

**FSA**  
**HANDBOOK**

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Marketing Assistance for Specialty Crops Software

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For State and County Offices

SHORT REFERENCE

2-MASC

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



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**Marketing Assistance for  
Specialty Crops Software  
2-MASC**

**Amendment 1**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reason for Issuance**

This handbook has been issued to provide automation instructions and procedures for administering the Marketing Assistance for Specialty Crops (MASC) program.



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- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
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**Part 1 General Information**

**1 Basic Provisions**

**A Purpose**

This handbook contains instructions for using web-based software to administer Marketing Assistance for Specialty Crops.

**B Authority and Responsibilities**

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in 1-MASC.

**C Related FSA Handbooks**

The following FSA handbooks are related to Pandemic Disaster Assistance Programs.

<b>IF the area of concern is about...</b>	<b>THEN see...</b>
audits and investigations	9-AO.
program appeals	1-APP.
records management	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
common payment provisions	9-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
interest rates	50-FI.
managing FSA and CCC debts	58-FI.
reporting to IRS	62-FI.
receipts, payments, and deposits for NRRS	64-FI.
MASC policy and procedure	1-MASC.
web-based eligibility records	3-PL.
actively engaged determinations	6-PL.
foreign persons provisions	6-PL.
payment eligibility determinations and AGI	6-PL.
receipt for service	1-RFS.

## 2 Responsibilities

### A Background

The responsibilities for MASC functions described in this paragraph are in addition to the responsibilities in 1-MASC.

### B Office Responsibilities

The following table describes the responsibilities of each office for MASC activity.

Office	Responsibilities
PDD	Implements web-based processes to support MASC functions in State and County Offices.  Provides procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide: <ul style="list-style-type: none"> <li>• application training to County Offices</li> <li>• procedural assistance to County Offices on data entry requirements and software operations.</li> </ul>
FPAC Business Center, ISD	Develops software and provides technical assistance to PDD.

## 3 Submitting MASC Issues

### A Overview

County Offices must report issues to their State Office specialist. If the specialist is unable to resolve the issue, they must submit the issue to the FSA Farm Programs Software Issues SharePoint Issue site at [PDD Software Issues SharePoint Site](#).

**Note:** The PDD Software Issue SharePoint site is **only** for State Office specialists and the National Office. County Offices **must not** request access.

### B Providing State Office Access to the PDD Problem SharePoint Site

State Office specialists can request access through the SharePoint site.

## 4-10 (Reserved)



**Part 2 Accessing Software**

**11 Accessing MASC Software**

**A Overview**

MASC functions:

- are within a web-based software
- can only be accessed by FSA employees with Level II eAuthentication certification.

**B Security Roles**

The following are MASC software security roles.

- FSA County Office employees with authorized access will be able to create and modify applications nationwide; however, determinations for applications can only be recorded by employees associated with the applicant’s recording State and county.
- FSA State Office employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- FSA National Office employees with authorized access will have full access to all applications nationwide.

**C Accessing the MASC System**

This table provides steps to access the MASC system.

Step	Action
1	Access the FSA Applications Page at <a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a> .
2	Under “FSA Applications”, “Applications Directory”, CLICK “G-O”.
3	CLICK “MASC – Marketing Assistance for Specialty Crops”.
4	The MASC Home Screen will be displayed.

12-20 (Reserved)



