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

Notice PL-196

For: State and County Offices

Software for Payment Limitation Adjustments

Approved by: Deputy Administrator, Farm Programs

1 Payment Limitation Adjustments

A Background

The Food, Conservation and Energy Act of 2008 (Pub. L. 110-246) made changes to payment eligibility and payment limitation provisions to be implemented for 2009 and subsequent program years. These provisions included adjustments to payment limitation amounts.

The maximum payment limitation may be adjusted for the following reasons:

- because of the inheritance provisions according to 4-PL, paragraph 178
- program adjustments according to applicable policy.

Note: Currently the program adjustment is **only** applicable to DCP. A future amendment to 1-DCP (Rev. 3) will provide procedure for calculating DCP program adjustments. In the future, program adjustments may be applicable to other programs.

B Purpose

This notice provides procedure to enter payment limitation adjustments in the web-based subsidiary system.

Note: Policy to determine the amount of the adjustments can be found in the related program handbooks.

Disposal Date	Distribution
January 1, 2010	State Offices; State Offices relay to County Offices

2 Software

A Background

The web-based subsidiary payment limitation process will allow users to record payment limitation adjustments for:

- inheritance provision according to 4-PL, paragraph 178
- program provisions according to applicable program policy.

Payment limitation adjustments may be:

- updated by employees in the producer's eligibility recording county
- updated by State Office employees for producers whose recording county is in their State
- viewed by all other users.

Software to enter payment limitation adjustments will be available on or about August 17, 2009. An Information Bulletin will be issued when the software is released.

B Accessing Payment Limitation Adjustments

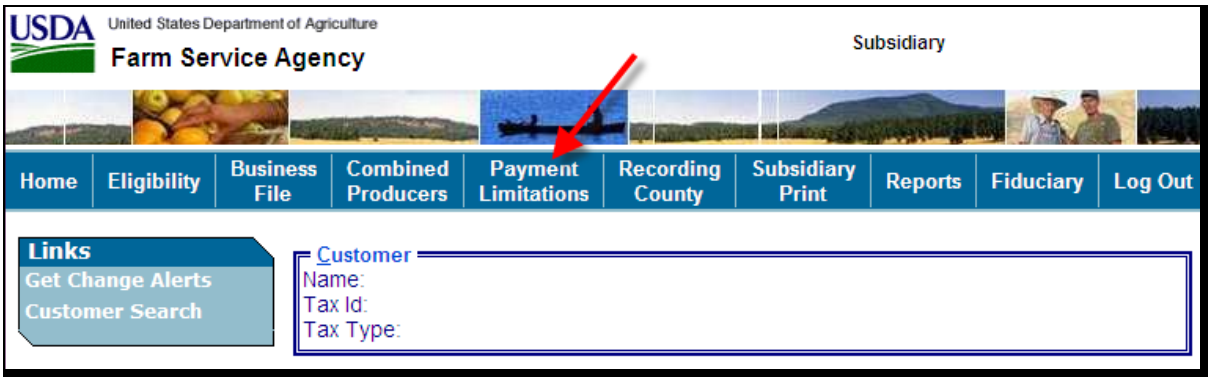
The following table provides steps to access the web-based subsidiary system.

Step	Action
1	Access the FSA Intranet at **http://intranet.fsa.usda.gov/fsa/FSAIntranet-applications.html.**
2	Under Common Applications, CLICK "**Subsidiary**".
3	On USDA eAuthentication Warning Screen, click either: • "**Continue**" to proceed • "**Cancel**" to end the process.
4	If users click "Continue", users **must**: • enter eAuthentication user ID • enter eAuthentication password • CLICK "**Login**".
5	The Subsidiary Page will be displayed as shown below.

2 Software (Continued)

C Entering the Payment Limitation Process

To enter the web-based payment limitation system, on the Subsidiary Page, CLICK "**Payment Limitations**".



