UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

FAV Payment Reductions 4-CP (Revision 6)	Amendment 3

Approved by: Deputy Administrator, Farm Programs

[signature: Brandon Willis]

Amendment Transmittal

A Reasons for Amendment

Subparagraph 52:

- A has been amended to provide an updated example of the DCPFAV Payment Reduction Screen

- B has been amended to add the "Cancel Reductions" option.

Paragraph 68 has been added to provide instructions for using the Cancel Reductions Screen.

Paragraph 69 has been added to provide information on automatic FAV payment reductions cancellations.

Paragraph 75 has been added to provide instructions for State Office Administrative access to the FPR web site.

Page Control Chart		
TC	**Text**	**Exhibit**
1, 2	4-3 through 4-6 4-43 through 4-58 (add) 4-59 (add)	

.

Table of Contents

Table of Contents (Continued)

51 State and County Selections

A State & County Selection Screen

Users must select a State, county, and year to process FPR's. This is an example of the State & County Selection Screen.

B Action

Using the drop-down menus, users shall select the applicable:

- State/county
- program year.

CLICK "Submit", the DCPFAV Payment Reductions Screen will be displayed.

52   DCP FAV Payment Reductions

    A   DCPFAV Payment Reductions Screen

        This is an example of the DCPFAV Payment Reductions Screen.
        *--

        --*

52   DCP FAV Payment Reductions (Continued)

B   Available Options

This table provides the options that are available on the DCPFAV Payment Reductions Screen.

Option	Result	Option Is Used For
Maintenance Default Rates	Maintenance Default Rates Screen will be displayed (paragraph 54).	Entering maintenance default rates established by COC.
Maintenance Default Acres	Either of the following will be displayed: • Search Selection Screen (paragraph 53) • Maintenance Default Acres Screen (paragraph 55).	• Entering the number of acres in default. • Calculating maintenance default payment reductions.
Acre-For-Acre Reductions	Either of the following will be displayed: • Search Selection Screen (paragraph 53) • Acre-For-Acre Reductions Screen (paragraph 56).	• Entering the number of base acres enrolled in DCP or ACRE and planted to FAV/WR. • Applying acre-for-acre reduction to the covered commodities on the farm.
Reporting Violations	Either of the following will be displayed: • Search Selection Screen (paragraph 53) • Reporting Violations Screen (paragraph 57).	• Entering the number of reporting violation acres. • Calculating reporting violation payment reductions.

52   DCP FAV Payment Reductions (Continued)

   B   Available Options (Continued)

Option	Result	Option Is Used For

Planting Violations	Either of the following will be displayed:
	
	• Search Selection Screen (paragraph 53)
	
	• Planting Violations Screen (paragraph 58).
		• Entering the number of planting violation:
		
		  • acres
		  • rates.
		
		• Calculating planting violation payment reductions.

Adjustment Options	Either of the following will be displayed: • Search Selection Screen (paragraph 53) • Adjustment Options Screen (paragraph 59).	Adjusting payment reductions for: • acre-for-acre reductions • planting violations. • reporting violations.
Notification Letters	Notification Letters Screen will be displayed (paragraph 64).	Printing notification letters for: • acre-for-acre reductions • maintenance defaults • planting violations • reporting violations.
Reports	Reports Screen will be displayed (paragraph 65).	Printing: • Farm Payment Reduction Report • FAV and WR Planted on Base Acres Report.
*--Cancel Reductions	Either of the following will be displayed: • Search Selection Screen (paragraph 53) • Cancel Reductions Screen (paragraph 68).	Cancelling all payment reductions that have been entered for a farm.--*

*--68   Cancel Reductions

   A   Cancel Reductions Screen

   After users click "Cancel Reductions" from the DCPFAV Payment Reductions Screen
   (subparagraph 52 A), either of the following will be displayed:

   - Search Selection Screen (paragraph 53)
   - Cancel Reductions Screen.