**Part 3 Marketing Assistance for Specialty Crops (MASC)**

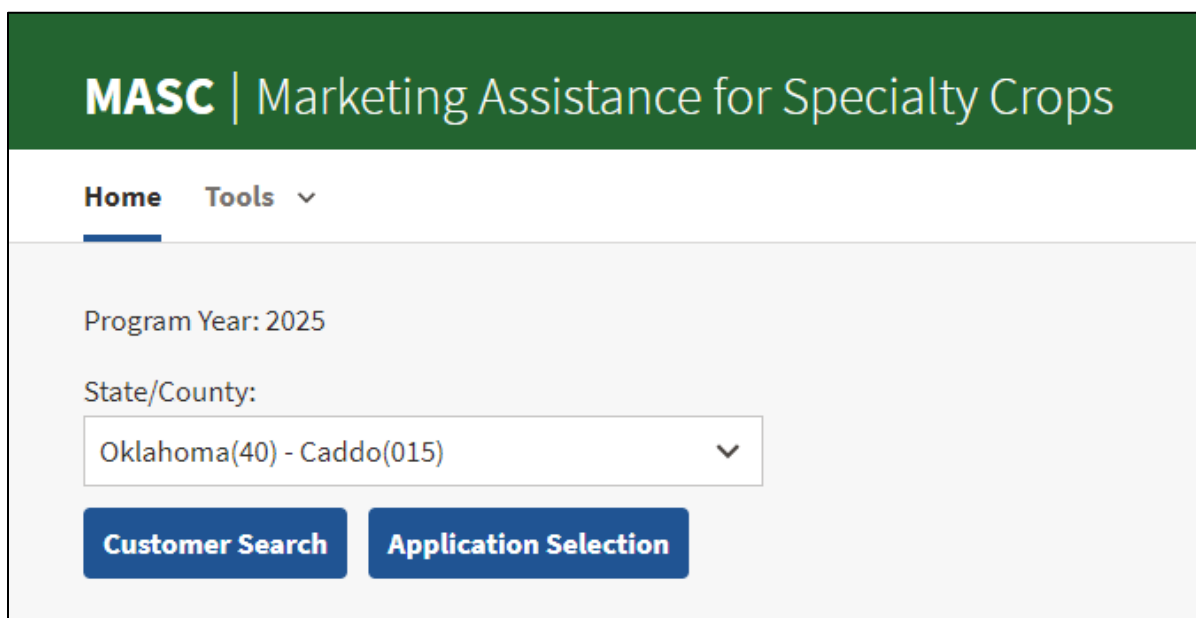
**21 MASC Home Screen**

**A Overview**

The MASC Home Screen allows users to select the applicable State and county. The system will default to the user’s assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State/county code first.

**B Example of MASC Home Screen**

The following is an example of the MASC Home Screen.



**C Field Descriptions and Actions**

The following table provides available options for selecting a producer.

<b>Field/Button</b>	<b>Description/Action</b>
State/County	Select the applicable State/county from the drop-down menu.
Customer Search	Choosing this option will initiate a SCIMS search. Users can select a customer and navigate directly into their application.  <b>Note:</b> Nationwide customer service is available for MASC.
Application Selection	Displays all applications in the selected State and county.  <b>Note:</b> A State and county must be selected before displaying the application selection screen.

22 MASC Application Selection Screen

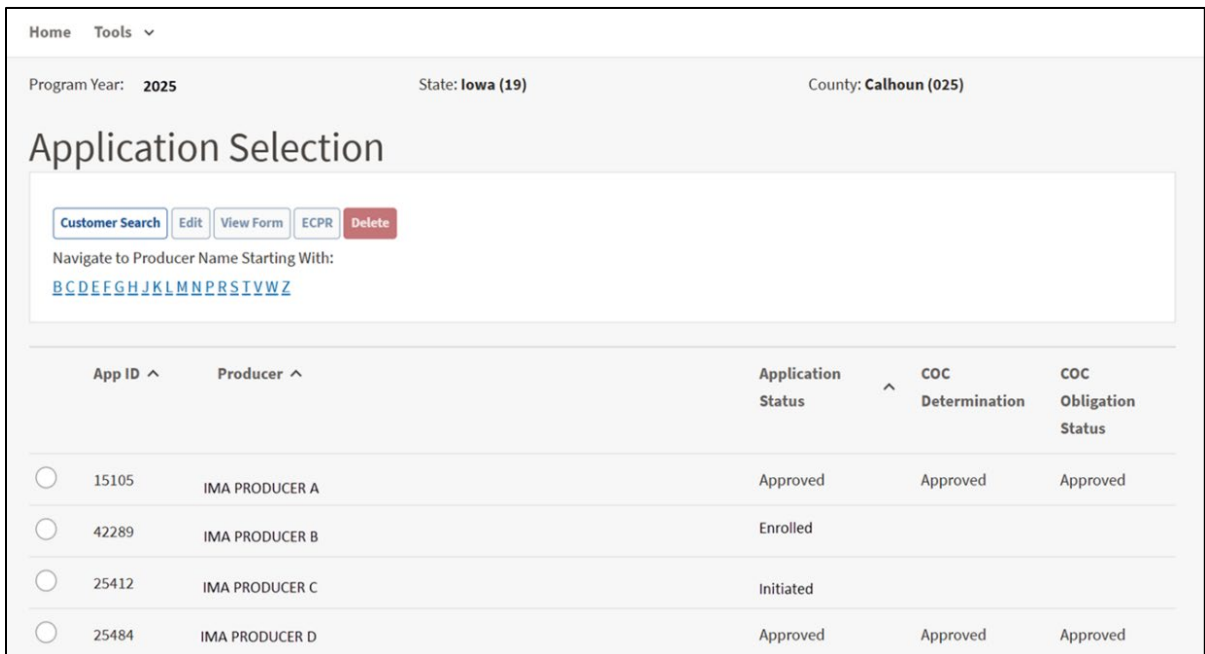
A Overview

The Application Selection Screen displays all applications entered into the system allowing users to add or edit applications.

A State and county must be selected before the Customer Search and Application Selection buttons are enabled.

B Example of Application Selection Screen

The following is an example of the MASC Application Selection Screen.



C Field Descriptions and Actions

The following table provides the fields descriptions and actions for the MASC Application Selection Screen.

Field	Description/Action
Program Year	Displays the program year selected from the Home Screen.
State	Displays the name of the State selected from the Home Screen.
County	Displays the name of the county selected from the Home Screen.

