

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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**Reimbursement Transportation Cost Payment  
Program for Geographically Disadvantaged  
Farmers and Ranchers  
2-SP**

**Amendment 7**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 2 A has been amended to include the source of authority for FY 2015 funding.

Subparagraph 21:

- A has been amended to include the appropriated funding for 2015 RTCP payments
- B has been amended to update FY in the example
- F has been amended to provide accounting codes for FY 2015.

Subparagraph 32:

- A has been amended to include the period for accepting FSA-218's for FY 2015 RTCP-VI
- C has been amended to update the deadline for changes to FSA-218.

Subparagraph 35:

- B has been amended to update the deadline for submitting supporting RTCP documentation
- E has been amended to update the deadline for changing the transportation cost category on FSA-218.

Subparagraph 41:

- B has been amended to update the steps for accessing and saving FSA-218-1
- E has been amended to update the example of the Excel spreadsheet FSA-218-1
- F has been amended to provide the submission deadline for FSA-218-1 for FY 2015.

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

Subparagraph 42:

- B has been amended to update the steps for accessing and saving RTCP totals on the State Master Worksheets.
- E has been amended to provide the date the RTCP totals for the State Master Worksheets must be received by the National Office.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-1, 1-2 3-1, 3-2 4-1, 4-2 4-5, 4-6 5-1 through 5-12	

**Part 1 Basic Program Provisions**

**1 Handbook Purpose, Availability, and Restrictions**

**A Purpose**

This handbook provides general instructions for administering the RTCP Program for geographically disadvantaged farmers and ranchers.

**B RTCP Program Availability**

The RTCP Program is available to geographically disadvantaged farmers and ranchers in Alaska, Hawaii, and insular areas who paid to transport either of the following:

- an agricultural commodity
- an input used to produce an agricultural commodity.

**C Restrictions**

STC's and COC's, and representatives and employees thereof, do **not** have the authority to modify or waive any of the provisions of this handbook unless authorized by DAFP.

## 2 Sources of Authority and Related References

### A Source of Authority

The source of authority for RTCP Program is the Food, Conservation, and Energy Act of 2008, Section 1621, (Pub. L. 110-246), as amended by the Agricultural Act of 2014, Section 1606 (Pub. L. 113-79). RTCP funding has been authorized according to the following:

- Agriculture, Rural Development, Food and Drug Administration, Section 741, and Related Agencies Appropriations Act of 2010 (Pub. L. 111-80) for FY 2010
- Department of Defense and Full-Year Continuing Appropriations Act of 2011 (Pub. L. 112-10), Section 1291 for FY 2011
- Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 112-55), Section 724 for FY 2012
- The American Taxpayer Relief Act of 2012 (Pub. L. 112-240)
- Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 113-6), Section 720 for FY 2013
- Consolidated Appropriations Act of 2014 (Pub. L. 113-76), Section 728 for FY 2014
- \*--The Agricultural Act of 2014 (Pub. L. 113-79), Section 1606 for FY 2015.--\*

### B RTCP Program Duration

The RTCP Program is authorized on a FY basis, subject to the availability of appropriated funds.

**Note:** No funding was appropriated for the RTCP Program for FY's 2008 and 2009; therefore, transportation costs in FY's 2008 and 2009 are **not** eligible for reimbursement.

### C Federal Regulations

Regulations governing the administration of the RTCP Program are provided in 7 CFR Part 755.

Part 3 Computing RTCP's

21 RTCP Program Payment Provisions

A Funding

Funding has been made available to producers under the RTCP Program for reimbursement of transportation costs according to the following table.

FY	RTCP Program	Appropriated Funding
2010	RTCP-I	\$2,600,000
2011	RTCP-II	\$1,996,000 <u>1/</u>
2012	RTCP-III	\$1,996,000
2013	RTCP-IV	\$1,841,538 <u>2/</u>
2014	RTCP-V	\$1,996,000
*--2015	RTCP-VI	\$1,996,000--*

1/ After 0.20 percent across-the-board rescission is applied.

2/ After 0.20 (\$3,892) and 2.513 percent (\$50,159) across, the board rescission is applied and 5.1 percent (\$100,411) sequestration.

