

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice SP-95**

**For:** State and County Offices

**Rice Production Program (RPP)**

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



**1 Overview**

**A Background**

The Consolidated Appropriations Act, 2023 reallocated \$250 million of rescinded unobligated balances from the Consolidated Appropriations Act, 2021 to the Secretary to provide financial assistance to rice producers through RPP. RPP will provide rice producers a 1-time payment to assist with additional expenses associated with the 2022 crop production costs for rice.

County Offices will accept 2022 RPP application (FSA-174) beginning May 10, 2023, through July 10, 2023, from persons or legal entities that reported a share interest in an eligible type of rice planted or prevented from being planted for the 2022 crop year, by the acreage reporting deadline.

**Note:** “Eligible type of rice” means short, medium, and long grain rice, including temperate japonica and sweet rice, reported as planted or prevented from being planted for crop year 2022. Industrial rice and wild rice are not eligible to receive an RPP payment.

**B Purpose**

This notice provides the following guidance to State and County Offices for the upcoming RPP signup:

- program and payment eligibility requirements
- required conservation compliance provisions
- signup period
- RPP application process
- general payment information.

Disposal Date	Distribution
April 1, 2024 4-26-23	State Offices; State Offices relay to County Offices

## Notice SP-95

### 1 Overview (Continued)

#### C RPP Websites

The following websites provide information used to administer RPP.

Website Content	Website Address
RPP Payments	<a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a>
RPP Website	<a href="https://www.fsa.usda.gov/programs-and-services/rice-production-program/index">https://www.fsa.usda.gov/programs-and-services/rice-production-program/index</a>
Notice of Funds Availability (NOFA)	<a href="https://www.federalregister.gov/agencies/farm-service-agency">https://www.federalregister.gov/agencies/farm-service-agency</a>
eAuthentication	<a href="https://www.eauth.usda.gov/eauth/b/usda/home">https://www.eauth.usda.gov/eauth/b/usda/home</a>
FSA Box	<a href="https://nres.account.box.com/login">https://nres.account.box.com/login</a>
RPP Training Materials	<a href="https://usdagcc.sharepoint.com/sites/FPAC-FSA-RiceProductionProgram">https://usdagcc.sharepoint.com/sites/FPAC-FSA-RiceProductionProgram</a>
<b>Note:</b> Training must be completed before accepting any RPP applications.	

#### D Questions

State Offices will direct questions to the appropriate person(s) according to this table.

IF the question is about...	THEN contact...
RPP Policy	Alison Groenwoldt by either of the following: <ul style="list-style-type: none"><li>• e-mail to <a href="mailto:alison.groenwoldt@usda.gov">alison.groenwoldt@usda.gov</a></li><li>• telephone at 202-720-4213.</li></ul>
	Kelly Hereth by either of the following: <ul style="list-style-type: none"><li>• e-mail to <a href="mailto:kelly.hereth@usda.gov">kelly.hereth@usda.gov</a></li><li>• telephone at 202-720-0448.</li></ul>
RPP Workbook issues	Barry TerHark by either of the following: <ul style="list-style-type: none"><li>• e-mail to <a href="mailto:barry.terhark@usda.gov">barry.terhark@usda.gov</a></li><li>• telephone at 202-720-0735.</li></ul>
RPP payment issues	Tina Nemec by either of the following: <ul style="list-style-type: none"><li>• e-mail to <a href="mailto:tina.nemec@usda.gov">tina.nemec@usda.gov</a></li><li>• telephone at 202-690-4027.</li></ul>

County Offices will direct questions to the applicable DD or State Office Program Specialist.

Program Applicants may direct questions to the recording FSA County Office.

## **2 Administrative Provisions**

### **A Sources of Authority**

Following are the sources of authority for RPP.

- Consolidated Appropriations Act, 2023
- NOFA.

### **B Authority and Responsibility**

DAFP has the authority and responsibility for RPP.

### **C Forms**

Any document that collects data from a participant, regardless of whether the participant's signature is required:

- is subject to the Privacy Act and information collection procedures
- requires approval or clearance by the following applicable office:
  - DAFP
  - Farm Production and Conservation (FPAC)
  - OMB.

Forms, worksheets, applications, and other documents other than those provided in this notice or issued by the National Office are not authorized for RPP and must not be used.

## **3 Responsibilities**

### **A STC Responsibilities**

Within the authorities and limitations in this notice and in the RPP NOFA, STC's must:

- direct the administration of RPP
- ensure that State and County Offices follow RPP provisions
- thoroughly document all actions taken in the STC minutes
- handle appeals according to 1-APP

### 3 Responsibilities (Continued)

#### A STC Responsibilities (Continued)

- ensure that reviews are conducted by DD and that County Offices comply with RPP provisions according to paragraph 14

**Note:** STC may establish additional reviews to ensure that RPP is administered according to these provisions.

- take oversight actions necessary to ensure that the Payment Integrity Information Act of 2019 (PIIA) provisions are met to prevent County Offices from issuing any improper payments
- approve or disapprove any RPP application except those in which an STC member has a monetary interest
- comply with all RPP provisions.

#### B SED Responsibilities

Within the authorities and limitations in this notice and in the RPP NOFA, SED's will:

- direct the administration of RPP
- ensure that County Offices follow RPP provisions
- ensure that County Office employees and COC's are adequately trained
- thoroughly document all actions taken in the STC minutes
- handle appeals according to 1-APP
- ensure that DD's or other designated employees conduct reviews according to paragraph 14

**Note:** SED may establish additional reviews to ensure that RPP is administered according to these provisions.

- ensure that RPP provisions are publicized

### 3 Responsibilities (Continued)

#### B SED Responsibilities (Continued)

- immediately notify the National Office RPP policy or software contact identified in subparagraph 1 C of software problems, incomplete or incorrect procedures, specific problems, or findings
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent County Offices from issuing any improper payments
- comply with all RPP provisions.

#### C DD Responsibilities

Within the authorities and limitations in this notice and in the RPP NOFA, DD's will:

- ensure that COC's and County Offices follow RPP provisions
- ensure that the CED's review of the first 5 applications from each county are sufficiently thorough to confirm:
  - signatures are included
  - eligibility requirements are met
  - payments are properly calculated and disbursed to the eligible applicant
- on the basis of the review documentation received, provide CED authority to load the payment in the software upon completing review of the first 5 applications

**Note:** If the initial documentation received contains evidence of misunderstood policy, provide clarification of that policy to the County Office employees and withhold authority until authorization to make payments is warranted.

- conduct reviews as determined by SED according to paragraph 14

**Note:** DD may establish additional reviews to ensure that RPP is administered according to these provisions.

- ensure that all County Offices within their assigned district publicize RPP provisions
- immediately notify the State FSA Office specialist responsible for RPP of software problems, incomplete or incorrect procedures, specific problems, or findings
- take any oversight actions necessary to ensure that IPIA provisions are met to prevent County Offices from issuing improper payments.

### 3 Responsibilities (Continued)

#### D COC Responsibilities

Within the authorities and limitations in this notice and the RPP NOFA, COC's will:

- fully comply with all RPP provisions
- ensure that CED directs the County Office staff to follow all RPP provisions
- review, approve, and disapprove RPP applications, and document in the COC minutes

**Note:** COC may redelegate authority to CED to review and approve routine RPP applications. Redlegation of authority **must** be documented in the COC minutes. All adverse actions must go to COC for review.

- handle appeals according to 1-APP
- thoroughly document all actions taken in the COC minutes
- ensure that RPP provisions are publicized
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent the County Office from issuing any improper payments
- ensure that FSA assists persons by providing program information as it becomes available, using a variety of methods.

**Note:** Because of the limits of FSA resources, publication of program information may or may not be by direct mail or on an individual basis. FSA meets its publication responsibilities by making broad program announcements in press releases, print and electronic media, Federal Register documents, radio and television announcements, and through posting program information in USDA Service Centers.

