

**FSA**  
**HANDBOOK**

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Coronavirus Food Assistance Program 2 Automation

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For State and County Offices

SHORT REFERENCE

4-CFAP

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



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**Coronavirus Food  
Assistance Program Automation  
4-CFAP**

**Amendment 2**

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



**Amendment Transmittal**

**A Reason for Issuance**

Paragraph 18.5 has been added to include Contract Producer Screen details.

Paragraph 19 has been amended to update the Acreage-Based Crop Screenshot.

Page Control Chart		
TC	Text	Exhibit
1, 2	2-11, 2-12 2-12.5, 2-12.6 (add) 2-13, 2-14	



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## Part 1 General Information

### 1 Basic Provisions

#### A Purpose

This handbook contains instructions for using web-based software to administer CFAP 2.

#### B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in 3-CFAP.

#### C Related FSA Handbooks

The following FSA handbooks are related to CFAP 2.

IF the area of concern is about...	THEN see...
appeals	1-APP.
assignments and joint payments	63-FI.
CFAP 2 policy and procedure	3-CFAP.
common payment process	9-CM.
foreign person provisions	5-PL.
HELC and/or WC provisions	6-CP.
issuing payments	1-FI.
managing FSA and CCC debts, receivables, and claims	58-FI.
misaction, misinformation, or equitable relief, scheme, device, or failure to fully comply	7-CP.
prompt payment provisions or foreign person tax withholding	61-FI.
receipt for service and customer interactions	22-AO.
reporting to IRS	62-FI.
signatures, estates, trusts, minors, or powers of attorney, registers, or controlled substance violations	1-CM.
web-based eligibility records	5-PL

## 2 Responsibilities

### A Background

The responsibilities described in this paragraph are in addition to the responsibilities in 3-CFAP.

### B Office Responsibilities

The following table describes the responsibilities of each office for CFAP 2 activity.

Office	Responsibilities
PDD	Implements web-based processes to support CFAP 2 functions in State and County Offices.  Provides procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provides application training to County Offices.  Provides procedural assistance to County Offices on data entry requirements and software operations.
KC-ISD	Develops software and provides technical assistance to PDD.

## 3 Submitting CFAP 2 Issues

### A Overview

County Offices will report issues to their State Office Specialist. If the specialist is not able to resolve the issue, then the specialist should contact PDD for assistance.

### B Providing State Office Access to the CFAP Problem SharePoint Site

State Office specialists, who do not currently have access, should request access to the CFAP SharePoint web site by:

- e-mailing a request to Tina Nemec at [tina.nemec@usda.gov](mailto:tina.nemec@usda.gov)
- providing the specific program areas of responsibility.



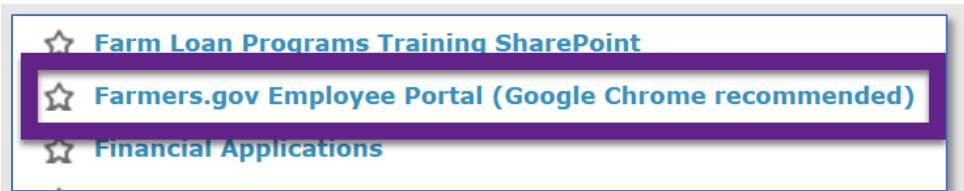
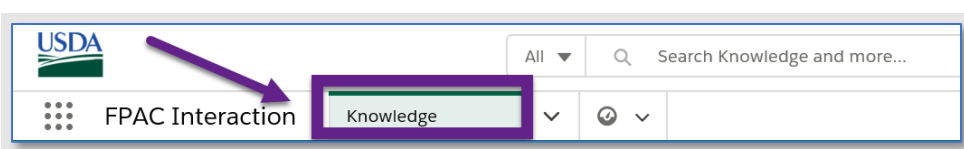

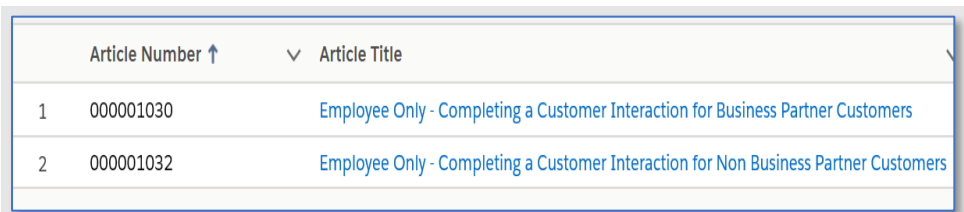
## 4 Customer Interaction

### A Overview

Policy for receipt for service and customer interactions is provided in 22-AO. All CFAP 2 activity requires entry of a customer interaction in Farmers.gov.

### B Instructions

Follow the knowledge articles available in Farmers.gov when entering customer interactions.

Step	Action
1	<p>Access Farmers.gov by selecting “Farmers.gov Employee Portal” from the FSA Applications Menu.</p> 
2	<p>From the menu bar, CLICK “Knowledge”.</p> 
3	<p>Select “Employee Information Articles” from the drop-down menu.</p> 
4	<p>Select either of the customer interaction knowledge articles for additional instructions.</p> 

5-10 (Reserved)



## Part 2 CFAP 2 Application System

### 11 Accessing CFAP 2 System

#### A Overview

All CFAP 2 functions:

- are within the web-based software
- can only be updated by FSA employees with Level 2 eAuthentication certification.

**Note:** See 3-CFAP for CFAP 2 policy and provisions.

#### B Accessing the CFAP 2 System

To access the CFAP 2 Home Screen, go to FSA’s Applications Intranet website at <https://intranet.fsa.usda.gov/fsa/applications.asp>. Under “FSA Applications”, “Applications Directory”, CLICK “A-C”. CLICK “**Coronavirus Food Assistance Program (CFAP 2)**”.

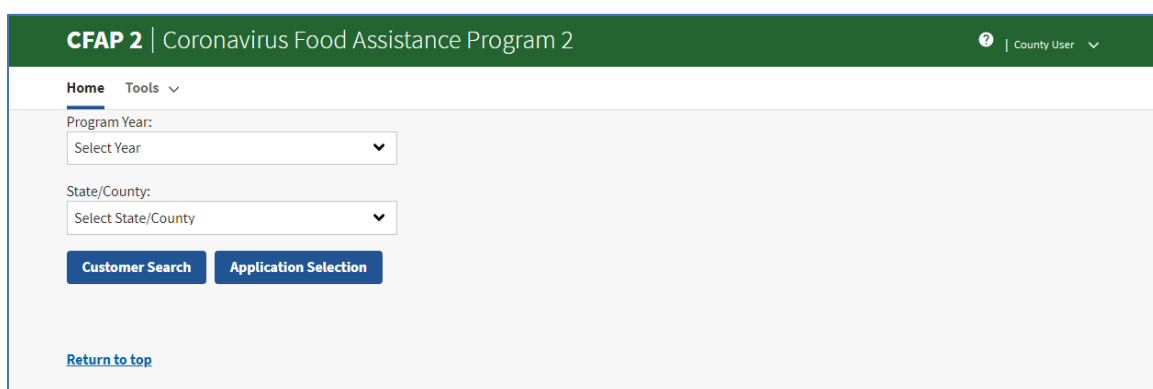
### 12 CFAP 2 Home Screen

#### A Overview

The CFAP 2 Home Screen allows users to select the applicable program year, State, and county. The system will default to the user’s assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State/county code first.