Because the spending authority is limited to FY appropriated funding, less a reserve, if funds are not sufficient to cover all FY requests, RTCP's may be prorated by a National factor based on the amount of eligible transportation costs eligible for RTCP.

Although the RTCP Program was authorized for FY's 2008 through 2013, there was no appropriated funding for the RTCP Program for FY's 2008 and 2009. Funds were \*--appropriated for FY 2010 through FY 2015 **only**--\*

B Basis of RTCP's

RTCP's will be:

- computed based on the amount of costs incurred by the producer for transportation of the agricultural commodity or inputs during a FY and multiplied by applicable percentage of COLA's for the applicable FY in the applicable area

**Note:** See Exhibit 6 for the applicable COLA's.

\*--**Example:** Producer A incurred actual transportation costs in Hawaii for FY 2015 totaling \$15,000. The FY 2015 percentage of allowance in Maui County--\* Hawaii is 25 percent. \$15,000 x 25 percent = \$3,750. Producer A would receive direct reimbursement in the amount of \$3,750.

- subject to \$8,000 per applicant per FY
- subject to assignments, offsets, and withholdings

**21 RTCP Program Payment Provisions (Continued)****B Basis of RTCP's (Continued)**

- subject to a National factor, if applicable
- subject to sequestration, if applicable
- issued after the date announced for submitting supporting documentation and after all FSA-218's have been filed to determine if the funds available are sufficient to pay each applicant.

**C Advance RTCP's**

There will be **no** advance RTCP's issued under the RTCP Program.

**D Assignments and Offsets**

RTCP's are subject to assignment and offset.

**E Direct Deposit Requirement**

DCIA requires any recipient of Federal payments who becomes eligible for that payment after July 25, 1996, to receive the payment by EFT. All producers receiving benefits under the RTCP Program must file SF-3881 or retain SF-1199A according to 1-FI, Part 7.

**Note:** New ACH/Direct Deposit information shall be obtained on SF-3881 only. County Offices may retain prior SF-1199A.

**F Accounting Codes**

The RTCP Program accounting codes are:

- 10RTCP-2773, for FY 2010 (RTCP-I)
- 11RTCP-2785, for FY 2011 (RTCP-II)
- 12RTCP-2789, for FY 2012 (RTCP-III)
- 13RTCP-2823, for FY 2013 (RTCP-IV)
- 14RTCP-2836, for FY 2014 (RTCP-V)
- \*--15RTCP-2852, for FY 2015 (RTCP-VI).--\*

**Part 4 RTCP Application Process****31 Applying for RTCP Benefits****A Filing FSA-218's**

Eligible producers must use FSA-218 to apply for RTCP benefits. All persons who share in the risk of transportation cost losses for the applicable FY must certify to the information on FSA-218 **before** being considered complete for review by FSA. More than one FSA-218 is **not** acceptable by the same producers during the eligible signup period.

**B FSA-218 Availability**

FSA-218 is available electronically at either of the following:

- Public eForms web site at <http://forms.sc.egov.usda.gov/>
- FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

FSA-218 may also be obtained from the County Office where the agricultural operation is physically located as follows:

- in person
- by FAX
- by mail
- by telephone.

FSA-218's must be completed correctly, signed, and returned to the applicable County Office by COB, on the deadline date for the applicable FY provided in subparagraph 32 A, to be considered eligible for RTCP benefits.

**Note:** Multi-county producers **must** return completed FSA-218's to their administrative County Office to apply for RTCP benefits.

## 32 Application Period

### A Period for Accepting FSA-218's

Eligible applicants may file FSA-218 for benefits anytime during the application period for the applicable FY. Completed FSA-218's must be submitted to either the County Office where the agricultural operation is located or in the producer's administrative County Office. Established application periods are as follows:

- August 3, 2010, through September 10, 2010, for FY 2010 (RTCP-I)
- July 25, 2011, through September 9, 2011, for FY 2011 (RTCP-II)
- July 23, 2012, through September 10, 2012, for FY 2012 (RTCP-III)
- July 22, 2013, through September 9, 2013, for FY 2013 (RTCP-IV)
- July 21, 2014, through September 8, 2014, for FY 2014 (RTCP-V)
- \*--July 20, 2015, through September 11, 2015, for FY 2015 (RTCP-VI).--\*

For areas where FSA County Offices do **not** exist, FSA-218's may be submitted to the respective State Office.