The reality of limited resources has increased the participant's responsibility for being aware of program provisions. FSA cannot be responsible for reaching out to every potential program participant with all program information. Participants must seek information on program details and not wait for FSA to individually contact them about program provisions. As resources permit, COC will ensure that program provisions are publicized and maintain a record of all publicity efforts, including postings in Service Centers.

The RPP Fact Sheet:

- may be used to provide general program information
- is available at <https://www.fsa.usda.gov/news-room/fact-sheets/index>.

### 3 Responsibilities (Continued)

#### E CED Responsibilities

Within the authorities and limitations in this notice and in the RPP NOFA, CED's will:

- fully comply with all RPP provisions
- ensure that all County Office employees fully comply with all RPP provisions
- review the first 5 applications and eligibility documentation for completeness and accuracy and send to DD to obtain authority to issue payment(s)
- if so delegated, promptly review and approve routine RPP applications, and document in the COC minutes

**Notes:** All adverse actions **must** go to COC for review.

CED **may not** redelegate authority to review and approve routine RPP applications to any other County Office employees.

- issue adverse determination letters according to 1-APP
- ensure that all program eligibility requirements have been met by producers before issuing any payment to ensure that IPIA provisions are met
- handle appeals according to 1-APP
- document all actions taken in the COC minutes
- immediately notify SED and/or State Office program specialist responsible for the administration of RPP, through DD, of software problems, incomplete or incorrect procedures, specific problems, or findings
- take any oversight actions necessary to ensure that PIIA provisions are met to prevent County Offices from issuing improper payments
- ensure that FSA assists persons by providing program information as it becomes available, in a variety of different methods.

### **3 Responsibilities (Continued)**

#### **F PT Responsibilities**

Within the authorities and limitations in this notice and in the RPP NOFA, PT's will:

- fully comply with all RPP provisions
- immediately notify CED of software problems, incomplete or incorrect procedures, or specific problems
- ensure that all program eligibility requirements have been met by producers before issuing any payment to ensure that PIIA provisions are met.

#### **G Applicant Responsibilities**

The applicant is responsible for being aware of program provisions and accurately certifying all information on FSA-174.

Applicants who are approved for participation in RPP are required to retain documentation in support of their application for 3 years after the date of approval.

Participants receiving RPP payments or any other person who furnishes information to USDA must permit authorized representatives of USDA or GAO during regular business hours to enter the operation and to inspect, examine, and to allow representatives to make copies of books, records, or other items for confirming the accuracy of the information provided by the participant.

Programs administered by DAFP require accurate information from producers. Producers must understand that failure to provide complete and accurate information and records could result in any or all of the following:

- RPP application being disapproved or approved but ineligible for payment
- applicant(s) determined ineligible for FSA programs for the year or multiple years
- applicant(s) liable under civil or criminal fraud statute or statute or provision of law.



## 4 Definitions

### A Definitions Applicable to Administration of RPP

Actual Production History (APH) means the APH as calculated by RMA.

DAFP Established Yield means a National average yield, as determined by DAFP, to be used when APH data is not available from RMA. The DAFP established yield is 7,694 pounds.

Eligible Rice means short, medium, and long grain rice, including temperate japonica and sweet rice, reported by the acreage reporting deadline as being planted or prevented from being planted for the 2022 crop year. Industrial rice and wild rice are not eligible to receive a RPP payment.

Producer means a person, partnership, association, corporation, estate, trust, or other legal entity that produces rice as a landowner, landlord, tenant, or sharecropper.

## 5 Program Eligibility Requirements

### A Program Eligibility

To be eligible for RPP, the producer must:

- have reported to FSA a share interest in eligible rice for crop year 2022 by the acreage reporting deadline

**Note:** No late-filed or modified acreage reports will be accepted for RPP.

- be 1 of the following:
  - United States citizen
  - resident alien, which for purposes of RPP means “lawful alien” as defined in 5-PL and 7-CFR Part 1400
  - partnership organized under State law
  - corporation, limited liability company, or other organizational structure organized under State law
  - Indian Tribe or Tribal organization, as defined by Section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).

## **5 Program Eligibility Requirements (Continued)**

### **B Ineligible Applicants**

The following applicants are ineligible for RPP:

- person who is not a United States citizen or a lawful alien
- legal entity or joint operation, including general partnership or joint venture, with a member, or members, at any level of ownership in the entity's ownership structure who is not a United States citizen or a lawful alien.

## **6 Payment Limitation and Attribution of Payments**

### **A Payment Limitation**

A person or legal entity cannot receive, directly or indirectly, payments of more than \$125,000 under RPP.

### **B Optional Payment Limitation**

An optional increase in payment limitation to \$250,000 may apply if at least 75 percent of a person's or legal entity's average AGI is derived from farming, ranching, or forestry operations.

Applicants requesting an optional payment limitation must complete FSA-510 and provide a certification from a licensed CPA or attorney certifying at least 75 percent of the person's or legal entity's average AGI is derived from farming, ranching, or forestry operations. Persons or legal entities who fail to provide FSA-510 and the required certification may not receive an RPP payment, directly or indirectly, of more than \$125,000.

The payment limitation exception form is optional. It is the producer's responsibility to complete and return FSA-510, with CPA or attorney certification included, to the recording County Office. FSA will continue to accept FSA-510's from producers until 60 calendar days after the signup ends.

**Note:** If the applicant is a legal entity, each member requesting an optional payment limitation is responsible for providing the certification; otherwise, that member's, stockholder's, or partner's share will be adjusted accordingly.

## **6 Payment Limitation and Attribution of Payments (Continued)**

### **C Requesting Optional Payment Limitation (Continued)**

Requests for an exception to the payment limitation of \$125,000 are optional for all applicants including:

- persons
- legal entities
- interest holders in a legal entity, including embedded entities to the fourth level of ownership interest, regardless of the level of interest held
- members of a general partnership or joint venture, regardless of the number of members
- Native Americans or tribes represented by BIA.

**Note:** A general partnership or joint venture is not considered to be a legal entity, such as a corporation, limited liability partnership, or limited liability corporation, for the application of the optional payment limitation provisions.

A CPA or attorney must complete FSA-510, Part C.

**Note:** Do not send FSA-510 to IRS for verification of average farm AGI.

### **D Recording FSA-510**

A producer's request for an optional payment limitation on FSA-510 will be recorded in the web-based subsidiary (Subsidiary) record according to 3-PL (Rev. 2). The person's or legal entity's payment limitation record will be automatically updated based on the Subsidiary record.

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until all:

- RPP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

## 6 Payment Limitation and Attribution of Payments (Continued)

### E Conservation Compliance

An AD-1026 applicable to the 2022 program year **must** be on file for the applicant and applicable affiliates according to 6-CP.

Conservation compliance provisions apply to applicants seeking USDA benefit subject to conservation compliance on all agricultural land (cropland, rangeland, pastureland, forestland) tied to them as owner, operator, or other producer, as defined in 10-CM.

If AD-1026 applicable for 2022 is:

- already on file for the applicant and its affiliates, if applicable, it is not necessary to obtain a new AD-1026 for RPP
- not on file for the applicant and its affiliates, if applicable, the County Office will obtain a completed AD-1026 for 2022 within 60 calendar days of signup ending.

### F Controlled Substance

Controlled Substance provisions apply to RPP according to 1-CM (Rev. 3).

