FSA
HANDBOOK

CMA, DMA, and LSA Common Loan and LDP Procedures

For State and County Offices, CMA's, DMA's, and LSA's

SHORT REFERENCE

1-CMA
(Revision 1)

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

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Farm Service Agency
Washington, DC 20250

CMA, DMA, and LSA Common Loan and LDP Procedures 1-CMA (Revision 1)	Amendment 4

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 106 F has been amended to provide current policy on screening applicants for DCIA compliance.

Paragraph 107 has been added to provide further guidance on administering DCIA policy.

Subparagraph 202 D has been amended to add a numeric FTP address.

Paragraph 205 has been added to provide policy for CMA's to deal with the adverse effects of certain USDA system failures.

Subparagraph 252 E has been amended to change field 51 to a filler field.

Paragraph 327 has been withdrawn because field 51 is no longer applicable.

Subparagraph 555 B has been amended to add further reporting deadlines for Section 1614 of the Farm Security and Rural Investment Act of 2002.

Subparagraph 555 F has been amended to clarify the format for fields 6 and 7.

Subparagraph 555 I has been amended to correct the alpha program code applicable to commodity certificate exchange gains.

Exhibit 6 has been amended to provide current CMA, DMA, and LSA contact data.

Amendment Transmittal (Continued)

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Part 1 Basic Provisions

1 Overview

A Introduction

This handbook provides:

- the terms and conditions that:
  - a cooperative must meet to obtain and maintain CMA status
  - CMA must meet to obtain loans and LDP's for any eligible commodity for which a loan and LDP program is in effect from CCC for its members
- CMA eligibility and PLM process procedures and instructions to CMA's, DMA's, LSA's, KCAO, and State and County Offices.

B Handbook Purpose

This handbook provides procedures and requirements for:

- cooperatives to obtain and maintain CMA status
- State and County Offices concerning CMA's
- CMA's, DMA's, LSA's, State and County Offices, and KCAO to follow when communicating loan and LDP data
- CMA service County Offices and their State Offices concerning servicing CMA loans and LDP's
- CMA's, DMA's, and LSA's to follow when monitoring the eligibility and PLM of their producers.

These procedures and requirements apply to:

- CMA's, according to Part 2, participating in the loan and LDP program for their members

  Note: See Exhibit 6 for a list of CMA's and authorized commodities by CMA.

- LSA's, according to 22-CN, providing cotton loan and LDP services to producers.

  Note: See Exhibit 6 for a list of LSA's.

2 Authority and Related References

A Sources of Authority

Authority for the requirements in this handbook are in:

- 7 CFR Parts 1421, 1425, and 1427
- CCC-Cotton G
- CCC-912
- Federal Agriculture Improvement and Reform Act of 1996, Pub. L. 104-127
- Agricultural Act of 1949, Pub. L. 81-439
- CCC Charter Act, Pub. L. 80-806
- Farm Security and Rural Investment Act of 2002, Pub. L. 107-171.

B Related Handbooks for CMA's, DMA's, and LSA's

CMA's, DMA's, and LSA's should have the following handbooks related to CMA and LSA programs:

- 7-CN for basic cotton loan program requirements
- 21-CN for cotton CMA and LSA ACRS requirements
- 22-CN for loan and LDP program approval requirements for LSA's.

C Related Handbooks for County Offices

The following handbooks are related to CMA and LSA programs for County Offices:

- 25-AS for filing instructions
- 1-CM for signature and authorization requirements
- 7-CN for basic cotton loan program requirements
- 1-FI for CCC-184 procedures
- 3-FI for depositing remittances
- 50-FI for CCC interest rates
- 58-FI for payment priority procedures when offsets are applicable
- 2-LP Grains and Oilseeds for basic grain and oilseed program requirements
- 2-LP Rice for basic rice program requirements
- 8-LP for loan and LDP servicing procedures
- 12-PS for automated transactions for grains and oilseeds.

3 Responsibilities

A Introduction

This paragraph contains responsibilities in administering CCC loan and LDP activities.

B Executive Vice President, CCC Responsibilities

Executive Vice President, CCC or designee shall:

- determine policy and program provisions
- make determinations on program questions
- revise or rescind incorrect determinations made by designees.

C DAFP Responsibilities

DAFP shall provide general direction and supervision of the requirements in this handbook.

D PSD Responsibilities

PSD shall:

- notify State Offices of new CMA's, DMA's, and LSA's
- notify State Offices and CMA service County Offices of changes or restrictions to a CMA's approval status
- administer the requirements in this handbook
- provide program policy and procedures to CMA's, DMA's, LSA's, KCAO, and State and County Offices
- perform administrative field reviews of CMA and LSA operations
- approve, in a timely manner, KCAO's release of data, files, and reports covered by this handbook to applicable CMA's, DMA's, LSA's, and State and County Offices.

3 Responsibilities (Continued)

E FMD Responsibilities

FMD shall:

- ensure that loan and LDP procedures support CCC accounting practices and controls
- provide CCC's loan interest rate
- provide accounting instructions for recording and reporting loan and LDP activity reported by CMA's, DMA's, and LSA's.

F KCCO Responsibilities

KCCO shall provide CMA's, DMA's, and LSA's:

- lists of approved warehouses and applicable storage rates
- reconcentration instructions.

G KC-ADC Responsibilities

KC-ADC shall:

- provide PSD data, as requested by PSD
- process CMA and LSA data submitted under requirements in this handbook
- notify:
  - PSD when problems or delays occur with the CMA Process
  - the applicable CMA or LSA when CMA Process submissions are rejected or found to be erroneous
- issue reports to PSD, CMA's, DMA's, LSA's, and State and County Offices.

3 Responsibilities (Continued)

H CMA, DMA, and LSA Responsibilities

CMA's, DMA's, and LSA's shall:

- obtain loans and LDP's **only** for eligible producers on eligible farms

  Exception: See paragraph 385 for exceptions.

- allocate market gains and LDP's **only** within an eligible producer's PLM for the applicable producer

- submit data according to this handbook about the CMA Process

- monitor and act on changes in data sent to them by KC-ADC or County Offices

- notify PSD's CMA Program Manager according to paragraph 4, immediately of changes to the data that appears in Exhibit 6.

Cooperatives shall obtain and maintain CMA status according to Part 2.

CMA's handling commodities other than cotton shall process loan and LDP activity **only** through CMA service County Offices.

Cotton CMA's and LSA's shall process loan and LDP activity **only** through ACRS.

I CMA Service County Office Responsibilities

CMA service County Offices shall provide loan and LDP services to their applicable CMA according to this handbook in conjunction with other handbooks about loan or LDP processing for the applicable commodity. This includes:

- disbursing loans and LDP's
- maintaining loan participation records
- receiving loan repayments and handling forfeitures
- ascertaining beneficial interest determinations
- following procedures in 8-LP for approving and servicing CMA loans and LDP's
- uploading automated loan and LDP files on a regular schedule.

3 Responsibilities (Continued)

J State Office Responsibilities

State Offices shall:

- concur with designation of the CMA service County Office that will provide loan and LDP services for all commodities, except cotton, to CMA's

- ensure that each service County Office completes actions related to CMA's and LSA's in a timely manner

- upload automated files included in paragraph 171 on a regular subsidiary file process schedule

- to increase understanding of CMA, DMA, and LSA operations, invite CMA's, DMA's, and LSA's that are headquartered in their State to either of the following:

  - 1 State level joint meeting each crop year
  - loan and LDP training meetings for County Offices each crop year

- train all County Offices, as the State Office deems appropriate, on responsibilities and activities about CMA, DMA, and LSA activities

- notify CMA's, DMA's, and LSA's of any STC changes to county crop reporting dates for the crops for which the applicable CMA or LSA is approved.

Note: See Exhibit 6 for approved commodities by CMA, DMA, or LSA.

3 Responsibilities (Continued)

K Administrative County Office Responsibilities

Administrative County Offices shall, in a timely and accurate manner:

- update files with information available on producers and farms in their county
- review, correct, and return information submitted by other administrative and control County Offices
- follow procedures in paragraph 383 about “FSN’s Not on CMA Process” lists
- refer outstanding issues to the State Office
- review CMA volume reports as instructed in this handbook
- review CMA Status Report MAD026-R001 and make corrections to applicable file entries
- provide responses to CMA and LSA inquiries based on CMA Status Report MAD026-R001
- provide loan and LDP servicing required in 8-LP for CMA loans and LDP’s as required
- upload automated files included in paragraph 171 on a regular subsidiary file process schedule.

3 Responsibilities (Continued)

L Control County Office Responsibilities

Control County Offices shall:

- verify ID and entity type discrepancies between County Offices
- review and, if necessary, re-allocate PLM amounts to administrative County Offices, CMA's, DMA's, and LSA's, as applicable
- update automated and manual files with the most current information available
- refer outstanding issues to the State Office
- upload automated files in paragraph 171 on a regular subsidiary file process schedule
- review CMA Status Report MAD026-R001 and make corrections to applicable file entries
- provide responses to CMA and LSA inquiries based on CMA Status Report MAD026-R001
- research and validate 6-CP problems reported in administrative County Offices.

M CED Responsibilities

CED's shall designate an employee or employees to handle areas of responsibility covered in this handbook.

4 CMA Program's Address and Telephone Numbers

A Contact for CMA Program

All CMA Program application and recertification submissions, policy information requests, and computer and electronic communication information requests shall be sent to the following.

CMA Program Manager, PSD
Farm Service Agency, USDA
1400 Independence Avenue, SW.
STOP 0512 **(for overnight delivery, replace with Room 4095-S)**
Washington, DC 20250-0512

FAX: 202-690-3307
Telephone: 202-720-7935
--**E-mail: **Chris.Kyer@wdc.usda.gov**.**--

5-14 (Reserved)

Part 2 CMA Status Approval Information

15 Overview

A Introduction

[1425.6 (a)] CCC shall, according to provisions in this part, approve a cooperative to obtain marketing assistance loans and LDP's as CMA.

Section 1 General CMA Program Information

16 CMA Program Overview

A Overview

Cooperatives participate in the CMA Program for members based on approval according to this part. Once approved, CMA's are considered to be the producer for loan and LDP purposes. Regulations prohibit CMA's from:

- receiving or allocating loan and LDP proceeds for ineligible production or producers
- allocating marketing gains to eligible "persons" above the "person's" PLM.

This table provides an overview of the CMA loan and LDP program.

Step	Action
1	Follow procedures in this part to gain and maintain CMA status.
2	Enter into uniform marketing agreements with each CMA member included in marketing pools according to paragraph 41.
3	Obtain member ID numbers from the member's uniform marketing agreement and applicable farm numbers by administrative County Office for deliveries made to eligible pools from the applicable member.
4	Submit ID numbers (parent ID numbers for joint operations) to the CMA Process according to Part 7, at either of the following times: • before loans or LDP's are obtained • in the next CMA Process submission following the loan or LDP.
5	Obtain loan and LDP funds for the member from CMA's: • service County Office, according to this handbook, for grain, rice, and peanut CMA's • CCB, according to 21-CN procedures, for cotton CMA's.
6	Issue funds to the applicable member.
7	Monitor producer and farm eligibility and producer PLM according to this handbook.
8	Repay or forfeit loan collateral based on CCC's loan program for the specific commodity.

17 Confidentiality of Information

A Policy

[1425.5] Information submitted to CCC about trade secrets, financial or commercial operations, or the financial condition of CMA, whether for initial approval or continued approval, shall be kept confidential by the officers and employees of CCC and USDA, except as required to be disclosed by law.

18 Types and Length of CMA Approvals

A Approval Types

[1425.6 (b)] CCC may approve CMA to participate in a marketing assistance loan and LDP program as either of the following:

- unconditionally approved
- conditionally approved.

[1425.6 (c)] If CCC determines that CMA is in substantial, but not total, compliance with the requirements of this part, CCC may make the approval conditional on CMA coming into full compliance, within a reasonable period of time, as specified in the notification of conditional approval.

