

For: State Offices and Service Centers

**Frequently Asked Web-Based Direct and
Counter-Cyclical Program (DCP) Questions and Answers**

Approved by: Acting Deputy Administrator, Farm Programs



1 Web-Based DCP Questions and Answers

A Background

Web-based 2005 DCP contract software was made available to State and County Offices on October 4, 2004. Several questions, comments, and suggestions have been received at the National Office about the new web-based software. The comments and suggestions are welcome at the National level and PECD would like to thank all FSA employees for the feedback on how to make a better product.

Because of the volume of questions and comments, this notice is being issued to assist State and County Offices with administering the 2005 DCP through the web-based environment.

B Purpose

This notice provides frequently asked questions and answers about the 2005 DCP web-based software. See Exhibit 1.

Disposal Date	Distribution
March 1, 2005 10-14-04	State Offices; State Offices relay to Service Centers

Questions and Answers for the DCP Web-Based Software

- Q1. Once the shares are loaded on the first screen, will the shares automatically data fill to subsequent screens or will they have to be loaded several times?
- A1. Once the shares are loaded they will be pre-filled on the subsequent summary screens.
- Q2. Will payments be issued through the web or on AS/400?
- A2. Information loaded in the web-based software for DCP will be downloaded to AS/400. Payments will be issued from AS/400.
- Q3. Is there any way to change the way signature dates are entered for producers? There are 3 drop-down boxes per individual; therefore, if there are 10 people on a farm, there are 30 drop down boxes. Is there any way to just type in the date?
- A3. Not currently. However, the National Office is working with Kansas City to develop an enhancement for loading the signature dates.
- Q4. If a producer files CCC-509 electronically, will the County Office receive notification?
- A4. A report is currently being developed that will show the farm number, producer name, and electronic signature date. The report can be accessed thru the "Reports Navigation" button and can be created at anytime. An automatic notice will not be provided at this time. If a producer completes CCC-509 electronically but does **not** sign it electronically (i.e. checks the electronic signature box), it will not be included on this report. Producers must sign the application electronically for the contract to be recognized as electronically filed.
- Q5. How will CCC-509's that are filed electronically be approved?
- A5. Currently an electronic approval process is not available but is being developed as an enhancement. Until the enhancement is released, the electronically filed CCC-509 must be printed and provided to COC or designee for manual approval.
- Q6. Who can load approval dates through the "Approve Contract Navigation" button?
- A6. The web-based DCP contract software does not change the policy for approving contracts. The multiple contract approval option has been provided as a method to load the same approval date for multiple CCC-509's. For example, COC has designated CED to approve CCC-509's. Twenty CCC-509's are taken during the day and CED reviews and approves all twenty CCC-509's. CED or a Program Technician in the County Office can enter the date CCC-509's were approved by CED.

Questions and Answers for the DCP Web-Based Software (Continued)

- Q7. There are some situations on farms where the land is owned by multiple owners having an undivided interest. 1-DCP, paragraph 392 allows for approval of CCC-509 without all owners signatures if the County Office has the majority of the owners' signatures on file, has expended reasonable effort to obtain missing signatures, and COC believes shares are acceptable. What should be loaded for "Type of Signature" in these situations? 1-DCP, paragraph 392 instructs counties to set the refuse payment flag for these producers and approve the contracts. How should these situations be handled?
- A7. The signature type "Undivided Interest" is being added to the signature type drop-down box. To use this signature type, the producer's shares must be greater than zero and the producer must be an owner on the farm. The software will validate that the refuse payment flag is set to "yes" if this signature type is selected.
- Q8. Can the reports menu be added to the "Nationwide Customer Service" option?
- A8. Yes. The software is currently being enhanced to include the "Report Navigation" button on Nationwide Customer Service CCC-509's.
- Q9. Currently, if CCC-509 is enrolled or approved, it cannot be accessed through the "Nationwide Customer Service" option. Can a view only option be provided for contracts that are enrolled or approved?
- A9. Yes. Software is currently being enhanced to provide for the view option of contracts that have been enrolled or approved when accessed through the "Nationwide Customer Service" option.
- Q10. The "Nationwide Customer Service" option has been disabled. When will it be available?
- A10. FSA County Office employees have access to the "Nationwide Customer Service" option. State and National Office employees must request access according to a forthcoming DCP notice. Access to "Nationwide Customer Service" option should become available within 2 weeks of the request to those employees that have requested access.
- Q11. Will zero share owners print on CCC-509?
- A11. Yes, all owners must print on CCC-509. Policy for zero share owner signatures has not changed. See 1-DCP.
- Q12. Will cash rent certification be allowed?
- A12. Yes. Continue to follow current procedure in 1-DCP about cash rent certifications. If a cash rent certification is received, the signature type must be selected as "cash lease".