### G Payment Eligibility Requirements

An applicant must meet all following requirements before a payment will be issued:

- the following forms must be filed with their recording County Office as applicable:
    - FSA-174 Rice Production Program (RPP) Application
- Note:** Rice acreage must have been reported as planted or eligible prevented planted on FSA-578 or for FCIC purposes by the crop acreage reporting deadline.
- AD-2047 Customer Data Worksheet for each applicant and entity member, if applicable
  - CCC-901 Member's Information for legal entities according to 6-PL, if applicable
  - CCC-902 Farm Operating Plan for an individual or legal entity according to 6-PL, if applicable

## 6 Payment Limitation and Attribution of Payments (Continued)

### G Payment Eligibility Requirements (Continued)

- AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC Certification) according to 6-CP
- SF-3881 ACH Vendor/Miscellaneous Payment Enrollment Form (direct deposit) for each applicant
- FSA-325 for deceased, disappeared, or incompetent producers, if applicable

**Note:** Follow 1-CM (Rev. 3) provisions for persons who have died, disappeared, or been declared incompetent.

- not be in violation of fraud provisions, including FCIC fraud provisions, according to 1-CM (Rev. 3)
- be in compliance with the controlled substance provisions according to 1-CM (Rev. 3).

### H Timeframe for Filing Eligibility Documents

The applicant **must** submit all payment eligibility forms within 60 calendar days from the end of signup.

When an applicant does not submit the required eligibility documentation, FSA will not issue a payment.

Failure to timely provide all eligibility documents may result in no payment or a reduced payment.

## 7 Sign-up

### A RPP Sign-up

Rice producers can apply for RPP benefits at any County Office nationwide. The applicant must complete FSA-174 to receive a payment.

The sign-up period for RPP is May 10, 2023, through July 10, 2023.

Signup registers are not authorized for RPP.

### B Applications Filed After July 10, 2023

Applications submitted after July 10, 2023, are late. The application will be disapproved, and appeals rights will be provided according to 1-APP.

## 8 Applying for RPP and Reasonable Documentation

### A Applying for RPP

Prepopulated FSA-174's will be mailed to all producers who certified rice on acreage on a 2022 acreage report. The FSA-174 will contain information for their entire operation nationwide. See Exhibit 1 for FSA-174 and instructions.

**Note:** An Excel Workbook is also available to populate the FSA-174. See paragraph 15 for workbook instructions.

An applicant may submit an application using any of the following methods:

- in person
- by mail
- electronically by:
  - FAX
  - e-mail with a scanned or photocopy of the signed FSA-174 attached
  - other authorized method such as online at [www.farmers.gov](http://www.farmers.gov) or via Box or other authorized means.

By signing FSA-174, Part D, the applicant is:

- certifying:
  - all information is true and correct to the best of their knowledge
  - they are a United States citizen or lawful alien
  - they agree to all the conditions in Part A of FSA-174
  - they are not an ineligible applicant listed in subparagraphs 5 B.
- acknowledging and understanding that a false certification to FSA is cause for disapproval of FSA-174 and is punishable by imprisonment, fines, and other penalties.

A complete FSA-174 that includes the applicant's signature must be received or postmarked by the signup deadline.

### B Additional Documentation Requested for Review

Applicants are responsible for providing, upon request, additional documentation to verify eligibility of information reported on FSA-174.

**Note:** RPP participants are required to retain documentation in support of their application for 3 years after the date of approval.

## 9 Approvals and Disapprovals

### A Redelegations of Authority

COC can redelegate authority to CED to approve routine applications.

**Note:** Redlegation of authority **must** be documented in the COC minutes. All adverse actions must go to COC for review.

### B Approvals

Before approving FSA-174, COC, or CED if delegated, must ensure that:

- all program eligibility requirements are met
- the person or legal entity applying for RPP is determined to be eligible according to subparagraph 5
- signature requirements are met according to 1-CM (Rev. 3)
- FSA-174 was received or postmarked **by the signup deadline**.

If all program eligibility requirements are met and COC or delegate has determined that the information on FSA-174 is reasonable and accurate, COC or delegate will approve FSA-174 and document approval in the COC minutes.

Before approval, COC may request additional documentation according to subparagraph 8 B; however, if evidence provided by the applicant differs from the information certified, COC may make appropriate adjustment, document in the COC minutes, and notify the applicant.

**Note:** Completing eligibility forms (AD-1026, CCC-901, and AD-2047) are not a condition of COC or CED action on FSA-174. However, these forms must be filed within 60 calendar days of the applicant signing FSA-174. Failure to timely provide all eligibility forms may result in no payment or a reduced payment. County Offices must immediately update the Business File and Subsidiary record when the eligibility forms are filed.

## **9 Approvals and Disapprovals (Continued)**

### **C Disapprovals**

COC will disapprove FSA-174 if **any** of the following occurs:

- program eligibility requirements are not met
- person or legal entity applying for RPP is determined not to be an eligible applicant according to paragraph 5
- information on FSA-174 or supporting documentation provided by the participant is not accurate or reasonable
- signature requirements were not met according to 1-CM.

**Note:** If FSA-174 was never signed by the applicant or legally authorized representative on behalf of the applicant, take **no** action on FSA-174. It is not considered filed unless it is signed.

## **10 Equitable Relief and Finality Provisions**

### **A Determinations Under RPP**

Equitable relief and finality provisions of 7 CFR 718, subpart D, apply to determinations under RPP, as well as appeal regulations in 7 CFR parts 11 and 780. See 7-CP for additional information.

## **11 Unacceptable, Incorrect, or False Records and Certifications**

### **A Reliance on Applicant Records and Certifications**

RPP requires accurate information from applicants. Applicants must understand that failure to provide complete and accurate information and records may result in the following:

- RPP application disapproved, COC adjusted, or approved but ineligible for payment
- applicant(s) being liable under any civil or criminal fraud statute or any other statute or provision of law.



## **12 Intentional Misrepresentation**

### **A Impact of Intentional Misrepresentation**

A participant determined to have intentionally misrepresented any fact affecting a program determination to receive benefits for which the participant would not otherwise be entitled, will not be entitled to program payments and must refund all such payments received, plus interest.

A participant will refund all program payments received according to 7 CFR part 3 with respect to all contracts or applications, as may be applicable, if the participant is determined to have knowingly misrepresented any fact affecting a program determination.

### **B Perjury**

In either applying for or participating in RPP, or both, the applicant is subject to laws against perjury and any penalties and prosecution resulting therefrom, with such laws including but not limited to 18 U.S.C. 1621. If the applicant willfully makes and represents as true any verbal or written declaration, certification, statement, or verification that the applicant knows or believes not to be true, in the course of either applying for or participating in RPP then the applicant is guilty of perjury and, except as otherwise provided by law, may be fined, imprisoned for not more than 5 years, or both, regardless of whether the applicant makes such verbal or written declaration, certification, statement, or verification within or without the United States.

### **C Joint and Several Liability**

All persons and legal entities with a financial interest in an operation or in an application for payment determined to have been paid incorrectly are jointly and severally liable for any refund, including related charges, that is determined to be due for any reason.

## **13 General Payment Information, Rates, and Reductions**

### **A Prevention of Improper Payments**

PIIA requires Federal agencies to evaluate programs to determine whether internal controls are sufficient to prevent improper payments. County Offices must take all steps necessary to ensure that program and payment eligibility requirements have been met before issuing any payments.

Improper payment, as defined by OMB, means any payment that should **not** have been issued or was issued in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirement.

## 13 General Payment Information, Rates, and Reductions (Continued)

### B Payment Calculation

For eligible applicants, the RPP payment will be calculated as follows:

- producer's share of eligible rice acres, multiplied by
- APH, or, if RMA APH data is not available, DAFP established yield, multiplied by
- payment rate, multiplied by
- prevented planted factor of 60 percent, if applicable.

See subparagraph D for calculation examples.

### C Issuing payments

RPP is subject to availability of funds. FSA will issue an initial payment using a payment rate equal to 1 cent per pound. If funds remain available at the conclusion of signup, FSA will issue an additional payment using a payment rate not to exceed 1 cent per pound.

### D Payment Calculation Examples

**Example 1:** Rice Producer A planted 300 acres of short grain rice in crop year 2022. Rice Producer A's RMA APH is 7,500 pounds.

