

For: State and County Offices

**Permanent Shutdown of 2009 Through 2013 DCP Direct,  
ACRE Direct, Counter-Cyclical, ACRE ACRE, and 2014 and 2015  
Cotton Transition Assistance Program (CTAP) Payment Software**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Automated payment processing of 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payments was disabled on March 31, 2017.

Payment authorization requests have been submitted through a SharePoint site since April 1, 2017, to request payments due producers who were not processed by March 31, 2017.

**B Purpose**

This notice advises State and County Offices that:

- the processing of 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payments will be permanently shut down on **August 30, 2019**
- because of the length of time it takes to review and receive funding, the final date to submit a payment authorization request is **Monday, July 1, 2019**
- overpayments can continue to be entered in NRRS as a manual receivable according to 64-FI after August 31, 2019.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2020	State Offices; State Offices relay to County Offices

## Notice DCP-273

### 2 General Information

#### A Outstanding 2009 Through 2013 DCP, ACRE, and CTAP Payments

County Offices must ensure that all COC-approved outstanding 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payments are submitted to the SharePoint site by **July 1, 2019**.

#### B Updating Documentation to the Payment Authorization Request SharePoint Site

Payment authorization requests must be updated to the Payment Authorization SharePoint site according to 2-DCP (Rev. 1), paragraph 216.5. County Offices will provide all required information identified in 2-DCP (Rev. 1), subparagraph 216.5 D to their State Office and the State Office will update the required documentation to the SharePoint site. Ensure that all requests are updated to the SharePoint site by **July 1, 2019**.

**Important Note:** Although there is no guarantee that payment authorization requests submitted after July 1, 2019, will be authorized, County Offices must print all required documentation for any outstanding or possible outstanding request from the Common Payment Reports by **August 30, 2019**. DCP, ACRE, and CTAP reports will not be available in the Common Payment Reports System after **August 30, 2019**.

#### C Handling Overpayments

If a producer is determined to be overpaid, then the overpayment must be entered in NRRS as a manual receivable according to 64-FI. Overpayments can continue to be entered in NRRS after August 30, 2019.

#### D Receivables Established in Error or No Longer Due

County Offices must contact their State Office for guidance if a receivable has been established in error, it has been determined the producer is no longer overpaid, or relief has been granted.

**Note:** State Offices will determine the status of the receivable and what settlement type can be applied to the receivable in NRRS according to 64-FI.

#### E Common Payment Report Availability

The Common Payment Reports will be available until Friday, **August 30, 2019**, for 2009 through 2013 DCP, ACRE, and 2014 and 2015 CTAP. The program years and programs will not be available for selection after **Friday, August 30, 2019**.

#### F State Office SharePoint Site Authorized Users

The SharePoint site can be accessed by State Office specialists who are responsible for DCP, ACRE, and CTAP. To request access, the name of the specialist should be e-mailed to Tina Nemec at [tina.nemec@usda.gov](mailto:tina.nemec@usda.gov).

## Notice DCP-273

### 3 Action

#### A State Office Action

State Offices will:

- ensure that County Offices follow the procedure provided in this notice
- review the payment authorization request before updating it to the SharePoint site to ensure that the:
  - amount being requested has been earned by the producer
  - request contains all required documentation as provided in 2-DCP (Rev. 1), subparagraph 216.5 D before submitting the request
- update the payment authorization request to the SharePoint site provided in 2-DCP (Rev. 1), paragraph 216.5
- be aware that the authorization or denial will be:
  - e-mailed to SED and requesting State Office specialist
  - available through the SharePoint site
- ensure that all payment authorization requests are updated to the SharePoint site by **July 1, 2019**
- determine if and what type of settlement type can be applied to the receivable in NRRS according to 64-FI.

#### B County Office Action

County Offices will:

- follow the instructions provided in this notice
- submit payment authorization requests to the State Office with all documentation listed in 2-DCP (Rev. 1), subparagraph 216.5 D
- continue to establish manual receivables for determined overpayments after **August 30, 2019**
- contact the State Office if a receivable needs to be withdrawn or had relief granted
- print all required documentation for any outstanding or possible outstanding request from the Common Payment Reports by **August 30, 2019**.