

FSA
HANDBOOK

2022 Emergency Relief Program Automation

For State and County Offices

SHORT REFERENCE

6-ERP

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

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

2022 Emergency Relief Program Automation 6-ERP	Amendment 1
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook provides automation instructions and procedures for administering the 2022 ERP.

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook provides automation procedure for administering the 2022 ERP.

B Authority and Responsibility

PDD has the authority and responsibility for the automation instructions in this handbook. SND has the authority and responsibility for policy outlined in the forthcoming 5-ERP.

C Related Handbooks

The following handbooks are related to ERP.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
common payment provisions	9-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
ERP policy and procedure	forthcoming 5-ERP.
interest rates	50-FI.
establishing claims	58-FI.
prompt payment provisions	61-FI.
reporting data to IRS	62-FI.
receipts, payments, and deposits	64-FI.
web-based eligibility records	3-PL (Rev. 2).
actively engaged determinations, foreign persons provisions, and payment eligibility determinations	6-PL.
receipt for service	1-RFS.

2 Responsibilities

A Background

The responsibilities for ERP functions described in this paragraph are in addition to the responsibilities in the forthcoming 5-ERP.

B Office Responsibilities

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

Office	Responsibilities
PDD	Implements automated processes to support ERP functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
SND	Provides ERP policies for administering and delivering ERP.
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 Software Issues

A Overview

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

Note: The PDD Software Issues 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 Issues SharePoint Site

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

4-10 (Reserved)

Part 2 Common Functions

11 Accessing ERP 2022 Software

A Overview

ERP 2022 functions:

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

B Security Roles

The following are security roles.

- County Office employees with authorized access will be able to administer applications nationwide; however, determinations for applications outside of their assigned counties will be made by the administrative State and county.
- State Office 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 constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- National Office employees with authorized access will have full access to all applications nationwide.

C Accessing ERP 2022 System

Access the ERP 2022 system 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” and “Applications Directory”, CLICK “D-F”.
3	CLICK “ERP 2022-Track 1 – Emergency Relief Program”.
4	The ERP 2022 Track 1 Home Screen will be displayed.

12 ERP 2022 Track 1 Home Screen

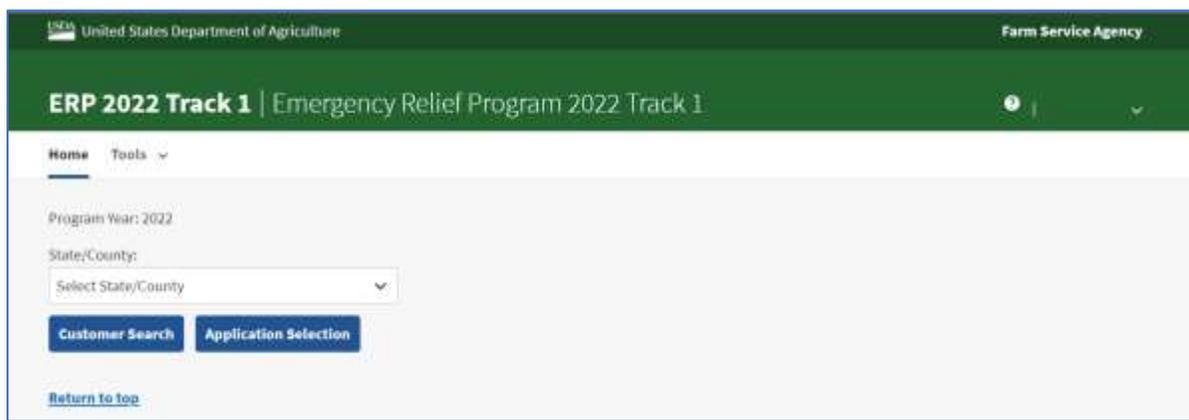
A Overview

The ERP 2022 Track 1 Home Screen allows users to process applications for ERP. The system will default to the user’s 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.

12 ERP 2022 Track 1 Home Screen (Continued)

B Example of ERP 2022 Track 1 Home Screen

The following is an example of the ERP 2022 Track 1 Home Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the ERP 2022 Track 1 Home Screen.

Field	Description/Action
State/County	Defaults to the user’s assigned State/county. Use the drop-down menu to select a different State/county.
Customer Search	CLICK “Customer Search” to select a producer. The SCIMS Search Screen will be displayed. Note: Nationwide customer service is available for the 2022 ERP.
Application Selection	CLICK “Application Selection” to navigate to the applications entered for the selected State/county.

D Top Navigation Bar

The top navigation bar will be displayed on all screens within the 2022 ERP systems. The following table provides an explanation of the links.

Option	Description/Action
Home	Allows users to navigate to the ERP 2022 Track 1 Home Screen.
Tools	Allows users to navigate to: <ul style="list-style-type: none"> • Receipt for Service • Reports • COC Determination Bulk Approval • COC Determination Electronic Approval.

13 Bulk COC Approval/Disapproval Screen

A Overview

The Bulk COC Approval/Disapproval Screen:

- allows users to approve multiple applications at 1 time
- can only be used when a COC determination has been physically signed on FSA-523.

