

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CN-1059

For: State and County Offices

Cotton Ginning Cost-Share (CGCS) Program for 2016 Cotton Crop

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The CGCS program:

- provides cost share assistance payments to cotton producers with a reported crop acre share interest in the 2016 cotton crop
- was established on March 7, 2018, under the statutory authority of the Commodity Credit Corporation (CCC) Charter Act and under the administration of FSA.

FSA is announcing the availability of cost-share funds from CCC to cotton producers of the United States, with respect to cotton ginning expenses for the 2016 cotton crop. The cost-share payment is a one-time payment to eligible individuals and legal entities who had a risk in producing upland and/or extra-long staple (ELS) cotton in crop year 2016. This program is also open to landowners who had a reported crop acre share interest and risk in producing the 2016 cotton crop.

B Purpose

Effective **March 12, 2018, through May 11, 2018**, FSA will accept CCC-882, CGCS Program Application, payment requests from individuals and legal entities who had a reported crop acre share interest and risk in producing upland and/or ELS cotton in crop year 2016 for CGCS program payments.

Note: CCC-882's received by FSA **after** May 11, 2018, will **not** be considered for payment. For the purpose of this notice, upland and ELS will be synonymously referred to as "**cotton**".

Disposal Date	Distribution
March 1, 2019	State Offices and County Offices

1 Overview (Continued)

B Purpose (Continued)

This notice provides cotton producing State and County Offices with:

- general policies and provisions of CGCS
- eligibility requirements for CGCS
- instructions for notifying producers of the CGCS signup period
- instructions for accepting CCC-882's with pre-filled data
- producer actions for completing CCC-882
- policy on reviewing and approving CCC-882's
- instructions for processing CCC-882's for payment
- payment and overpayment procedure.

2 CGCS Program Policies

A CGCS General Program Policies and Provisions

The CGCS program payment is:

- a one-time payment based upon 20 percent of the calculated 2016 costs for ginning, on a per acre basis, in the region where the 2016 cotton crop was planted
- is limited to individuals and legal entities who had a reported crop acre share interest and risk in the planted upland and/or ELS cotton crop in 2016 as recorded on FSA-578's or Federal Crop Insurance crop reports.

The payment is calculated based upon the number of cotton acres reported grown, times the producer's share interest in the cotton acres, times the applicable production region cotton ginning cost-share rate (see subparagraph C). If determined acreage on a crop report is available, the determined acres will be used in the calculation.

CGCS payments are subject to offset, including Treasury Offset Program Services (TOPS), and may be assigned provided a CCC-36 is submitted by the applicant before payment is made. County Office will follow 63-FI to process assignments (see subparagraph 8 E). CGCS payments are **not** subject to sequestration.

The following are **ineligible** for CGCS payments:

- foreign persons
- Federal, State, and local governments, including public schools
- persons or legal entities who did not have a reported crop acre share interest in the 2016 cotton crop.

2 CGCS Program Policies (Continued)

B CGCS Signup Period

The signup period for CGCS Program payment is from **March 12, 2018, to May 11, 2018**. Each producer with a reported crop acre share interest in the 2016 cotton crop must submit CCC-882 to their FSA County Office to request a CGCS program payment by the signup deadline. Mailed applications must have a post-mark date by May 11, 2018.

C CGCS Production Region Rates

The regional cost share rates are based upon 4 production regions, consistent with the U.S. cotton industry's long-standing designation and conforms to USDA'S previous definitions for production regions. The production regions and per-acre regional cotton ginning costs are provided in the following table.

Cotton Production Regions			
Region	States	Costs of Ginning/Acre	20 Percent of Regional Rate
Southeast	Alabama, Florida, Georgia, North Carolina, South Carolina, Virginia	\$116.05	\$23.21
Mid-South	Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, Tennessee	\$151.97	\$30.39
Southwest	Kansas, Oklahoma, Texas	\$98.26	\$19.65
West	Arizona, California, New Mexico	\$240.11	\$48.02

The following example demonstrates how the CGCS payment would be calculated for a producer with cotton interests in more than 1 production region.

Example: Producer reports 100 percent share of 500 acres of upland cotton in Texas, and 100 acres of upland cotton in Louisiana with a 50 percent share in the crop. The calculated payment would be as follows:

2016 COTTON ACRES	SHARE OF CROP	PRODUCTION REGION	PRODUCTION REGION RATE	ESTIMATED PAYMENT
500	100%	Texas	\$19.65	\$9,825.00
100	50%	Louisiana	\$30.39	\$1,519.50
Total Estimated CGCS Program Payment				\$11,344.50

2 CGCS Program Policies (Continued)

D Payment Limits, AGI, and Other Compliance Provisions

Except for those excluded from eligibility in subparagraph 2A, the same payment limitation eligibility and AGI provisions that applied to the Cotton Transition Assistance Program will also apply to CGCS for a person or a legal entity as follows:

- CGCS payment has its own separate program payment limitation of \$40,000 per person or legal entity
- average AGI for the 2016 crop year must **not** be in excess of \$900,000.

Other compliance provisions applicable to producers requesting a CGCS program payment include:

- fraud, including FCIC fraud compliance
- HELC/WC compliance
- controlled substance
- actively engaged according to 5-PL.

A failure to satisfy or comply with any of these provisions may result in a loss of payment eligibility or reduced payment.

3 CGCS Program Notification

A Program Notification

Individuals and legal entities recorded as having a reported crop acre share interest in the 2016 cotton crop will receive a letter from the National Office informing them of the signup period, and it will also include a pre-filled CCC-882 CGCS application form. See Exhibit 1 for a copy of the letter.