#### B Example of CFAP 2 Home Screen

Following is an example of the CFAP 2 Home Screen.



The screenshot displays the CFAP 2 Home Screen. At the top, a green header bar contains the text "CFAP 2 | Coronavirus Food Assistance Program 2" on the left and a user profile icon with the text "County User" and a dropdown arrow on the right. Below the header, a navigation bar shows "Home" as the active tab and "Tools" with a dropdown arrow. The main content area features two dropdown menus: "Program Year:" with "Select Year" and "State/County:" with "Select State/County". Below these are two blue buttons: "Customer Search" and "Application Selection". At the bottom left of the main area is a blue link that says "Return to top".

## 12 CFAP 2 Home Screen (Continued)

### C Top Navigation Bar

The top navigation bar is displayed on all screens within the CFAP 2 System. The following table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	Allows users to navigate to the CFAP 2 Home Screen.
Tools	Allows users to navigate to: <ul style="list-style-type: none"> <li>• CFAP 2 reports in EDW</li> <li>• receipt for service</li> <li>• bulk approvals</li> <li>• electronic approvals.</li> </ul>
Admin	Allows authorized administrators to manage program details for CFAP 2.

### E Page Options

The following table provides available options for selecting a producer.

Option	Description/Action
Customer Search	Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search.  <b>Note:</b> Nationwide customer service is available for CFAP 2.
Application Selection	If this option is selected, all applications in the selected State/county will be displayed.  <b>Note:</b> A State/county must be selected before displaying the applications entered.

## 13 Application Selection Screen

### A Overview

The Application Selection Screen allows users to create, edit, and/or view applications for CFAP 2.

## 13 Application Section Screen (Continued)

### B Example of Application Selection Screen

Following is an example of the Application Selection Screen.

App ID ^	Producer ^	Application Status	CARES Determination	CARES Obligation Status	CCC Determination	CCC Obligation Status
<input type="radio"/> 132	ABC FARM INC	Approved	Approved	Approved	Approved	Approved
<input type="radio"/> 80	FARMER, IMA	Initiated				
<input type="radio"/> 66	PRODUCER, IMA	Approved			Approved	Approved
<input type="radio"/> 78	SMITH, FARMER	Pending Obligation	Approved	<a href="#">Rejected</a>		
<input type="radio"/> 67	XYZ PARTNERSHIP	Enrolled				

### C Application Selection Screen Descriptions and Actions

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

Field/Button	Description/Action
Year	Displays the program year.
State	Displays the recording State.
County	Displays the recording county.
Customer Search	Allows users to select a specific producer.  If an application already exists, the user will be directed to the application; otherwise, a new application will be created.  <b>Note:</b> A producer is allowed 1 application nationwide.
Edit	After selecting the producer, CLICK “ <b>Edit</b> ” to access the application.
View Form	After selecting the producer, CLICK “ <b>View Form</b> ” to view AD-3117.
ECPR	After selecting the producer, CLICK “ <b>ECPR</b> ” to view the Estimated Calculation Payment Report.

## 13 Application Selection Screen (Continued)

## C Application Selection Screen Descriptions and Actions (Continued)

Field/Button	Description/Action	
Delete	<p>Cancels an application entered in error.</p> <p><b>Note:</b> Online applications cannot be deleted. Follow subparagraph 24 D for handling online applications in which the producer requests to withdraw his or her application.</p> <p>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"> <li>• “Yes” to cancel the application</li> </ul> <p><b>Note:</b> The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> <li>• “No” to return to the Application Selection Screen.</li> </ul> <p><b>Note:</b> The application will not be canceled.</p> <p><b>Warning:</b> Applications canceled after COC approval will result in the payments being canceled and an overpayment transferred to NRRS. The application can no longer be edited after being canceled. A new application will need to be created if canceled in error.</p>	
Application ID	Displays the system-generated application number for the producer.	
Producer	Displays the name of the producer.	
Status	<b>Indicator</b>	<b>Description</b>
	Initiated	Application has been created and the “Producer Signature Date” field is blank.
	Enrolled	Application has been created and a producer signature date has been recorded.
	Suspended	Indicates that an acreage report has changed since the last time the application was accessed. Follow subparagraph 19 D for handling suspended applications.
	Approved	The COC date has been recorded and determination is “Approved”.
	Disapproved	The COC date has been recorded and determination is “Disapproved”.
	Pending Obligation	<p>The COC date has been recorded, determination is “Approved”, and obligation is now pending.</p> <p><b>Note:</b> This status is a rare occurrence.</p>

## 13 Application Selection Screen (Continued)

## C Application Selection Screen Descriptions and Actions (Continued)

Field/Button	Description/Action	
CARES Determination (Tobacco Only)	<b>Indicator</b>	<b>Description</b>
	Approved	The COC date has been recorded and determination is "Approved".
	Disapproved	The COC date has been recorded and determination is "Disapproved".
CARES Obligation Status	Approved	An obligation has been approved and payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding.  <b>Note:</b> No further action is needed by the user. The system will retry the obligation each night.
	Rejected	An obligation has been rejected. Counties can click the hyperlink to see the reason for the rejection.
CCC Determination	Approved	The COC date has been recorded and determination is "Approved".
	Disapproved	The COC date has been recorded and determination is "Disapproved".
CCC Obligation Status	Approved	The application has been successfully obligated and gross payment has been sent to the Common Payment System.
	Failed	An obligation has failed because of lack of response from the accounting system or from a lack of funding.  <b>Note:</b> No further action is needed by the user. The system will retry the obligation each night.
	Rejected	An obligation has been rejected. Counties can click the hyperlink to see the reason for the rejection.

## 14 CFAP 2 Application Screen

## A Overview

After a producer has been selected, the CFAP 2 Application Screen will be displayed.

## 14 CFAP Application Screen (Continued)

## B Example of CFAP 2 Application Screen

Following is an example of the CFAP 2 Application Screen.

**CFAP 2 | Coronavirus Food Assistance Program 2** County User

Home Tools

**Dairy** Eggs/Broilers Livestock Sales Commodities Acreage-Based Crop Pay Limit Adjust Summary

Program Year: **2020** State: **Kansas (20)** County: **Johnson (091)** Application Status: **Initiated**  
 Producer: **Ranch Livestock LLC** Recording State: **Kansas (20)** Recording County: **Johnson (091)** Application ID: **7**

Dairy/UOM	Source	Total Production (April 1, 2020 - Aug. 31, 2020)	Estimated Total Production (Sept. 1, 2020 - Dec. 31, 2020)	Actions
<input type="button" value="Add Dairy"/>				

1 of 7 Steps

## C CFAP Application Screen Descriptions and Actions

The following table provides descriptions and actions for the CFAP 2 Application Screen.

