

For: State and County Offices

**Establishing Assignment and Joint Payments for Various Program Codes**

Approved by: Administrator



**1 Program Codes for Assignments and Joint Payments**

**A Background**

County Offices are encouraged to review the policy on establishing assignments found in 63-FI, Financial Services Web Application, Parts 3 and 4. This handbook provides information on handling assignments and joint payments in the Farm Service Agency Financial Service (FSAFS) Web Application. There are special cases that require active management of assignment records and manual input of the outstanding assignment balances in the FSAFS Web Application. Special handling is required when a farm program has multiple year payments. The FSAFS Web Application can only process assigned payments for one year per assignment except for Conservation Reserve Program (CRP) multi-year assignments. To address the multi-year payment for the Agriculture Risk Coverage (ARC), Price Loss Coverage (PLC) Program, and Wildfires and Hurricanes Indemnity Program (WHIP) Plus, County Offices are required to establish an assignment record for each program year. The assignor or assignee **must** provide the County Office the amount assigned for each contract year on form CCC-36, Assignment of Payment.

**Notes:** Multi-year assignments occur **only** when both the contract number and program year remain the same for the life of the assignment.

Program codes for subsequent years related to the 2018 Farm Bill will be addressed and loaded in the next few months. An Information Bulletin will be issued when codes are entered into the system.

WHIP Plus received additional disaster assistance for drought and excess moisture from losses related to 2018 and 2019 natural disasters. For existing WHIP Plus contracts, County Offices are not required to request a new form CCC-36, Assignment of Payment when adding the applicable assignment year in FSAFS Web Application. However, new WHIP Plus program codes were added and are provided in subparagraph 3 E.

Disposal Date	Distribution
January 1, 2021	State Offices; State Offices relay to County Offices

## Notice FI-3409

### 1 Program Codes for Assignments and Joint Payment (Continued)

#### A Background (Continued)

The Coronavirus Food Assistance Program (CFAP) codes are included in this notice for direct support based on actual losses for agricultural producers where prices and market supply chains have been impacted. This program will assist eligible producers with additional adjustment and marketing costs resulting from lost demand and short-term oversupply for the 2020 marketing year caused by COVID-19.

#### B Purpose

This notice provides:

- the authorized program codes for establishing new assignments or joint payments for ARC, CFAP, PLC, and WHIP Plus
- information changing assignments and joint payments from “Program Code” to “Program Category” to assist the field with the data entry and management of assignments and joint payments for WHIP Plus and CFAP programs.

**Notes:** See 63-FI, paragraph 93 for entering assignments and paragraph 146 for adding joint payments.

The new program codes will be added to 63-FI, Exhibit 16. All assignments require a direct deposit using form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form. The creation of program categories for WHIP Plus and CFAP will also enable the creation of direct deposit subaccounts for these programs.

**Notice FI-3409**

**1 Program Codes for Assignments and Joint Payments (Continued)**

**C Contact Information**

Questions pertaining to this notice shall be directed to the following POCs.

<b>Issue</b>	<b>Contact</b>
Hardware and Software-related issues	<p>Contact the National Help Desk at 800-255-2434.</p> <p><b>Note:</b> Select Option 3 for FSA hardware and FSA software application.</p>
<p>For financial policy questions related to this notice:</p> <p>FPAC Business Center Financial Management Division (FMD) – Policy, Accounting, and Reporting Branch (PARB), Policy Section</p>	<p>Questions should be submitted to: <b><a href="https://usdafpacbc.servicenowservices.com/fpac">https://usdafpacbc.servicenowservices.com/fpac</a></b>.</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow beside “Our Departments” located at the top of the screen.</li> <li>2. Select “Financial Management”.</li> <li>3. This will take you to the Financial Management Intake Form. Complete the fields on the form. <ul style="list-style-type: none"> <li>• If the Request Type is “<b>Payment Operations</b>”, select: Request Type: “Payment Operations”</li> <li>• Request Type Subcategory: “FSA Service Center Status of Payment Assistance”</li> <li>• Description of Request</li> <li>• If the Request Type is “<b>Systems</b>”, select: Request Type: “Systems”</li> <li>• Description of Request</li> </ul> <p><b>Note:</b> Click “Add attachments” to attach supporting documents to your inquiry.</p> </li> <li>4. Click “SUBMIT”, and your ticket immediately enters the workflow queue.</li> </ol>

**Note:** Questions related to the program policy and applications shall be directed to the applicable Deputy Administrator for Farm Programs (DAFP) staff.

**Notice FI-3409**

**2 New Program Categories**

**A WHIP Plus and CFAP Assignments**

WHIP Plus and CFAP programs requiring multiple program codes to be established to maintain appropriate funds control. The need for multiple program codes impacts our customers and County Office’s ability to create and manage direct deposits, assignments and joint payments.

To reduce the impact on customers and County Office staff, the Farm Production and Conservation (FPAC) Business Center, Financial Operations Branch, Systems Section, will implement “Program Categories” for these programs. The program categories will allow assignments and joint payments to be established either with the specific alpha program codes or the program category, and the creation of direct deposits sub-accounts for the program categories. These categories are not available at this time and require software development.