22 MASC Application Selection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
App ID	<p>Displays the system-generated application number for a producer.</p> <p>Users can sort the application number by clicking ▲ to sort high to low or clicking ▼ to sort low to high.</p>	
Producer	<p>Displays the name of the producer.</p> <p>Users can sort the application number by clicking ▲ to sort Z to A or clicking ▼ to sort A to Z.</p>	
Recording State/County	<p>Displays the recording State and county of the producer.</p>	
Application Status	<b>Status</b>	<b>Description</b>
	Initiated	Application has been created and data may have been entered, but producer signatures have not been recorded.
	Enrolled	Application has been created and the producer signature, date, and method of signature have been recorded.
	Approved	The COC determination is “Approved”, and the date has been recorded on the Summary Screen.
	Disapproved	The COC determination is “Disapproved”, and the date has been recorded on the Summary Screen.
	Suspended	The application has been suspended because of a SCIMS merge. County Offices must resolve the SCIMS issue and then contact the State Office specialist for further assistance.
	Pending Obligation	<p>The COC date has been recorded, determination is “Approved”, and an obligation is now pending obligation.</p> <p><b>Note:</b> This status is rare.</p>
	De-obligated	The application has been de-obligated and can only be modified by a national admin user.
	Cancelled	Application has been cancelled.
COC Determination Status	Blank	COC had not acted on the application.
	Approved	COC has approved the application.
	Disapproved	COC has disapproved the application.
COC Obligation Status	Approved	Obligation has been approved and passed to the payment system.
	Failed	Obligation has failed due to insufficient funding.
	Rejected	Rare occurrence. Click on Hyperlink to research.

## 23 MASC Part C-Specialty Crop Sales Screen

### A Overview

The MASC Part C-Sales Screen allows users to enter the total specialty crop sales and any applicable COC adjustments.

### B Example of Sales Screen

The following is an example of the MASC Part C- Sales Screen.

### C Field Descriptions and Actions

The following table provides the fields descriptions and actions for the MASC Part C- Sales Screen .

Field	Description/Action
Program Year	Displays the program year selected from the Home Screen.
State	Displays the name of the State selected from the Home Screen.
County	Displays the name of the county selected from the Home Screen.
Application Status	Displays the application Status
Producer	Displays the name of the producer.
Recording State	Displays the recording State of the producer.
Recording County	Displays the recording county of the producer.
Application ID	Displays the system-generated application number for a producer.
Commodity	Displays the system-generated commodity.
Sales Year	Drop-down from which the user can select the applicable sales year.

23 MASC Part C-Specialty Crop Sales Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Total Specialty Crop Sales	Numeric field for user to record producer certified sales in whole dollars.
Actions	The “Clear” button will remove all data recorded on the application.
Exit	The “Exit” button navigates to the Application Selection Screen without saving any data that has not been previously saved.
Save	The “Save” button saves application data.
Continue	The “Continue” button advances the user to the next screen.
Save and Continue	The “Save and Continue” button saves the application data to the selected applications and navigates to the Summary Screen.

24 MASC Summary Screen

A Overview

The MASC Summary Screen allows users to:

- review the information recorded
- record the producer’s signature date and type
- record the COC/STC determination and action.

B Example of MASC Summary Screen

The following is an example of the MASC Summary Screen.

**PART C – SALES**
**Summary**

Program Year: 2025  
 Producer: **Farmer, Jane**

State: **Alabama (01)**  
 Recording State: **Alabama (01)**

County: **Autauga (001)**  
 Recording County: **Chilton (021)**

Application Status: **Initiated**  
 Application ID: 1

**SALES**

Commodity	Sales Year	Total Specialty Crop Sales
Specialty Crops	2024	\$45,000
<span style="background-color: #f8d7da; padding: 2px;">COC USE ONLY</span>		

**PRODUCER CERTIFICATION**

Producer Signature Date(MM/DD/YYYY)

📅 TODAY

Producer Signature Type

**COC DETERMINATION**

Original Approval Date(MM/DD/YYYY)	Date(MM/DD/YYYY)	Determination
<input style="width: 100%;" type="text" value="MM/DD/YYYY"/> <span style="font-size: x-small;">📅</span>	<input style="width: 100%;" type="text" value="MM/DD/YYYY"/> <span style="font-size: x-small;">📅</span>	COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

2 of 2 Steps

Exit
Back
Save and Continue

## 24 MASC Summary Screen (Continued)

## C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the MASC Summary Screen.

Field	Description/Actions
<b>Producer Certification</b>	
Producer Signature Date (MM/DD/YYYY)	Enter the date the applicant signed FSA-1140.  Users can manually enter the date or use one of the available calendar widgets to populate the date.  <b>Note:</b> The “Today” calendar widget populates the current date.
Producer Signature Type	Select the method the applicant used to submit the application from the drop-down menu.
<b>COC/STC Determination</b>	
Date (MM/DD/YYYY)	Enter the date COC or designated representative signed FSA-1140.  Users can manually enter the date or use one of the available calendar widgets to populate the date.  <b>Note:</b> The “Today” calendar widget populates the current date.
COC/STC Determination Status	Select the “Approve” or “Disapprove” check box.
Original COC/STC Determination Date	If the application has been acted on previously, the original determination date will be displayed.

