

For: State and County Offices

**Closeout of 2009 Through 2013 DCP Direct, ACRE Direct, Counter-Cyclical,
ACRE ACRE and 2014 and 2015 CTAP Payment Software**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payment processes use supporting files to determine whether a producer is due a payment or is overpaid. Changes to the supporting files have been causing internal issues for the contract and other processes used by the DCP/ACRE/CTAP payment software.

B Purpose

This notice advises State and County Offices that:

- 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payment software will be disabled as of **December 30, 2016**
- all outstanding payments shall be issued by **December 30, 2016**, to the maximum extent possible
- they will be required to submit documentation to the National Office where a 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payment was earned by the producer, but not processed before **December 30, 2016**
- after **December 30, 2016**, overpayments will need to be entered in NRRS as a manual receivable according to 64-FI
- unsigned payments need to be resolved immediately.

Disposal Date	Distribution
January 1, 2018	State Offices; State Offices relay to County Offices

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2 General Information

A Outstanding 2009 Through 2013 DCP Direct, ACRE Direct, Counter-Cyclical, ACRE ACRE, and 2014 and 2015 CTAP Payments

County Offices shall ensure that all COC-approved outstanding 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payments have been issued by **December 30, 2016**. This includes:

- resolving nonpayment reasons for producers listed on the Nonpayment Report, if applicable
- ensuring that payments in NPS are certified and signed timely
- making sure unsigned payments in NPS are signed or canceled before **December 30, 2016**. See subparagraph D for additional information on unsigned payments in NPS.

B Payments Due After December 30, 2016

If a payment is due a producer after **December 30, 2016**, then a payment authorization request will be required to be updated to the Payment Authorization SharePoint site according to subparagraph 3 A. County Offices shall provide the information identified in subparagraph 4 A to their State Office and the State Office will update the required documentation to the SharePoint site.

C Handling Overpayments

Producers listed on the Pending Overpayment Report as of **December 30, 2016**, will remain on the report and will **not** be automatically transferred to NRRS.

County Offices shall ensure that:

- all legitimate debts are transferred to NRRS before **December 30, 2016**
- overpayments determined after **December 30, 2016**, are entered in NRRS as manual receivables according to 64-FI
- corrective action is taken immediately to resolve conditions that erroneously cause a producer to be listed as overpaid.

Reminder: Receivables created in NRRS **cannot** be canceled and shall **not** be withdrawn after established in NRRS. See subparagraph B to submit an authorization request.

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2 General Information (Continued)

D Unsigned Payments in NPS

Automated payment software currently cancels an unsigned payment if something changes in the system and the payment has to go back through the payment process. When payment processing is shut down there is no longer a way to cancel payments in NPS. Payments either need to be signed or the reason causing the County Office to not sign the payment needs to be resolved in the system by **December 29, 2016**, so the payment gets reprocessed that evening.

Note: If a payment in NPS is determined to be incorrect or not earned by the producer, action shall immediately be taken to resolve the discrepancy. The County Office will need to update the applicable system by **December 29, 2016**, which will result in the payment being reprocessed with the payment in NPS being automatically canceled.

E Common Payment Report Availability

The Common Payment Reports **will** be available after **December 30, 2016**, for 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP however reprocessing will not be available from the following reports:

- Pending Overpayment Report
- Nonpayment Report
- Failed Obligations/Insufficient Funds Report.

Important Note: Since automated payment processing will be disabled as of **December 30, 2016**, State and County Offices should note that the information provided on **all** of the Common Payment Reports is as of **December 30, 2016**, and will not be updated past that date.

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3 SharePoint Site

A Accessing the SharePoint Site

To provide documentation for 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payment authorization requests, State Offices shall access the SharePoint web site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/payment_auth/default.aspx.

B Authorized Users

The SharePoint site can be accessed by State Office specialists who are responsible for DCP/ACRE and CTAP. To request access or provide personnel changes, the name of the specialist should be e-mailed to the following:

- tina.nemec@wdc.usda.gov
- tracey.smith@wdc.usda.gov.

4 Documentation for Payment Authorization Requests

A Required Documentation for 2009 Through 2013 DCP Direct, ACRE Direct, Counter-Cyclical, ACRE ACRE, and 2014 and 2015 CTAP Payment Requests

The documentation listed below is required for 2009 through 2013 DCP direct, ACRE direct, counter-cyclical, ACRE ACRE, and 2014 and 2015 CTAP payments that are due the producer, but were not processed before **December 30, 2016**.

The SharePoint site should be updated with the following:

- an explanation of why the DCP/ACRE or CTAP payment was not issued before payment processing was shut down on **December 30, 2016**
- CCC-509 or CCC-957, as applicable
- Estimated Calculated Payment Report

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4 Documentation for Payment Authorization Requests (Continued)

A Required Documentation for 2009 Through 2013 DCP Direct, ACRE Direct, Counter-Cyclical, ACRE ACRE, and 2014 and 2015 CTAP Payment Requests (Continued)

- Payment History Report Detail for:
 - the producer by farm number
 - all members if the producer is a joint operation (access the report by member name)

Note: Complete the following to generate the Payment History Report Detail for the producer by farm number:

- select the Payment History Report – Detail from the Common Payments Report Menu
 - enter the applicable farm number
 - if more than 1 producer is on the farm, select “Next” until the applicable producer is listed
 - screen print or save the applicable producer information.
- Subsidiary print for the:
 - producer
 - members, if applicable
 - Payment Limitation Detail Report for the producer and members, if the producer is a joint operation
 - Farm Payment Reduction Report
 - other documentation about the request, such as a NAD decision, FSA-321’s, or receivable report, if applicable.

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5 Action

A State Office Action

State Office shall:

- ensure County Offices follow the procedure provided in this notice
- review the payment authorization request before updating it to the SharePoint site to ensure that the:
 - amount being requested has been earned by the producer
 - request contains all required documentation as provided in subparagraph 4 A before submitting the request
- update the payment authorization request to the SharePoint site provided in subparagraph 3 A
- be aware that the authorization or denial will be:
 - e-mailed to SED and requesting State Office specialist
 - available through the SharePoint site web site
- ensure that State Office specialist personnel changes are provided to the National Office according to subparagraph 3 B.

B County Office Action

County Offices shall:

- follow the instructions provided in this notice for payments, overpayments, and unsigned payments
- submit payment authorization requests to the State Office with all documentation listed in subparagraph 4 A.