

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Pandemic Assistance Revenue Program  
Automation  
2-PDAP**

**Amendment 3**

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



**Amendment Transmittal**

**A Reason for Issuance**

Part 7 has been added to provide procedure for the Pandemic Assistance Revenue Program (PARP).

<b>Page Control</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1, 2	6-11 7-1 through 7-10 (add) 7-11 (add)	1, page 1 3, page 1



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**125 OTECP Applications Results Screen (Continued)**

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the Application Results Screen.

<b>Field</b>	<b>Description Actions</b>
Program Year	Displays the program year of the program.
State	Displays the State in which the application was created.
County	Displays the county in which the application was created
Application Status	Displays the application status.
Producer	Displays the name of the applicant.
Administrative State	Displays the administrative State of the applicant.
Administrative County	Displays the administrative county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-883
ECPR	Displays the applicant's ECPR.

**126-140 (Reserved)**



**\*--Part 7 Pandemic Assistance Revenue Program (PARP)**

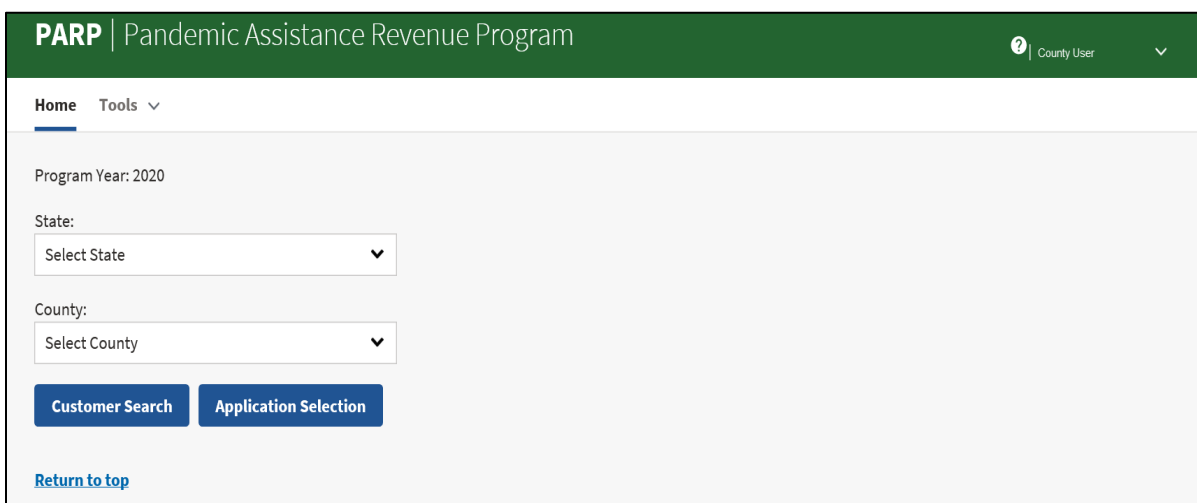
**141 PARP Home Screen**

**A Overview**

The PARP Home Screen allows users to select the applicable program year, State, and county. The system will default to the user’s assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State/county code first.

**B Example of PARP Home Screen**

Following is an example of the PARP Home Screen.



**C Field Descriptions and Actions**

The following table provides available options for selecting a producer.

<b>Field</b>	<b>Description/Action</b>
State/County	Select the applicable State and county from the drop-down menu.
Customer Search	Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search.  <b>Note:</b> Nationwide customer service is available for PDAP programs.
Application Selection	All applications in the selected State/county will be displayed.  <b>Note:</b> A State/county must be selected before displaying the applications entered.

