

FSA
HANDBOOK

Reimbursement Transportation Cost Payment Program for
Geographically Disadvantaged Farmers and Ranchers
(RTCP) Software

For State and County Offices

SHORT REFERENCE

3-SP

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 (RTCP) Software
3-SP**

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide automation instructions and procedures for administering RTCP for 2023 and subsequent years.

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook provides automation procedure for administering RTCP.

B Authority and Responsibility

PDD has the authority and responsibility for the automation instructions in this handbook.
PSD has the authority and responsibility for policy in related handbooks.

C Related Handbooks

The following handbooks are related to RTCP.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
records management	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
common payment provisions	9-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
interest rates	50-FI.
managing FSA and CCC debts	58-FI.
prompt payment provisions	61-FI.
reporting to IRS	62-FI.
receipts, payments, and deposits for NRRS	64-FI.
web-based eligibility records	3-PL.
actively engaged determinations	6-PL.
foreign persons provisions	6-PL.
payment eligibility determinations and AGI	6-PL.
receipt for service	1-RFS.
RTCP policy and procedure	2-SP.

2 Responsibilities

A Background

The responsibilities for RTCP functions in this paragraph are in addition to the responsibilities in 2-SP.

B Office Responsibilities

The following table describes the responsibilities of each office for RTCP activity.

Office	Responsibilities
PDD	Implements automated processes to support RTCP functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
PSD	Provides RTCP policies for administering and delivering the reimbursement transportation cost payment program.
State Offices	Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations.
FPAC Business Center, ISD	Develops software and provides technical assistance to PDD.

3 Submitting RTCP Software Issues

A Overview

County Offices will report issues to their State Office specialist. If the specialist is unable to resolve the issue, the specialist should submit the issue to the FSA Farm Programs Software Issues SharePoint site at https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx.

Note: The PDD Software Issue SharePoint site is only for State Office specialists and the National Office. County Offices must not request access.

B Providing State Office Access to the PDD Software Issue Site:

State Office specialists who do not have access to the PDD SharePoint website can request access via the SharePoint site.

4-10 (Reserved)

Part 2 Common Functions

11 Accessing RTCP Software

A Overview

RTCP functions:

- are within the web-based software
- can only be accessed by FSA employees with eAuthentication Level II certification.

B Security Roles

The following are security roles for the RTCP software.

- County FSA employees with authorized access will be able to administer applications nationwide, however, determinations for applications outside of their assigned counties will be made by a producer’s recording State and county.
- State FSA employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not automatically constitute authority to create, edit, or cancel applications. State Office users must use discretion within the software as State Office users have full access to all County Office functionality.
- National FSA employees with authorized access will have full access to all applications nationwide.

C Accessing RTCP Application

Access the RTCP application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”.
3	CLICK “RTCP - Reimbursement Transportation Cost Payment Program Application”.
4	The RTCP Home Screen will be displayed.

12 RTCP Home Screen

A Overview

The RTCP Home Screen allows users to process applications for the RTCP program. The system will default to the user’s State and county. If the user is assigned to multiple offices, the user will be required to select the State and county.

B Example of RTCP Home Screen

The following is an example of the RTCP Home Screen.

The screenshot displays the RTCP Home Screen interface. At the top, the header includes the USDA logo and 'United States Department of Agriculture' on the left, and 'Farm Service Agency' on the right. Below the header, the main title is 'RTCP | Reimbursement Transportation Cost Payment'. A navigation bar contains 'Home' (underlined) and 'Tools' with a dropdown arrow. The main content area features three required dropdown menus: 'Program Year' with 'Select Year', 'State' with 'Select State', and 'County' with 'Select County'. At the bottom of the form are two buttons: 'Customer Search' and 'Application Selection'.

12 RTCP Home Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the RTCP Home Screen.

Field	Description/Action
Program Year	Using the drop-down, select the program year. Program Year 2023 is currently the only year available.
State	Defaults to the user's assigned State. If assigned to multiple States, use the drop-down menu to select a different State.
County	Defaults to the user's assigned county. If assigned to multiple counties, use the drop-down menu to select a different county.
Customer Search	CLICK "Customer Search" to select a producer. The SCIMS Search Screen will be displayed. Note: The program year and State/county must be selected first.
Application Selection	CLICK "Application Selection" to navigate to the applications entered for the selected State/county. Note: The program year and State/county must be selected first.

D Top Navigation Bar

The top navigation bar will be displayed on all screens within the RTCP software. The following table provides an explanation of the links in the top navigation bar.

Option	Description/Action
Home	Allows users to navigate to the RTCP Home Screen. Users can click "Home" at any time within the software to return to the Home Screen.
Tools	Allows users to navigate to: <ul style="list-style-type: none"> • Receipt for Service • Email Notifications (Business Notification Admin) • Reports • Bulk COC/STC Determination • Electronic COC/STC Determination. See paragraph 13 for further instructions.

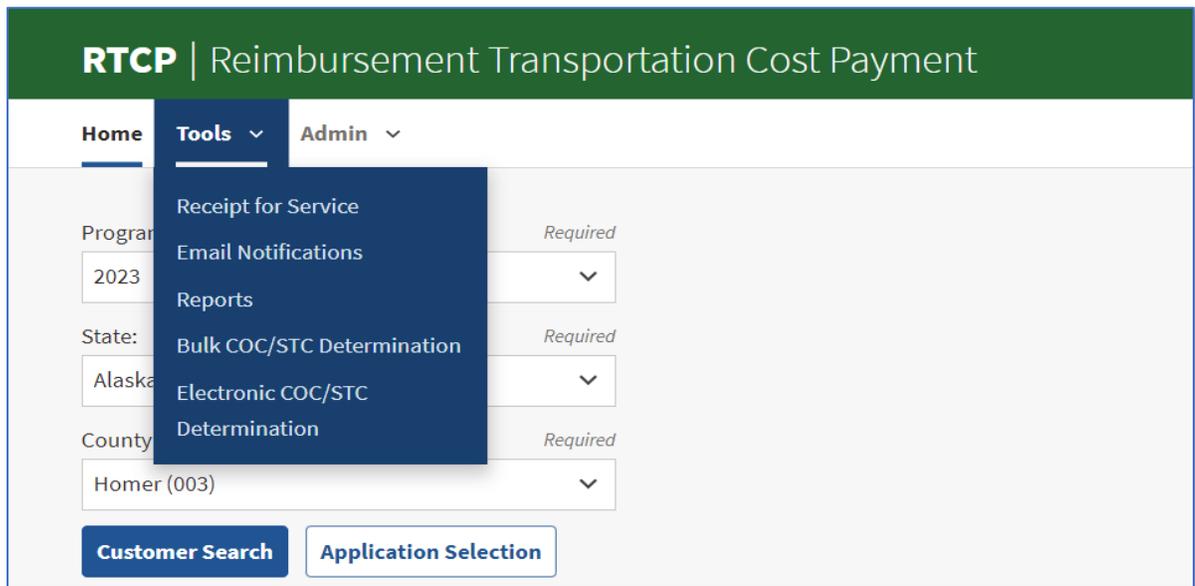
13 Tools Header

A Overview

The Tools header provides links to allow users to perform a variety of functions.

