

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Common Payment System
9-CM

Amendment 4

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 B has been amended to provide that farm operating plan information is found in 3-PL (Rev. 1).

Subparagraphs 16 A, 26 B, 26 C, and 27 A have been amended to add information about the Business File System.

Subparagraph 16 E has been added to provide information for recording business file member information.

Subparagraph 17 A has been amended to change entity file data to ownership data.

Subparagraphs 36 A, 39 C, 39 E, 40 D, and 40 E have been amended to change NRRS to the Pending Overpayment Report.

Subparagraph 51 C has been amended to correct the Common Payment Report titles.

Subparagraph 55 B has been amended to provide that the “All” option is not available for either of the Payment History Reports.

Subparagraph 61 A has been amended to:

- provide that all Common Payment Reports are now available
- update the order of the reports.

Subparagraph 64 C has been amended to:

- correct the name of the Submitted Overpayments Report
- change the reference from 67-FI to 64-FI.

Paragraph 65 has been amended to correct the name of the Pending Overpayment Report.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 66 E has been amended to:

- add information about the Business File System
- modify a message on the Nonpayment Report.

Exhibit 2 has been amended to add information about the Business File System in the “entity without members” definition.

Page Control Chart		
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Part 1 Basic Information

1 Handbook Purpose, Related Handbooks, and Sources of Authority

A Handbook Purpose

This handbook:

- provides information related to the common payment process for web-based payment applications
- describes general policy applicable to payments administered by FSA
- provides policy and procedure information related to direct attribution
- provides a comprehensive description of the common payment system and how payments using this system are processed
- describes a series of standardized reports developed to assist State and County Offices with the administration of program payments.

B Related Handbooks

The following FSA handbooks are related to farm program payment applications and payments.

Topic	Related Handbook
Adding customers or maintaining SCIMS information	1-CM
Procedure for updating HEL and WC determinations in the web-based system	3-CM
Payment reductions and violations	4-CP
Policy about HEL and WC provisions	6-CP
Policy about DCP and ACRE	1-DCP
Procedure for recording DCP and ACRE contract data in the web-based system	2-DCP (Rev. 1)
Depositing remittances	3-FI
* * *	* * *
Policy about claims and withholdings	58-FI
Policy for handling prompt payment interest penalties	61-FI
Policy for reporting data to IRS	62-FI
Policy for assignments and joint payees	63-FI
--Procedure for establishing and reporting receivables in NRRS--	64-FI
* * *	* * *

1 Handbook Purpose, Related Handbooks, and Sources of Authority (Continued)

B Related Handbooks (Continued)

Topic	Related Handbook
***	***
Policy about LIP, LFP, and ELAP	1-LDAP
Policy about payment limitation provisions including determinations for “actively engaged in farming”, “person”, and AGI eligibility	1-PL
Software procedure for recording information in the joint operation and permitted entity files on the System 36	2-PL
Software procedure for recording eligibility determinations and certifications, combined producer information, payment limitation, *--and farm operating plan information in the web-based--* environment	3-PL (Rev. 1)
Policy about payment limitation provisions including determinations for “actively engaged in farming”, direct attribution, and AGI eligibility for 2009 and subsequent crop years	4-PL
Policy about SURE	1-SURE
Policy about TAP	1-TAP

C Sources of Authority for Direct Attribution Provisions

The Food, Conservation, and Energy Act of 2008 amended the Food Security Act of 1985 to provide for the following:

- payments are limited by direct attribution to persons and legal entities
- the permitted entity rule was **repealed**

Note: Payments can be received through any number of legal entities with **no** designation required.

- restricted payment to Federal and State/local governments
- created new rules for eligibility based on average AGI.

See 4-PL for additional information.

15 Payment Limitation (Continued)

B Calculating Effective Payment Limitation

Use the following calculation to determine the effective payment limitation:

- program payment limitation, times
- attribution share, times
- cropland factor, if applicable to the program, plus or minus
- payment limitation adjustments.

See the following for additional information:

- paragraph 28 for determining attribution share
- paragraph 14 for determining applicability of cropland factor
- 3-PL, 4-PL, or the applicable program handbook for program adjustments.

C Calculating Available Payment Limitation Balance

Use the following calculation to determine the available payment limitation balance:

- effective payment limitation, minus
- prior payments issued or attributed to the payment entity/member, minus
- prior payments issued or attributed to another producer that is combined with the payment entity/member.

Example: \$40,000 (effective payment limitation)
 - \$10,000 (payments issued or attributed)
 \$30,000 (available payment limitation balance)

16 Joint Operations and Entities

A Introduction

The Food, Conservation, and Energy Act of 2008 provides that the payment amounts shall be “attributed to a person by taking into account the direct and indirect ownership interests of the person in a legal entity that is eligible to receive the payments.”

*--For the common payment process, member data for joint operation and entities is read according to this table.

IF the farm operation plan has...	THEN member data for the joint operation or entity is read from...
been initiated in the Business File System	the Business File System.
not been initiated in the Business File System	the mainframe based on data that has been uploaded from the permitted entity and joint operation data recorded on the System 36.

--*

B Obtaining Member Data

The Food, Conservation, and Energy Act of 2008 provides that each legal entity receiving payments shall provide the name and Social Security number of each person, or the name and TIN of each legal entity that holds or acquires an ownership interest in the legal entity.

Based on statutory requirements, if a member chooses not to provide TIN, then the entire payment entity is ineligible for payment.

Exception: Some entities do not have members with an ownership interest. Member data is not required to be recorded for these types of entities. See subparagraph 13 D for a list of entities without members.

16 Joint Operations and Entities (Continued)

C Recording Member Data on the System 36

County Offices shall follow 2-PL to record member data through the joint operation and entity files on the System 36.

Reminder: Data is uploaded to the mainframe through the normal subsidiary upload process. It may take from 4 calendar days to 2 weeks for the data to upload and be processed on the mainframe before it is available for use by the common payment process.

D Multi-County Producers

If the joint operation or entity is a multi-county producer, then the member data is only read *--from the county designated as the multi-county recording county. If the County Office issuing the payment is not designated as the multi-county recording county for the payment entity, then the information that the county has loaded in the joint operation/entity file is not read.

Note: The multi-county recording county is listed in the “multi-county” section of the MABDIG in the “Rc St & Cty” field.

Although the member data is only read for the multi-county recording county, it is imperative that County Offices coordinate with all counties where the producer participates to ensure that the joint operation/entity file data is recorded accurately. If a new CCC-902 is filed on behalf of the joint operation/entity, that information must be provided to the multi-county recording county as soon as possible so the joint operation/entity file data can be--* corrected. Failure to do so could result in payments being attributed incorrectly to members which could result in issuing improper payments.

Note: See 2-PL for additional information.

*--E Recording Business File Member Information

As the Business File application is deployed and farm operating plans are recorded, member information will be retrieved from the business file information instead of the System 36 data.

The Business File application:

- only allows the member information to be recorded by the recording county designated in the subsidiary web-based system
- does **not** allow member information to be recorded in more than 1 county.

If a farm operating plan has been initiated in the Business File application and the payment being processed is for a web-based program, such as DCP, ACRE, CRP, etc., payments will be attributed to the members recorded in the Business File application regardless of what is recorded on the System 36 and uploaded to the mainframe. See 3-PL (Rev. 1) for additional information on the Business File application.--*

17 General Provisions for Overpayments

A Introduction

The common 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, but are not limited to the following:

- application process for the applicable program
- *--subsidiary system including data about eligibility, combined producer, and ownership--* data
- SCIMS.

If something changes in any of these systems, the common 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 payment amount to be less than the amount originally paid to the producer.

B Rules for Transferring Overpayment Amounts to NRRS

Legitimate debts payable to CCC shall be transferred to NRRS **immediately** upon identification so the producer is timely notified and debt collection procedures are initiated. For any overpayment amount calculated as \$1 or greater, the system will automatically:

- update the applicable overpayment information to the Pending Overpayment Report
- transfer the overpayment to NRRS on the tenth workday.