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**\*--142 PARP Application Selection Screen****A Overview**

The Application Selection Screen is the starting screen for PARP. Users will be able to perform the following actions from the Application Selection Screen:

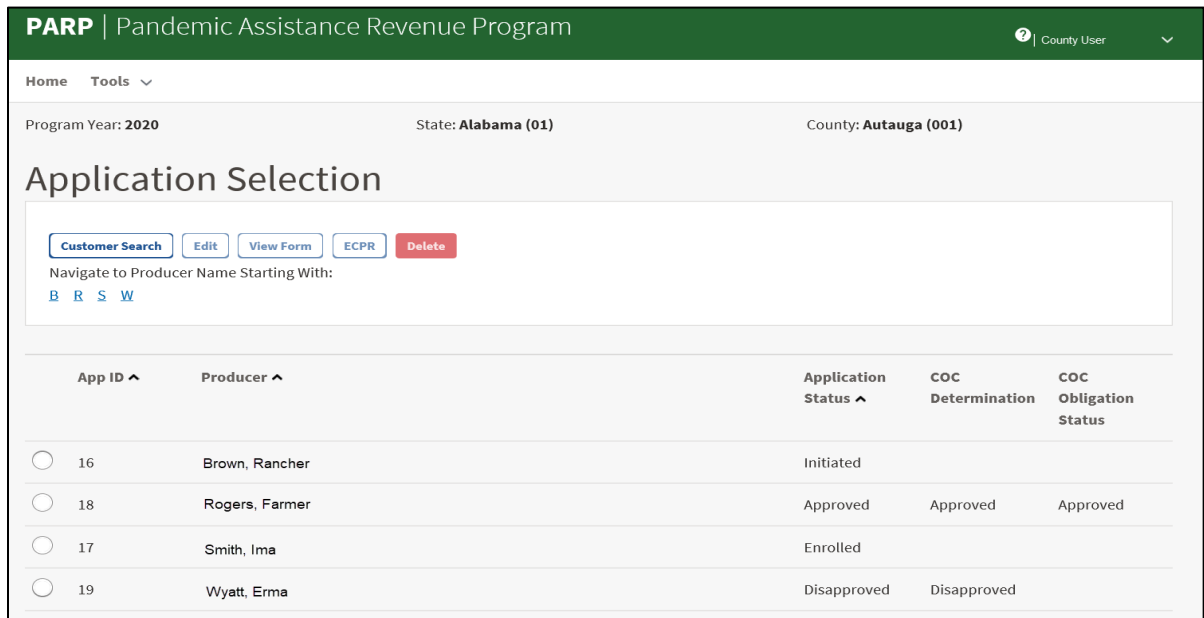
- create applications for any applicant nationwide
- edit applications not yet approved for any county nationwide
- approve/disapprove applications created for the user's associated counties
- enter applicant signatures through bulk functionality for the user's associated counties
- approve applications through bulk approval for the user's associated counties
- approve applications as a representative of COC using the bulk electronic approval for the user's associated counties
- view and print ECPR for applications for any applicant nationwide
- cancel applications for the user's associated counties
- view reports for the user's associated counties.--\*



\*--142 PARP Application Selection Screen (Continued)

**B Example of PARP Application Selection Screen**

Following is an example of the Application Selection Screen.



**C Field Descriptions and Actions**

The following table provides descriptions and actions for the PARP Application Selection Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the recording State.
County	Displays the recording county.
Customer Search	Allows users to select a specific producer.  If an application already exists, the user will be directed to the application; otherwise, a new application will be created.  <b>Note:</b> A producer is allowed 1 application nationwide.
Edit	After selecting the producer, CLICK “Edit” to access the application.
View Form	After selecting the producer, CLICK “View Form” to view FSA-1122.

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\*--142 PARP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
ECPR	After selecting the producer, CLICK “ECPR” to view the Estimated Calculation Payment Report.
Delete	<p>Cancels an application entered in error.</p> <p><b>Note:</b> Online applications <b>cannot</b> be deleted. Follow subparagraph 20 D for handling online applications in which the producer requests to withdraw their application.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application:</p> <ul style="list-style-type: none"> <li>• CLICK “Yes” to cancel the application</li> </ul> <p><b>Note:</b> The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> <li>• CLICK “No” to return to the Application Selection Screen.</li> </ul> <p><b>Note:</b> The application will not be cancelled.</p> <p><b>Warning:</b> Applications cancelled after COC approval will result in the payments being cancelled and an overpayment transferred to NRRS. Cancelled applications cannot be edited. If an application was cancelled in error the applicable State Office specialist should be notified and a request can be submitted via the PARP SharePoint site requesting reactivation of the cancelled application.</p>
Application ID	Displays the system-generated application number for the producer.
Producer	Displays the name of the producer.

