

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers 2-SP	Amendment 6
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Approved: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reason for Amendment

Part 7 has been added to provide automation instructions and procedures for the Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers.

Page Control Chart		
TC	Text	Exhibit
1, 2	1-3, 1-4 6-5, 6-6 7-1 through 7-58 (add) 7-59 (add)	1, pages 1, 2 3, page 1

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Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4, 5	(Reserved)
6	Nonforeign Area COLA's

2 Sources of Authority and Related References (Continued)

D Related Handbooks (Continued)

Handbooks related to the RTCP Program include the following.

Purpose	Handbook
AGI and foreign person provisions.	4-PL
Appeals.	1-APP
Assignments and joint payments.	63-FI
Foreign person provisions.	1-PL
HELC/WC provisions.	6-CP
Issuing payments.	1-FI
Misaction, misinformation, or equitable relief.	7-CP
Offsets.	58-FI
Prompt payment provisions or foreign person tax withholding.	61-FI
Reporting to IRS.	62-FI
Scheme, device, or failure to fully comply.	7-CP
Signatures, estates, trusts, minors, or powers of attorney.	1-CM
Common Payment System	9-CM
--Web-Based Subsidiary Files for 2009 and Subsequent Years	3-PL (Rev. 1)--

3 Administration and Responsibilities

A Program Administration

Administered under the general supervision of DAFP, through PSD, FSA has the primary responsibility, through STC's and COC's, for administering the RTCP Program.

B STC Responsibilities

STC's shall:

- supervise and monitor the RTCP Program to ensure that policies and procedures authorized in this handbook are being uniformly followed by County Offices
- take any action required by this handbook that has not been taken by COC
- correct, or require COC to correct, any action taken by COC that is not authorized according to this handbook.

3 Administration and Responsibilities (Continued)

C COC Responsibilities

COC's shall:

- administer the RTCP Program at the county level through CED under STC supervision
- inform producers about the eligibility requirements for RTCP benefits
- complete and review applicable RTCP Program forms for completeness and accuracy
- approve or disapprove requests for RTCP Program benefits according to this handbook
- determine whether the submitted production documentation provides the required information needed for the appropriate RTCP's.

Note: Except for RTCP requests in which CED has a monetary interest, COC may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to CED.

D CED Responsibilities

CED's shall:

- carryout the day-to-day operations of the RTCP Program according to COC's determinations and this handbook
- approve or disapprove FSA-218's, if delegated by COC.

Note: Except for RTCP requests in which the person approving has a monetary interest, CED may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to Federal and non-Federal County Office employees.

E Nondiscrimination Responsibilities

STC or COC shall **not**, on the basis of race, color, age, sex, national origin, disability, religion, or marital status, bar any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to participate in the RTCP Program.

F Outreach Responsibilities

STC and COC shall ensure that RTCP Program information and awareness is communicated to underrepresented individuals, groups, and communities. Underrepresented individuals, groups, and communities, may include, but are **not** limited to minority farmers and ranchers in insular areas.

4-10 (Reserved)

52 RTCP's (Continued)

C Modifying Calculated Payment Option

The following Record Calculated Payment Confirmation Screen will be displayed with the new RTCP amount. After verifying RTCP amount, CLICK **“Confirm”**.

RTCP Menu Welcome Gloria Padovani Role: County User Payments Record Payment Modify/Delete Payment Change Program Year Main Menu	Record Calculated Payment Confirmation Year: 2010 Producer: RTCP Producer Account: RTCP 2010 Acct# 2773 Payment Amount (\$): 19569.00 <input type="button" value="Confirm"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> Screen ID: CPS-WEB005 Back to Top ^
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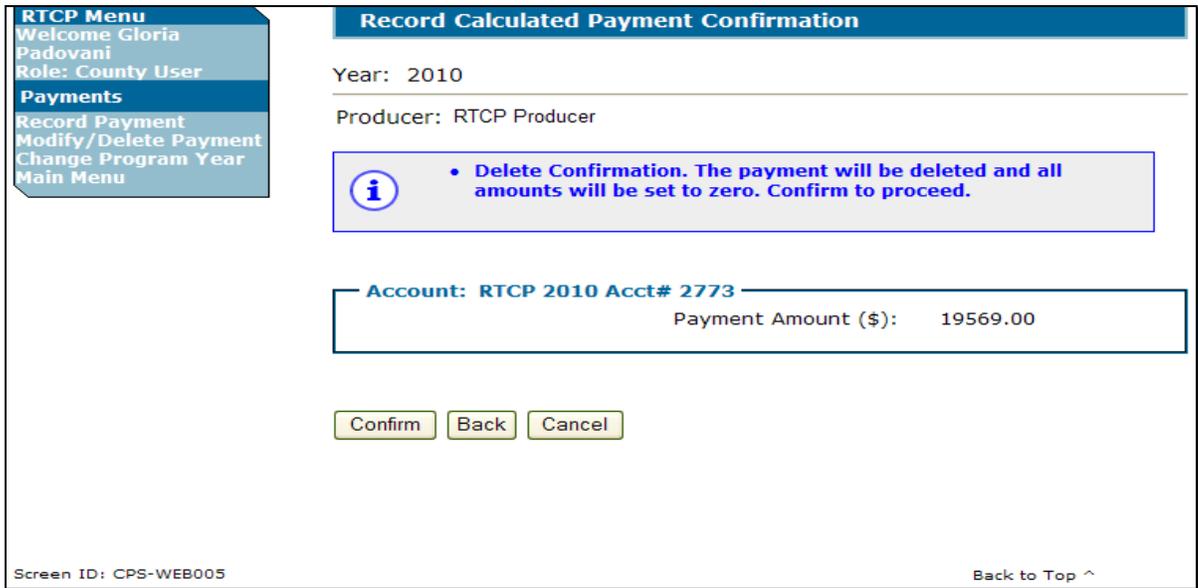
The following is an example of the Main Menu after RTCP is successfully modified. The Main Menu will be displayed with the message, “You have successfully modified the payment(s)”.