Note: Overpayments can result when updates are made to supporting files that are not necessarily legitimate debts. See subparagraph C for information on corrective action that should be taken to ensure that amounts that are not legitimate debts are not transferred to NRRS.

26 Determining Payment Entity Ownership Share**A Introduction**

Before amounts can be attributed to members of joint operations and entities, the payment entity ownership share must be computed for each member of the operation. This paragraph describes how the payment entity ownership share is computed.

B Determining Whether Organizational Structure Is Valid

As a condition of payment eligibility, each legal entity (joint operation or entity) applying for program benefits must provide the name and TIN of each member with an ownership interest. Failure to provide a TIN for each member in the farming operation will result in the entire payment entity being ineligible for payment.

*--Once the member information has been collected on CCC-901 or CCC-902, as applicable, County Offices shall record the member data in the:

- joint operation or entity file according to 2-PL
- Business File System according to 3-PL (Rev. 1).--*

Reminder: The joint operation/entity file data must be uploaded to the mainframe to be accessible to web-based payment systems. The upload process may take up to 14 calendar days to upload and process. See paragraph 16 for additional information.

26 Determining Payment Entity Ownership Share (Continued)

C Computing Member Ownership Interest

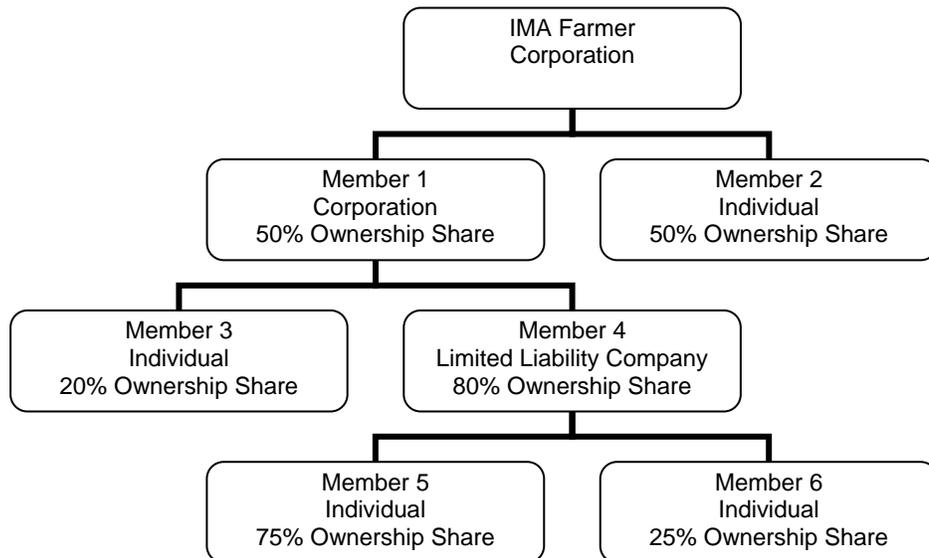
If all the direct members of the joint operation or entity are individuals, then the ownership interest is equivalent to the actual share recorded in the Business File System and/or joint operation/entity file on the System 36. However, if 1 or more of the direct members is another joint operation or entity, then the members' ownership share must be computed.

Member ownership shares are computed by multiplying the following:

- share of the embedded entity, times
- direct (actual) share of the member of the embedded entity.

This calculation may need to be repeated if there are multiple embedded entities in the organizational structure.

Example: IMA Farmer is a corporation with the following organizational structure.



In this example, the following is applicable:

- Members 1 and 2 have a direct (actual) share in IMA Farmer Corporation of 50 percent each
- Members 3 and 4 have a direct (actual) share in Member 1 of 20 percent and 80 percent respectively
- Members 5 and 6 have a direct (actual) share in Member 4 of 75 percent and 25 percent respectively.

26 **Determining Payment Entity Ownership Share (Continued)**

C Computing Member Ownership Interest (Continued)

The payment entity ownership shares are determined for the members of IMA Farmer Corporation as follows.

Member Level	Member	Payment Entity Ownership Share	Computation
1	1	50 percent	Actual share as recorded in the joint operation or entity file.
	2	50 percent	
2	3	10 percent	<ul style="list-style-type: none"> • 50 percent member ownership share of Member 1, times • 20 percent member ownership share.
	4	40 percent	<ul style="list-style-type: none"> • 50 percent member ownership share of Member 1, times • 80 percent member ownership share.
3	5	30 percent	<ul style="list-style-type: none"> • 50 percent member ownership share of Member 1, times • 80 percent member ownership share of Member 4, times • 75 percent member ownership share.
	6	10 percent	<ul style="list-style-type: none"> • 50 percent member ownership share of Member 1, times • 80 percent member ownership share of Member 4, times • 25 percent member ownership share.

Assuming all other eligibility requirements are met, payment amounts will be attributed to each member of IMA Farmer Corporation based on the payment entity ownership share computed in this table.

27 **Three Member Level Rule**

A Statutory Requirements

The Food, Conservation, and Energy Act of 2008 provides that attribution of payments made to legal entities shall be traced through 4 levels of ownership. The levels are defined according to this table.

Statutory Level	Description as Recorded in the Joint Operation/Entity File
1 st	Payment entity requesting the program benefit or payment.
2 nd	1 st level (direct) member of the joint operation or entity.
3 rd	2 nd level member of the joint operation or entity. Note: This is also the direct member of the 1 st level joint operation or entity.
4 th	3 rd level member of the joint operation or entity. Note: This is also the direct member of the 2 nd level joint operation or entity.

--The Business File System and joint operation and entity files on the System 36 allow entry of more than 3 member levels; however, if the 3rd member level (4th statutory level) of a joint-- operation or entity is not any of the following business types, then the payment will be reduced by that member's payment entity ownership share:

- individual
- revocable trust using a Social Security number
- church, charity, or non-profit organization
- public school
- Indians represented by BIA
- Indian tribal venture
- limited liability company using a Social Security number.

Part 4 Common Payment Process

35 Overview

A Background

As part of the modernization efforts of FSA to move applications to the web-based environment, and to implement the statutory mandate of direct attribution provisions, a common payment system has been developed for all FSA programs to use for issuing program benefits and payments to participating producers.

The concept of the common payment system is to apply a standardized process that runs in the same manner each time a payment is processed, but designed with enough flexibility to apply the specific program rules applicable to a program.

B Using the Common Payment System

The common payment process was deployed initially to accommodate issuing 2009 DCP-direct, 2009 ACRE-direct final payments, and 2009 CRP annual rental payments.

The following programs are currently using, or will be when deployed, the Common Payment System:

- ACRE
- BCAP
- CRP
- DCP
- ECP
- EFRP
- ELAP
- GRP
- LFP
- LIP
- *--NAP
- RTCP--*
- SURE
- *--TAAF--*
- TAP.

As additional payment applications are moved to the web-based environment, it is anticipated they will be developed to use the common payment process.

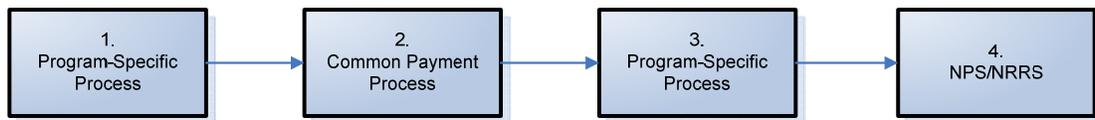
The remainder of this part describes the common payment process in greater detail.

36 Common Payment Process Concept

A High-Level Description of the Payment Process

In the past, each payment system was developed independently and built to apply the specific rules applicable to the program. Where possible, some of the same functionality was re-used, but each system was generally a stand-alone system.

Each program is still required to handle rules applicable to the program, but the common payment process now standardizes many of the processes required for processing a payment. The following is a high-level overview of the payment system.



The following is a general description of what actions are performed in each of the major processes.