Every effort will be made to process approved CGCS applications for payment as soon as practicable, and if possible the same day as approval. Producers who have **not** received a CGCS payments by **April 15, 2018**, will receive a reminder post card from the National Office. This includes applications that may have been submitted to the recording County Office for payment, but the payment has not been completed.

4 CGCS Eligibility Requirements

A Eligibility Requirements for CGCS Applicants

To be considered eligible for CGCS, individuals or legal entities must:

- have a reported crop acre share interest in the 2016 planted cotton crop as shown on a previously filed acreage report filed with:
 - FSA on a FSA-578
 - crop insurance agent for FCIC purposes

Note: Follow Notice CP-743 and 2-CP provisions for permitted revisions to acreage reports. Late-filed acreage reports must be filed by the subsequent year's acreage reporting deadline.

- have on file or submit by May 11, 2018, the following forms for the 2016 crop year:
 - AD-1026 according to 6-CP
 - CCC-902 according to 5-PL
 - CCC-941.

Notes: 2012, 2013, and 2014 tax years are used to calculate AGI for 2016 CGCS. All required eligibility forms **must** be filed by May 11, 2018, otherwise the application will be ineligible for a CGCS payment.

B Eligible Cotton Acres

Only 2016 upland and ELS cotton acres that were reported planted as specified in this notice are eligible to be considered for a CGCS Program payment. Cotton acreage must have been reported to FSA or for Federal Crop Insurance purposes. Acreage reported as prevented planted or volunteer acreage is **not** eligible for a CGCS Program payment.

If a producer reported 2016 cotton to:

- FSA, use the planted acres recorded on FSA-578
- a crop insurance agent **and** to FSA, use the planted acres reported on FSA-578
- a crop insurance agent, **and** submitted an incomplete acreage report **or** did not submit a crop acreage report to FSA, use the planted acres reported for FCIC purposes.

If CARS acres differ from FCIC recorded data, the County Office is to use CARS data.

If a producer reports 2016 cotton acreage was planted in a State not listed in the Cotton Production Region table, then DAFP will determine the production region.

5 Instructions for Completing and Submitting CCC-882's

A Completing CCC-882's

County Offices will be provided with a CCC-882 Workbook that includes a data base that **must** be used to pre-fill the CCC-882 and calculate the estimated CGCS payment. (See paragraph 7 for instructions for using the CCC-882 Workbook, Exhibit 2 for an example of CCC-882, and Exhibit 3 for an example of the CCC-882 Workbook.)

County Offices are to use the CCC-882 Workbook if any of the following occurs:

- a producer requests to apply for a CGCS payment, but forgot or lost the pre-filled CCC-882 previously mailed by the National Office
- a producer submits a self-completed CCC-882
- the 2016 cotton crop data is changed in CARS after November 6, 2017, or the applicant is using FCIC acreage report data, **and** submitted an incomplete acreage report to FSA or did not submit a crop acreage report to FSA.

Note: Adding 2016 crop acreage will require confirmation that the acreage being added to the CCC-882 was reported as required according to the provisions of this notice and 2-CP.

County Offices must follow 2-CP for revisions to crop acreage reports. Late-filed acreage reports will **not** be accepted more than one year after the crop acreage reporting deadline. Only permitted revisions according to 2-CP will be allowed for CARS data.

If the data listed on the pre-filled CCC-882 is incorrect, the data must be updated in both CARS and the CCC-882 Workbook.

Permitted revisions to the data in CARS **must** be completed the earlier of either of the following:

- the application approval date
- May 11, 2018.

5 Instructions for Completing and Submitting CCC-882's (Continued)

A Completing CCC-882's (continued)

County Offices are to inform producers that changes to the CARS data may adversely impact other program payments, such as ARC/PLC, or LDP's. Any changes to CARS data to avoid payment limits are **not** authorized.

The recording County Office and the non-recording County Office need to coordinate changes for multi-county producers, and ensure all parties are aware of the changes before making the CGCS payment. Even though the recording County Office is responsible for processing the CGCS payment, it does not mean they are responsible for all changes to the workbook.

B Producer's Actions on CCC-882's

When applying for CGCS, producers are to:

- verify that the cotton acres, shares, and location identified on CCC-882, items 4, 5, 6, 7, 8, and 9, match the crop data recorded on FSA-578's or crop reports for crop insurance
- sign CCC-882 Part D to certify the following:
 - the terms of CGCS, payment eligibility and limitation, and conditions associated with CGCS as stated in the regulations
 - acknowledge and agree that CGCS is subject to changes to the applicable regulation
 - the information is correct as recorded
 - producer's claimed share of CGCS payments corresponds with the producer's share of the cotton acreage reported on the farm's acreage report
 - the CGCS payment is subject to a eligibility requirements and payment limit, and therefore may be reduced
 - acknowledge and agree that CCC-882:
 - **must** be submitted to FSA by May 11, 2018, to be considered for a CGCS payment, and
 - if the form is submitted **after** May 11, 2018, CCC-882 will be disapproved for payment.

If CCC-882 is **not** signed by the producer **and** submitted to FSA, the form will be considered incomplete and will be disapproved for payment.

5 Instructions for Completing and Submitting CCC-882's (Continued)

C Where to Submit CCC-882's

CCC-882's **must** be submitted by **May 11, 2018**, to FSA, either:

- in person to a local FSA County Office, or
- by FAX, e-mail, or mail.

Notes: If the CCC-882 is received in a non-recording County Office, the receiving County Office **must** forward the CCC-882 to the recording County Office listed in Part A to process the CGCS payment. This is to avoid processing duplicate CGCS payments.

Mailed CCC-882's **must** be postmarked by May 11, 2018.