RTCP Menu Welcome Gloria Padovani Role: County User Payments Record Payment Modify/Delete Payment Change Program Year Main Menu	Main Menu Year: 2010 <div style="border: 1px solid blue; padding: 5px;"> • You have successfully modified the payment(s).</div> Payments Record Calculated Payment Modify/Delete Calculated Payment Screen ID: CPS-WEB002 Back to Top ^
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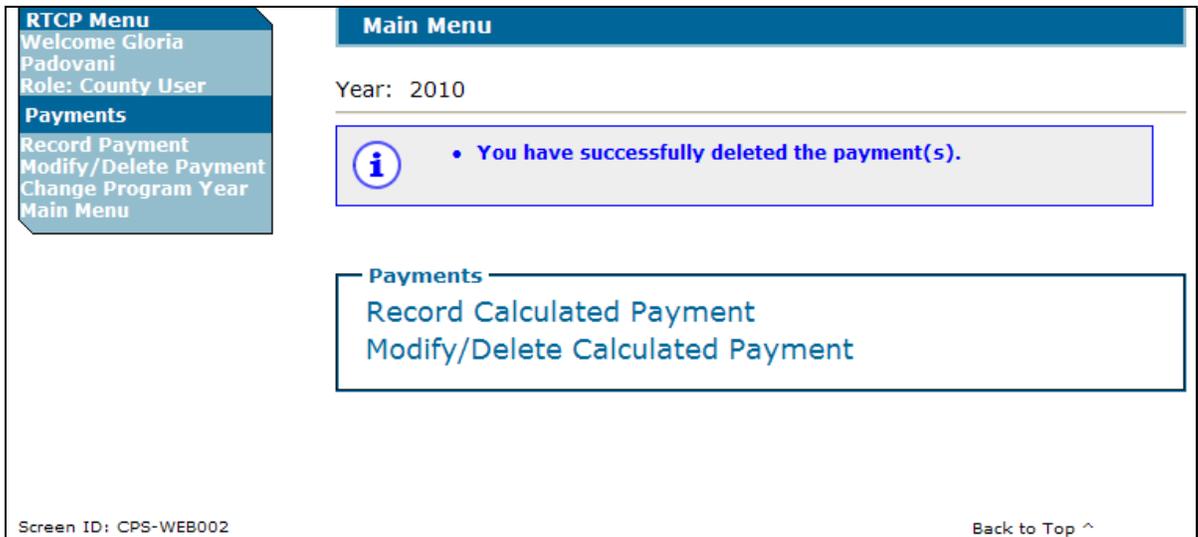
52 RTCP's (Continued)

D Deleting Calculated Payments Option

To delete the calculated RTCP, on the Modify/Delete Calculated Payment Screen, (subparagraph B), CLICK **“Delete”**. The following Record Calculated Payment Confirmation Screen will be displayed with the message, **“Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Confirm to proceed.”** CLICK **“Confirm”** to delete RTCP amount and set the amount to zero.



The following is an example of the Main Menu after RTCP is successfully deleted. The Main Menu will be displayed with the message, “You have successfully deleted the payment(s)”.



53-65 (Reserved)

--Part 7 RTCP Payment Provisions*Section 1 General Payment Provisions****66 General Payment Provisions for Web-Based RTCP Payments****A Introduction**

The RTCP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

B Frequency of Payment Processing

RTCP payments are processed nightly for the following:

- payment amounts recorded through the RTCP payment process during the workday
- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

C Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, paragraph 779 by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for RTCP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

RTCP payments are subject to administrative offset provisions.

E Assignments

A producer entitled to an RTCP payment may assign payments according to 63-FI.--*

--66 General Payment Provisions for Web-Based RTCP Payments (Continued)*F Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting RTCP benefits.

Note: Contact the OGC Regional Attorney for guidance on issuing RTCP payments on all bankruptcy cases.

G Payments Less Than \$1

RTCP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

H Payment Due Date

See 61-FI for general guidance to determine payment due dates for various programs. The RTCP payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors.

County Offices shall manually determine the payment due date by determining the later of the following:

- the date producer signed FSA-218
- the date producer filed payment eligibility documentation, including the following:
 - CCC-770
 - AD-1026
 - CCC-902
- if the producer is an entity or joint operation, the date members filed the requisite payment eligibility documentation
- the date software was available to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall follow provisions in 61-FI for issuing the interest payment.--*

***--67 Payment Eligibility**

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable year to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer or member can be paid.

B Eligibility Values

The following table identifies web-based eligibility determinations applicable to RTCP and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination	Value	Eligible for RTCP Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
	Action Required	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No

--*

***--67 Payment Eligibility (Continued)**

C Eligibility Conditions Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report. The following is the priority of conditions.

Priority	Condition
1	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026
5	Foreign Person

68 Funds Control

A eFunds Allotment

Allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office based on information uploaded using the RTCP workbook.

State Offices will have read-only access to eFund allocations to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- **stacy.carroll@wdc.usda.gov**
- **danielle.cooke@wdc.usda.gov**
- **alison.groenwoldt@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov.--***

69-74 (Reserved)

***--Section 2 Issuing RTCP Payments**

75 Overview

A Supporting Files for Integrated Payment Processing

The RTCP payment process is a web-based integrated process that reads a wide range of information from other program determinations and values to determine whether a payment should be issued, the amount of the gross payment, reductions, and net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including the following.

