71 Producer Reports

A Overview

Several standard reports are available for producers to use as tools for DCP signup. To access the Producer Reports Menu, under Sign-Up, CLICK "**Producer Reports**".

B Reports Screen

Following is an example of the Producer Reports Screen.



71 Producer Reports (Continued)

C Report Descriptions

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

Report	Action	Result
CCC-509	Select report and enter farm number.	Pre-filled CCC-509 will be displayed. **Note:** The text size in Internet Explorer **must** be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: • "**View**" • "**Text Size**" • "**medium**".
CCC-509B	Select report and enter farm number.	CCC-509B will be displayed.
Appendix to CCC-509, Direct and Counter-Cyclical Program Contract	Select report.	CCC-509 terms and conditions will be displayed.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-184	CCC Check		1
CCC-509	Direct and Counter-Cyclical Program Contract		Text, Ex. 2, 3
CCC-509 Appendix	Appendix to Form CCC-509, Direct and Counter-Cyclical Program Contract		35, 48, 62, 63, Ex. 2, 3
FSA-211	Power of Attorney		28, 31, 32
FSA-578	Report of Acreage		35, 48

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
CC	counter-cyclical	1, 27, 30, 34, 35, 48, 66, 70
eDCP	Electronic DCP	61, 62, 67
FAV	fruit and vegetable	28, 38
OO	owner/operator	28, 34, 37, 70, Ex. 2
OP	operator	25, 27, 28, 30-32, 34, 66, 67, 70, Ex. 2
OT	other producer	28, 30, 34, 70
OW	owner	28, 30-32, 34, 37, 61, 70, Ex. 2
RLMS	Representative Link Manager System	11, 28, 31, 32
SCIMS	Service Center Information Management System	23, 24, 33, 34, 67, Ex. 3

Redelegations of Authority

COC may redelegate authority to approve CCC-509's to CED, in routine cases.

Definitions of Terms Used in This Handbook

Approved Status

Approved status means CCC-509 with:

- shares equal to 100 percent
- producer signatures for all shares
- an enrollment date entered in the system
- a COC approval date entered in the system.

Base Acres

Base acres means, with respect to:

- a covered commodity on a farm, the number of acres of the crop established by the election of OW's of the farm according to the regulations set forth in 7 CFR Part 1412

- peanuts, the number of acres assigned to a farm by historic peanut producers according to the regulations in 7 CFR Part 1412.

Contract

Contract means CCC-509 and CCC-509 Appendix.

Enrolled Status

Enrolled status means a contract with:

- shares equal to 100 percent
- producer signatures for all shares
- an enrollment date entered in the system
- **no** COC approval date entered in the system.

Definitions of Terms Used in This Handbook (Continued)

Farm

Farm means a tract, or tracts, of land that are considered to be a separate operation with the same OO.

Home County

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

Operator (OP)

OP means an individual, entity, or joint operation in general control of the farming operations on the farm during the current year as determined by COC.

Owner (OW)

OW means individual, entity, or joint operation that has legal ownership of farmland.

Payment Acres

Payment acres means 83.3 percent of the base acres on a farm.

Note: These are the acres on which direct payments and CC payments are made.

Producer

Producer means an OW, OP, landlord, tenant, or sharecropper who shares in the risk of producing a crop and is entitled to share in the crop available for marketing from the farm, or would have shared had the crop been produced. A producer includes a grower of hybrid seed.

Screen Index

The following screens are displayed in this handbook.

Screen Name	Reference
Approve Contracts Screen	31
Assign Producer Shares / Payment Selections Screen	27, 66
Cancel Contract by Farm Screen	38
CCC Representative Electronic Approval Screen	32
CCC-509 Appendix Screen	62
Consolidated by Crop	29, 68
Consolidated by Producer Screen	28, 67
DCP Login Screen	21
National Selection Screen	36, 49
Print Screen	69
Producer Payment Selection Screen	34, 70
Producer Violation(s) Screen	33
Reports Screen	35, 71
SCIMS Customer Search Screen	24
Search by Producer or Farm Screen	23
Search by Producer or Farm Screen	36
Select Contract – Farm Search – Farm Selection Screen	25, 64
Select Producer(s) – Contract Details Screen	26, 65
State Report Selection Screen	47
State Reports Screen	48
State-County and Year Selection Screen	22, 63
Update Signatures Screen	37
USDA eAuthentication Login Screen	21, 61
USDA eAuthentication Warning Screen	21, 61