CCC-882's must be signed by the individual or legal entity, or by their authorized agent according to 1-CM, to be considered for approval review. If CCC-882 is submitted without a valid signature, the County Office will contact the person listed on the form either as the producer or the contact producer, and advise them that CCC-882 is considered incomplete and that it will not be processed without a signature in Part C - Producer Certification, and must be signed with a valid signature by the signup deadline of May 11, 2018, to be processed. Follow 1-CM procedures for signatures and for policy on time to submit documentation to support signatures.

6 Instructions for Reviewing and Approving CCC-882's

A Reviewing CCC-882's

County Offices must not to delay acting on completed CCC-882's. The County Office will date stamp the CCC-882, initial and date in Item 16 after verifying all of the following:

- Part D has been completed by the producer and is authorized to sign on behalf of the producer recorded in Part B
- Acres, shares, production region, and estimated payment are correct if either of the following situations occur:
 - CARS data was revised after November 6, 2017
 - data from FCIC acreage report was used, **and** a FSA-578 was **not** filed for 2016 crop data.

If the receiving County Office is responsible for the CARS data, but is not the recording County Office in Part A, they are to forward the CCC-882 after verifying the data listed above and initial and date in Item 16.

6 Instructions for Reviewing and Approving CCC-882's (Continued)

B Approving CCC-882's

After the CCC-882 has been date stamped and verified by the County Office, the recording County COC or CED will sign and date in Part D, and follow guidance in this table.

ON the CCC-882 select...	IF the data on the CCC-882 was...
Approved	not changed and the reviewing official has determined both of the following conditions have been met: <ul style="list-style-type: none"> authorized person signed the CCC-882 in Part D CCC-882 was received by FSA by May 11, 2018.
	changed and the reviewing official has determined all of the following conditions have been met: <ul style="list-style-type: none"> the form is complete the acres and shares are correct the estimated payment is correct authorized person signed the CCC-882 in Part D.
Disapproved	any of the following: <ul style="list-style-type: none"> producer does not meet the eligibility requirements as specified in subparagraph 4 A producer is determined to be a foreign person, Federal, State or local government, including public schools producer does not have a share in the 2016 cotton crop the acres and shares do not match CARS or FCIC acreage data, as applicable CCC-882 has not been signed by the producer CCC-882 was submitted after May 11, 2018.

CED can re-delegate authority to program technicians to approve CCC-882's that do **not** have any revisions. The reviewing official in **cannot** be the approving official.

Important: Approved CCC-882's are subject to prompt pay interest; therefore, every effort must be made to complete the payment process as soon as possible for approved CCC-882's. See paragraph 8.

C Disapproved CCC-882's

If a CCC-882 is disapproved because of reasons listed in subparagraph 6 B, the County Office is to inform the producer in writing of the determination and provide applicable rights of appeal according to 1-APP.

7 Instructions for Using CCC-882 and the Payment Workbook

A CCC-882 Workbook Overview

A workbook has been developed in Excel to facilitate loading the CCC-882 and to calculate the payment for the 2016 CGCS program. Users can download the workbook from the DAFP Intranet site at <https://inside.fsa.usda.gov/program-areas/dafp/index>. CLICK on “**Cotton Ginning Cost Share Program (CGCS)**” listed under “Programs” on the DAFP webpage. The workbook will be stored under the heading of “**CGCS CCC-882 Payment Workbook 11/06/2017**”.

The workbook has data preloaded based on 2016 reported Cotton in the CARS Web application as of November 6, 2017.

Note: All FSA County Offices have access to the **CGCS Program** workbook. County Offices that are not the recording County Office will use the CCC-882 Workbook to create a pre-filled CCC-882 if a producer requests to apply for a CGCS payment. After the producer signs the application, the receiving County Office will date stamp the CCC-884 and forward it to the recording County Office by fax or scan and email.

The worksheet data pull contains certified acreage values unless determined acre values are present for the following crops and planting status codes.

Crop Name	Crop Code	Primary Planting Status Code	Secondary Planting Status Code
Cotton, Upland	0022	I, D, E, G, H, J, K, M, N, O, P, R	F
Cotton, ELS	0021	I, D, E, G, H, J, K, M, N, O, P, R	F

Important: Since the workbook data was loaded on November 6, 2017, any adjustments made in CARS after that date affecting reported upland or ELS cotton must be adjusted manually in the workbook according to subparagraph 7 E.

The CCC-882 workbook is designed to prepopulate the following values both in the workbook and on CCC-882 after the user enters the Core Customer ID (CCID):

- producer name and address
- recording county name and address
- reported cotton plantings by tract and physical location
- weighted share percentage (%)
- payment rate
- payment amount.

B Example of the CCC-882 Workbook

See Exhibit 3 for an example of the CCC-882 Workbook.

7 Instructions for Using CCC-882 and the Payment Workbook (Continued)

C Field Descriptions and Actions

Users will take the following actions on the CCC-882 Worksheet.

Field #	Field Name	Description	Action
1	CCID	The CCID is the unique identifier for each producer. This ID number is used to obtain and link the contact information and the reported history for this spreadsheet.	Enter the CCID according to the instructions in subparagraph 7 G.
2	Producer/Entity Name	The producer name linked to the CCID entered in Field #1.	
3	Producer/Entity Address	The producer address linked to the CCID entered in Field #1.	
4	Contact Person's Name	The contact person's name from the Producer/Entity located in Field #2.	Enter the contact person's name for the Producer/Entity located in Field #2.
5	Contact Person's Tel #	The contact person's phone number from the Producer/Entity located in Field #2.	Enter the contact person's phone number for the contract person located in Field #4.
6	Recording County Name	The recording County linked to the producer/entity from the Subsidiary Web Application.	
7	Recording County Address	The mailing address for the Recording County identified in Field #6.	
8	Recording County Tel #	The telephone number for the Recording County identified in Field #6.	
9	Recording County Fax #	The fax number for the Recording County identified in Field #6.	Enter the fax number for the recording county.
10	Producer Name & Address	The name and address of the producer applying for the CGCS Program. Note: This field is only needed if the producer did not have cotton reported in CARS as of November 6, 2017, or a correction is needed to the producer's name or address.	Enter the name and address of the producer only if the producer did not have cotton reported in CARS as of November 6, 2017.