B Length of CMA Approval

[1425.6 (d)] CMA is approved to participate in a marketing assistance loan and LDP program until CMA's approval is suspended or terminated by CCC.

19 Types of Loans Available to CMA's

A Types of Loans

Loans will be available to CMA's that have beneficial interest in commodities that meet other eligibility requirements in this handbook that are:

- **[1425.17 (h)]** stored in an approved warehouse
- **[1425.17 (g)]** farm-stored.

Notes: See Part 4, Section 2 for eligibility and pool requirements.

See paragraph 77 for related CMA service County Office spot-checking procedures for farm-stored loans.

20 Member Cooperative Volume

A Policy

[1425.19] CMA may obtain loans or LDP's for a member cooperative when the member cooperative is itself CMA according to this part. Loans and LDP's are restricted based on CMA obtaining the loan or LDP.

Examples: X Cooperative has member A Cooperative. X Cooperative is CMA. Only commodities delivered to X Cooperative, through a marketing agreement with X Cooperative, are eligible through the CMA Program.

Y Cooperative has member B Cooperative. B Cooperative is CMA. Only commodities delivered to B Cooperative, through a marketing agreement with B Cooperative, are eligible through the CMA Program.

21 CMA's Responsibility to CCC for Losses

A Policy

[1425.17 (n)] CMA is responsible to CCC for any loss related to commodities that CMA pledged as collateral for a loan or used to obtain LDP related to:

- CMA's failing to comply with CCC handbooks and 7 CFR Part 1425
- changes in quantity or quality of commodity (warehouse-stored or farm-stored)
- liens based on either the CMA's or its members' financial agreements.

22 CMA's Responsibility to Update CCC

A Policy

[1425.4 (c)] CMA shall, **within 30 calendar days**, provide CCC with any:

- changes in its:
  - articles of incorporation
  - loan pool marketing agreements
- resolutions affecting loan or LDP operations
- change to CMA's name, address, telephone number, and related data shown on CCC-846-1
- change in loan pool operations with an explanation and justification
- additional information that CCC may request related to CMA's continued approval by CCC.

23 CMA Records Requirements and CCC's Investigation Rights

A CCC Rights to Inspection

[1425.22 (b)] CCC has the right, at any time after an application is received, to examine:

- all books, documents, and papers to determine whether CMA is operating or has operated according to the regulations in 7 CFR Part 1425
- CMA's articles of incorporation or articles of association, and agreements with producers
- representations made by CMA in its application for approval
- where applicable, CMA's agreements with CCC.

B How Long to Keep CMA Records

[1425.22 (a)] The books, documents, papers, and records of CMA and subsidiaries shall be maintained for 5 years after the applicable crop year and shall be available to CCC for inspection and examination.

C How Long to Retain Producer Records

Because of the potential for possible litigation against USDA, the Department of Justice and OGC has directed that all producer records, either paper or electronic, are to be retained indefinitely.

23 CMA Records Requirements and CCC's Investigation Rights (Continued)

D Records Required

[1425.21] CMA shall maintain records for each loan or LDP commodity showing the quantity:

- received from each member and nonmember
- eligible for loans and LDP's
- by quality factors specified in the applicable commodity regulations, including class, grade, and quality, where applicable
- of unprocessed inventory broken down by the items in this subparagraph.

[1425.21 (b)] Except when sales proceeds from pools are allocated according to the quantity and quality of commodity in the pools, allocate the inventory as follows until all inventory in a loan pool is depleted:

- for **processed commodities**, adjust the pool's inventory when the commodity is withdrawn from inventory for processing
- for **commodities not processed**, allocate the pool's inventory to the pool and adjust the pool's inventories when the commodity is shipped.

24 Required CMA Reports

A Policy

[1425.23] CMA's and DMA's shall, according to Part 10:

- provide CCC a report of all commodity deliveries involved in loans and LDP's by FSA farm number for each member
- when instructed by CCC, report market gains or other benefits received for each member.

25 CMA Appeal Rights

A Policy

[1425.25] CMA may obtain reconsideration and review of determinations made under this part according to the appeal regulations in 7 CFR Parts 11 and 780.

26-35 (Reserved)

Section 2 CMA Program Requirements

36 Overview

A Introduction

This section provides program operational and financial requirements that cooperatives applying for approval and current CMA's must meet to obtain and maintain CMA approval status.

Pool requirements are in Part 4, Section 2.

37 Ownership and Control

A Requirement

[1425.8] CMA's shall be owned and controlled by active members of CMA. To meet this requirement, cooperatives and CMA's shall provide CCC evidence that:

- active members own more than 50 percent of the CMA's allocated equity
- a majority of CMA's directors are active members of CMA or authorized representatives of active members.

An applicant cooperative or CMA not meeting these requirements may be conditionally approved by CCC if the applicant cooperative or CMA is able to establish that, by retiring the equity of its inactive members or by obtaining new members, it can vest ownership and control in its active members, as required by this paragraph, by a date specified by CCC.

38 Nondiscrimination

A Requirement

[1425.9] CMA shall provide CCC documented proof that CMA admits every membership applicant who is eligible under the statute incorporating CMA.

Note: Documented proof includes the Board Resolution on CCC-846, item 20. See paragraph 55.

CMA may refuse membership to an applicant whose admission would prejudice, hinder, or otherwise obstruct the interests or purposes of CMA.

Example: CMA that markets only hard red winter wheat may deny membership to any producer not growing hard red winter wheat.

39 Balance Sheet

A Requirements

[1425.4 (b) (2)] Balance sheets submitted by cooperatives for initial approval and CMA's for recertification shall be:

- dated within the last year
- prepared according to generally accepted accounting principles
- accompanied by a letter from an independent certified public accountant certifying that it was prepared according to generally accepted accounting principles.

40 Financial Ratio

A Requirement

[1425.10] To be financially able to make advances to their members and to market their commodities, CMA's shall have a current ratio of at least 1 dollar of current assets for each 1 dollar of current liabilities (current ratio of 1:1 or better) on the balance sheet it submits to CCC with its initial application or annual recertification. It shall also meet the requirements in paragraph 39.

41 Uniform Marketing Agreement

A Requirement

[1425.13 (a)] CMA shall enter into a uniform marketing agreement with each member before the member delivers a commodity to a loan pool. It shall:

- **[1425.15]** give CMA beneficial interest in the commodity

  Note: CMA's that request farm-stored loans must have beneficial interest in the commodity at the farm as described in a uniform marketing agreement or an addendum to the uniform marketing agreement.

- **[1425.13 (b)]** report the ID number used by the member to report acreage on applicable farms to FSA

- **[1425.15]** give CMA the authority to:

  - pledge the commodity delivered to it by members as collateral for a loan
  - place a lien on this commodity
  - market the commodity for its members.

  Note: Individual members may retain the right to determine the price at which the commodity can be marketed by CMA.

42 Member Business Percentage

A Requirement

[1425.14] At least 50 percent of a crop of an authorized commodity acquired by, or delivered to, CMA for marketing must be produced by its members for CMA to obtain a loan or LDP for this crop.

CCC may, for no longer than 2 years, waive this requirement and grant CMA conditional approval status if:

- CMA can establish that this authorization is necessary for the efficient operation of CMA
- CMA's plan, approved by CCC, will bring CMA into compliance with the provisions of this section.

Commodities purchased or acquired from CCC and processed products acquired from other processors or merchandisers shall not be considered in determining the volume of member or nonmember business.

43-52 (Reserved)

53 Overview

A Introduction

This section provides the policies and related procedures for obtaining initial continuing approval as CMA to cooperatives applying for approval and CMA's seeking recertification.

[1425.4 (d)] CCC may require CMA to submit an initial application according to paragraph 54 instead of CCC-846-1 when CCC questions whether CMA is operating according to documents previously submitted.

B Steps to Become Operational

This table provides an overview of steps that cooperatives must take to become operational.

Step	Action
1	Contact the CMA Program Manager at the address in paragraph 4.
2	Complete CCC-846 according to paragraph 55 and submit to Director, PSD.
3	Obtain approval and CMA's State and county code assignment from Director, PSD.
4	Follow procedures in the approval letter from PSD to become operational.
5	To obtain the services of CCB, cotton cooperatives shall contact FMD at the following address. Controller, CCC Park Office Center, 12th Floor 3101 Park Center Drive Alexandria, VA 22302-1594 Contact Doug Nguyen at 703-305-1416.

54 CMA Applications

A CMA Approval

[1425.4 (a)] Cooperatives seeking approval as CMA's shall submit CMA applications, according to this paragraph, to PSD. PSD will e-mail cooperatives a cover letter providing the Internet location of forms and FSA handbooks necessary for an application.

After the application is received, PSD shall review application documents and send:

- applicants notification of approval status or justification for denial of approval
- applicable State Offices and CMA service County Offices notification of CMA's approval status.

  Note: Terminated CMA's shall submit a new application for renewed approval according to this paragraph.

B Application Requirements

[1425.4 (a)] A cooperative seeking CMA approval status shall submit the following to PSD:

- CCC-846 completed according to paragraph 55
- a balance sheet meeting the requirements in paragraph 39
- a copy of:
  - the articles of incorporation or articles of association
  - all marketing agreements for loan pools
- resolutions made by the cooperative's board of directors stating that the cooperative will abide by:
  - provisions of this and related handbooks and 7 CFR Part 1425
  - the nondiscrimination provisions of the related handbooks and 7 CFR Part 1425
  - all other related CCC policies

54 CMA Applications (Continued)

B Application Requirements (Continued)

- a description of loan pools according to subparagraph C

- CCC-Cotton G and CCC-Cotton G-4 completed by cooperatives seeking approval for the cotton loan and LDP program

- other information requested by CCC about the organizational, operational, financial, or any other aspect of the cooperative requested by CCC about the cooperative's proposed methods of conducting CCC loan and LDP business.

Cooperatives shall submit originals of CCC forms and copies of other documents to the CMA Program Manager at the address in paragraph 4 and maintain a copy of all items submitted to PSD for the cooperative's records.

C Required Loan Pool Description

[1425.4 (a) (5)] A cooperative applying for approval in the CMA Program shall submit a written narrative description of each loan pool it intends to operate by authorized commodity. This narrative shall describe all loan pools operated by CMA. The narrative shall document how the cooperative will:

- determine:

  - the quantity commodity allocated to each loan pool
  - to which loan pool a commodity is assigned
  - advances made to members
  - progress payments during the marketing year
  - final settlements

- determine deductions or capital retains withheld by CMA from:

  - advances for items such as storage and conditioning charges
  - progress payments during the marketing year
  - final settlements

- distribute proceeds obtained from:

  - marketing
  - disposing of commodity

- distribute loan or LDP pool proceeds to each pool participant:

  - within 15 workdays
  - without deferring payment into another tax year.

55 Completing CCC-846

A Instructions

This table provides instructions for completing CCC-846. When any data on CCC-846 is not available because a cooperative is applying for approval before the end of its first operating year, the cooperative shall enter the projected number as of the end of the first operating year.

Note: Retained earnings that have:

- **been allocated** should be shown in items 16 A and 16 B
- **not been allocated** should be shown in item 16 C.

Item	Instructions
1	Enter legal name of cooperative.
2	Enter complete address for cooperative's headquarters office.
3	Cooperatives handling: • commodities other than cotton shall enter CMA Office address that will prepare loan and LDP documents • cotton shall enter CMA's headquarters office city and state location. **Note:** This item will be used to determine the CMA service County Office.
4	Enter State statute under which cooperative is incorporated.
5	Enter date cooperative was incorporated.
6	Enter State where cooperative was incorporated.
7	Enter regular mail address where cooperative wants CMA Program information mailed.
8	Enter overnight mail address where cooperative wants time-critical CMA Program information sent. **Note:** This address cannot be a P.O. Box.
9	Enter name and title of person cooperative wishes to have as its official contact for the CMA Program. Also provide the name of a contact person for automation purposes.
10	Enter cooperative's tax payer identification number.
11	Enter business telephone number for the "Contact Persons" entered in item 9. If available, enter an "after business hours for emergency purposes" number.
12	Enter cooperative's FAX number where CMA Program material should be sent.

