

## **Instructions for CCC-916**

### ***2020 SEAFOOD TRADE RELIEF PROGRAM (STRP) APPLICATION***

**Applicants will need to complete CCC-916 to apply for a STRP program benefits.**

**Applicants may submit the CCC-916 by any of the following methods:**

- **In person**
- **Email**
- **FAX**
- **Mail**
- **Electronically using Box and OneSpan on [www.farmers.gov/mydocs](http://www.farmers.gov/mydocs).**

**Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided that (1) the customer submitting the form is the only person required to sign the transaction, or (2) the customer has an approved Power of Attorney (Form FSA-211) on file with USDA to sign for other customers for the program and type of transaction represented by this form.**

**Features for transmitting the form electronically using Box or OneSpan requires customers to first verify their current email address and phone number on file with their local USDA Service Center.**

- **For Box**, USDA Service Center staff will initiate a Box email to your inbox with instructions for creating a username and password. You will be able to use this account to view any document awaiting your action. You can download the document from Box, print the document, manually sign, scan, and upload back to Box to ensure secure document sharing. Box also enables customers to share large files with USDA Service Center staff.
- **For OneSpan**, USDA Service Center staff will initiate a OneSpan email to your inbox with instructions for two-factor authentication to verify identity. This can be done either through a verification code sent to your mobile device or a question and answer option. Following identity verification, you will have access to view any documents awaiting your action. OneSpan will enable you to electronically sign documents and will automatically share documents you've signed with Service Center staff via your smart phone, tablet, or computer. Customers with multiple documents awaiting action can sign up to 10 documents in one session.

Both Box and OneSpan perform most effectively in Chrome.

***Applicants must complete Part B, Part C, and Part D.***

***FSA employees will complete fields noted as “For CCC Use Only”.***

<b>Item No./Field Name</b>	<b>Instruction</b>
1 Application Number	Application number will be assigned by the automated system.

***Part A – Recording County Office (COC Use Only)***

2A Recording State and County Office Name	Enter the Recording State and County name.
2B Recording County Office Address (Include Zip Code)	Enter the Recording County office address including the Zip Code.
2C Recording County Office Telephone Number (Include Area Code)	Enter the recording county office telephone number including the Area Code.
2D Recording County Office Fax Number (Include Area Code)	Enter the recording county office fax number including the Area Code.

***Part B - Applicant Information***

3A Name	Enter your full name or the name of the business entity applying for 2020 Seafood Trade Relief Program benefits. Applicant must be an active commercial fisherman with a federal or state license to catch and sell seafood.
3B Address	Enter the full address including Zip Code of the individual or business entity.
3C Contact Person’s Name	Enter the contact person’s name or the name of the authorized representative.
3D Contact Person’s Telephone Number (Include Area Code)	Enter the contact person’s telephone number including the area code.

Item No./Field Name	Instruction
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**Part C – Seafood Production (Commercial Seafood Production From January 1, 2019 to December 31, 2019)**

4 Seafood Type	Enter the seafood type you are requesting an STRP payment. A separate line entry is needed for each type of seafood.
5 Unit of Measure	Unit of measure for seafood is <b>Pounds (LBS)</b> .
6 Actual Production (Ownership Share)	<p>Enter the net quantity of the <b>applicant’s share</b> of the <b>total</b> production of caught and sold seafood from January 1, 2019 through December 31, 2019, for the selected seafood type.</p> <p><b>For example:</b> Members of an informal joint venture have a share interest of 50 percent each on 5,000 pounds of harvested lobster. Each member will complete a separate CCC-916 and enter 2,500 (pounds) in Item 6 to represent their share of the total production.)</p>
7 Adjusted Production <b>COC Use Only</b>	COC representative will enter adjusted total production if the quantity is determined to be unreasonable or inaccurate, or it is adjusted to reflect the actual production based upon submitted production evidence.

**Part D – Applicant Certification**

8A Applicant’s Signature	<p>After reading the certification statement, the person applying for STFP benefits <b>must</b> sign and date items 8 A , 8 B and 8 C. The signature indicates the applicant has reviewed and agrees to the conditions listed as follows:</p> <ol style="list-style-type: none"> <li>1) to comply with all terms and conditions associated with STRP as stated in the notice of funds availability</li> <li>2) will maintain and provide verifiable and reliable production evidence upon request</li> <li>3) within 60-days of signing the CCC-916 to complete and submit forms: <ul style="list-style-type: none"> <li>• CCC-902, Farm Operating Plan for Payment Eligibility (<b>Note:</b> only Parts A and B are required)</li> <li>• CCC-901, Member’s Information (if applicable, such as for corporations, general partnerships, trusts, etc.)</li> <li>• CCC-941, Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information</li> <li>• CCC-942, Certification of Income from Farming Ranching and Forestry Operation (optional, if the applicant certifies</li> </ul> </li> </ol>
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<b>Item No./Field Name</b>	<b>Instruction</b>
	<p>75 percent or more of the adjusted gross income is derived from farming, ranching, forestry, seafood production, or related activities; this is only required if the applicant certifies on the CCC-941 their AGI exceeds \$900,000)</p> <p>4) Failure by an individual, entity, or member of an entity to timely submit all information required may result in no payment or a reduced payment.</p> <p>There will be one form per individual, joint operation, or legal entity.</p> <p>If you are mailing or faxing this form, print the form, and manually enter your signature. If you have established credentials with USDA to submit forms electronically through <a href="http://www.farmers.gov/mydocs">www.farmers.gov/mydocs</a> Box and OneSpan, your transmission is certification you have reviewed and agree to the conditions listed, use the buttons provided for transmitting the form to the USDA servicing office.</p>
8B Title/Relationship of Individual Signing in the Representative Capacity	If the individual identified in item 2 A signs this document, this field should be left blank. If an authorized representative for the individual or business entity identified in Part A signs this document, use this field to show the individual’s representative capacity. For example, “agent” or “attorney-in-fact”.
8C Date	Applicant enters the date the CCC-916 is signed in Item 8A.

***Part E – COC Determination (COC Use Only)***

9A Signature of COC Representative <b>(COC USE ONLY)</b>	Enter the COC or designee signature next to the selected commodity designated for payment
9B Title/Position of COC Representative <b>(COC USE ONLY)</b>	Enter Title/position of the of the individual signing in a COC representative capacity.
9C	Enter the date the COC or designee signed Item 9A.

Item No./Field Name	Instruction
Date (COC USE ONLY)	
10 Action (COC USE ONLY)	<p>Check either “<b>Approved</b>” or “<b>Disapproved</b>” after Part C and Part D have been completed by the producer.</p> <p><b>Important:</b> CCC-916 will be approved or disapproved as certified by the producer after applicable COC adjusted fields are completed.</p>