Questions and Answers for the DCP Web-Based Software (Continued)

- Q13. A husband and wife own a farm jointly and the husband signs for a share of the payment. According to 1-DCP, subparagraph 390 F, only 1 spouse is required to sign CCC-509. Should the wife's signature be loaded as a paper signature even though she has not signed CCC-509?
- A13. A signature type of "Spouse/Joint Owner" is being added to the signature type drop down box. To use this signature type, the spouse must have zero shares and must be an owner on the farm.
- Q14. Who will receive workload credit for taking CCC-509 under the "Nationwide Customer Service" option?
- A14. The workload associated with the new process will be analyzed to determine applicable changes.
- Q15. In the DCP filing example in 1-DCP, Part 15, the instructions seem to indicate the operator can select shares for himself/herself and the owner of the farm, as well as make payment options for both. Can the operator also indicate if the owner(s) want advance direct or counter-cyclical (CC) payments? If the operator makes that choice and the owner wants to change, can that be done without canceling CCC-509?
- A15. Yes, any producer on the farm can enter the data for all producers. However, all producers must agree to the selections by signing CCC-509. All producers sharing in the contract payments on the farm must sign CCC-509. Payment selections made that are not acceptable to a producer sharing in CCC-509 can be corrected without canceling CCC-509.
- Q16. In the DCP filing example in 1-DCP, Part 15, who is responsible for printing CCC-509 and obtaining the owner's signature? The operator has been responsible for obtaining owner signatures in the past. Will this continue to be the operator's responsibility?
- A16. Policy has not changed. All producers are responsible for timely signing CCC-509's.
- Q17. Can CCC-509 be electronically signed by the operator for the owner using power of attorney?
- A17. At this time, the operator must sign CCC-509 in the County Office until the power of attorney software is available.

Questions and Answers for the DCP Web-Based Software (Continued)

- Q18. Counties that have certified CLU's are now making farm record changes by moving bases between tracts on a farm and/or reducing bases on the farm using CCC-505. How will this affect CCC-509's that have been filed through DCP or the regular signup process? It appears that based on 1-DCP, paragraph 847, the contracts with base acre changes will automatically be canceled. Will that apply when the farm's bases remain the same but are moved from tract to tract or does it just apply to the farm's bases that are increased or decreased?
- A18. Contracts will only be canceled if the farm level bases/yields are increased or decreased. Adjustments between tracts will not cancel the contract. 1-DCP, paragraph 334 provides that base acre changes because of CLU certifications shall not be completed if there is an active CCC-509 that will be affected by the change unless a reconstitution is requested or the producer(s) on the farm request that the change be made immediately.
- Q19. If CCC-509 is canceled because of a base change, must new signatures be obtained for CCC-509 from all producers on the farm?
- A19. Policy has not changed. If farm level bases or yields are modified, all required signatures must be obtained on the new CCC-509.
- Q20. 1-DCP, subparagraph 393 C states that if there is a succession-in-interest, the producers "affected" by the succession must sign the "revised" CCC-509. 1-DCP, paragraph 847 indicates CCC-509 will be automatically "canceled" when other producers with shares greater than zero are added to CCC-509. Should the policy in 1-DCP, paragraph 393 to obtain the "affected" producers signatures be followed?
- A20. Yes. CCC-509 will automatically be canceled because of the change in producers on the farm. Continue to follow 1-DCP, paragraph 393 for obtaining required signatures.
- Q21. Is there a difference between a revised CCC-509 in 1-DCP, paragraph 393 and a canceled CCC-509 in 1-DCP, paragraph 847 for signatures?
- A21. CCC-509's will be canceled when farm maintenance changes occur to farm level bases, yields, and producers. Follow procedure in 1-DCP, paragraph 393 to obtain the applicable signatures.
- Q22. Some producers having level 2 authority are associated with more than 1 county. Will these producers be given the option to select the county in which they want to enroll?
- A22. Yes. The producers will receive the State/County drop down boxes that will display all States/counties in which they have associated FSA records.

