

For: State and County Offices

Loading FSA-218, Reimbursement Transportation Cost Payment Program (RTCP) For Geographically Disadvantaged Farmers and Ranchers Applications and Payment Processing

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Food, Conservation, and Energy Act of 2008 authorized RTCP to provide assistance to geographically disadvantaged farmers and ranchers. RTCP:

- reimburses producers for a portion of the transportation cost of their agricultural commodity, or transporting inputs used to produce an agricultural commodity during a fiscal year
- is subject to appropriated funding.

B Purpose

This notice provides instructions to State and County Offices for loading FSA-218's and processing payments using FSA's Intranet web site for the following geographical areas:

- Alaska
- American Samoa
- Commonwealth of Puerto Rico
- Commonwealth of the Northern Mariana Islands
- Federated States of Micronesia
- Guam
- Hawaii
- Republic of Palau
- Republic of the Marshall Islands
- Virgin Island of the United States.

Note: RTCP:

- software requires **eAuthentication** access (subparagraph 2 A)
- payments will be supported by NPS (Notice FI-2877).

Disposal Date	Distribution
August 1, 2011	State Offices; State Offices relay to County Offices

Notice PS-681

1 Overview (Continued)

B Purpose (Continued)

Important: All FSA-218's **must** be recorded into the system by **March 16, 2011**. RTCP shall not be funded to process payments before the payment factor is determined by the National Office PSD, based on all approved FSA-218's processed, if applicable. After the factor is determined, eFunds will be populated. State and County Offices will be notified when to begin payment processing through NPS.

2 Getting Started

A eAuthentication Login

County Offices shall access RTCP functions through the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa>, as follows:

- under Links, CLICK “**FSA Applications**”
- under Price Support, CLICK “**RTCP – Reimbursement Transportation Cost Payment**”
- on the eAuthentication Warning Screen, CLICK “**I Agree**”
- on the eAuthentication Login Screen, enter user ID and password, and CLICK “**Login**”.

The RTCP Main Menu will be displayed with the default State and county of the logged in FSA user.

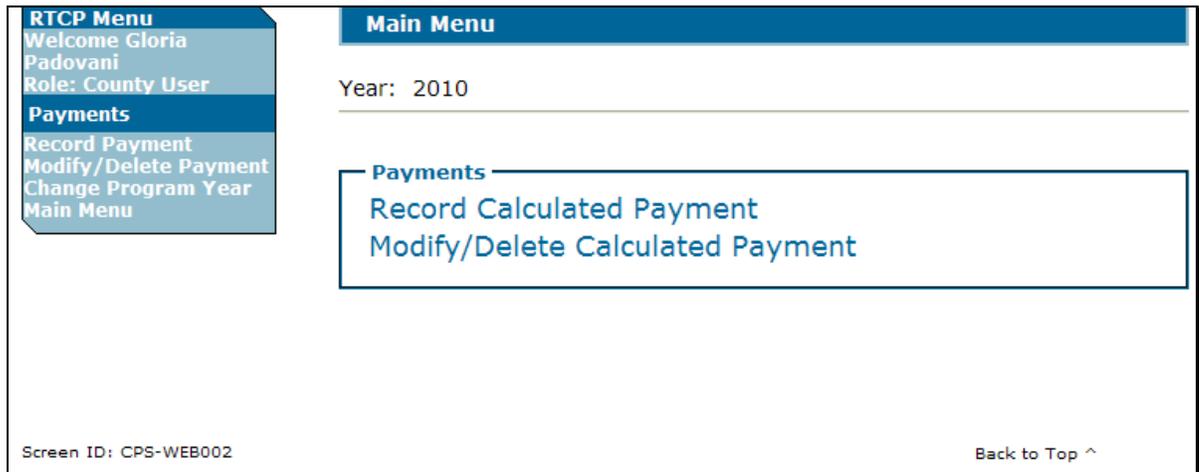
2 Getting Started (Continued)

B RTCP Main Menu

The following is an example of the Main Menu that will be displayed with the following payment options:

- “Record Calculated Payment”
- “Modify/Delete Calculated Payment”.

CLICK the applicable payment option.



3 RTCP Payments

A Record Calculated Payment

To record a new payment for each applicant, under RTCP Menu, CLICK “**Record Calculated Payment**”. The SCIMS Customer Search Page will be displayed. Search and select the RTCP customer to record payment. The following Record Calculated Payment Screen will be displayed.

Notice PS-681

3 RTCP Payments (Continued)

A Record Calculated Payment (Continued)

Enter the total calculated payment amount from FSA-218-1, item 14, in the “Payment Amount” field. After entering the payment amount, CLICK “**Submit**”. The Record Calculated Payment Confirmation Screen will be displayed.

Note: Do not cap payments at \$8,000, enter the **exact** amount. The software will apply RTCP payment limitation.

