

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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| Direct and Counter-Cyclical Automation 2-DCP (Revision 1) | Amendment 5 |
|--|--------------------|

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 28 B and 29 B have been amended to provide updated examples of the Consolidated by Producer Screen.

Subparagraph 28 C has been amended to add:

- that approval dates cannot be entered for a DCP farm if the farm has an approved CCC-509ACRE
- rules for the new farm certification for SDA or limited resource producers.

Subparagraphs 166 C and 168 C have been amended to add that CCC-509ACRE approval dates **cannot** be entered if the farm has an approved CCC-509.

| Page Control Chart | | |
|---------------------------|---|----------------|
| TC | Text | Exhibit |
| | 2-35, 2-36 2-39, 2-40 2-43 through 2-46 4-31, 4-32 4-35, 4-36 | 1, pages 1, 2 |

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.

*--

USDA United States Department of Agriculture
Farm Service Agency

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

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

DCP - Consolidated By Producer

Year: 2010 State: Mississippi County: Coahoma
Farm #: 1494 Operator: TALLEY PLANTING

Producer: TALLEY PLANTING
Producer ID:

| Crop | Shares |
|---------------|------------------------|
| Grain Sorghum | <input type="text"/> % |
| Soybeans | <input type="text"/> % |
| Upland Cotton | <input type="text"/> % |
| Wheat | <input type="text"/> % |

Producer: B SMITH
Producer ID:

| Crop | Shares |
|---------------|------------------------|
| Grain Sorghum | <input type="text"/> % |
| Soybeans | <input type="text"/> % |
| Upland Cotton | <input type="text"/> % |
| Wheat | <input type="text"/> % |

Producer: ANNIE JONES
Producer ID:

| Crop | Shares |
|---------------|------------------------|
| Grain Sorghum | <input type="text"/> % |
| Soybeans | <input type="text"/> % |
| Upland Cotton | <input type="text"/> % |

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28 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

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

*--

| Producer Signatures | | | | | | |
|---------------------|-------------------|-------------------|---|--|---------------|----|
| Name | Type of Signature | Date of Signature | | | Producer Type | |
| TALLEY PLANTING | No Signature | | / | | / | OP |
| | | Calendar | | | | |
| B SMITH | No Signature | | / | | / | OW |
| | | Calendar | | | | |
| ANNIE JONES | No Signature | | / | | / | OT |
| | | Calendar | | | | |
| TREY FARMS | No Signature | | / | | / | OT |
| | | Calendar | | | | |

| 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 Payment | Refuse All CC Payment |
| TALLEY PLANTING | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B SMITH | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ANNIE JONES | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TREY FARMS | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

When was this Contract Enrolled? / /
Calendar

When was the Contract Approved? / /
Calendar

At least 50% of the ownership interest of the farm are LR/SDA producers? Yes

Do you want to Cancel this Contract? Yes Reason: CCC-509 Entered in Error

Summary By Crop New Search Submit

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28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