Type of Information	How Information Is Used for Payment Processing	Source
RTCP Gross Payment Report	Includes the capped payment amount.	National Office
Payment Eligibility Information	To determine whether the producer and members of a joint operation or entity are eligible for payment for the applicable program year.	Web-Based Eligibility System
General Name and Address Information	To determine the producer’s business type and general name and address information.	SCIMS
Entity and Joint Operation Information	To determine the members, shares, and values for the following: <ul style="list-style-type: none"> • member contribution value • substantive change value • members and member’s share of the following: <ul style="list-style-type: none"> • general partnership • joint ventures • entities. 	Business File
Combined Producer Information	To determine whether the producer or members of entities or joint operations are combined with other producers to ensure that the payment limitation is controlled properly.	Web-Based Combined Producer System
Financial-Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is updated to the Pending Overpayment Report and, if applicable, transferred to NRRS.	NPS or NRRS

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*--75 Overview (Continued)

B Actions To Be Completed Before Issuing Payments

COC, CED, or designee shall ensure that the following actions are completed **before** issuing payments.

Step	Action
1	Ensure that the State Office received the approved RTCP Gross Payment Report from the National Office.
2	Ensure that the County Office received the approved RTCP Gross Payment Report from the State Office.
3	Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following: <ul style="list-style-type: none"> • customer's name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and that the eligibility information is recorded in the web-based eligibility system.
5	Ensure that all eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL (Rev. 1).
6	Ensure that the Business File is updated according to 3-PL (Rev. 1).
7	Ensure that sufficient funds have been allocated to the administrative State and county.
8	Ensure that all assignment and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed.
9	Ensure that the capped payment amount provided in the approved RTCP Gross Payment Report is recorded in the web-based RTCP payment software according to paragraph 180.

--*

***--76 Select a Program Year Screen**

A Introduction

Because an automated application process is **not** available, the amounts calculated through the RTCP Gross Payment Report **must** be recorded in the web-based RTCP payment process.

B Accessing the Select a Program Year Screen

To access the RTCP Main Menu, go to FSA’s Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under “FSA Applications”, “Applications Directory”, **CLICK “P-Z”**. The FSA Intranet Screen will be redisplayed with applications with names starting with P to Z. **CLICK “Reimbursement Transportation Cost (RTCP)”**.

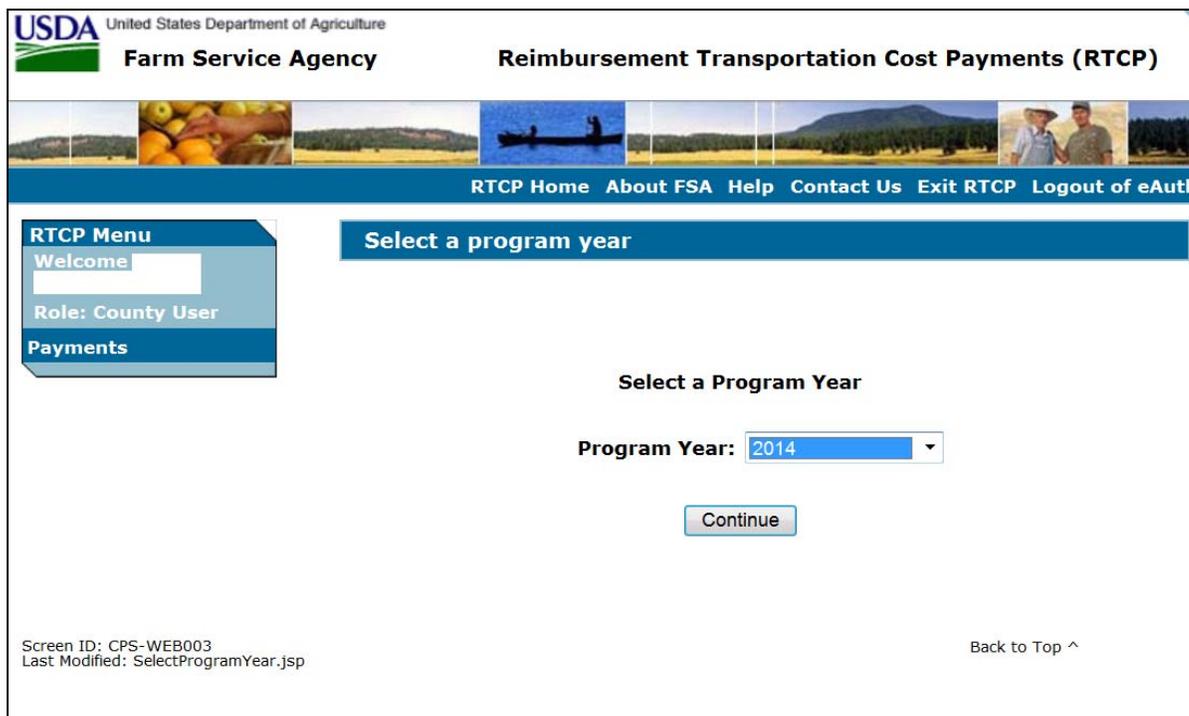
Note: Internet Explorer shall be used when accessing the RTCP payment process.

Users will be prompted to login through the USDA eAuthentication Login Screen. **CLICK “Login with LincPass (PIV)”** or enter user ID and password and **CLICK “Login”**.

The Select a Program Year Screen will be displayed.

C Example of Select a Program Year Screen

The following is an example of the Select a program year Screen.



--*

***--77 Select an Administrative State/County Screen**

A Overview

When a user has selected the program year for processing and clicked “Continue”, the Select Administrative State/County Page will be displayed.

B Recording Payment Data

RTCP payments will be entered based on the administrative State and county location.

The Select an Administrative State/County Screen allows users to select the administrative State and county for processing.

C Example of Select an Administrative State/County Screen

The following is an example of the Select an Administrative State/County Screen.