Tab	Description/Action
Dairy	Screen is defaulted to “ <b>Dairy</b> ”. Follow paragraph 15 to enter application information.
Eggs/Broiler	CLICK “ <b>Eggs/Broilers</b> ”. Follow paragraph 16 to enter applicable information.
Livestock	CLICK “ <b>Livestock</b> ”. Follow paragraph 17 to enter application information.
Sales Commodities	CLICK “ <b>Sales Commodities</b> ”. Follow paragraph 18 to enter applicable information.
Acreage-Based Crop	CLICK “ <b>Acreage-Based Crop</b> ”. Follow paragraph 19 to enter application information.
Pay Limit Adjust	CLICK “ <b>Pay Limit Adjust</b> ”. Follow paragraph 20 to enter applicable information.  <b>Note:</b> This tab is only displayed when the producer is 1 of the following: <ul style="list-style-type: none"> <li>• corporations</li> <li>• estates</li> <li>• LLC</li> <li>• LLP</li> <li>• trusts.</li> </ul>



## 14 CFAP Application Screen (Continued)

## C CFAP Application Screen Descriptions and Actions (Continued)

Tab	Description/Action
Summary	<p>The “Summary” tab displays all information entered from all tabs and allows users to:</p> <ul style="list-style-type: none"> <li>• view information entered from other screens</li> <li>• enter the producer’s signature date</li> <li>• enter the producer’s signature type</li> <li>• enter the COC determination</li> <li>• submit application for payment.</li> </ul> <p>CLICK “<b>Summary</b>”. Follow paragraph 21 to enter applicable information.</p>

## D CFAP Application Screen Header Information

The following table provides the header information for the CFAP 2 Application Screen.

Field	Description
Program Year	Displays the program year.
State	Displays the selected State name and code from the CFAP 2 Home Screen.
County	Displays the selected county name and code from the CFAP 2 Home Screen.
Producer	Displays the name of the producer.
Recording State	Displays the recording State name and State code of the producer.
Recording County	Displays the recording county name and county code of the producer.
Application ID	Displays the system-generated application number. A number is generated after the application has information entered and has been saved.

## E CFAP Application Screen Footer Information

The following table provides the footer information for the CFAP 2 Application Screen.

Field	Description
Exit	Exits the application and returns the user to the Application Selection Screen. Information not previously saved is not saved.
Save	<p>Saves the application.</p> <p><b>Note:</b> Users who prefer to tab across the application must CLICK “<b>Save</b>” before proceeding to the next tab.</p>
Back	Proceeds to the previous tab. This button is <b>not</b> displayed on the “Dairy” tab.
Continue	Proceeds to the next tab.
Save and Continue	Saves the application and proceeds to the next tab.

## 15 Dairy Screen

### A Overview

The Dairy Screen allows users to enter the milk production for the producer according to AD-3117, Part C.

**Note:** Milk production is entered in pounds.

### B Example of Dairy Screen

Following is an example of the Dairy Screen.

### C Dairy Screen Descriptions and Actions

The following table provides the descriptions and actions for the Dairy Screen.

Field/Button	Description/Action
Add Dairy	CLICK <b>“Add Dairy”</b> . “Milk/LBS” is populated.
Total Production (April 1, 2020 – August 31, 2020)	Enter the applicable production in lbs.
Estimated Total Production (September 1, 2020 – Dec 31, 2020)	A calculated field that divides the total production by 153 multiplied by the number of days in business as determined by the dissolution date.
Remove	CLICK <b>“Remove”</b> to remove the entire line entry.
Calculate	CLICK <b>“Calculate”</b> to calculate the estimated production.
COC Use Only	CLICK <b>“COC Use Only”</b> to allow users to override the producer’s production.
Dairy Dissolution Date	Record Dairy Dissolution Date; if applicable.
COC Use Only	CLICK <b>“COC Use Only”</b> to override Dairy Dissolution Date.

## 16 Eggs/Broilers Screen

### A Overview

The Eggs/Broilers Screen allows users to enter the eggs/broilers production for the producer according to AD-3117, Part D.

### B Example of Eggs/Broilers Screen

Following is an example of the Eggs/Broilers Screen.

### C Eggs/Broilers Descriptions and Actions

The following table provides the descriptions and actions for Eggs/Broilers Screen.

Field/Button	Description/Action
2019 Total Production	Enter the 2019 total production for the applicable eggs and/or broiler.
Remove	CLICK “ <b>Remove</b> ” to remove the line entry.
COC Use Only	CLICK “ <b>COC Use Only</b> ” to allow users to override the producer’s production.

## 17 Livestock Screen

### A Overview

The Livestock Screen allows users to enter the livestock information for the producer according to AD-3117, Part E.

### B Example of Livestock Screen

Following is an example of the Livestock Screen.

### C Livestock Screen Descriptions and Actions

The following table provides the descriptions and actions for the Livestock Screen.

Field/Button	Description/Action
Inventory (Excluding Breeding Stock) (Highest on a date between April 16, 2020- August 31, 2020)	Enter the applicable head of livestock.
Remove	CLICK “ <b>Remove</b> ” to remove the line entry.
COC Use Only	CLICK “ <b>COC Use Only</b> ” to allow users to override the producer’s production.

## 18 Sales Commodities Screen

### A Overview

The Sales Commodities Screen allows users to enter the sales for the applicable commodities according to AD-3117, Part F.

### B Example of Sales Commodities Screen

Following is an example of the Sales Commodities Screen.

**CFAP 2** | Coronavirus Food Assistance Program 2
 ? | County User ▼

[Home](#) [Tools](#) ▼

Dairy
Eggs/Broilers
Livestock
**Sales Commodities**
Acreage-Based Crop
Summary

Program Year: **2020**  
Producer: **FARMER, IMA**

State: **Alabama (01)**  
Recording State: **Alabama (01)**

County: **Clarke (025)**  
Recording County: **Clarke (025)**

Application Status: **Not created**  
Application ID: **Unassigned**

Commodity	Source	2019 Total Commodity Sales
AQUACULTURE	PRODUCER	<input type="text"/>
	COC USE ONLY	<input type="text"/>
CROPS (Excluding Part G Crops)	PRODUCER	<input type="text"/>
	COC USE ONLY	<input type="text"/>
NURSERY/FLORICULTURE CROPS	PRODUCER	<input type="text"/>
	COC USE ONLY	<input type="text"/>
MISCELLANEOUS	PRODUCER	<input type="text"/>
	COC USE ONLY	<input type="text"/>
OTHER LIVESTOCK (Excluding Breeding Stock)	PRODUCER	<input type="text"/>
	COC USE ONLY	<input type="text"/>
TOBACCO	PRODUCER	<input type="text"/>
	COC USE ONLY	<input type="text"/>

4 of 6 Steps

Exit
Back
Save
Continue
Save and Continue

## 18 Sales Commodities Screen (Continued)

## C Sales Commodities Screen Descriptions and Actions

The following table provides the descriptions and actions for the Sales Commodities Screen.