Step	System	Action
1	Program-Specific Process	<ul style="list-style-type: none"> Calculates the payment based on the rules for the specific program. Determines when the payment is triggered for processing. Determines which payment eligibility rules are applicable to the program. Sends data into the common payment process.
2	Common Payment Process	<ul style="list-style-type: none"> Attributes amounts to members of entities and joint operations. Reduces the attribution amount if the payment entity or members, as applicable, does not meet the payment eligibility rules for the program. Controls payment limitation. Sends the eligible payment or overpayment amount back to the program-specific system for further processing.
3	Program-Specific Process	<ul style="list-style-type: none"> Handles any final actions required by the program. <p>Example: DCP processes payment amounts by farm, producer, and crop. However, only one amount is sent to NPS by farm and crop. The program-specific process accumulates the payment amount to the farm level, by producer, before transferring the payment data to NPS.</p> <p>•*--Sends payable to NPS or the Pending Overpayment Report, as applicable.--*</p>
4	NPS/NRRS	Facilitates the disbursement of the payable or administration of receivables.

39 Checking Payment Eligibility (Continued)

C Description of Each Process for Individuals and Entities Without Members

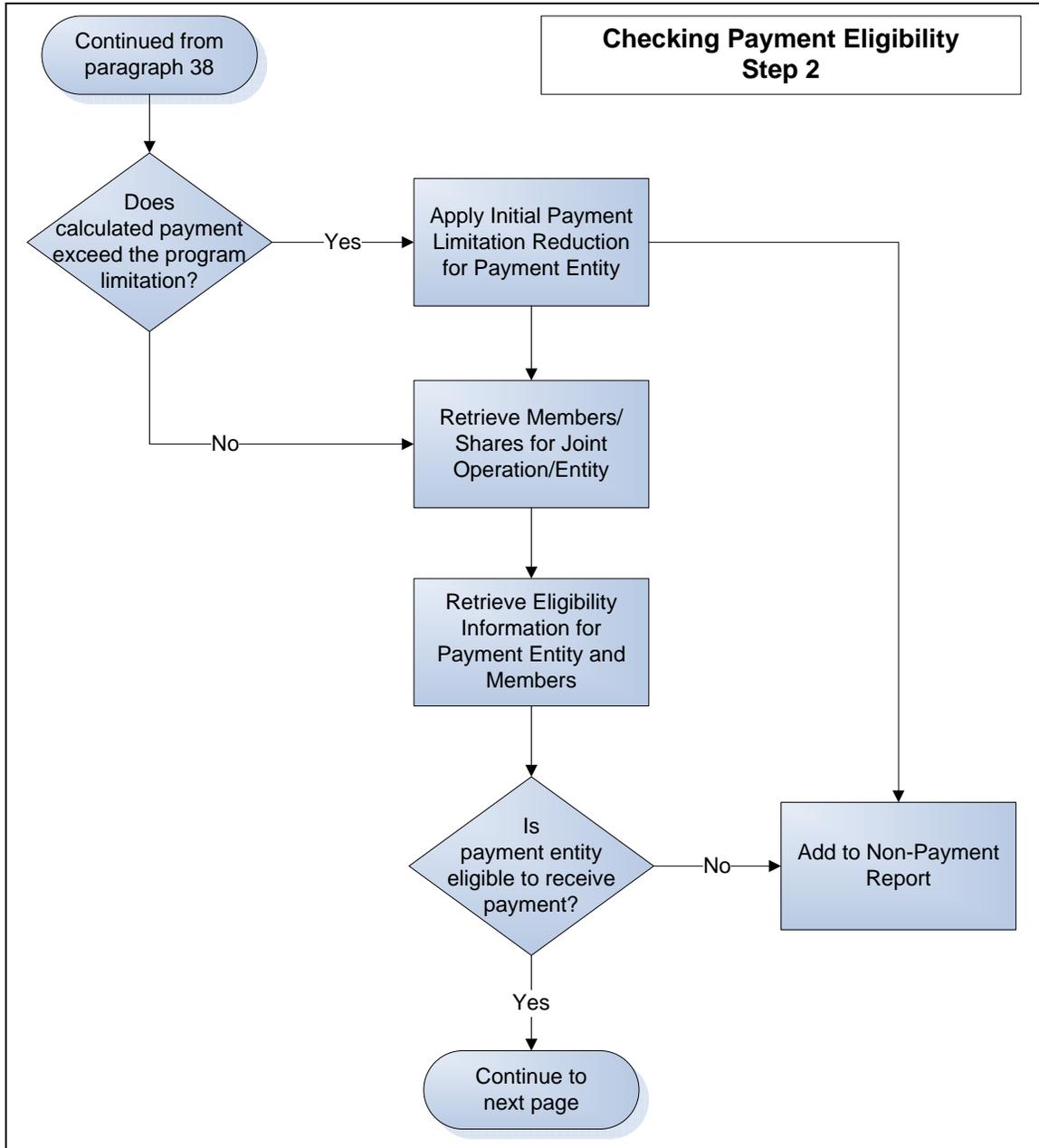
This table provides additional information about each of the steps in the flow chart in subparagraph B.

Flow Chart Step	Description	
Does the calculated payment exceed the program limitation?	If the calculated payment exceeds the program limitation, then the payment is initially reduced down to the program limitation. Example: DCP-Direct payment limitation is \$40,000. If the calculated contract payment is \$55,000, then an initial payment limitation reduction of \$15,000 will be applied.	
	IF the calculated contract/application payment... exceeds the applicable program limitation	THEN the system... <ul style="list-style-type: none"> • reduces the payment down to the program limitation • information is recorded on the nonpayment reduction report • continues the process to check payment eligibility for the remaining payment amount.
	does not exceed the program limitation	continues the process to check payment eligibility.
	Retrieve Eligibility Information for the Payment Entity	Process determines which eligibility provisions apply to the applicable program and checks the eligibility determinations/certifications for the payment entity.
IF the payment entity... fully meets the eligibility provisions applicable to the program		THEN the system... continues with the process of controlling payment limitation.
partially meets the eligibility provisions applicable to the program		<ul style="list-style-type: none"> • continues with the process of controlling payment limitation • information is recorded on the nonpayment reduction report for the ineligible condition.
does not meet the eligibility provisions applicable to the program		terminates the process and the information is recorded on the nonpayment reduction report for the ineligible condition.
Does the payment entity's payment exceed the available balance?	This process controls payment limitation by comparing the available payment limitation balance against the calculated payment for the payment being processed. See paragraph 15 for information on the available payment limitation balance.	
	If the payment being processed... exceeds the available payment limitation balance	THEN the payment entity is eligible to receive the amount equal to... available payment limitation. <ul style="list-style-type: none"> • The amount that cannot be issued is listed on the nonpayment/reduction report. • System continues the payment process to send the *--information to NPS or the Pending Overpayment Report, as applicable. See paragraph 40.
	does not exceed the available payment limitation	calculated payment. System continues the payment process to send the information to NPS or the Pending Overpayment Report, as applicable. See paragraph 40.--*

39 Checking Payment Eligibility (Continued)

D Flow Chart for Joint Operations and Entities With Members

This flow chart describes the steps for checking payment eligibility in the common payment process that occur for payment entities that are joint operations and entities with members.