55 Completing CCC-846 (Continued)

A Instructions (Continued)

Item	Instructions
13	Enter cooperative's or, if different, "Contact Person" e-mail addresses.
14 A	Enter number of active cooperative members as of the cooperative's last annual meeting.
14 B	Enter number of inactive cooperative members as of the cooperative's last annual meeting.
14 C	Enter total of item 14 A plus item 14 B.
15 A	Enter number of board members that are active members of the cooperative as of the cooperative's last annual meeting.
15 B	Enter number of board members that are other than active cooperative members of the cooperative as of the cooperative's last annual meeting. **Note:** This number includes inactive members that are board members as well as State appointed and outside directors.
15 C	Enter total of item 15 A plus item 15 B. This should be the cooperative's total number of directors.
16 A	Enter amount of the cooperative's equity on the balance sheet being submitted in subparagraph B allocated to active members.
16 B	Enter amount of the cooperative's equity on the balance sheet being submitted in subparagraph B allocated to inactive members.
16 C	Enter amount of the cooperative's equity on the balance sheet being submitted in subparagraph B that is unallocated.
16 D	Enter amount of the cooperative's equity on the balance sheet being submitted in subparagraph B owned by nonmembers of the cooperative.
16 E	Enter total amount of the cooperative's equity on the balance sheet being submitted. This should equal the sum of items 16 A, 16 B, 16 C, and 16 D.
17	Enter date the cooperative's FY ends.
18	Enter number of cooperatives, if any, that are members of the cooperative.

55 Completing CCC-846 (Continued)

A Instructions (Continued)

Item	Instructions
19 B	For each commodity for which the cooperative would like to be able to obtain loans or LDP's, enter last complete crop year for which the cooperative has records.
19 D	For each commodity identified in column 19 A, enter volume in the units specified in column C for the crop year in column 19 B delivered to the cooperative by members.
19 E	For each commodity identified in column 19 A, enter volume in the units specified in column C for the crop year in column 19 B delivered to the cooperative by nonmembers.
19 F	For each commodity identified in column 19 A, enter volume in the units specified in column C for the crop year in column 19 B delivered to the cooperative by member cooperatives.
19 G	For each commodity identified by crop year in column 19 B, enter total of columns 19 D, 19 E, and 19 F.
19 H	Enter total for all entries in each column.
20	The board of directors shall adopt the resolutions and make them a part of the official minutes of the applicable board meeting. The cooperative's secretary shall sign and date the certification.
21	After reading the certification in item 21, the cooperative official shall sign and enter applicable title and date.

55 Completing CCC-846 (Continued)

B Example of Completed CCC-846

Following is an example of a completed CCC-846.

This form is available electronically.

CCC-846
(02-24-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

APPLICATION FOR APPROVAL OF COOPERATIVE MARKETING ASSOCIATION FOR LOAN AND LOAN DEFICIENCY PAYMENTS (LDP)

NOTE:

The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the information is the Agricultural Act of 1949, as amended, and the Federal Agriculture Improvement and Reform Act of 1996, and the Commodity Credit Corporation (CCC) Charter Act, of 15 USC 714 (m) (a) and 7 CFR Parts 1421, 1425, and 1427. The information will be used on generated reports to County FSA Offices to obtain information concerning producer eligibility and payment limitation information, and CCC to modify Loan and Loan Deficiency Payment benefits paid to cooperative members. Furnishing the requested information is necessary to monitor participation in the Loan and Loan Deficiency Payment program. Failure to furnish the requested information will result in denial of further monies or other benefits may be paid out under this program unless the forms CCC-719, CCC-732, and CCC-734 are completed and filed as required by existing law and regulations. The information maybe provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statues, including 18 USC 286, 287, 371, 651, 1001, 15 USC 714m, and 31 USC 3729, maybe applicable to the information provided. ***RETURN THIS COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, Room 4095-S, 1400 INDEPENDENCE AVENUE, SW, WASHINGTON, DC 20250-0512.***

INSTRUCTIONS: Submit original of this application, Articles of Incorporation, Uniform Marketing Agreement and related documents to the:

Director, Price Support Division
USDA, FSA, Stop 0512, Room 4095
1400 Independence Avenue, SW
Washington, D.C. 20250-0512

NOTE: If mailing express delivery, you must include the **Room Number** in the delivery address or the item will not reach the Price Support Division.

1. Legal Name of Cooperative Marketing Association (CMA) USA Cotton Cooperative, Inc.	2. Headquarter's Office Address P.O. Box 100 Sometown, Texas 77777-7110
3. CMA Program Location P.O. Box 100 Sometown, Texas 77777-7110	4. State Statute of Incorporation Cooperative Marketing Act, Title A, Chapter 10
5. Date of Incorporation (MM-DD-YYYY) June 1, 1947	6. State of Incorporation Texas
7. Regular Mail Address P.O. Box 100 Sometown, Texas 77777-7110	8. Overnight Mail Address 120 Main Street Sometown, Texas 77777-7120
9. Contact Person and Title Mr. Hal Smith, CEO	10. IRS Tax ID No. 99-9999999

11. Telephone No. *(Include area code)*	12. FAX No. *(Include area code)*	13. E-Mail Address
806-555-1212	806-555-1212	XXXCOTTON@AOL.COM

	A. ACTIVE		B. INACTIVE		C. TOTAL
14. Number of Voting Members:	500	+	10	=	510

	A. ACTIVE		B. OTHER		C. TOTAL
15. Number of Board Members:	7	+	0	=	7

	A. ACTIVE		B. INACTIVE		C. UNALLOCATED		D. OTHERS		E. TOTAL
16. Amount of Equity:	$1,200,000	+	50,000	+	75,000	+	0	=	1,325,000

17. Date Fiscal Year Ends *(MM-DD-YYYY)* June 30	18. Number of Member Cooperatives 0

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

55 Completing CCC-846 (Continued)

B Example of Completed CCC-846 (Continued)

CCC-846 (02-24-04) **(Page 2 of 3)**

19. Requested Authorized Commodity Volume: *1 / CWT. Hundredweight*

A. Authorized Commodity	B. Crop Year	C. Unit *1 /*	D. Member Volume	E. Non-Member Volume	F. Member Cooperative Volume	G. Total Volume
Barley		Bushel				
Canola		Cwt.				
Corn		Bushel				
Cotton: Upland	20XX	Bale	750,000	50,000	0	800,000
Dry Peas		Tons				
ELS	20XX	Bale	25,000	2,000	0	27,000
Flaxseed		Cwt.				
Lentils		Cwt.				
Mohair		Lbs.				
Mustard Seed		Cwt.				
Oats		Bushel				
Peanuts		Tons				
Rapeseed		Cwt.				
Rice		Cwt.				
Safflower		Cwt.				
Small Chickpeas		Cwt.				
Grain Sorghum		Cwt.				
Soybeans		Bushel				
Sunflower Seed		Cwt.				
Wheat		Bushel				
Wool		Lbs.				
Other						
H. TOTALS ➡			775,000	52,000	0	827,000

55 Completing CCC-846 (Continued)

B Example of Completed CCC-846 (Continued)

CCC-846 (02-24-04) **(Page 3 of 3)**

20. REQUIRED RESOLUTIONS	
The board of directors of a cooperative applying for approval in the CMA Program must adopt the following resolutions: (a) CMA Program handbooks have been read and considered by this cooperative and this cooperative will abide by these policies and procedures. (b) This cooperative shall not, on the basis of race, color, age, sex, religion, marital status, national origin, or disability, deny any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to obtain loans and LDP's and shall comply with the provisions of the Civil Rights Act of 1964 and the Secretary's regulations issued thereunder, appearing in 6 CFR 15.1-15.12 and any amendments thereto; Section 504 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Comprehensive Services and Developmental Disabilities Amendments of 1978; and provisions of the Age Discrimination Act of 19 75, as amended, and the Equal Credit Opportunity Act of 1975. The cooperative shall not discriminate against employees under Title VII of the Civil Rights Act of 1964, as amended, or the Equal Pay Act of 1963 or Title VI of the Civil Rights Act of 1964 as administered by the Equal Employment Opportunity Commission, and shall handle employee discrimination complaint as provided for in 28 CFR Part 42 and 29 CFR Part 1691. The United States shall have the right to enforce compliance with statutes and regulations by suit or by any other action authorized by law. *This is to certify that Board resolutions related to CMA Program compliance and nondiscrimination were adopted by the board of directors at its meeting on* June 11, 20XX *(date), a quorum being present.*	
20A. SIGNATURE *(This resolution must be signed by the Cooperative's secretary)* /s/ Jane Secretary	20B. DATE *(MM-DD-YYYY)* June 18, 20XX
21. CERTIFICATION	
I certify that the information included with this application is true and correct to the best of my knowledge and belief. I also certify that the articles of incorporation and marketing agreements and their related amendments, if any, submitted with true and correct current copies of these documents. The executive Vice President, CCC, or any duly authorized representative of the U.S. Department of Agriculture, is hereby authorized to examine the books, records, and files of this cooperative for the purpose of verifying any of the information as may be required for the purpose of making the determination for which application is made. If any change is made in any cooperative documents furnished with this application either by revision, amendment or by a resolution of the board of directors, a copy of such revised documents will be furnished promptly to the Director, Price Support Division, identified in the ***"INSTRUCTION"*** *on the front side.*	

21A. SIGNATURE *(This application must be signed by an authorized official of the Cooperative)*	21B. TITLE	21C. DATE *(MM-DD-YYYY)*
/s/ Hal Smith	CEO	June 12, 20XX

PENALTY STATEMENT

Section 15(a) of the Commodity Credit Corporation (CCC) Chapter Act of 15 USC 714 (m)(a)) provides a fine of not more than $10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any act applicable to CCC. The making of such false statements may be subject entity to civil liability, including liable under 31 USC 231.

56 CMA Recertifications

A Policy

[1425.4 (b)] To maintain its approval status, CMA shall submit, on an annual basis, the following information to CCC:

- CCC-846-1 completed according to paragraph 57, showing the:
  - number of active and inactive CMA members
  - CMA's allocated equity
  - CMA's unallocated equity
  - quantity of each loan pool received from active members during the past crop year
- a balance sheet meeting the requirements in paragraph 39
- copies of all current marketing agreements and addenda whether or not the agreements have changed from the prior crop year.

B How to Obtain and When to Submit CCC-846-1

CMA's shall:

- obtain CCC-846-1's from the Internet at **http://forms.sc.egov.usda.gov/eforms/mainservlet**
- complete CCC-846-1 and submit it each year to Director, PSD, no later than 120 calendar days after CMA's FY end
- be subject to suspension for failing to submit CCC-846-1 no later than 150 calendar days after CMA's FY end.

57 Completing CCC-846-1

A Instructions

This table provides instructions on completing CCC-846-1.

Note: Retained earnings that have:

- **been allocated** should be shown in items 16 A and 16 B
- **not been allocated** should be shown in item 16 C.

Item	Instructions
1	Enter date 120 calendar days after CMA's FY end date.
2	Enter date CMA's last FY ended.
3	After completion, submit completed form to this address.
4	Enter CMA's name.
5	Enter CMA's headquarters office city and State location.
6	Enter CMA's regular mail address where CMA Program information is mailed.
7	Enter CMA's overnight mail address where critical CMA Program information is sent. **Note:** This address cannot be a P.O. Box.
8	Enter name and title of CMA's official contact for the CMA Program.
9	Enter business telephone number for the "Contact Person" entered in item 8.
10	Enter cooperative's FAX number where CMA Program material is sent.
11	Enter CMA's or, if different, "Contact Person's" e-mail address.
12	Leave blank.
13	Enter number of cooperatives, if any, that are members of CMA.
14 A	Enter number of active cooperative members as of CMA's last annual meeting.
14 B	Enter number of inactive cooperative members as of CMA's last annual meeting.
14 C	Enter total of item 14 A plus item 14 B.