7 Instructions for Using CCC-882 and the Payment Workbook (Continued)

C Field Descriptions and Actions (Continued)

Field #	Field Name	Description	Action
11	Recording County Name & Address	The name and address of the Recording County for the producer applying for the CGCS Program. Note: This field is only needed if the producer did not have cotton reported in CARS as of November 6, 2017, or a correction is needed to the producer's name or address.	Enter the name and address of the recording county only if the producer did not have cotton reported in CARS as of November 6, 2017.
12	Farm	The Farm Number with Cotton acres reported according to the table in subparagraph A.	
13	Tract	The Tract Number with Cotton acres reported according to the table in subparagraph A.	
14	State	The physical state location of the Tract.	
15	County	The physical county location of the Tract.	
16	2016 Planted Cotton Acres	The number of 2016 crop year cotton acres reported on the Tract according to the table in subparagraph A. Note: Determined acres will be used if present.	
17	Share	The producer's share of cotton acres as reported in CARS.	
18	Payment Rate	The corresponding payment rate for the region based on the physical state of the tract.	
19	Payment	The calculated payment based on Planted Cotton Acres (16) X Share (17) X Payment Rate (18).	

7 Instructions for Using CCC-882 and the Payment Workbook (Continued)

C Field Descriptions and Actions (Continued)

Field #	Field Name	Description	Action
County Office Adjustments This section will only be used if reported data was updated in CARS after November 6, 2017, or a correction is needed to the producer's name or address.			
20	Farm	The Farm Number with Cotton acres reported according to the table in subparagraph A.	Enter the Farm Number to be adjusted.
21	Tract	The Tract Number with Cotton acres reported according to the table in subparagraph A.	Enter the Tract Number to be adjusted.
22	State	The physical State location of the Tract.	Enter the physical location state code.
23	County	The physical county location of the Tract.	Enter the physical location county code.
24	Planted Cotton Acres	The number of cotton acres reported on the Tract according to the table in subparagraph A. Note: Determined acres will be used if available.	Enter total certified or determined reported acres including failed.
25	Share	The producer's share of cotton acres as reported in CARS for the tract. This value will be a weighted share if more than one producer has interest in cotton on this Tract.	Enter the producer's weighted share for the producer on the tract.
26	Clear	Will remove all data displayed on the workbook	Click "Clear".
27	Print CCC-882	Will print the CCC-882 based on the data loaded in the current workbook.	Click "Print CCC-882".

7 Instructions for Using CCC-882 and the Payment Workbook (Continued)

D CCC-882 Workbook With Complete Data Sets

If the producer applying for the CGCS program has a complete and accurate data set in CARS as of November 6, 2017, offices will follow the table below to populate the CCC-882 and calculate the payment to be loaded according to paragraph 12.

Step	Action
1	Obtain the producers CCID from MIDAS Business Partner, per subparagraph 7 G.
2	Load the CCID in field #1 of the workbook.
3	Enter Contact Person's Name in field #4.
4	Enter Contact Person's Tel # in field #5.
5	Enter Recording County Fax # in field #9.
6	Click "Print CCC-882".

E Adjustments to the CCC-882 Workbook for Complete Data Sets

If the producer applying for the CGCS program has data loaded in CARS but data is missing or has been corrected after November 6, 2017, offices will follow the table below to populate the CCC-882 and calculate the payment to be loaded according to paragraph 12.

Step	Action
1	Obtain the producers CCID from MIDAS Business Partner according to subparagraph G.
2	Load the CCID in field #1 of the workbook.
3	Enter Contact Person's Name in field #4.
4	Enter Contact Person's Tel # in field #5.
5	Enter Recording County Fax # in field #9.
6	Enter corrected information in fields 20 through 25 on a tract by tract basis, as needed.
7	Click "Print CCC-882".

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7 Instructions for Using CCC-882 and Payment Workbook (Continued)

F CCC-882 Workbook for Manual Applications

If the producer applying for the CGCS program does not have Cotton acreage reported in CARS on any tract before November 6, 2017, offices will follow this table to populate the CCC-882 and calculate the payment to be loaded according to paragraph 14.

Note: Nothing in this notice authorizes or circumvents any of the policy in Notices CP-743, CP-744, or 2-CP.

Step	Action
1	Enter the Producer Name and Address in field #10.
2	Enter the Recording County Name, Address, and Tel # in field #11.
3	Enter Contact Person's Name in field #4.
4	Enter Contact Person's Tel # in field #5.
5	Enter Recording County Fax # in field #9.
6	Enter Farm, Tract, State Code, County Code, Planted Acres, and Share (Fields #20-#25) for each tract with cotton planted according to subparagraph 8 A.
7	Click "Print CCC-882".

G Obtaining the Producer's CCID

The SCIMS Core Customer ID (CCID) can be found on the "Identification Numbers" tab of the customer's CRM/Business Partner record. Following is an example.

The screenshot shows a web application interface for a customer record. The title bar says "Customer: Any Producer". Below the title bar is a menu bar with options: Save, Cancel, Copy, New, Show Duplicates, Fact Sheet, PDF Fact Sheet, and Filter St/Co. Below the menu bar is a tabbed interface with tabs: Customer Details, Customer Profile, Roles, Identification Numbers (highlighted with a red circle), and SCIMS Replication Status. Below the tabs is a table with three columns: ID Type Description, ID Number, and Valid From. The table contains one row: SCIMS Core Customer ID, 1234567, and 12/18/2006. A red arrow points to the ID Number 1234567.