39 Checking Payment Eligibility (Continued)

E Description of Each Process for Joint Operations and Entities With Members (Continued)

Flow Chart Step	Description	
Is the member eligible?	Process determines which eligibility provisions apply to the applicable program and checks the eligibility determinations/certifications for each member of the joint operation/entity.	
	IF the member...	THEN the system...
	fully meets the eligibility provisions applicable to the program	continues with the process of controlling payment limitation for the member.
	partially meets the eligibility provisions applicable to the program	<ul style="list-style-type: none"> • continues with the process of controlling payment limitation for the member • information is recorded on the nonpayment reduction report for the member for the ineligible condition.
does not meet the eligibility provisions applicable to the program	information is recorded on the nonpayment reduction report for the member for the ineligible condition.	
Does the member's payment exceed the available balance?	This process controls payment limitation for each eligible member by comparing the available payment limitation balance against the amount of the payment attributed to the member. See paragraph 15 for information on the available payment limitation balance.	
	If the payment attributed...	THEN the member's attributed amount is...
	exceeds the available payment limitation balance	equal to the available payment limitation. The amount that cannot be issued is listed on the nonpayment/reduction report.
does not exceed the available payment limitation	equal to the attributed payment.	
Accumulate Eligible Member Amounts to Payment Entity Level	Eligible member amounts are accumulated to the payment entity level. Note: If there are embedded entities in the operation, the amounts are first accumulated to the embedded entity, then the payment entity. Payment limitation is controlled at each level of the operation, as required by the applicable program.	
Does the payment entity's payment exceed the available balance?	This process controls payment limitation by comparing the available payment limitation balance against the accumulated payment for the payment entity. See paragraph 15 for information on the available payment limitation balance.	
	If the accumulated payment...	THEN the payment entity is eligible to receive the amount equal to...
	exceeds the available payment limitation balance for the payment entity	available payment limitation. <ul style="list-style-type: none"> • The amount that cannot be issued is listed on the nonpayment/reduction report. • The attribution amounts for the eligible members are further reduced by a prorated percentage based on their percentage of the accumulated payment. • System continues the payment process to send the *--information to NPS or the Pending Overpayment Report, as applicable. See paragraph 40.
does not exceed the available payment limitation	calculated payment. System continues the payment process to send the information to NPS or the Pending Overpayment Report, as applicable. See paragraph 40.--*	

40 Transferring Information to NPS or NRRS

A Introduction

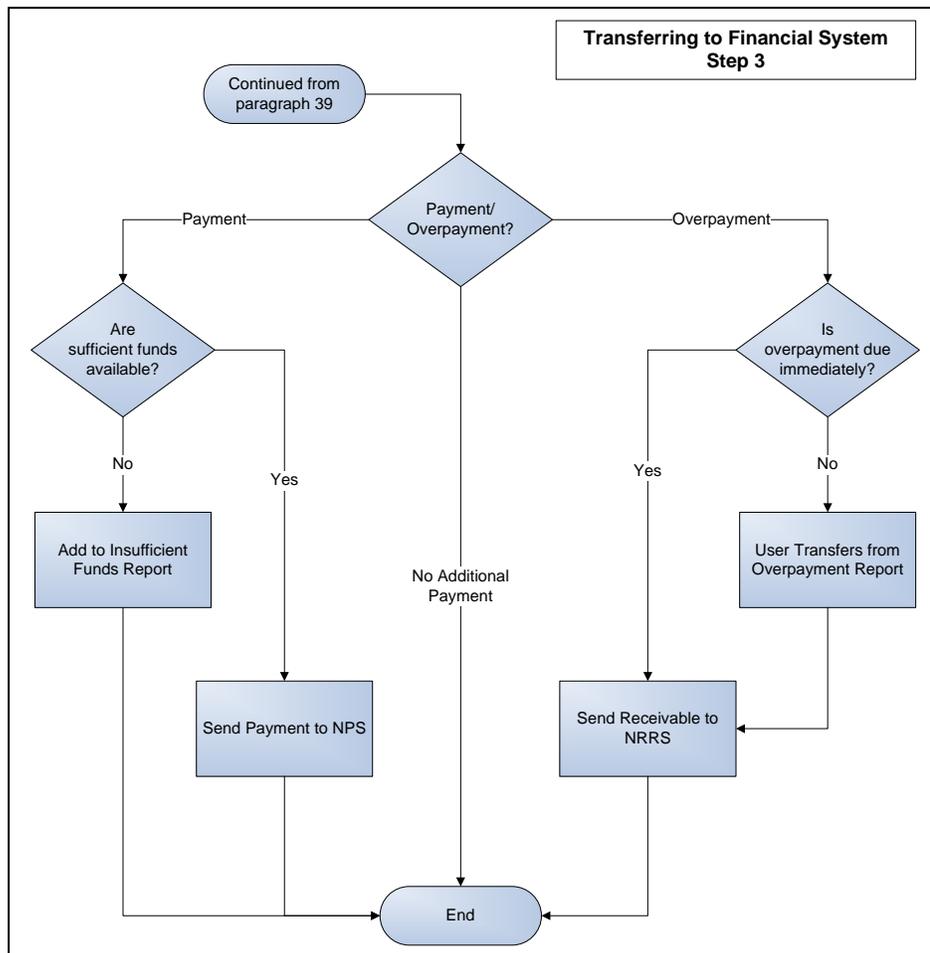
After the amount that can be paid to the payment entity has been determined, the result could be any of the following:

- payment due the payment entity
- overpayment based on a condition updated after a payment was issued
- no additional payment or overpayment if the condition that retriggered the payment to process did not affect the calculated payment.

The last stage in the payment process is to transfer information to the applicable financial system. This paragraph describes the steps for transferring information to NPS or NRRS.

B Flow Chart

This flow chart describes the initial steps in the common payment process that occur regardless of whether the payment entity is an individual, joint operation, or entity.



40 Transferring Information to NPS or NRRS (Continued)

C Description of Process for Transferring Information to NPS

This table provides additional information about each of the steps in the flow chart in subparagraph B when a payment is due the producer.

Flow Chart Step	Description	
Payment/ Overpayment?	Once the attribution process has completed and payment limitation has been controlled, the system determines whether the current payment transaction has resulted in a payment due, an overpayment, or no additional payment/overpayment.	
	If the amount determined is...	THEN...
	greater than \$0	<ul style="list-style-type: none"> amounts are accumulated to the farm, contract, or application level so 1 payment is payable to the payment entity if amounts are calculated by crop, such as DCP the producer is due a payment and the amount is sent to NPS.
	negative	see subparagraph D.
	\$0	see subparagraph E.
Are sufficient funds available?	If the program is controlled through the e-funds process, the system checks to determine whether sufficient funds are available for the county to issue the payment.	
	IF sufficient funds are...	THEN the payment...
	available	is sent to NPS for certification and signature.
	not available	information is added to the insufficient funds report. See paragraph 67 for additional information.

D Description of Process for Transferring Information to NRRS

This table provides additional information about each of the steps in the flow chart in subparagraph B when an overpayment is computed for the producer.

Flow Chart Step	Description	
Payment/ Overpayment?	Once the attribution process has completed and payment limitation has been controlled, the system determines whether the current payment transaction has resulted in a payment due, an overpayment, or no additional payment/overpayment.	
	If the amount determined is...	THEN...
	greater than \$0	see subparagraph C.
	negative	the payment entity is overpaid.
	\$0	see subparagraph E.
Is overpayment due immediately?	*--Overpayments are updated to the Pending Overpayment Report.	
	If the overpayment...	THEN the...
	requires corrective action	applicable corrective action should be completed immediately.
	is determined to be a legitimate debt	overpayment should be selected and transferred immediately to NRRS according to subparagraph 65 C.
	is due at a later date	<p>overpayment amount will be listed on the Pending Overpayment Report for verification by the County Office. If the overpayment is listed erroneously, County Offices shall take corrective action to resolve the situation that caused the overpayment.</p> <p>See paragraph 65 for additional information.</p>
	Note: An example of this is an advance DCP direct overpayment determined during the advance payment cycle. The overpayment may not be due until final payments.--*	

40 Transferring Information to NPS or NRRS (Continued)

E Description of Process if Payment Data Has Not Changed

This table provides additional information about each of the steps in the flow chart in subparagraph B when:

- no payment was earned by the payment entity
- action that caused the payment to be reprocessed did not result in an additional payment or overpayment.

Flow Chart Step	Description	
Payment/ Overpayment?	Once the attribution process has completed and payment limitation has been controlled, the system determines whether the current payment transaction has resulted in a payment due, an overpayment, or no additional payment/overpayment.	
	If the amount determined is...	THEN...
	greater than \$0	see subparagraph C.
	negative	see subparagraph D.
\$0	the process terminates without *--sending information to NPS or the Pending Overpayment Report.--*	

41-50 (Reserved)

Part 5 Common Reports System

Section 1 Basic System Information

51 Overview

A Concept of Common Report System

The Common Reports System provides a central location for reports for program payments processed through the common payment system.