57 Completing CCC-846-1 (Continued)

A Instructions (Continued)

Item	Instructions
15 A	Enter number of board members that are active members of CMA as of CMA's last annual meeting.
15 B	Enter number of board members that are other than active CMA members as of CMA's last annual meeting. **Note:** This number includes inactive members that are board members as well as State appointed and outside directors.
15 C	Enter total of item 15 A plus item 15 B. This should be the cooperative's total number of directors.
16 A	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 allocated to active members.
16 B	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 allocated to inactive members.
16 C	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 that is unallocated.
16 D	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 owned by nonmembers.
16 E	Enter total amount of CMA's equity on the balance sheet being submitted. This should equal the sum of items 16 A, 16 B, 16 C, and 16 D.
17	Answer the question. If the answer is "yes", attach a copy of the change to the Articles of Incorporation.
18	Answer the question. Even if there have been no changes, attach a copy of all marketing agreements and addenda.

57 Completing CCC-846-1 (Continued)

A Instructions (Continued)

Item	Instructions
19 B	For each commodity for which CMA obtains loans or LDP's, enter last complete crop year for which CMA has records. **Note:** If CMA is handling the commodity for the first time and no prior records are available, enter the next crop year and enter projections in columns 19 D, 19 E, and 19 F.
19 D	For each commodity identified in column 19 B, enter volume in the units specified in column C for the crop year in column 19 B delivered to CMA by members.
19 E	For each commodity identified in column 19 B, enter volume in the units specified in column C for the crop year in column 19 B delivered to CMA by nonmembers.
19 F	For each commodity identified in column 19 B, enter volume in the units specified in column C for the crop year in column 19 B delivered to the cooperative by member cooperatives.
19 G	Enter totals for columns 19 D through 19 G.
20	After verifying that data on CCC-846-1 is correct, CMA official shall sign and enter applicable title and date.

57 Completing CCC-846-1 (Continued)

B Example of Completed CCC-846-1

Following is an example of a completed CCC-846-1.

This form is available electronically.

CCC-846-1
(02-24-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

LOAN AND LOAN DEFICIENCY PAYMENT (LDP) RECERTIFICATION FOR APPROVED COOPERATIVE MARKETING ASSOCIATIONS (CMA's)

NOTE: *The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the information to be supplied on this form is the Agricultural Act of 1949, as amended, the Federal Agriculture Improvement and Reform Act of 1996, and the Commodity Credit Corporation Charter Act, as amended. The information is necessary in order to participate in the Loan and Loan Deficiency Payment Program. Failure to furnish the requested information is will result in denial of further monies or other benefits may be paid out under this program unless this form is completed and filed as required by existing law and regulations (7 CFR Parts 1421, 1425, and 1427). No cooperative marketing association participating in an authorized Loan and Loan Deficiency Payment Program may have continuing approval unless this completed form has been received (Pub. L. 81-439). This information maybe provided to other USDA agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to orders of a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, Room 4095-S, 1400 INDEPENDENCE AVENUE, SW, WASHINGTON, DC 20250-0512.***

1. Date Due *(MM-DD-YYYY)*	2. For Fiscal Year Ending	3. Return To:	
September 30, 20XX	April 30, 20XX	**Director, Price Support Division USDA, FSA, Stop 0512, Room 4095-S 1400 Independence Avenue, SW Washington, D.C. 20250-0512**	
4. CMA's Name	5. CMA Program Location	6. Regular Mail Address	7. Overnight Mail Address *(Do not use P.O. Boxes)*
Mid-West Grain Co-Op	Centerville, Kansas	P.O. Box 50 Centerville, Kansas 99999	128 S. Main Street Centerville, Kansas 99999
8. Contact Person and Title	9. Telephone No. *(Include area code)*	11. E-Mail Address	13. Number of Member Cooperatives
Clark Smith, Manager	316-555-0010	CSMITH@AOL.COM	0
	10. FAX No. *(Include area code)*	12. BBS User Name	
	316-555-0011	Clark Smith	

	A. ACTIVE		B. INACTIVE		C. TOTAL
14. Number of Voting Members:	150	+	0	=	150

	A. ACTIVE		B. OTHER		C. TOTAL
15. Number of Board Members:	6	+	1	=	7

	A. ACTIVE		B. INACTIVE		C. UNALLOCATED		D. OTHERS		E. TOTAL
16. Amount of Equity:	$ 950,000	+	0	+	150,000	+	0	=	1,100,000

17. Have there been any changes in the Articles of Incorporation? YES ☐ NO ☒ *If "YES", attach a copy of the change*

18. Have there been any changes in the Uniform Marketing Agreement? YES ☐ NO ☒
(*Attach a copy of the marketing agreement and addenda)*

57 Completing CCC-846-1 (Continued)

B Example of Completed CCC-846-1 (Continued)

CCC-846-1 (02-24-04) *(Page 2)*

19. Authorized Commodity Volume Report: *1 / Bu. = Bushels* *CWT = Hundredweight*

A. Authorized Commodity	B. Crop Year	C. Unit 1 /	D. Member Volume	E. Non-Member Volume	F. Member Cooperative Volume	G. Total Volume
Barley		Bu.				
Canola		Cwt.				
Corn	20XX	Bu.	750,000	50,000	0	800,000
Cotton: ELS		Bale				
Cotton: Upland		Bale				
Dry Peas		Tons				
ELS		Bale				
Flaxseed		Cwt.				
Lentils		Cwt.				
Mohair		Lbs.				
Mustard Seed		Cwt.				
Oats		Bu.				
Peanuts		Tons				
Rapeseed		Cwt.				
Rice		Cwt.				
Safflower		Cwt.				
Small Chickpeas		Cwt.				
Grain Sorghum		Cwt.				
Soybeans	20XX	Bu.	400,000	0	0	400,000
Sunflower Seed		Cwt.				
Wheat		Bu.	500,000	35,000	0	535,000
Wool		Lbs.				
Other						
H. TOTALS			1,650,000	85,000	0	1,735,000

CERTIFICATION:

20. Information submitted is correct and completed to the best of my knowledge.

20A. SIGNATURE *(This application must be signed by an authorized official of the Cooperative)*	20B. TITLE	20C. DATE *(MM-DD-YYYY)*
/s/ Clark Smith	Manager	September 15, 20XX

PENALTY STATEMENT

Section 15(a) of the Commodity Credit Corporation (CCC Chapter Act of 15 USC 714 (m)(a)) provides a fine of not more than $10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any act applicable to CCC. The making of such false statements may subject the entity to civil liability, including liability under 31 USC 231.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

58 (Reserved)

59 Suspensions

A Policy

[1425.7 (a)] CCC may:

- suspend CMA from obtaining loans and LDP's when CCC determines that CMA has not:
  - operated according to CMA's application or last recertification
  - complied with applicable regulations
  - corrected deficiencies noted by CCC of CMA's operations
  - complied with its agreements with CCC
- on demand, call all outstanding CCC loans made to a suspended CMA according to paragraph 61.

B How Suspensions Are Lifted

[1425.7 (b)] A suspension may be lifted when CCC determines that CMA has complied with all requirements for approval.

C What Happens When Suspensions Are Not Lifted

[1425.7 (b)] When suspensions are not lifted within 1 year, or a shorter time period if so indicated in CCC's suspension notification, CMA's approval automatically terminates. CCC may, on demand, call all outstanding CCC loans made to a suspended CMA according to paragraph 61.

60 Terminations

A Policy

[1425.7 (d)] CCC may terminate CMA's approval by giving CMA written notice of the termination.

CMA may, when it does not have any marketing assistance loans outstanding, through written notice to CCC, voluntarily terminate its participation in a loan and LDP program.

61 Calling CMA Loans

A Policy

[1425.7 (e)] CCC may, on demand, call all outstanding CCC loans made to a suspended or terminated CMA. When loans are called:

- CCC will provide at least 10 calendar days written notice to CMA
- loans must be repaid by the date specified by CCC or title to the commodity shall vest in CCC
- CCC shall have no obligation to pay for any of the commodity's market value above the principal amount of these loans.

62-71 (Reserved)

Part 3 CMA Service County Office and Related State Office Actions

72 Overview

A Overview

This part provides State and County Offices policies and procedures about servicing the loan and LDP programs for CMA's that are not covered elsewhere in this handbook.

73 Establishing a CMA Service County Office

A Background

A CMA service County Office is the County Office an applicable CMA uses to obtain a loan or LDP for its members. Usually, CMA presents a single receipt for a large loan or LDP quantity to the CMA service County Office for each loan or LDP. The CMA service County Office has a separate computer system set of files specifically allocated to processing CMA loans and LDP's.

Upon request, the CMA service County Office processes a loan or LDP for CMA for the receipt. CMA does not identify on the loan or LDP documents specific producers involved in the loan or LDP.

Note: Paragraph 117 requires CMA's to obtain separate loans and LDP's by applicable producer for producers with offsets.

CMA's handling commodities other than cotton may request the CMA service County Office location where they would like to obtain loans and LDP's on CCC-846, item 3, according to paragraph 55.

73 Establishing a CMA Service County Office (Continued)

B Selecting CMA Service County Office

This table describes how a cooperative becomes CMA and its related CMA service County Office is chosen to provide it loans and LDP's.

Note: This paragraph is not applicable to CMA's approved for cotton since they process loan and LDP activity through ACRS.

Step	Action
1	Cooperative contacts PSD to obtain CMA application forms and procedures according to Part 3.
2	PSD, if appropriate according to Part 2: • approves CMA status • assigns CMA's State and county code numbers • assigns the service County Office as nominated by CMA • sends State Office where CMA is headquartered a copy of CMA's approval letter.
3	State Office where CMA is headquartered shall concur with the designation of the CMA service County Office.
4	State Office assists with establishing the CMA service County Office as necessary according to subparagraph C.

73 Establishing a CMA Service County Office (Continued)

C State Office Action

State Office where CMA is headquartered shall follow procedures in this table for establishing a CMA service County Office.

Step	Action
1	Receive copy of PSD's approval letter addressed to applicable CMA.
2	Contact PSD if the State Office disagrees with PSD's designation of the CMA service County Office.
3	As necessary, coordinate establishment of CMA service County Office computer system files according to 1-CM with PSD, AB.

D CMA Service County Office Action

CMA service County Offices shall follow instructions from State Office and PSD, AB for establishing CMA service County Office loan and LDP system files.

74 Servicing CMA Loans and LDP's

A Policy

CMA service County Offices shall:

- make CMA's loans and LDP's according to 8-LP

  Note: Some CMA commodities are exempt from loan deductions for commodity assessments. The Assessment Table Report identifies these exempt commodities. See 12-PS to print the Assessment Table Report.

- service CMA loans and LDP's according to 8-LP

- base loan and LDP rates for CMA's on where the:

  - commodity is stored, unless stored in a merged warehouse

  - commodity was delivered, if stored in a merged warehouse

  - producer's farm records (administrative County Office) are maintained for field-direct LDP's

- follow procedures in 3-FI for CMA loan repayments by wire transfers

- follow subparagraph B for additional instructions

- handle CMA loans and LDP's the same as any other loan or LDP would be handled for a producer

  Reminder: For loan and LDP purposes, CMA is the producer.

- ***--not** obtain and file financing statements for CMA farm-stored loans--***

- **not** perform lien searches for either farm or warehouse-stored CMA loans.

74 Servicing CMA Loans and LDP's (Continued)

B Special CMA Service County Office Actions

This table lists special actions CMA service County Offices must take related to CMA loans and LDP's.

Item	Reference
Signature authorizations	paragraph 90
Lien waivers	paragraph 92
Spot checks	8-LP
Production evidence	
Determining and handling denied benefit repayments	paragraph 139
Determining and handling excess benefit repayments	
Determining and handling ineligible loan and LDP repayments	

75 Loan and LDP Actions for Suspended CMA's

A Background

CCC may, based on policies in Part 2, suspend CMA's authority to participate in the loan and LDP program. When this occurs, the applicable State Office and CMA service County Office is sent a copy of the CMA's suspension letter. During the suspension period, CMA may not obtain any additional loans or LDP's. Existing loans are serviced as other eligible loans are serviced. If the suspension is subsequently lifted, the applicable State and CMA service County Office is sent a copy of the notification to the applicable CMA. If the suspension is not lifted, CMA will be terminated.

