

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

|  |                    |
|--|--------------------|
| <b>Direct and Counter-Cyclical Automation<br/>2-DCP (Revision 1)</b> | <b>Amendment 2</b> |
|--|--------------------|

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



**Amendment Transmittal**

**A Reason for Amendment**

Subparagraph 28 C has been amended to provide updated procedure for approving CCC-509's that contain electronic representative signatures.

Subparagraphs 28 D, 31 D, and 32 D have been amended to update the date for approving CCC-509's with cash rent certifications from June 30 to June 1.

Subparagraphs 31 E and 32 E have been amended to update procedure for accepting and approving electronic representative signatures.

Subparagraph 47 A has been amended to add State office administrative access.

Paragraph 50 has been added to provide procedure for using the State Office Administrative Access option.

Subparagraph 67 E has been removed.

| <b>Page Control Chart</b> |  |                |
|---------------------------|--|----------------|
| <b>TC</b>                 | <b>Text</b>  | <b>Exhibit</b> |
|                           | 2-39, 2-40<br>2-43, 2-44<br>2-49, 2-50<br>2-53, 2-54<br>2-75, 2-76<br>2-81 through 2-96<br>2-113 through 2-116 |                |



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: <ul style="list-style-type: none"> <li>• displayed, if previously entered</li> <li>• blank, if <b>not</b> previously entered.</li> </ul> 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.<br><br>Producers are <b>not</b> authorized to enter CCC-509 enrollment dates.  | Enter date all shares equal 100 percent and <b>all</b> required producer signatures were received.<br><br>See 1-DCP, paragraph 402 for situations involving producers signatures received in the County Office after September 30 of applicable contract period.<br><br><b>Note:</b> All applicable signature types <b>must</b> be loaded <b>before</b> 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?      | <p>Manual entry.</p> <p>Approval date can also be entered through the Multiple CCC-509 Approval Process, see paragraph 31.</p> <p>Producers are <b>not</b> authorized to enter CCC-509 approval dates.</p> | <p>Enter COC approval date. Approval date:</p> <ul style="list-style-type: none"> <li>• <b>cannot</b> be entered if shares do <b>not</b> equal 100 percent for all crops</li> <li>• <b>cannot</b> be entered if all required signatures have <b>not</b> been received</li> <li>• will automatically be removed if shares are modified after approval date has been entered.</li> </ul> <p><b>Note:</b> County Offices shall <b>not</b> approve CCC-509's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation. * * *</p> |
| Do you want to Cancel this contract? | <p>Manual entry.</p> <p>Producers are <b>not</b> authorized to:</p> <ul style="list-style-type: none"> <li>• cancel CCC-509</li> <li>• reinstate CCC-509 on a canceled farm.</li> </ul>                    | <p>Click "yes", if CCC-509 is to be canceled.</p>  |

28 Consolidations by Producer (Continued)

D Signature Types and Validations (Continued)

| Signature Type                   | Validations   |
|----------------------------------|---|
| Cash Rent Certification          | <ul style="list-style-type: none"> <li>• No signature date required.</li> <li>• Shares <b>must</b> equal zero.</li> <li>• Producer <b>must</b> be an OO or OW.</li> <li>• <b>*--CCC-509 cannot</b> be approved until after June 1 of each program--* year.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 390 E for policy on cash rent certifications.</p> |
| No Interest in DCP Cropland      | <ul style="list-style-type: none"> <li>• Producer <b>must</b> be an OO or OW.</li> <li>• Shares <b>must</b> equal zero.</li> </ul> <p><b>Note:</b> See 1-DCP, subparagraph 390 E for signature requirements for OW's with no interest in the DCP cropland.</p>  |
| Electronic (defaulted by system) | <p>When a producer signs electronically, the signature type will be defaulted to electronic.</p>  |
| Joint Venture/No ID              | <ul style="list-style-type: none"> <li>• Producer <b>must</b> be an OO, OP, or OW.</li> <li>• Shares <b>must</b> equal zero.</li> </ul> <p><b>Note:</b> This option shall <b>only</b> be used for a joint venture <b>without</b> an ID number. See 1-CM for more information on signature requirements.</p>   |

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.