## 25 MASC Application Results Screen

## A Overview

After application data has been recorded or modified and saved, the MASC Applications Results Screen is displayed with the current application status.



25 MASC Application Results Screen (Continued)

**B Example of MASC Application Results Screen**

The following is an example of the MASC Application Results Screen.

Program Year: 2025	State: Alabama (01)	County: Chilton (021)	Application Status: Enrolled
Producer: Farmer, Jane	Recording State: Alabama (01)	Recording County: Chilton (021)	Application ID: 1
<b>Application status successfully updated to Enrolled for Farmer, Jane</b>			
<input type="checkbox"/> Receipt For Service-RECEIVED from producer (FSA-1140)			
<input type="checkbox"/> Receipt For Service-PROVIDED to producer (FSA-1140)			
<a href="#">Application Selection</a> <a href="#">Customer Search</a> <a href="#">View Form</a> <a href="#">Generate RFS</a>			

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the MASC Application Results Screen.

Field	Description Actions
Program Year	Displays the program year.
State	Displays the State in which the application was created.
County	Displays the county in which the application was created.
Application Status	Displays the application status.
Producer	Displays the applicant name.
Recording State	Displays the applicant recording State.
Recording County	Displays the applicant recording county.
Application ID	Displays the system generated application ID.
Message	Displays the results of submitting the application.
Application Selection	CLICK to navigate to the Application Screen.
Customer Search	CLICK to the SCIMS Search Screen to select a different applicant.
View Form	Displays FSA-1140.
Generate RFS	Generates a Receipt for Service.
ECPR	Displays the applicant's ECPR.

26-40 (Reserved)



Part 4 Common Functions

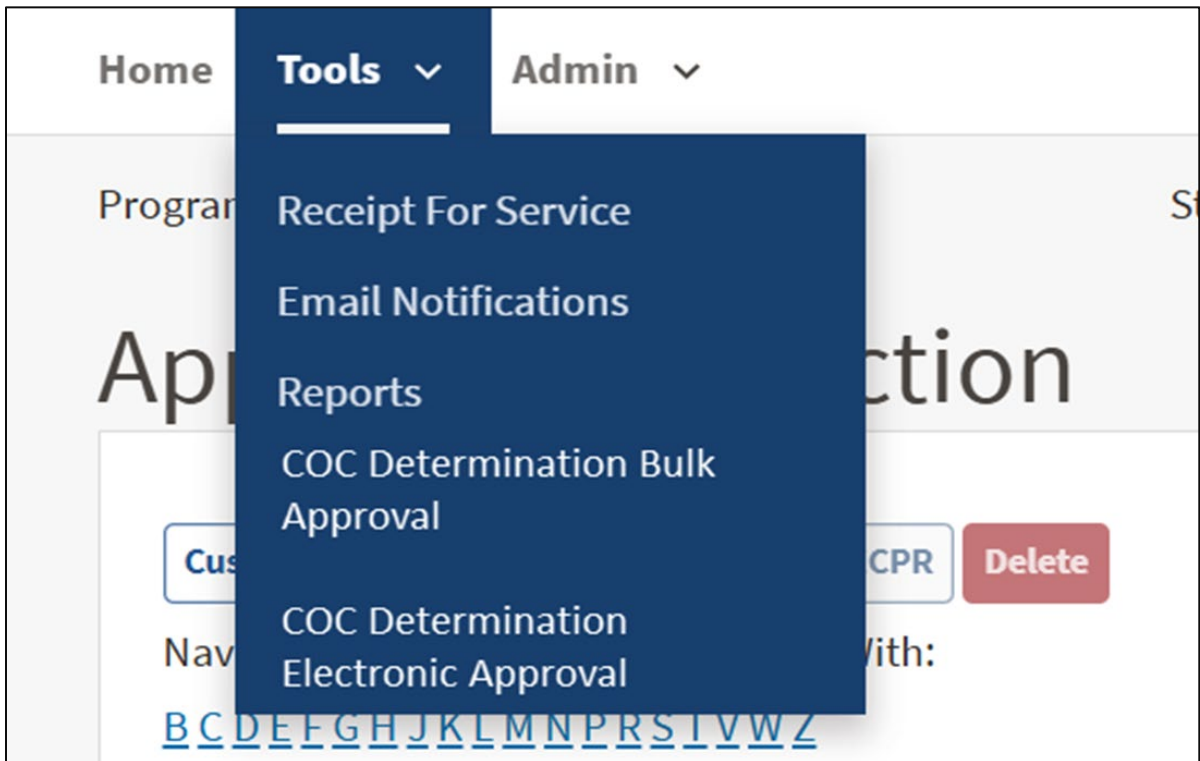
41 Tools Header

A Overview

The Tools Header from the top navigation allows users to perform a variety of functions.