B CMA Service County Office Action

Effective with the date of suspension, the applicable CMA's service County Office shall:

- not process any loans or LDP's for the applicable CMA
- continue to service the applicable CMA's outstanding loans according to 8-LP
- refer any questions the applicable CMA has about its suspension status to the PSD, CMA Program Manager according to paragraph 4.

76 Loan and LDP Actions for Terminated CMA's

A Background

CCC may, based on policies in Part 2, terminate a CMA's authority to participate in the loan and LDP program. CMA's may also voluntarily terminate their approval to participate in the loan and LDP program. When either occurs, the applicable State Office and CMA service County Office is sent a copy of CCC's termination letter to the former CMA. Upon termination, CMA may not obtain any additional loans or LDP's and all outstanding loans are called. The termination letter will provide the timeframe required for loan repayments.

Note: When CMA status is terminated, a cooperative must follow procedures for initial approval in Part 2 to regain approval status. If new approval is granted, CMA is assigned a new State and county code number.

B CMA Service County Office Action

Effective on the date of termination, the applicable CMA's service County Office shall:

- not process any loans or LDP's for the applicable CMA
- follow deadlines in CCC's termination letter to call outstanding loans according to 8-LP
- refer any questions the applicable CMA has about its termination to PSD, CMA Program Manager according to paragraph 4
- follow a user requirement issued by PSD, AB to remove CMA system files.

C State Office Action

If contacted by CMA service County Office, State Office shall contact PSD, AB for assistance in removing terminated CMA service County Office files.

77 CMA Service County Office Contacts With Other County Offices

A Background

CMA's may obtain a loan or LDP through its CMA service County Office for commodities stored in another county or in another State. Some of the large CMA's may obtain loans or LDP's for commodities stored several hundred miles from the CMA service County Office. This paragraph provides CMA service County Offices and State Offices with procedures to follow in monitoring CMA loans and LDP's when the applicable commodity is outside the CMA service County Office.

B CMA Service County Office Action

CMA service County Offices shall follow procedures in this table for contacting other County Offices in monitoring CMA loans and LDP's.

Step	Action	
1	Determine, according to 8-LP, CMA loans and LDP's that require: • spot checks • production evidence.	
2	**IF applicable commodity is or was stored in...**	**THEN...**
	CMA service county	follow applicable procedures in 8-LP.
	anywhere else	go to step 3.
3	Make copies of data related to spot check or production evidence.	
4	Sort data by County Office where the commodity is or was stored.	
5	Write memorandum to State Office enclosing data required for spot check or production evidence for a CMA loan or LDP for a commodity stored outside of CMA service county.	
6	Send memorandum from step 5, with data from step 4, to State Office.	

77 CMA Service County Office Contacts With Other County Offices (Continued)

C CMA Service County State Office Action

When a memorandum is received from CMA service County Office related to spot checks or production evidence for CMA loans or LDP, State Offices shall follow procedures in this table.

Step	Action	
1	**IF applicable commodity is or was stored in...**	**THEN...**
	the same State	• forward applicable data to applicable County Offices in the State • instruct County Offices to respond within 15 workdays.
	anywhere else	• forward applicable data to State Offices where the commodity is or was stored • request response within 30 workdays.
2	Monitor responses.	
	IF response is...	**THEN...**
	received	forward it to the CMA service County Office.
	not received from a County Office in the State	contact County Office and take steps needed to answer inquiry.
	not received from a County Office in another State	contact PSD and request assistance.

77 CMA Service County Office Contacts With Other County Offices (Continued)

D State Office Action in Other States

When a memorandum is received from CMA service County Office's State Office related to spot checks or production evidence for CMA loans or LDP, State Offices in States other than the CMA service County Office's State shall follow procedures in this table.

Step	Action	
1	Forward applicable data to applicable County Offices in the State and instruct County Offices to respond within 15 workdays.	
2	Monitor responses.	
	IF response is...	**THEN...**
	received	forward it to the CMA service County Office's State Office.
	not received	contact County Office and take steps needed to answer inquiry.

78-88 (Reserved)

Part 4 CMA General Operating Policies

Section 1 General CMA Program Information

89 CCC-736 (Addendum)

A Policy

CCC-736 (Addendum) is a Privacy Act and Public Burden Statement that Cotton CMA's and LSA's complete once to eliminate the need to provide the statement on computer-generated CCC forms they create. Cotton CMA's and LSA's shall:

- obtain CCC-736 (Addendum) from PSD
- complete CCC-736 (Addendum), see Exhibit 4
- submit **only** one CCC-736 (Addendum) to PSD
- maintain a copy of the completed CCC-736 (Addendum) with other CMA and LSA documents
- use manual versions of CCC forms or exact copies if CCC forms are computer-generated by CMA or LSA software
- computer generate CCC-719 because it is not available as a CCC form.

Note: CMA forms became exempt from the Paperwork Reduction Act with passage of the 2002 Farm Bill. However, CMA forms still display the public burden times.

90 Signatures and Authorizations Required

A CMA Responsibilities

Cotton CMA's shall provide sample signatures of officials authorized by CMA to sign documents with CCC for CMA according to 21-CN, paragraph 418.

CMA's shall submit updated lists immediately when a change occurs in authorized officials.

B CMA Service County Office Responsibility

CMA service County Offices shall use authorization lists and signatures provided by CMA's according to 1-CM.

91 (Reserved)

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92 Liens and Encumbrances

A Policies

The following policies apply to CMA liens and encumbrances.

- Commodities used by CMA's to obtain loans must be free and clear of liens and encumbrances based on CMA financial agreements.

  Note: Liens and encumbrances based on producer financial agreements are not reviewed. However, CMA's must be sure to pass benefits only to eligible producers and must honor liens against the producer. Benefits must not be passed at the request of the producer to other payees, for example, to a landlord to pay the producer's rent.

- When liens based on CMA financial agreements are present, CMA's shall provide CCC-679's before loans are disbursed.

  Note: CMA service County Offices and CCB's shall **not** perform lien searches for CMA's.

- CMA's shall not obtain additional liens or encumbrances on the commodity after a loan is approved.

Note: LSA procedures for liens and encumbrances are in 22-CN, paragraph 21.

B CMA CCC-679 Submissions

Before a loan is disbursed and when liens are outstanding, CMA's handling:

- commodities other than cotton shall provide CCC-679's to their CMA service County Office

- cotton shall provide CCC-679's to their CCB according to 21-CN.

Notes: CCC-679's are not required for LDP's.

If CCC-679, marked "ALL" in item 6, is submitted with the first loan request for a specific crop year, the same CCC-679 may be used for all subsequent loans made for the crop applicable to that lienholder.

92 Liens and Encumbrances (Continued)

C CMA Completion of CCC-679

CMA's shall complete CCC-679 according to this table.

Item Number	Instructions	
1	Enter CMA's name and address.	
2	Enter crop year.	
3	Enter commodity.	
4	Leave blank.	
5	Enter CMA's State and county code.	
6	**IF the waiver releases...**	**THEN ENTER...**
	all of the commodity covered by CCC-679	"ALL" and commodity.
	only quantity being pledged for loan	applicable quantity and commodity.
7	Leave blank.	
8	Lienholder shall check applicable box.	
9	Enter net disbursement amount, if applicable.	
10	Enter lienholder's name and address.	
11A and 11B	Obtain lienholder's signature. The lienholder shall enter date signed.	

92 Liens and Encumbrances (Continued)

D Example of Completed CCC-679

The following is an example of a completed CCC-679.

This form is available electronically.

Form Approved - OMB No. 0560-0087

CCC-679
(06-20-03)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

LIEN WAIVER

1. NAME AND ADDRESS OF PRODUCER *(Include Zip Code)*:	2. CROP YR.	3. COMMODITY	4. FARM NO.	5. ST. & CO. CODE
Harvest States Cooperative RR 3 Oakley, KS 67582	20XX	Wheat		27-801
	6. QUANTITY COVERED	7. STATE AND COUNTY WHERE PRODUCED		
	100,000 bu. Corn			

NOTE *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Federal Agriculture Improvement and Reform Act of 1996 and the Commodity Credit Corporation Charter Act, as amended and regulations at 7 CFR Parts 1421, 1427, and 1435. The information will be used to determine to whom program benefits will be paid. Furnishing the requested information is voluntary; however, failure to furnish the correct and complete information will result in a determination of ineligibility for program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0087. The time required to complete this information collection is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

8. The undersigned is the holder of a lien on the commodity identified above. In order for the producer identified above to pledge such commodity as collateral for a Commodity Credit Corporation ("CCC") loan, with respect to CCC only, the undersigned waives all interest in, and title to, such commodity. The undersigned agrees that the proceeds of the loan shall be disbursed (lienholder must check one of the following):

(1) [X] To the producer.

(2) [ ] Jointly to the producer and the undersigned lienholder.

(3) [ ] Jointly to the producer and the undersigned lienholder, less $ *(a)* _____ administrative offset as of *(b)* _____ (DATE) and charges due *(c)* _____.

9. If administrative offsets are deducted from the loan proceeds enter estimated net disbursement amount: $ _____.

10. NAME AND ADDRESS OF LIENHOLDER OR AUTHORIZED AGENT

Farmer's State Bank
Oakley, KS 67582

11A. SIGNATURE	11B. DATE *(MM-DD-YYYY)*
/s/ J.R. Cole, Vice President	6-28-20XX

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

92 Liens and Encumbrances (Continued)

E CMA Service County Office Action

When CCC-679 has been submitted to the CMA's service County Office, the service County Office shall:

- **before** disbursing the loan, ensure that the lienholder has:
  - signed and dated items 11A and B

    Note: Signatures must be affixed personally by all lienholders or authorized agents. CMA service County Offices may verify the lienholder signature, if necessary.

  - checked appropriate item 8, block (1), (2), or (3)
- when disbursing the loan, and the lienholder has checked item 8:
  - block (1) or (2), disburse the loan
  - block (3) or otherwise marked it, refer to:
    - for grains, 8-LP, subparagraph 404 C
    - for cotton, 7-CN, subparagraph 163 E
- distribute CCC-679 as follows:
  - file County Office copy in CMA's loan folder
  - send second copy to CMA
  - send third copy to lienholder.

93-102 (Reserved)

Section 2 Loan and LDP Availability and Requirements

103 General Commodity and Pool Requirements for CMA's

A General Requirements and Policies

[1425.17] The following general requirements and policies apply to CMA loan pool commodities and pools:

- CMA may establish separate loan pools as needed for quantities of a commodity
- loans and, if applicable, LDP's will be available to CMA's for any eligible commodity in a loan pool as provided in paragraph 54
- CMA must have in inventory a quantity of commodity delivered by members of each class and grade at least equal to the quantity each class and grade pledged as loan collateral
- loan eligibility for commingled commodities stored on a farm or in a warehouse may be transferred to an approved warehouse
- commodities pledged as collateral for CCC loans shall be free and clear of all liens and encumbrances based on CMA's financial agreements or CMA shall obtain a completed CCC-679 according to paragraph 92
- CMA's shall not take any action to cause a lien or encumbrance to be placed on a commodity after a loan is approved.

  Note: See paragraph 92.

103 General Commodity and Pool Requirements for CMA's (Continued)

B Loan Pool Eligibility Requirements

[1425.17 (c)] A pool shall be eligible for loans and LDP's when:

- all of the commodity in the pool is eligible for loans or LDP's

  Note: See subparagraph C for exceptions to this requirement.

- the commodity was delivered by members covered by an approved marketing agreement with CMA for their market gain

- the member and farm are eligible for loans and LDP's

- members retain the right to share in marketing proceeds from the commodity according to paragraph 41

- members agree to accept a payment of initial advances from CMA according to subparagraph 54 C

- identity-preserved loan pool commodities are stored in approved warehouses while the commodities are pledged as collateral for a loan.