Field/Button	Description/Action
2019 Total Commodity Sales)	Enter the total 2019 sales for the applicable commodities.
Remove	CLICK “ <b>Remove</b> ” to remove the line entry.
COC Use Only	CLICK “ <b>COC Use Only</b> ” to allow users to override the producer’s sales.

## \*--18.5 Contract Producer Screen

## A Overview

The Contract Producer Screen allows users to enter the revenue for applicable commodities according to AD-3117, Part H.

## B Example of Contract Producer Screen

Following is an example of the Contract Producer Screen.

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Summary
Program Year: 2020 Producer: John Farmer		State: Alabama (01) Recording State: Alabama (01)		County: Autauga (001) Recording County: Autauga (001)		Application Status: Initiated Application ID: 54
Commodity	Source	2019 Revenue	2020 Revenue			
Chickens(Broilers,Pullets,Layr)	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Chicken Eggs	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Turkeys	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Hogs/Pigs	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
5 of 7 Steps		<input type="button" value="Exit"/> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Continue"/> <input type="button" value="Save and Continue"/>				

--\*

**\*--18.5 Contract Producer Screen (Continued)****C Contract Producer Screen Descriptions and Actions**

The following table provides the descriptions and actions for the Contract Producer Screen.

<b>Field/Button</b>	<b>Description/Action</b>
2019 Revenue	Enter the total 2019 revenue for the applicable commodities.
COC Use Only	“COC Use Only” to allow users to override the producer’s 2019 revenue.
2020 Revenue	Enter the total 2020 revenue for the applicable commodities.
COC Use Only	“COC Use Only” to allow users to override the producer’s 2020 revenue.

--\*

## 19 Acreage-Based Crop Screen

### A Overview

The Acreage-Based Crop Screen automatically retrieves all eligible 2020 acres reported on FSA-578. If the crop is one of the eligible price-trigger crops, if available, the weighted RMA yield will be populated and used to calculate the gross payment amount; otherwise the yield will be 85 percent of the weighted county average yield.

If there is a discrepancy with the producer's share of acres, the acres must be adjusted in CARS. If the FSA-578 acres change after an application has been created, the status of the application will be updated to "Suspended". Applications with adjusted acres must be updated in the CFAP 2 application software according to subparagraph 19 D.

**Important:** Users **must** click "Save" or "Save and Continue" on the Acreage-Based Crop Screen before acres will be displayed on the Summary Screen and subsequently print on AD-3117.

### B Example of Acreage-Based Crop Screen

Following is an example of the Acreage Based Crop Screen.

\*--

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Pay Limit Adjust	Summary
Program Year: 2020		State: <b>Kansas (20)</b>		County: <b>Johnson (091)</b>		Application Status: <b>Initiated</b>	
Producer: <b>Farmer, Ima</b>		Recording State: <b>Kansas (20)</b>		Recording County: <b>Johnson (091)</b>		Application ID: <b>2009</b>	
Commodity	Source	Total 2020 Reported Acres	Weighted Insurance Approved Yield	85% of Weighted County Yield			
Alfalfa(0027)	PRODUCER	30.0000					
	COC USE ONLY	<input type="text"/>	<input type="text"/>				
Barley(0091)	PRODUCER	80.0000		39.38			
	COC USE ONLY	<input type="text"/>	<input type="text"/>				
BEANS(0047)	PRODUCER	25.0000					
	COC USE ONLY	<input type="text"/>	<input type="text"/>				
Wheat(0011)	PRODUCER	11.5000	51.57				
	COC USE ONLY	<input type="text"/>	<input type="text"/>				
6 of 8 Steps		<a href="#">Exit</a>		<a href="#">Back</a>		<a href="#">Save</a> <a href="#">Continue</a> <a href="#">Save and Continue</a>	

--\*



## 19 Acreage-Based Crop Screen (Continued)

### C Acreage-Based Crop Screen Descriptions and Actions

The following table provides the descriptions and actions for the Acreage-Based Crop Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Total 2020 Reported Acres	Displays the FSA-578 acres from CARS.
Weighted Insurance Approved Yield	Displays the weighted RMA yield for an insured price-trigger crop. This yield will not be displayed for flat rate crops.
85% of Weighted County Yield	Displays 85 percent of the county weighted yield when weighted RMA yield is unavailable. This yield will not be displayed for flat rate crops.
COC Use Only	Allows users to override the weighted insurance approved yield.

## 20 Pay Limit Adjustment Information (Continued)

### D Example of Pay Limit Adjustment Screen After Members Have Been Added

Following is an example of the Pay Limit Adjustment Screen after members have been added.

**CFAP 2 | Coronavirus Food Assistance Program 2** County User

Home Tools Admin

**Dairy** **Eggs/Broilers** **Livestock** **Sales Commodities** **Acreage-Based Crop** **Pay Limit Adjust** **Summary**

Program Year: **2020** State: **Kansas (20)** County: **Johnson (091)** Application Status: **Initiated**  
 Produce: **ABC INC** Recording State: **Kansas (20)** Recording County: **Johnson (091)** Application ID: **7**

**INCREASED PAYMENT LIMITATION FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, LIMITED PARTNERSHIPS, TRUSTS and ESTATES**

Applicants who are Corporations, Limited Liability Companies, Limited Partnerships, Trusts or Estates may seek an increase in the per-person payment limitation from \$250,000 to either \$500,000, if such entity has two members, partners, or stockholders, beneficiary or heir who each provided at least 400 hours or more of personal labor or active personal management, or combination thereof, to the farming operation as defined in 7 CFR Part 1400, or a maximum of \$750,000 if such entity has three members, partners, or stockholders, beneficiaries or heirs who each provided at least 400 hours or more of personal labor or active personal management, or combination thereof, to the farming operation as defined in 7 CFR Part 1400. Identify the names of members, partners, stockholders, beneficiaries or heirs who provided at least 400 hours of active personal labor or active personal management, or combination thereof, to the farming operation identified in Part B Item 5:

Member/Partner or Stockholder Name	Business Type	Action
FARMER, IMA	Individual	<a href="#">Remove</a>
FARMER, JOHN	Individual	<a href="#">Remove</a>

[Add Member](#)

6 of 7 Steps [Exit](#) [Back](#) [Save](#) [Continue](#) [Save and Continue](#)

## 21 Summary Screen

### A Overview

The Summary Screen displays all information entered from the previous tabs. Users will also record the following:

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

## 21 Summary Screen (Continued)

### B Example of Summary Screen

Following is an example of the Summary Screen with the information entered.