Historically, FSA payment systems have functioned somewhat independently because different rules apply to different programs. As a result, there was not always consistency in how reports were developed to assist users. The concept of the Common Reports System is to provide users with a standardized set of reports that can be used to assist with payment reconciliation issues. The benefits of the Common Reports System include:

- reports generated through this process have the same format regardless of the program for which the report is generated
- once the user uses the reports for one program, they gain a knowledge of how to reconcile payment issues for other programs
- when a new program is implemented, software development effort is not needed to generate reports.

B Programs Using the Common Reports System

*--The following programs use the Common Reports System.

Program Area	Program - Program Type	Years
Disaster Assistance	ELAP	2010
	LFP	2008 – 2011
	LIP	2008 – 2011
	NAP	2011
	SURE	2008 – 2009
	TAP	2008 – 2011
Price Support	RTCP	2010
	TAAF	2008 – 2009
Production Adjustment	ACRE-ACRE	2009 – 2010
	ACRE - Direct	2009 – 2011
	DCP – Counter-Cyclical	2009 – 2010
	DCP – Direct	2009 – 2011

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Note: It is anticipated that other web-based payment systems will use the Common Report System, however specific information on those programs is not available. This table will be updated as new programs are added to the process.

51 Overview (Continued)**C Common Payment Reports**

The reports developed through the Common Payment Reporting System are broken down into 2 categories depending on whether data for the report is available in “real time” or delayed.

The following reports include “real time” data:

- Estimated Calculated Payment Report, if applicable to the program
- Submitted Payments Report
- Submitted Overpayments Report
- *--Pending Overpayment Report
- Insufficient Funds Report
- Payments Computed to Zero Report.--*

The following reports include data from a reporting database that is updated within 24 hours:

- Nonpayment/Reduction Report
- Payment History Report – Summary * * *
- Payment History Report – Detail * * *.

Note: The reporting database is scheduled to update daily at 4 a.m. c.t. However, the last update date is listed on the Common Reports Menu for user information.

* * *

55 Search Criteria Selection Page

A Example of Common Payment Reports Menu

The Search Criteria Page provides standardized options for generating report information; however, some search options are only available for certain reports.

Example: The option to generate a report based on the reason the payment was not issued is only applicable to the Nonpayment/Reduction Report.

The following is an example of the Search Criteria Page for the Nonpayment/Reduction Report. See subparagraph B for a list of all options that are available on this page for all reports.

The screenshot shows the USDA Farm Service Agency Common Payment Reporting System (CPR) interface. At the top, it displays the USDA logo and the text 'United States Department of Agriculture Farm Service Agency' on the left, and 'Common Payment Reporting System (CPR)' on the right. Below this is a navigation bar with links: 'CPR Home', 'About FSA', 'Help', 'Contact Us', 'Exit CPR Application', and 'Logout of eAuth'. A 'CPR Menu' sidebar on the left contains 'Welcome Bobbie Butler', 'Role: FSA User', 'Main Menu', and 'Report Menu'. The main content area is titled 'Search Nonpayment/Reduction Report' and includes the following search criteria:

- State:** Mississippi
- County:** Coahoma
- Program Name:** SURE
- Program Year:** 2008
- Program Type:** Stimulus
- Producer:** Add All
- Contract/Application/Farm Number:** Add All
- Reduction Reason:** Select Add All
- Format:** PDF HTML

At the bottom of the search area are three buttons: 'Previous', 'Clear', and 'Next'.

55 Search Criteria Selection Page (Continued)

B Page Information/Options

All reports are limited to the specific State, county, and program initially. The Search Criteria Page narrows down the information that will be displayed on a selected report.

Notes: Users are allowed to select multiple search criteria options, where applicable.

State level reports are **not** available through this process.

The following options are available on the Search Criteria Page.

Type of Search	Description			
Date Range	<p>Allows the user to specify a beginning and ending date for the selected report. If the user selects this option, then:</p> <ul style="list-style-type: none"> • a beginning date must be entered • an ending date is not required. <p>Note: If no ending date is entered, then the ending date is the current date.</p> <p>If this option is selected, then only the records that fall within the specified date range are displayed/printed on the applicable report.</p> <p>Note: This search criteria option is not applicable for:</p> <ul style="list-style-type: none"> • Estimated Calculated Payment Report • Pending Overpayment Report • Payment Computed to Zero Report • Nonpayment/Reduction Report • Insufficient Funds Report. 			
Producer	<p>Allows the user to generate a report for:</p> <ul style="list-style-type: none"> • 1 or more producers by selecting the “Add” option • all producers by selecting an “All” option. <p>*--Note: The “All” option is not available for the Payment History Reports.--*</p>			
	IF the user chooses to...	Step	Action	Result
	select 1 or more producers	1	CLICK “Add”	The SCIMS search page will be displayed.
		2	Select the producer to search	The Search Criteria Page will be redisplayed with the selected producer.
		3	Repeat steps 1 and 2 until all producers have been selected.	
		4	Select “PDF” or “HTML”.	The “PDF” option provides a report formatted for printing. The “HTML” version displays the information in a new window.
5		CLICK “Next”.	The results for the applicable report will be displayed in a new window.	

55 Search Criteria Selection Page (Continued)

B Page Information/Options (Continued)

Type of Search	Description			
Producer (Continued)	select "all" producers	Warning: Reports are currently designed to display only the first 1,000 results for the search criteria.		
		Step	Action	Result
		1	CHECK "All".	
		2	Select "PDF" or "HTML".	The "PDF" option provides a report formatted for printing. The "HTML" version displays the information in a new window.
3	CLICK "Next".	The results for the applicable report will be displayed in a new window.		
Contract/ Application/ Farm	If the program allows for a contract number, application number, or farm number that is associated with a payment, then this option allows the user to generate a report for: <ul style="list-style-type: none"> • 1 or more contracts/applications/farms by selecting the "Add" option • all contracts/applications/farms by selecting an "All" option. <p>*--Note: The "All" option is not available for the Payment History Reports.--*</p>			
	IF the user chooses to...	Step	Action/Result	
	select 1 or more contracts/ applications/ farms	1	CLICK "Add".	
		2	Enter the contract, application, or farm number	
		3	Repeat steps 1 and 2 until all contracts, applications, or farm numbers have been selected.	
		4	Select "PDF" or "HTML". The "PDF" option provides a report formatted for printing. The "HTML" version displays the information in a new window.	
		5	CLICK "Next". The results for the applicable report will be displayed in a new window.	
	select "all" contracts/ applications/ farms	Warning: Reports are currently designed to display only the first 1,000 results for the search criteria.		
		Step	Action/Result	
		1	CHECK "All".	
2		Select "PDF" or "HTML". The "PDF" option provides a report formatted for printing. The "HTML" version displays the information in a new window.		
3	CLICK "Next". The results for the applicable report will be displayed in a new window.			

55 Search Criteria Selection Page (Continued)

B Page Information/Options (Continued)

Type of Search	Description
Nonpayment/ Reduction Reason	<p>Allows the user to display/print all producers that have a specific reason that a payment was reduced for the selected program.</p> <p>Example: User wants to print a report of all producers for SURE that do not meet AD-1026 provisions.</p> <p>If this option is selected, then only the records that fall within the specified data range are displayed/printed on the applicable report.</p> <p>Note: This search option is only applicable to the Nonpayment/Reduction Report.</p>
*--Options	Description
Include Net Payments Equal to \$0?	<p>Allows the user to display/print crop payments that have a calculated payment amount equal to \$0.</p> <p>Note: This option is only available on the Search Criteria Page for the Payment History Report – Summary or Detail.</p>
Include Cancelled Payments?	<p>Allows the user to display/print payment information for cancelled payments.</p> <p>Note: This option is only available on the Search Criteria Page for the Payment History Report – Summary or Detail.--*</p>

56-60 (Reserved)

Section 2 Common Payment Reports

61 General Report Information

A Overview

This section provides detailed information about the reports provided through the Common Payment Report process.