D Selecting the Producer

After users CLICK "**Payment Limitations**", the SCIMS Customer Search Page will be displayed. Enter information in SCIMS on the Customer Search Page by:

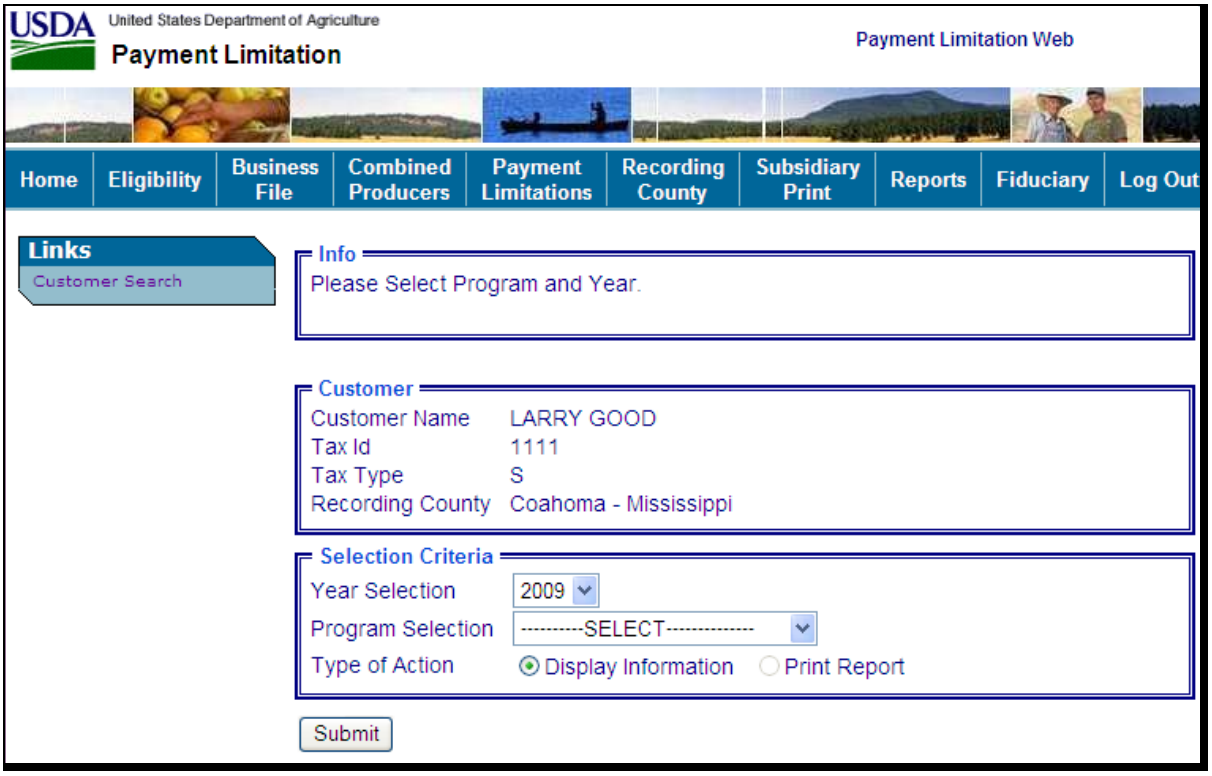
- type
- name
- TIN
- other.

Select the customer on the subsequent Customer Search Results Page.

2 Software (Continued)

E Payment Limitation Selection Page

After a customer is selected on the SCIMS Customer Search Results Page, the Payment Limitation Selection Page will be displayed. This is an example of the Payment Limitation Selection Page.