**CFAP 2** | Coronavirus Food Assistance Program 2
 County User

[Home](#)
[Tools](#)

Dairy

Eggs/Broilers

Livestock

Sales Commodities

Acreage-Based Crop

Summary

Program Year: **2020**  
 Producer: **FARMER, IMA**

State: **Alabama (01)**  
 Recording State: **Alabama (01)**

County: **Clarke (025)**  
 Recording County: **Clarke (025)**

Application Status: **Initiated**  
 Application ID: **1734**

**DAIRY PRODUCTION INFORMATION**

Dairy/UOM	Source	Total Production (April 1, 2020 - Aug. 31, 2020)	Estimated Total Production (Sept. 1, 2020 - Dec. 31, 2020)
Milk/LBS	PRODUCER	6452390	
	COC USE ONLY		5145043

**EGGS/BROILER PRODUCTION INFORMATION**

Commodity/UOM	Source	2019 Total Production
---------------	--------	-----------------------

**LIVESTOCK INVENTORY (Excluding Breeding Stock) INFORMATION**

Livestock	Source	Inventory (Excluding Breeding Stock) (Highest on a date between April 16, 2020 - August 31, 2020)
Cattle	PRODUCER	850
	COC USE ONLY	
Hogs/Pigs	PRODUCER	20
	COC USE ONLY	

**SALES COMMODITIES INFORMATION**

Commodity	Source	2019 Total Commodity Sales
-----------	--------	----------------------------

**ACREAGE-BASED CROPS INFORMATION**

Commodity	Source	Total 2020 Reported Acres	Weighted Insurance Approved Yield	85% of Weighted County Yield
-----------	--------	---------------------------	-----------------------------------	------------------------------

**PRODUCER CERTIFICATION**

Producer Signature Date

Producer Signature Type
 

Select Producer Signature Type

**COC DETERMINATION**

Payment	Date(MM/DD/YYYY)	Determination
CCC	<input type="text"/>	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

6 of 6 Steps



[Exit](#)
[Back](#)
[Save and Continue](#)

## 21 Summary Screen (Continued)

### C Example of Producer Certification and COC Determination Sections



Following is an example of the Producer Certification and COC Determination Sections of the Summary Screen.

**PRODUCER CERTIFICATION**

Producer Signature Date   

Producer Signature Type

**COC DETERMINATION**

Payment	Date(MM-DD-YYYY)	Determination
CARES	<input type="text"/> 	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
CCC	<input type="text"/> 	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

6 of 6 Steps

[Exit](#) [Back](#) [Save and Continue](#)

### D Producer Certification and COC Determination Sections Descriptions and Actions

The following table provides descriptions and actions for entering the producer signature date, producer signature type, COC determination date, and COC determination status.

Field/Button	Description/Action
Producer Signature Date	Users can manually enter the date or use 1 of the available calendar widgets to populate the date.  <b>Note:</b> The widget to the right of the calendar widget populates the current date.

## 21 Summary Screen (Continued)

**D Producer Certification and COC Determination Sections Descriptions and Actions (Continued)**

Field/Button	Description/Action
Producer Signature Type	<p>Using the “<b>Producer Signature Type</b>” drop-down menu, select the method that the producer used to submit their application. Producer signature types are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Box</b> – meaning the online Box resource was used to transmit AD-3117 to the producer who in turned, manually signed the AD-3117 and used the online Box resource to return to the County Office</li> <li>• <b>Emailed/faxed</b> – meaning the signed AD-3117 was received by the County Office by e-mail or FAX</li> <li>• <b>In-person</b> – meaning the signed AD-3117 was delivered to the County Office in person</li> <li>• <b>Mailed</b> – meaning the signed AD-3117 was mailed to the County Office</li> <li>• <b>One-Span</b> – meaning the signed AD-3117 was electronically signed by the producer and returned electronically to the County Office.</li> </ul>
CARES Date	<p>Enter the COC determination date.</p> <p><b>Note:</b> If data has been recorded for tobacco, a CARES COC date is required.</p>
CCC Date	<p>Enter the COC determination date.</p> <p><b>Note:</b> If CCC data has been recorded, a CCC COC date is required.</p>
COC Determination Status	<p>CLICK “<b>Approve</b>” or “<b>Disapprove</b>” once the determination has been recorded.</p> <p><b>Reminder:</b> CLICK “<b>Save and Continue</b>”. The application will be sent to the Common Payment System.</p>

## 22 Bulk Approvals

**A Overview**

Bulk approval:

- allows users to approve multiple applications at 1 time
- must only be used when a COC determination has been physically signed on AD-3117.

## 22 Bulk Approvals (Continued)

### A Overview (Continued)

Users can select:

- all applications
- specific applications.

**Note:** Applications that do not have a producer’s signature date recorded will not display on the Bulk Approval Screen.

To access the Bulk Approval Screen, from the CFAP 2 header, select “Tools” and select “Bulk Approval” from the drop-down menu.

### B Example of Bulk Approval Screen

Following is an example of the Bulk Approval Screen.

**CFAP 2 | Coronavirus Food Assistance Program 2**

Home Tools Admin

Program Year: 2020 State: Kansas (20) County: Johnson (091)

### Bulk COC Approval/Disapproval for CFAP 2 Payment

Application ID ^ Producer ^ COC Determination Date(MM/DD/YYYY) [Approve All](#) [Disapprove All](#)

Application ID	Producer	View Form	COC Determination Date(MM/DD/YYYY)	Approve	Disapprove
106	ABC CORP	<a href="#">View Form</a>	CCC	<input type="checkbox"/>	<input type="checkbox"/>
126	FARMER, IMA	<a href="#">View Form</a>	CARES	<input type="checkbox"/>	<input type="checkbox"/>
2	FARMER, JOHN	<a href="#">View Form</a>	CARES	<input type="checkbox"/>	<input type="checkbox"/>
			CCC	<input type="checkbox"/>	<input type="checkbox"/>
11	XYZ PARTNERSHIP	<a href="#">View Form</a>	CCC	<input type="checkbox"/>	<input type="checkbox"/>

< Previous 1 Next >

[Exit](#) [Save and Continue](#)

## 22 Bulk Approvals (Continued)

**C Bulk Approval Screen Descriptions and Actions**

The following table provides the descriptions and actions for the Bulk Approval Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Program Year	Displays the program year.
State	Displays the selected State name and code from the CFAP 2 Home Screen.
County	Displays the selected county name and code from the CFAP 2 Home Screen.
Application ID	Application ID is the unique application number associated with each CFAP 2 application.
Producer	Producer is the applicant associated with the application ID number.
View Form	“View Form” is a link that will display the completed form.
COC Determination Date	COC determination date is the date COC acted on the applicable applications.
Approve All	“Approve All” will check the “Approve” checkbox for all COC determinations.
Disapprove All	“Disapprove All” will check the “Disapprove” checkbox for all COC determinations.
“Approve” checkbox	When selected for an application, this application will be approved upon clicking “Save and Continue”.
“Disapprove” checkbox	When selected for an application, this application will be disapproved upon clicking “Save and Continue”.
Exit	When clicked, will exit the Bulk Approval Screen. Recorded determinations will not be saved.
Save and Continue	When clicked, will save the COC determination information and advance the user to the next page of applications ready for COC determination.