   The following is an example of the Cancel Reductions Screen.
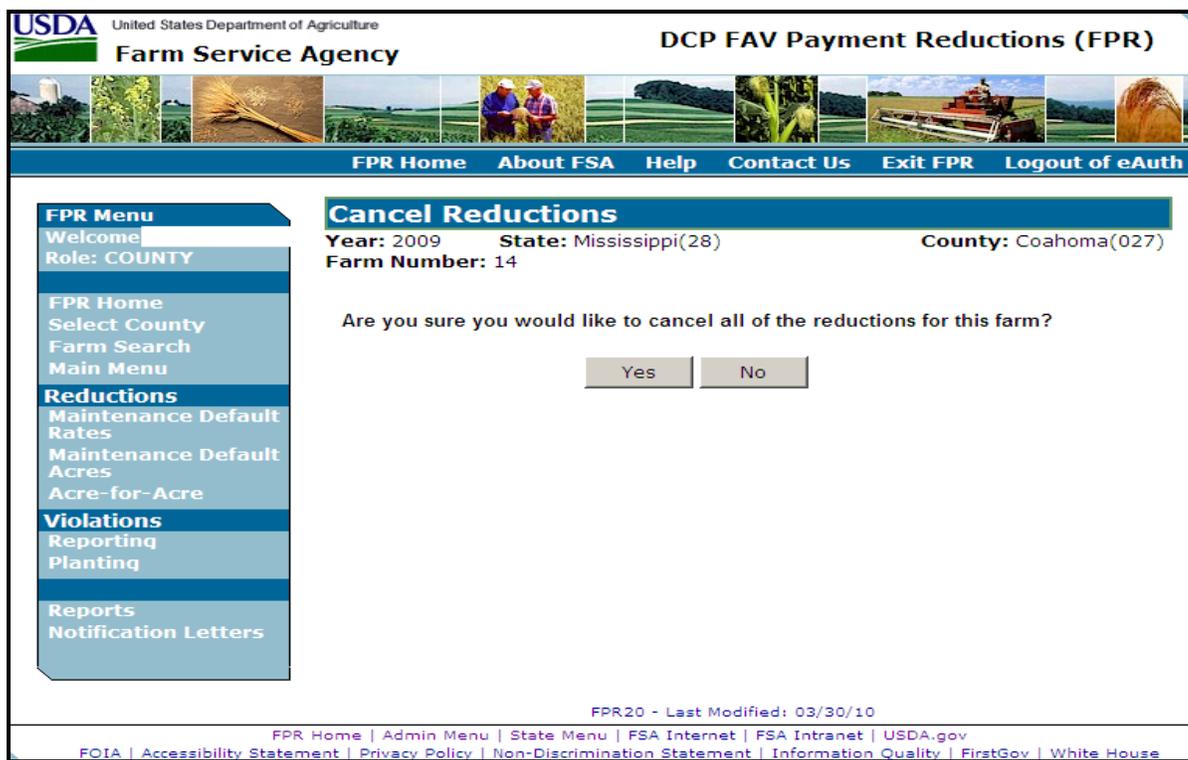
   B   Action

   Select "Yes" to cancel all reductions for the selected farm. The DCPFAV Payment
   Reductions Screen will be displayed and the reductions will be cancelled for the selected
   farm.

   Select "No" to return to the DCPFAV Payment Reductions Screen without cancelling the
   reductions for the selected farm.**--***

*--69   Automatic Cancellations

A   Overview

FAV payment reduction software reads DCP-ACRE contract software to determine base acres, direct yields, shares, and producers. FAV payment reductions will be automatically cancelled if the DCP-ACRE contract is cancelled.

B   Action

County Offices shall initiate a new FAV payment reduction record when the DCP-ACRE contract is re-enrolled, if applicable.**--***

70-74   (Reserved)

*--75 State Office Administrative Access

A Overview

State Office users that are granted administrative access will be able to enter and update FAV payment reductions for all counties within the user's State.

B Requesting Access

Requests for State Office administrative access shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:

    - State name
    - employee's legal first and last name
    - employee's USDA eAuthentication user ID

- FAX information to 202-720-0051, Attn: Neeru Gulati

    Note: Include on the FAX that the request is for FPR administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

    Note: Employees may be added or removed at any time according to the procedure in this subparagraph.