ID Type Description	ID Number	Valid From
SCIMS Core Customer ID	1234567	12/18/2006

8 General Payment Provisions for CGCS Payments

A Introduction

The CGCS 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.

Calculated payments equal to or greater than \$1 will be sent to NPS for disbursement.

B Frequency of Payment Processing

CGCS payments are processed nightly for the following:

- payment amounts recorded through the CGCS payment process during the workday
- changes made in the system that could affect the producer's payment or overpayment amount determination.

C Obtaining FSA-325

Follow 1-CM for provisions related to FSA-325.

D Administrative Offset

CGCS payments are subject to administrative offset.

E Assignments

A producer entitled to a CGCS payment may assign payments according to 63-FI. Assignments for a CGCS payment are to be recorded using the program alpha code "16CGCS".

Assignments for CGCS payments require a **new** CCC-36 to be submitted specifying the CGCS payment. Assignments already on file for all other program payments do not apply to CGCS.

8 General Payment Provisions for CGCS Payments (Continued)

F Bankruptcy

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

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

G Payment Due Date

See 61-FI for general guidance for determining payment due dates for various programs. The CGCS 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 as later of the following:

- date producer signed CCC-882
- 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 the factors identified in this subparagraph
- follow the provisions of 61-FI, paragraph 8 for issuing the interest payment.

8 General Payment Provisions for CGCS Payments (Continued)

H Payments Less Than \$1

CGCS payment process will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

All CGCS payments \$1 and greater in NPS are to be certified and signed.

I Funds Control Process

CGCS payment process uses the e-Funds accounting process which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds for CGCS payments will be controlled at the National level. If adequate funding is not available, those producers that 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 CGCS payments is established with the numeric accounting code 2441.

The funding will be maintained at the National level and will **not** be allotted to individual counties; therefore, State Office specialists will **not** need access to this e-fund account.

K General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

8 General Payment Provisions for CGCS Payments (Continued)

L Submitting Payment Problems

If there is an issue with a CGCS payment, then State Office Specialists will update the applicable information to the payment problem SharePoint site. The link for the payment problem SharePoint site is

https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx

M Providing State Office Access to the Payment Problem SharePoint Site

Access to the CGCS payment problem SharePoint site will be provided to State Office Specialists that already have access to the CGCS payment problem SharePoint web site for the 2015 program year.

If access is needed, State Office Specialists must request access to the CGCS payment problem SharePoint site by e-mailing a request to **tina.nemec@wdc.usda.gov**.

9 Payment Limitation Provisions

A Payment Limitation Information for CGCS Payments

CGCS payments are limited to a maximum payment limitation amount per person or legal entity and will be attributed through direct attribution.

See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

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

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

10 CGCS Subsidiary Eligibility

A Introduction

The payment process reads the web-based eligibility system, for the year associated with CCC-882 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, the payment will not be issued and the producer or member will be listed on the Nonpayment Report with the applicable message.

Reminder: Eligibility determinations/certifications must accurately reflect COC determinations and producer certifications, as applicable.

B CGCS Subsidiary Eligibility

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

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

Eligibility Determination/Certification	Value	Eligible for CGCS Payment	Exceptions
Actively Engaged	Actively Engaged	Yes	
	Not Filed	No	
	Awaiting Determination	No	
	Awaiting Revisions	No	
	Not Actively Engaged	No	
	Exempt	Yes	
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	

10 CGCS Subsidiary Eligibility (Continued)

B CGCS Subsidiary Eligibility (Continued)

Eligibility Determination/Certification	Value	Eligible for CGCS Payment	Exceptions
AGI Note: 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"> not been returned, then the payment process will use the producer certification value been returned, then the payment process will use the IRS returned value. <u>2/</u> If the IRS value is not 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	
Cash Rent Tenant	Eligible	Yes	If a determination is “Partially Eligible” then a cropland factor payment reduction will apply.
	Partially Eligible	Yes	
	Ineligible	No	
	Not Applicable	Yes	
	Awaiting Determination	No	
	Exempt	Yes	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	<u>3/</u> A partial compliance value of “Yes” will result in an additional determination for the farm.
	Partial Compliance	Yes <u>3/</u>	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
FCIC Fraud	Compliant	Yes	
	Not Compliant	No	

10 CGCS Subsidiary 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 provides the priority of conditions.

Priority	Eligibility Provision
1	Fraud, including FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	Actively Engaged
5	AD-1026

11 CGCS Payments

A Supporting Files for Integrated Payment Processing

The CGCS payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment will 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.

Type of Information	How Information Is Used for Payment Processing	Source
CCC-882 Data	The information from CCC-882 is used to complete the spreadsheet to determine the CGCS payment amount for the producer.	Web-Based CGCS 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 in which CCC-882 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year in which CCC-882 was filed: <ul style="list-style-type: none"> • member contribution value • substantive change value • members and member's share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	Business File
Combined Producer Information	Used to determine whether CGCS producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

11 CGCS Payments (Continued)

B Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following table provides actions that must be completed to issue payments properly. COC, CED, or designee will ensure that the following actions are completed.

Step	Action
1	CCC-882 has been approved and that the approval date has been recorded in the system according to paragraph 6.
2	AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the web-based eligibility system.
3	The applicable CCC-902 is on file and actively engaged determinations are completed according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
4	CCC-941 is on file for the applicable year for producers seeking benefits 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	Member contribution and substantive change values are updated according to 5-PL.
8	Combined producer files are updated correctly for the applicable year. See 5-PL.
10	All assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for CGCS.