## 23 Electronic Approvals

### A Overview

Electronic approval allows authorized users who have been delegated authority by COC to electronically approve applications instead of using a physical signature.

To access the electronic approval process from the CFAP 2 header, select “Tools” and select “Electronic Approval” from the drop-down menu.

**Warning:** All County Office employees have access to the electronic approval process; however, only employees with the appropriate authority should approve AD-3117’s. Written signatures documenting COC approval are not required if this option is taken.

The approving official’s name will print in the “COC or Designee Signature” block on AD-3117 and the system date will be entered for the approval date.

**Note:** Applications that do not have a producer’s signature date recorded will not be displayed on the Electronic Approval Screen.

### B Example of Electronic Approval Screen

The following is an example of the Electronic Approval Screen.

**CFAP 2 | Coronavirus Food Assistance Program 2** County User

Home Tools Admin

Program Year: 2020 State: Kansas (20) County: Johnson (091)

### Bulk Electronic Approval/Disapproval for CFAP 2 Payment

Application ID ^ Producer ^ COC Determination Date(MM/DD/YYYY) [Approve All](#) [Disapprove All](#)

09/08/2020

106	ABC CORP	<a href="#">View Form</a>	CCC	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
126	FARMER, IMA	<a href="#">View Form</a>	CARES	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
2	FARMER, JOHN	<a href="#">View Form</a>	CARES	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
			CCC	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
11	XYZ PARTNERSHIP	<a href="#">View Form</a>	CCC	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

< Previous 1 Next >

Exit Save and Continue



## 23 Electronic Approvals (Continued)

### C Electronic Approval Screen Descriptions and Actions

The following table provides the descriptions and actions for the Electronic Approval Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the CFAP 2 Home Screen.
County	Displays the selected county name and code from the CFAP 2 Home Screen.
Application ID	Application ID is the unique application number associated with each CFAP 2 application.
Producer	Producer is the applicant associated with the application ID number.
View Form	“View Form” is a link that will display the completed form.
COC Determination Date	COC determination date is the system date that will be associated with the authorized user’s actions.
Approve All	“Approve All” will check the “Approve” checkbox for all COC determinations.
Disapprove All	“Disapprove All” will check the “Disapprove” checkbox for all COC determinations.
“Approve” checkbox	When selected, this application will be approved upon clicking “Save and Continue”.
“Disapprove” checkbox	When selected, this application will be disapproved upon clicking “Save and Continue”.
Exit	When clicked, will exit the Electronic Approval Screen. Recorded determinations will not be saved.
Save and Continue	When clicked, will save the COC determination information and advance the user to the next page of applications ready for COC determination.

## 24 Producer Online Applications

### A Overview

Customers with Level 2 eAuthentication access will be able to access the CFAP 2 software application.

**24 Producer Online Applications (Continued)****B Restricted Access**

Customers with Level 2 eAuthentication access will be able to create, modify, and enroll eCFAP 2 applications for themselves and for those who they have representative capacity.

CFAP applications created by a Level 2 eAuthenticated user will be enrolled by submitting an electronic signature.

Once eCFAP applications have a COC determination recorded, the user will have view-only access to the application.

E-mail notifications will be generated and sent to recording county users for created, modified, and enrolled eCFAP applications according to paragraph 25.

**C User Guide**

CFAP application instructions for Level 2 eAuthenticated users are available for use.

**D Deleting Online Applications**

Applications received online cannot be deleted and must be acted upon by COC.

If a producer has erred in applying and wishes to withdraw the CFAP-2 application, the county will record a disapproval on the summary screen and send the producer appeal rights.

**25 County Office Notifications****A Overview**

County Office users will receive automated e-mail notifications.

When County Office users receive the automated e-mail notification, they should take the appropriate action on the applicable application.

**B Types of Notifications**

Automated e-mail notifications will be generated by the system when:

- online application has been created by a producer
- online application status changes
- nonrecording county user creates or modifies an application.

**25 County Office Notifications (Continued)****C Notifications**

The following table provides the e-mail notification County Offices will receive and the reason they are receiving the notification.

<b>Notification</b>	<b>Reason</b>
John Farmer has created application 12 in Lyon County, Kansas.	John Farmer has used Level 2 eAuthentication to create an online CFAP 2 application.
John Farmer has enrolled application 12 in Lyon County, Kansas.	John Farmer has electronically signed his online CFAP 2 application.
John Farmer has modified application 12 in Lyon County, Kansas.	John Farmer has modified his online CFAP 2 application.
Jane Doe has created application 12 for John Farmer in Lyon County, Kansas.	Jane Doe, who is not from the producer's recording county, has created an application for John Farmer.
Jane Doe has modified application 12 for John Farmer in Lyon County, Kansas.	Jane Doe, who is not from the producer's recording county, has modified John Farmer's application.

**26-50 (Reserved)**



**Part 3 CFAP 2 Payment Provisions****51 General Payment Provisions****A Introduction**

The CFAP 2 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**

CFAP 2-CARES and CFAP 2-CCC payments are processed as follows:

- gross payment amounts sent through the automated payment process are processed nightly
- payments on the Nonpayment Report are processed nightly if changes have been made in the system 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 notifications of changes have been applied to the reduced payment amount.

**C Obtaining FSA-325**

FSA-325 will be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for CFAP 2 benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If AD-3117 was filed by the producer prior to death, disappearance or incompetency declaration, a revised AD-3117 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

**D Administrative Offset**

CFAP 2 payments are not subject to administrative offset provisions.

**E Assignments**

A producer entitled to a CFAP 2 payment may assign payments according to 63-FI.

## 51 General Payment Provisions (Continued)

### F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting CFAP 2 benefits.

**Important:** State Office employees **must** contact the OGC Regional Attorney for guidance on issuing CFAP 2 payments on all bankruptcy cases.

### G Minimum Payment Amounts

CFAP 2 payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

### H Payment Due Date

General guidance for determining payment due dates for various programs is provided in 61-FI. The CFAP 2 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 AD-3117
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
  - CCC-941
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer.

County Offices will:

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

**51 General Payment Provisions (Continued)****I Funds Control Process**

The funds for CFAP 2 payments will be controlled at the National level. If adequate funding is not available, those producers who cannot be paid will be listed on the Failed Obligations / Insufficient Funds Report in the Common Payment Reports System.