Payment calculation: 300 acres of short grain rice x 7,500 APH x .01 payment rate

Payment amount: short grain - \$22,500

Total - \$22,500.

**Example 2:** Rice Producer B planted 500 acres of medium grain rice and 1,500 acres of long grain rice in crop year 2022. Rice Producer B's RMA APH is 8,000 pounds.

Payment calculation:

- 500 acres of medium grain rice x 8,000 APH x .01 payment rate
- 1,500 acres of long grain rice x 8,000 APH x .01 payment rate

Payment amount:

- medium grain - \$40,000
- long grain - \$120,000

Total - \$160,000. Will be reduced to payment limitation, which is equal to \$125,000 (except for filers of FSA-510).

## 13 General Payment Information, Rates, and Reductions (Continued)

### D Payment Calculation Examples (Continued)

**Example 3:** Rice Producer C planted 1,000 acres of short grain rice, 1,250 acres of medium grain rice, and 500 acres of long grain rice in crop year 2022. Rice Producer C's RMA APH is 8,500 pounds.

Payment calculation:

- 1,000 acres of short grain rice x 8,500 APH x .01 payment rate
- 1,250 acres of medium grain rice x 8,500 APH x .01 payment rate
- 500 acres of long grain rice x 8,500 APH x .01 payment rate

Payment amount:

- short grain - \$85,000
- medium grain - \$106,250
- long grain - \$42,500

Total - \$233,750. Rice Producer C filed FSA-510 to increase the payment limitation to \$250,000. No reductions will be taken.

**Example 4:** Rice Producer D planted 300 acres of long grain rice in crop year 2022. There is no RMA APH data available. The DAFP established yield of 7,694 pounds will be used.

Payment calculation: 300 acres of long grain rice x 7,694 DAFP established yield x .01 payment rate

Payment amount: long grain - \$23,082

Total - \$23,082.

## 14 Internal Control

### A CED Reviews

Reviews ensure that applications and eligibility forms are completed correctly and demonstrate the County Office understands program policy and is following the policy correctly. CED is required to review the **first 5 applications** as part of their supervisory responsibility to ensure program integrity and accountability requirements are met in administering the RPP program using the questions in Exhibit 2. This program uses existing FSA and RMA data but attention to detail is required to ensure both program integrity and workload accountability.

## 14 Internal Control (Continued)

### A CED Reviews (Continued)

**Important:** The initial review of the first 5 applications must be completed and all eligibility requirements must be met before DD can authorize the county to make payments.

The initial review completed by CED must include all documents required to issue payments, including eligibility documents and COC approvals. If the eligibility documentation is not available for 1 or more of the first 5 applications approved, CED will select the next available completed application until 5 applications are available for review.

The following must be reviewed by CED during the initial review:

- application, to ensure it is completed properly
- all signatures obtained, including representative signature authorities
- applicant eligibility
- applications are qualified to be paid without errors.

Upon completion, CED will certify to DD and/or State Office designee that the first 5 applications have been reviewed and provide the application package for DD and/or State Office review. The County Office may **not** issue any payments until written approval is received from DD and/or State Office designee.

**Notes:** CED does not have to wait until all 5 applications have been reviewed to submit to DD. Upon DD review and approval of up to the first 5 applications, the payment can be issued. Once the first 5 applications have been reviewed and payment has been authorized by DD, all additional applications may be processed unless otherwise directed by DD.

### B DD Reviews

DD or other employee designated by SED will review the first 5 applications filed in a Service Center, to verify the following:

- a signed FSA-174 was filed by the person or authorized representative of a legal entity
- supporting eligibility documents have been filed that include:
  - a signed and completed CCC-901 or automated CCC-902 that collects member information, as applicable, by the person or authorized representative of a legal entity
  - a signed and completed AD-2047, if applicable, by the person or authorized representative of legal entity

## 14 Internal Control (Continued)

### B DD Reviews (Continued)

- a signed and completed FSA-510, if applicable
- AD-1026 is certified according to the agreement in FSA-174, Part A.

See Exhibit 3 for the DD review questions.

**Note:** Additional guidance for recording review results will be provided in a forthcoming notice.

After completing the reviews, DD and/or State Office designee will provide written approval to the County Office for payments to be issued.

**Note:** Review may be completed and authority to process the application provided to CED one application at a time until at least 5 have been reviewed.

## 15 RPP Workbook Instructions

### A RRP Workbook Overview

The RPP Workbook is an Excel workbook developed by the National Office to facilitate loading and printing FSA-174. The RPP Workbook has been preloaded with data based on a producer's 2022 reported rice in the Crop Acreage Reporting System (CARS) application as of March 7, 2023.

**Note:** All County Offices have access to the RPP Workbook. County Offices that are not the recording County Office will use the RRP Workbook to create a pre-filled FSA-174 if a producer requests to apply for RRP payment. After the producer signs the application, the receiving County Office will date stamp FSA-174 and forward it to the recording County Office by FAX or scan and e-mail.

The RPP Workbook is designed to prepopulate the following values in the workbook and on FSA-174 after the user enters the core customer identification (CCID):

- producer name and address
- recording county name and address
- eligible rice acres by physical location, intended use, and crop status
- APH or county average yield
- payment rate
- payment amount.

## 15 Instructions for Using the RPP Workbook (Continued)

### A RRP Workbook Overview (Continued)

County Offices can access the RPP Workbook at <https://usdagcc.sharepoint.com/sites/FPAC-FSA-RiceProductionProgram> and select **RPP Workbook** from the Quick links section. See Exhibit 4 for an example of the RPP Workbook.

Make every effort to use the RPP Workbook instead of completing a manual FSA-174. County Offices will be required to process a manual FSA-174 submitted by a producer from the RPP Workbook. FSA-174 generated by the RPP Workbook must be signed by the producer before approving the application for payment if the data or the calculated gross payment amount is different.

### B Field Description and Actions

Following are the field descriptions and actions.

Field	Field Name	Description
1	CCID	The CCID is the unique identifier for each producer. This ID number is used to obtain and link the contact information and the reported history for this spreadsheet.  <b>Note:</b> This is the only field the user enters the CCID according to the instructions in subparagraph 15 C.
2	Producer/Entity Name	The producer name linked to the CCID entered in Field 1.
3	Producer/Entity Address	The producer address linked to the CCID entered in Field 1.
4	Recording County Name	The recording county linked to the producer/entity from Subsidiary.
5	Recording County Address	The mailing address for the recording county identified in Field 4.
6	Recording County Tel #	The telephone number for the recording county identified in Field 4.
7	Admin State	The administrative location of the producer in Field 3 with rice acres reported in CARS.
8	Admin County	The administrative county location of the producer in Field 3 with rice acres reported in CARS.
9	Physical State	The physical State location of the producer in Field 3 with rice acres reported in CARS.
10	Physical County	The physical county location of the producer in Field 3 with rice acres reported in CARS.
11	Crop Type	The type of rice listed for the producer in Field 3 reported in CARS.

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**15 Instructions for Using the RPP Workbook (Continued)**

**B Field Description and Actions (Continued)**

<b>Field</b>	<b>Field Name</b>	<b>Description</b>
12	Intended Use	The intended use of rice listed for the producer in Field 3 reported in CARS.
13	Crop Status	The crop status of rice listed for the producer in Field 3 reported in CARS.
14	Eligible Acres	The producers share of rice acres listed for the producer in Field 3 reported in CARS.
15	Yield	The APH, or, if RMA APH data is not available, the DAFP established yield for the producer in item Field 3.
16	Payment Rate	The payment rate for the rice.
17	Estimated RPP Payment	Eligible Acres (Field 14) multiplied by Yield (Field 15) multiplied by Payment Rate (Field 16) multiplied by 60 percent (if Crop Status indicates a "P" for prevented planted).
	Clear	Clears the Data Entry Sheet.
	Print FSA-174	Prints the FSA-174.