2 Software (Continued)

F Description of Fields on Payment Limitation Selection Page

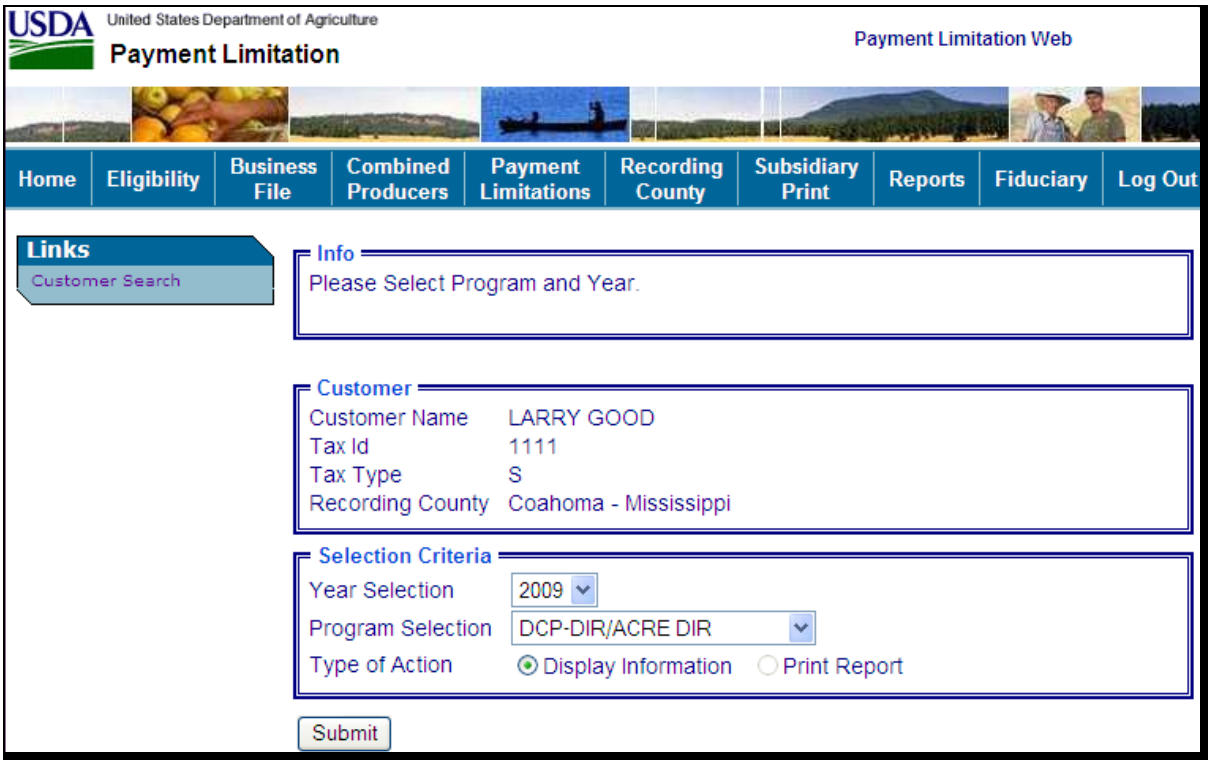
The Payment Limitation Selection Page displays the following information/options.

Section/ Options	Field	Description
Info		Provides information about the Payment Limitation Selection Page.
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies the type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Selection Criteria	Year Selection	Allows users to select the year to update/view payment limitation adjustments. A drop-down box displays the available years. Click the applicable year to select. **Note:** System defaults to the current year.
	Program Selection	Allows users to select a program to update/view payment limitation adjustments. A drop-down box displays the effective programs for the selected year. Click the applicable program to select.
	Type of Action	Allows users to select either of the following: • Display Information, if user is an employee from the eligibility recording county, the user will be allowed to update payment limitation adjustments; for all other users data will be view **only** • Print Report, will be available at a later date. **Note:** System defaults to Display Information.
Submit		CLICK "**Submit**" to continue to the customer's Payment Limitation Detail Page with the selected criteria.