Users can select either of the following:

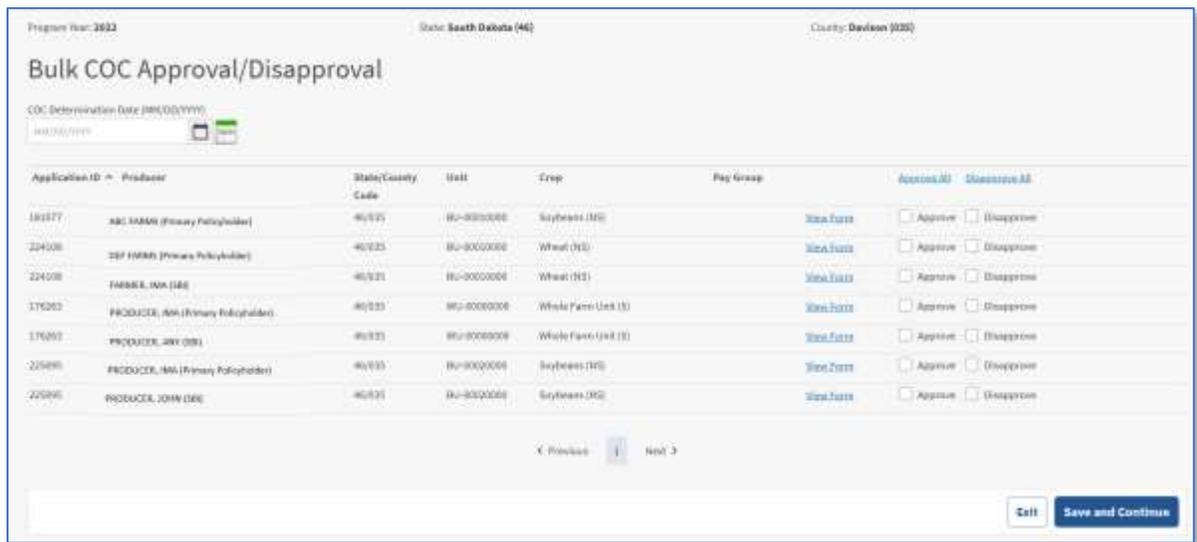
- all line items on the application
- specific line items on the application.

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

To access the Bulk Approval Screen, from the top navigation bar, CLICK “Tools” and select “Bulk Approval” from the drop-down menu.

B Example of the Bulk COC Approval/Disapproval Screen

The following is an example of the Bulk COC Approval/Disapproval Screen.



13 Bulk COC Approval/Disapproval Screen (Continued)

C Field Descriptions and Actions

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

Field	Description/Action
COC Determination Date (MM/DD/YYYY)	Enter the date COC or designee signed the application. Users can manually enter the date or use either 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 policyholder and any applicable SBI.
State/County Code	Displays the physical State and county code.
Unit	Displays the unit.
Crop	Displays the name of the crop. The crop will be identified as either of the following: <ul style="list-style-type: none"> • (NS) for non-specialty • (S) for specialty.
Pay Group	Displays the NAP pay group.
View Form	CLICK “View Form” to display the completed form.
Approval 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 Approval/Disapproval Screen without saving any determinations.
Save and Continue	Saves the information recorded and advances to the next page of applications ready for COC determination.

14 Bulk Electronic Approval/Disapproval Screen

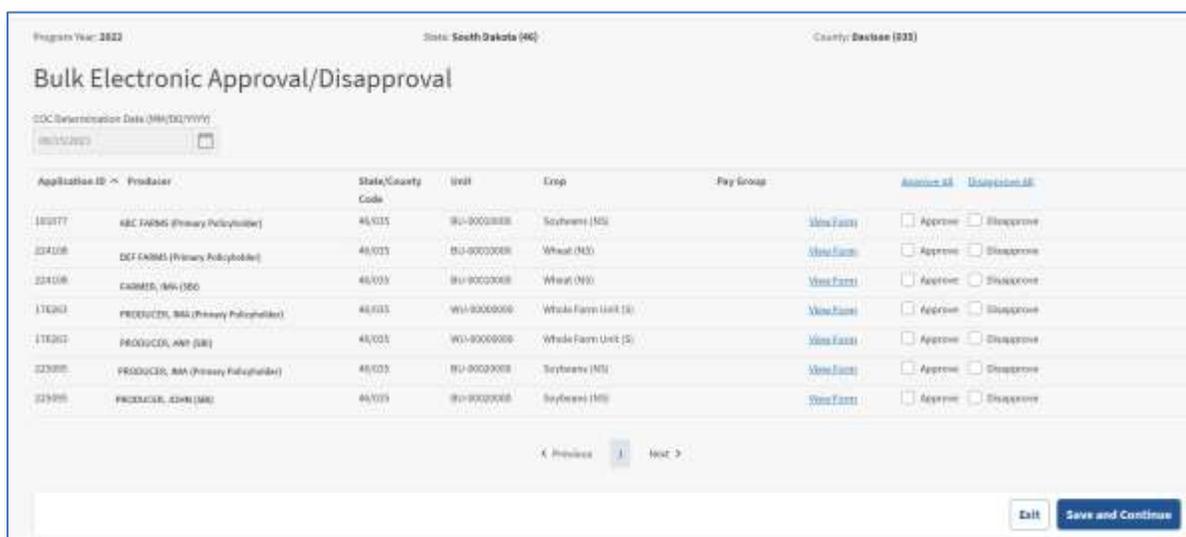
A Overview

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

To access the Bulk Electronic Approval/Disapproval Screen, from the top navigation bar, CLICK “Tools” and select “COC Determination Electronic Approval” from the drop-down menu.

B Example of the Bulk Electronic Approval/Disapproval Screen

The following is an example of the Bulk Electronic Approval/Disapproval Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Bulk Electronic Approval/Disapproval Screen.