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\*--142 PARP Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action	
Application Status	<b>Status</b>	<b>Description</b>
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Approved	The COC date has been recorded and determination is “Approved”.
	Disapproved	The COC date has been recorded and determination is “Disapproved”.
	Pending Obligation	The COC date has been recorded, determination is “Approved”, and obligation is now pending.  <b>Note:</b> This status should be a temporary status.
	Suspended	Indicates that the producer’s CCID is now “Inactive” because of a SCIMS merge or BP Record update.  <b>Note:</b> Applications in a Suspended Status cannot be edited. Users will be prompted to create a new application.
COC Determination	<b>Status</b>	<b>Description</b>
	Approved	The COC date has been recorded and determination is “Approved”.
Disapproved	The COC date has been recorded and determination is “Disapproved”.	
COC Obligation Status	Approved	An obligation has been approved and payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding.  <b>Note:</b> No further action is needed by the user. The system will retry the obligation each night.
	Rejected	The payment obligation was rejected.  <b>Note:</b> Users must review and resolve the issue or elevate to State Office specialist. There will be a link for more information.

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\*--143 **PARP Part C-Allowable Gross Revenue Screen**

**A Overview**

After a producer has been selected, Part C-Allowable Gross Revenue Screen will be displayed.

Users will be able to navigate between the following tabs:

- Part C-Allowable Gross Revenue Screen
- Summary.

**B Example of Part C-Allowable Gross Revenue Screen**

Following is an example of Part C-Allowable Gross Revenue Screen.

Source	2018 Allowable Gross Revenue	2019 Allowable Gross Revenue	2020 Allowable Gross Revenue
PRODUCER	<input type="text"/>	<input type="text"/>	<input type="text"/>
COC USE ONLY	<input type="text"/>	<input type="text"/>	<input type="text"/>

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\*--143 PARP Part C-Allowable Gross Revenue Screen (Continued)

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for Part C-Allowable Gross Revenue Screen.

<b>Field</b>	<b>Description</b>
Program Year	Displays the program year.
State	Displays the selected State name and code from the PARP Home Screen.
County	Displays the selected county name and code from the PARP Home Screen.
Producer	Displays the name of the producer.
Recording State	Displays the recording State name and State code of the producer.
Recording County	Displays the recording county name and county code of the producer.
Application ID	Displays the system-generated application number. A number is generated after the application has information entered and has been saved.
2018 Allowable Gross Revenue	Enter applicable revenue in whole dollars.  <b>Note:</b> Revenue must be entered in 2018 or 2019 Allowable Gross Revenue, but the system will not allow revenue to be recorded in both. Do not enter a zero unless revenue is zero.
2019 Allowable Gross Revenue	Enter applicable Revenue in dollars and cents.  <b>Note:</b> Revenue must be entered in 2018 or 2019 Allowable Gross Revenue, but the system will not allow revenue to be recorded in both. Do not enter a zero unless revenue is zero.
2020 Allowable Gross Revenue	Enter applicable Revenue in dollars and cents.  <b>Note:</b> If a value is recorded in 2018 or 2019 Allowable Gross Revenue, then a value is required in this field. Do not enter a zero unless revenue is zero.
COC Use Only	Enter the COC adjusted value for allowable revenue for the applicable year.  <b>Note:</b> Do not enter a zero unless COC has adjusted the applicable value to zero.
Exit	Exits the application and all data is lost if not already saved.
Save	Saves the application data and remains on the same screen.
Continue	Navigates to the next screen without saving any information.  <b>Note:</b> Data not saved to an application will be lost if the user navigates to another screen before clicking "Save".
Save and Continue	Saves the application data and navigates to the next screen.

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\*--144 PARP Summary Screen

A Overview

The PARP Summary Screen displays all information recorded from the previous screen.

Users will record the following on the Summary screen:

- producer’s signature date
- producer’s signature type
- COC determination and date.

B Example of PARP Summary Screen

Following is an example of the PARP Summary Screen.