B Example of Options from Tools Header

The following is an example of the options from the Tools header for the RTCP program.



13 Tools Header (Continued)

C Field Descriptions and Actions

The following table provides the available links from the Tools header.

Link	Description
Receipt For Service	Clicking this link will navigate to the Receipt for Service website for a user to create a receipt for service. See 1-RFS for further instructions.
Email Notifications	Clicking this link will navigate to the Business Notification Admin (BNA) system to send event-based notifications to county, State, and national users.
Reports	Clicking this link will navigate to the Reports section. See Part 6 for further instructions.
Bulk COC/STC Determination	Clicking this link will navigate to the Bulk COC/STC Determination Screen. See paragraph 42 for further instructions.
Electronic COC/STC Determination	Clicking this link will navigate to the COC Electronic Determination Screen. See paragraph 43 for further instructions.

14-30 (Reserved)

Part 3 RTCP Application

31 Application Selection Screen

A Overview

The Application Selection Screen will be displayed with all applications entered into the system allowing users to add or edit applications.

A State and county must be selected before the Customer Search and Application Selection buttons are enabled.

B Example of Application Selection Screen

The following is an example of the Application Selection Screen for the RTCP software.

The screenshot shows the RTCP (Reimbursement Transportation Cost Payment) application selection interface. At the top, there is a green header with the RTCP logo and a navigation menu with 'Home' and 'Tools'. Below the header, the current filters are displayed: Program Year: 2023, State: Alaska (02), and County: Homer (003). The main section is titled 'Application Selection' and contains several filters: 'Recording State' (Alaska (02)), 'Recording County' (Homer (003)), and 'Application Status' (All Statuses). There is a 'Reset' button next to the status filter. Below the filters is a search bar labeled 'Navigate to Producer Name Starting With: Application Search' with a search icon. A row of action buttons is located below the search bar: 'Customer Search', 'Add Application', 'Edit', 'View Form', 'View Summary', 'ECPR', and 'Cancel'. At the bottom, there is a table with the following columns: 'App ID', 'Producer', 'Recording State/County', 'Application Status', 'COC Determination', and 'COC Obligation Status'. The table contains three rows of application data.

App ID ^	Producer ^	Recording State/County ^	Application Status ^	COC Determination	COC Obligation Status
47	FARMER, BEN A	Alaska (02), Homer (003)	Initiated		
72	PRODUCER, IMA	Alaska (02), Homer (003)	Initiated		
177	XYZ FARMS	Alaska (02), Homer (003)	Enrolled		

31 Application Selection Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions.

Field	Description/Action
Program Year	Displays the program year selected from the Home Screen.
State	Displays the name of the State selected from the Home Screen.
County	Displays the name of the county selected from the Home Screen.
Recording State	<p>Defaults to the State selected from the Home Screen.</p> <p>Using the drop-down menu, select a different recording State if applicable.</p>
Recording County	<p>Defaults to the county selected from the Home Screen.</p> <p>Using the drop-down menu, select a different recording county if applicable.</p>
Application Status	Allows user to filter to a specific application status.
Reset Button	Resets the recording State and county to the selection made on the Home Screen and resets application status to “All Statuses”.
Navigate to Producer Name Starting With: Application Search	Allows user to navigate to a specific producer or a specific application number.
Customer Search	<p>Allows user to select a producer not displayed on the Application Selection Screen.</p> <p>Note: Nationwide customer service is available for RTCP.</p>
Add Application	<p>Allows user to create an application for a producer.</p> <p>A producer must be selected using the “Customer Search” function before an application can be created.</p> <p>CLICK “Add Application” to create a new application.</p> <p>Note: Only 1 application nationwide can exist for a producer per program year.</p>
Edit	<p>Allows user to edit an application.</p> <p>An application must be selected using the radio button before the “Edit” function is enabled.</p>

31 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
View Form	<p>Allows user to view the form after selecting an application.</p> <p>An application must be selected using the radio button before the “View Form” function is enabled.</p>
View Summary	<p>Allows user to view the Application Summary Screen</p> <p>An application must be selected using the radio button before the “View Summary” function is enabled.</p>
ECPR	<p>Allows user to view the ECPR in either the HTML or PDF formats.</p> <p>An application must be selected using the radio button before the “ECPR” function is enabled.</p>
Cancel	<p>Allows user to cancel an application. A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <p>CLICK:</p> <ul style="list-style-type: none"> • “Yes” to cancel the application. <p style="padding-left: 40px;">Note: The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> • “No” to return to the Application Selection Screen. <p>Note: Applications cancelled after approval will result in a cancelled payment and an overpayment transferred to NRRS. Cancelled applications cannot be edited. The County Office will need to contact their State Office if cancelled in error.</p>
App ID	<p>Displays the system-generated application number for a producer.</p> <p>Users have the option to sort the application number by clicking ▲ to sort high to low or clicking ▼ to sort low to high.</p>
Producer	<p>Displays the name of the producer.</p> <p>Users have the option to sort the application number by clicking ▲ to sort Z to A or clicking ▼ to sort A to Z.</p>
Recording State/County	<p>Displays the recording State and county of the producer.</p> <p>Users have the option to sort the application number by clicking ▲ to sort Z to A or clicking ▼ to sort A to Z.</p>

31 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
Application Status	Indicator	Description
	Initiated	Application has been created and data may have been entered however producer signatures have not been recorded.
	Enrolled	Application has been created and the producer signature, date, and method of signature have been recorded. If multiple producers sign the application, the date entered in the software will be the date of the latest signature.
	Approved	The COC determination is “Approved”, and the date has been recorded on the Summary Screen.
	Disapproved	The COC determination is “Disapproved”, and the date has been recorded on the Summary Screen.
	Suspended	Application has been suspended because of a SCIMS merge. County Offices must resolve the SCIMS issue and then contact the State Office specialist for further assistance.
	Pending Obligation	The COC date has been recorded, determination is “Approved”, and an obligation is now pending obligation. Note: This status is a rare occurrence.
	Cancelled	Application has been cancelled.
COC Determination Status	Blank	COC had not acted on the application.
	Approved	COC has approved the application.
	Disapproved	COC has disapproved the application.
COC Obligation Status	Approved	Obligation has been approved and passed to the payment system.
	Failed	Obligation has failed because of insufficient funding.
	Rejected	Rare occurrence. Click on hyperlink to research.

32 Headers and Footers

A Header

Each RTCP Screen will display the same header information.

B Example of RTCP Header

The following is an example of the RTCP header.



C Field Descriptions for Headers

The following table provides the field and description for the header information.

Field	Description
Program Year	Displays the program year.
Producer	Displays the name of the producer.
State	Displays the name of the State that entered the application.
Recording State	Displays the name of the recording State for the producer.
County	Displays the name of the county that entered the application.
Recording County	Displays the name of the recording county for the producer.
Application Status	Displays the status of the application.
Application ID	Displays the system generated application number.

