

**For:** State and County Offices

**Using Spreadsheets for Payment Eligibility and Other Related Forms**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The current payment eligibility and payment limitation forms have been incorporated into spreadsheets for use as time-saving tools in County Offices. When this process is initiated for a producer, other forms for direct deposit, conservation compliance, and internal control checklists also become available for completion.

Previous versions of the spreadsheets were **not** authorized by the National Office, but were in use in many County Offices. Although the previous versions may have saved time in completing multiple forms, there were many instances where improper entries were displayed on the resulting forms. This resulted in erroneous determinations. Many offices have indicated the spreadsheets have value and have asked that approved versions of the spreadsheets are made available.

**B Purpose**

This notice provides information on the following:

- availability of the spreadsheet package
- restrictions placed on this tool
- cautions and disclaimers over its use
- validity of certifications
- instructions for State and County Offices.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2008	State Offices; State Offices relay to County Offices

## 2 Spreadsheet Package

### A Availability

The spreadsheet package may be:

- downloaded from **<http://intranet.fsa.usda.gov/dafp>**
- used independently of any other applications.

### B Restrictions

The spreadsheet package:

- is for State and County Office use **only**
- shall **not** be altered or modified.

### C Cautions and Disclaimers

This spreadsheet may be used to provide:

- assistance to producers in completing the required forms and certifications necessary for payment eligibility and payment limitation applications
- the potential for saving time in daily County Office operations.

### D Validity of Certifications

Producer certifications accepted through this process are valid if:

- the currently configured spreadsheet package is used
- all payment eligibility and payment limitation requirements are met
- all applicable procedures and instructions are followed.

### E Using Spreadsheets

See:

- Exhibit 1, for instructions on using payment eligibility spreadsheets
- Exhibit 2, for an example of the Data Loan Screen for producers.

The availability and use of this spreadsheet capability does **not** change nor modify any requirements contained in 1-CM, 6-CP, 1-FI, 1-PL, 2-PL, and 3-PL.

## Notice PL-154

### **3 Action Required for Using Optional Spreadsheets**

#### **A County Office Action**

Using the spreadsheet is optional. However, if spreadsheets are used, County Offices shall:

- review the contents of this notice
- follow instructions accordingly.

#### **B State Office Action**

States Offices shall:

- review instructions in this notice
- ensure that County Offices follow applicable program procedures.

## Instructions for Downloading, Initializing, and Completing Payment Eligibility and Other Spreadsheets

### A Downloading Spreadsheets

County Offices shall access payment eligibility and other spreadsheets by downloading approved spreadsheets from <http://intranet.fsa.usda.gov/dafp> by right clicking on each file name and selecting “Save Target As”.

The spreadsheets are the following:

- CCC502AMore031507.xls
- CCC502BMore031507.xls
- CCC502CMore031507.xls
- CCC502DMore031507.xls
- CCC502UMore031507.xls
- CCC502EZMore031507.xls.

### B Initializing Each Spreadsheet

When opening the file with the “File Open” command, CLICK “Enable Macros”. This allows the “Print” buttons to work on the “Data Entry” spreadsheet.

The **first** time each spreadsheet is opened, enter the following:

- County Office name and address
- CED’s name
- telephone and FAX numbers
- select “Tools” on the Excel Menu bar
- CLICK “Protection”
- CLICK “Protection Sheet”
- enter a password
- save as a template on the share drive according to the following:
  - in the “Save As Type” box at the bottom of “Dialog” box, use the drop-down arrow to change to “Template (\*.xlt)”
  - in the “Save in” box, select the folder
  - CLICK “Save”.

**Note:** Do **not** change the name.

## Instructions for Downloading, Initializing, and Completing Payment Eligibility and Other Spreadsheets (Continued)

### B Completing Spreadsheets (Continued)

To open the appropriate spreadsheet, from the “File” menu, select “Open” and CLICK “Data Entry” at the bottom of the screen. Complete the Producer’s Information Section by entering the following:

- farm name and address
- telephone and FAX numbers
- last 4 digits of Social Security and taxpayer ID numbers
- program year benefits are requested.

Complete the Bank Information Section by entering the following:

- producer account and routing numbers
- type of account (checking or savings)
- bank name and address.

Click the “Tab” button, as needed, and complete each form according to the information provided by the producer. To print, click the “Data Entry” tab and CLICK “Print All Forms”. Producers are required to review all data for accuracy and sign and date each form. Provide copies of forms to producers when completed and signed.

To save the spreadsheet information for each producer:

- select “File” from the Excel Menu bar
- select “Save As”
- enter a unique file name in the “File Name” dialog box
- CLICK “Save”.

**Example of Data Load Screen**

The following is an example of the Data Load Screen for producers.

PRODUCER'S INFORMATION		COF INFORMATION	
Farm Name		County Name	State
Address		Address	
City, State, Zip		City, State, Zip	
Telephone No.		CED's Name	
Fax No.		Telephone Number	
SS No. (Last 4 only)		FAX Number	
EIN (Last 4 only)			
Program Year			

  

BANK INFORMATION <i>(optional)</i>	
Producer's Account No.	
Routing No.	
Check one:	
Checking	<input type="checkbox"/>
Savings	<input type="checkbox"/>
Bank Name	
Address	
City, State, Zip	

  

**NOTE:** To avoid printing excess copies of the CCC-526, simply select the CCC-526 tab at the bottom. Then use the print option to print only the number of pages needed.

  

Print ALL Forms

Print AD-1026

Print CCC-502D

Print Direct Deposit

Print CCC-526

Print CCC-770 Eligibility

Print CCC-501A

Print CCC-501B

  

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