C When Loan Pools May Include Ineligible Deliveries

[1425.17 (d)] Ineligible commodities may be included in loan pools when:

- CMA inadvertently included ineligible quantities based on grade, quality, bale weight, or repacking in the case of cotton or other factors

- there are eligibility discrepancies in FSA records.

  Example: The producer has certified to CMA that the commodity is eligible for loan or LDP and there is no market gain or LDP involved in the loan pool for the crop year.

[1425.17 (e)] CMA may, for a limited time according to paragraph 385, include a commodity that is ineligible based on FSA records when the producer has certified to CMA that the commodity is eligible. In these instances, CCC specifies a time period during which CMA's may obtain loans or LDP's on the applicable quantity while the eligibility status is resolved. If the final resolution is that the commodity was ineligible, CMA shall repay any loans outstanding, with principal plus interest, and any market gains obtained, plus interest, from the date of receiving the market gain through the repayment date.

103 General Commodity and Pool Requirements for CMA's (Continued)

D Types of Loans and LDP's Available and Transferring Loan Eligibility

[1425.17 (g)] Loans or LDP's are available to CMA's for farm-stored commodities when it is, pursuant to the applicable CMA's marketing agreement with a member, part of CMA's loan pool.

[1425.17 (h)] Loans will be available to CMA's for identity-preserved loan pool commodities stored in approved warehouses while the commodities are pledged as collateral for a loan.

[1425.17 (i)] Loan eligibility for commingled commodities stored on a farm or in a warehouse may be transferred to an approved warehouse.

Example: CMA with 100,000 bushels of eligible wheat stored on members' farms may transfer that eligibility to 100,000 bushels of wheat it has in an approved warehouse delivered by nonmembers. The warehouse commodity must be of equal or better quality than the farm-stored commodity.

104 CMA Pool Allocations and Distribution Policies

A Loan Pool Allocations

[1425.17] The following general policies apply to loan pool allocations:

- if a loan or LDP is obtained for any quantity in a loan pool, allocations of costs and expenses among separate pools for the commodity shall be made according to generally accepted accounting principles

- CMA shall not apply marketing losses from a commodity not used to obtain a loan or LDP against the marketing proceeds of a commodity used to obtain a loan or LDP

- CMA's shall not carry forward losses from 1 loan pool and apply them against a subsequent loan pool without CCC's authorization.

  Note: CCC may grant authorization when it determines that carrying forward the loss complies with CCC's loan and LDP program intent.

B Pool Distribution Requirements

[1425.18 (a)] The following general policies apply to CMA pool distributions:

- if CCC makes loans or LDP's for any quantity in a loan pool, the related proceeds shall be distributed to members participating in the pool:

  - based on the quantity and quality of the commodity delivered by each member

  - less any authorized charges for services performed or paid by CMA necessary to condition the commodity or otherwise make the commodity eligible for loans or LDP's

  - within 15 workdays from the date CMA receives loan or LDP proceeds from CCC

    Note: Loan proceeds from loans redeemed within 15 workdays are exempted from this requirement.

- CMA's may credit advances to its members made before loans and LDP's are obtained against the 15 workday distribution of loan and LDP proceeds

104 CMA Pool Allocations and Distribution Policies (Continued)

B Pool Distribution Requirements (Continued)

- **[1425.18 (b)]** loan pool proceeds shall not be combined with nonloan pool proceeds and CMA shall distribute loan pool proceeds according to the information provided to CCC according to paragraph 54

  Note: Sales proceeds from a loan pool may be combined with sales proceeds from other pools if the proceeds from these pools are allocated among the pools according to the quantity and quality of the commodity included in the pools.

- loan and LDP proceeds shall only be issued to members involved in pools used for loans or LDP's

- when notified by CCC that loan and LDP distributions to a member must be reduced for a program year, farm, or crop, CMA shall not make subsequent pool distributions and shall reimburse CCC for distributions previously issued, if applicable.

105 Ineligible CMA Commodities

A Loan Action

When CMA has pledged a commodity as collateral for CCC loan and the commodity is found to be ineligible while still under loan, CMA must take corrective action according to this table.

IF the commodity is...	AND CMA has...	THEN, subject to provisions in paragraph 385...
identity preserved		and, according to paragraph 139: • redeem ineligible loan quantity without benefit • repay any benefits obtained.
commingled	sufficient quantity of eligible commodity available for loan	reduce the eligible pool inventory not used for loan by ineligible amount.

	eligible commodity inventory available for loan that is less than the amount found ineligible	• reduce the ineligible quantity by the amount of eligible pool inventory available for loan
		• through the CMA service County Office, according to paragraph 139:
		  • redeem the remaining ineligible quantity in loan without benefit
		  • repay any benefits obtained on the remaining ineligible quantity.

	no eligible commodity to replace the ineligible quantity	through the CMA service County Office, according to paragraph 139: • redeem any ineligible quantity in loan without benefit • repay any benefits obtained on the ineligible quantity.

105 Ineligible CMA Commodities (Continued)

B LDP Action

When CMA used a commodity to obtain LDP that is found to have been ineligible, CMA must take corrective action according to this table.

IF the commodity is...	AND CMA has...	THEN, subject to provisions in paragraph 385...
identity preserved		and according to paragraph 139 repay any benefits obtained.
commingled	sufficient quantity of eligible commodity available for LDP	reduce the eligible pool inventory not used for loan or LDP by ineligible amount.
	eligible commodity inventory available for LDP that is less than the amount found ineligible	• reduce the ineligible quantity by amount of eligible pool inventory available for loan or LDP • through the CMA service County Office, according to paragraph 139 repay any benefits obtained or LDP on the remaining ineligible quantity.
	no eligible commodity to replace the ineligible quantity	through the CMA service County Office, according to paragraph 139 repay any benefits obtained on ineligible quantity.

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields

A HELC and WC Compliance

CMA and LSA producers must visit their administrative FSA County Office to complete or update AD-1026 to comply or continue compliance with USDA HELC and WC provisions. The FSA County Office maintains a flag in subsidiary files that is applicable to the current year. If a CMA or LSA producer:

- is in violation of HEL/WC provisions, the CMA Process output file will return:
  - a "Y" in field [47]
  - an "I" in field [1] making the producer ineligible
- does not file AD-1026, or the AD-1026 flag is invalid, the CMA Process output file will return:
  - a "Y" in field [60]
  - an "I" in field [1] making the producer ineligible.

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

B Actively Engaged in Agriculture and Person Determination

CMA and LSA producers must visit their administrative FSA County Office to maintain their applicable CCC-502 to establish:

- that they are actively engaged in agriculture
- the number of persons applicable to PLM

If a CMA or LSA producer:

- has not undergone a "person" determination, or the County Office flag is blank, the CMA ***--**process output file will return a "Y" in field [61] or [72]

- is not actively engaged in agriculture, the CMA process output file will return a "Y" in field [71]

- does not have a PLM record in the County Office, the CMA process output file will return a "Y" in field [73].**--***

C Acreage Reporting Requirement

The 2002 Farm Bill requires that to receive loans and LDP's, a producer must file a report of acreage of all cropland on the farm for which a loan or LDP is requested.

For producers not meeting the acreage reporting requirements, the CMA Process now returns:

- a "Y" in field [49] and an "I" in field [1], making the producer ineligible when:

  - the producer's ID number is not associated with a crop on any farm for which an eligibility record is requested by CMA

  - no crop shares were reported for the producer's ID number

- a “Y” in field [65] and an “I” in field [1], making the producer ineligible when all cropland on the farm is not reported.

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

D Controlled Substance Violations

The CMA or LSA producer's administrative FSA County Office will:

- determine whether a producer has been convicted under Federal or State law of a controlled substance violation
- set the appropriate flag in the County Office subsidiary files.

If a producer is determined to be in violation of controlled substance provisions, the CMA process will:

- return a flag set to "Y" in field [48]
- set the flag in field [1] to "I" making the producer ineligible.

E AGI Limitation

Effective for FY's 2003 through 2007, an individual or entity shall not be eligible for marketing loan gains and LDP's, if both of the following apply:

- the average AGI of the individual or entity exceeds $2.5 million
- less than 75 percent of the average AGI is derived from farming, ranching, or forestry operations.

The CMA or LSA producer's administrative FSA County Office will:

- accept certification of a producer's AGI on CCC-526
- set a negative flag in subsidiary files if the producer is in violation of AGI provisions.

CMA's, DMA's, and LSA's shall:

- monitor field [54] of the CMA Process file
- **deny** a market gain or LDP to producers when the AGI flag is set to "Y".

For joint operations or entities, where a member does not comply with AGI, CMA's, DMA's, and LSA's shall:

- reduce any market gain or LDP earned by an entity or joint operation by an amount commensurate with the direct and indirect interest of the member in violation
- review ownership interest in any entity to the fifth level, if applicable, to determine applicable commensurate share reductions.

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

--F Screening for DCIA Compliance--

According to DCIA, producers who are delinquent on non-tax Federal debt are ineligible for Federal loans. Exemption for CCC loans and LDP's was rescinded by passage of the 2002 Farm Bill. CMA's, DMA's, and LSA's shall:

- not obtain loans and LDP's for delinquent Federal debtors, except if the debtor satisfies *--the delinquency before the end of the loan availability period--*

- monitor field [67] of the CMA Process output file to identify producers who are delinquent debtors to FSA

- conduct further screening of CMA applicants by * * * the following methods:

  - obtaining producer certification for DCIA by entering the following statement on an annual addendum to the CMA's uniform marketing agreement, "Are you or any co-applicant delinquent on any federal non-tax debt?" and obtaining DCIA certification from producers at least annually on the addendum to the uniform marketing agreement

    Note: Provide blocks for the producer to check "yes" or "no" to the question.

  - *--obtaining data about a producer's DCIA status from available systems, such as CAIVRS or Debtcheck, at CMA expense to conduct screening of producers

  - reviewing lists as provided by County Offices--*

- conduct further screening of LSA or DMA applicants by * * * the following methods:

  - obtaining producer certification on the applicable CCC Cotton A-5 or other CCC form containing the DCIA certification statement

  - *--obtaining data about a producer's DCIA status from available systems, such as CAIVRS or Debtcheck, at LSA or DMA expense to conduct screening of producers

  - reviewing lists as provided by County Offices.--*

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

G Disqualification Because of FCIC Fraud

Producers determined by RMA of willingly and intentionally providing any false or inaccurate information to FCIC may be disqualified from receiving any monetary or non monetary benefits for a period of up to 5 years. If FSA is notified of such producers, the CMA process will return:

- a "Y" in field [58]
- an 'I' in field [1] making the producer ineligible.

*--107 Further DCIA Policy

A CMA, DMA, or LSA Action

This table provides action that CMA's, DMA's, or LSA's shall take when a producer is a delinquent Federal nontax debtor.

IF the…	THEN…
delinquent Federal nontax debt has been resolved before the final loan availability date	use the rate in effect on the day the original MAL or LDP request was made.
producer certifies that he or she has an unresolved delinquent Federal nontax debt	hold the request until the final loan availability date and if the producer does **not** resolve the delinquent Federal nontax debt before the final loan availability date, immediately notify the producer that he or she is ineligible and the request is disapproved.

Notes: See 58-FI for alternate methods for resolving delinquent Federal nontax debts.

For purposes of barring delinquent debtors from obtaining Federal financial assistance, a debt is not in delinquent status if the debtor is the subject of, or has been discharged in a bankruptcy proceeding. Producers with an unresolved delinquent Federal nontax debt **are** considered eligible to receive MAL or LDP if the unresolved delinquent Federal nontax debt is the subject of a bankruptcy proceeding.**--***

***--107 Further DCIA Policy (Continued)**

B MAL's or LDP's Issued Before a Delinquent Federal Nontax Debt Is Discovered

If the producer received MAL or LDP and later it is discovered that the producer after MAL or LDP was issued has a delinquent Federal nontax debt, CMA, DMA, or LSA shall:

- notify the producer that the delinquent Federal nontax debt must be resolved before the final loan availability date
- discuss with the producer alternatives to resolve the delinquent Federal nontax debt
- inform the producer that if MAL was obtained and the delinquent Federal nontax debt is not resolved before the final loan availability date, MAL must be immediately called and must be repaid at principal plus interest
- inform the producer that if LDP was received and the delinquent Federal nontax debt is not resolved before the final loan availability date, LDP must be repaid with interest.