**J e-Funds Access**

Funding for CFAP 2 payments is established as follows.

<b>Program and Type</b>	<b>Accounting Code</b>
CFAP 2-CARES	4921
CFAP 2-CCC	4926

**K Sequestering CFAP 2 Payments**

CFAP payments are not subject to sequestration.

**52 Payment Limitation****A Payment Limitation Amount**

The total amount of CFAP 2 payments that a person or legal entity, excluding general partnerships and joint operations, may receive is \$250,000 with all payment limitation being applied during direct attribution.

Payments to a joint operation, including a general partnership or joint venture, cannot exceed \$250,000 per person or legal entity that comprise first-level ownership of the general partnership or legal entity, unless the first-level member is another joint operation.

Payment limitation rules for corporations, LLC's, LP's, trust and estates are below.

<b>Payment Limitation Rules</b>	<b>Maximum Payment Limitation for Corporation, LLC, LP, trust &amp; estates</b>
None of the members, stockholders, or partners provide labor, management, or combination thereof.	\$250,000
One person holding an ownership interest in the organizational structure provides at least 400 hours of active personal labor or active personal management or combination thereof.	\$250,000
Two persons holding an ownership interest in the organizational structure provide at least 400 hours of active personal labor or active personal management or combination thereof.	\$500,000
Three persons holding an ownership interest in the organizational structure provide at least 400 hours of active personal labor or active personal management or combination thereof.	\$750,000

**52 Payment Limitation (Continued)****A Payment Limitation Amount (Continued)**

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all CFAP 2 payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

**B Effect of AGI on Payment Limitation for Entities**

If a member of an entity is **not** eligible because of average AGI provisions, the payment limitation for the entity is reduced by the ineligible member's ownership share in the operation.

**Example:** ABC Corporation has 2 members, each with a 50 percent share. Member 1 does **not** meet average AGI provisions. The corporation has a \$250,000 payment limitation, but since Member 1 does **not** meet average AGI provisions, the payment limitation for the corporation is reduced by 50 percent and the maximum payment that can be issued to the corporation is \$125,000.

**53 Payment Eligibility****A Determining Payment Eligibility**

The payment process reads the web-based eligibility system for the year associated with AD-3117 to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer can be paid.

**B Eligibility Values**

The following table identifies web-based eligibility determinations applicable to CFAP 2 and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination/Certification	Value	Eligible for CFAP 2 Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	



## 53 Payment Eligibility (Continued)

## B Eligibility Values (Continued)

Eligibility Determination	Value	Eligible for CFAP 2 Payment	Exceptions
AGI  <b>Note:</b> See 5-PL for additional information about AGI determinations.	Not Filed	No	<u>1/</u> If an IRS determination has: <ul style="list-style-type: none"> <li>• <b>not</b> been returned, then the payment process will use the producer certification value</li> <li>• been returned, then the payment process will use the IRS returned value.</li> </ul> <u>2/</u> If the IRS value is <b>not</b> processed, then the payment process will use the producer certification value.
	Filed CCC-941	Yes <u>1/</u>	
	Exempt	Yes	
	Not Met - Producer	No	
	Not Processed	<u>2/</u>	
	Compliant - Producer	Yes	
	Compliant - Less Than 3 years	Yes	
	Not Compliant	No	
	Failed Verification	No	
Foreign Person	Yes	Yes	
	No	No	
	Pending	No	
	Not Applicable	Yes	
Adjusted Gross Income – 75% Rule  <b>Note:</b> This provision applies to producers certifying that they do not meet the AGI \$900,000 provision.	Producer Certifies at least 75 percent of their average adjusted gross income was derived from farming, ranching or forestry?	Yes	
		No	
	Date documentation filed by producer.		
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

**53 Payment Eligibility (Continued)****C Eligibility Conditions Priority**

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

<b>Priority</b>	<b>Condition</b>
1	Controlled Substance
2	AD-1026

**54 Payment Overview****A Supporting Files for Integrated Payment Processing**

The CFAP 2-CARES and CFAP 2-CCC payment processes are web-based integrated processes that use 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** the following.

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
AD-3117 Data	Used to compute the CFAP 2 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 AD-3117 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 members and member's share of the following for the year for which AD-3117 was filed: <ul style="list-style-type: none"> <li>• entities</li> <li>• general partnerships</li> <li>• joint ventures.</li> </ul>	Business File
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	Calculated payment information is provided to NPS.  Determined overpayment amount may be provided in NRRS.	NPS or NRRS

## 54 Payment Overview

**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.

<b>Step</b>	<b>Action</b>
1	AD-3117 has been approved and the approval date has been recorded in the system according to subparagraph 21 D.
2	AD-1026 is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	CCC-902 is on file and a determination made according to provisions in 5-PL for the applicable year for producers and members of joint operations.
4	CCC-941 is on file for the applicable year for persons and legal entities and the certification information is recorded in the web-based eligibility system. See 5-PL.
5	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
6	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
7	Combined producer files are updated correctly for the applicable year. See 5-PL.
8	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for CFAP 2.

## 55 Payment Processing

### A Computing Payment and Overpayment Amounts

The CFAP 2-CARES and CFAP 2-CCC payment processes are integrated processes that read a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
  - gross payment amount
  - reduction amounts
  - net payment amount
  - overpayment amount.

The following table describes the high-level system processing sequence to calculate CFAP 2-CARES and CFAP 2-CCC payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the producer.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each producer: <ul style="list-style-type: none"> <li>• gross payment amount</li> <li>• highest priority reason, if producer is ineligible because of subsidiary eligibility provisions.</li> </ul>
7	Direct attribution will determine the following: <ul style="list-style-type: none"> <li>• reduction amounts</li> <li>• payment limitation availability</li> <li>• net payment or overpayment amount</li> <li>• reasons for nonpayments or overpayments.</li> </ul>
8	Provide the payment amount to NPS or update the producer and overpayment amount to the Pending Overpayment Report.
9	Payment, nonpayment, and overpayment information is available in the Common Payment Reports System. See 9-CM, Part 5 for information about the Common Payment Reports.

## 55 Payment Processing (Continued)

### B Triggering Payments

Payments will be triggered through events that occur throughout the system. Calculations and determinations will occur during the evening and nighttime hours without user intervention. The following table provides trigger types and descriptions.

Trigger Type	Description
Initial	<p>After releasing the payment software, a process will automatically run to determine whether CFAP 2-CARES and/or CFAP 2-CCC are approved for payment. This will initiate the process described in subparagraph A and does <b>not</b> require any County Office user interaction.</p> <p>Payments will be sent to NPS for certification and signature.</p> <p>Reduced payments will be listed on the Nonpayment Report.</p>
Primary	Once the initial payments are triggered, subsequent payments will be initiated when County Office users re-approve CFAP 2-CARES and/or CFAP 2-CCC for payments. Entering the COC approval date(s) initiates the payment process.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

## 56 Canceling Payments

### A Overview

After payment processing has been completed, County Offices must review the Payment History Report in the Common Payments Reports or the NPS payment worklist to ensure that the correct payments have been generated. The user will complete the following if an error is determined:

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

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

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

## 57 Overpayments

### A Overview

Overpayments will be determined during the CFAP 2-CARES and CFAP 2-CCC 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 the 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.