| Field/Button | Description | Action |
|----------------------------------|--|--|
| Producer Type | The producer type; such as, OO, OP, OT, or OW. | |
| Payment Selections | Producer payment selection summary data will be: <ul style="list-style-type: none"> • 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. *--Note: Advance CC and refuse all CC payment options are not applicable to ACRE.--* |
| 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, (Rev. 2) paragraph 402 for situations involving producers signatures received in the County Office after June 1--* 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? | <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 not authorized to enter CCC-509 approval dates.</p> | <p>Enter COC approval date. Approval date:</p> <ul style="list-style-type: none"> • cannot be entered if shares do not equal 100 percent for all crops • cannot be entered if all required signatures have not been received • --for DCP farms, cannot be entered if the farm has an approved CCC-509ACRE--* • will automatically be removed if shares are modified after approval date has been entered. <p>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.</p> |
| *--At least 50% of the ownership interest of the farm are LR/SDA producers? | <p>Manual entry.</p> | <p>For farms that have 10.0 base acres or less, click "Yes", if at least 50 percent of the ownership interest of the farm is held by SDA or limited resource farmers or ranchers.</p> <p>Note: No action is necessary if the farm has more than 10.0 base acres.--*</p> |
| Do you want to Cancel this contract? | <p>Manual entry.</p> <p>Producers are not authorized to:</p> <ul style="list-style-type: none"> • cancel CCC-509 • reinstate CCC-509 on a canceled farm. | <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"> • No signature date required. • Shares must equal zero. • Producer must be an OO or OW. • CCC-509 cannot be approved until after June 1 of each program year. <p>*--Note: See 1-DCP (Rev. 2), subparagraph 394 C for policy on--* cash rent certifications.</p> |
| No Interest in DCP Cropland | <ul style="list-style-type: none"> • Producer must be an OO or OW. • Shares must equal zero. <p>*--Note: See 1-DCP (Rev. 2), subparagraph 394 C for signature--* requirements for OW's with no interest in the DCP cropland.</p> |
| Electronic (defaulted by system) | When a producer signs electronically, the signature type will be defaulted to electronic. |
| Joint Venture/No ID | <ul style="list-style-type: none"> • Producer must be an OO, OP, or OW. • Shares must equal zero. <p>Note: This option shall only be used for a joint venture without 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.

*--

USDA United States Department of Agriculture
Farm Service Agency

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

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

DCP - Consolidated By Crop

Year: 2010 State: Mississippi County: Coahoma
Farm #: 1494 Operator: TALLEY PLANTING CO

Crop: Grain Sorghum

| Name | Producer ID | Shares |
|-----------------|-------------|------------------------|
| TALLEY PLANTING | | <input type="text"/> % |
| B SMITH | | <input type="text"/> % |
| ANNIE JONES | | <input type="text"/> % |
| TREY FARMS | | <input type="text"/> % |

Crop: Soybeans

| Name | Producer ID | Shares |
|-----------------|-------------|------------------------|
| TALLEY PLANTING | | <input type="text"/> % |
| B SMITH | | <input type="text"/> % |
| ANNIE JONES | | <input type="text"/> % |
| TREY FARMS | | <input type="text"/> % |

Crop: Upland Cotton

| Name | Producer ID | Shares |
|-----------------|-------------|------------------------|
| TALLEY PLANTING | | <input type="text"/> % |
| B SMITH | | <input type="text"/> % |
| ANNIE JONES | | <input type="text"/> % |

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29 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

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

*--

| Producer Signatures | | | |
|---------------------|-------------------|-------------------|---------------|
| Name | Type of Signature | Date of Signature | Producer Type |
| TALLEY PLANTING | No Signature | / / Calendar | OP |
| B SMITH | No Signature | / / Calendar | OW |
| ANNIE JONES | No Signature | / / Calendar | OT |
| TREY FARMS | No Signature | / / Calendar | OT |

| 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 CC Payments |
| TALLEY PLANTING | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B SMITH | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ANNIE JONES | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TREY FARMS | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

When was this Contract Enrolled? / /
Calendar

When was the Contract Approved? / /
Calendar

At least 50% of the ownership interest of the farm are LR/SDA producers? Yes

Do you want to Cancel this Contract? Yes Reason: CCC-509 Entered in Error

Summary By Producer New Search Submit

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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.

166 Producer Signatures (Continued)

C Field Descriptions/Actions (Continued)

| Field/Button | Description | Action |
|--------------------------------------|---|--|
| When was this Election Approved? | <p>Manual entry.</p> <p>Approval date can also be entered through Multiple Approval Process (paragraph 168).</p> <p>Producers are not authorized to enter contract approval dates.</p> | <p>Enter COC approval date. Approval date:</p> <ul style="list-style-type: none"> • can only be entered if all signatures have been received •*--for DCP farms, cannot be entered if the farm has an approved CCC-509ACRE--* • will automatically be removed if changes are made to the election after approval date has been entered. <p>Note: County Offices shall not approve elections 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 election? | <p>Manual entry.</p> <p>Producers are not authorized to:</p> <ul style="list-style-type: none"> • cancel a contract • reinstate a contract on a canceled farm. | <p>Click “Yes”, if the contract is to be canceled.</p> |
| Cancel Reasons | <p>Manual entry.</p> | <p>The following reasons are provided when canceling a contract. A reason must be selected if the contract is canceled.</p> <ul style="list-style-type: none"> • Out Transfer • ACRE Election Withdrawn During the First Year. <p>Note: An ACRE election can only be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will no longer be available for selection.</p> |