32 Headers and Footers (Continued)

D Footers

The following tables provides the field, descriptions, and actions for the footers.

Button	Description/Action
Exit	Exits the application without saving data that has not been previously saved.
Back	Returns user to previous screen without saving data that has not been previously saved.
Save	Saves the information entered on the screen and user remains on the screen.
Continue	Navigates to next screen. Warning: Clicking “Continue” before clicking “Save” will navigate to the next tab without saving data not previously saved.
Save and Continue	Saves the application data and navigates to the next screen.

33 Part B - Actual Costs Screen

A Overview

The Part B - Actual Costs Screen will be displayed with the producer’s actual costs entered according to paragraph 34.

B Example of Part B – Actual Costs Screen

The following is an example of a completed Part B – Actual Costs Screen.

The screenshot displays the RTCP (Reimbursement Transportation Cost Payment) interface. At the top, it shows the title 'RTCP | Reimbursement Transportation Cost Payment' and navigation options 'Home' and 'Tools'. Below this is a progress bar with four steps: 'Part B - Actual Costs' (active), 'Part C - Fixed Costs', 'Part D - Set Costs', and 'Summary'. The main content area displays application details: Program Year: 2023, Producer: PRODUCER, IMA, State: Hawaii (15), Recording State: Hawaii (15), County: Hawaii (001), Recording County: Hawaii (001), Application Status: Initiated, and Application ID: 180. The section is titled 'Part B - Actual Transportation Costs' and contains a table with columns for RTCP Region/Coverage Area, Commodity/Input-UOM, Units, COC Adjusted Units, Actual Cost Per Unit, COC Adjusted Actual Cost Per Unit, Transportation Cost, and Action. Two entries are listed: one for Cattle (Export)/Head with 250.00 units and a transportation cost of \$87,500.00, and another for Cars trucks and tractors/Each with 2.00 units and a transportation cost of \$4,400.00. A total of \$91,900.00 is shown at the bottom of the table. An 'Add' button is located below the table, and 'Exit' and 'Continue' buttons are at the bottom right. A '1 of 4 Steps' indicator is also present.

RTCP Region/Coverage Area	Commodity/Input-UOM	Units	COC Adjusted Units	Actual Cost Per Unit	COC Adjusted Actual Cost Per Unit	Transportation Cost	Action
Hawaii & Pacific Basin/County of Hawaii	Cattle (Export)/Head	250.00		\$350.00		\$87,500.00	Edit Delete
Hawaii & Pacific Basin/County of Hawaii	Cars trucks and tractors/Each	2.00		\$2,200.00		\$4,400.00	Edit Delete
Total Actual Transportation Costs:						\$91,900.00	

33 Part B - Actual Costs Screen (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field, descriptions, and actions for the Part B- Actual Costs Screen.

Field	Description/Action
RTCP Region/Coverage Area	Displays the RTCP region/coverage area selected.
Commodity/Input – UOM	Displays the commodity/input and the unit of measure selected.
Units	Displays the actual units entered.
COC Adjusted Units	<p>Allows the user to override the units adjusted by COC.</p> <p>To adjust units:</p> <ul style="list-style-type: none"> • CLICK “Edit”, the Part B - Add Actual Transportation Costs Screen will be displayed • enter the adjusted units in the “COC Use Only” field • CLICK “Update.”
Actual Cost Per Unit	Displays the actual cost per unit entered.
COC Adjusted Cost Per Unit	<p>Allows the user to override the cost per unit adjusted by COC.</p> <p>To adjust the cost per unit:</p> <ul style="list-style-type: none"> • CLICK “Edit”, the Part B - Add Actual Transportation Costs Screen will be displayed • enter the adjusted units in the “COC Use Only” field • CLICK “Update.”
Transportation Costs	Displays the calculated transportation costs.
Action	<p>Allows users to edit or delete a row.</p> <p>Clicking “Edit” will navigate to the Part B -Add Actual Transportation Costs Screen.</p>
Add	CLICK “Add” to add or adjust actual transportation costs.

34 Part B – Add Actual Transportation Costs Screen

A Overview

The Part B - Actual Transportation Costs Screen allows users to:

- enter actual transportation costs
- edit actual transportation costs
- enter COC adjustments.

B Example of the Part B – Add Actual Transportation Costs Screen

The following is an example of the Part B - Add Actual Transportation Costs Screen.

Note: A message will be displayed as a reminder that detailed documentation must be submitted by the producer to the County Office when filing claims for actual transportation costs.

The screenshot shows a web application interface for 'RTCP | Reimbursement Transportation Cost Payment'. At the top, there are navigation links for 'Home' and 'Tools'. The main heading is 'Part B - Add Actual Transportation Costs'. Below this, a green message box states: 'Detailed documentation shall be submitted to the FSA office when filing claims for Actual Transportation Costs'. The form includes two dropdown menus: 'RTCP Region / Coverage Area' and 'Commodity / Input - UOM', both currently set to 'Select One'. Below these is a table with columns for 'Source', 'Units', and 'Actual Cost per Unit'. The table has two rows: one for 'PRODUCER' and one for 'COC USE ONLY'. Each row has an input field for 'Units' and an input field for 'Actual Cost per Unit' with a '\$' symbol. A 'Save & Add Another' button is located to the right of the first row. At the bottom right of the form, there are 'Exit' and 'Save and Continue' buttons.

Source	Units	Actual Cost per Unit
PRODUCER	<input type="text"/>	\$ <input type="text"/>
COC USE ONLY	<input type="text"/>	\$ <input type="text"/>

34 Part B – Add Actual Transportation Costs Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part B – Add Actual Transportation Costs Screen.

Field	Description/Action
RTCP Region/Coverage Area	Using the drop-down menu, select the RTCP region and coverage area. Note: Only the RTCP regions and coverage areas that are eligible for actual transportation costs will be displayed.
Commodity/Input – UOM	Using the drop-down menu, select the commodity/input and the UOM. Note: The eligible commodities, inputs, and UOM are based upon the RTCP region/coverage area selected.
Producer Units	Enter the number of units provided by the producer.
COC Adjusted Units	Allows the user to enter the COC adjusted units. Important: This field is only entered when COC has adjusted the units provided by the producer.
Producer Actual Cost per Unit	Enter the actual cost per unit.
COC Adjusted Actual Cost per Unit	Allows the user to enter the COC adjusted actual cost per unit. Important: This field is only entered when COC has adjusted the costs provided by the producer.
Save & Add Another	Allows the user to save an entry and add entries. Note: The RTCP region/coverage area will default to the previous entry to save time but can be changed by selecting the drop-down menu.

35 Part C - Fixed Costs Screen

A Overview

The Part C – Fixed Costs Screen displays the fixed costs entered according to paragraph 36.

B Example of Part C – Fixed Transportation Costs Screen

The following is an example of a completed Part C – Fixed Transportation Costs Screen.