D Action

User shall use the drop-down menu to select the applicable administrative State and county. CLICK “Continue”. The RTCP Main Menu will be displayed.--*

***--78 RTCP Main Menu**

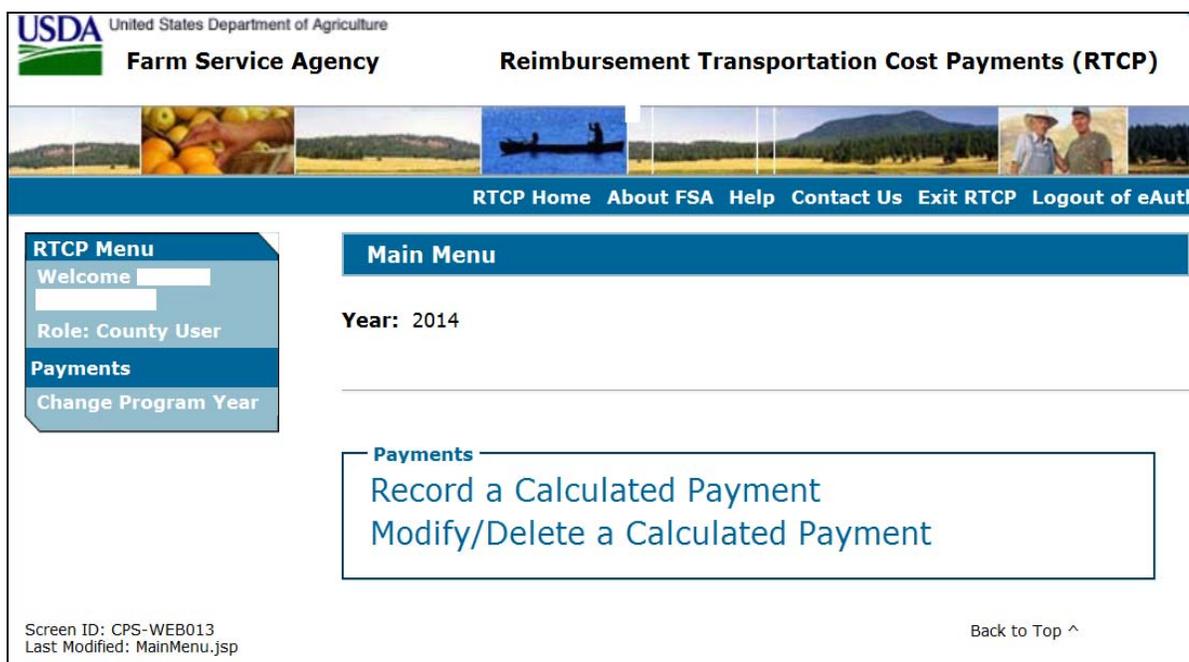
A Overview

When a user has selected the administrative State and county for processing and clicked “Continue”, the RTCP Main Menu will be displayed. The RTCP Main Menu allows users to:

- enter payment information using the “Record a Calculated Payment” option
- modify or delete previously entered payment information using the “Modify/Delete a Calculated Payment” option.

B Example of RTCP Main Menu

The following is an example of the RTCP Main Menu.



C Action

User shall select the applicable option according to the following:

- CLICK “Record a Calculated Payment” to record new payment information
- CLICK “Modify/Delete a Calculated Payment” to modify or delete existing payment information.

The SCIMS Search Page will be displayed.--*

***--79 Record a Calculated Payment Screen**

A Introduction

After a producer is selected from SCIMS, the Record a Calculated Payment Screen will be displayed. Manually calculated RTCP payment amounts must be recorded in the web-based system to initiate the payment process. The Record a Calculated Payment Screen allows the user to record the manually calculated RTCP payment amounts.

B Example of Record a Calculated Payment Screen

After selecting “Record a Calculated Payment” from the RTCP Main Menu and the applicable producer from SCIMS, the Record a Calculated Payment Screen will be displayed.

The following is an example of the Record a Calculated Payment Screen.

The screenshot shows the 'Record a Calculated Payment' screen. At the top, it displays the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The page title is 'Reimbursement Transportation Cost Payments (RTCP)'. A navigation bar includes links for 'RTCP Home', 'About FSA', 'Help', 'Contact Us', 'Exit RTCP', and 'Logout of eAuth'. On the left, there is an 'RTCP Menu' with options: 'Welcome', 'Role: County User', 'Payments', 'Change Program Year', and 'Main Menu'. The main content area has a blue header 'Record a Calculated Payment'. Below this, it shows 'Year: 2014' and 'Producer:' followed by a horizontal line. A text box contains 'RTCP 2014 Acct# 2836' and 'Payment Amount (\$) : 25'. At the bottom, there are 'Submit' and 'Cancel' buttons. The footer includes 'Screen ID: CPS-WEB004' and a 'Back to Top ^' link.

--*

***--79 Record a Calculated Payment Screen (Continued)**

C Recording Payment Amounts

Record RTCP payment amounts according to this table.

Step	Action	Result
1	<p>On the Record Calculated Payment Screen, the capped payment amount provided in the RTCP Gross Payment Report for the applicable payment.</p> <p>Click either of the following:</p> <ul style="list-style-type: none"> • “Submit” to continue • “Cancel” to discontinue. 	<p>The Record a Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded.</p> <ul style="list-style-type: none"> • Record a Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded. • RTCP Main Menu Screen will be redisplayed without updating the payment amounts.
2	<p>On the Record Calculated Payment Confirmation Page, click 1 of the following:</p> <ul style="list-style-type: none"> • “Confirm” to record the payment amounts Entered <p>Note: See paragraph 80 for additional information.</p> <ul style="list-style-type: none"> • “Back” to return to the Record a Calculated Payment Screen • “Cancel” to discontinue the process. 	<p>RTCP Main Menu will be redisplayed with the message “You have successfully added the payment(s)”.</p> <p>Record a Calculated Payment Screen will be redisplayed.</p> <p>RTCP Main Menu will be redisplayed without updating the payment amounts.</p>

--*

*--79 Record a Calculated Payment Screen (Continued)

D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
<p>“An amount must be entered for each type of payment. The amount can be \$0 for 1 or more of the payment amounts, but not all”.</p>	<p>User attempted to record \$0 in all payment amount fields.</p> <p>Do not record payment amounts in the RTCP payment process if the calculated payment amounts for all commodities from the RTCP Gross Payment Report are \$0.</p>	<p>Correct the amounts recorded in each field and ensure that:</p> <ul style="list-style-type: none"> • only numeric data is entered without dollar signs or commas • an amount has been recorded in each field.