2 Software (Continued)

G Completed Payment Limitation Selection Page

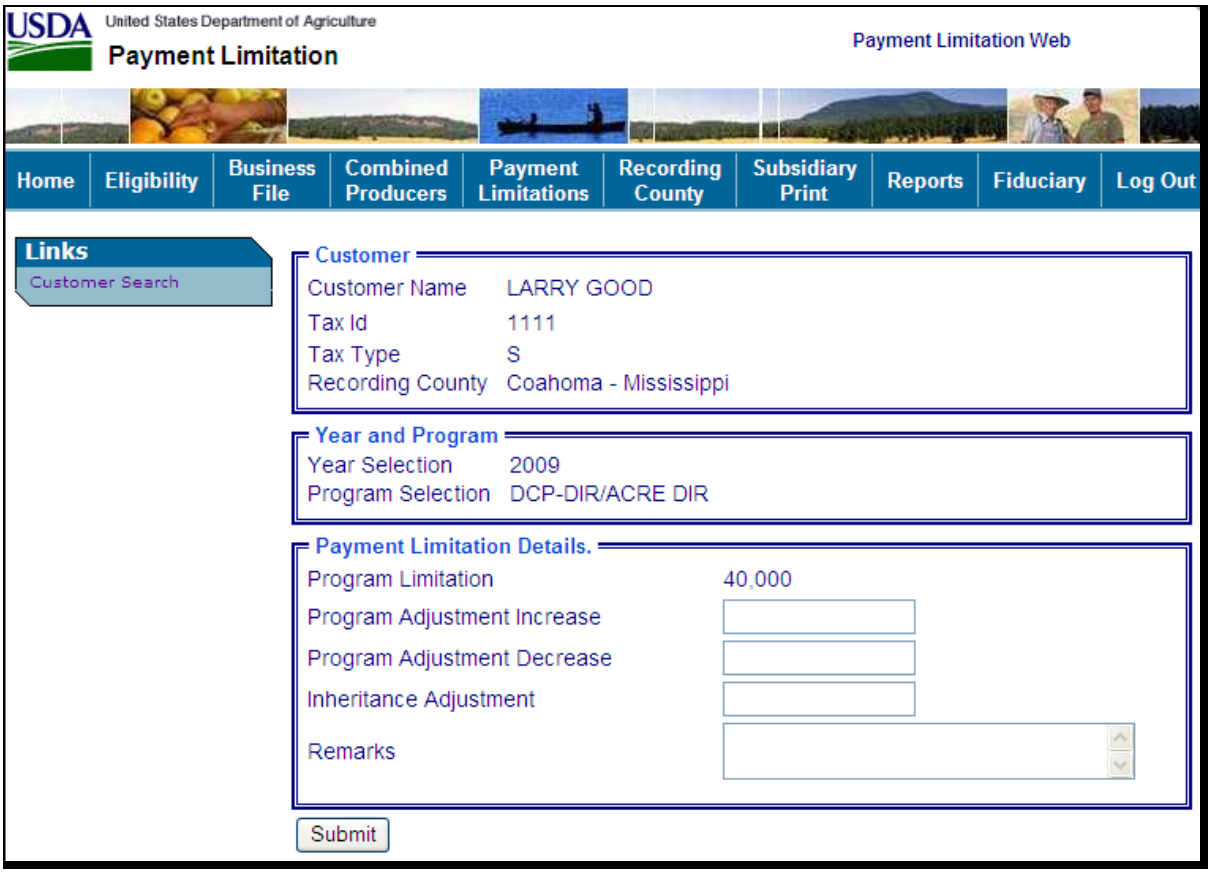
This is an example of the Payment Limitation Selection Page after users select year "**2009**", program "**DCP-DIR/ACRE DIR**", and CLICK "**Submit**".



2 Software (Continued)

H Payment Limitation Details Page

After users select the criteria and CLICK "**Submit**" on the Payment Limitation Selection Page, the Payment Limitation Details Page will be displayed.



2 Software (Continued)

I Fields on Payment Limitation Details Page

The Payment Limitation Details Page displays the following information/options.