## 16 General Payment Provisions for RPP Payments

### A Introduction

Because an automated application process is not available for RPP, the calculated gross payment amounts in the payment calculator workbook will be updated by the County Office in the web based RPP Payment Process. These payments will be subject to reductions because of payment limitation and other eligibility requirements, as determined by other systems the RPP Payment Process interfaces with. Producers eligible for payment will have payment amounts sent to NPS.

The RPP Payment Process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

### B Frequency of Payment Processing

RPP payments are processed nightly for the following:

- payment amounts recorded through the RPP Payment Process during the workday
- changes made in the system that could affect the producer's payment or overpayment amount determination.

### C Obtaining FSA-325

FSA-325 will be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for RPP benefits. Payment will be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If FSA-174 has been filed by the producer, a revised FSA-174 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

### D Administrative Offset

RPP payments are subject to administrative offset.



## 16 General Payment Provisions for RPP Payments (Continued)

### E Assignments

A producer entitled to an RPP payment may assign the payment according to 63-FI.

### F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting RPP benefits.

**Important:** Contact the OGC Regional Attorney for guidance on issuing RPP payments on all bankruptcy cases.

### G Payments Less Than \$1

RPP Payment Process will:

- issue payments that round to at least \$1
- not issue payments less than 50 cents.

### H Payment Due Date

As soon as practicable, approve, certify, and sign for disbursement approved FSA-174's to avoid unnecessary prompt pay interest payments. See 61-FI for general guidance for determining payment due dates for RPP.

The RPP payment system sends the current system date plus 30 calendar days to NPS as the payment due date. However, the system **cannot** determine the payment due date because of numerous factors. County Offices will manually determine the payment due date as the later of the following:

- date producer signed FSA-174
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
- date members filed the requisite payment eligibility documentation if the producer is an entity or joint operation
- availability of software to process the payment.

## **16 General Payment Provisions for RPP Payments (Continued)**

### **H Payment Due Date (Continued)**

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices will:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow handbook 61-FI paragraph 3 to calculate the amount of prompt payment interest to be paid based upon the manually determined payment due date.

### **I Sequestering RPP Payments**

RPP payments are not subject to sequestration.

### **J Funds Control Process**

The RPP Payment Process uses the e-Funds accounting process which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

Funds for RPP payments will be controlled at the National level. If adequate funding is not available, producers who cannot be paid will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payment Reports System.

### **K e-Funds Account**

Funding for RPP payments is established using accounting code 2939.

### **L General Payment Policy**

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- payment limitation
- joint operations and entities
- general provisions for overpayments.

## **16 General Payment Provisions for RPP Payments (Continued)**

### **M Submitting Payment Problems**

State Office Specialists should update applicable information about an RPP payment or overpayment issue on the RPP payment problem SharePoint site. The link for the payment problem SharePoint site is [https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment\\_Issues/SitePages/Home.aspx](https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx).

## **17 Payment Limitation Provisions**

### **A Payment Limitation Information for RPP Payments**

The payment limitation for 2022 RPP is \$125,000 and will be attributed through direct attribution.

See 6-PL, paragraph 36 for payment limitation amounts for a person or legal entity.

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all RPP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person.

### **B Additional Payment Limitation**

If a producer or member provides an FSA-510 to request the optional payment limitation, then an additional \$125,000 in payment limitation will be available for the producer or member. The producer or member's payment limitation record will be automatically updated based on the web-based subsidiary record.

## **18 RPP Subsidiary Eligibility**

### **A Introduction**

The payment process reads the web-based eligibility system, for the year associated with FSA-174 to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, the payment will not be issued or will be reduced, and the producer or member will be listed on the Nonpayment Report with the applicable reduction message.

## 18 RPP Subsidiary Eligibility (Continued)

### B Subsidiary Eligibility Determinations

The following table identifies web-based eligibility determinations applicable to RPP payments and how the system will use Subsidiary eligibility data for payment processing.

If a producer has multiple invalid Subsidiary eligibility conditions, only the highest priority ineligible condition as provided in subparagraph C will be printed on the Nonpayment Report.

Eligibility Determination/Certification	Value	Eligible for RPP Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	3/ A partial compliance value of “Yes” will result in an additional determination for the farm.
	Partial Compliance	Yes 3/	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

### C Eligibility Conditions Priority

If a producer has multiple invalid Subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report or Pending Overpayment Report. The following table provides the priority of conditions.

Priority	Eligibility Provision
1	Conservation Compliance
2	Controlled Substance
3	AD-1026

## 19 RPP Payments

### A Supporting Files for Integrated Payment Processing

The RPP Payment Process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued, the amount of gross payment, reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** the following.

Type of Information	How Information Is Used for Payment Processing	Source
FSA-174	The information from FSA-174 is used to complete the RPP Workbook.	Application
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which FSA-174 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine members and members' share of the following for the year in which FSA-174 was filed: <ul style="list-style-type: none"> <li>• entities</li> <li>• general partnerships</li> <li>• joint ventures.</li> </ul>	Business File
Combined Producer Information	Used to determine whether RPP producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> <li>• Calculated payment information is provided to NPS.</li> <li>• Determined overpayment amount may be provided to NRRS.</li> </ul>	NPS or NRRS

**19 RPP Payments (Continued)**

**B Prerequisites for Payments**

Certain actions must be completed to ensure that the producer is eligible for payment. The following table provides actions that must be completed to issue payments properly. COC, CED, or designee will ensure that the actions are completed.

<b>Step</b>	<b>Action</b>
1	Ensure that FSA-174: <ul style="list-style-type: none"> <li>• has been approved</li> <li>• information has been entered in the RPP Workbook</li> <li>• payment amount has been entered in the 2022 RPP Payment Process according to paragraphs 21 and 22.</li> </ul>
2	Ensure that AD-1026: <ul style="list-style-type: none"> <li>• is on file for the applicable year for producers seeking benefits</li> <li>• eligibility information is recorded in the web-based eligibility system.</li> </ul>
3	Ensure that the applicable CCC-902 is on file.
4	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
5	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
6	Ensure that the combined producer files are updated correctly for the applicable year. See 6-PL.
7	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both, were filed for RPP.

## 20 Recording RPP Payment Amounts

### A Overview

Because an automated application process is **not** available for RPP, the gross payment amount calculated for each commodity and provided through the RPP Workbook will be recorded in the RPP Payment Process by the recording State and county.

### B Adding or Modifying Payment Amounts

Enter RPP payments based on the recording State and county for the producer. Add or modify payment amounts according to the following table.

Step	Action	Result
1	Select the RPP Payment Process from the FSA Applications Page.	The RPP Select a Program Year Page will be displayed.
2	On the RPP Select a Program Year Page: <ul style="list-style-type: none"> <li>select Program Year 2022</li> <li>CLICK “Continue”.</li> </ul>	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Add/Modify a Payment Page will be displayed.
5	On the Add/Modify a Payment Page, users will do 1 of the following based on the selected program and commodity: <ul style="list-style-type: none"> <li>record the payment amount provided by the RPP Workbook</li> <li>modify the payment amount to the revised payment amount provided by the RPP Workbook</li> <li>modify the payment amount to zero if the payment amount should be zero.</li> </ul> To continue with the process, CLICK “ <b>Submit</b> ”.  <b>Note:</b> Amounts will be recorded in whole dollars without dollar signs or commas.	The Add/Modify a Payment Confirmation Page will be displayed with the recorded payment amounts.
6	On the Add/Modify a Payment Confirmation Page, CLICK “Confirm” to record the payment amounts entered.	The Success Menu Page will be displayed which indicates that the payment amount was successfully added or modified.