The screenshot shows a web application interface. On the left is a vertical menu titled "RTCP Menu" with options: "Welcome Gloria Padovani", "Role: County User", "Payments", "Record Payment", "Modify/Delete Payment", "Change Program Year", and "Main Menu". The "Payments" option is highlighted. The main content area has a blue header "Record Calculated Payment". Below the header, it displays "Year: 2010" and "Producer: RTCP Producer". A blue line separates this from the account information: "Account: RTCP 2010 Acct# 2773". Below this, the "Payment Amount (\$)" is shown as "0.00" in a text input field. At the bottom are "Submit" and "Cancel" buttons. The footer contains "Screen ID: CPS-WEB004" and a "Back to Top ^" link.

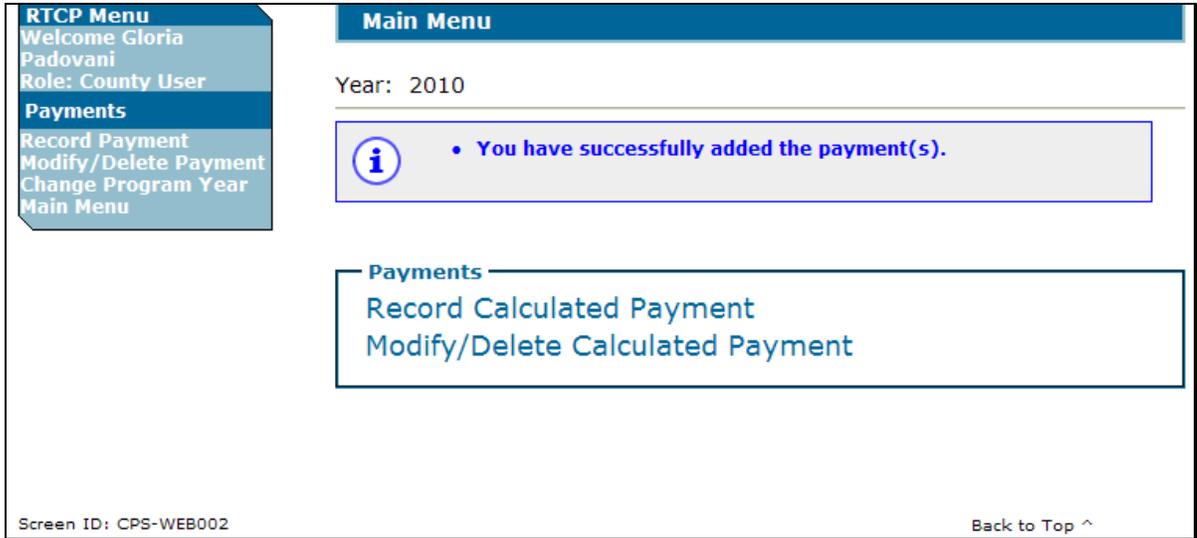
On the following Record Calculated Payment Confirmation Screen, after verifying the payment amount, CLICK “**Confirm**” to add the payment. The RTCP Main Menu will display with the message, “You have successfully added the payment(s)”.

The screenshot shows a web application interface. On the left is a vertical menu titled "RTCP Menu" with options: "Welcome Gloria Padovani", "Role: County User", "Payments", "Record Payment", "Modify/Delete Payment", "Change Program Year", and "Main Menu". The "Payments" option is highlighted. The main content area has a blue header "Record Calculated Payment Confirmation". Below the header, it displays "Year: 2010" and "Producer: RTCP Producer". A blue line separates this from the account information: "Account: RTCP 2010 Acct# 2773". Below this, the "Payment Amount (\$)" is shown as "10569.00". At the bottom are "Confirm", "Back", and "Cancel" buttons. The footer contains "Screen ID: CPS-WEB005" and a "Back to Top ^" link.