### B Late-Filed FSA-218's

Late-filed provisions will **not** apply to the RTCP Program. FSA-218's received after the deadline date will **not** be approved. This includes FAXed FSA-218's.

### C Changing FSA-218's

Producers, who timely file FSA-218 on or before the application deadline provided in subparagraph A, may change or modify the information on FSA-218 on or before \*--December 4 of the applicable year, if supporting documentation cannot be provided. Any--\* changes to an already approved FSA-218 **must** be reviewed and approved by STC, COC, or designee.

**35 RTCP Documentation****A Supporting Documentation**

To be eligible for reimbursement of actual transportation costs, the producer must provide supporting documentation that substantiates the actual costs incurred for transportation of each eligible agricultural commodity and/or input. Producers will be required to certify on FSA-218 whether he/she have actual documentation.

**B Deadline to Submit Supporting Documentation**

Producers who request RTCP benefits for actual transportation cost rates **must** submit ~~\*-~~supporting documentation to the State or County Office by COB December 4 following the applicable FY. If supporting documentation to support actual transportation costs is not received in the State or County Office on or before December 4 following the applicable FY, the State or County Office will use the approved fixed or set rate established for the applicable agricultural commodity and/or input.

Producers who request RTCP benefits using either the fixed or set transportation cost rate must also submit supporting documentation to the State and County Office by COB December 4 following the applicable FY.~~.-\*~~

**C Compliance Checks**

Since proof of eligible reimbursement costs incurred will be submitted when FSA-218 is submitted, no further compliance check will be necessary by the State or County Office.

**D Documentation Exceeding \$10,000**

To alleviate some potential burden on the producer and FSA State and County Offices, supporting documentation exceeding a total of \$10,000 in eligible reimbursement costs incurred per applicant will **not** be required. However, if the County Office determines at the conclusion of signup, based on the amount of applicants, that eligible reimbursable transportation costs do not meet State or County Office's expectations, those applicants must be contacted for the additional supporting documentation.

**35 RTCP Documentation (Continued)****E Changing Transportation Cost Category**

Producers, who originally submit FSA-218 for a fixed and/or set transportation cost category, can make changes to FSA-218 to request the actual transportation cost category, if supporting documentation to substantiate the actual costs incurred can be provided to the State or \*--County Office by COB December 4 following the applicable FY. Any change made to the--\* transportation cost category **must** be made in ink and initialed and dated by the producer.

**F Verifiable Records**

Eligible verifiable records supporting eligible actual, fixed, and set transportation costs include, but are **not** limited to:

- account statements
- bill of lading
- contractual agreements
- financial statements
- invoices
- retail sales receipts.

Verifiable records must show:

- name of producers, except on retail sales receipts
- commodity, unit (quantity), and unit of measure, or unit price
- type of inputs associated with transportation costs
- date of service/sale
- name of person or entity providing the service/sale, as applicable.

**Note:** Additional supporting documents may be requested from the producer, as necessary, to help STC or COC determine whether the quantity of inputs claimed is reasonable.

**G Other Applicable Forms**

The following forms are also required to apply for RTCP benefits:

- AD-1026, for HELC/WC compliance
- CCC-901, as applicable
- CCC-902I or CCC-902E
- CCC-926, CCC-931, CCC-933, or CCC-941 as applicable, for AGI compliance.

Part 5 RTCP Worksheet Calculator Tools

41 FSA-218-1's

A Using FSA-218-1

FSA-218-1 was created to assist State and County Offices in calculating RTCP benefits and **must** be accessed and completed on a computer running Microsoft Excel 2007 software. County Offices must:

- complete FSA-218-1 for each completed FSA-218 approved for RTCP by COC or designee, according to paragraph 34
- forward a copy of both FSA-218 and FSA-218-1 to the State Office for compilation of RTCP data into the RTCP Totals - State Master Worksheet.

**Note:** State Offices **must** complete FSA-218-1's for areas where County Offices do **not** exist.

B Accessing and Saving FSA-218-1's

Follow these steps to access and save FSA-218-1 for each completed FSA-218 approved for RTCP.

