

For: State and County Offices

**Agricultural Risk Coverage (ARC) and Price Loss Coverage (PLC)
Election and Enrollment Actions**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The 2019 election and enrollment period for ARC and/or PLC ends on March 16, 2020.

There are 2.3 million farms with base acres. Typically, 1.7 million of those farms enroll annually; however, as of January 27, 2020, only 327,408 farms have elected and enrolled for 2019. The 2019 election and enrollment occur at the same time and 2019 election must occur by March 16, 2020, and 2019 election precedes 2020 enrollment.

B Purpose

This notice informs State and County Offices of:

- the urgency to complete election and enrollment activities
- a reminder postcard that will be mailed
- activities that must be completed before enrolling farms
- the requirement to approve all enrolled contracts within 30 calendar days after the enrollment deadline.

C Contact

If there are questions or concerns about this notice:

- County Offices will contact the State Office
- State Offices will contact Brent Orr by e-mail at **brent.orr@usda.gov**.

Disposal Date	Distribution
July 1, 2020	State Offices; State Offices relay to County Offices

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2 2019 Election and Enrollment

A Completing 2019 Election and Enrollment

Election and enrollment for 2019 began September 3, 2019, and will end on March 16, 2020.

Numbers for 2019 indicate that producers are delaying making an election and enrollment decision.

To service producers and still maintain the March 16, 2020, deadline, SED's were directed to develop a plan. Strategies and components of this plan may include, but are not limited to the following:

- Strategies:
 - limit the use of registers by contacting producers to schedule a mutually-acceptable appointment on or before March 16
 - prioritize in-State resources to assist with counties that are behind to the maximum extent possible
 - use of overtime pay is approved; the estimated funding levels need should be provided in the plan
 - show the number of farms that must be enrolled each workday to meet the expected enrollment; a column will be added to the spreadsheet that is sent each Monday that monitors enrollment progress
 - request resource assistance, including temporaries, through the DAFO workforce management website if absolutely necessary
- Components:
 - scheduling appointments
 - having "best practice" discussions, highlighting the approaches of CED's in heavy workload counties who have timely completed enrollment in previous years
 - contacting:
 - producers by GovDelivery, telephone or email to set appointments
 - local media to encourage producers to complete the process
 - local agribusiness, extension service, and crop insurance agents to notify their customers of the March 16 deadline
 - encourage COC members to promote appointments and the March 16 deadline
 - direct District Directors to monitor progress on a weekly basis
 - list of outreach activities completed or planned to promote enrollment of the programs.

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2 2019 Election and Enrollment (Continued)

B Enrollment Registers

In many instances, County Offices have used appointments that may extend beyond the March 16, 2020, deadline to elect and enroll. In those cases, the appointment schedule becomes the register mentioned in 1-CM, paragraph 2.

Notes: Using a register is not an extension of the deadline. A register must not be used unless a producer is scheduled for an appointment or requests an appointment and the County Office does not have capability to service the producer by March 16, 2020. All appointments on a register must be completed as soon as possible after the March 16, 2020, deadline.

County Offices must request using a register as prescribed in 1-CM, paragraph 2.

C Reminder Postcard

The National Office will be mailing a reminder postcard to the farm operator and all farm owners. The postcards will be mailed to a unique customer only once, regardless of the number of farms the customer has not elected or enrolled. See Exhibit 1 for an example of the postcard.

Notes: The postcard will be mailed by February 1, 2020.

County Offices are reminded that the postcards are developed based on what is in farm records. If producers have made changes that have not been brought to FSA, this can impact mailing.

3 Enrollment/Election Reminders

A Approving Contracts

County Offices are reminded that contracts must be approved as soon as possible after the contract is enrolled. It is necessary to approve the contracts as soon as possible to establish an obligation amount for the contract.

Contracts may be approved by:

- COC
- a delegated representative of COC.

Both approvals will be recorded in the COC minutes.

According to 2-ARCPLC, ARCPLC contracts may be approved in the automated environment by the following 2 methods:

- single farm or bulk approval
- electronic approval.

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3 Enrollment/Election Reminders (Continued)

A Approving Contracts (Continued)

The single or bulk approval option indicates the contract was approved by either COC or the delegated representative on paper, and the user is entering the approval date into the automated system.

The electronic approval indicates the delegated representative of COC (usually CED) is approving the contract in the automated system. In this situation, there may or may not be a signature on the paper contract.

DD's will randomly spot-check at a minimum of 10 contracts per county to ensure that these policies are being followed.

B Restoring Base Acres

For 2019 contract enrollment, base acres eligible to be restored to a farm because of CRP contracts that expired by September 30, 2018, must be restored and enrolled into the applicable program by March 16, 2020 (the end of enrollment for contract year 2019).

For 2020 contract enrollment, base acres eligible to be restored to a farm because of CRP contracts that expired by September 30, 2019, must be restored and enrolled into the applicable program by June 30, 2020 (the end of enrollment for contract year 2020).

County Offices will review the "Contracts that Expired on Sept. 30" Conservation Contract Maintenance System (CCMS) report. This report will identify contracts expiring at the end of the selected FY. County Offices will follow Notice CM-820 to restore eligible base acres preserved for CRP participation.

Note: According to 1-ARCPLC (Rev. 1), paragraph 3, DD's will ensure that the County Office has reviewed the CCMS report.