*--The following reports are available through the Common Payment Reports System:

- Estimated Calculated Payment Report
- Submitted Payments Report
- Overpayment Reports:
 - Submitted Overpayments Report
 - Pending Overpayment Report
- Nonpayment Reports:
 - Nonpayment/Reduction Report
 - Insufficient Funds Report
 - Payments Computed to Zero Report
- Payment History Reports:
 - Payment History Report – Summary
 - Payment History Report – Detail.--*

61 General Report Information (Continued)**B Report Header Information**

Each report includes header information that is consistent for all reports. This table describes the report header information.

Field	Description
State	Full name for the State selected by the user.
County	Full name for the county selected by the user.
Program Year	Program year selected by the user.
Program Name	Full program name and program type selected by the user.
Report Name	The name of the report.
Date	Date the report is generated by the user.
Page Number	Page number for the report.
Date Range	If the user selected the search criteria by date range, the selected date range is displayed/printed.

C Multiple IE Windows

Reports are opened in a new Internet Explorer window regardless of the “pdf” or “html” option is selected. Users shall close the window for an existing report before generating a new report.

62 Estimated Calculated Payment Report**A Description of Report**

Estimated calculated payment reports are program-specific and some programs do not have this report. Users can access the Estimated Calculated Payment Report through the Common Payment Reports System, but information about each report is not included in this handbook.

Refer to the applicable program handbook for a description of the information on the Estimated Calculated Payment Report.

64 Submitted Overpayments Report

A Description of Report

The Submitted Overpayments Report provides a report of the transactions that have been sent to NRRS based on the selected search criteria.

Note: Producers listed on the Submitted Overpayments Report will remain on the report indefinitely.

Example: User would like a report of all transactions sent to NRRS on June 1. Users specify June 1 as the beginning and ending dates then generate the report.

All overpayments sent to NRRS for the selected State, county, and program will be listed on the report.

B Availability of Data

The information displayed on the report includes “real time” data.

C Information Provided on the Report

Since this report includes information submitted to NRRS, this report only includes the payment entity name. Overpayments for members of joint operations and entities are not listed on the report.

--The following information is provided on the Submitted Overpayments Report.--

Field	Description	
Date	Date the overpayment transaction was processed and sent to NRRS.	
Producer Name	Payment entity’s name from SCIMS according to the following.	
	For	Name Displayed/Printed
	Individuals	Last name, first name, middle name, and suffix
	Businesses	Business name
Payment ID Number	Unique number that ties the program history data to the NRRS history data.	
Business Type	Numeric business type for the selected customer.	
Contract/ Application/Farm	Contract, application, or farm number that is associated with the overpayment transaction. Note: If the selected program does not have a contract, application, or farm number, this field will be blank.	
Debt Basis	3-digit debt basis code sent to NRRS to represent the reason for the debt. See *--64-FI for additional information.--*	
Payment Reduced	Indicates whether any portion of the payment was reduced. The reduction could apply for the payment entity or a member if the payment entity is a joint operation or entity. Note: See the Nonpayment/Reduction Report to determine the reason the payment was reduced.	
Amount Submitted	Amount submitted to NRRS for the payment entity.	

64 Submitted Overpayments Report (Continued)**D Sort Order**

The information on the report is sorted as follows:

- transaction date
- producer name.

--65 Pending Overpayment Report*A Description of Report**

The Pending Overpayment Report provides a report of the transactions that have been computed as overpayments, but have not been transferred to NRRS.

Overpayments listed on the Pending Overpayment Report:--*

- will be removed from the report if corrective action is taken
- will be transferred to NRRS after 10 workdays or at the end of the advance payment cycle for applicable programs
- may be selected and transferred to NRRS immediately.

Note: Overpayments determined because of a program “switch” between DCP and ACRE will be:

- *--transferred immediately and **not** be listed on the Pending Overpayment Report--*
- listed on the Submitted Overpayments Report only.

B Availability of Data

The information displayed on the report includes “real time” data.

--65 Pending Overpayment Report (Continued)--

C Actions for Overpayments Listed on the Pending Overpayment Report

Overpayments determined during the program payment calculation process are updated to the Pending Overpayment Report. Some overpayments are legitimate debts and should be immediately transferred to NRRS while other overpayments are based on erroneous information in the system.

The following provides the actions that can be taken for overpayments listed on the Pending Overpayment Report.

Description	Action	Result	
The overpayment listed on the Pending Overpayment Report is erroneous.	Correct the condition causing the overpayment to be listed. Note: Ensure that corrective action is completed immediately to ensure that all necessary updates or uploads are completed by the transfer date.	The corrective action will trigger the payment process which will determine if the condition causing the overpayment has been resolved.	
		IF the overpayment... has been resolved	THEN... the producer will be removed from report.
		<ul style="list-style-type: none"> • has not been resolved • has been resolved, but an overpayment for a different reason has been determined 	overpayment information will continue to be listed on the report with the applicable reason.
The overpayment is determined to be a legitimate debt.	Overpayment shall be selected and transferred to NRRS immediately. See subparagraph G for additional information.	<ul style="list-style-type: none"> • The overpayment information will be removed from the Pending Overpayment Report once it is transferred to NRRS. • The overpayment information will be listed on the Submitted Overpayment Report. 	
The overpayment is still listed on the Pending Overpayment Report on the "Transfer Date".	Overpayment is automatically transferred to NRRS after COB on the transfer date.	<ul style="list-style-type: none"> • A receivable is established in NRRS. 	

D Information Provided on the Report

Since this report includes information that may be submitted to NRRS, this report **only** includes the payment entity name. Overpayments for members of joint operations and entities are **not** listed on the report.

--65 Pending Overpayment Report (Continued)--

D Information Provided on the Report (Continued)

The following information is provided on the Pending Overpayment Report.

Field	Description	
Overpayment Date	Date the overpayment was determined.	
Transfer Date	Date the overpayment will automatically be transferred to NRRS unless corrective action is taken by the County Office. Notes: Overpayments will automatically be transferred to NRRS after 10 workdays. This field will be September 30 for overpayments determined during a program's advance payment cycle.	
Producer Name	Payment entity's name from SCIMS according to the following.	
	For	Name Displayed/Printed
	Individuals	Last name, first name, middle name, and suffix.
	Businesses	Business name.
Contract/ Application/Farm	Contract, application, or farm number that is associated with the overpayment transaction. Note: If the selected program does not have a contract, application, or farm number, this field will be blank.	
Commodity	A commodity can be an agricultural crop, type of livestock, or other description as determined by a program. If payments are not calculated at a commodity level for the selected program, this field will be blank. Note: Some commodities may be abbreviated because of space limitations on some reports. See Exhibit 10 for additional information on commodity codes used for some programs.	
Debt Basis	3-digit debt basis code sent to NRRS to represent the reason for the debt. See 64-FI for additional information.	
Overpayment Amount	Computed overpayment amount for the payment entity.	

See subparagraph 66 E for reasons that may be printed on the Pending Overpayment Report.

Notes: The Pending Overpayment Report only includes 1 reason that an overpayment was computed and the reason is summarized to the payment entity level. As such, the message listed may apply to a member of a joint operation or entity instead of the payment entity itself.

For joint operations and entities, County Offices shall review the message listed on the report, then verify that the system is updated properly for the payment entity and all members of the payment entity that are printed for each applicable reduction.

A future software release will associate the reason for the overpayment with the payment entity or member, as applicable. However, a projected software release date is not available.

--65 Pending Overpayment Report (Continued)--

E Sort Order

The information on the report is sorted as follows:

- transaction date
- producer name.

F Example of Report

The following is an example of the printable version of the Pending Overpayment Report.