12 Entering CGCS Payment Amounts

A Introduction

Because an automated application process is **not** available for CGCS, the amounts calculated through the CGCS spreadsheet will be recorded in the web-based CGCS payment process by the **recording State and county** for the producer.

Note: The recording county for a producer is identified in the Subsidiary Eligibility System.

B Accessing the CGCS Home Page

To access the CGCS Home Page, go to FSA's Applications Intranet web site at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**. From the FSA Intranet Screen, under "Applications Directory", CLICK "A-C". The FSA Intranet Screen will be redisplayed with applications with names starting from A to C. CLICK "CGCS Payment Process".

Note: Internet Explorer will be used when accessing the CGCS Payment Process.

Users will be prompted to login through the USDA eAuthentication Login Screen. CLICK "Log in with LincPass" (PIV or enter user ID and password) and CLICK "Login".

The CGCS Select a Program Year Page will be displayed.

13 CGCS Select a Program Year Page

A Overview

When a user has selected the **recording State and county** for processing and clicked “Continue”, the CGCS Select a Program Year Page will be displayed. The CGCS Select a Program Year Page allows users to select a program year for processing.

Note: 2016 will be the only year enabled from the Select a Program Year Page.

B Example of CGCS Select a Program Year Page

The following is an example of the CGCS Select a Program Year Page.

USDA United States Department of Agriculture
Farm Service Agency Cotton Ginning Cost-Share CGCS

CGCS Home About FSA Help Contact Us Exit CGCS Logout of eAuth

CGCS Menu
Welcome
Role: National User

Select a Program Year

Select a Program Year
Program Year: 2016 ▾

Continue

Screen ID: CPS-WEB003
Last Modified: 10/12/2017 03:13:18 PM Back to Top ^

C Action

Users will select Program Year 2016 and CLICK “Continue” to proceed to the Add/Modify a Payment Page.

14 Adding or Modifying CGCS Payment Data

A Introduction

Manually calculated CGCS payment amounts must be recorded in the web-based system to initiate the payment process. The Add/Modify a Payment Page allows the user to record or modify the manually calculated CGCS payment amount. Only the recording State and county will be able to record or modify the payment amount for the producer.

B Adding or Modifying Payment Amounts

Add or Modify CGCS payment amounts according to this table.

Step	Action	Result
1	On the CGCS Select a Program Year Page, select Program Year 2016 and CLICK “Continue”.	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Add/Modify a Payment Page will be displayed.
3	<p>On the Add/Modify a Payment Page, users will do one of the following:</p> <ul style="list-style-type: none"> record the payment amount computed by the CGCS Workbook process modify the payment amount to the revised payment amount computed by the CGCS Workbook process modify the payment amount to zero if the payment amount will be zero. <p>CLICK “Submit” to continue with the process.</p> <p>Note: See subparagraph C for additional information.</p>	The Add/Modify Payment Confirmation Page will be displayed with the recorded payment amount.
4	<p>On the Add/Modify Payment Confirmation Page, CLICK “Confirm” to record or modify the payment amount entered.</p> <p>Note: See subparagraph H for additional information.</p>	The Success Menu Page will be displayed which indicates that the payment amount was successfully added or modified.

14 Adding or Modifying CGCS Payment Data (Continued)

C Example of Add/Modify a Payment Page

The following is an example of the Add/Modify a Payment Page.

USDA United States Department of Agriculture
Farm Service Agency

Cotton Ginning Cost-Share CGCS

CGCS Home About FSA Help Contact Us Exit CGCS Logout of eAuth

CGCS Menu
Welcome
Role: National User
Change Program Year
Change Producer

Add/Modify a Payment

Year: 2016
Producer: IMA Producer

2016 CGCS

Program	Payment Amount
Cotton Ginning Cost-Share	\$

Back Cancel Submit

D Information from the CGCS Workbook

Calculated payment amount from the CGCS Workbook will be recorded in the web-based payment process by the **recording State and county** for the producer.

E Add/Modify a Payment Page Options

The following options are available on the Record a Calculated Payment Page.

Option	Action
Back	Returns the user to the Select a Program Year Page.
Cancel	Discontinues the process and returns to the CGCS Select a Program Year Page without updating the payment amount.
Submit	Continues the process of recording CGCS payment data after an amount has been added or modified.

14 Adding or Modifying CGCS Payment Data (Continued)

F Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of the Problem	Corrective Action
The amount recorded in each field must be in whole dollars.	<ul style="list-style-type: none"> Amount was not entered in whole dollars. Amount entered includes dollar signs or commas. 	<p>Correct the amount recorded and ensure that:</p> <ul style="list-style-type: none"> only numeric data is entered
Initial Payment Amount must be greater than \$0 for Cotton Ginning Cost-Share.	<p>User attempted to record \$0 in the payment amount field when updating the initial payment amount.</p> <p>If the calculated payment amount from the CGCS Workbook is \$0 for the producer there is no need to record a payment amount in the CGCS Payment Process.</p>	<ul style="list-style-type: none"> amount entered is greater than \$0, if the payment amount is being added for the first time payment amount doesn't include dollar signs or commas.
Payment Amount is empty. A value must be entered for Cotton Ginning Cost-Share.	An amount wasn't entered and "Submit" was selected.	<ul style="list-style-type: none"> Payment amount must be \$0 or greater than zero. <p>Note: Payment amount must be greater than \$0 when updating the initial payment amount.</p>

14 Adding or Modifying CGCS Payment Data (Continued)

G Effect of Modifying a Payment Amount for Previously Processed Payment

Modifying a previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amount is...	AND previously recorded payment amount was...	AND the payment in NPS was...	THEN...
Modified to an amount greater than \$0	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	<ul style="list-style-type: none"> • original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

14 Adding or Modifying CGCS Payment Data (Continued)

G Effect of Modifying a Payment Amount for Previously Processed Payment (Continued)

IF previously recorded payment amount is...	AND previously recorded payment amount was...	AND the payment in NPS was...	THEN...
Modified to \$0	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> payment amounts will be \$0 system will retrigger the payment to reprocess to determine whether the producer is overpaid an overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.
	Sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> not certified certified, but not signed 	original amount in NPS will be canceled.