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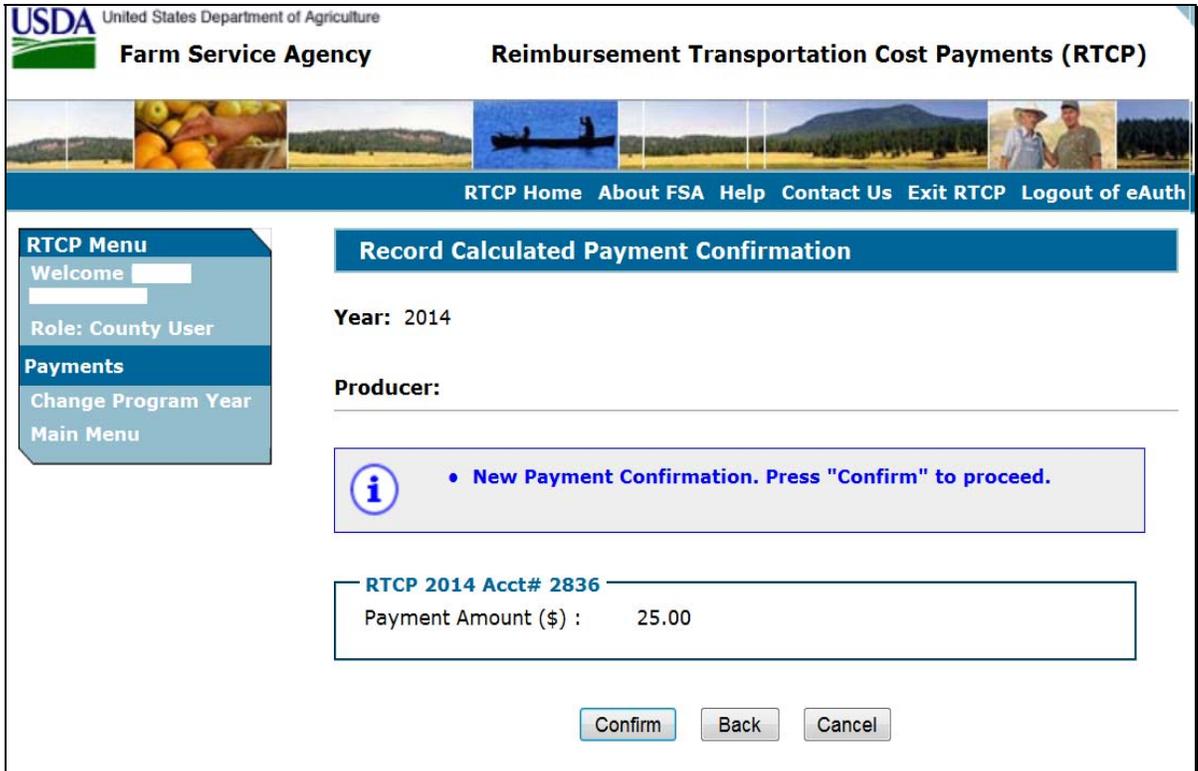
***--80 Record Calculated Payment Confirmation Screen**

A Introduction

After selecting “Submit” on the Record a Calculated Payment Screen, the Record Calculated Payment Confirmation Screen will be displayed.

B Example of Record Calculated Payment Confirmation Screen

The following is an example of the Record Calculated Payment Confirmation Screen.



--*

***--80 Record Calculated Payment Confirmation Screen (Continued)**

C Record Calculated Payment Confirmation Screen Options

The following options are available on the Record Calculated Payment Confirmation Screen.

Option	Action
Confirm	Records the payment amounts and triggers the payment process. Note: The message, “You have successfully added the payment(s)”, will be received.
Back	Returns user to the Record a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns user to the RTCP Main Menu without updating the payment amounts.

--*

***--81 Modifying or Deleting Previously Recorded RTCP Payment Data**

A Introduction

Previously entered payment amounts can be modified or deleted from the RTCP Main Menu using the “Modify/Delete a Calculated Payment” option.

B Effect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN the...
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	<ul style="list-style-type: none"> • original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

--*

***--81 Modifying or Deleting Previously Recorded RTCP Payment Data (Continued)**

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are...	AND previously recorded payment amounts were...	AND the payment in NPS was...	THEN the...
deleted	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> • payment amounts will be deleted • system will retrigger the payment to reprocess to determine whether the producer is overpaid • overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	original amount in NPS will be canceled.

--*

***--81 Modifying or Deleting Previously Recorded RTCP Payment Data (Continued)**

C Modifying Payment Amounts

Users shall modify RTCP payment amounts according to this table.

Step	Action	Result
1	On the RTCP Main Menu, CLICK “Modify/Delete a Calculated Payment”.	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete a Calculated Payment Screen will be displayed.

D Deleting Payment Amounts

Users shall delete RTCP payment amounts according to this table.

Step	Action	Result
1	On the RTCP Main Menu, CLICK “Modify/Delete a Calculated Payment”.	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete a Calculated Payment Screen will be displayed.

--*

***--82 Modify/Delete a Calculated Payment Screen**

A Introduction

After selecting the producer from SCIMS, the Modify/Delete a Calculated Payment Screen will be displayed.

B Example of Modify/Delete a Calculated Payment Screen

The following is an example of the Modify/Delete a Calculated Payment Screen.