C Producer Incorrectly Certifies to the DCIA Question

If it is discovered that a producer incorrectly certified to the DCIA question, CMA, DMA, or LSA must:

- immediately notify the producer that a disbursed loan is called and must be repaid at principal and interest
- follow CMA or DMA procedures in subparagraph 139 D for MAL or LDP violations
- follow LSA procedures in 22-CN for violations.

If the producer has resolved the delinquent debt, then MAL or LDP may be continued.**--***

***--107 Further DCIA Policy (Continued)**

D Delinquency Resolution

For DCIA purposes, a producer's delinquent debt is resolved only if the producer does 1 of the following:

- pays or otherwise satisfies the delinquent debt in full
- pays the delinquent debt in part if the creditor agency accepts such payment as a compromise in lieu of payment in full
- cures the delinquency under terms acceptable to the creditor agency in that the person pays any overdue payments, plus all interest, penalties, late charges, and administrative charges assessed by the creditor agency as a result of the delinquency
- enters into a written repayment agreement with the creditor agency to pay the debt, in whole or in part, under terms and conditions acceptable to the creditor agency.

Note: If a portion of a debt has been written off or compromised in lieu of payment in full, after the person has paid the debt in part through an approved payment agreement, the debt would be considered "resolved".

Follow 58-FI, Part 9 for working out debts by installments.**--***

108-116 (Reserved)

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Section 3 Offsets and Assignments

117 General Policies for Offsets and Assignments

A CMA Offset Policy

The following offset for claims (offsets) policies apply to CMA's:

- offsets, when applicable, shall be collected for producers who obtain loans or LDP's through County Offices, CMA's, and LSA's from loan and LDP funds

- offsets collected by CMA's are limited to pool:

  - deliveries to CMA after CMA receives notification that offset exists
  - distributions made to producers after a loan or LDP is obtained from CCC

  Note: See subparagraph 118 B for examples.

- CMA's have the following options:

  - exclude from all loan and LDP activity quantities with applicable offsets
  - pay applicable offset for production included in loan and LDP activity

- CMA's shall process all quantities with applicable offsets as identity preserved commodities.

*** * ***

B CMA Assignment Policy

Even though CMA's receive an assignment flag from the CMA Process, CMA's cannot process payments against assignments on file at FSA County Offices. This is because CMA's do not have access to FSA's automated assignment system.

117 General Policies for Offsets and Assignments (Continued)

C Payment Date

The date of payment for offsets shall be the date CMA contacts the County Office to obtain payment information.

D Notifications

CMA's will receive notification that offsets are applicable:

- normally, through the CMA Process according to Part 7
- in rare instances, through notifications from the State Office.

E State Office Notifications

State Offices are authorized to notify CMA's of large individual dollar amount offsets.

118 Offset Actions for CMA's

A CMA Policies

The following policies, in addition to those listed in paragraph 117, also apply to offsets through CMA's:

- no action is needed when the applicable producer does not obtain either loan or LDP funds through CMA

- when a lien has been filed for a producer with an offset, the lienholder has the right to refuse to grant a waiver.

Note: If the lienholder:

- grants the waiver, proceed with processing the loan or LDP
- does **not** grant the waiver, the producer is not eligible for loans or LDP's.

118 Offset Actions for CMA's (Continued)

B CMA Examples

This table provides examples of how CMA's are to handle offsets. In all cases, the CMA Process notifies CMA that Mr. Smith has an offset before CMA applies for loan proceeds and the control County Office verifies the amount owed is $300.

Example 1	**Step**	**Action**
	1	CMA issues a $500 pool distribution to Mr. Smith on October 1.
	2	CMA obtains a loan of $450 on October 3 for the same quantity of commodity applicable to the advance.
	3	CMA allocates a second pool advance of $200 to Mr. Smith on March 1 and a final pool distribution of $150 on September 30 on the applicable commodity.
	Result:	CMA shall remit all of Mr. Smith's March distribution and $100 of his September distribution to the control County Office to satisfy his offset. CMA shall issue a $50 balance distribution to Mr. Smith in September.
Example 2	**Step**	**Action**
	1	CMA issues a $200 pool distribution to Mr. Smith on October 1.
	2	CMA obtains a loan of $150 for the same quantity of commodity applicable to the advance on October 3.
	3	CMA makes no further pool distributions to Mr. Smith for the applicable quantity.
	Result:	CMA collects none of the offset due since all pool distributions were made before CMA obtained funds for Mr. Smith.
Example 3	**Step**	**Action**
	1	CMA obtains a loan for $450 for Mr. Smith's commodity on October 3.
	2	CMA allocates a $450 pool distribution on October 4 to Mr. Smith for the same quantity applicable to the loan.
	Result:	CMA shall collect the $300 offset due since the initial pool distribution was greater than the offset outstanding, and the allocation was made after funds were obtained from CCC.

118 Offset Actions for CMA's (Continued)

C CMA Action

CMA's shall follow the procedures in this table when offsets are applicable for a producer involved in a loan or LDP.

Step	Action	
1	When a joint operation record is received from the CMA process with "Y" in field [67] for a component member, notify the joint operation's control County Office's State Office that record has been received. In notification, identify applicable joint operation, component members, and control County Offices. **Notes:** The State Office has 30 calendar days to notify the applicable CMA when a payment to CCC is **not applicable**. See step 6 for additional instructions. When the loan or LDP proceed is for a component member of a joint operation, the proceed amount is determined by multiplying the applicable component member's actual share (field [16] from the CMA Process) times the joint operation's proceed amount.	
2	Contact control County Office to determine offset amount and applicable administrative County Offices no more than 3 workdays before obtaining loan or LDP proceeds. **Note:** If control County Office does not receive payment within 8 workdays of this contact, it will reject the payment. When this happens, CMA's must contact the control County Office again to determine the exact amount due on the day producer obtained loan or LDP proceeds.	
3	**IF CMA is...**	**THEN...**
	handling commodities, other than cotton	prepare separate loan or LDP requests for each applicable offset, identifying the applicable: • producer's name and ID number • administrative County Office.
	a cotton CMA	notify the control County Office of the date loan or LDP proceeds will be, or were, obtained for the producer within 2 workdays of the date of the proceed. **Note:** This notification may be made at the time the inquiry in step 2 is made.

118 Offset Actions for CMA's (Continued)

C CMA Action (Continued)

Step	Action	
4	**IF offset is...**	**THEN issue a payment to...**
	less than loan or LDP proceeds due producer	• CCC for producer to control County Office for offset according to step 5 • producer for balance of proceeds due producer.
	equal to or greater than loan or LDP proceeds due producer	CCC for producer to control County Office for loan or LDP proceed amount according to step 5.
5	• Issue payments to CCC. • Attach a memorandum stating that the payment is an "Offset payment of $___ for (**producer's name, ID number, and administrative County Office**)". • Submit payment to control County Office.	
6	When notified by State Office that payment to CCC is **not applicable for a joint operation** after payment was made: • request refund from administrative County Office **Note:** A copy of State Office's notification **must** be included with the refund request. • issue payment to producer within 3 workdays of receiving payment from administrative County Office.	

119 Offset Actions for State and County Offices

A Control County Office Action

Control County Offices shall follow the procedures in this table for CMA offsets.

Step	Action	
1	**IF contacted by...**	**THEN record date...**
	CMA handling commodities other than cotton	of contact.
	cotton CMA	loan or LDP will be, or was, obtained for producer. **Note:** Contact must be within 2 workdays of the date of loan or LDP or CMA or LSA must recontact County Office for update amount.
2	Determine County Offices where producer has offsets and each applicable amount.	
3	**IF...**	**THEN...**
	no offset exists	provide CMA or LSA written verification that offset no longer applies.
	any offset exists	continue.
4	Calculate offset amount, plus interest, through date in step 1 for each county.	
5	Inform the applicable CMA within 2 workdays of CMA contact, of: • offset amount, plus interest, for each offset and applicable County Office • County Office order of repayments by ascending State and County Office number order • how to handle cases involved in bankruptcies based on Regional Attorney instructions. **Note:** For multiple types of debts within a single county, County Offices shall follow the normal priority of payment procedures in 58-FI.	

119 Offset Actions for State and County Offices (Continued)

A Control County Office Action (Continued)

Step	Action	
6	**IF offset payment is...**	**THEN...**
	not received from CMA handling commodities other than cotton within 5 workdays of date in step 1	• call and notify CMA that no payment was received • provide CMA with an updated payment amount based on loan or LDP date.
	not received from cotton CMA within 8 workdays of date in step 1	
	received from CMA within the appropriate time period	forward payment to administrative County Office.

B CMA Service County Action

CMA service County Offices shall, within 5 workdays of processing a loan or LDP with an applicable offset for claim, notify applicable administrative County Office that a loan or LDP was processed for the applicable producer and amount of loan or LDP processed.

C Administrative County Office Action

Administrative County Offices shall follow procedures in this table for CMA offsets.

Step	Action	
1	**IF offset...**	**THEN...**
	payment is received from CMA	go to step 2.
	refund is requested by CMA	go to step 6.
2	Deposit payment according to 58-FI.	
3	Update producer's records to reflect offset payment received.	
4	Send CMA confirmation payment was received within 5 workdays of receiving payment.	
5	Update producer's NAM's offset flag to indicate that no offset is owed when all offset amounts have been paid.	
6	Issue a refund according to 1-FI within 3 workdays. **Note:** Refund requests based on State Office notification for component members, must include a copy of the State Office's notification that a payment was **not applicable**.	

119 Offset Actions for State and County Offices (Continued)

D State Office Action

State Offices shall follow procedures in this table for CMA offsets.

Note: If State Office is aware that payment has been made before notification in step 1 is received, State Office shall notify applicable CMA's that offsets are not applicable.

Step	Action	
1	Upon notification from CMA that they have received a joint operation record from CMA process with a "Y" in field [67] for a component member, verify within 20 calendar days whether payments for the component member may be collected through the joint operation, according to 58-FI.	
2	**IF offsets may...**	**THEN...**
	be collected	no further action is required.
	not be collected	immediately provide CMA a written notification that payments may **not** be collected for the component member through the joint operation.

*--120 CMA, DMA or LSA Producer Bankruptcies

A CMA, DMA or LSA Actions

When informed of producers who have filed for bankruptcy by a "Y" flag in field 50 of the CMA process download file, CMA's, DMA's or LSA's:

- with sufficient legal resources may process marketing assistance loans and LDP's for these producers:
  - at their own risk
  - as directed by the applicable bankruptcy court
- without sufficient legal resources may refer these producers to the applicable FSA County Office for marketing assistance loan and LDP processing as directed by OGC.--*

121-129 (Reserved)

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Section 4 Market Gain Allocations and Repayments

130 Overview

A Introduction

This section provides information, policies, and formulas for market gain allocations and repayments through CMA's.

[1425.16] CMA's shall monitor market gains received from CCC for their members and not obtain market gains for a member above the member's payment limitation.

131 CMA Allocation of Market Gains to Members

A Allocating Market Gains

CMA's shall allocate market gains to members according to this table.

IF commodity is...	THEN allocate market gains to...
commingled	members based on: • their share of market gains the pool has obtained • the member's volume in the pool quantity that received market gains.
identity preserved	member who delivered the commodity.

131 CMA Allocation of Market Gains to Members (Continued)

B When to Allocate Market Gains

CMA's shall allocate market gains to members according to this table.

IF commodity is...	THEN allocate market gains...

commingled	• at either of the following times:
	  • when market gains are earned
	  • at the end of the pool period
	• by basing market gain:
	  • on percentage the member's share of market gains are of the entire pool
	  • on the member's volume in the pool quantity that received market gains.

identity preserved	when market gains are earned.