Coahoma Mississippi		United States Department of Agriculture Farm Service Agency				Date: 10/21/2011 Page: 1	
2011 Direct and Counter-Cyclical Program - Direct Pending Overpayment Report							
Overpayment Date	Transfer Date	Producer Name	Contract/ Application/ Farm	Commodity	Debt Basis	Overpayment Amount	
10/07/2011	10/24/2011	Farmer, IMA Farm is not eligible because an acreage report for all cropland has not been completed.	8474	CORN	421	\$ 41	
10/07/2011	10/24/2011	Farmer, IMA Farm is not eligible because an acreage report for all cropland has not been completed.	8474	SOYBN	421	\$ 9	

The following is an example of the web page version of the Pending Overpayment Report.

Note: See subparagraph G for additional information on the options available on the Pending Overpayment Report.

Coahoma Mississippi		United States Department of Agriculture Farm Service Agency				Date: 10/21/2011	
2011 Direct and Counter-Cyclical Program - Direct Pending Overpayment Report							
Overpayment Date	Transfer Date	Producer Name	Contract/ Application/ Farm	Commodity	Debt Basis	Overpayment Amount	
<input type="checkbox"/>	10/07/2011	10/24/2011 FARMER, IMA Farm is not eligible because an acreage report for all cropland has not been completed.	8474	CORN	421	\$ 41	
<input type="checkbox"/>	10/07/2011	10/24/2011 FARMER, IMA Farm is not eligible because an acreage report for all cropland has not been completed.	8474	SOYBN	421	\$ 9	
Select All		Deselect All		Recompute Overpayment		Transfer Overpayment	
							Print
Screen ID: LO08CPR2050 Last Modified: 10/03/2011 04:38:31 PM							Back to Top ^

--65 Pending Overpayment Report (Continued)--

G Options Available on the Pending Overpayment Report

The web page version (html) of the Pending Overpayment Report provides County Office users with various options for handling overpayment amounts that have been computed by the system. The following provides a description of the options available.

Option	Description
Select All	Selects all overpayments listed so subsequent action can be taken, such as reprocessing all overpayments.
Deselect All	Deselects all records that have been selected.
Recompute Overpayment	<p>Recomputes overpayments for the selected producers. This option should be used if County Offices want to immediately verify that action taken for selected producers has corrected an erroneous overpayment condition.</p> <p>Note: When updates are made in supporting systems, such as eligibility or SCIMS, those systems notify the Common Payment System that the payment should be recomputed. Generally notifications are processed on a nightly basis. As such, users do not have to reprocess the overpayments following corrective action, but this option is available if the user wants to verify that the action taken has resolved the situation causing the overpayment to be listed in error.</p> <p>Reminder: Updates that are made on the System 36, such as updates to the joint operation/entity file, still require an upload to the mainframe. As such, these updates will not be recognized when reprocessing until the upload has occurred.</p>
Transfer Overpayment	<p>Provides a manual option that allows users to immediately transfer the overpayment amount to NRRS for the selected producers. Legitimate debts payable to CCC shall be transferred to NRRS immediately upon verification that the producer is overpaid.</p> <p>See paragraph 17 and/or the applicable program handbook for additional information on when overpayments should be manually transferred to NRRS.</p>
Print	Opens a new window with the printer-friendly (pdf) version of the report.

66 Nonpayment/Reduction Report

A Description of Report

The Nonpayment/Reduction Report provides users with the reason a payment was not issued, in full or in part. This report is essentially a snapshot of the data that was used to process the payment/overpayment which can be used by State or County Office users to:

- verify the payments were processed correctly
- take corrective action if a payment was reduced improperly based on incorrect data recorded in the system.

B Availability of Data

The information displayed on the report is **not** “real time” data. Refer to the legend on the Common Payment Reports Menu to determine the date and time the data was last updated.

C Information Provided on the Report

This report includes information for nonpayment conditions, for the payment entity and/or any ineligible member that prevented the full contract/application-level payment from being sent to NPS.

The following information is provided on the Nonpayment/Reduction Report.

Field	Description		
* * * Name	<p>The name of the payment entity or member whose attributed amount was reduced. If the payment entity is a joint operation or entity with members, then the payment entity is listed first, even if there was not an actual reduction applicable to the payment entity. The ineligible members are listed directly below the payment entity.</p> <p>The name printed is based on the following from SCIMS:</p> <ul style="list-style-type: none"> • for individuals, last name, first name, middle name, and suffix • for businesses, business name. 		
	IF the payment entity is an...	AND a reduction is applicable to...	THEN the following is printed on the report...
	<ul style="list-style-type: none"> • individual • entity without members 		individual/entity’s name is listed. The reasons for the reduction is printed directly below the individual/entity’s name.

66 Nonpayment/Reduction Report (Continued)

C Information Provided on the Report (Continued)

Field	Description		
Name (Continued)	IF the payment entity is...	AND a reduction is applicable to...	THEN the following is printed on the report...
	<ul style="list-style-type: none"> • joint operation • entity with members 	<ul style="list-style-type: none"> • joint operation • entity member 	joint operation/entity's name is listed. The reasons for the reduction is printed directly below the joint operation/entity's name. member's name is listed directly below the joint operation/entity name. The reason for the reduction for the member is printed directly below the member's name.
Business Type	Numeric business type for the selected customer.		
Contract/ Application/ Farm	Contract, application, or farm number that is associated with the payment transaction. Note: If the selected program does not have a contract, application, or farm number, this field will be blank.		
Commodity	A commodity can be an agricultural crop, type of livestock, or other description as determined by a program. If payments are not calculated at a commodity level for the selected program, this field will be blank. Note: Some commodities may be abbreviated because of space limitations on some reports. See Exhibit 10 for additional information on commodity codes used for some programs.		
Reason	Reason for the reduction. See subparagraph E for information on the messages that are printed for each applicable reduction. Note: Each reduction is listed on the nonpayment/reduction report if there is more than one reduction applicable for the payment entity or member.		
Reduction Amount	Amount of the reduction for the payment entity or member, as applicable. Note: Each reduction is listed on the nonpayment/reduction report if there is more than one reduction applicable for the payment entity or member.		
Accumulated Amount	The accumulated amount of all reductions for the payment entity and each member if the payment entity is a joint operation or entity. Note: This amount is only printed for the payment entity. Example: IMA Farmer Corporation has 2 members. The corporation has a reduction of \$10,000 because of an initial payment limitation reduction and one of the members has a \$20,000 reduction because of an AGI reduction. The accumulated amount is \$30,000.		
Button	Action/Result		
Nonpayment Selection	Select the nonpayment to be reprocessed. CLICK " Reprocess " to submit the nonpayment for immediate reprocessing.		

66 Nonpayment/Reduction Report (Continued)

D Sort Order

The information on the report is sorted as follows:

- transaction date
- producer name.

E Nonpayment/Reduction Messages

There are 2 types of reductions that may apply:

- general eligibility reductions which may apply to more than 1 program, such as AGI compliance
- program-specific reductions which apply only to a specific program, such as FAV acre-for-acre reductions apply only to DCP and ACRE.

The following table identifies the general eligibility messages that may be listed on the Nonpayment/Reduction Report and the corrective action that may be taken to resolve the error, if applicable.

Notes: See Exhibit 4 for additional information on which payment eligibility rules apply to various programs.

The following messages are listed in alphabetical order.

Message on Nonpayment/Reduction Report	Description/Corrective Action
Calculated payment exceeds the applicable program payment limitation.	The application/contract-level payment amount exceeds the program payment limitation. <ul style="list-style-type: none"> • Verify the application/contract data is recorded correctly. • The Estimated Calculated Payment Report can be used to determine how the payment was computed if applicable to the program.
Entity or joint operation data is recorded on the permitted entity file, but the accumulated member shares do not equal 100 percent and the discrepancy exceeds 1 percent.	<ul style="list-style-type: none"> • County Offices shall refer the case to the State Office specialist responsible for subsidiary processes • State Offices shall contact PECD for guidance.