Field	Description/Action
COC 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 policyholder and any applicable SBI.
State/County Code	Displays the physical State and county code.
Unit	Displays the unit.

14 Bulk Electronic Approval/Disapproval Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Crop	Displays the name of the crop. The crop will be identified as either of the following: <ul style="list-style-type: none"> • (NS) for non-specialty • (S) for specialty.
Pay Group	Displays the NAP pay group.
View Form	CLICK “View Form” to display the completed form.
Approval 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 Electronic Approval/Disapproval Screen without saving any determinations.
Save and Continue	Saves the information recorded and advances to the next page of applications ready for COC determination.

15-20 (Reserved)

Part 3 ERP 2022 Track 1 Software

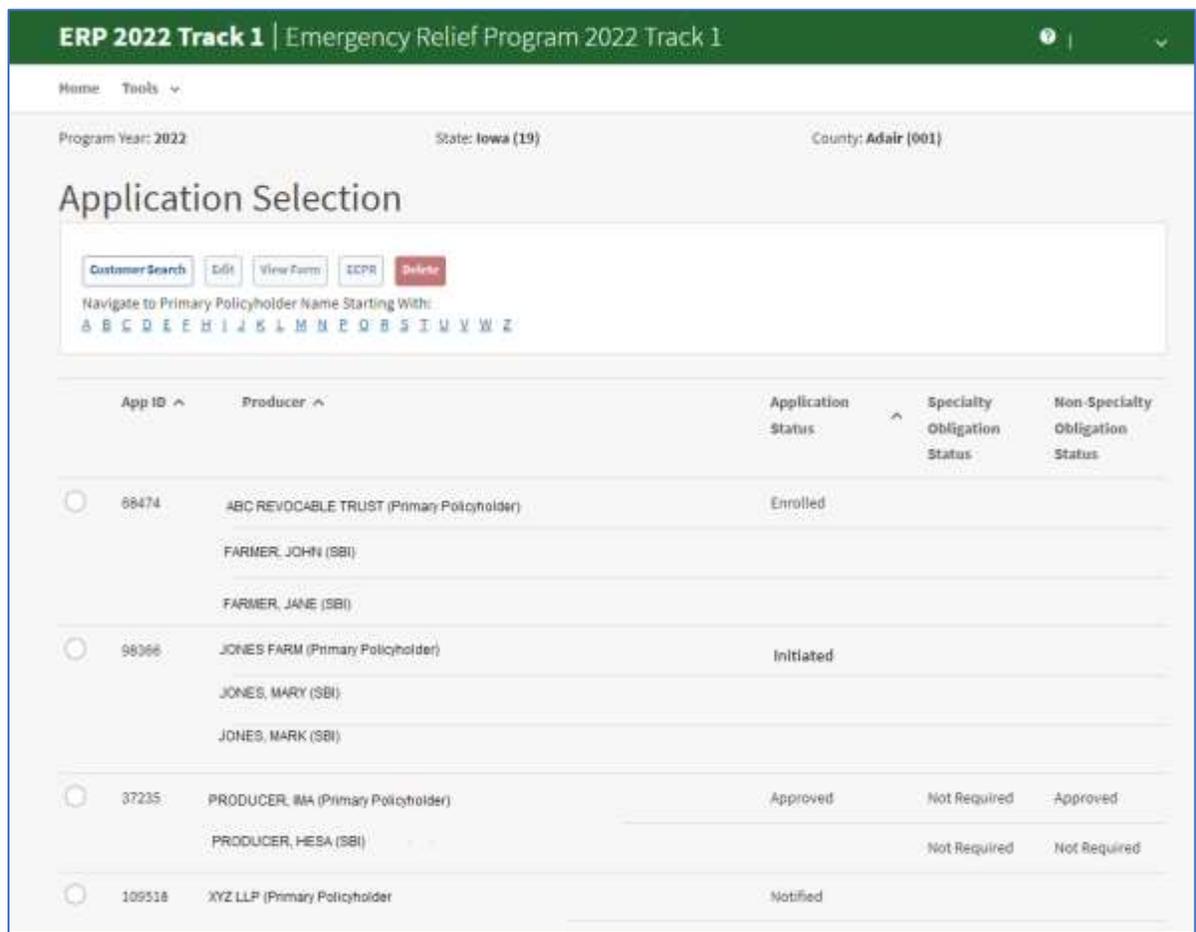
21 Track 1 Application Selection Screen

A Overview

After a user has successfully logged into the ERP 2022 Track 1 software, the Application Selection Screen will be displayed. This screen is the starting point for processing ERP 2022 Track 1 applications.

B Example of Application Selection Screen

The following is an example of the Application Selection Screen for the ERP 2022 Track 1 software.



21 Track 1 Application Selection Screen (Continued)

C Field Descriptions and Actions

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

Field	Description/Action
Program Year	Displays the program year.
State	Displays the State selected on the ERP 2022 Track 1 Home Screen.
County	Displays the county selected on the ERP 2022 Track 1 Home Screen.
Customer Search	Allows users to select a specific producer. Note: Nationwide customer service is available for the 2022 ERP.
Edit	Allows users to edit a specific application. An application must be selected using the radio button before the “Edit” function is enabled.
View Form	Allows users to view the form. An application must be selected using the radio button before the “Edit” function is enabled.
ECPR	Allows users to view ECPR in either PDF or HTML formats. An application must be selected using the radio button before the “Edit” function is enabled.
Delete	Allows a user to delete an application. A pop-up box will be displayed asking the user if they are sure they want to cancel the application. CLICK: <ul style="list-style-type: none">• “Yes” to cancel the application Note: The status will be updated to “Cancelled”.• “No” to return to the Application Selection Screen. Warning: Applications cancelled after the application is approved will result in the payment being cancelled and an overpayment transferred to NRRS. The application can no longer be edited after being cancelled. The County Office will need to contact their State Office if cancelled in error.