## 21 Program Year Selection Page

### A Accessing the Program Year Selection Page

To access the RPP Payment Process, complete the following:

- go to FSA’s Applications Intranet page or use the following link:  
<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>
- from the FSA Intranet Screen, under “FSA Applications” “Applications Directory”, CLICK “**P-Z**”

**Note:** The FSA Intranet Screen will be redisplayed with applications with names starting from P to Z.

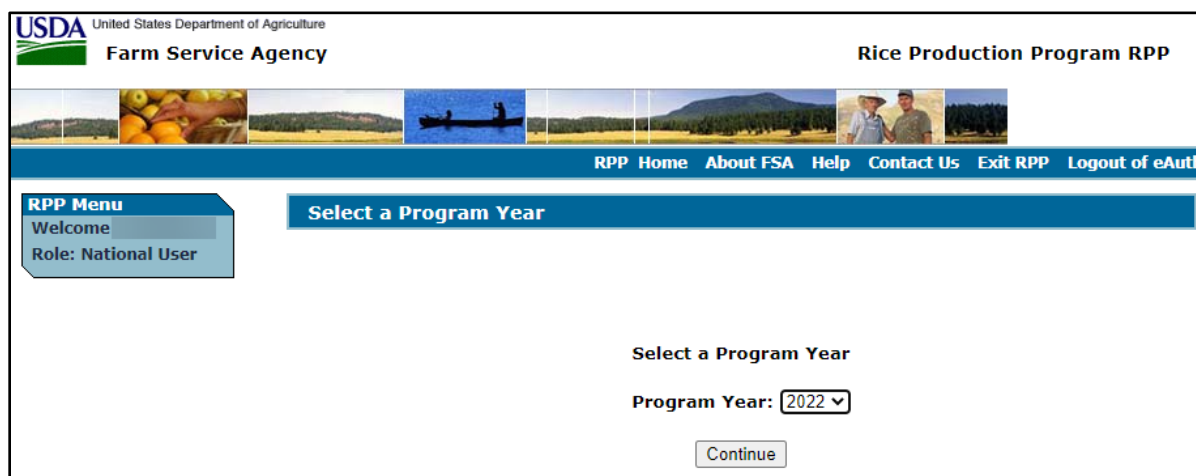
- CLICK “**RPP Payment Process**”.

Users may be prompted to login through the USDA eAuthentication Login Screen. CLICK “**Login with LincPass (PIV)**” or enter user ID and password and CLICK “**Login**”.

The RPP Select a Program Year Page will be displayed.

### B Example of Select a Program Year Page

The following is an example of the Program Year Selection Page.



USDA United States Department of Agriculture  
Farm Service Agency

Rice Production Program RPP

RPP Home About FSA Help Contact Us Exit RPP Logout of eAuth

**RPP Menu**  
Welcome  
Role: National User

**Select a Program Year**

Select a Program Year

Program Year: 2022 ▼

Continue

### C Action

Users will select Program Year 2022 and CLICK “Continue”. The SCIMS Select a Customer Page will be displayed.



## 22 Adding or Modifying RPP Payment Data

### A Adding or Modifying RPP Payments

After selecting a producer for processing on the SCIMS Selection Page, the Add/Modify a Payment Page will be displayed. This page allows the user to add or modify the calculated RPP payment amounts.

### B Example of Add/Modify a Payment Page

The following is an example of the Add/Modify a Payment Page.

The Commodity selection will provide for selecting the following commodities:

- Long Grain Rice
- Medium Grain Rice
- Short Grain Rice.

USDA United States Department of Agriculture  
Farm Service Agency

Rice Production Program RPP

RPP Home About FSA Help Contact Us Exit RPP Logout of eAuth

**RPP Menu**  
Welcome  
Role: National User  
Change Program Year  
Change Producer

**Add/Modify a Payment**

Year: 2022

Producer:

**2022 RPP**

Original Approval Date/  
Register Date:  
(mm/dd/yyyy)

Action	Commodity	Payment Amount
<a href="#">Remove</a>	Long Grain Rice	\$ <input type="text" value="825"/>
<a href="#">Remove</a>	Medium Grain Rice	\$ <input type="text" value="4321"/>
<a href="#">Remove</a>	Short Grain Rice	\$ <input type="text" value="2504"/>

Commodity:

## 22 Adding or Modifying RPP Payment Data (Continued)

## C Add/Modify a Payment Page Options

The following options are available on the Add/Modify a Payment Page.

Option	Action
Back	Returns the user to the SCIMS Select a Customer Page.
Cancel	Discontinues the process and returns to the RPP Main Menu <b>without</b> updating the payment amounts.
Submit	Continues the process of recording RPP payment data after amount has been recorded.

## D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
"The amount recorded must be in whole dollars."	<ul style="list-style-type: none"> <li>Amount entered was not in whole dollars.</li> <li>Amount greater than \$0 was not recorded initially.</li> <li>Amount entered includes dollar signs or commas.</li> </ul>	Correct the amount recorded and ensure that: <ul style="list-style-type: none"> <li>only numeric data is entered</li> <li>amount entered is greater than \$0 if the payment amount is being added for the first time</li> <li>payment amount does not include dollar signs or commas.</li> </ul>
"An amount must be entered for each type of payment. The amount can be \$0 for 1 or more of the payment amounts, but not all."	User attempted to record \$0 in the payment amount field.  <b>Note:</b> Do <b>not</b> record a payment amount in the RPP Payment Process if the calculated payment amount from the RPP Workbook is \$0 for the initial payment.	
"Payment Amount is empty. A value must be entered."	An amount wasn't entered and "Submit" was selected.	Payment amount must be \$0 or greater than zero.  <b>Note:</b> Payment amount must be greater than \$0 when updating the initial payment amount.

## 22 Adding or Modifying RPP Payment Data (Continued)

### E Example of Add/Modify a Payment Confirmation Page

The following is an example of the Add/Modify a Payment Confirmation Page.

USDA United States Department of Agriculture  
Farm Service Agency

Rice Production Program RPP

RPP Home About FSA Help Contact Us Exit RPP Logout of eAuth

**RPP Menu**  
Welcome  
Role: National User  
Change Program Year  
Change Producer

**Add/Modify Payment Confirmation**

Year: 2022  
Producer:

**i** • Payment Confirmation. Press "Confirm" to proceed.

**2022 RPP**

Original Approval Date/  
Register Date: 03/31/2023

Commodity	Payment Amount
Long Grain Rice	\$ 825
Medium Grain Rice	\$ 4,321
Short Grain Rice	\$ 2,504
<b>Total</b>	<b>\$ 7,650</b>

Back Cancel Confirm

### F Add/Modify a Payment Confirmation Page Options

The following options are available on the Record Calculated Payment Confirmation Page.

Option	Action
Back	Returns to the Add/Modify a Payment Page so the amount can be modified, if necessary.
Cancel	Discontinues the process and returns to the RPP Main Menu <b>without</b> updating the payment amount.
Confirm	Records the payment amount and triggers the payment process.  <b>Note:</b> The message, "Payment(s) has been successfully added and/or modified." will be displayed.

## 23 Modifying Previously Recorded RPP Payment Data

### A Introduction

The previously entered payment amount can be modified to be a different amount or zero if the producer is no longer due an RPP payment.

### B Effect on Previously Processed Payments

Modifying a previously recorded payment amount impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amount is modified.

IF previously recorded payment amount is...	AND previously recorded payment amount was...	AND the payment in NPS was...	THEN...
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> <li>not certified</li> <li>certified, but not signed</li> </ul>	<ul style="list-style-type: none"> <li>original amount in NPS will be canceled and the system will retrigger the payment to reprocess</li> <li>new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.</li> </ul>

23 Modifying Previously Recorded RPP Payment Data (Continued)

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amount is...	AND previously recorded payment amount was...	AND the payment in NPS was...	THEN...
changed to \$0	<b>not</b> sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> <li>• payment amounts will be set to \$0.</li> <li>• system will retrigger the payment to reprocess to determine whether the producer is overpaid</li> <li>• an overpayment may be put on the Pending Overpayment Report if a portion or all of the original payment amount was certified or signed.</li> </ul>
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> <li>• <b>not</b> certified</li> <li>• certified, but <b>not</b> signed</li> </ul>	original amount in NPS will be canceled.