Questions and Answers for the DCP Web-Based Software (Continued)

- Q23. 1-DCP, subparagraph 800 C provides that the CCC-509 enrollment date is the date the County Office receives the 1st signature of a producer sharing in the crop. The system requires a date before CCC-509 can be printed and payment selections loaded. 1-DCP, paragraph 845 states CCC-509 is only enrolled when all signatures are received.
- A23. 1-DCP, subparagraph 800 C references CCC-509's in 2004 and prior years. For 2005 and future years, CCC-509 is not considered enrolled until all shares equal 100 percent and all signatures have been obtained. This does **not** prevent CCC-509 from being printed. Users will receive an error message if an attempt is made to load the enrollment date before all signature types and signature dates are captured. County Offices shall not load the enrollment date until all signature types and signature dates are captured. If the enrollment date is left blank (until all required signatures are received) and "Submit" is pressed, then CCC-509 can be printed.
- Q24. Is it possible to make the system-generated CCC-509, blocks 15A and 15B (producer signature block and date) larger?
- A24. Yes. This modification is currently in progress.
- Q25. Is it possible to make the check marks on CCC-509, block 14B darker? (CC first and second advance indicators.)
- A25. Yes. This modification is currently in progress.
- Q26. Will CCC-509 be allowed to be initiated if the bases exceed the effective DCP cropland?
- A26. No. An error message will be received.
- Q27. Can a report be created to identify farms with base acres greater than zero, but CCC-509 has not been initiated?
- A27. This report is currently being developed.
- Q28. Can a report be created that lists initiated CCC-509's?
- A28. Currently, the report for All Contracts Not Approved includes all CCC-509's that have been initiated, but not approved. This report will be split into 2 reports. The first report will provide all farms that have an initiated CCC-509 but have not been enrolled. The second report will identify all farms that have an enrolled CCC-509 but have not been approved.

Questions and Answers for the DCP Web-Based Software (Continued)

- Q29. Can the procedure in 1-DCP, subparagraph 851 H be re-evaluated? Why must CCC-509 be both FAXed and mailed? If CCC-509 is FAXed and FSA-237 is on file which allows FAXed signatures, why is the original CCC-509 needed?
- A29. This is a new process for DCP and FSA must ensure that it is not at risk for appeals. The original signed CCC-509 shall always be maintained in the producer's home county; therefore, CCC-509 shall be mailed if it is taken in a county other than the producer's home county. A copy shall also be FAXed because the producer's home county must be immediately aware that a Nationwide Customer Service CCC-509 has been taken. The county that took the Nationwide Customer Service CCC-509 shall also keep a copy in the event that the home county does not receive the original mailed copy or the FAXed copy.
- Q30. An error occurs when a State Office user signs on to the DCP Contract Home Page. Should State Offices use Nationwide Customer Service to access the desired county record?
- A30. State and National users are not associated with a specific county; therefore, they can only access the DCP Contract Home Page through Nationwide Customer Service.