The screenshot shows the 'Consolidated By Crop' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. To the right is the title 'Direct and Counter Cyclical (DCP) Program'. Below this is a navigation bar with links: 'DCP Home', 'About FSA', 'Help', 'Contact Us', 'Exit DCP', and 'Logout of eAuth'. On the left side, there is a 'DCP Menu' with categories: 'Section 508 Accessibility', 'Sign-Up', and a list of actions including 'Approve Contracts', 'CCC Representative Electronic Approval', 'Producer Violations', 'Producer Payment Selections', 'Reports', 'Nationwide Customer Service', 'Update Signatures', 'Cancel Contract', 'State County Selection', 'Blank CCC-509', and 'DCP Home Page'. The main content area is titled 'Consolidated By Crop' and displays the following information: 'Year: 2008', 'State: Mississippi', 'County: Coahoma', 'Farm #: 1494', and 'Operator: TALLEY PLANTING CO'. Below this, there are four sections, one for each crop: 'Wheat', 'Upland Cotton', 'Grain Sorghum', and 'Soybeans'. Each section contains a table with columns for 'Name', 'Producer ID', and 'Shares'. The 'Name' column lists 'TALLEY PLANTING CO', 'A B SMITH JR', and 'ANNIE L JONES'. The 'Shares' column shows input boxes followed by a '%' symbol.

| Consolidated By Crop       |                              |                        |
|----------------------------|------------------------------|------------------------|
| Year: 2008                 | State: Mississippi           | County: Coahoma        |
| Farm #: 1494               | Operator: TALLEY PLANTING CO |                        |
| <b>Crop: Wheat</b>         |                              |                        |
| Name                       | Producer ID                  | Shares                 |
| TALLEY PLANTING CO         |                              | <input type="text"/> % |
| A B SMITH JR               |                              | <input type="text"/> % |
| ANNIE L JONES              |                              | <input type="text"/> % |
| <b>Crop: Upland Cotton</b> |                              |                        |
| Name                       | Producer ID                  | Shares                 |
| TALLEY PLANTING CO         |                              | <input type="text"/> % |
| A B SMITH JR               |                              | <input type="text"/> % |
| ANNIE L JONES              |                              | <input type="text"/> % |
| <b>Crop: Grain Sorghum</b> |                              |                        |
| Name                       | Producer ID                  | Shares                 |
| TALLEY PLANTING CO         |                              | <input type="text"/> % |
| A B SMITH JR               |                              | <input type="text"/> % |
| ANNIE L JONES              |                              | <input type="text"/> % |
| <b>Crop: Soybeans</b>      |                              |                        |
| Name                       | Producer ID                  | Shares                 |
| TALLEY PLANTING CO         |                              | <input type="text"/> % |
| A B SMITH JR               |                              | <input type="text"/> % |
| ANNIE L JONES              |                              | <input type="text"/> % |

**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 1.--\*

31 Approving Multiple CCC-509's (Continued)

E Representative Signatures

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

\* \* \*

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. \* \* \*

**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** \* \* \* 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.

\* \* \*

**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 1.--\*

32 CCC Representative Electronic Approvals (Continued)

**E Representative Signatures**

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

\* \* \*

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. \* \* \*

**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** \* \* \* 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.

\* \* \*

Section 2 State Office Access

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
- \*--State Office representative access according to paragraph 50.--\*

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.                              |  |

49 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.

The screenshot shows the USDA Farm Service Agency website interface for the Direct and Counter Cyclical (DCP) Program. At the top left is the USDA logo and the text "United States Department of Agriculture Farm Service Agency". To the right is the title "Direct and Counter Cyclical (DCP) Program". Below this is a navigation bar with links: "DCP Home", "About FSA", "Help", "Contact Us", "Exit DCP", and "Logout of eAuth". On the left side, there is a "DCP Menu" box containing links for "Section 508 Accessibility", "Sign-Up", "Home Counties", "Blank CCC-509", and "DCP Home Page". The main content area is titled "National Selection" and contains three dropdown menus: "State:", "County:", and "Year:". Below these is a "Submit" button. At the bottom of the page, there is a footer with various links including "DCP Home", "Admin Menu", "FSA Internet", "FSA Intranet", "USDA.gov", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

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 State Office Administrative Access**

**A Overview**

1-DCP (Rev. 1), paragraph 403 provides instructions for requesting State Office web-based DCP administrative access. State Office users that are granted administrative access will be able to update signature and enrollment dates that are later than the signature and enrollment date deadline.