Section/ Options	Field	Description
Customer	Customer Name	Identifies selected customer.
	Tax ID	Identifies last 4 digits of TIN for the selected customer.
	Tax Type	Identifies type of TIN for the selected customer.
	Recording County	Identifies county assigned as the selected customer's eligibility recording county.
Program and Year	Year Selection	Identifies year selected by the user.
	Program Selection	Identifies program name selected by the user.
Payment Limitation Details	Program Limitation	Displays payment limitation for the program and year selected by the user.
	Program Adjustment Increase	Allows users to enter program adjustment increases according to applicable policy, as follows: • will only display when applicable to the program and year selected • may only be updated by the producer's eligibility recording county; all other counties will have view **only** access • shall only be updated according to applicable policy • will allow entry of numeric value in whole dollars, commas are **not** required • dollar amount entered will increase the selected producer's program payment limitation. **Note:** If program adjustment increase is not applicable to the selected program and year, the field will **not** display.

2 Software (Continued)

I Fields on Payment Limitation Details Page (Continued)

Section/ Options	Field	Description
Payment Limitation Details (Continued)	Program Adjustment Decrease	Allows users to enter program adjustment decreases according to applicable policy, as follows: • will only display when applicable to the program and year selected • may only be updated by the producer's eligibility recording county; all other counties will have view only access • shall only be updated according to applicable policy • will allow entry of numeric value in whole dollars, commas are **not** required • dollar amount entered will decrease the selected producer's payment limitation. **Note:** If program adjustment decrease is not applicable to the selected program and year, the field will **not** display.
	Inheritance Adjustment	Allows users to enter inheritance adjustments according to 4-PL, paragraph 178. The "Inheritance Adjustment" field: • will only display when applicable to the program and year selected • may only be updated by the producer's eligibility recording county; all other counties will have view only access • shall only be updated according to 4-PL, paragraph 178 • will allow entry of numeric value in whole dollars, commas are **not** required • dollar amount entered will increase the selected producer's program payment limitation. **Note:** If inheritance adjustment is not applicable to the selected program and year, the field will not display.

2 Software (Continued)

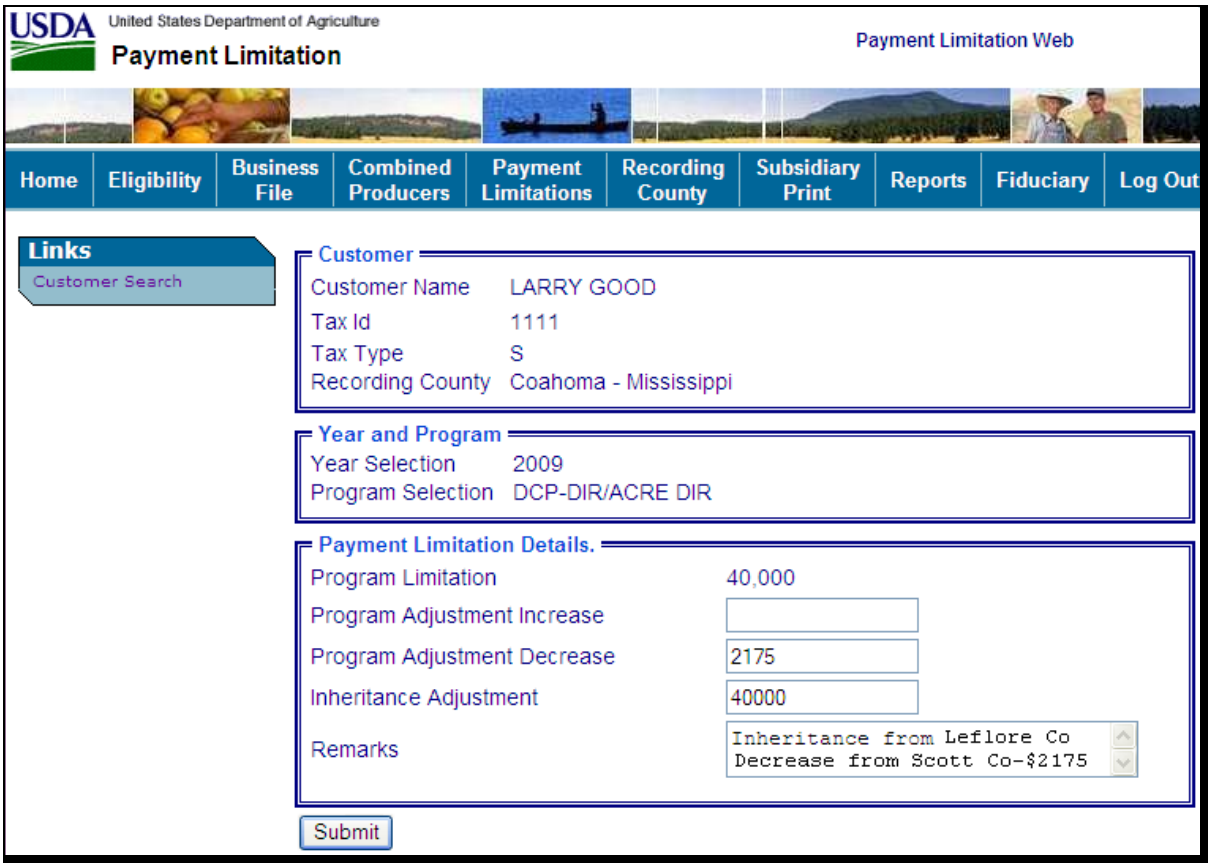
I Fields on Payment Limitation Details Page (Continued)