14 Adding or Modifying CGCS Payment Data (Continued)

H Example of Add/Modify Payment Confirmation Page

The following is an example of the Add/Modify Payment Confirmation Page.

USDA United States Department of Agriculture
Farm Service Agency

Cotton Ginning Cost-Share CGCS

CGCS Home About FSA Help Contact Us Exit CGCS Logout of eAuth

CGCS Menu
Welcome
Role: National User
Change Program Year
Change Producer

Add/Modify Payment Confirmation

Year: 2016
Producer: IMA Producer

i • Payment Confirmation. Press "Confirm" to proceed.

2016 CGCS

Program	Payment Amount
Cotton Ginning Cost-Share	\$ 4,000
Total	\$ 4,000

Back Cancel Confirm

I Record a Calculated Payment Confirmation Page Options

The following options are available on the Record a Calculated Payment Page.

Option	Action
Back	Returns to the Select a Program Year Page.
Cancel	Discontinues the process and returns to the Select a Program Year Page without updating the payment amount.
Confirm	Records the payment amount and triggers the payment process.

15 Displaying or Printing Payment Reports

A Displaying or Printing CGCS Payment Reports

CGCS payment reports are available to provide information about each payment, nonpayment, or overpayment. Most of the payment reports have information that is common between program areas, so information about these reports is provided in 9-CM. The Payment History Report - Detail has program-specific data so information for this report is provided in this notice. CGCS 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
Failed Obligations / Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed in 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 17

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

16 Payment History Report - Detail

A Introduction

The CGCS Payment History Report - Detail is a report that provides detailed information about the CGCS payment for the producer.

B Accessing the Payment History Report Process

Access the Payment History Report - Detail according to 9-CM, paragraph 52.

C Information Displayed/Printed on the Payment History Report - Detail

The following CGCS information will be displayed/printed on the Payment History Report - Detail.

Field	Description
State	State as selected
County	County as selected
Program Year	Year associated with CCC-882 that was filed by the producer.
Program Name	Program name "Cotton Ginning Cost-Share Program".
Date	Date the Payment History Report – Detail was printed.
Producer Name	Name of the producer associated with the selection.
Business Type	Business type associated with the producer.
Producer Information	
Date	Date the payment or overpayment was processed.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	Payment entity or member name will provide payment entity or member name information if the Payment History Report is generated for: <ul style="list-style-type: none"> • An entity or joint operation where amounts were attributed to members • A member to show the payment entity the amount was attributed through.
Payment ID Number	Payment ID number is a unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: <ul style="list-style-type: none"> • payment • receivable • canceled payment.
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Net Payment	Net payment amount for the producer after all reductions have been applied.
Reduction Reason	Reason for the reduction applied to the gross payment amount.

17 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices will review the NPS payment worklist to ensure that the correct payment has been generated. The user will complete the following if an error is determined:

- payment will **not** be signed in NPS
- condition causing the incorrect payment will be corrected.

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 in NPS and recalculate the payment amount due
- 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 amount has been corrected.

18 General Provisions for Overpayments

A Introduction

Overpayments will be determined during the CGCS payment 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 will be transferred to NRRS immediately.

B Collecting Overpayments

Overpayment amounts will be determined for the producer. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments.

C Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued for the wrong producer.	Immediately
After something affecting the payment amount is changed on the CCC-882.	The payment was issued and later something affecting the payment amount changes on the CCC-882.	Immediately
After producer misrepresentation is determined.	The producer received a payment and the COC determines that the producer misrepresented their interest on the CCC-882.	Immediately
After payment limitation is exceeded.	It is determined that the payment issued exceeds the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that makes the producer ineligible for payment.	The producer's eligibility value changes which makes the producer ineligible for payment.	Immediately
Any time the payment amount is deleted.	CCC-882 was canceled after a payment was issued to the producer resulting in a zero payment amount being entered in the CGCS payment system..	Immediately.

18 General Provisions for Overpayments (Continued)

D Determined Overpayment

For any overpayment amount calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

E Handling Debts Less Than \$100

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

F 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 CGCS overpayments.

IF the reason the payment entity/member is overpaid is because of...	THEN the discovery/debt basis reason is...
payment eligibility because of fraud	10-423
payment limitation issues	10-426
payment eligibility, except fraud	10-427
prior payments exceed current payment.	10-428

19 Charging Interest

A Introduction

Interest for unearned payments or overpayments will be assessed according to 58-FI.

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
 - erroneously or fraudulently represented any act affecting a determination
 - knowingly adopted a scheme or device that tends to defeat the purposes of the program
 - misrepresented their interest
- the person or legal entity is not AGI compliant
- conservation compliance provisions are violated
- controlled substance provisions are **not** met
- member contribution provisions are **not** met
- substantive change provisions are **not** met.

In the event a payment is issued and is subsequently determined unearned because of any of these circumstances, interest will accrue from the date of disbursement.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.

20 Action

A State Office Action

State Offices will ensure that County Offices receive and review the entire contents of this notice.

B County Office Action

County Offices will follow the provisions of this notice. Questions related to this notice must be directed to their respective State program specialist.


C Contacts

State program specialists will direct questions to the applicable contact according to this table.