3 RTCP Payments (Continued)

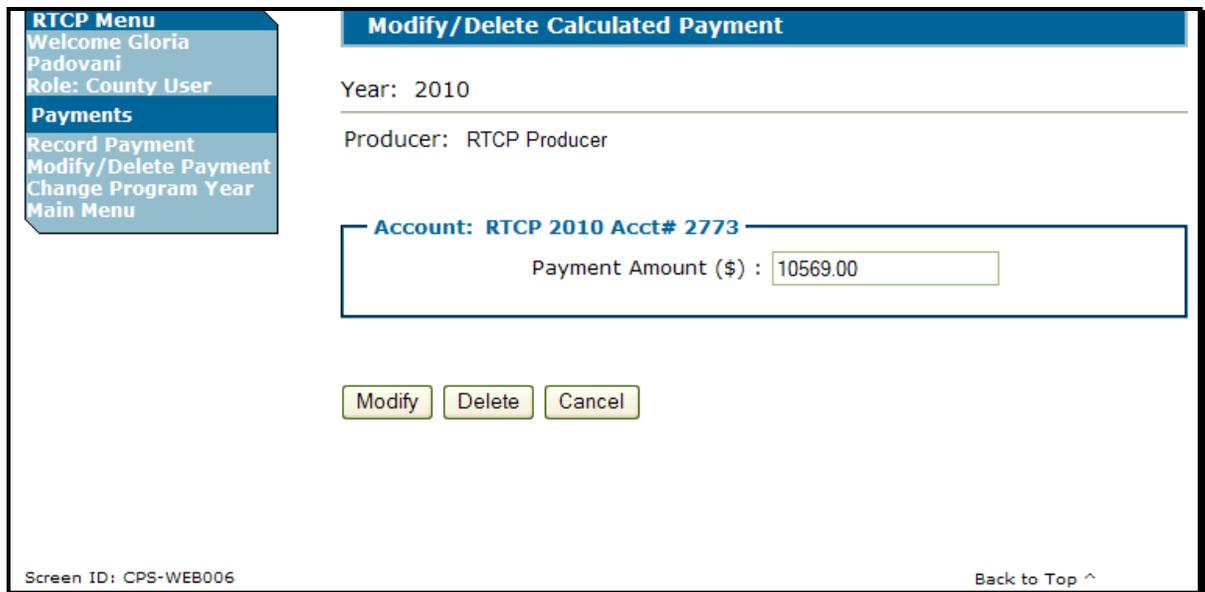
A Record Calculated Payment (Continued)

The following is an example of the Main Menu after the payment is successfully added.



B Accessing the Modify/Delete Calculated Payment Options

To modify or delete a payment that has been previously entered, under the Payments Menu, CLICK “**Modify/Delete Calculated Payment**”. The SCIMS Customer Search Page will be displayed. Search and select the RTCP customer. The following Modify/Delete Calculated Payment Screen will be displayed.



3 RTCP Payments (Continued)

C Modifying Calculated Payments Option

To modify the calculated payment, enter the correct Payment Amount and then CLICK “Modify”. The following Record Calculated Payment Confirmation Screen will be displayed with the new payment amount. After verifying the payment amount, CLICK “Confirm”. The Main Menu will be displayed with the message, “You have successfully modified the payment(s)”.

RTCP Menu
Welcome Gloria Padovani
Role: County User
Payments
Record Payment
Modify/Delete Payment
Change Program Year
Main Menu

Record Calculated Payment Confirmation

Year: 2010

Producer: RTCP Producer

Account: RTCP 2010 Acct# 2773

Payment Amount (\$): 19569.00

Confirm Back Cancel

Screen ID: CPS-WEB005 Back to Top ^

The following is an example of the Main Menu after the payment is successfully modified.

RTCP Menu
Welcome Gloria Padovani
Role: County User
Payments
Record Payment
Modify/Delete Payment
Change Program Year
Main Menu

Main Menu

Year: 2010

i • You have successfully modified the payment(s).

Payments

Record Calculated Payment
Modify/Delete Calculated Payment

Screen ID: CPS-WEB002 Back to Top ^

3 RTCP Payments (Continued)

D Deleting Calculated Payments Option

To delete the calculated payment, on the Modify/Delete Calculated Payment Screen (subparagraph B), CLICK “Delete”. The following Record Calculated Payment Confirmation Screen will be displayed with the message, “Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Confirm to proceed.” CLICK “Confirm” to delete the payment amount and set the amount to zero. The Main Menu will be displayed with the message, “You have successfully deleted the payment(s)”.

The screenshot shows a web application interface. On the left is a vertical menu titled "RTCP Menu" with options: "Welcome Gloria Padovani", "Role: County User", "Payments" (highlighted), "Record Payment", "Modify/Delete Payment", "Change Program Year", and "Main Menu". The main content area has a blue header "Record Calculated Payment Confirmation". Below the header, it displays "Year: 2010" and "Producer: RTCP Producer". A central message box contains an information icon and the text: "Delete Confirmation. The payment will be deleted and all amounts will be set to zero. Confirm to proceed." Below this, a box shows "Account: RTCP 2010 Acct# 2773" and "Payment Amount (\$): 19569.00". At the bottom are three buttons: "Confirm", "Back", and "Cancel". The footer includes "Screen ID: CPS-WEB005" and a "Back to Top ^" link.

The following is an example of the Main Menu after the payment is successfully deleted.

The screenshot shows the same web application interface. The left menu is identical. The main content area has a blue header "Main Menu". It displays "Year: 2010". A central message box contains an information icon and the text: "You have successfully deleted the payment(s)". Below this, a box titled "Payments" lists two options: "Record Calculated Payment" and "Modify/Delete Calculated Payment". The footer includes "Screen ID: CPS-WEB002" and a "Back to Top ^" link.