USDA United States Department of Agriculture
Farm Service Agency Reimbursement Transportation Cost Payments (RTCP)

RTCP Home About FSA Help Contact Us Exit RTCP Logout of eAuth

RTCP Menu
Welcome [redacted]
[redacted]
Role: County User
Payments
Change Program Year
Main Menu

Modify/Delete a Calculated Payment

Year: 2014

Producer: _____

RTCP 2014 Acct# 2836

Payment Amount (\$) : 25.00

Modify Delete Cancel

Screen ID: CPS-WEB004 Back to Top ^

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***--82 Modify/Delete a Calculated Payment Screen (Continued)**

C Options

The following options are available on the Modify/Delete a Calculated Payment Screen.

Option	Action
Modify	After modifying the amount in the “Payment Amount” field, CLICK “Modify” to continue to the Modify Calculated Payment Confirmation Screen.
Delete	CLICK “Delete” to zero out the payment and continue to the Delete Calculated Payment Confirmation Screen.
Cancel	Discontinues the process and returns to the RTCP Main Menu without updating the payment amount.

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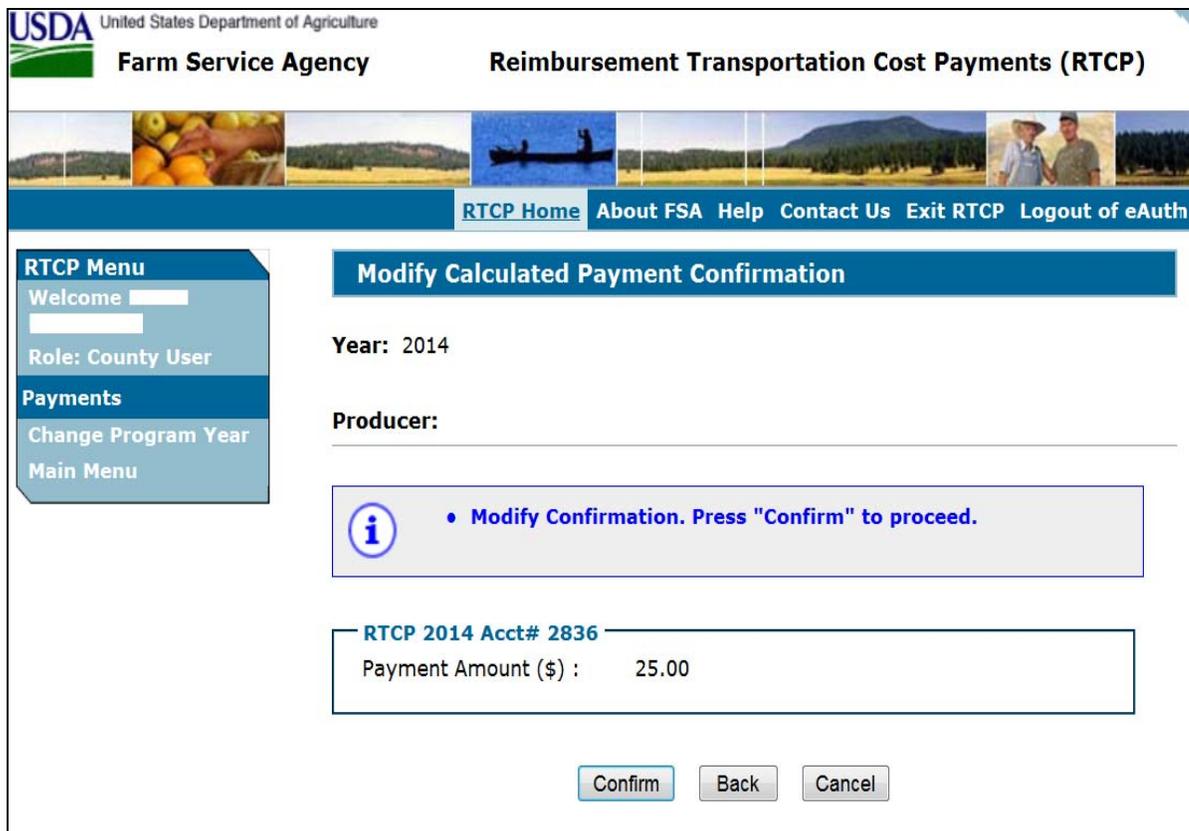
***--83 Modify Calculated Payment Confirmation Screen**

A Introduction

After selecting “Modify” on the Modify/Delete a Calculated Payment Screen, the Modify Calculated Payment Confirmation Screen will be displayed.

B Example of Modify Calculated Payment Confirmation Screen

The following is an example of the Modify Calculated Payment Confirmation Screen.



--*

***--83 Modify Calculated Payment Confirmation Screen (Continued)**

C Options

The following options are available on the Modify Calculated Payment Confirmation Screen.

Option	Action
Confirm	Records the modified payment amounts and triggers the payment reprocess.
Back	Returns to the Modify/Delete a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the RTCP Main Menu without updating the payment amounts.