Section/ Options	Field	Description
Payment Limitation Details (Continued)	Remarks	Free form field that may be used to document details of adjustments. **Caution:** Core PII and/or identity verification PII shall **not** be entered in free form data fields; that is **no** producer names or TIN's.
Submit		Updates producer's payment limitation record with the adjustments entered by the user.

J Completed Payment Limitation Details Page

This is an example of the Payment Limitation Details Page after entering:

- program adjustment decrease
- inheritance adjustment
- remarks.



2 Software (Continued)

K Updated Payment Limitation Adjustments Page

After users enter payment limitation adjustments and CLICK "**Submit**" on the Payment Limitation Details Page, the Updated Payment Limitation Adjustments Page will be displayed.

2 Software (Continued)

L Fields on Updated Payment Limitation Adjustments Page

The Updated Payment Limitation Adjustments Page displays the following information/options. All fields on this page are display **only**.

Section	Fields	Description
Info		Provides informational messages. After payment limitation adjustments are submitted on the Payment Limitation Details Page the following applicable messages will be displayed: • "Program Adjustment Decrease amount has been successfully updated." • "Program Adjustment Increase amount has been successfully updated." • "Inheritance Adjustment amount has been successfully updated."
Customer	Customer Name	Displays selected customer.
	Tax ID	Displays last 4 digits of TIN for the selected customer.
	Tax Type	Displays type of TIN for the selected customer.
	Recording County	Displays county assigned as the selected customer's eligibility recording county.
Program and Year	Year Selection	Displays year selected by the user.
	Program Selection	Displays program name selected by the user.
Updated Payment Limitation Adjustments	Program Limitation	Displays payment limitation for the program and year selected by the user.
	Program Adjustment Increase	Displays program adjustment increase amount entered by the user on the Payment Limitation Details Page.
	Program Adjustment Decrease	Displays program adjustment decrease amount entered by the user on the Payment Limitation Details Page.
	Inheritance Adjustment	Displays inheritance adjustment amount entered by the user on the Payment Limitation Details Page.
	Remarks	Displays the remarks entered by the user on the Payment Limitation Details Page.

Navigation options on the Updated Payment Limitation Adjustments Page are:

- "Customer Search" link allows users to select another customer to update payment limitation adjustments
- "Payment Limitations" tab allows users to return to the producer's Payment Limitation Selection Page.

3 Action

A State Office Action

State Offices shall ensure that County Offices:

- are immediately informed of the contents of this notice
- follow provisions in this notice.

B County Office Action

County Offices shall:

- determine the amount of payment limitation, as follows:
  - program adjustments according to 1-DCP (Rev. 3) or future programs
  - inheritance adjustments according to 4-PL, paragraph 178
- follow procedure in this notice to enter payment limitation adjustments
- enter applicable adjustment before **October 2, 2009**
- if nonrecording county, use CCC-527 to request recording county update payment limitation adjustments.