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Step	Action
1	Go to <a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=landing">www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=landing</a> .
2	Under "Related Topics", CLICK " <b>Reimbursement Transportation Cost Payment</b> ". The RTCP page will be displayed.
3	Under "Other RTCP Program Information", CLICK " <b>RTCP 218-1</b> ", RTCP calculator. A file download dialog box will be displayed.
4	CLICK " <b>Open</b> " and FSA-218-1 will be displayed in Microsoft Excel 2013.
5	CLICK " <b>File</b> ", " <b>Save As</b> ", to save the document in user's desired location on their network share drive.  <b>Note:</b> State Offices may create a RTCP subfolder on the S:\ drive for placement of saved FSA-218-1's.
6	Enter a file name for the document to be saved.
7	CLICK " <b>Save</b> ".

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41 FSA-218-1's (Continued)

C FSA-218-1 Layout and Data Entry

FSA-218-1 is made up of a series of cells as follows.

Cell	Action
Drop-Down Menus	Select the following: <ul style="list-style-type: none"> <li>• “State Code”</li> <li>• “County Code”</li> <li>• “Fiscal Year”</li> <li>• “Unit of Measure”.</li> </ul>
Yellow-Shaded	Manually enter the following: <ul style="list-style-type: none"> <li>• producer name</li> <li>• producer TIN and type</li> <li>• application number</li> <li>• COLA rate</li> <li>• eligible agricultural commodity and/or input</li> <li>• unit (quantity)</li> <li>• actual rate</li> <li>• fixed rate</li> <li>• set rate</li> <li>• unit of measure</li> <li>• remarks</li> <li>• data loader</li> <li>• data reviewer.</li> </ul>
Blue-Shaded	Automatically calculates the following for each agricultural commodity and/or input: <ul style="list-style-type: none"> <li>• transportation costs</li> <li>• total eligible reimbursement cost.</li> </ul>
Orange-Shaded	Automatically calculates and displays the total reimbursement cost for all eligible agricultural commodities and/or inputs according to the applicable rate category.
Red-Shaded	Automatically calculates and displays the total of all transportation costs for all applicable rate categories.

## 41 FSA-218-1's (Continued)

**D Instructions for Completing FSA-218-1**

All data to be entered in FSA-218-1 will come from a completed FSA-218. Complete FSA-218-1 according to the following table.

<b>Item</b>	<b>Instruction</b>
1	Select 2-digit State code from the drop-down menu.
2	Select 3-digit county code from the drop-down menu.
3	Select appropriate FY from the drop-down menu.
4	Enter producer's name. See Exhibit 2 for definition of producer.
4a	Enter producer's TIN (9-digits) and TIN type.
5	Enter application number assigned to FSA-218.
6	Enter applicable COLA according to Exhibit 6.
7 Parts A, B, C and D	Enter eligible agricultural commodity and/or input.
8 Parts A, B, C, and D	Enter number of eligible units that represent the eligible agricultural commodity and/or input from item 7.
9 Parts A, B, C, and D	Select unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 7.
10 Parts A, B, C, and D	Enter actual, fixed, or set rate in each appropriate part, as applicable.  <b>Note:</b> Set transportation cost rate percentages must be converted to a dollar value rate according to subparagraph G before making a FSA-218-1 entry for a set rate.
11-14	No entries required. Program will automatically calculate entries.
15	Enter any notable remarks.
16	Enter name of the data loader and the date the data was loaded.
17	Enter name of the data reviewer and the date the data was reviewed.

**Note:** See subparagraph E for an example of FSA-218-1.









41 FSA-218-1's (Continued)

**F Submitting FSA-218-1**

For each approved RTCP applicant, County Offices **must** submit to their applicable State Office copies of the following documents:

- FSA-218
- FSA-218-1.

State Offices shall coordinate and provide instruction to their County Offices for the safe and secure transmission of FSA-218's and FSA-218-1's to the State Office, either by FAX or encrypted electronic transmission. FSA-218's and FSA-218-1's **must** be received in the State Office according to the following table.