B Example of Options from Tools Header

The following is an example of the options from the Tools Header.



41 Tools Header (Continued)

C Available Links and Descriptions

The following table provides the available links from the Tools Header.

Link	Description
Receipt For Service	This link will navigate to the Receipt for Service website for a user to create a receipt for service.  Follow 1-RFS for further instructions.
E-mail Notifications	This link will navigate to the Business Notification Admin website which allows users to create, edit, or manage e-mail notifications.
Reports	This link will navigate to the Reports section for the applicable program.  Follow Part 4 for further instructions.
COC Determination Bulk Approval	This link will navigate to the COC Determination Bulk Approval/Disapproval Screen.  Follow Part 15 for further instructions.
COC Determination Electronic Approval	This link will navigate to the COC Determination Bulk Electronic Approval/Disapproval Screen.  Follow Part 16 for further instructions.

42 Receipt for Service

A Overview

1-RFS provides policy for RFS and should be documented using RFS Receipt for Service.

**Note:** RFS-Receipt for Service training materials can be found on the DAFP Internet site.

B Action

Access the RFS application according to the following table.

Step	Action
1	Access FSA Applications at <a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a> .
2	Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”.
3	CLICK “RFS – Receipt for Service”.

43 E-mail Notifications

A Overview

Automated e-mail notifications will be generated by the system when an application is created or modified by a nonrecording county user.

County Office users who receive automated e-mail notifications must take the appropriate action on the applicable application.

B Notifications

The following table describes the e-mail notification County Offices will receive and the reason.

Notification	Reason
Jane Doe has created application 12 for John Farmer in Lyon County, Kansas.	Jane Doe, who is not from the producer’s recording county, has created an application for John Farmer.
Jane Doe has modified application 12 for John Farmer in Lyon County, Kansas.	Jane Doe, who is not from the producer’s recording county, has modified John Farmer’s application.

C Managing E-mail Notifications

Users can choose which e-mail notifications they want to receive by selecting “Email Notifications” from the Tools Header. The Business Notification Admin Screen will display.

More information on how to manage e-mail notifications can be found at [Email Notifications](#).

44 Bulk COC Approval/Disapproval

A Overview

The Bulk COC Approval/Disapproval Screen:

- allows users to approve 1 or multiple applications at 1 time.
- can only be used when a COC determination has been physically signed on the form.

Users can select:

- all applications listed
- individual applications listed.

**Note:** Applications that do not have a producer’s signature recorded will not display on the Bulk COC Approval/Disapproval Screen.

To access the Bulk COC Approval/Disapproval Screen, select from the MASC header:

- “Tools”
- “COC Determination Bulk Approval”.

B Example of Bulk COC Approval/Disapproval Screen

Following is an example of the Bulk COC Approval/Disapproval Screen.

The screenshot shows a web interface for Bulk COC Approval/Disapproval. At the top, it displays 'Program Year: 2020', 'State: Oklahoma (40)', and 'County: Cimarron (025)'. The main heading is 'Bulk COC Approval/Disapproval'. Below this, there is a 'COC Determination Date(MM/DD/YYYY)' field with a calendar icon. A table lists applications with columns for 'Application ID', 'Producer', and actions. Two applications are shown: '49 ABC FARMS' and '55 FARMER, JOE'. Each application has a 'View Form' link and 'Approve' and 'Disapprove' checkboxes. At the bottom, there are 'Exit' and 'Save and Continue' buttons.

Application ID	Producer	View Form	Approve	Disapprove
49	ABC FARMS	<a href="#">View Form</a>	<input type="checkbox"/>	<input type="checkbox"/>
55	FARMER, JOE	<a href="#">View Form</a>	<input type="checkbox"/>	<input type="checkbox"/>

44 Bulk COC Approval/Disapproval (Continued)

C Field Descriptions and Actions

The following table provides the descriptions and actions for the Bulk COC Approval/Disapproval Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the Home Screen.
County	Displays the selected county name and code from the Home Screen.
COC Determination Date	<p>Allows the user to record a COC Determination Date to apply to the selected applications.</p> <p>Users may manually enter a date or use 1 of the available calendar widgets to populate the date.</p> <p><b>Note:</b> The “Today” widget to the right of the calendar widget populates the current system date.</p>
Application ID	Displays the system generated application number.
Producer	Displays the producer’s name.
View Form	This link will display the completed form.
Approve All	This link automatically selects the “Approve” check box next to all applications.
Disapprove All	This link automatically selects the “Disapprove” check box next to all applications.
Approve	Checking this box designates the applicable application to be approved upon clicking “Save and Continue”.
Disapprove	Checking this box designates the applicable application to be disapproved upon clicking “Save and Continue”.
Exit	The “Exit” button navigates to the Application Selection Screen, without saving any data that has not been previously saved.
Save and Continue	The “Save and Continue” button saves the COC determination data to the selected applications and navigates to the Application Selection Screen.