C Base Acres Exceeding Reported Cropland

ARCPLC contract software has a report that identifies producers with base acre interest greater than reported interest. County Offices will review the "Producers with Base Acres Interest Greater than Reported Interest" report before the end of the contract period (September 30, 2020, for 2019 contracts) to ensure that any exception has been reviewed according to 1-ARCPLC (Rev. 1), paragraph 217.

Note: According to 1-ARCPLC (Rev. 1), paragraph 3, DD's will ensure that the County Office has reviewed the report.

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4 Multi-Year Contracts

A Multi-Year Contract Rollover

1-ARCPLC (Rev. 1), paragraph 201 allows for producers to designate the 2019 contract as a multi-year contract. From a software perspective, those multi-year contracts will be handled using a multi-year rollover process. Users must follow 2-ARCPLC, paragraph 124 to rollover these contracts in each year, 2020 and forward. This process will allow the ARCPLC contract software to identify farm record changes that may impact the underlying contract details. When a change in the farm record is detected, the contract for the year of the change, and future year contracts, will be impacted. If a change is detected for any of the following values, the multi-year contract will be canceled:

- covered commodities
- base acres
- producers removed that were designated as part of the election
- farm or tract number becoming inactive.

Note: The policy in 1-ARCPLC (Rev. 1) will be amended to state that updating the PLC yield will not cancel an ARCPLC contract. This is a policy change. See subparagraph B for impacts to software.

B Impact of 2020 PLC Yield Update

If the 2020 ARCPLC multi-year contract is rolled over before the update of the 2020 PLC yield, the 2020 ARCPLC contract will be canceled in the web application once the 2020 PLC yield value is updated in Farm Records. When this cancellation occurs, users will be able to re-establish the multi-year contract in the automated system by returning to the Contract Rollover Screen according to 2-ARCPLC, paragraph 124. Users must select the “Multi Year Contract Rollover” box and CLICK “Continue”. At this point, all prior loaded dates will be preloaded for this contact and users will need to CLICK “Submit” on the Summary by Crop or Summary by Producer Screen. Users may also choose to use the “Bulk Multi-year Rollover” option from the left navigation window to apply the multi-year contract rollover.

Because of the fact that the 2020 contract will be canceled in the system if the PLC yield is updated, it is recommended that if a PLC yield update is in process, the County Office does not rollover the 2020 contract until the update is complete.

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5 Defaulting 2019 Farms

A No Election/Enrollment by March 16, 2020

If a valid 2019 election and enrollment on a farm is not filed by March 16, 2020 (including enrollment registers), the farm will remain with default program elections and no payments will be issued for the 2019 crop year. To enroll those farms for the 2020 crop year, an automated process will be completed in the Customer Relationship Management/Farm Records System to remove the “Default” from the associated program election.

Note: Farms identified with an ARCPLC eligibility indicator of “Ineligible – Complete G/I/F History” will retain the “Default” program elections through the life of the 2018 Farm Bill.

B Deadline to Complete Enrollment Registers

The automated default process will be executed on April 3, 2020, and will default all farms where a 2019 election and enrollment have not been recorded.

Note: All farms on a register must be completed by April 3, 2020.

6 Action

A State Office Action

SED’s will develop a plan to ensure that all 2019 farms have elected and enrolled in ARC or PLC by the March 16, 2020, deadline.

DD’s and other State Office employees will assist the County Office with 2019 and 2020 enrollment by ensuring that:

- contracts are approved and recorded in the COC minutes
- eligible base acres reduced because of CRP participation are restored to the farm
- producers listed on the 2019 “Producers with Base Acres Interest Greater than Reported Interest” report have been reviewed by September 30, 2020
- multi-year contracts are processed according to policy.

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6 Action (Continued)

B County Office Action


The County Office will ensure that:

- all 2019 farms have elected and enrolled by March 16, 2020
- eligible base acres reduced because of CRP participation have been restored to the farm
- producers have adequate cropland to support their share of base acres
- multi-year contracts are processed according to policy
- any farm or producer on a register has completed election and enrollment for 2019 by April 3, 2020.

Example of Reminder Postcard

This reminder postcard will be mailed to the farm operator and all farm owners.


**United States
Department
of Agriculture**



PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
USDA-FSA
PERMIT NO. G-96

Farm Service Agency
1400 Independence Avenue, SW
Washington, DC 20250
STOP 0569

Official Business



**CALL FSA
ENROLL NOW**

AGRICULTURE RISK COVERAGE (ARC)
PRICE LOSS COVERAGE (PLC)

For local USDA Service Center information,
visit farmers.gov/service-locator.

MARCH 16, 2020





**APPLICATION
DEADLINE**

AGRICULTURE RISK COVERAGE (ARC)
PRICE LOSS COVERAGE (PLC)

MARCH 16, 2020

FARM SERVICE AGENCY

BEAT THE RUSH

As of Jan. 16, our records indicate you have not completed ARC or PLC enrollment for 2019.

CALL OR VISIT FSA NOW TO:

- ELECT** ARC or PLC
- ENROLL** in 2019 ARC or PLC

Deadline: March 16, 2020

If you fail to enroll by the deadline, then you are ineligible to receive payment for 2019 ARC/PLC.

MAKE AN APPOINTMENT!

For local USDA Service Center information, visit farmers.gov/service-locator.