21 Track 1 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
Navigate to Primary Policyholder Name Starting With:	<p>Displays a list of the first letter of all applicants' last name.</p> <p>Click the letter to navigate to the last names starting with that letter.</p>	
App ID	<p>Displays the system-generated application number for the producer.</p>	
Producer	<p>Displays the name of the primary policyholder and any associated SBI.</p> <p>Note: If the producer is not found in Business Partner, the name will be displayed as "Producer Not Found". Users will need to notify the primary policyholder to obtain AD-2047 for SBI before entering SBI in Business Partner.</p>	
Application Status	Indicator	Description
	Notified	Application has been created and mailed to the producer for signatures.
	Initiated	Application has been created and data has been edited, however, producer signatures have not been recorded.
	Enrolled	Application has been created and the producers' signatures have been recorded.
	Approved	The COC determination is "Approved" and the date has been recorded on the Track 1 Summary Screen.
	Disapproved	The COC determination is "Disapproved" and the date has been recorded on the Track 1 Summary Screen.
	Partial	There is a COC determination for at least 1 crop, but not all crops have had a COC determination made.
	Split	All crops have a COC determination, but crops are both approved and disapproved.
	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	<p>The COC date has been recorded, determination is "Approved", and an obligation is now pending.</p> <p>Note: This status is a rare occurrence.</p>
	Cancelled	Application has been cancelled.

21 Track 1 Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
Specialty Obligation Status	Indicator	Description
	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 responses from the accounting system or lack of funding. A message will be displayed informing the user of remediation.
	Not Required	An obligation is not required because the producer has no share on a specialty crop or the payment calculates to zero on the application.
	Rejected	A hyperlink that indicates an obligation has been rejected. County Offices are to contact their State Office specialist for assistance. After clicking the hyperlink, a message will be displayed informing the user of remediation instructions.
Non-Specialty Obligation Status	Indicator	Description
	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 responses from the accounting system or lack of funding. A message will be displayed informing the user of remediation.
	Not Required	An obligation is not required because the producer has no share on a specialty crop or the payment calculates to zero on the application.
	Rejected	An obligation has been rejected. County Offices are to contact their State Office specialist for assistance. A message will be displayed informing the user of remediation.

22 Track 1 Application Screen

A Overview

After a producer has been selected from the Application Selection Screen, the ERP 2022 Track 1 Application Screen will be displayed allowing users to process applications.

Information from RMA and the NAP software are prepopulated. County Offices cannot create new applications.

B Example of Track 1 Application Screen

The following is an example of the Track 1 Application Screen.



C Track 1 Tabs

The following table provides the descriptions for the Track 1 tabs.

Field	Description
Insured Crop Information	<p>The Insured Crop Information tab is the defaulted screen after selecting the producer.</p> <p>Follow paragraph 23 to complete the Track 1 Insured Crop Information Screen.</p>
Whole-Farm or Micro Farm	<p>The Whole-Farm or Micro Farm tab allows users to enter the percentage of expected revenue of liability from specialty crops.</p> <p>Note: The Insured Crop Information tab must be completed before the Whole-Farm or Micro Farm tab can be completed.</p> <p>Follow paragraph 24 to complete the Track 1 Whole-Farm or Micro Farm Screen.</p>

22 Track 1 Application Screen (Continued)

C Track 1 Tabs (Continued)

Field	Description
NAP Crop Information	<p>The NAP Crop Information tab allows users to enter the percentage of expected revenue of liability from specialty crops.</p> <p>Note: The Insured Crop Information tab must be completed before the Whole-Farm or Micro Farm tab can be completed.</p> <p>Follow paragraph 25 to complete the Track 1 NAP Crop Information Screen.</p>
Summary	<p>The Summary tab displays all the information entered from all tabs and allows users to:</p> <ul style="list-style-type: none"> • view information entered from previous screens • enter the producer’s signature date and type • record the COC determination and date. <p>Follow paragraph 26 to complete the Track 1 Summary Screen.</p>

D ERP Application Screen Header Information

The following table provides the header information displayed on each screen.

Field	Description/Action
Program Year	Displays the program year.
State	Displays the administrative State selected from the ERP 2022 Track 1 Home Screen.
County	Displays the administrative county selected from the ERP 2022 Track 1 Home Screen.
Application Status	Displays the system-generated status of the application.
Producer	Displays the name of the primary policyholder.
Recording State	Displays the recording State of the primary policyholder.
Recording County	Displays the recording county of the primary policyholder.
Application ID	Displays the system-generated application number.

22 Track 1 Application Screen (Continued)

E ERP Application Screen Footer Information

The following table provides the footer information displayed on each screen.

Field	Description/Action
Exit	Exits the application and returns the user to the Application Selection Screen. Information not previously saved will not be saved.
Save	Saves the information entered and remains on the same screen. Note: Users who prefer to tab across the application must CLICK “Save” before proceeding to the next screen.
Continue	Proceeds to the next tab without saving data.
Save and Continue	Saves the information entered and proceeds to the next screen.