## 24 General Provisions for Canceling Payments

### A Canceling Payments

After payment processing has been completed, County Offices will review the Payment History Report in the Common Payment Reports system or the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

**Notes:** User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in NPS, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

## 25 Overpayments

### A Introduction

The RPP Payment Process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- RPP Payment Process where the payment amount from the RPP Workbook is determined
- Subsidiary, including data about eligibility, combined producer, and Business File
- Payment Limitation System
- SCIMS.

If information changes in any of these systems, the RPP Payment Process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

### B Determined Overpayments

For any overpayment amount calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

## 25 Overpayments (Continued)

### C Receivables Less Than \$100

County Offices will follow 58-FI for handling receivables less than \$100.

### D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following table displays the debt basis codes used for RPP overpayments.

IF the payment entity/member is overpaid because of...	THEN the discovery/debt basis reason is:
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

### E Charging Interest

Interest will be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-174 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:
  - violation of conservation compliance provisions
  - violation of controlled substance provisions
- producer knowingly adopted a scheme or device that was intended to defeat the purposes of RPP.

Interest will **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office erred
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

## 25 Overpayments (Continued)

### E Charging Interest (Continued)

**Notes:** Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should be charged from the date of disbursement:

- County Offices will contact their State Office for assistance
- State Offices will contact OBF for guidance.

### F Overpayment Due Dates

County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on FSA-174.	Payment was issued and later something occurred that changed the RPP payment.	
After producer misrepresentation is determined.	Producer received a RPP payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Any time FSA-174 is disapproved.	FSA-174 was disapproved after payment was issued to the producer.	



## 26 RPP Payment Reports

### A Displaying or Printing RPP Payment Reports

RPP Payment Reports are available to provide information about each payment or nonpayment.

**Note:** Most payment reports use information that is common between program areas and are described in 9-CM. The RPP Payment History Report – Detail uses program-specific data that is described in this notice.

The following table displays where RPP Payment Reports information is available.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
<b>Note:</b> The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 27

**Note:** See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.

## 27 Payment History Report – Detail

### A Introduction

The Payment History Report – Detail is a report that provides detailed information about an RPP payment.

### B Payment History Report – Detail Description

The following information will be displayed/printed on the Payment History Report – Detail.

Field	Description
Program Year	2022
Program Name	Rice Production Program
State	Full name of the recording State.
County	Full name of the recording county.
Producer Name	Name from SCIMS as follows: <ul style="list-style-type: none"> <li>• for individuals, last name, middle name, first name, and suffix</li> <li>• for businesses, business name.</li> </ul>
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	Recording State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the RPP Payment History Report – Detail is generated for: <ul style="list-style-type: none"> <li>• an entity or joint operation where amounts were attributed to members</li> <li>• a member to show the payment entity through whom the amount was attributed.</li> </ul>
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Commodity/ Payment Type	Commodity or Payment Type for the payment or overpayment. The Commodity for RPP will be 1 of the following: <ul style="list-style-type: none"> <li>• Long Grain Rice</li> <li>• Medium Grain Rice</li> <li>• Short Grain Rice.</li> </ul>

27 **Payment History Report – Detail (Continued)**

**B Payment History Report – Detail Description (Continued)**

Field	Description
Transaction Type	One of the following transaction types will be displayed: <ul style="list-style-type: none"> <li>• Payment</li> <li>• Receivable</li> <li>• Canceled Payment</li> <li>• Canceled Receivable.</li> </ul>
Subsidiary Eligibility Reduction Amount	Reduction amount because of a Subsidiary eligibility value.
Payment Limitation Reduction Amount	Reduction amount because of payment limitation.
Net Payment Amount	Net payment amount for the producer and commodity after all reductions have been applied.

**C Report Options**

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed.  <b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed.  <b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> be available.

**28 Action**

**A County Office Action**

County Offices **will**:

- review eligibility of all applicants who inquire about RPP benefits and obtain any required forms not already on file
- update Business File for entities
- update Subsidiary file according to 3-PL (Rev. 2), for AD-1026 and controlled substance
- contact the applicable DD or State Office program specialist with program questions
- record RPP payments in software.

**Note:** DD's must review the first 5 applications in each Service Center to ensure proper program integrity before payment can be issued for all applications within the Service Center.

**B State Office Action**

State Offices **will**:

- ensure County Offices are aware of the contents of this notice
- contact the applicable National Office employee according to subparagraph 1 C with questions
- provide additional assistance and resources to County Offices to prepare for RPP signup.

**FSA-174, Rice Production Program (RPP) Application****A FSA-174 Instructions**

The following table provides instructions for completing a manual FSA-174.

**Note:** County Offices must follow the instructions in paragraph 15 to pre-populate data onto FSA-174 using the RPP Workbook, including manually completed FSA-174's.

Item	Instructions
<b>For FSA Use Only</b>	
1	<p>The program year will be 2022.</p> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
2	Leave Blank.
3	<p>Enter the applicant's recording State name and State code.</p> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
4	<p>Enter the applicant's recording county name and county code.</p> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
5A	<p>Enter the name and address of the recording County Office. Include the city, State, and ZIP Code.</p> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
5B	<p>Enter the area code and telephone number of the recording County Office.</p> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
<b>Part A – Producer Agreement</b>	
<p>For Informational Purposes:</p> <p>Applicants must complete the following forms for RPP payment eligibility:</p> <ul style="list-style-type: none"> <li>• CCC-902, Farm Operating Plan for Payment Eligibility</li> <li>• CCC-901, Member Information for Legal Entities, if applicable</li> <li>• FSA-510, Request for an Exception to the \$125,000 Payment Limitation for Certain Programs (optional)</li> <li>• AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification</li> <li>• AD-2047, Customer Data Worksheet.</li> </ul>	

## FSA-174, Rice Production Program (RPP) Application (Continued)

## A FSA-174 Instructions (Continued)

Item	Instructions
<b>Part B – Producer Information</b>	
6A	Enter the producer or entity name for the applicant.  <b>Note:</b> This field is automatically populated in the RPP Workbook.
6B	Enter the producer or entity address. Include the city, State, and ZIP Code. The phone number and email address may also be entered.  <b>Note:</b> This field is automatically populated in the RPP Workbook.
6C	Enter the contact producer's name, if applicable.
6D	Enter the contact producer's area code and telephone number, if applicable.
<b>Part C – Crop Information</b>	
7	Enter the physical location State code.  <b>Note:</b> This field is automatically populated in the RPP Workbook.
8	Enter the physical location county code.  <b>Note:</b> This field is automatically populated in the RPP Workbook.
9	Enter the crop type. The crop type will be 1 of the following: <ul style="list-style-type: none"> <li>• Long Grain (LGR)</li> <li>• Medium Grain (MGR)</li> <li>• Small Grain (SGR).</li> </ul> <b>Note:</b> This field is automatically populated in the RPP Workbook.
10	Enter the intended use. The intended use will be 1 of the following: <ul style="list-style-type: none"> <li>• Grain (GR)</li> <li>• Seed (SD).</li> </ul> <b>Note:</b> This field is automatically populated in the RPP Workbook.