FY	Submission Deadline
FY 2010	COB February 18, 2011
FY 2011	COB November 30, 2011
FY 2012	COB November 30, 2012
FY 2013	COB November 29, 2013
FY 2014	COB November 28, 2014
*--FY 2015	COB January 29, 2016--*

**G Secondary Review**

All data entered into FSA-218-1 shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name and the date the data was reviewed according to subparagraph D. All discrepancies discovered during the review **must** be corrected **before** transmitting FSA-218-1's to the State Office.

**H Converting Set Transportation Cost Rates to Percentages**

Set transportation cost rate percentages must be manually converted to a dollar value rate **before** entering the set rate in FSA-218-1. To convert the set rate to a dollar value rate, apply the FSA-approved set rate percentage to the agricultural commodity and/or input used to produce the agricultural commodity.

**Example:** A bag of fertilizer is \$20. The FSA-approved set rate percentage for imports/exports without a fixed rate is 15 percent. The result of multiplying the price of fertilizer times the set rate percentage is \$3 (\$20 x 15 percent = \$3). The result of \$3 is the dollar value to be entered in FSA-218-1, Part C, item 10.

42 **RTCP Totals – State Master Worksheets**

**A Using the RTCP Totals – State Master Worksheet**

The RTCP Totals - State Master Worksheet Calculator Tool was created to compile all pertinent data from all applicants in the State and/or responsible insular area into 1 document. The Microsoft Excel RTCP Totals - State Master Worksheet Calculator Tool **must** be accessed and completed on a computer running Microsoft Excel 2007 software. The RTCP Totals - State Master Worksheet **must** be completed by **each** State from data obtained from FSA-218-1’s received from County Offices.

The RTCP Totals - State Master Worksheet (subparagraph C) will accommodate 1,100 producer line entries. If there are greater than 1,100 applicants in the State for a FY, the State Office may need to complete 2 or more RTCP Totals - State Master Worksheets to capture all of the applicants. The State Office shall only submit more than 1 RTCP Totals - State Master Worksheet for the FY if there are greater than 1,100 producers in the State or responsible area. If submitting more than 1 RTCP Totals - State Master Worksheet, each should be numbered accordingly.

**B Accessing and Saving RTCP Totals - State Master Worksheets**

Follow these steps to access and save the RTCP Totals - State Master Worksheet.

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Step	Action
1	Go to <a href="http://www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=landing">www.fsa.usda.gov/FSA/webapp?area=home&amp;subject=prsu&amp;topic=landing</a> .
2	Under “Related Topics”, CLICK “ <b>Reimbursement Transportation Cost Payment</b> ”. The RTCP page will be displayed.
3	Under “Other RTCP Program Information”, CLICK “ <b>RTCP Total-State Master Worksheet</b> ”. A file download dialog box will be displayed
4	CLICK “ <b>Open</b> ”; the RTCP Totals - State Master Worksheet will be displayed in Microsoft Excel 2013.
5	CLICK “ <b>File</b> ”, “ <b>Save As</b> ” to save the document in user’s desired location on their network share drive.  <b>Note:</b> States Office may create a RTCP subfolder on the S:\ drive for placement of the saved RTCP Totals - State Master Worksheets.
6	Designate a file name for the document to be saved.
7	CLICK “ <b>Save</b> ”.

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42 RTCP Totals – State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets

State Offices shall:

- make entries in the RTCP Totals - State Master Worksheet in all white cells under appropriate column headers
- enter each applicant’s total transportation costs on a separate line from data obtained from each FSA-218-1, item 14, received from the County Office
- the RTCP Totals - State Master Worksheet **must** be completed according to the following table.

IF column header is...	THEN...	AND enter information from FSA-218-1 in item...
“State Code”	enter 2-digit State code	1.
“County Code”	enter 3-digit county code	2.
“Producer Name”	enter producer’s name	4.
“Tax ID Number”	enter producer’s 9-digit TIN	4a.
“Tax ID Type”	enter TIN type	4a.
“Application Number”	enter application number	5.
“Total Transportation Costs”	enter total transportation costs	14.
“Factored Payment (%)”	no entry required.	
“Total Capped Payment”	no entry required.	
“Data Loader Initials”	enter initials of the person entering data	16.
“2nd Reviewer Initials”	enter initials of the person reviewing data entered	17.