23 Track 1 Insured Crop Information Screen

A Overview

The Track 1 Insured Crop Information Screen allows users to enter the primary policyholder and applicable share information recorded on FSA-523.

B Example of Tract 1 Insured Crop Information Screen

The following is an example of the Track 1 Insured Crop Information Screen.

23 Track 1 Insured Crop Information Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Track 1 Insured Crop Information Screen.

Field	Description/Action
Crop Year	Displays the crop year.
Physical State /County Code	Displays the physical location of the crop as recorded by RMA. Note: Only the crops reported by RMA for the producer will be displayed.
Crop	Displays the crop name as recorded by RMA. Note: After the crop name, there will either be displayed “(S)” for specialty or “(NS)” for non-specialty.
Unit	Displays the RMA unit.
Estimated ERP 2022 Payment (Prior to adjustments)	Displays the estimated ERP 2022 payment before any adjustments.
Primary Policyholder and SBIs	Displays the primary policyholder and any associated SBI for the crop as recorded by RMA.
Shares	Enter the applicable share.
Agreement to Purchase Crop Insurance or NAP	Enter the response as recorded by the producer for the applicable year. Note: The field is enabled only after a share has been entered.
Caused by Qualifying Loss	Enter the response as recorded by the producer for the applicable year.

24 Track 1 Whole-Farm or Micro Farm Screen

A Overview

The Track 1 Whole-Farm or Micro Farm Screen allows users to enter the information for whole-farm or micro farm policies with RMA.

Note: The Track 1 Insured Crop Information Screen must be completed before completing this screen.

24 Track 1 Whole-Farm or Micro Farm Screen (Continued)

B Example of Track 1 Whole-Farm or Micro Farm Screen

The following is an example of the Track 1 Whole-Farm or Micro Farm Screen.

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Track 1 Whole-Farm or Micro Farm Screen.

Field	Description/Action
Crop Year	Displays the crop year.
Physical State/ County Code	Displays the physical location of the crop as recorded by RMA. Note: Only the crops reported by RMA for the producer will be displayed.
Crop (WFRP, Whole-Farm Unit or Micro Farm)	Displays “Whole Farm Unit”.
Unit	Displays the RMA unit.
% of Expected Revenue or Liability from Specialty Crops	Enter the percentage as a whole number of the expected revenue or liability from specialty crops.

25 Track 1 NAP Crop Information Screen

A Overview

The Track 1 NAP Crop Information Screen allows users to process an application for crops with NAP coverage.

25 Track 1 NAP Crop Information Screen (Continued)

B Example of Track 1 NAP Crop Information Screen

The following is an example of the Track 1 NAP Crop Information Screen.

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Track 1 NAP Crop Information Screen.

Field	Description/Action
Crop Year	Displays the crop year.
Admin State/County Code	Displays the administrative location of the crop as recorded in the NAP software. Note: Only the crops recorded in the NAP software for the producer will be displayed.
Pay Group	Displays the pay group from the NAP software.
Pay Crop	Displays the name of the NAP crop.
Unit	Displays the RMA unit.
Estimated ERP 2022 Payment (Prior to adjustments)	Displays the estimated ERP 2022 payment before any adjustments.
Agreement to Purchase Crop Insurance or NAP	Enter the response as recorded by the producer for the applicable year. Note: The field is enabled only after a share has been entered.
Caused by Qualifying Loss	Enter the response as recorded by the producer for the applicable year.

26 Track 1 Summary Screen

A Overview

The Track 1 Summary Screen allows users to:

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

Note: The Insured Crop Information section and NAP Crop Information section are independently approved or disapproved within each section of the Track 1 Summary Screen.

B Example of Track 1 Summary Screen

The following is an example of the Track 1 Summary Screen for the ERP 2022 Track 1 software.

The screenshot displays the 'ERP 2022 Track 1 | Emergency Relief Program 2022 Track 1' interface. It features a navigation bar with four tabs: 'Insured Crop Information', 'Whole Farm or Micro Farm', 'NAP Crop Information', and 'Summary'. The 'Insured Crop Information' tab is active, showing a table with two rows of crop data. Below this, there are sections for 'WHOLE-FARM REVENUE PROTECTION, WHOLE-FARM UNIT, OR MICRO FARM POLICYHOLDERS MUST CERTIFY TO THE FOLLOWING:', 'NAP CROP INFORMATION', 'PRODUCER CERTIFICATION', and 'COC DETERMINATION'. The 'PRODUCER CERTIFICATION' section shows the producer name 'HENDER, RUSSELL A (Primary Policyholder)' and a signature date of '11/15/2022'. The 'COC DETERMINATION' section shows a date of '11/15/2022'. At the bottom, there are buttons for 'Exit', 'Back', and 'Save and Continue', along with a progress indicator '4 of 4 Steps'.

