

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Direct and Counter-Cyclical Payments
2-DCP**

Amendment 16

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraph 96.5 has been amended to provide that payment authorization requests will be submitted through a SharePoint web site.

Page Control Chart		
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Part 4 Payment Processing**Section 1 Issuing Payments****96 Overview****A Background**

The automated payment system is designed to ensure that payments are correct and that all procedures have been followed. The payment process computes and issues payments for all eligible producers.

B Eligible Producers

Eligible producers include the following:

- individuals
- corporations
- partnerships and joint ventures
- trusts and estates
- Native Americans whose payments are handled by BIA
- combined entities
- multi-county producers
- producers with assignments, claims, joint payees, and receivables
- *--producers with FAV acre-per-acre reductions--*
- producer with FAV violations, starting with 2003 processing
- dead, missing, and incompetent persons.

--96.5DCP Payment Processing for Crop Years 2002 Through 2008--**A Direct and CC Payments for 2002 Through 2008**

Direct and CC processing for crop years 2002 through 2008 has been disabled.

If an overpayment has occurred for a 2002 through 2008 direct or CC payment, then enter the overpayment according to 64-FI.

*--To receive authorization to issue a 2002 through 2008 direct or CC payment, State Offices shall submit a request through a SharePoint web site according to subparagraph B. The SharePoint web site will allow users to:

- submit documentation for the original request
- submit additional documentation, when applicable
- track the status of the request
- obtain a copy of the authorization or denial
- notify the applicable National Office program specialist of the submitted request.

Note: Although the authorization or denial will be updated to the case documentation on the SharePoint web site by the applicable National Office program specialist, the official response will also be e-mailed to SED and the requesting State Office specialist.

B SharePoint Web Site and User Guide

To provide documentation for payment authorization requests and to learn how to use the SharePoint web site, the following actions shall be completed:

- access the SharePoint web site at
https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment_auth/default.aspx
- in the Shared Documents section, CLICK “**SharePoint User Guide**”.

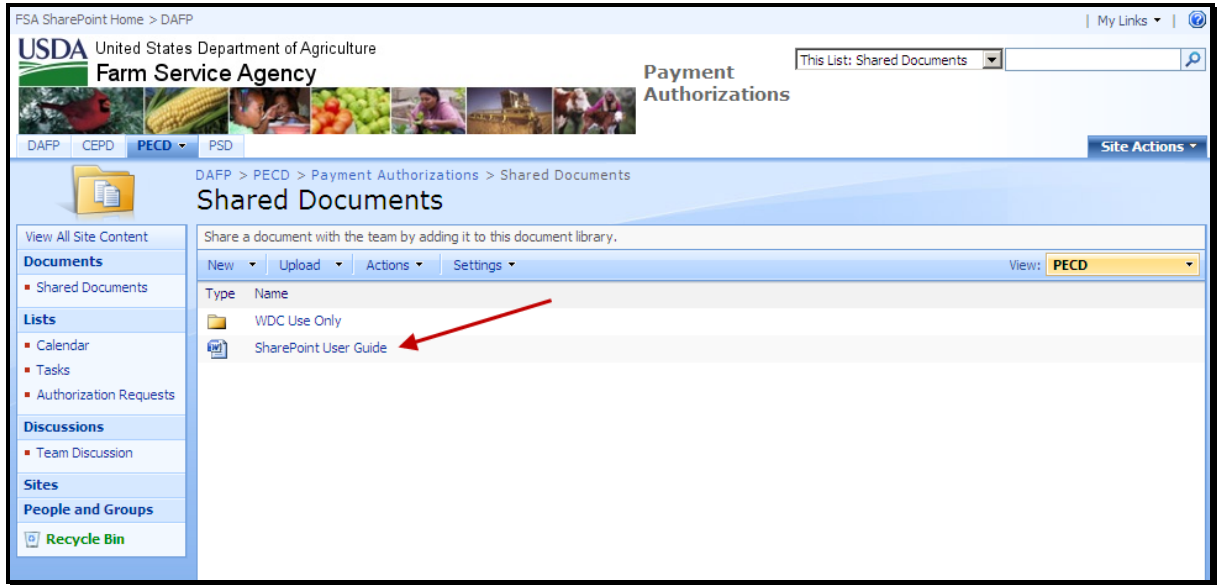
Important: The SharePoint User Guide will provide instructions on using the web site effectively, as well as areas to be updated and areas designated for National Office use only.