The screenshot displays the RTCP (Reimbursement Transportation Cost Payment) application interface. At the top, there is a green header with the text "RTCP | Reimbursement Transportation Cost Payment". Below the header, there is a navigation bar with "Home" and "Tools" (with a dropdown arrow). A progress indicator shows four steps: "Part B - Actual Costs", "Part C - Fixed Costs" (which is the active step), "Part D - Set Costs", and "Summary".

Key application details are listed below the progress bar:

- Program Year: 2023
- State: Hawaii (15)
- County: Hawaii (001)
- Application Status: Initiated
- Producer: PRODUCER, IMA
- Recording State: Hawaii (15)
- Recording County: Hawaii (001)
- Application ID: 180

The main section is titled "Part C - Fixed Transportation Costs" and contains a table with the following data:

RTCP Region/Coverage Area	Commodity/Input - UOM	Units	COC Adjusted Units	Fixed Rate	Transportation Cost	Action
Hawaii & Pacific Basin/County of Hawaii	Cattle (Export)/Head	25.00		\$250.00	\$6,250.00	Edit Delete
Total Fixed Transportation Costs:					\$6,250.00	

Below the table, there is an "Add" button. At the bottom of the screen, there is a "2 of 4 Steps" indicator and three buttons: "Exit", "Back", and "Continue".

35 Part C - Fixed Costs Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part C – Add Fixed Costs Screen.

Field	Description/Action
RTCP Region/Coverage Area	Displays the RTCP region/coverage area selected.
Commodity/Input – UOM	Displays the commodity/input and the unit of measure selected.
Units	Displays the actual units entered.
COC Adjusted Units	<p>Allows the user to override the units adjusted by COC.</p> <p>To adjust units:</p> <ul style="list-style-type: none"> • CLICK “Edit”, the Part C - Add Fixed Transportation Costs Screen is displayed • enter the adjusted units in the “COC Use Only” field • CLICK “Update.”
Fixed Per Unit	Displays the fixed rate per unit entered.
Fixed Rate	Displays the fixed rate established by the national office.
Transportation Costs	Displays the calculated transportation costs.
Action	<p>Allows user to edit or delete a row.</p> <p>Clicking “Edit” will navigate to the Part B -Add Actual Transportation Costs Screen.</p>
Add	CLICK “Add” to add or adjust actual transportation costs.

36 Part C - Add Fixed Transportation Costs Screen

A Overview

The Add Fixed Transportation Costs Screen allows users to enter a producer’s transportation costs using the fixed rate.

B Example of Part C – Add Fixed Transportation Costs Screen

The following is an example of the “Add Fixed Transportation Costs Screen.

The screenshot shows a web application interface for 'RTCP | Reimbursement Transportation Cost Payment'. At the top, there is a green header with the text 'RTCP | Reimbursement Transportation Cost Payment'. Below the header, there is a navigation bar with 'Home' and 'Tools' (with a dropdown arrow). The main content area is titled 'Part C - Add Fixed Transportation Costs'. It contains two dropdown menus: 'RTCP Region / Coverage Area' and 'Commodity / Input - UOM', both currently set to 'Select One'. Below these is a table with two columns: 'Source' and 'Units'. The first row has a 'PRODUCER' label, an empty input field, and a 'Save & Add Another' button. The second row has a 'COC USE ONLY' label, an empty input field, and no button. At the bottom right of the form, there are two buttons: 'Exit' and 'Save and Continue'.

36 Part C - Add Fixed Transportation Costs Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part C – Add Fixed Transportation Costs Screen.

Field	Description/Action
RTCP Region/Coverage Area	Using the drop-down menu, select the RTCP region and coverage area. Note: Only the RTCP regions and coverage areas that are eligible for fixed transportation costs will be displayed.
Commodity/Input – UOM	Using the drop-down menu, select the commodity/input and UOM. Note: The eligible commodities, inputs, and UOM are based upon the RTCP region/coverage area selected.
Producer Units	Enter the number of units.
COC Adjusted Units	Allows the user to enter the COC adjusted units. Important: This field is only entered when COC has adjusted the units provided by the producer.
Save & Add Another	Allows the user to save an entry and add entries. Note: The RTCP region/coverage area will default to the previous entry to save time but can be changed by selecting the drop-down menu.

37 Part D Set Costs Screen

A Overview

The Part D – Set Costs Screen will be displayed with the producer’s set transportation costs.

B Example of Part D – Set Costs Screen

The following is an example of a completed Part D – Set Costs Screen.

The screenshot displays the 'RTCP | Reimbursement Transportation Cost Payment' interface. At the top, there is a navigation bar with 'Home' and 'Tools'. Below this, a progress indicator shows four steps: 'Part B - Actual Costs', 'Part C - Fixed Costs', 'Part D - Set Costs' (which is the active step), and 'Summary'. The main content area shows application details: Program Year: 2023, State: Alaska (02), County: Homer (003), Application Status: Enrolled, Producer: PRODUCER, IMA, Recording State: Alaska (02), Recording County: Homer (003), and Application ID: 177. The title 'Part D - Set Transportation Costs' is centered above a table. The table has columns for RTCP Region/Coverage Area, Commodity/Input - UOM, Units, COC Adjusted Units, Set Price Item Cost, COC Adjusted Set Price Item Cost, Set Rate %, and Transportation Cost. Two rows of data are shown: one for Fuel-Oil/Each with 30.00 units and a cost of \$652.50, and another for Parts-Supplies/Each with 5.00 units and a cost of \$1,812.50. A total of \$2,465.00 is shown at the bottom right of the table. An 'Add' button is located below the table. At the bottom of the screen, a '3 of 4 Steps' indicator and 'Exit', 'Back', and 'Continue' buttons are visible.

RTCP Region/Coverage Area	Commodity/Input - UOM	Units	COC Adjusted Units	Set Price Item Cost	COC Adjusted Set Price Item Cost	Set Rate %	Transportation Cost	Action
Alaska/Off-Road (all areas not urban or rural)	Fuel-Oil/Each	30.00		\$75.00		29	\$652.50	Edit Delete
Alaska/Off-Road (all areas not urban or rural)	Parts-Supplies/Each	5.00		\$1,250.00		29	\$1,812.50	Edit Delete
Total Set Transportation Costs:							\$2,465.00	

37 Set Transportation Costs Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part C – Add Fixed Costs Screen.

Field	Description/Action
RTCP Region/Coverage Area	Displays the RTCP region/coverage area selected.
Commodity/Input – UOM	Displays the commodity/input and UOM selected.
Units	Displays the actual units entered.
COC Adjusted Units	<p>Allows the user to override the units adjusted by COC.</p> <p>To adjust units:</p> <ul style="list-style-type: none"> • CLICK “Edit”, the Part D- Add Set Transportation Costs Screen will be displayed • enter the adjusted units in the “COC Use Only” field • CLICK “Update.”
Set Price Item Cost	Displays the set price item cost entered.
COC Adjusted Set Price Item Cost	<p>Allows the user to override the price item cost adjusted by COC.</p> <p>To adjust units:</p> <ul style="list-style-type: none"> • CLICK “Edit”, the Part D- Add Set Transportation Costs Screen will be displayed • enter the adjusted set price item in the “COC Use Only” field • CLICK “Update.”
Set Rate	Displays the set rate percentage.
Transportation Costs	<p>Displays the calculated transportation costs.</p> <p>The transportation cost equals the units x set price x set rate %.</p>
Action	<p>Allows users to edit or delete a row.</p> <p>Clicking “Edit” will navigate to the Part B -Add Actual Transportation Costs Screen.</p>
Add	CLICK “Add” to add or adjust actual transportation costs.