Crop Year	Physical State (County Code)	Crop	Unit	Estimated ERP 2022 Payment (Per Acre/Unit)	Primary Policyholder and SRA	Share	Agreement to Purchase Crop Insurance or NAP	Caused by Qualifying Loss	COC Determination
2022	01/128	Cotton (HS)	01-0000000	300.00	PRODUCER, IMA, (Primary Policyholder)	100.00	YES	YES	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
2022	01/128	Cotton (HS)	01-0000004	9734.00	PRODUCER, IMA, (Primary Policyholder)	100.00	YES	YES	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

Crop Year	Physical State/County Code	Crop (HS or Micro Farm)	Unit	% of Expected Revenue or Liability from Specialty Crops

Crop Year	Physical State (County Code)	Pay Group	Pay Crop	Unit	Estimated ERP 2022 Payment (Per Acre/Unit)	Agreement to Purchase Crop Insurance or NAP	Caused by Qualifying Loss	COC Determination
								<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

PRODUCER CERTIFICATION

Producer Name: HENDER, RUSSELL A (Primary Policyholder)

Producer Signature Date (MM/DD/YYYY): 11/15/2022

Producer Signature Type: Select Producer Signature Type

COC DETERMINATION

Date (MM/DD/YYYY): 11/15/2022

4 of 4 Steps

Exit Back Save and Continue

26 Track 1 Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Track 1 Summary Screen.

Field	Description/Action
Insured Crop Information/NAP Crop Information	
COC Determination	Click the applicable COC determination. Note: An “Approve All” or “Disapprove All” link allows users to record a single determination for all crops in the applicable section.
Producer Certification	
Producer Name	Displays the name of the policyholder and any applicable SBI.
Producer Signature Date	Enter the date the policyholder or SBI signed FSA-523. Users can manually enter the date or use either of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.
Producer Signature Type	Use the drop-down menu to select the method the policyholder and any applicable SBI used to submit their application.
COC Determination	
Date (MM/DD/YY)	Enter the date COC or designated representative signed FSA-523. Users can manually enter the date or use either of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date.

27-40 (Reserved)

Part 4 (Reserved)

41-60 (Reserved)

Part 5 ERP 2022 Payment Provisions**61 General Payment Provisions****A Overview**

The ERP 2022 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 ERP 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 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

ERP 2022 payments are subject to administrative offset provisions, including TOP services.

61 General Payment Provisions (Continued)

E Funds Control Process

The funds for ERP 2022 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
Emergency Relief Program 2022-Track 1 Specialty Crops	21ERPSCTRACK1	2445
Emergency Relief Program 2022-Track 1 Non-Specialty Crops	21ERPWSTRACK1	2446

F Sequestering ERP 2022 Payments

ERP 2022 payments are not subject to sequestration.

G Assignments

A producer entitled to an ERP 2022 payment may assign payments according to 63-FI.

H Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting ERP 2022 benefits.

Note: Contact the OGC Regional Attorney for guidance on issuing ERP 2022 payments on all bankruptcy cases.

I Payments Less Than \$1

ERP 2022 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 ERP 2022 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 will manually determine the payment due date by determining the later of the following:

- date producer signed the application

61 General Payment Provisions (Continued)**J Payment Due Date (Continued)**

- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-860
 - CCC-902
 - FSA-523
- 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 after the later of the dates in subparagraph J, then prompt payment interest is payable to the producer. County Offices must:

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

62 Payment Limitation and Eligibility**A Payment Limitation Amount**

The payment limitation for ERP is \$125,000 per person or legal entity (direct attribution applies), unless the producer applying requests the optional payment limitation according to the forthcoming 5-ERP. When applicable, the payment limitation request must be completed on FSA-510 and loaded in subsidiary according to 3-PL (Rev. 2).

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

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

62 Payment Limitation and Eligibility (Continued)

B Eligibility Values

The following table identifies web-based eligibility determinations applicable to ERP 2022 and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination	Value	Eligible for Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI Note: See 5-PL and 3-PL (Rev. 2) for additional information about AGI determinations.	Not Filed	Not Applicable
	Filed CCC-941	
	Exempt	
	Not Met – Producer	
	Not Processed	
	Compliant – Producer	
	Compliant – Less Than 3 Years	
	Not Compliant	
	Compliant – FSA Determined	
FSA-510 Pay Limit Exception Request Note: If the FSA-510 pay limit request is “Yes”, then the payment entity or members will be allowed to have an increased payment limitation amount.	Producer certifies at least 75 percent of their average AGI was derived from farming, ranching, or forestry.	Not Applicable
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
Substantive Change	Eligible	Yes
	Not Applicable	Yes
	Not Eligible	No

62 **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 table is the priority of conditions.

Priority	Condition
1	Conservation Compliance
2	Controlled Substance
3	AD-1026

63 **Payment Processing**

A Supporting Files for Integrated Payment Processing

The ERP 2022 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 the 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	Used to compute the ERP 2022 payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer 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 members and member’s share of the following for the year the application was filed: <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

63 Payment Processing (Continued)

A Supporting Files for Integrated Payment Processing (Continued)

Type of Information	How Information Is Used for Payment Processing	Source
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

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	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	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.

64 Overpayments

A Overview

Overpayments will be determined during the ERP 2022 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.

65-80 (Reserved)

Part 6 Reports

81 Application Reports

A Overview

ERP 2022 application reports are available through the “Tools” drop-down menu on the ERP 2022 Track 1 Home Screen.

Reports can be generated in either CSV or HTML formats.

B Example of ERP 2022 Track 1 Report Selection Screen

The following is an example of the ERP 2022 Track 1 Report Selection Screen.

ERP 2022 Track 1 | Emergency Relief Program 2022 Track 1

Home

ERP 2022 Track 1 Report Selection

Program Year: 2022 State: All States(00) County: All Counties(000)

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

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

Report Format: CSV HTML

Application Status Report

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

Application Status: All Notified Initiated Enrolled Approved Disapproved
Partial Split Suspended Pending Cancelled

Complete Data Report (CSV only)

Approved Obligation Report

Failed or Rejected Obligation Report

Application Selection Create Report

81 Application Reports (Continued)

C Available Reports

The following reports are available to monitor ERP 2022 activity.