## 45 COC Determination Electronic Approval

### A Overview

Electronic approval allows authorized users who have been delegated authority by COC to approve applications electronically instead of using a physical signature.

**Warning:** All County Office employees have access to the electronic approval process, but this process should only be used by employees with delegated approval authority according to 1-MASC. Written signatures documenting COC approval are not required if this option is taken.

The approving official’s name will print in the “COC or Designee Signature” block on FSA-1140 and the system date will be entered for the approval date.

**Note:** Applications without a producer’s signature date recorded will not display on the Electronic Approval Screen.

To access the Electronic COC/STC Determination Screen, from the MASC header, select:

- “Tools”
- “Electronic COC/STC Determination”.

### B Example of Bulk Electronic Approval/Disapproval Screen

The following is an example of the Bulk Electronic Approval/Disapproval Screen.

The screenshot shows a web interface for 'Bulk Electronic Approval/Disapproval'. At the top, it displays 'Program Year: 2020', 'State: Oklahoma (40)', and 'County: Cimarron (025)'. Below this is a date selector for 'COC Determination Date(MM/DD/YYYY)' set to '07/16/2021'. The main content is a table with columns for 'Application ID', 'Producer', and actions. There are two rows of data: one for 'ABC FARMS' (Application ID 49) and one for 'FARMER, JOE' (Application ID 55). Each row has a 'View Form' link and radio buttons for 'Approve' and 'Disapprove'. At the bottom right, there are 'Exit' and 'Save and Continue' buttons. A 'Return to top' link is at the bottom left.

Application ID	Producer	Approve All	Disapprove All
49	ABC FARMS	<a href="#">View Form</a>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
55	FARMER, JOE	<a href="#">View Form</a>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove



45 COC Determination Electronic Approval (Continued)

C Field Descriptions and Actions

The following table provides the descriptions and actions for the Bulk Electronic Approval/Disapproval Screen.

Field/Button	Description/Action
Program Year	Displays the program year.
State	Displays the selected State name and code from the Home Screen.
County	Displays the selected county name and code from the Home Screen.
COC Determination Date	Displays the current date and cannot be changed.
Application ID	Displays the system generated application number.
Producer	Displays the producer's name.
View Form	This link will display the completed form.
Approve All	This link automatically selects the "Approve" check box next to all applications.
Disapprove All	This link automatically selects the "Disapprove" check box next to all applications.
Approve	Checking this box designates the applicable application to be approved upon clicking "Save and Continue".
Disapprove	Checking this box designates the applicable application to be disapproved upon clicking "Save and Continue".
Exit	The "Exit" button navigates to the Application Selection Screen without saving data that has not been previously saved.
Save and Continue	The "Save and Continue" button saves the COC determination data to the selected applications and navigates to the Application Selection Screen.

46-60 (Reserved)



## Part 5 Reports

### 61 Application Reports

#### A Overview

MASC application reports are available through the “Tools” drop-down list on the MASC Home Screen.

Reports can be generated in either HTML or CSV formats.

#### B Example of Report Selection Screen

The following is an example of the MASC Report Selection Screen.

**MASC Report Selection**

Program Year: 2025      Recording State: Alabama(01)      Recording County: Chilton(021)

Start Date: mm/dd/yyyy      End Date: mm/dd/yyyy

**Note: Start and End dates, if entered, are based on the date the application was created in the system.**

Report Format:  CSV  HTML

Application Status Report

**Note: Select at least one or more statuses to run the Application Status Report.**

Application Status: All  Initiated  Enrolled  Approved  Disapproved  Pending Obligation  Suspended  De-Obligated

Complete Data Report (CSV Only)

Approved Obligation Report

Failed or Rejected Obligation Report

Application Selection      Create Report

61 Application Reports (Continued)

C Field Descriptions and Actions

The following table provides the reports and descriptions available to all users.

Field/Report	Description
Program Year	Displays the program year.
State	Displays the State selected on the Home Screen. Users can change the selected State from the down-down menu.
County	Displays the county selected from the Home Screen. If the State is changed, the user will be required to select the applicable county.
Start Date	Enter the start date for the report. Leave blank for all date ranges.
End Date	Enter the end date for the report. Leave blank if for all date ranges.
Application Status Report	This report captures general information for the application.  <b>Note:</b> Users must select 1 or more statuses before clicking “Create Report”.
Complete Data Report	This report captures all application details.
Approved Obligation Report	This report captures the obligation information for approved applications.
Failed or Rejected Obligation Report	This report captures failed and or rejected obligations for approved applications.
Application Selection	Clicking this button navigates to the Application Selection Screen.
Create Report	Clicking this button generates the selected report for the selected State/county and filter dates, if applicable.