***--166 Producer Signatures (Continued)**

C Field Descriptions/Actions (Continued)

| Field/Button | Description | Action |
|---------------------|---|---|
| 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 is displayed. | |
| Print CCC-509ACRE | Prints CCC-509ACRE for producer's signature. | Click to print CCC-509ACRE before signature dates have been loaded. Note: This button will not be available after a signature date is loaded and updated. |

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. |
| Paper | Enter date producer signed ACRE election. |
| FAX | Enter date producer signed ACRE election. |
| Electronic (system updated) | When a producer signs electronically, the signature type will be updated by the system to electronic. The signature date will also be automatically updated. |
| Signature Not On Original Election | This signature type shall only be used in the following situations: <ul style="list-style-type: none"> • a reconstitution is completed after June 1 and 1 or more new producers are added to the new farms during the reconstitution; use this signature type for the new producers only • the farm is in-transferred after June 1 and 1 or more new producers are added to the farm when it is transferred; use this signature type for the new producers only. <p>No signature date is required for this signature type.</p> |

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168 CCC-509ACRE Approval Process (Continued)

C Field Descriptions/Actions

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

| Field/Button | Description | Action |
|----------------------------|---|--|
| Year | Year as selected. | |
| State | State as selected. | |
| County | County as selected. | |
| Farm Number | Farm numbers meeting the criteria in subparagraph D will be displayed. | |
| Operator | Operator associated with each farm. | |
| Approval Date | Manual entry. | Enter the approval date to apply to the applicable ACRE elections. Only 1 date can be entered at a *--time. The approval date cannot be entered if the farm has an approved CCC-509--* |
| Apply to Election | Manual entry. | CHECK (✓) “Apply to Election” for each ACRE election to which the approval date applies. |
| Search by Producer or Farm | Search by Producer or Farm Screen will be displayed. | |
| Select All | All ACRE elections on the screen will be selected. The system places a check (✓) in the box in front of each farm number. | |
| Clear All | All ACRE elections that have been selected to be included in multiple approvals will be deselected. | |
| Approve | Applies the approval date to all ACRE elections that have been selected. Search by Producer or Farm Screen will be displayed. | |

--168 CCC-509ACRE Approval Process (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** applicable signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

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

E Representative Signatures

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

County Offices shall **not** approve ACRE elections 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 the ACRE election 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 the ACRE election for Jones and Sons Partnership.--*

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-509 | Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract | | Text, Ex. 2, 3 |
| CCC-509 Appendix | Appendix to Form CCC-509, 2009-2012 Direct and Counter-Cyclical Program Contract | | 35, 48, 62, 63, Ex. 2, 3 |
| CCC-509ACRE | Average Crop Revenue Election (ACRE) Program Irrevocable Election | | 28, Part 4 |
| FSA-211 | Power of Attorney | | 28, 31, 32, 168, 169, |
| FSA-578 | Report of Acreage | | 35, 48 |

Note: CCC-509 Appendix is forthcoming.

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviations | Term | Reference |
|-------------------------------|------------------------------------|----------------------------|
| CC | counter-cyclical | Text |
| eACRE | electronic ACRE | 197, 200 |
| eDCP | electronic DCP | 61, 62, 67 |
| OO | owner/operator | 28, 34, 37, 70, 166, Ex. 2 |
| OP | operator | Text, Ex. 2 |
| OT | other producer | 28, 30, 34, 70, 166 |
| OW | owner | Text, Ex. 2 |
| RLMS | Representative Link Manager System | Text |

Delegations of Authority

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