--*

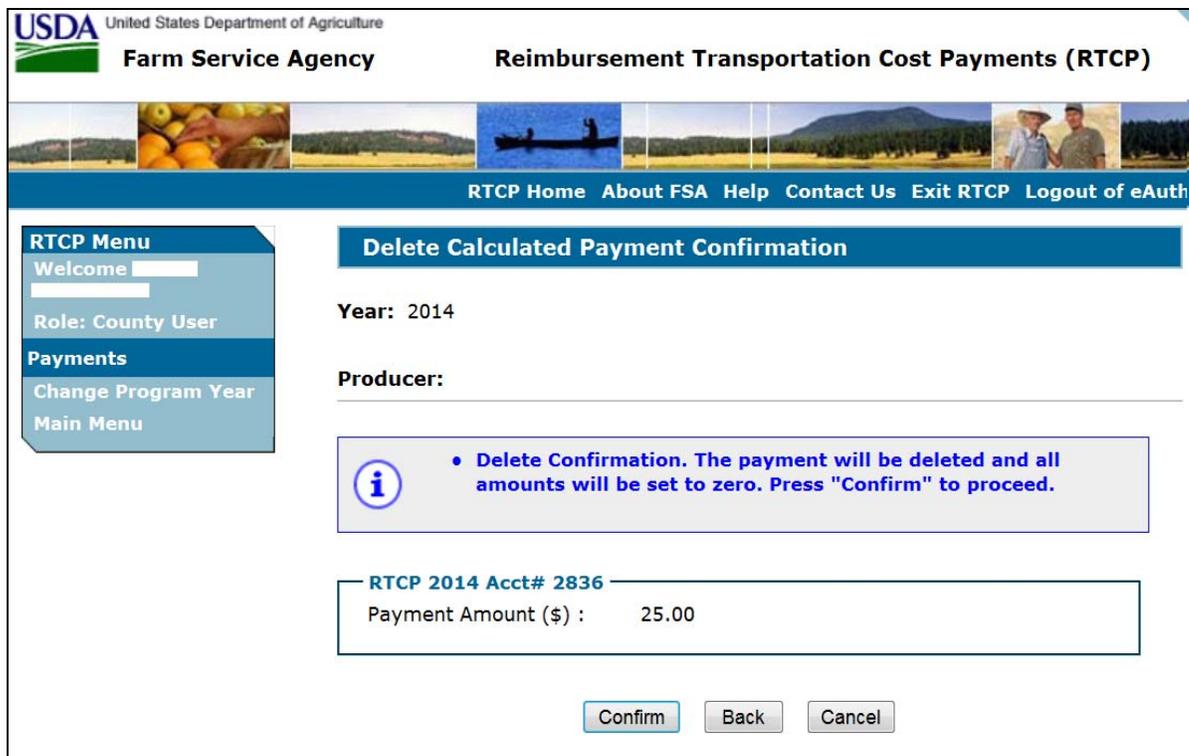
***--84 Delete Calculated Payment Confirmation Screen**

A Introduction

After selecting “Delete” on the Modify/Delete a Calculated Payment Screen, the Delete Calculated Payment Confirmation Screen will be displayed.

B Example of Delete Calculated Payment Confirmation Screen

The following is an example of the Delete Calculated Payment Confirmation Screen.



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***--84 Delete Calculated Payment Confirmation Screen (Continued)**

C Options

The following options are available on the Delete Calculated Payment Confirmation Screen.

Option	Action
Confirm	Deletes the recorded payment data and triggers the payment reprocess. An overpayment will be put on the Pending Overpayment Report if payments have been certified and signed.
Back	Returns to the Record a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the RTCP Main Menu without updating the payment amounts.

--*

***--85 Handling Overpayments**

A Introduction

The RTCP payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- subsidiary system including data about eligibility, combined producer, and Business File
- SCIMS.

If something changes in any of these systems, the RTCP payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

B Determined Overpayments

For any overpayment amount calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

Warning: Because the system is integrated with other systems, it is critical that County Offices do **not** make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly, but removing or deleting data to “trigger” the system to function could worsen the situation.

C Handling Debts Less Than \$100

County Offices shall follow 58-FI for handling receivables less than \$100.

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for RTCP payments.

IF the reason the payment entity and/or member is overpaid is because of...	THEN the discovery and/or debt basis code is:
payment eligibility because of fraud	10-423.
payment eligibility, except fraud	10-427.
prior payments exceeding the current payment	10-428.

--*

--85 Handling Overpayments (Continued)*E Charging Interest**

Interest shall be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-218 or CCC-770 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:
 - certification to AGI provisions
 - violation of conservation compliance provisions
 - violation of controlled substance provisions
- producer knowingly adopted a scheme or device that tended to defeat the purposes of RTCP.

Interest shall **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office erred
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

Notes: Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should be charged from the date of disbursement:

- County Offices shall contact their State Office for assistance
- State Offices shall contact OBF for guidance.--*

***--86 RTCP Payment Process**

A Introduction

The RTCP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

RTCP payments are processed nightly for the following:

- payment amounts recorded during the workday
- any payment on the Nonpayment Report to determine whether the condition preventing the payment has been corrected.

Note: One payment amount will be sent to NPS.

C Step-by-Step Overview of RTCP Payment Process

The following is a step-by-step overview of the RTCP payment process.

Step	Action		
1	Payment process is triggered.		
2	System determines the producer level payment amount recorded.		
	IF the amount is...	AND a payment...	THEN...
	greater than \$0		continue to step 3 for the applicable amount recorded.
	\$0	was not previously issued	the payment process is discontinued for the applicable payment amount.
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is...	AND the resident alien field is...	THEN...
	an individual	<ul style="list-style-type: none"> • “Unknown” or “N/A” • “Yes” 	continue to step 4.
		“No”	the payment entity is not eligible for payment.
any business type other than individual		continue to step 4.	

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*--86 RTCP Payment Process (Continued)

C Step-by-Step Overview of RTCP Payment Process (Continued)

Step	Action	
4	System determines whether there is an RTCP payment for the payment entity in NPS.	
	IF a payment...	THEN...
	has not already been sent to NPS for the payment entity	continue to step 5.
	<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is signed 	<ul style="list-style-type: none"> • the payment in NPS is canceled and the new payment transaction is processed • continue to step 5.
	<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is not signed 	
5	For joint operations and entities, the system retrieves member data from Business File.	
6	System checks the web-based subsidiary eligibility data for the applicable program year to determine whether the payment entity and members, if applicable, are eligible to receive payment.	
	IF the payment entity is...	AND... THEN...
	an individual	the payment entity is eligible to receive payment the payment entity is not eligible to receive payment
	an entity or joint operation	<ul style="list-style-type: none"> • the payment entity is eligible to receive payment • at least 1 member is eligible to receive payment
		the payment entity is not eligible to receive payment the payment entity is eligible to receive payment
		the payment entity is eligible to receive payment 1 or more of the members are ineligible to receive payment

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*--86 RTCP Payment Process (Continued)

C Step-by-Step Overview of RTCP Payment Process (Continued)

Step	Action	
7	Payment history data is updated and the transaction is completed.	
	IF the payment amount is...	THEN the...
	\$0	process is discontinued and the payment entity is listed on the Nonpayment Report.
	greater than \$0	payment amount shall be sent to NPS for disbursement.
	negative	overpayment amount shall be updated to the Pending Overpayment Report.