38 Part D – Add Set Transportation Costs Screen

A Overview

The Part D – Add Set Transportation Costs Screen allows users to enter set transportation costs.

B Example of the Part D – Add Set Transportation Costs Screen

The following is an example of of the Part D – Add Set Transportation Costs Screen.

The screenshot shows a web application interface for 'RTCP | Reimbursement Transportation Cost Payment'. At the top, there are navigation links for 'Home' and 'Tools'. The main heading is 'Part D - Add Set Transportation Costs'. Below this, there are two dropdown menus: 'RTCP Region / Coverage Area' and 'Commodity / Input - UOM', both currently set to 'Select One'. The form is organized into a table with three columns: 'Source', 'Units', and 'Set Price Item Cost'. There are two rows of input fields. The first row is labeled 'PRODUCER' and the second row is labeled 'COC USE ONLY'. Each row has a text input field for 'Units' and a text input field for 'Set Price Item Cost' with a '\$' symbol. A 'Save & Add Another' button is located to the right of the first row. At the bottom right of the form, there are 'Exit' and 'Save and Continue' buttons. A 'Return to top' link is located at the bottom left.

Source	Units	Set Price Item Cost
PRODUCER	<input type="text"/>	\$ <input type="text"/>
COC USE ONLY	<input type="text"/>	\$ <input type="text"/>

38 Part D – Add Set Transportation Costs Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Part D – Add Fixed Transportation Costs Screen.

Field	Description/Action
RTCP Region/Coverage Area	Using the drop-down menu, select the RTCP region and coverage area. Note: Only the RTCP regions and coverage areas that are eligible for set transportation costs will be displayed.
Commodity/Input – UOM	Using the drop-down menu, select the commodity/input and UOM. Note: The eligible commodities, inputs, and UOM are based on the RTCP region/coverage area selected.
Producer Units	Enter the number of units.
COC Adjusted Units	Allows the user to enter the COC adjusted units. Important: This field is only entered when COC has adjusted the units provided by the producer.
Set Price Item Cost	Enter the set price item cost.
COC Adjusted Set Price Item Cost	Allows the user to enter the COC adjusted cost. Important: This field is only entered when COC has adjusted the cost provided by the producer.
Save & Add Another	Allows the user to save an entry and add entries. Note: The RTCP region/coverage area will default to the previous entry to save time but can be changed by selecting the drop-down menu.

39 Summary Screen

A Overview

The Summary Screen allows users to:

- review the information recorded
- record the producer’s signature date and type
- record the COC/STC determination date and action.

B Example of Summary Screen

The following is an example of the Summary Screen with entered information displayed.

RTCP | Reimbursement Transportation Cost Payment

Home Tools ▾

Part B - Actual Costs
Part C - Fixed Costs
Part D - Set Costs
Summary

Program Year: **2023**

Producer: **FARMER, BEN**

State: **Alaska (02)**

Recording State: **Alaska (02)**

County: **Homer (003)**

Recording County: **Homer (003)**

Application Status: **Initiated**

Application ID: **47**

Part B - Actual Transportation Costs

RTCP Region/Coverage Area	Commodity/Input - UOM	Units	COC Adjusted Units	Actual Cost Per Unit	COC Adjusted Actual Cost Per Unit	Transportation Cost
Alaska/Urban (within 50 road miles of Anchorage, Fairbanks, or Juneau)	Feed/Each	2.00	1.00	\$20,000.00	\$15,000.00	\$15,000.00
Total Actual Transportation Costs:						\$15,000.00

Part C - Fixed Transportation Costs

RTCP Region/Coverage Area	Commodity/Input - UOM	Units	COC Adjusted Units	Fixed Rate	Transportation Cost
Alaska/Off-Road (all areas not urban or rural)	Equipment-Parts-Supplies/Each	3.00		\$1,500.00	\$4,500.00
Total Fixed Transportation Costs:					\$4,500.00

Part D - Set Transportation Costs

RTCP Region/Coverage Area	Commodity/Input - UOM	Units	COC Adjusted Units	Set Price Item Cost	COC Adjusted Set Price Item Cost	Set Rate %	Transportation Cost
Alaska/Off-Road (all areas not urban or rural)	Fertilizer-Chemicals/Each	2.00		\$2,000.00		29	\$1,160.00
Total Set Transportation Costs:							\$1,160.00

Producer Certification

Producer Signature Date

Producer Signature Type ▾

COC/STC Determination

Original COC Determination Date	Date (MM/DD/YYYY)	Determination
<input type="text" value=""/> <input type="button" value="📅"/>	<input type="text" value=""/> <input type="button" value="📅"/>	COC Determination Status <input type="radio"/> Approve <input type="radio"/> Disapprove

4 of 4 Steps

39 Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the RTCP Summary Screen.

Field	Description/Actions
Producer Certification	
Producer Signature Date (MM/DD/YYYY)	Enter the date the applicant signed FSA-218. If there are multiple payees on the application, enter the date of the latest signature. Users can manually enter the date or use one of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.
Producer Signature Type	Using the drop-down menu, select the method the applicant used to submit the application.
COC/STC Determination	
Date (MM/DD/YYYY)	Enter the date COC or designated representative signed FSA-218. Users can manually enter the date or use one of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.
COC/STC Determination Status	Select the “Approve” or “Disapprove” check box.
Original COC/STC Determination Date	If the application has been acted on previously, the original determination date will be displayed.

40 Corporate Certification Screen

A Overview

RTCP policy requires corporations to not have:

- been convicted of a felony criminal violation under any federal law in the 24 months preceding the RTCP application date
- any delinquent federal tax liability or unpaid federal tax liability for which all judicial and administrative remedies have been exhausted or have lapsed.

Previously, the corporate certifications were obtained by completing AD-3030. Beginning with program year 2023, the certifications will be incorporated into the RTCP application.

If the applicant is a corporation (business type 04), the system will automatically display the Corporate Certification Screen for completion.

B Example of Corporate Certification Screen

The following is an example of the Corporate Certification Screen for the RTCP program.

The screenshot shows the 'RTCP | Reimbursement Transportation Cost Payment' interface. At the top, there is a navigation bar with 'Home' and 'Tools' (with a dropdown arrow). Below this is a progress bar with five steps: 'Part B - Actual Costs', 'Part C - Fixed Costs', 'Part D - Set Costs', 'Corporate Certification' (the current step), and 'Summary'. The main content area displays application details: Program Year: 2023, Producer: PRODUCERS INC, State: Alaska (02), Recording State: Alaska (02), County: Palmer (005), Recording County: Homer (003), Application Status: Initiated, and Application ID: 72. The 'Corporate Certification' section contains two questions, each with 'Yes' and 'No' radio button options. The first question asks if the applicant has been convicted of a felony criminal violation under any Federal law in the 24 months preceding the RTCP Application date. The second question asks if the applicant has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability. At the bottom, there is a '4 of 5 Steps' indicator and a row of buttons: 'Exit', 'Back', 'Save', 'Continue', and 'Save and Continue'.