62-70 (Reserved)

## Part 6 Payment Provisions

### 71 General Payment Provisions

#### A Overview

The MASC payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

#### B Frequency of Payment Processing

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the MASC system during the day for the producer or supporting system information.

All payments on the Nonpayment Report are processed once a week to ensure that all payment eligibility updates have been applied to the reduced payment amount.

#### C Obtaining FSA-325

FSA-325 must be completed according to 1-CM by individuals or entities requesting payment **earned** by a producer who is deceased, disappeared, or declared incompetent after applying for benefits. Payment must be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If FSA-1140 has been filed by the producer, a revised FSA-1140 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

#### D Administrative Offset

MASC payments are subject to administrative offset provisions, including TOP services.

#### E Assignments

An applicant entitled to a MASC payment may assign payments according to 63-FI.

**71 General Payment Provisions (Continued)****F Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting MASC benefits.

Contact the OGC Regional Attorney for guidance on issuing MASC payments on all bankruptcy cases.

**G Payments Less Than \$1**

MASC payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

**H Payment Due Date**

61-FI provides general guidance for determining payment due dates for various programs. The MASC payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices will manually determine the payment due date by determining the later of the following:

- date producer signed FSA-1140
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-941
  - CCC-942
  - CCC-902
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment after a program factor is determined.

**I Prompt Payment Interest**

Prompt Payment Act provisions do not apply to MASC payments.

**71 General Payment Provisions (Continued)**

**J Funds Control Process**

The funds for MASC payments will be controlled at the national level. If adequate funds are not available or there is an issue with the payment obligation, those producers meeting either condition will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payments System.

Funding for payments is established as follows:

<b>Program</b>	<b>Program Code</b>	<b>Accounting Code</b>
Marketing Assistance for Specialty Crops	25MASC	2944

**K Sequestering MASC**

MASC payments are not subject to sequestration.

**72 Payment Limitation and Eligibility**

**A Payment Limitation Amount**

The total amount of MASC payments that a person or legal entity (excluding general partnerships and joint operations) may receive is \$125,000 with all payment limitation being applied during Direct Attribution.

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all MASC payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

72 Payment Limitation and Eligibility (Continued)

**B Eligibility Values**

The following table identifies web-based eligibility determinations applicable to CFAP 2 and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination/Certification	Value	Eligible for MASC Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
AGI  <b>Note:</b> See 5-PL for additional information about AGI determinations.	Not Filed	No	1/ If an IRS determination has:  • <b>not</b> been returned, then the payment process will use the producer certification value  • been returned, then the payment process will use the IRS returned value.  2/ If the IRS value is <b>not</b> processed, then the payment process will use the producer certification value.
	Filed CCC-941	Yes 1/	
	Exempt	Yes	
	Not Met - Producer	No	
	Not Processed	2/	
	Compliant - Producer	Yes	
	Compliant - Less than 3 years	Yes	
	Not Compliant	No	
	Failed Verification	No	



72 Payment Limitation and Eligibility (Continued)

**B Eligibility Values (Continued)**

<b>Eligibility Determination/Certification</b>	<b>Value</b>	<b>Eligible for MASC Payment</b>	<b>Exceptions</b>
Adjusted Gross Income – 75% Rule  <b>Note:</b> This provision applies to producers certifying that they don't meet the AGI \$900,000 provision.	Producer Certifies at least 75% of their average adjusted gross income was derived from farming, ranching or forestry?	Yes	
		No	
	Date documentation filed by producer.		
Conservation Compliance – Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

**C Eligibility Conditions Priority**

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report. The following table displays the priority of conditions.

<b>Priority</b>	<b>Condition</b>
1	Conservation Compliance
2	Controlled Substance
3	AD-1026

73 Payment Processing

**A Supporting Files for Integrated Payment Processing**

The MASC payment process is an integrated processes that uses a wide range of information and other program determinations and values to determine whether a payment should be issued, the amount of gross payment, reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** of the following.

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
Application Data	The information is used to compute the MASC payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year for which the application was filed.	Subsidiary Eligibility System
General Name and Address Information	Used to determine the producer’s business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year the application was filed. <ul style="list-style-type: none"> <li>• members and member’s share of the following:                             <ul style="list-style-type: none"> <li>• general partnerships</li> <li>• joint ventures</li> <li>• entities.</li> </ul> </li> </ul>	Business File
Combined Producer Information	Used to determine whether producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> <li>• Calculated payment information is provided to NPS.</li> <li>• Determined overpayment amount may be provided to NRRS.</li> </ul>	NPS or NRRS

73 **Payment Processing (Continued)**

**B Prerequisites for Payments**

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	Application has been approved and the approval date has been recorded in the system.
2	Application is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
4	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed.