IF the question is about...	THEN contact...
CGCS policy	<p>Kelly Hereth Dawson by either of the following:</p> <ul style="list-style-type: none"> • e-mail to kelly.hereth@wdc.usda.gov • telephone at 202-720-0448.
CGCS workbook issues	<p>Mike Walter by either of the following:</p> <ul style="list-style-type: none"> • e-mail to michael.walter@wdc.usda.gov • telephone at 816-926-7902.
CGCS payment issues	<p>Tina Nemec by either of the following:</p> <ul style="list-style-type: none"> • e-mail to tina.nemec@wdc.usda.gov • telephone at 202-690-4027.

Producer CGCS Signup Notification Letter

Following is an example of the producer CGCS signup notification letter.


United States Department of Agriculture

Farm
Production and
Conservation

Farm Service Agency

1400 Independence
Ave, SW
Stop 0512
Washington, DC
20250-0512

Voice: 202-720-3467
Fax: 202-720-9105

March 12, 2018

RE: Cotton Ginning Cost Share Program Signup – March 12, 2018 to May 11, 2018

Dear Cotton Producer and Shareholder:

You are receiving this letter because Farm Service Agency (FSA) records indicate you have a share in 2016 crop year cotton as reported on your acreage report (FSA-578).

This letter advises you of your **option** to participate in the new Cotton Ginning Cost Share (CGCS) Program, under which you may be eligible for a cotton ginning cost share payment.

FSA established the CGCS Program on March 7, 2018, under the statutory authority of the Commodity Credit Corporation (CCC) Charter Act. Through CGCS, you may be eligible to receive a cost share payment, which is based on the quantity of 2016 cotton acres you reported to FSA, and your proportionate share in the acres, at the 20 percent cost share rate of the calculated ginning cost for each production region. The cost share rates are:

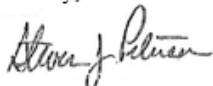
- \$23.21 for the Southeast (AL, FL, GA, NC, SC, VA);
- \$30.39 for the Mid-South (AR, IL, KY, LA, MS, MO, TN);
- \$19.65 for the Southwest (KS, OK, TX);
- \$48.02 for the West (AZ, CA, NM).

To request a CGCS Program payment an enclosed pre-filled **CCC-882 must be submitted to FSA by Friday, May 11, 2018**, either in person, by mail, fax, or scanned and emailed to your FSA County office. If you believe the information recorded on the pre-filled CCC-882 form is incorrect, contact the FSA County office designated in **item 4**, on the form. Any revisions to the CGCS application must be completed and submitted by May 11, 2018.

To be eligible for the CGCS, you must comply with all provisions including, but not limited to, conservation compliance, adjusted gross income, payment limit, and actively engaged provisions. The cost share payments are limited to \$40,000 per person or legal entity.

For more information or if you have any questions, please visit or contact your FSA County office. Additional details are also available online at www.fsa.usda.gov.

Sincerely,



Steven J. Peterson
Acting Administrator

Enclosure: Producer Specific Pre-filled CCC-882

USDA is an equal opportunity provider, employer, and lender.

CCC-882, Cotton Ginning Cost-Share (CGCS) Program Application

Following is an example of CCC-882.

[illegible]

[illegible]

CCC-882, Cotton Ginning Cost-Share (CGCS) Program Application (Continued)

CCC-882 (03-05-18)		Page 3 of 3	
PART D – PRODUCER AGREEMENT (For additional signatures, provide signatures on an additional CCC-882, Page 2 and note in Item 16 Remarks)			
<i>THIS APPLICATION TO PARTICIPATE in CGCS is entered into between the Commodity Credit Corporation (CCC) and the undersigned producers on the farm(s) identified in Item 6 for the 2016 crop year of the cotton acres identified in Item 8. This application must be executed by each cotton producer with a share interest greater than zero in the cotton acres on the farm who is requesting a CGCS payment by the application deadline. Cotton producers with a share in the cotton acres who do not sign this application by the application deadline are not eligible for and will not be paid a CGCS payment. By signing this statement, the undersigned producer(s) on the farm(s) identified in Item 6 requesting a CGCS payment, subject to CCC approval: (1) agree to comply with CGCS, payment eligibility and limitation, including all terms and conditions associated with CGCS as stated in the notice of funds availability issued for CGCS; (2) acknowledge and agree that CGCS is subject to changes to applicable statute or regulation; (3) certify to the accuracy of the information recorded on this form whether the information was entered by the applicant or on behalf of the applicant by either someone else or FSA; (4) a producer's claimed share of CGCS payments must correspond to the producer's share of the cotton acreage reported on the farm's acreage report; (5) the payment is subject to payment eligibility and payment limitation requirements, and may be reduced; (6) and acknowledge and agree this application form must be submitted to FSA by the announced deadline for the 2016 crop year to be considered for a CGCS payment, and if the form is submitted after the announced sign-up deadline, the application for payment will be disapproved.</i>			
14A. Producer's Name	14B. Producer's Signature	14C. Title/Relationship of Individual Signing in the Representative Capacity	14D. Date (MM-DD-YYYY)
PART E – CCC APPROVAL (FOR CCC USE ONLY)			
15A. Name of CCC Representative	15B. Signature of CCC Representative	15C. Title/Position of CCC Representative	15D. Date (MM-DD-YYYY)
15E. Select Approved/Disapproved (Note: If 'Disapproved' state reason in Item 16.) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
16. Remarks <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is Sec. 5 of the Commodity Credit Corporation Act [15 U.S.C. 714 et seq.]. The information will be used to determine producer eligibility to participate in and receive benefits under the Cotton Ginning Cost Share Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility concerning the processing of the cotton ginning cost-share payment request.</p> <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0287. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p> <p>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</p> <p>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</p> <p>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intakes@usda.gov. USDA is an equal opportunity provider, employer, and lender.</p>			

Following is an example of the CCC-882 Worksheet.

PRINT
CCC-882