66 Nonpayment/Reduction Report (Continued)

E Nonpayment/Reduction Messages (Continued)

Message on Nonpayment/Reduction Report	Description/Corrective Action
Member data is not recorded in the entity file.	<p>*--Producer or member data:</p> <ul style="list-style-type: none"> • is not recorded in the joint operation or entity file • has not uploaded to the mainframe • is not recorded in the Business File application. <p>County Offices shall:</p> <ul style="list-style-type: none"> • ensure that the joint operation or entity information is recorded in the Business File application and the farm operating plan is not in a suspended status <p>Note: See 3-PL (Rev. 1) for additional information.</p> <ul style="list-style-type: none"> • ensure that the joint operation or entity data is recorded for the applicable year and at least 4 calendar days to 2 weeks have passed since the data was last updated • if the joint operation or entity is multi-county, ensure that the joint operation or entity file data is recorded in the county listed as the "Rc St & Cty" on MABDIG for the applicable year. <p>A farm operating plan is suspended in the Business File application because of changes made to the ownership structure of the entity/joint operation through another operation.</p> <p>A revised CCC-902 must be filed for the operation to update the member information. See 3-PL (Rev. 1) for additional information.--*</p>
Member does not meet the substantive change provisions.	Verify the substantive change flag is updated properly in the joint operation file.
Member has not designated to receive payment through the payment entity.	Verify the permitted entity flag is updated properly in the joint operation/entity file.
Member is a 3 rd level joint operation or entity.	Verify the member data has been recorded properly in the joint operation/entity file.
Member is not compliant with requirement to provide active personal labor or active personal management.	Verify the member contribution flag is updated properly in the entity file.
Producer or member does not have an active eligibility record.	<p>Ensure that the producer or member is linked to the FSA County Office in SCIMS. If the producer/member is linked in SCIMS:</p> <ul style="list-style-type: none"> • County Offices shall refer the case to the State Office specialist responsible for subsidiary processes • State Offices shall contact PECD for guidance.
Producer or member has a delinquent debt.	<p>Check the subsidiary eligibility data to ensure that it is updated correctly based on the documentation filed by the producer and the determinations made by COC.</p> <p>See 3-PL (Rev. 1) for additional information for updating eligibility data.</p>
Producer or member has a fraud violation.	
Producer or member has a NAP non-compliance violation.	

66 Nonpayment/Reduction Report (Continued)

E Nonpayment/Reduction Messages (Continued)

Message on Nonpayment/Reduction Report	Description/Corrective Action
Producer or member has reached the maximum payment under payment limitation provisions.	The accumulated payments for the producer or member equal the effective payment limitation. See paragraph 15 for additional information.
Producer or member is not compliant with "person" provisions.	Check the subsidiary eligibility data to ensure that it is updated correctly based on the documentation filed by the producer and the determinations made by COC. See 3-PL (Rev. 1) for additional information for updating eligibility data.
Producer or member is not compliant with actively engaged in farming provisions.	
Producer or member is not compliant with AD-1026 certification provisions.	
Producer or member is not compliant with adjusted gross income provisions.	
Producer or member is not compliant with beginning farmer or rancher certification provisions.	
Producer or member is not compliant with conservation compliance provisions.	
Producer or member is not compliant with controlled substance provisions.	
Producer or member is not compliant with limited resource farmer or rancher certification provisions.	
Producer or member is not compliant with socially disadvantaged farmer or rancher certification provisions.	
Producer or member is not compliant with the FCI (FSA-570) certification provisions.	
Producer or member is not compliant with the foreign person eligibility provisions.	
Producer or member is not fully compliant with cash rent tenant provisions.	
Producer or member is not linked in SCIMS * * *.	
Producer or member's business type is not eligible for payment.	Review the information recorded SCIMS and the joint operation/entity file, as applicable, to ensure that both of the following are correct:
	<ul style="list-style-type: none"> • business type in SCIMS • entity type on System 36.
Producer or member's entity type on the permitted entity file does not match the business type in SCIMS.	Follow 1-CM, paragraph 196 to correct System 36 data for the applicable years for the payment entity or member, as applicable.
Payment was attempted but failed because of an unexpected condition.	The payment was not processed because of an unexpected condition encountered during processing.
	The payment will automatically be re-attempted during the next payment process.
	Note: County Offices may refer the case to the State Office if the producer has been listed on the report a minimum of 5 calendar days.

66 Nonpayment/Reduction Report (Continued)

E Nonpayment/Reduction Messages (Continued)

Message on Nonpayment/Reduction Report	Description/Corrective Action
Calculated payment reduced as required based on the program factor.	Program payment has been reduced based on the applicable program factor.
Producer or member’s tax ID number is not eligible for payment.	<ul style="list-style-type: none"> • Verify that the producer or member has not provided a valid TIN. If a valid TIN has been provided, update SCIMS with the correct TIN. • Ensure that the TIN in the entity file for the producer or member matches the producer or member’s TIN in SCIMS.

F Nonpayment/Reduction Messages – Program-Specific

The following table identifies the program-specific messages that may be listed on the Nonpayment/Reduction Report and the corrective action that may be taken to resolve the error, if applicable.

Message on Nonpayment/Reduction Report	Applicable Program	Description/Corrective Action
Farm and/or producer has a DCP/ACRE maintenance violation.	<ul style="list-style-type: none"> • DCP • ACRE 	Verify that the maintenance violation information has been recorded properly. See 4-CP.
Farm and/or producer has an FAV planting violation.	<ul style="list-style-type: none"> • DCP • ACRE 	Verify that the FAV planting violation information has been recorded properly. See 4-CP.
Farm and/or producer has an FAV reporting violation.	<ul style="list-style-type: none"> • DCP • ACRE 	Verify that the FAV reporting violation information has been recorded properly. See 4-CP.

Reports, Forms, Abbreviations, and Delegations 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 (HELC) and Wetland Conservation (WC) Certification		36, 55, 66, Ex. 5, 6
CCC-901	Members Information 2009 and Subsequent Years		26
CCC-902	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		16, 26, 66

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in Exhibit 102.

Approved Abbreviation	Term	Reference
BCAP	Biomass Crop Assistance Program	35
EFRP	Emergency Forest Restoration Program	35
ELAP	Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish Program	1, 15, 35, 51, 66, Ex. 4, 6
NRRS	National Receipts and Receivables System	Text
RTCP	Reimbursement Transportation Cost Program	35, 51, Ex. 4
SURE	Supplemental Revenue Assistance Payments Program	Text, Ex. 4, 6
TAAF	Trade Adjustment Assistance for Farmers	35, 51, 66, Ex. 4, 7

Delegations of Authority

None

Definitions of Terms Used in This Handbook**Embedded Entity**

An embedded entity is an entity that has an interest, directly or indirectly, as a stockholder, member, beneficiary, or heir, in another entity that is earning payments.

Entity

An entity is a business with a SCIMS business type other than individual, general partnership, or joint venture.

Entity Without Members

An entity without members is a legal entity but the members do not have an ownership interest. *--Member data is not required to be recorded in the Business File System and/or entity file--* software on the System 36 for entities without members. These include the following SCIMS business types:

- revocable trust using a Social Security number
- church, charity, or non-profit organization
- public school
- Indians Represented by BIA
- Indian Tribal Venture
- limited liability company using a Social Security number.

Joint Operation

A joint operation is a business with a SCIMS business type of general partnership or joint venture.

Legal Entity

A legal entity is an entity that is created under Federal or State law that owns land or an agricultural commodity or produces an agricultural commodity. For FSA purposes, a legal entity includes joint operations and entities.

Definitions of Terms Used in This Handbook (Continued)

Payment Entity

A payment entity is a producer associated with an application or contract.

Example: IMA Farmer General Partnership is the producer associated with a DCP contract and is comprised of 4 members. IMA Famer General Partnership is the payment entity that will ultimately receive the DCP payment.

Person

A person is a natural person and does not include a legal entity.

Note: This definition applies to persons under 4-PL provisions and not “person” rules under 1-PL provisions.