**Note:** An entry is **required** for each field under each appropriate column header, including the entry of “0”, if applicable.

42 RTCP Totals – State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets (Continued)

The total of all transportation costs obtained from each applicant’s information entered in the RTCP Totals - State Master Worksheet is displayed in red at the top of the worksheet and will be automatically totaled as entered. These totals will assist the National Office PSD in determining if a factor will be applied. No entries should be made in the grayed-out columns for factored RTCP’s and total capped RTCP.

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RTCP Totals - State Master Worksheet										
State Code	County Code	Application Number	Producer Name	Tax ID Number	Tax ID Type	Total Transportation Costs	Factored Payment (%)	Total Capped Payment (If applicable)	Data Loader Initials	2nd Reviewer Initials
						\$ 212,750.00	\$ -	\$ 40,950.00		
15 003	001	001	ABC Dairy Operation	123-45-6789		\$ 300.00		\$ 300.00	MAC	DLC
15 007	001	001	J & J Farms	011-11-1111		\$ 25,300.00		\$ 8,000.00	MAC	DLC
15 009	001	001	Pineapple Express, Inc.	11-2345678		\$ 15,000.00		\$ 8,000.00	DLC	MAC
15 009	002	002	Papaya Unlimited	22-1234567		\$ 150.00		\$ 150.00	MAC	DLC
15 005	001	001	XYZ Dairy Partners	12-1212122		\$ 55,000.00		\$ 8,000.00	DLC	GMC
15 009	005	005	Coconut Cove LLC	13-1456784		\$ 89,000.00		\$ 8,000.00	MAC	GMC
15 009	005	005	Maple Farms	48-9568443		\$ 27,500.00		\$ 8,000.00	DLC	MAC
15 003	003	003	D & D Inc.			\$ 500.00		\$ 500.00	DLC	GMC
								\$ -		
								\$ -		

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D Secondary Review

All data entered into the RTCP Totals - State Master Worksheet shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name or initials in the RTCP Totals - State Master Worksheet under the appropriate header. The State Office shall correct all discrepancies discovered during the review **before** transmitting the RTCP Totals - State Master Worksheet to the National Office PSD.

42 RTCP Totals – State Master Worksheets (Continued)

**E Submitting RTCP Totals - State Master Worksheets to the National Office PSD**

State Offices shall:

- transmit 1 RTCP Totals - State Master Worksheet containing data for all approved applicants in their State and responsible insular area, as applicable, to Dani Cooke, PSD, by e-mail to **danielle.cooke@wdc.usda.gov**
- encrypt the RTCP Totals - State Master Worksheet **before** transmitting according to subparagraph F, to ensure safe electronic transmission.

RTCP Totals - State Master Worksheets **must** be received by the National Office PSD by:

- **COB February 28, 2011**, for FY 2010 (RTCP-I)
- **COB December 9, 2011**, for FY 2011 (RTCP-II)
- **COB December 7, 2012**, for FY 2012 (RTCP-III)
- **COB December 6, 2013**, for FY 2013 (RTCP-IV)
- **COB December 5, 2014**, for FY 2014 (RTCP-V).
- **\*--COB February 12, 2016**, for FY 2015 (RTCP-VI).--\*

**F Encrypting and Transmitting RTCP Totals - State Master Worksheets**

The State Office shall follow these steps to encrypt the RTCP Totals - State Master Worksheet **before** transmitting to the National Office PSD.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is <b>critical</b> so that users can relay the password to the National Office PSD.
*--2	<ul style="list-style-type: none"> <li>• <b>CLICK “File”</b></li> <li>• <b>CLICK “Protect-Document”</b></li> <li>• <b>CLICK “Encrypt with Password”</b>.</li> </ul>
3	Enter a strong password when prompted and <b>CLICK “OK”</b> .
4	Word 2013 will ask users to confirm their password. Once the password is confirmed, the user will be returned to the Info Page which will show that the document is protected, and a password is required to open.--*
5	E-mail the encrypted Excel file to the contact in subparagraph E.
6	Provide the encryption password in a <b>separate</b> e-mail to the contact in subparagraph E.

43-50 (Reserved)