

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Common Payment System 9-CM</b>	<b>Amendment 6</b>
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**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 1 B has been amended to update Related Handbooks by adding 1-NAP and 2-NAP.

Subparagraph 51 B has been amended to update programs using the Common Repots System by adding NAP-LAC and NAP-TVL.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-1, 1-2 5-1, 5-2	1, page 1



**Part 1 Basic Information**

**1 Handbook Purpose, Related Handbooks, and Sources of Authority**

**A Handbook Purpose**

This handbook:

- provides information related to the common payment process for web-based payment applications
- describes general policy applicable to payments administered by FSA
- provides policy and procedure information related to direct attribution
- provides a comprehensive description of the common payment system and how payments using this system are processed
- describes a series of standardized reports developed to assist State and County Offices with the administration of program payments.

**B Related Handbooks**

The following FSA handbooks are related to farm program payment applications and payments.

<b>Topic</b>	<b>Related Handbook</b>
Adding customers or maintaining SCIMS information	1-CM
Procedure for updating HEL and WC determinations in the web-based system	3-CM
Payment reductions and violations	4-CP
Policy about HEL and WC provisions	6-CP
Policy about DCP and ACRE	1-DCP
Procedure for recording DCP and ACRE contract data in the web-based system	2-DCP (Rev. 1)
Depositing remittances	3-FI
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Policy about claims and withholdings	58-FI
Policy for handling prompt payment interest penalties	61-FI
Policy for reporting data to IRS	62-FI
Policy for assignments and joint payees	63-FI
*--Procedure for establishing and reporting receivables in NRRS--*	64-FI
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# 1 Handbook Purpose, Related Handbooks, and Sources of Authority (Continued)

## B Related Handbooks (Continued)

Topic	Related Handbook
Policy about LIP, LFP, and ELAP	1-LDAP
*--Policy about NAP	1-NAP
Policy about Loss Adjuster Management	2-NAP--*
Policy about payment limitation provisions including determinations for “actively engaged in farming”, “person”, and AGI eligibility	1-PL
Software procedure for recording information in the joint operation and permitted entity files on the System 36	2-PL
Software procedure for recording eligibility determinations and certifications, combined producer information, payment limitation, *--and farm operating plan information in the web-based--* environment	3-PL (Rev. 1)
Policy about payment limitation provisions including determinations for “actively engaged in farming”, direct attribution, and AGI eligibility for 2009 and subsequent crop years	4-PL
Policy about SURE	1-SURE
Policy about TAP	1-TAP

## C Sources of Authority for Direct Attribution Provisions

The Food, Conservation, and Energy Act of 2008 amended the Food Security Act of 1985 to provide for the following:

- payments are limited by direct attribution to persons and legal entities
- the permitted entity rule was **repealed**

**Note:** Payments can be received through any number of legal entities with **no** designation required.

- restricted payment to Federal and State/local governments
- created new rules for eligibility based on average AGI.

See 4-PL for additional information.

**Part 5 Common Reports System**

**Section 1 Basic System Information**

**51 Overview**

**A Concept of Common Report System**

The Common Reports System provides a central location for reports for program payments processed through the common payment system.

Historically, FSA payment systems have functioned somewhat independently because different rules apply to different programs. As a result, there was not always consistency in how reports were developed to assist users. The concept of the Common Reports System is to provide users with a standardized set of reports that can be used to assist with payment reconciliation issues. The benefits of the Common Reports System include:

- reports generated through this process have the same format regardless of the program for which the report is generated
- once the user uses the reports for one program, they gain a knowledge of how to reconcile payment issues for other programs
- when a new program is implemented, software development effort is not needed to generate reports.

**B Programs Using the Common Reports System**

The following programs use the Common Reports System.

<b>Program Area</b>	<b>Program - Program Type</b>	<b>Years</b>
Disaster Assistance	ELAP	2010 - 2011
	LFP	2008 - 2011
	LIP	2008 - 2011
	NAP	2011 and future
	*--NAP-LAC (LA Compensation)	2012 and future
	NAP-TVL (LA Travel)	2012 and future--*
	SURE	2008 and future
Price Support	TAP	2008 - 2011
	RTCP	2010 and future
Production Adjustment	TAAF	2008 and future
	ACRE-ACRE	2009 - 2010
	ACRE - Direct	2009 - 2012
	DCP - Counter-Cyclical	2009 - 2010
	DCP - Direct	2009 - 2012

**Note:** It is anticipated that other web-based payment systems will use the Common Report System, however specific information on those programs is not available. This table will be updated as new programs are added to the process.

**51 Overview (Continued)****C Common Payment Reports**

The reports developed through the Common Payment Reporting System are broken down into 2 categories depending on whether data for the report is available in “real time” or delayed.

The following reports include “real time” data:

- Estimated Calculated Payment Report, if applicable to the program
- \*--Prepayment Report--\*
- Submitted Payments Report
- Submitted Overpayments Report
- Pending Overpayment Report
- Insufficient Funds Report
- Payments Computed to Zero Report.

The following reports include data from a reporting database that is updated within 24 hours:

- Nonpayment/Reduction Report
- Payment History Report – Summary
- Payment History Report – Detail.

**Note:** The reporting database is scheduled to update daily at 4 a.m. c.t. However, the last update date is listed on the Common Reports Menu for user information.

**Reports, Forms, Abbreviations, and Redelegations of Authority**

**Reports**

None

**Forms**

This table lists all forms referenced in this handbook.

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		36, 55, 66, Ex. 5, 6
CCC-901	Members Information 2009 and Subsequent Years		26
CCC-902	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		16, 26, 66

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in Exhibit 102.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
BCAP	Biomass Crop Assistance Program	35
EFRP	Emergency Forest Restoration Program	35
ELAP	Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish Program	1, 15, 35, 51, 66, Ex. 4, 6
LAC	Loss Adjuster Contractor	51
NRRS	National Receipts and Receivables System	Text
RTCP	Reimbursement Transportation Cost Program	35, 51, Ex. 4
SURE	Supplemental Revenue Assistance Payments Program	Text, Ex. 4, 6
TAAF	Trade Adjustment Assistance for Farmers	35, 51, 66, Ex. 4, 7
TVL	Travel	51

**Re delegations of Authority**

None