40 Corporate Certification Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the RTCP Corporate Certification Screen.

Field/Button	Description/Action
<p>Has the applicant been convicted of a felony criminal violation under any Federal law in the 24 months preceding the RTCP application date?</p>	<p>Select one of the following check boxes:</p> <ul style="list-style-type: none"> • “Yes” • “No”. <p>Note: The system will only allow the application to be disapproved when the answer to the certification question is either left blank or the response is “Yes”.</p>
<p>Does the applicant have any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?</p>	<p>Select one of the following check boxes:</p> <ul style="list-style-type: none"> • “Yes” • “No”. <p>Note: The system will only allow the application to be disapproved when the answer to the certification question is either left blank or the response is “Yes”.</p>

41 Joint Ventures Without a TIN (Add Payees) Screen

A Overview

When a farming operation is a joint venture (business type 03) and does not have a valid TIN, payees must be added to the RTCP application.

Note: A warning message will be displayed on each of the application screens as a reminder that payees will need to be added. The “Add Payee Screen” tab will be displayed before the “Summary Screen” tab.

B Example of Add Payees Screen

The following is an example of the Add Payees Screen.

RTCP | Reimbursement Transportation Cost Payment

Home Tools ▾

Part B - Actual Costs → Part C - Fixed Costs → Part D - Set Costs → **Add Payees** → Summary

Program Year: **2023** State: **Kansas (20)** County: **Johnson (091)** Application Status: **Enrolled**
Producer: **ANY JOINT VENTURE** Recording State: **Kansas (20)** Recording County: **Washington (201)** Application ID: **149**

Payees

Payee Name	Share %	Actions
BROTHER, ONE	49.9999	Delete
SISTER, ONE	50.0001	Delete

Add Payee Total Share Percentage: 100.00%

4 of 5 Steps **Back** **Save** **Continue** **Save and Continue**

41 Joint Ventures Without a TIN (Add Payees) Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Add Payees Screen.

Field/Button	Description/Action
Add Payee	<p>CLICK “Add Payee” to select the payee using the SCIMS search.</p> <p>Repeat the process for multiple payees.</p> <p>Note: Payee(s) should be added based on the membership of the joint venture as recorded on CCC-902 and the Business File.</p>
Payee Name	Name selected during the SCIMS search.
Share %	<p>Enter share(s) for each payee of the joint venture. Shares can be entered with a maximum of 4 decimal places.</p> <p>An error message will be displayed if the shares do not total 100%.</p>
Action	<p>Allows the user to delete a payee.</p> <p>CLICK “Delete” to delete the payee.</p>
Total Share Percentage	Displays the total share percentage of the payee(s).

42 Bulk COC/STC Determination Screen

A Overview

The Bulk COC/STC Determination Screen:

- allows users to approve one or multiple applications at 1 time.
- can only be used when a COC determination has been physically signed on the form.

Users can select:

- all applications listed
- individual applications listed.

Note: Applications that do not have a producer’s signature recorded will not be displayed on the Bulk Determination Screen.

To access the Bulk Determination Screen, from the RTCP header, select:

- “Tools”
- “Bulk COC/STC Determination”.

B Example of the Bulk COC/STC Determination Screen

The following is an example of the Bulk COC/STC Determination Screen.

The screenshot shows the RTCP (Reimbursement Transportation Cost Payment) interface. At the top, there is a green header with the text "RTCP | Reimbursement Transportation Cost Payment". Below the header, there is a navigation bar with "Home" and "Tools" (with a dropdown arrow). The main content area displays the following information:

- Program Year: 2023
- State: Alaska (02)
- County: Palmer (005)
- Title: Bulk COC/STC Determination
- Field: COC/STC Determination Date: (MM/DD/YYYY) *Required* (with a calendar icon)
- Buttons: Approve All, Disapprove All
- Table with columns: Application ID ^, Producer ^, COC/STC Determination
- Table rows:
 - Application ID: 44, Producer: FARMER, IMA, View Form link, Approve/Disapprove checkboxes
 - Application ID: 46, Producer: PRODUCER, ANY, View Form link, Approve/Disapprove checkboxes
- Bottom buttons: Exit, Save & Continue

42 Bulk COC/STC Determination Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Bulk COC/STC Determination Screen.

Field	Description/Action
Program Year	Displays the program year selected on the Home Screen.
State	Displays the recording State selected on the Home Screen.
County	Displays the recording county selected on the Home Screen.
COC/STC Determination Date (MM/DD/YYYY)	Enter the date COC/STC or designee signed the application. Users can manually enter the date or use one of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.
Application ID	Displays the system generated application number.
Producer	Displays the name of the applicant.
View Form	CLICK “View Form” to display the completed form.
Approve All	To approve all displayed applications, CLICK: <ul style="list-style-type: none"> • “Approve All” • “Save and Continue”.
Disapprove All	To disapprove all displayed applications, CLICK: <ul style="list-style-type: none"> • “Disapprove All” • “Save and Continue”.
Exit	Exits the Bulk COC/STC Determination Screen without saving any determinations.
Save and Continue	Saves the information recorded and advances to the next page (if there is more than one page) of applications ready for COC determination.

43 Electronic COC/STC Determination Screen

A Overview

The Electronic COC/STC Determination Screen allows authorized users who have been **delegated authority** by COC to electronically approve applications without having to physically sign applications.

To access the Electronic COC/STC Determination Screen, from the RTCP header, select:

- “Tools”
- “Electronic COC/STC Determination”.

B Example of the Electronic COC/STC Determination Screen

The following is an example of the Electronic COC/STC Determination Screen.

The screenshot shows the 'RTCP | Reimbursement Transportation Cost Payment' interface. At the top, there are navigation links for 'Home' and 'Tools'. The main header displays 'Program Year: 2023', 'State: Alaska (02)', and 'County: Palmer (005)'. The title of the screen is 'Electronic COC/STC Determination'. Below the title, there is a date selection field for 'COC/STC Determination Date: (MM/DD/YYYY)' with the value '12/15/2023' and a calendar icon. To the right of the date field are two buttons: 'Approve All' and 'Disapprove All'. The main content area contains a table with the following data:

Application ID ^	Producer ^		COC/STC Determination	
44	FARMER, IMA	View Form	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
46	PRODUCER, ANY	View Form	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove

At the bottom right of the screen, there are two buttons: 'Exit' and 'Save & Continue'.

43 Electronic COC/STC Determination Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Electronic COC/STC Determination Screen.