Report	Description
Application Status Report	This report captures general information for the application, such as application status and status date. An application status must be selected before the report can be generated.
Complete Data Report (CSV only)	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 a failed or rejected obligation.

82 Estimated Calculated Payment Report

A Overview

ECPR provides an estimate of the gross payment a policyholder and any applicable SBI potentially can earn for the 2022 ERP.

B Example of ECPR

The following is an example of ECPR.

ERP Year	Approved	State/County	Crop	Area	Estimated ERP Payment	Share (%)	Calculated Netted Crop Payment	Provision	Producer Share Provisions	Fee	Producer Share Fee																																																								
2022	15	00/000	Wheat	50-00000000	\$75,750.00	250.00	\$75,750.00	\$7,821.00	\$7,821.00	\$20.00	\$78.00																																																								
2022	15	00/000	Wheat	50-00000000	\$91,912.00	250.00	\$91,912.00	\$2,294.00	\$2,294.00	\$20.00	\$22.00																																																								
Total Calculated ERP Netted Crop Payment: \$186,976.00																																																																			
<table border="0" style="width: 100%;"> <tr> <td>Range Number</td> <td>Progression Payment Amount</td> <td>Progression Payment Dates</td> <td>Progression Payment</td> </tr> <tr> <td>Range 1</td> <td>\$0.0000</td> <td>01/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 2</td> <td>\$0.0000</td> <td>02/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 3</td> <td>\$0.0000</td> <td>03/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 4</td> <td>\$0.0000</td> <td>04/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 5</td> <td>\$0.0000</td> <td>05/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 6</td> <td>\$0.0000</td> <td>06/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 7</td> <td>\$0.0000</td> <td>07/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 8</td> <td>\$0.0000</td> <td>08/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 9</td> <td>\$0.0000</td> <td>09/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 10</td> <td>\$0.0000</td> <td>10/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 11</td> <td>\$0.0000</td> <td>11/01/22</td> <td>\$0.0000</td> </tr> <tr> <td>Range 12</td> <td>\$0.0000</td> <td>12/01/22</td> <td>\$0.0000</td> </tr> <tr> <td colspan="4" style="text-align: right;">Progression Payment Total: \$0.0000</td> </tr> </table>												Range Number	Progression Payment Amount	Progression Payment Dates	Progression Payment	Range 1	\$0.0000	01/01/22	\$0.0000	Range 2	\$0.0000	02/01/22	\$0.0000	Range 3	\$0.0000	03/01/22	\$0.0000	Range 4	\$0.0000	04/01/22	\$0.0000	Range 5	\$0.0000	05/01/22	\$0.0000	Range 6	\$0.0000	06/01/22	\$0.0000	Range 7	\$0.0000	07/01/22	\$0.0000	Range 8	\$0.0000	08/01/22	\$0.0000	Range 9	\$0.0000	09/01/22	\$0.0000	Range 10	\$0.0000	10/01/22	\$0.0000	Range 11	\$0.0000	11/01/22	\$0.0000	Range 12	\$0.0000	12/01/22	\$0.0000	Progression Payment Total: \$0.0000			
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ERP	Quantity/Weight/Volume	Weighted Progression National Payment	Producer Share Provisions	Producer Share Fee	Specialty/Nonstandard Fee	Specialty/Nonstandard Fee Payment	Specialty/Nonstandard Fee Payment Factor	Specialty/Nonstandard Fee Payment	Specialty/Nonstandard Fee Payment Factor	Specialty/Nonstandard Fee Payment	Specialty/Nonstandard Fee Payment Factor																																																								
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82 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR

The following information will be displayed on ECPR.

Field	Description
Program Name	2022 Emergency Relief Program.
Recording State Name	Full name of the State selected by the user.
Recording County Name	Full name of the county selected by the user.
Application Number	System-assigned application number.
Application Approved	“Yes” if 1 line item is approved and the application has a COC approval date.
Producer Name	Primary policyholder or SBI with a share on the application.
Insured Crop Payment	
Crop Year	Insured crop year from the application.
Approved	Indicator if an approval has been recorded for the crop.
State/County	Physical State/county code from the application.
Crop Name	Crop from the application.
Unit	Unit number from the application.
Estimated ERP Payment	Estimated ERP payment (before adjustments) in the application. Note: For insured crops, the indemnity has been reduced; however, fees and premiums are not included.
Share (%)	Share the producer selected for the primary policyholder and SBI.
Calculated Insured Crop Payment	Estimated ERP payment multiplied by the share.
Premium	Amount of premium for the primary policyholder.
Producer Share Insured Crop Premium	Premium multiplied by the share (percentage).
Service Fee	Amount of service fee for the primary policyholder.
Producer Share Insured Crop Service Fees	Service fee multiplied by the share (percentage).
Range Number	Progressive factoring range.
Progressive Payment Quantity	Calculated insured crop payment minus prior ranges. Not to exceed the range maximum payment amount.
Progressive Payment Factor	Factor determined for each range.
Progressive Payment	Progressive payment quantity multiplied by the progressive payment factor.
Progressive Factored Payment	Total of all progressive payments for the range.