C Accessing the FPR Web Site

To access the FPR Home Page from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**, under "Production Adjustment and Disaster Programs", CLICK "FPR – FAV Payment Reductions".

Note: Internet Explorer shall be used when accessing the FPR Home Page.**--***

*--75   State Office Administrative Access (Continued)

D   FPR Home Page

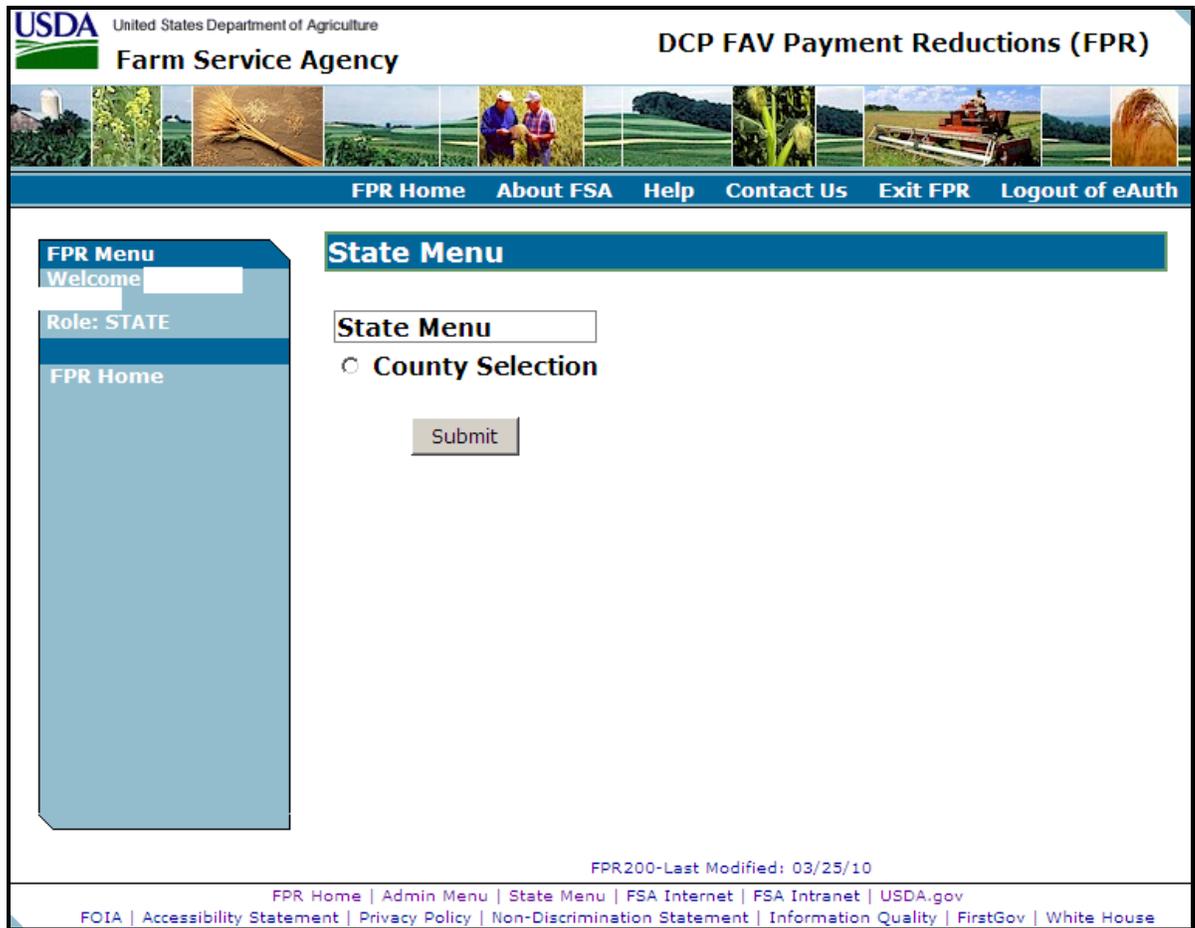When State Office users accesses FPR, the following screen will be displayed.
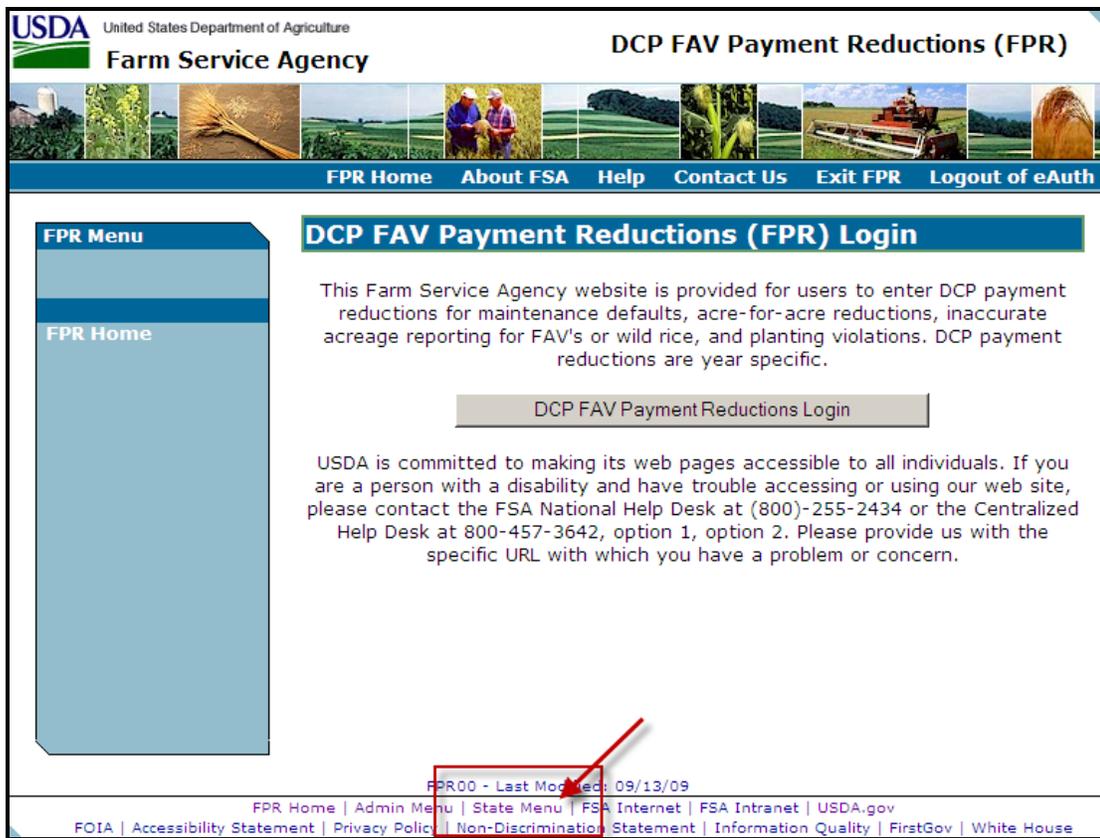
CLICK "State Menu" to enter as a State user.**--***