## FSA-174, Rice Production Program (RPP) Application (Continued)

## A FSA-174 Instructions (Continued)

Item	Instructions
<b>Part B – Producer Information (Continued)</b>	
11	<p>Enter the crop status. The crop status will be 1 of the following:</p> <ul style="list-style-type: none"> <li>• D – Double Crop (covered commodity followed by different covered commodity)</li> <li>• G – Double Crop (non-covered commodity/non-FAV followed by covered commodity or vice versa)</li> <li>• I – Initial (first crop planted on acreage)</li> <li>• J – Subsequent (covered commodity followed by covered commodity)</li> <li>• M – Subsequent (non-covered commodity/non-FAV followed by covered commodity or vice versa)</li> <li>• R – Repeat (planting of the same crop/acreage)</li> <li>• F – Failed</li> <li>• P – Prevented planted.</li> </ul> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
12	<p>Enter the eligible acres. Calculate by multiplying the reported acres of the crop type in item 9, intended use in item 10, and crop status in item 12 times the producer share from FSA-578.</p> <p><b>Note:</b> This field is automatically populated in the RPP Workbook.</p>
13	<p>Enter the Actual Production History based on the physical location State in item 7, physical location county in item 8, crop type in item 9, and intended use in item 10.</p> <p>If an Actual Production History is not available from RMA, use the DAFP established yield of 7,694 pounds.</p> <p><b>Notes:</b> The Actual Production History is provided by RMA.</p> <p>This field is automatically populated in the RPP Workbook.</p>

## FSA-174, Rice Production Program (RPP) Application (Continued)

## A FSA-174 Instructions (Continued)

Item	Instructions
<b>Part C – Crop Information (Continued)</b>	
14	Calculate the estimated RPP payment by multiplying the eligible acres in item 12 times the actual production history or DAFP established yield in item 13 times the payment rate of .01 cents per pound. For prevented planted acres, multiply the total by the 60% prevented planted factor.  <b>Note:</b> This field is automatically populated in the RPP Workbook.
15	Enter the total estimated RPP payment by crop type by adding item 14 for each crop type. Enter 1 amount for each crop type.  <b>Notes:</b> Temperate Japonica is included with medium grain and sweet rice is included with short grain.  This field is automatically populated in the RPP Workbook.
<b>Part D – Producer Certification</b>	
16A	Producer requesting a RPP payment must sign certifying to the information in Part C.
16B	Enter title and/or relationship to the individual when signing in a representative capacity.  <b>Note:</b> If the producer signing is not signing in a representative capacity, this field should be left blank.
16C	Enter the date FSA-174 is signed in Item 16A.
<b>Part E – County Committee (COC) Determination</b>	
17A	COC or designee will sign and date the final printed application after it has been reviewed.
17B	Enter the date COC or designee signs FSA-174 in Item 17A.
17C	COC or designee will check either “Approved” or “Disapproved”.



## FSA-174, Rice Production Program (RPP) Application (Continued)

## B Example of FSA-174

<b>FSA-174</b> (05-04-23)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		OMB Control No. 0560-0028 OMB Expiration Date: 11/30/2025 (See Page 2 for Privacy Act and Paperwork Reduction Act Statements)	
<b>RICE PRODUCTION PROGRAM (RPP) APPLICATION</b>		1. Program Year		2. Application Number	
		3. Recording State Name/Code		4. Recording County Name/Code	
		5A. Name and Address of Recording County FSA Office (Include City, State and Zip Code)		5B. Recording County FSA Office Telephone No. (Include Area Code)	
<b>PART A PRODUCER AGREEMENT</b>					
The Farm Service Agency (FSA) will make payments under RPP to eligible producers who meet the requirements of the program. The following information is needed for FSA to determine the applicant is eligible to receive RPP assistance. By submitting this application, and upon approval by FSA, the applicant agrees:					
<ol style="list-style-type: none"> <li>To comply with RPP eligibility requirements, including all terms and conditions associated with RPP as stated in the notice of funds availability issued for RPP.</li> <li>To provide FSA all information that is requested to verify that the information provided on this form is accurate. Producer is required to retain documentation in support of their application for 3 years after the date of approval. All information provided to FSA for program eligibility and payment calculation purposes, including certification that a producer planted the crop, is subject to spot check.</li> <li>To comply with payment attribution and payment eligibility provisions by submitting the following forms within 60 days of the application deadline, if not already on file with FSA for the applicable crop year:             <ul style="list-style-type: none"> <li>CCC-902, Farm Operating Plan for Payment Eligibility</li> <li>CCC-901, Member Information for Legal Entities, if applicable</li> <li>FSA-510, Request for an Exception to the \$125,000 Payment Limitation for Certain Programs, optional</li> <li>AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification</li> <li>AD-2047, Customer Data Worksheet</li> </ul> </li> <li>The total estimated RPP payment by crop type reflected on this form is subject to payment eligibility and payment limitation requirements and may be reduced.</li> <li>This application form must be submitted to FSA by the application deadline to be considered for a RPP payment. Failure of an individual, entity, or member of an entity to timely submit all eligibility documents required may result in no payment or a reduced payment.</li> </ol>					
<b>PART B PRODUCER INFORMATION</b>					
6A. Producer/Entity Name		6B. Producer/Entity Address (City, State, and Zip Code)		6C. Contact Producer's Name	
				6D. Contact Producer's Telephone Number (include Area Code)	
				<b>DATE STAMPED</b>	

### B Example of FSA-174 (Continued)

[illegible]

## FSA-174, Rice Production Program (RPP) Application (Continued)

## B Example of FSA-174 (Continued)

<b>FSA-174</b> (05-04-23)	Page 3 of 3
<p><b>NOTE:</b> <i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Consolidated Appropriations Act, 2023 (Pub. L. 117-328). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary; however, failure to furnish the requested information will result in a determination of ineligibility for program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</i></p> <p><b>Public Burden Statement (Paperwork Reduction Act):</b> Public reporting burden for this collection is estimated to average 5 minutes per response, including reviewing instructions, gathering, and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection of information, unless it displays a valid OMB control number. <b>RETURN THIS COMPLETED FORM TO YOUR RECORDING COUNTY FSA OFFICE.</b></p>	
<p><small>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider, employer, and lender.</small></p>	

**CED Review**

CED's will use the following questions when reviewing the first 5 approved applications before payments are issued.

State: _____ County: _____	
Producer Name: _____ Program Year: _____	
Application Number: _____	
<b>Application Questions</b>	
1. Is Recording State, Recording County, Program Year, and Application No. completed on FSA-174?	Yes or No
2. Has part B been completed on FSA-174?	Yes or No
3. Has FSA-174 been date stamped?	Yes or No
4. Did the producer sign the application in item 16A of FSA-174?	Yes or No
5. Was valid signature authority on file for the producer who signed in item 16A of FSA-174, if applicable?	Yes, No, or N/A
6. For the purposes of the CED review, verify the following forms have been received and accurately recorded in the applicable software for the producer, as required for payment eligibility:	
FSA-174, Rice Production Program (RPP) Application	Yes or No
AD-2047, Customer Data Worksheet, if applicable	Yes, No, or N/A
CCC-901, Member Information for Legal Entities, if applicable	Yes, No, or N/A
CCC-902, Farm Operating Plan for an individual or legal entity, if applicable	Yes, No, or N/A
FSA-510, Request for Exception to the \$125,000 Payment Limitation for Certain Programs, if applicable	Yes, No, or N/A
AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification	Yes or No
<b>County Executive Director Review:</b>	
County Executive Director	Completion Date
<b>Notes:</b>	

**DD Review**

DD and/or State Office designee will use the following questions to complete the first 5 reviews before payments are issued by County Offices.

State: _____ County: _____	
Producer Name: _____ Program Year: _____	
Application Number: _____	
<b>Application Questions</b>	
1. Did CED complete a review of this producer's application?	Yes or No
2. Is Recording State, Recording County, Program Year, and Application No. completed on FSA-174?	Yes or No
3. Was FSA-174 date stamped?	Yes or No
4. Did the producer sign the application in item 16A of FSA-174?	Yes or No
5. Was valid signature authority on file for the producer who signed in item 16A of FSA-174, if applicable?	Yes, No, or N/A
<b>District Director Review:</b>	
District Director	Completion Date
<b>Notes:</b>	

Following is an example of the 2022 RPP Worksheet.

**PRINT**  
**FSA-174**