### D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for CFAP 2 overpayments.

<b>IF the reason the payment entity/member is overpaid is because of...</b>	<b>THEN the discovery/debt basis reason is...</b>
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

### E Charging Interest

Interest accrues on receivables from the date of disbursement if COC determines the producer is ineligible because of the following reasons:

- producer provided information on AD-3117 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any fact affecting a payment eligibility determination, including the following:
  - violation of conservation compliance provisions
  - violation of controlled substance provisions
- producer adopted a scheme or device that tended to defeat the purposes of CFAP 2.

## 57 Overpayments (Continued)

**E Charging Interest (Continued)**

Interest will not accrue from the date of disbursement if:

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

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

If COC determines that the producer is ineligible, interest should accrue from the date of disbursement. County Offices must contact their State Office for assistance.

**F Overpayment Due Dates**

Overpayments can occur for several reasons and County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due date.

<b>Time of Determination</b>	<b>Situation</b>	<b>Overpayment Due Date</b>
Anytime.	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on AD-3117.	Payment was issued and later something occurred that changed the CFAP 2-CARES or CFAP 2-CCC payment.	
After producer misrepresentation is determined.	Producer received a CFAP 2-CARES or CFAP 2-CCC payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Anytime AD-3117 is disapproved.	AD-3117 was disapproved after payments were issued to the producer.	





## Part 4 Reports

### Section 1 Application Reports

#### 71 CFAP 2 Application Reports

##### A Overview

CFAP 2 application reports are available through the FSA Data Warehouse Production Home Page.

Users can either:

- using the “Tools” drop-down menu on the header, CLICK “EDW”
- CLICK “**Data Mart**” from the FSA Intranet Application Page.

##### B Available Reports

The following reports are available to users to monitor CFAP 2.

Report	Description
CFAP 2 Status	This report captures general information for the application.
Dairy	This report captures information entered on the “Dairy” Screen.
Eggs/Broiler	This report captures information entered on the “Eggs/Broiler” Screen.
Livestock	This report captures information entered on the “Livestock” Screen.
Sales Commodities	This report captures information entered on the “Sales Commodities” Screen.
Acreage-Based Crop	This report captures information entered on the “Acreage-Based Crop” Screen.
COC Adjustment	This report captures applications that COC has adjusted the data.
CFAP 2 Application Approved Status Change	This report captures applications that were previously approved, and the user has removed the approval dates.
COC Application Age	This report identifies the number of days initiated and enrolled applications have been in the system.
CFAP 2 Obligation	This report captures the obligation information for approved applications.
CFAP 2 Failed/Rejected	This report captures the obligation information for failed or rejected obligations.
CFAP 2 Pay Limit Adjustment	This report captures applications and associated members added in order to adjust the \$250,000 payment limitation.
Detail CFAP 2	This report captures a variety of application details including demographics.



## Section 2 Payment Reports

### 91 Displaying or Printing Payment Reports

#### A Displaying or Printing CFAP 2-CARES and CFAP 2-CCC Payment Reports

CFAP 2-CARES and CFAP 2-CCC 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. Information about these reports is in 9-CM. The CFAP 2-CARES or CFAP 2-CCC Payment History Report – Detail has program-specific data, so information for this report is in this handbook.

CFAP 2-CARES and CFAP 2-CCC Payment Report information is available according to the following table.

Report Name	Type of Data	Reference
Estimated Calculated Payment Report	Live	9-CM, paragraph 52
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
<b>Note:</b> The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
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

### 92 (Reserved)

### 93 Payment History Report – Detail

#### A Background

The Payment History Report – Detail is a report that provides detailed information about a CFAP 2 payment.

#### B Accessing the Payment History Report – Detail

Access the Payment History Report – Detail according to 9-CM, paragraph 70.

## 93 Payment History Report – Detail (Continued)

**C Payment History Report – Detail Description**

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

Field	Description
Program Year	2020
Program Name	<ul style="list-style-type: none"> <li>• Coronavirus Food Assistance Program 2 – CARES</li> <li>• Coronavirus Food Assistance Program 2 – CCC</li> </ul>
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name and Address	Name from SCIMS as follows: <ul style="list-style-type: none"> <li>• for individuals, last name, middle name, first name, and suffix</li> <li>• for businesses, business name.</li> </ul>
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county codes associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the CFAP 2-CARES or CFAP 2-CCC Payment History Report – Detail is generated for: <ul style="list-style-type: none"> <li>• an entity or joint operation where amounts were attributed to members</li> <li>• a member to show the payment entity through whom the amount was attributed.</li> </ul>
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Type of Transaction	One of the following transaction types will be displayed: <ul style="list-style-type: none"> <li>• “Payment”</li> <li>• “Receivable”</li> <li>• “Canceled Payment”</li> <li>• “Canceled Receivable”.</li> </ul>

## 93 Payment History Report – Detail (Continued)

## C Payment History Report – Detail Description (Continued)

Field	Description
Commodity	Name of the commodity.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

## D Report Options

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

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



# Reports, Forms, Abbreviations, and Delegations of Authority

## Reports

None.

## 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)		51, 53, 54
AD-3117	Coronavirus Food Assistance Program (CFAP) 2 Application		13, 15-20, 51, 53, 54, 57
CCC-36	Assignment of Payment		54
CCC-37	Joint Payment Authorization		54
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		51, 54
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		51, 53, 54
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		51

**Reports, Forms, Abbreviations, and Delegations of Authority (Continued)****Abbreviations Not Listed in 1-CM**

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

<b>Approved Abbreviations</b>	<b>Term</b>	<b>Reference</b>
CARES	Coronavirus Aid, Relief, and Economic Stability	13, 21, 51, 54, 55, 57, 91, 93
CFAP 2	Coronavirus Food Assistance Program 2	Text
EDW	Enterprise Data Warehouse	12, 71
LLP	limited liability partnership	14
LP	limited partnership	52
PDD	Program Delivery Division	1, 2
SND	Safety Net Division	1

**Delegations of Authority**

COC may redelegate authority to approve AD-3117, in routine cases. Redlegation must be documented in COC minutes.



## Menu and Screen Index

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

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
	Acreage-Based Crop Screen	19
	Application Selection Screen	13
	Bulk Approvals	22
	CFAP 2 Application Screen	14
	CFAP 2 Home Screen	12
	Dairy Screen	15
	Eggs/Broiler Screen	16
	Electronic Approvals	23
	Livestock Screen	17
	Pay Limit Adjustment Screen	20
	Sales Commodities Screen	18
	Summary Screen	21