**B Future Enhancement to Software Program Category for Specific Program Codes in FSA-Financial Services**

The following programs will be updated from “Program Code” to “Program Category” for direct deposits, assignments and joint payments (estimated timeframe).

<b>Category Name</b>	<b>Category includes Assignments and Joint Payments for Program Codes:</b>
WHIP Plus	XXWHIP2
	XXWHIP3
CFAP	20CFAPCARES
	20CFAPCCA

**Note:** All other WHIP Plus program codes shall use applicable “Program Code” to enter assignments.

## Notice FI-3409

### 2 New Program Categories (Continued)

#### C Interim Process for WHIP Plus Assignments

Until the WHIP Plus program category is implemented, the County Offices must:

- monitor WHIP Plus payments to ensure assignments are processed as intended. Based upon the disaster designation and approval date, the WHIP Plus payments may be created using “XXWHIP2” or “XXWHIP3”.
- verify the current balance for an assignment according to 63-FI, paragraph 99. If the payment will be issued under a program code different than the established assignment, the County Office must correct the assignment according to 63-FI, paragraph 100. The re-entered assignment amount should be adjusted to reflect the remaining unpaid assignment amount. If a payment is subsequently issued under the original assigned program code, the steps in 63-FI, paragraph 100 must be followed again to ensure payments are assigned as intended.

#### D Interim Process for CFAP Assignments

Completed form CCC-36, Assignment of Payment for CFAP may be entered in FSAFS according to 63-FI, paragraph 93. Two assignments must be entered for each CFAP participant requesting an assignment until the program category change may be implemented “20CFAPCARES” and “20CFAPCCA” .

Until the CFAP program category is implemented, the County Offices must:

- use the CFAP calculator to determine the appropriate amount to be assigned under each of the two program codes “20CFAPCARES” or “20CFAPCCA”
- monitor CFAP payments to ensure assignments are processed as intended. Based upon the eligibility criteria CFAP may be executed using either “20CFAPCARES” or “20CFAPCCA”.
- verify the current balance for an assignment according to 63-FI, paragraph 99. If the payment will be issued under a program code different than the established assignment, the County Office must correct the assignment according to 63-FI, paragraph 100. The re-entered assignment amount should be adjusted to reflect the remaining unpaid assignment amount. If a payment is subsequently issued under the original assigned program code, the steps in 63-FI, paragraph 100 must again be followed to ensure payments are assigned as intended.

## Notice FI-3409

### 2 New Program Categories (Continued)

#### E Implementation of Program Category

Once the option for “Program Category” becomes available, a system update for FSAFS will be deployed to update open assignments and joint payments for the following WHIP Plus and CFAP codes:

- XXWHIP2
- XXWHIP3
- 20CFAPCARES
- 20CFAPCCA.

The program code will be removed from applicable assignments and joint payments; and replaced by the applicable program category.

New assignments and joint payments can be entered either using the program category or the specific program code. Direct deposit sub-accounts may be created using the program category.

Until forms CCC-36 and CCC-37 are revised to include WHIP Plus and CFAP program categories, producers shall add WHIP Plus and CFAP assignments as follows:

- form CCC-36, Assignment of Payment – Producers will use Boxes 9 through 12 to add WHIP Plus (**WHIP Plus**) and CFAP (**CFAP**) assignment program categories.
- form CCC-37, Joint Payment Authorization – Producers will use Part B-Applicable Programs(s) Box “Other” to add WHIP Plus (**WHIP Plus**) and CFAP (**CFAP**) joint payment program categories.

#### F Future Information Bulletin (IB)

County Offices will receive notification via Information Bulletin once the program categories have been implemented for WHIP Plus and CFAP in Financial Services. This release is scheduled for **June 12, 2020**.

**Notice FI-3409**

**3 New Program Codes**

**A Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC)**

The following ARC/PLC program codes shall be used when entering information into the FSAFS Web Application or new assignments or joint payments.

<b>Program Name</b>	<b>Program Alpha Code</b>	<b>Description</b>
<b>ARC</b>	XXARCPCO ("XX" represents the crop year)	Agriculture Risk Coverage Program for County Coverage (ARC-CO) automated web program application. 2018 Farm Bill Program (2020 Crop Year).
	XXARCPIC ("XX" represents the crop year)	Agriculture Risk Coverage Program for Individual Coverage (ARC-IC) automated web program application. 2018 Farm Bill Program (2020 Crop Year).
<b>PLC</b>	XXPLCP ("XX" represents the crop year)	Price Loss Coverage Program automated web program application Farm Bill Program (2020 Crop Year)

**Note:** Replace "XX" with the appropriate ARCPCO, ARCPIC, or PLCP crop year.

**Notice FI-3409**

**3 New Program Codes (Continued)**

**B Coronavirus Food Assistance Program (CFAP)**

There are two program codes for CFAP. The funding is authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 to assist farmers, ranchers, and consumers in response to the COVID-19 national emergency for program year 2020.

The CFAP is not an option in the “Program Category” drop-down list in the FSAFS Web Application.