It is advised that **all** applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint web site is used as effectively as possible.--*

***--96.5DCP Payment Processing for Crop Years 2002 Through 2008 (Continued)**

B SharePoint Web Site and User Guide (Continued)

The following is an example of the SharePoint User Guide location.



C Authorized Users

The SharePoint web site can only be accessed by State Office specialists who are responsible for programs administered by PECD.

To request access or provide State Office specialist personnel changes for DCP, the name of the specialist must be submitted in an e-mail to **all** of the following

- **tina.nemec@wdc.usda.gov**
- **lenior.simmon@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov.--***

--96.5DCP Payment Processing for Crop Years 2002 Through 2008 (Continued)*D Documentation for 2002-2008 DCP Payment Request**

The following documentation will be required for 2002-2008 DCP payments that are due the producer, but were not issued before payment software was disabled:

- an explanation of why the 2002-2008 DCP payment was **not** issued before payment software was disabled, including the payment amount being requested
- CCC-509
- CCC-509E
- DCP direct or CC PPH print for the producer from all counties the producer has an interest in

Notes: If the request is to issue a 2002 direct payment, then a 2002 PFC PPH must also be submitted.

To print PPH, select the applicable menu options from the enabled DCP direct or CC payment reports menus.

Reminder: If the producer is a:

- joint operation, then a PPH must be submitted for **each** member of the joint operation
- combined producer, then a PPH must be submitted for all counties the combined producer has an interest in, if applicable.
- current MABDIG for each:
 - producer
 - affected member of the joint operation
- Farm Payment Reduction Report printed from the Compliance Menu
- other documentation about the case, such as a NAD decision, FSA-321's, or receivable report, if applicable.--*

***--96.5DCP Payment Processing for Crop Years 2002 Through 2008 (Continued)**

E State Office Responsibility

State Office shall:

- review the case file before submission to the National Office to ensure that the:
 - amount being requested has been earned by the producer
 - case file contains all required documentation as provided in subparagraph D before submitting the request
- upload payment authorization documentation through the SharePoint web site provided in subparagraph B
- be aware that authorization or denial will be:
 - e-mailed to SED and the requesting State Office specialist
 - available through the SharePoint web site
- ensure that State Office specialist personnel changes are provided to the National Office according to subparagraph C.--*

97 Accessing Payment Processing

A Introduction

Direct or CC payment processing may be accessed from Menu FAX250.

B Accessing Regular Payment Processing

Access direct or CC payment processing from Menu FAX250, according to the following table.

Step	Menu or Screen	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.
4	M00000	ENTER “10”, “Direct and Counter-cyclical Program”.
5	MZYEAR	Enter the appropriate program year.
6	MZA000	ENTER either of the following: <ul style="list-style-type: none"> • “2”, “Direct Payment Processing”, to access the direct payment options • “3”, “Counter-cyclical Payment Processing”, to access counter-cyclical payment options.
7	MZAAP0 - Direct MZABP0 - CC	ENTER “1”, “Payment Processing”.
8	MZAAP1 - Direct MZABP1 - CC	ENTER “1”, “Issue Payments”.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification (includes Appendix)		12, 16, 140, 227,
CCC-36	Assignment of Payment		12
CCC-37	Joint Payment Authorization		12
CCC-184	CCC Check		Text, Ex. 5
CCC-478	Production Flexibility Contract		127
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Operation or General Partnership		Ex. 16
CCC-504	Worksheet to Blend Shares and Determine Percent of Cropland Factor		37
CCC-509	Direct and Counter-Cyclical Contract		Text, Ex. 5
CCC-509B	Direct and Counter-Cyclical Worksheet		98
CCC-509E	Direct and Counter-Cyclical Statement of Producer Earnings		96.5, 301, 302, 351
CCC-770 DCP	Direct and Counter-Cyclical Program Contract Checklist		12
CCC-770 Eligibility	Eligibility Checklist		12
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		127
FSA-578	Report of Acreage		12, 140, 222, 301

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	Text
CC	counter-cyclical	Text Ex. 13
CRS	common receivable system	Text
EFT	electronic funds transfer	Text
FAV	fruits and vegetables	Text, Ex. 5
PFC	production flexibility contract	Text
PPH	producer payment history	Text

Re delegations of Authority

None