82 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR (Continued)

Field	Description
Insured Crop Payment (Continued)	
Crop Name	Crop name from the application. Note: If whole-farm revenue protection, whole-farm unit, or micro farm, entries will be displayed twice for specialty and non-specialty percentages.
Specialty/Non-Specialty	Indicator if the crop is considered specialty or non-specialty.
Weighted Progressive Factored Payment	Progressive factored payment weighted by the percentage of the calculated insured crop payment for the producer.
Producer Share Insured Crop Premium	Premium multiplied by the share (percentage). Note: \$0.00 will be displayed if the producer has not filed CCC-860.
Service Fee	Service fee multiplied by the share (percentage). Note: \$0.00 will be displayed if the producer has not filed CCC-860.
Specialty Non-Specialty Crop Percentage (%)	Percentage of the crop for specialty or non-specialty. Note: If whole-farm revenue protection, whole-farm unit, or micro farm, the percentage indicated on the application will display the specialty and non-specialty percentages and all other crops will indicate "100.00".
Gross Insured Crop Payment	Weighted progressive factored payment plus producer share premium plus producer share insured crop service fee multiplied by specialty non-specialty crop percentage.
Payment Factor	Factor used if payments are to be factored because of funding. Note: This factor will not reduce payment limitation.
Factored Gross Insured Crop Payment	Gross insured crop payment multiplied by payment factor.
Total Gross Insured Specialty Crop Payment	Total of gross insured crop payment for specialty crops.
Total Gross Insured Non-Specialty Crop Payment	Total of gross insured crop payment for non-specialty crops.
Total Factored Gross Insured Specialty Crop Payment	Total of factored gross insured crop payment for specialty crops.
Total Factored Gross Insured Non-Specialty Crop Payment	Total of factored gross insured crop payment for non-specialty crops.

82 Estimated Calculated Payment Report (Continued)

C Field Descriptions for ECPR (Continued)

Field	Description
NAP Crop Payment	
Producer Paid Premium	Total NAP premium paid by the producer.
Service Fee	Total NAP service fees paid by the producer.
Crop Year	Crop year of the NAP crop from the application.
Approved	Indicator if an approval has been entered for the crop.
State/County	State and county of the NAP application from the application.
Pay Group	Pay group of the NAP crop from the application.
Pay Crop	Pay crop of the NAP crop from the application.
Specialty/NonSpecialty	Indicator if the crop is considered specialty or non-specialty.
Unit	Unit of the NAP crop from the application.
Estimated ERP Payment	Estimated ERP payment (before adjustments) in the application. Note: For NAP crops, the NAP payment has not been reduced and fees and premiums are not included.
NAP Payment	Amount of the NAP payment for the crop.
Producer Paid Premium	Total NAP premium paid by the producer weighted by the estimated ERP 2022 payment requested for payment. Note: \$0.00 will be displayed if the producer has not filed CCC-860.
Service Fee	Total NAP service fee weighted by the estimated ERP 2022 payment requested for payment. Note: \$0.00 will be displayed if the producer has not filed CCC-860.
Gross NAP Crop Payment	Estimated ERP 2022 payment minus NAP payment plus producer paid premium plus service fee.
Payment Factor	Factor used if payments are to be factored because of funding.
Factored Gross NAP Crop Payment	Gross NAP crop payment multiplied by payment factor.
Total Gross NAP Specialty Crop Payment	Total of gross NAP crop payment for specialty crops.
Total Gross NAP Non-Specialty Crop Payment	Total of gross NAP crop payment for non-specialty crops.
Total Factored Gross NAP Specialty Crop Payment	Total of factored gross NAP crop payment for specialty crops.
Total Factored Gross NAP Non-Specialty Crop Payment	Total of factored gross NAP crop payment for non-specialty crops.
Total Gross Payment	Total gross insured crop payment plus total gross NAP crop payment.
Total Factored Payment	Total factored gross insured crop payment plus total factored gross NAP crop payment.

83 Payment Reports

A Displaying or Printing Payment Reports

ERP 2022 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. The Payment History Report – Detail has program-specific data, so information for this report is in this handbook.

ERP 2022 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
Note: 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

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

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		61, 62, 63
AD-2047	Customer Data Worksheet		21
CCC-36	Assignment of Payment		63
CCC-37	Joint Payment Authorization		63
CCC-860	Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer or Rancher Certification		61, 82
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		61
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		62
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		61
FSA-510	Request for an Exception to the \$125,000 Payment Limitation for Certain Programs		62
FSA-520	Emergency Relief Program (ERP) Phase 1 Application		61
FSA-523	Emergency Relief Program (ERP) 2022 Track 1 Application		13, 23, 26, 61

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CSV	comma-separated value	81
ECPR	Estimated Calculated Payment Report	21, 82
ERP	Emergency Relief Program	Text, Ex. 3
HTML	HyperText Markup Language	21, 81
ISD	Information Solutions Division	2
PDD	Program Delivery Division	1-3
PDF	portable document format	21
SBI	substantial beneficial interest	13, 14, 21, 23, 26, 82
SND	Safety Net Division	1, 2
WFRP	whole-farm revenue protection	24

Delegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Application Selection Screen	21
	Bulk COC Approval/Disapproval Screen	13
	Bulk Electronic Approval/Disapproval Screen	14
	ERP 2022 Track 1 Home Screen	12
	ERP 2022 Track 1 Report Selection Screen	81
	Track 1 Application Screen	22
	Track 1 Insured Crop Information Screen	23
	Track 1 NAP Crop Information Screen	25
	Track 1 Summary Screen	26
	Track 1 Whole-Farm or Micro Farm Screen	24