- On the “Create Assignment” or “Create Joint Payment” screen, click the “Program Alpha Code” radio button.
  
- Enter the alpha codes listed in the following table for the applicable program.

The following CFAP program codes shall be used when entering information into the FSAFS Web Application for new assignments or joint payments for CFAP.

<b>Program Name</b>	<b>Program Code</b>	<b>Description</b>
<b>CFAP</b>	20CFAPCARES	The Coronavirus Aid, Relief, and Economic Security (CARES) Act compensates farmers for losses due to price declines that occurred between mid-January 2020 and mid-April 2020.
	20CFAPCCA	Direct support to farmers and ranchers based on actual losses for agricultural producers where prices and market supply chains have been impacted. This support will assist eligible producers with additional adjustment and marketing costs resulting from lost demand and short-term over-supply for the 2020 marketing year due to COVID-19.

**Notice FI-3409**

**3 New Program Codes (Continued)**

**C Dairy Margin Coverage (DMC) Program**

The following DMC program codes shall be used when entering information into FSAFS Web Application for new assignments or joint payments for the DMC program:

<b>Program Name</b>	<b>Program Alpha Code</b>	<b>Description</b>
<b>DMC</b> (replaced the Margin Protection Program for Dairy Producers (MPP-Dairy))	XXDMC ("XX" represents calendar year)	Dairy Margin Coverage 2020 Program
	XXDMCCRNA ("XX" represents program year)  This OLP code is used to disburse payments to dairy operations – equal to 50 percent of the premium cash repayment.	

**D Market Facilitation Program (MFP)**

The following MFP program codes shall be used when entering information into the FSAFS Web Application for new assignments or joint payments for MFP:

<b>Program Name</b>	<b>Program Alpha Code</b>	<b>Description</b>
<b>MFP</b>	XXMFPNSCROPS 2019 Non-Specialty Crops ("XX" represents the crop year)	MFP provides assistance to producers with commodities that have been significantly impacted by actions of foreign governments resulting in the loss of traditional exports.
	XXMFPSPECIALTY 2019 Speciality Crops ("XX" represents the crop year)	
	MFPLIVESTOCK 2019 Livestock	
	XXMFPNSCROPSA 2019 Non-Specialty Crops-A ("XX" represents the crop year)	The MFP Non-Specialty Crops-A program code is used only for non-specialty crops: alfalfa, millet, rye, or triticale.

Notice FI-3409

3 New Program Codes (Continued)

E Wildfires and Hurricanes Indemnity Program (WHIP) Program

The following WHIP program code shall be used when entering information into the FSAFS Web Application for new assignments or joint payments

Program Name	Program Alpha Code	Description
WHIP Plus	XXONFARMSTLOSS ("XX" Program Year represents calendar year)	On-Farm Storage Loss Program For Calendar Years 2018-2019
	XXWHIPMILKLOSS ("XX" Program Year represents calendar year)	WHIP Milk Loss For Calendar Years 2018-2019
	XXWHIP2 ("XX" Program Year represents crop year)	<p>Wildfires and Hurricanes Indemnity Program is for wildfires and hurricanes during crop years 2018, 2019, and 2020.</p> <p><b>Note:</b> WHIP Plus applications with an original approval date <b>prior to April 28, 2020</b> will issue payments to eligible producers who suffered eligible crop, tree, bush, vine, or prevented planting losses resulting from hurricanes, floods, tornadoes, typhoons, volcanic activity, snowstorms, and wildfires that occurred in the 2018 and 2019 calendar years using program code <b>XXWHIP2</b>.</p> <p><b>Exception:</b> If losses resulting from hurricanes, floods, tornadoes, typhoons, volcanic activity, snowstorms, and wildfires were approved prior to April 28, 2020 and additional losses of resulting from excessive moisture or drought were added to the previously approved application and approved on or after April 28, 2020, both program codes: "XXWHIP2" and "XXWHIP3" are applicable.</p>
	XXPECANTREES ("XX" Program Year represents calendar year)	Pecan Trees Program Year represents Calendar Year 2018
	XXWHIP791 ("XX" Program Year represents calendar year)	Wildfires and Hurricanes Indemnity Program Program Year represents Calendar Year 2017

Notice FI-3409

3 New Program Codes (Continued)

E Wildfires and Hurricanes Indemnity Program (WHIP) Program (Continued)

Program Name	Program Alpha Code	Description
<b>WHIP Plus (continued)</b>	XXWHIP3 (“XX” Program Year represents calendar year)	Wildfires and Hurricanes Indemnity Program. Program Year represents Calendar Year 2018, 2019, and 2020  <b>Note:</b> WHIP Plus applications with an original approval date of <b>April 28, 2020 or subsequently</b> will issue payments for disaster events covering eligible producers who suffered eligible crop, tree, bush, vine, or prevented planting losses resulting from hurricanes, floods, tornadoes, typhoons, volcanic activity, snowstorms, and wildfires that occurred in the 2018 and 2019 calendar years <b>and</b> also extreme moisture or drought using program code <b>XXWHIP3</b> .