**PARP | Pandemic Assistance Revenue Program** County User

Home Tools Admin

**Part C - ALLOWABLE GROSS REVENUE** Summary

Program Year: 2020 State: Alabama (01) County: Autauga (001) Application Status: Initiated  
 Producer: Brown, Rancher Recording State: Alabama (01) Recording County: Autauga (001) Application ID: 16

Source	2018 Allowable Gross Revenue	2019 Allowable Gross Revenue	2020 Allowable Gross Revenue
PRODUCER	150000.00		95000.00
COC USE ONLY			

**PRODUCER CERTIFICATION**

Producer Signature Date: [Date Picker] Today  
 Producer Signature Type: Select Producer Signature Type

**COC DETERMINATION**

Original Date(MM/DD/YYYY)	Date(MM/DD/YYYY)	Determination
[Date Picker]	[Date Picker] Today	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

2 of 2 Steps [Exit] [Back] [Save and Continue]

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\*--144 PARP Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides descriptions and actions for entering producer certification information on the PARP Summary Screen.

Field/Button	Description/Action
Program Year	Displays the program year of the program.
State	Displays the State the user selected in creating/accessing the application.
County	Displays the county the user selected in creating/accessing the application.
Application Status	Displays the application status.
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the application number.
Part C-Allowable Gross Revenue	Displays the information entered on Part C-Allowable Gross Revenue Screen.
Producer Signature Date	<p>Enter a date or use one of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p> <p><b>Note:</b> The system will automatically populate the producers signature date when the application was submitted online.</p>
Producer Signature Type	<p>Select the method the producer used to submit the application from the drop-down menu.</p> <p><b>Note:</b> The system will automatically populate “ESIGNED” when the application was submitted online.</p>
COC Determination Date	<p>Enter a date or use one of the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p>

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\*--144 PARP Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
COC Determination Status	CLICK either: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Disapproved.</li> </ul>
Exit	Exits the application, without saving data that hasn't already been saved.
Back	Navigates to the previous screen.
Save and Continue	Saves the application data and navigates to the Application Selection Screen.  If the application has been approved, the payment information will be sent to the Common Payment System.

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\*--145 **PARP Applications Results Screen**

**A Overview**

After application data has been recorded/modified and saved, the PARP Applications Results Screen will be displayed with the current application status.

**B Example of Application Results Screen**

The following image is an example of the Application Results Screen.



**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the Application Results Screen.

Field	Description Actions
Program Year	Displays the program year of the program
State	Displays the State in which the application was created.
County	Displays the county in which the application was created
Application Status	Displays the application status.
Producer	Displays the name of the applicant.
Recording State	Displays the recording State of the applicant.
Recording County	Displays the recording county of the applicant.
Application ID	Displays the system generated application ID.
Message	Displays the results of the submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-1122
ECPR	Displays applicant's ECPR.

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146-160 (Reserved)



**Reports, Forms, Abbreviations, and Redelegations of Authority**

**Reports**

None.

**Forms**

This table lists all forms referenced in this handbook.

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
FSA-620	Pandemic Livestock Indemnity Program (PLIP) Application		72, 73, 74, 75
FSA-883	Organic Transitional Education and Certification Program (OTECP)		122, 125
FSA-940	Spot Market Hog Pandemic Program (SMHPP) Application		162, 163, 164, 165
FSA-1118	Pandemic Assistance for Timber Harvesters and Haulers (PATHH) Program Application		52, 54, 55
FSA-1122	Pandemic Assistance Revenue Program (PARP)		142, 145

**Abbreviations Not Listed in 1-CM**

This table lists all abbreviations not listed in 1-CM.

<b>Approved Abbreviations</b>	<b>Term</b>	<b>Reference</b>
OTECP	Organic and Transitional Education and Certification Program	Text
PATHH	Pandemic Assistance for Timber Harvesters and Haulers	Text
PARP	Pandemic Assistance Revenue Program	Text
PLIP	Pandemic Livestock Indemnity Program	Text
PDD	Program Delivery Division	1, 2
SMHPP	Spot Market Hog Pandemic Program	Text
SND	Safety Net Division	1

**Re delegations of Authority**

COC may redelegate authority to approve applications in routine cases. Redlegation must be documented in COC minutes.



## Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

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