## 74 Computing Payments

### A Overview

The MASC payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
  - gross payment amount
  - reduction amounts
  - net payment amount
  - overpayment amount.

The following table describes the high-level system processing sequence to calculate MASC payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the producer.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each producer: <ul style="list-style-type: none"> <li>• gross payment amount</li> <li>• highest priority reason, if producer is ineligible because of subsidiary eligibility provisions.</li> </ul>
7	Direct attribution will determine the following: <ul style="list-style-type: none"> <li>• reduction amounts</li> <li>• payment limitation availability</li> <li>• net payment or overpayment amount</li> <li>• reasons for nonpayments or overpayments.</li> </ul>
8	Provide the payment amount to NPS or update the producer and overpayment amount to the Pending Overpayment Report.
9	Payment, nonpayment, and overpayment information is available in the Common Payment Reports system. See 9-CM, Part 5 for information about the Common Payment Reports.

74 **Computing Payments (Continued)**

**B Triggering Payments**

Payment will be triggered through events that occur throughout the system. Calculations and determinations will occur during the evening and nighttime hours without user intervention. The following table provides trigger types and descriptions.

Trigger Type	Description
Initial	<p>After release of the payment software, a process will automatically run to determine if the MASC Application is approved. This will initiate the process described in subparagraph A and does <b>not</b> require any County Office user interaction.</p> <p>Payments will be sent to NPS for certification and signature.</p> <p>Reduced payments will be listed on the Nonpayment Report.</p>
Primary	<p>Once the initial payments are triggered, subsequent payments will be initiated when County Office users re-approve MASC applications. Entering the COC approval date(s) initiates the payment process.</p>
Secondary	<p>Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.</p>
Tertiary	<p>The payment system will periodically recalculate all payments.</p>

75 **Canceling Payments**

**A Overview**

After payment processing has been completed, County Offices must review the Payment History Report in CPR or the NPS payment worklist to ensure that the correct payments have been generated. The user will complete the following if an error is determined:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

**Notes:** User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

76 **Overpayments**

**A Overview**

Overpayments will be determined during the MASC payment process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

**B Determined Overpayments**

The system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

**C Handling Debts Less Than \$100**

County Offices must follow 58-FI for handling receivables less than \$100.

**D Debt Basis Codes**

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following table displays the debt basis codes used for MASC overpayments.

<b>IF the reason the payment entity/member is overpaid is because of...</b>	<b>THEN the discovery/debt basis reason is...</b>
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

## 76 Overpayments (Continued)

**E Charging Interest**

Interest accrues on receivables from the date of disbursement if COC determines the producer is ineligible because of the following reasons:

- producer provided information on FSA-1140 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any fact affecting a payment eligibility determination, including the following:
  - violation of conservation compliance provisions
  - violation of controlled substance provisions
- producer adopted a scheme or device that tended to defeat the purposes of MASC.

Interest will not accrue from the date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid
- National, State, or County Office error
- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

**Notes:** Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should accrue from the date of disbursement:

- County Offices must contact their State Office for assistance
- State Offices must contact accounting for guidance.

76 **Overpayments (Continued)**

**F Overpayment Due Dates**

Overpayments can occur for many reasons and County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due dates.

<b>Time of Determination</b>	<b>Situation</b>	<b>Overpayment Due Date</b>
Any time	Payment was issued to the wrong producer.	Immediately
After an entry affecting the payment amount is changed on FSA-1140.	Payment was issued and later something occurred that changed the MASC payment.	
After producer misrepresentation is determined.	Producer received a MASC payment and COC determines that the producer misrepresented their interest.	
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changed that makes the producer ineligible for payment.	
Anytime FSA-1140 is disapproved.	FSA-1140 was disapproved after payments were issued to the producer.	



**Reports, Forms, Abbreviations, and Delegations of Authority**

**Reports**

None.

**Forms**

This table lists all forms referenced in this handbook.

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
FSA-1140	Marketing Assistance for Specialty Crops (MASC) Application		24, 25, 71, 76

**Abbreviations Not Listed in 1-CM**

This table lists all abbreviations not listed in 1-CM.

<b>Approved Abbreviations</b>	<b>Term</b>	<b>Reference</b>
MASC	Marketing Assistance for Specialty Crops	Text
PDD	Program Delivery Division	1, 2, 3
SND	Safety Net Division	1

**Delegations of Authority**

COC may redelegate authority to approve applications in routine cases. Redlegation must be documented in COC minutes.



## Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

Title	Reference
Bulk COC Approval/Disapproval Screen	44
Bulk Electronic Approval/Disapproval Screen	45
FSA Applications Page	11
MASC Applications Results Screen	24
MASC Application Selection Screen	22
MASC Home Screen	11, 21, 61
MASC Part C-Specialty Crop Sales Commodity Screen	23
MASC Summary Screen	24
Report Selection Screen	61
Tools Header Screen	41, 43