87 RTCP Payment Reports

A Displaying or Printing RTCP Payment Reports

RTCP Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas; therefore information about these reports is in 9-CM. The RTCP Payment History Report – Detail has program-specific data; therefore, information for this report is in this handbook.

RTCP Payment Report information is available according to the following.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 88

Note: See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.--*

***--88 Payment History Report – Detail**

A Background

The Payment History Report – Detail is a report that provides detailed information about an RTCP payment.

B Payment History Report – Detail Description

The following information will be displayed and/or printed on the Payment History Report – Detail.

Field	Description
Program Year	Program year selected by the user.
Program Name	RTCP.
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name	Name from SCIMS as follows: <ul style="list-style-type: none"> • for individuals: last name, middle name, first name, and suffix • for businesses: business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the RTCP Payment History Report – Detail is generated for: <ul style="list-style-type: none"> • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.

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***--88 Payment History Report – Detail (Continued)**

B Payment History Report – Detail Description (Continued)

Field	Description
Type of Transaction	One of the following transaction types will be displayed: <ul style="list-style-type: none"> • Payment • Receivable • Canceled Payment • Canceled Receivable.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Member Level Reduction Amount	Reduction amount because of a member level reduction.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

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*--88 Payment History Report – Detail (Continued)

C Example of Payment History Report – Detail

The following is an example of the Payment History Report – Detail.

Autauga Alabama		United States Department of Agriculture Farm Service Agency				Date: 01/16/2015			
2014 Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers									
Producer Name:									
Business Type: Individual									
Date	State/ County	Payment Entity/ Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity/ Payment Type	Transaction Type	Reduction Amount	Net Payment
11/26/2014	01/001		3857021	00	111E		Receivable	-\$5	-\$65
Payment has been reduced by a sequestration factor.									
11/26/2014	01/001		3857022	00	111E		Receivable	-\$3	-\$47
Payment has been reduced by a sequestration factor.									
11/26/2014	01/001		32398463	00	111E		Payment	\$12	\$158
Payment has been reduced by a sequestration factor.									
12/01/2014	01/001		3859016	00	111E		Receivable	-\$2	-\$23
Payment has been reduced by a sequestration factor.									
* Name may have changed due to SCIMS merge									
Disclaimer - The Net Payment may have had factors applied due to sequestration.									
<input type="button" value="Previous"/> <input type="button" value="Print"/> <input type="button" value="Next"/>									

D Report Options

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed. Note: If a single producer was selected for processing, this button will not be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. Note: If a single producer was selected for processing, this button will not be available.

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***--89 General Provisions for Canceling Payments**

A Canceling Payments

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

Notes: User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.--*

***--90 General Provisions for Overpayments**

A Overview

Overpayments will be determined during the RTCP payment calculation process and will be updated to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

B Overpayment Due Dates

Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. The following table provides situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued to the wrong producer.	Immediately.
After an entry affecting the payment amount is changed on CCC-770.	Payment was issued and later something occurred that changed the amount in the RTCP Gross Payment Report.	
After producer misrepresentation is determined.	Producer received an RTCP payment and COC determines that the producer misrepresented their interest.	
After an eligibility value changes that makes the producer ineligible for payment.	Producer's eligibility value changed making the producer ineligible for payment.	
Anytime CCC-770 is canceled.	CCC-770 was canceled after payments were issued to the producer.	

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

Reports are available through the Common Payment Reporting System.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		12, 35, 66, 67, 75
CCC-36	Assignment of Payment		75
CCC-37	Joint Payment Authorization		75
CCC-770 Eligibility	Eligibility Checklist		33, 34, 66, 85, 90
CCC-781	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment		85
CC-782	Margin Protection Program For Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election		85
CCC-901	Member's Information 2009 and Subsequent Years		35
CCC-902 Automated	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		66
CCC-902E	Farm Operating Plan for Entity 2009 and Subsequent Program Years		35
CCC-902I	Farm Operating Plan for Individual 2009 and Subsequent Program Years		35
CCC-926	Average Adjusted Gross Income (AGI) Statement		12, 35
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		12, 35
FSA-218	Reimbursement Transportation Cost Payment Program (RTCP) For Geographically Disadvantaged Farmers and Ranchers Applications	36	Text
FSA-218-1	RTCP Worksheet Calculator Tool	41	42
FSA-218-2	State Committee (STC) Established Fixed and Set Transportation Cost Rate for Reimbursement Transportation Cost Payment (RTCP) Program	23	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		66
SF-1199A	Direct Deposit Sign-Up Form		21
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		21

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
COLA	cost of living allowance	21, 36, 41, Ex. 6
RTCP	Reimbursement Transportation Cost Payment	Text, Ex. 6

Redelegations of Authority

This table lists the redelegation of authority in this handbook.

Redelegation	Reference
Except for RTCP requests in which CED has a monetary interest, COC may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to CED.	3
Except for RTCP requests in which the person approving has a monetary interest, CED may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to Federal and non-Federal County Office employees.	3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Delete Calculated Payment Confirmation Screen	84
	Modify Calculated Payment Confirmation Screen	83
CPS-WEB002	Main Menu	52
CPS-WEB003	Select a program year Screen	76
CPS-WEB004	Modify/Delete a Calculated Payment Screen	82
CPS-WEB004	Record a Calculated Payment Screen	79
CPS-WEB005	Record Calculated Payment Confirmation Screen	52, 80
CPS-WEB006	Modify/Delete Calculated Payment	52
CPS-WEB011	Select an Administrative State/County Screen	77
CPS-WEB013	Main Menu	78