Field	Description/Action
Program Year	Displays the program year selected on the Home Screen.
State	Displays the recording State selected on the Home Screen.
County	Displays the recording county selected on the Home Screen.
COC/STC Determination Date (MM/DD/YYYY)	Displays the current system date and cannot be changed.
Application ID	Displays the system generated application number.
Producer	Displays the name of the applicant.
View Form	“View Form” is a link that will display the completed form.
Approve All	To approve all displayed applications, CLICK: <ul style="list-style-type: none"> • “Approve All” • “Save and Continue”.
Disapprove All	To disapprove all displayed applications, CLICK: <ul style="list-style-type: none"> • “Disapprove All” • “Save and Continue”.
Exit	Exits the Bulk COC/STC Determination Screen without saving any determinations.
Save and Continue	Saves the information recorded and advances to the next page (if more than one page exists) of applications ready for COC determination.

44-60 (Reserved)

Part 4 (Reserved)

61-80 (Reserved)

Part 5 RTCP Payment Provisions**81 General Payment Provisions****A Overview**

The 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

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the RTCP software during the day for the producer or supporting system information.

All payments on the Nonpayment Report are processed once a week to ensure that all payment eligibility updates have been applied to the reduced payment amount.

C Obtaining FSA-325

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

Note: If FSA-520 has been filed by the producer, a revised FSA-520 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

Payments are subject to administrative offset provisions, including TOP services.

81 General Payment Provisions (Continued)

E Funds Control Process

The funds for payments will be controlled at the national level. If adequate funds are not available or there is an issue with the payment obligation, those producers meeting either condition will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payments System.

Funding for payments is established as follows:

Program	Program Code	Accounting Code
Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers	XXRTCP	2922

F Sequestering Payments

Payments are not subject to sequestration.

G Assignments

A producer entitled to a payment may assign payments according to 63-FI.

H Bankruptcy

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

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

I Payments Less Than \$1

Payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

J Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The 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:

- date producer signed application

81 General Payment Provisions (Continued)

J Payment Due Date (Continued)

- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-941
 - FSA-218
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment after a program factor is determined

K Prompt Payment Interest

Prompt Payment Act provisions apply according to 61-FI. Interest will apply to payments issued more than 30 calendar days after the payment is considered due.

If the payment is **not** issued within 30 calendar days, then prompt payment interest is payable to the producer. County Offices must:

- manually determine the payment due date based on factors identified in subparagraph J
- follow the provisions of 61-FI for issuing the interest payment.

82 Payment Limitation and Eligibility

A Payment Limitation Amount

A payment limitation does **not** apply to RTCP. Refer to Handbook 2-SP for information on a payment cap.

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 Payment
Actively Engaged	Actively Engaged	Not Applicable
	Not Filed	
	Awaiting Determination	
	Awaiting Revision	
	Not Actively Engaged	
	Exempt	
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI Note: See 6-PL and 3-PL (Rev. 2) for additional information about AGI determinations.	Not Filed	No
	Filed CCC-941	Yes
	Exempt	Yes
	Not Met - Producer	No
	Not Processed	No
	Compliant - Producer	Yes
	Compliant – Less Than 3 years	Yes
	Not Compliant	No
	Compliant – FSA Determined	Yes
Beginning Farmer or Rancher	Yes	Not Applicable
	No	

82 Payment Limitation and Eligibility (Continued)

B Eligibility Values (Continued)

Eligibility Determination	Value	Eligible for Payment	
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	
Delinquent Debt	Yes	No	
	No	Yes	
Federal Crop Insurance	Requirements Met	Not Applicable	
	Requirements Not Met		
Foreign Person	Has the applicant met the foreign person provision?	Yes	Yes
		No	No
		Pending	No
		Not Applicable	Yes
Limited Resource Farmer or Rancher	Yes	Not Applicable	
	No		
Socially Disadvantaged Farmer or Rancher	Yes	Not Applicable	
	No		
Veteran Farmer or Rancher	Yes	Not Applicable	
	No		
Substantive Change	Eligible	Not Applicable	
	Not Applicable		
	Not Eligible		

82 Payment Limitation and 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	Conservation Compliance
2	Controlled Substance
3	Delinquent Debt
4	AD-1026
5	AGI

83 Payment Processing

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information Is Used for Payment Processing	Source
Application Data	The information is used to compute the payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year for which the application was filed.	Subsidiary Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year the application was filed. <ul style="list-style-type: none"> • members • member's share of the following: <ul style="list-style-type: none"> • general partnerships • joint ventures • entities. 	Business File
Combined Producer Information	Used to determine whether producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

83 Payment Processing (Continued)

B Prerequisites for Payments

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	Application has been approved and the approval date has been recorded in the system.
2	Application is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
4	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed.

84 Overpayments

A Overview

Overpayments will be determined during the RTCP payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

B Determined Overpayments

The system will update applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

C Handling Debts Less than \$100

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

85-90 (Reserved)

Part 6 Reports

91 Application Reports

A Overview

RTCP application reports are available through the “Tools” drop-down list on the RTCP Home Screen.

Reports can be generated in either HTML or CSV formats.

B Example of Reports Selection Screen

The following is an example of the RTCP Report Selection Screen.

Before selecting a report to view, the user must first select the Program Year and whether to display the report by recording State & County or display by Region & Coverage Area. The user can look at all applications or can also refine the search by entering an application initiation Start Date and End Date.

RTCP | Reimbursement Transportation Cost Payment

Home Tools ▾

RTCP Report Selection

Program Year: 2023 ▾

Report By:

State & County

Region & Coverage Area

State: Alaska (02) ▾ County: Palmer (005) ▾

Region Coverage Area: Select Region Coverage Area ▾

Start Date: [Calendar Icon] End Date: [Calendar Icon]

Note: Start and End dates, if entered, are based on the date the application was created in the system.

Application Status Report

Note: Select at least one or more statuses to run the Application Status Report.

Application Status: Initiated Enrolled Approved Disapproved Pending Obligation Suspended Cancelled

Complete Data Report

Approved Obligation Report

Failed or Rejected Obligations Report

[Return to top](#)

Application Selection **Create Report**

91 Application Reports (Continued)

C Available Reports

The following reports are available to monitor RTCP activity.

Report	Description
Application Status Report	<p>This report captures general information for the application such as application status and status date.</p> <p>An application status must be selected before the report can be generated.</p>
Complete Data Report	This report captures detailed information for the applications.
Approved Obligation Report	This report captures applications that have been successfully obligated.
Failed or Rejected Obligation Report	This report captures applications with failed or rejected obligations.

92 Estimated Calculated Payment Report

A Overview

ECPR provides an estimate of the gross payment an applicant can potentially earn for RTCP.

Note: Availability of the ECPR for a program year will be turned off until the payment factor, payment cap, and/or program factor has been determined by the National Office. Once determined, the ECPR will be made available.

B Example of ECPR

The following is an example of an ECPR.