*--75 State Office Administrative Access (Continued)

E State Menu Screen

After users click "State Menu", the State Menu Screen will be displayed. Following is an example of the State Menu Screen.
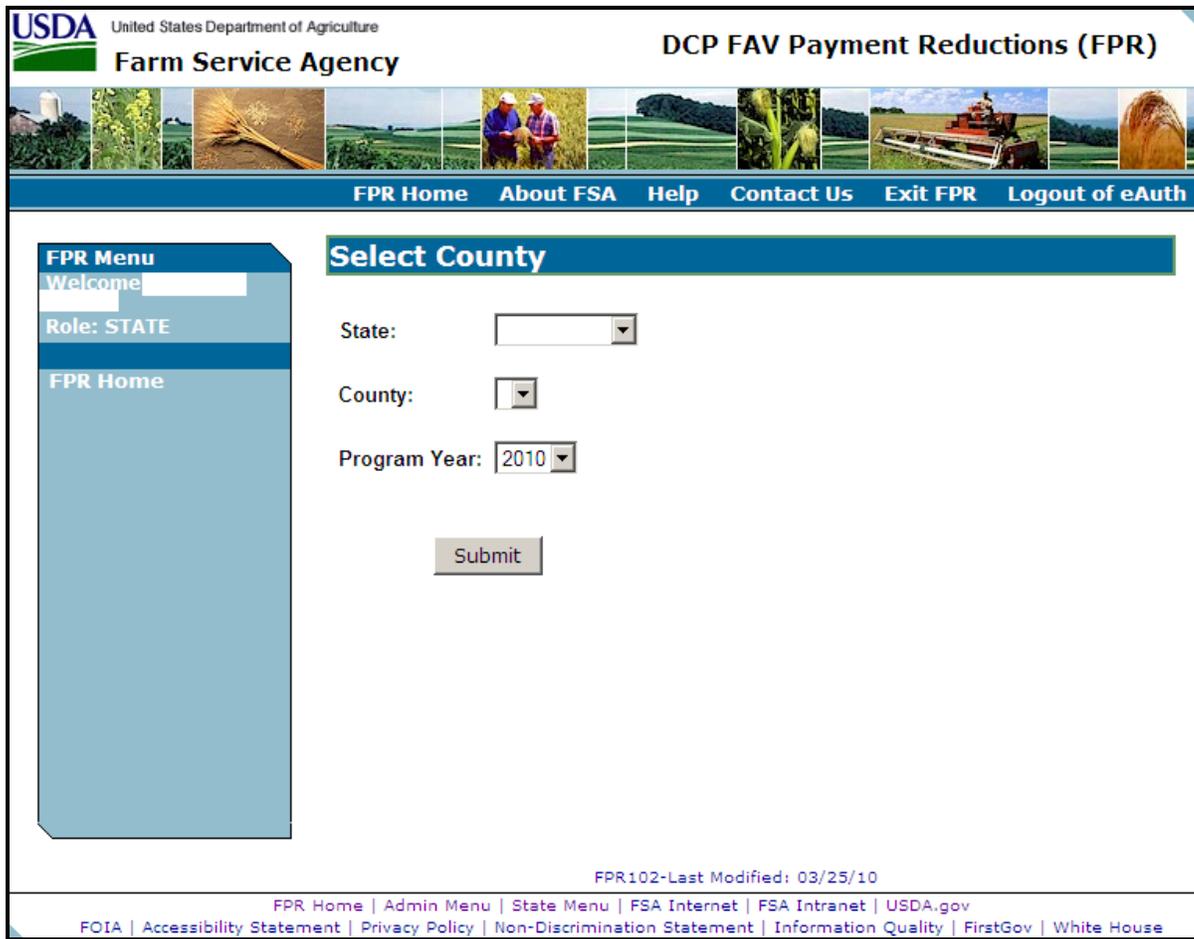

On the State Menu Screen, select "County Selection" and CLICK "Submit".--*

*--75   State Office Administrative Access (Continued)

   F   Select County Screen

   After users select "County Selection" and click "Submit", the Select County Screen will be
   displayed. Following is an example of the Select County Screen.

   From the drop-down menus, select the State, county, and program year.

   Note: State Office administrative users will only be able to access counties within the
   State(s) to which the user is assigned.**--***

*--75   State Office Administrative Access (Continued)

   G   DCPFAV Payment Reductions Screen

   After selecting the State, county, and program year, the DCPFAV Payment Reductions
   Screen will be displayed. Following is an example of the DCPFAV Payment Reductions
   Screen.

   From this point forward, State Office user screens are identical to County Office user
   screens. Users shall follow procedure in paragraphs 52 through 69 to access the FAV
   payment reduction software.**--***

-