**B Welcome Screen**

When a State Office user with web-based DCP administrative access logs in, the following screen will be displayed.



CLICK **“Waive Application”** to enter the administrative option.--\*

**\*--50 State Office Administrative Access (Continued)**

**C State Admin Waiving Application National Selection Screen**

After users click “Waive Application”, the State Admin Waiving Application National Selection Screen will be displayed. From the drop-down menus, select the State, county, and year of CCC-509 to be updated.

**Note:** State Office administrative access users will **only** be able to update CCC-509’s within their State.

**D Search by Producer or Farm Screen**

The functionality of the Search by Producer or Farm Screen in State Office administrative access is the same as CCC-509’s being loaded in the home county (see paragraph 23). Once a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.--\*

**\*--50 State Office Administrative Access (Continued)****E Select Producer(s) – Contract Details Screen**

The functionality of the Select Producer(s) – Contract Details Screen in State Office administrative access is the same as CCC-509's being loaded in the home county (see paragraph 26). One of the following screens will be displayed based on the actions taken on the Select Producer(s) – Contract Details Screen:

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

**F Assign Producer Shares/Payment Selections**

The functionality of the Assign Producer Shares/Payment Selections Screen in State Office administrative access is the same as CCC-509's being loaded in the home county (see paragraph 27).

**G Consolidated by Producer Screen**

The functionality of the Consolidated by Producer Screen in State Office administrative access is the same as CCC-509's being loaded in the home county, **except** the signature and enrollment date can be later than the sign up deadline (see paragraph 28).

**H Consolidated by Crop Screen**

The functionality of the Consolidated by Crop Screen in State Office administrative access is the same as CCC-509's being loaded in the home county, **except** the signature and enrollment date can be later than the sign up deadline (see paragraph 29).

**I State Office Action**

State Offices that update CCC-509's through the State Office administrative access **must** immediately notify the County Office of actions that were taken on CCC-509.--\*

**50-60 (Reserved)**

## 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: <ul style="list-style-type: none"> <li>• displayed, if previously entered</li> <li>• blank, if <b>not</b> previously entered.</li> </ul> Shares can be entered or revised on this screen.  | Enter or revise shares as applicable.<br><br>Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed.<br><br><b>Example:</b> 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 <b>must</b> equal 100 percent <b>before</b> the farm can be enrolled or approved. |
| Payment Selections   | Summary of producer payment selections. Data will be: <ul style="list-style-type: none"> <li>• displayed, if previously entered</li> <li>• blank, if <b>not</b> previously entered.</li> </ul> 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.<br><br><b>Note:</b> If box is <b>not</b> checked (✓), CCC-509 will <b>not</b> 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 <b>not</b> submitted, it will <b>not</b> 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.”

\* \* \*

68 Consolidations by Crop

A Overview

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B Consolidated by Crop Screen

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| Consolidated By Crop          |             |                                |
|-------------------------------|-------------|--------------------------------|
| Year:                         | 2008        | State: Mississippi             |
| Farm #:                       | 4213        | County: Coahoma                |
|                               |             | Operator: CHRISTOPHER S LIVELY |
| <b>Crop: Rice - Med Grain</b> |             |                                |
| Name                          | Producer ID | Shares                         |
| CHRISTOPHER S LIVELY          |             | <input type="text"/> %         |
| CURTIS SMITH                  |             | <input type="text"/> %         |
| DULANEY BROTHERS FARMS        |             | <input type="text"/> %         |
| <b>Crop: Upland Cotton</b>    |             |                                |
| Name                          | Producer ID | Shares                         |
| CHRISTOPHER S LIVELY          |             | <input type="text"/> %         |
| CURTIS SMITH                  |             | <input type="text"/> %         |
| DULANEY BROTHERS FARMS        |             | <input type="text"/> %         |
| <b>Crop: Soybeans</b>         |             |                                |
| Name                          | Producer ID | Shares                         |
| CHRISTOPHER S LIVELY          |             | <input type="text"/> %         |
| CURTIS SMITH                  |             | <input type="text"/> %         |
| DULANEY BROTHERS FARMS        |             | <input type="text"/> %         |