FSA-218E	United States Department of Agriculture Farm Service Agency 2023 Reimbursement Transportation Cost Payment Program Estimated Calculated Payment Report	Date: 01/16/2024 Page 1 of 2								
Recording State: Kansas Recording County: Johnson	Producer Name: PRODUCER, ANY	Application Number: 58 Application Approved: No								
Actual Transportation Costs										
Region	Coverage Area	Commodity	UOM	Units	COC Adjusted Units	Actual Cost per Unit	COC Adjusted Actual Cost per Unit	COLA Rate	Payment Factor	Calculated Payment
Alaska	Off Road (Rest of Alaska)	Shipping-Freight	Each	2.00		\$4,000.00		0.25	1.0000	\$2,000.00
Gross Actual Payment: \$2,000.00										
Total Gross Payment: \$2,000.00										
Payment Cap: \$8,000.00										
Total Capped Gross Payment: \$2,000.00										
Program Factor: 1.0000										
Total Factored Capped Gross Payment: \$2,000.00										

Important Information

If all required forms are not filed by the required deadline, producers may forfeit their request to receive payment. See the FSA-218 for a complete list of all eligibility requirements.

Calculation Explanation:

Calculated Payment:

Actual Transportation Cost: Units times Actual Cost per unit times COLA Rate times Payment Factor.

Fixed Transportation Cost: Units times Fixed Rate times COLA Rate times Payment Factor.

Set Transportation Cost: Units times Set Price Item Cost times Set Rate % times COLA Rate times Payment Factor.

Total Factored Capped Gross Payment: Total Capped Gross Payment times program factor.

Disclaimer:

The Gross Payment Amount is determined prior to applying any producer or payment reductions. The payment data reflected on this Estimated Calculated Payment Report includes payment amounts based on program eligibility and may vary due to changes in commodity data, producer eligibility, producer or member payment share, payment rates, factors, and payment limitation. The distribution of this report does not in any way obligate CCC to disburse the estimated payment amounts reflected.

92 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR

The following information is displayed on the ECPR.

Field	Description
Program Name	2023 Reimbursement Transportation Cost Payment Program.
Date	Date the ECPR was generated.
Recording State	Full name of the State selected by the user.
Recording County	Full name of the county selected by the user.
Application Number	System assigned application number.
Application Approved	Yes, if one line item is approved and the application has a COC approval date.
Producer Name	Name of the producer associated with the selection.
Actual Transportation Cost	
RTCP Region	Region from the application.
RTCP Coverage Area	Coverage area from the application.
Commodity	Commodity from the application.
Unit of Measure (UOM)	UOM from the application.
Units	Unit number from the application.
COC Adjusted Units	Modified units due to COC action.
Actual Cost Per unit	Actual cost per unit from the application.
COC Adjusted Cost per Unit	Modified cost per unit due to COC action.
Cost of Living Adjustment (COLA) Rate	COLA rate for the region and coverage area.
Payment Factor	Payment factor as determined by the National Office.
Calculated Payment	Calculated payment is determined by multiplying the following: <ul style="list-style-type: none"> • units, times • actual cost per unit, times • COLA rate, times • payment factor.
Gross Actual Payment	Gross actual payment is determined by adding up all actual calculated payments for all commodities and summarizing below that column for the category.

92 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR (Continued)

Field	Description
Fixed Transportation Cost	
RTCP Region	Region from the application.
RTCP Coverage Area	Coverage area from the application.
Commodity	Commodity from the application.
Unit of Measure (UOM)	UOM from the application.
Units	Number of units from the application.
Fixed Rate	Fixed rate for the region/coverage area and commodity/UOM.
COLA Rate	COLA rate for the region and coverage area.
Payment Factor	Payment factor as determined by the National Office
Calculated Payment	<p>Calculated payment is determined by multiplying the following:</p> <ul style="list-style-type: none"> • units, times • fixed rate, times • COLA, times • payment factor.
Gross Fixed Payment	Gross fixed payment is determined by adding up all fixed calculated payments for all commodities and summarizing below that column for the category.

92 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR (Continued)

Field	Description
Set Transportation Costs	
RTCP Region	Region from the application.
RTCP Coverage Area	Coverage area from the application.
Commodity	Commodity from the application.
Unit of Measure (UOM)	UOM from the application.
Units	Number of units from the application.
Set Price Item Cost	Set price item cost from the application.
Set Rate %	Set rate percentage for the region/coverage area and commodity/UOM.
COLA Rate	COLA rate for the region and coverage area.
Payment Factor	Payment factor as determined by the National Office.
Calculated Set Payment	Calculated set payment is determined by multiplying the following: <ul style="list-style-type: none"> • units, times • set rate item cost, times • set rate %, times • COLA rate, times • payment factor.
Gross Set Payment	Gross set payment is determined by adding up all set calculated payments for all commodities and summarizing below that column for the category.
RTCP Application Payment	
Total Gross RTCP Payment	Total gross payment is the sum of the gross payment amounts for the three categories (Actual, Fixed, Set).
Payment Cap	Payment cap as determined by the National Office.
Total Capped Gross Payment	Compare total gross RTCP payment to payment cap. If total gross RTCP payment is determined to be the: <ul style="list-style-type: none"> • lesser amount, then the total capped gross payment is equal to the total gross RTCP payment • greater amount, then the total capped gross payment amount is equal to the payment CAP.
Program Factor	National Program Factor
Total Factored Capped Gross Payment	Total factored capped gross payment is determined by multiplying the following: <ul style="list-style-type: none"> • total capped gross payment, times • program factor.

93 Payment Reports

A Displaying or Printing Payment Reports

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 so information about these reports is in 9-CM.

Payment Report information is available according to the following table:

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
<p>Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.</p>		
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report - Summary	Report Database	9-CM, paragraph 69
Payment History Report - Detail	Report Database	9-CM, paragraph 70

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

Reports, Forms, Abbreviations, and Delegations of Authority

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 (Includes Form AD-1026 Appendix)		81, 82
AD-3030	Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants		40
CCC-36	Assignment of Payment		83
CCC-37	Joint Payment Authorization		83
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		41, 81
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		81
FSA-218	Reimbursement Transportation Cost Payment Program (RTCP) for Geographically Disadvantaged Farmers and Ranchers Application		39, 81
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		81
FSA-520	Emergency Relief Program (ERP) Phase 1 Application		81

Abbreviations not listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CSV	comma separated value	91
ECPR	Estimated Calculated Payment Report	31, 92
FPAC	Farm Production and Conservation	2
HTML	Hyper Text Markup Language	31, 91
ISD	Information Solutions Division	2
PDD	Program Delivery Division	1-3
RTCP	Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers	Text
UOM	unit of measure	Text

Delegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title	Reference
Add Payees Screen	41
Application Selection Screen	31
Electronic COC/STC Determination Screen	43
Part B – Actual Transportation Costs Screen	33
Part B – Add Actual Transportation Costs Screen	34
Bulk COC/STC Determination Screen	42
Part C – Add Fixed Transportation Costs Screen	36
Part C – Fixed Transportation Costs Screen	35
Corporate Certification Screen	40
Part D – Add Set Transportation Costs Screen	38
Part D – Set Transportation Costs Screen	37
Report Selection Screen	91
RTCP Home Screen	12
RTCP Header	32
Summary Screen	39
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