132 Denied Benefit Policies

A CMA Policies

CMA's shall:

- decline denied benefits at the time of loan repayment or LDP for producers:
  - with PE's and/or PCF's of less than 1.0000 identified in the loan repayment or LDP
  - ineligible for market gains or LDP's because of AGI

--Note:** Because denied benefits are payment limitation related, they are not applicable to commodity certificate exchanges.**--

- reimburse CCC for benefits received that included production from producers:
  - with PE's and/or PCF's of less than 1.0000 but the benefit was not reduced on the date the benefit was received
  - ineligible for market gains or LDP's because of AGI
- pay interest on the denied benefit at the loan interest rate on the date the benefit was received for the benefit period when the denied benefit is repaid after the date the benefit was received

Note: See paragraph 134 for denied benefit formulas.

- for commodities other than cotton:
  - obtain amounts due CCC for prior benefits from the CMA service County Office
  - make applicable repayments according paragraph 139
- for cotton, make applicable repayments according to 21-CN.

133 (Reserved)

134 Denied Benefit Formulas

A PCF and PE Denied Benefit Formulas

The following formulas calculate PCF and PE denied benefits.

- For producers other than component members:

  Formula: Gross benefits x (1 - (PCF x PE)) = denied benefit

  Example: $11,000 x (1 - (0.50 x 0.50)) = $8,250 denied benefit.

- For component members:

  Note: Multiply each component member's PCF and PE times the component member's actual share (field [16]) in the joint operation.

  Formula: Gross benefit x actual share factor x (1 - (PCF x PE)) = denied benefit

  Example: Producer A is a member of joint operation 3 with a .5000 actual share in joint operation 3, PCF of .7500, and PE of .2500. Producer A's denied benefits when joint operation 1 earns a $1,000 gross benefit is $406.25.

  ($1,000 gross benefit x .5000 actual share factor) x (1 - (.7500 PCF x . 2500 PE)) = $406.25 denied benefit.

B AGI Denied Benefits Formula

See 2-PL for formulas to calculate commensurate reductions to joint operations.

135 Determining Commodity Certificate Exchange Value

A Service County Office Action

Use CCC-694-1, according to 8-LP or 2-LP Rice, to calculate the following:

- certificate exchange rate using commodity certificates
- dollar value needed to purchase commodity certificates.

If CMA's exchanging certificates for loan collateral provide a spreadsheet or similar document displaying data to be used on CCC-694-1 (Reverse), service County Offices may:

- verify that the data provided is correct
- attach the document with data to CCC-694-1
- sign and date CCC-694-1 (Reverse).

In this case **only**, no further action is necessary on CCC-694-1.

136-138 (Reserved)

139 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds

A Ineligible Benefits Policies

After following policies in subparagraph 103 C and paragraph 385, CMA's shall:

- reimburse CCC for all ineligible benefits received for a producer
- pay interest on the ineligible benefit at the loan interest rate on the date the benefit was received for the benefit period
- repay ineligible volumes under loan immediately with principal plus interest.

B Excess and Duplicate Benefit Policy

CMA's shall:

- reimburse CCC for all excess and duplicate benefits received
- pay interest on the excess or duplicate benefit at the loan interest rate on the date the benefit was received for the benefit period
- repay subsequent volumes under loan without benefits
- make applicable repayments according to this paragraph.

C Which Benefit Is the Duplicate

If a duplicate benefit is paid, such as a second loan or LDP for commodities already under loan, then the first disbursed benefit is considered the correctly disbursed benefit and the second is considered the duplicate for correction purposes.

139 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds (Continued)

D CMA Actions

When problems are discovered by CMA's or CCC involving ineligible benefits or excess and denied benefits, CMA's shall take the following action.

Step	Action	
1	**IF CMA handles...**	**THEN...**
	commodities other than cotton	continue to step 2.
	cotton	• **repor**t, by memorandum, ineligible, excess benefit, and denied benefit volumes and associated loan and LDP transactions to PSD • **request** waiver of liquidated damages, if applicable, according to the terms of CCC-Cotton G, stating specific reasons why a waiver is warranted • **pay** refunds upon demand according to 21-CN, Part 5.
2	Report ineligible, excess benefit, and denied benefit volumes and associated loan and LDP transactions to the service County Office. In a memorandum, provide the following, as applicable: • ineligible quantity • amount of excess benefit paid • amount of denied benefit not reduced • producer name and identification number • loan or LDP number • disbursement date • warehouse receipt number • specific reasons why ineligible, excess, or denied benefit transactions occurred • request for waiver of interest or liquidated damages. **Note:** Liquidated damages can only be waived by PSD.	
3	**IF...**	**THEN...**
	applicable loans are unpaid or unredeemed	repay the ineligible volume, excess benefit, or denied benefit under loan with principal plus interest.
	applicable loans were paid or were redeemed at the marketing repayment rate	wait for payment instructions from the service County Office.
	reporting ineligible LDP volume or other ineligible LDP transactions	wait for refund instructions from the service County Office.

140 CMA Service County Office Refunds

A Informing PSD

For all cases involving CMA ineligible volume, excess benefit, or denied benefit problems, service County Offices shall inform PSD according to this table.

IF...	THEN...
CMA requests waiver of interest or liquidated damages	wait for refund instructions from PSD.
CMA is not requesting a waiver	proceed with processing the refund.
the administrative County Office or service County Office needs guidance	obtain instructions from PSD through the State Office.

140 CMA Service County Office Refunds (Continued)

B Processing Refunds

Service County Offices shall process ineligible volume, excess benefit, or denied benefit refunds from CMA's according to this table.

IF CMA or administrative County Office reports...	*--THEN service County Offices...--*
ineligible, excess benefit, or denied benefit volume for a loan that is unpaid or unredeemed	• **demand** repayment of principal plus interest for the ineligible volume for the applicable loan • **process** the repayment in APSS at principal plus interest.

• excess benefit because payment limitation was paid for a loan that has been repaid or for LDP that has been paid
 	
• denied benefits that were not reduced at the time the loan was repaid or LDP was paid
	• **calculate** the amount of excess benefit because payment limitation was exceeded
	
	• **calculate** denied benefit according to paragraph 61
	
	• **calculate** interest on the excess or denied benefit at the loan interest rate on the date the benefit was received for the benefit period
	
	• **collect** repayment of excess and denied benefits plus interest on CCC-257 using program code "XXCOMM?LIM" where:
	
	  • "XX" is crop year
	
	  • "COMM" is commodity code
	
	  • "?" is either of the following:
	
	  • "F" for farm-stored loans
	  • "W" for warehouse-stored loans
	
	  • "LIM" is constant.

140 CMA Service County Office Refunds (Continued)

B Processing Refunds (Continued)

IF CMA or administrative County Office reports...	*--THEN service County Offices...--*

ineligible volume for a loan that has been repaid at the marketing repayment rate	process the refund transaction in APSS as follows:
	
	• **reverse** the applicable repayment transaction, on Screen PXA00005 and ENTER "Y" next to the repayment transaction closest to the loan making transaction
	
	• **process** a violation in APSS for the applicable loan by:
	
	  • recording a shortage for the ineligible quantity
	
	  • charging interest
	
	  • charging liquidated damages unless PSD authorizes a waiver
	
	  Note: Procedure in 12-PS, subparagraph 1281 C covers recording loan violations.
	
	• **repay** the **eligible** quantity at the original repayment rate as a manual transaction, and:
	
	  • on Screen PPD61000, enter the original repayment date
	
	  • on Screen PPD92000, enter the original repayment value and the eligible quantity
	
	  • on Screen AGK00500, ENTER "4", "Already Prepared CCC-257", and enter the original CCC-257 number and date
	
	  Note: On Screen AGK01500, use the original check number.
	
	  • on Screen AGK01510, ENTER "N" when asked if this is an overpayment that needs to be refunded
	
	  Note: The remaining amount is used to repay the overdisbursement in the next step.

140 CMA Service County Office Refunds (Continued)

B Processing Refunds (Continued)

IF CMA or administrative County Office reports...	*--THEN service County Offices...--*
ineligible volume for a loan that has been repaid at the marketing repayment rate (Continued)	• **repay** the overdisbursement as a manual transaction using the original repayment date, and: • enter the remaining available amount from the original repayment amount on the screen, for amount received • on Screen AGK00500, ENTER “4”, “Already Prepared CCC-257”, and enter the original CCC-257 number and date **Note:** On Screen AGK01500, use the original check number and amount. • issue a manual demand letter for the overdisbursement amount according to 8-LP • **repay** the overdisbursement.

140 CMA Service County Office Refunds (Continued)

B Processing Refunds (Continued)

IF CMA or administrative County Office reports...	*--THEN service County Offices...--*

ineligible volume for LDP that has been paid	using the LDP violations software in APSS:
	• process a violation in APSS for the applicable LDP:
	  • record a shortage for the ineligible quantity
	  • charge interest
	  • charge liquidated damages unless PSD authorizes a waiver
	• issue a demand letter to CMA for the resulting receivable according to 12-PS
	• collect and repay the receivable amount according to 12-PS.

141-150 (Reserved)

Section 7 PLM Actions Applicable to CMA's, DMA's, and LSA's

151 Payment Limitation Policies

A Maximum PLM Policy

The maximum PLM is assigned for a "person", except those specified in subparagraphs D and E, in all County Offices, CMA's, DMA's, and LSA's.

Note: PLM is not applicable to loans repaid with commodity certificates.

B Assigned PLM Policy

PLM assigned to a "person" through a County Office, CMA, DMA, or LSA for a crop year remains in effect until:

- the County Office receives a subsequent change through the subsidiary file process or the "person's" control County Office

- CMA, DMA, or LSA receives a subsequent change either from the CMA Process or by CCC-732 from the "person's" control County Office.

CMA's, DMA's, and LSA's must monitor PLM's reported through the CMA Process for possible PLM reductions made by the subsidiary file process. When PLM is reduced by the subsidiary file process during a crop year and the "person" has already earned more benefits than the reduced PLM, CMA's, DMA's, and LSA's shall immediately:

- contact the applicable "person's" control County Office
- request a reassignment of PLM using CCC-732.

Note: Annotate on CCC-732, "Remarks" section, that PLM has been reduced below amount of benefits the "person" has already earned for the crop year. Control County Offices shall attempt to reassign PLM's so that benefit repayments are not required. This may mean that a newly assigned PLM to another CMA or LSA will be reduced or eliminated.

Exceptions: See:

- paragraph 153 for exceptions for **suspended** CMA's and LSA's
- paragraph 154 for exceptions for **terminated** CMA's and LSA's.

151 PLM Policies (Continued)

C Benefits Exceeding PLM Repayment Policy

When a control County Office determines a "person's" PLM has been exceeded for the crop year, the control County Office shall contact all CMA's, DMA's, LSA's, and County Offices the "person" is active in to:

- determine benefit amount and date earned through each location
- inform them of amount of repayment required through them to bring benefits received by the "person" for the crop year into compliance with PLM.

Note: Benefits are repaid in reverse order; that is, the last benefit received is the first benefit repaid.

D Combined Producer PLM Policy

Several producers or component members of joint operations may be combined as 1 "person" for PLM purposes. It does not matter which individual "person" in a combination earns the benefit. PLM is assigned to the combination. Therefore, when CMA's, DMA's, and LSA's receive PLM for a combined producer, they must change all previously received PLM's for all other "persons" in the same combination to the lowest amount reported for any of the "persons" in the combination.

E Entity Types With Zero PLM

The following entity types are not eligible for payments and will, therefore, always have PLM of zero:

- "08" means "Federal owned"
- "99" means "Other".

Note: CMA's, DMA's, and LSA's should not request increased PLM's for "persons" with these entity types since no increase is possible.

151 PLM Policies (Continued)

F Entity Types With Unlimited PLM

The following entities are comprised of many "persons":

- "13" means "Public school"
- "14" means" Indian tribal venture" or "BIA"
- "15" means "Individuals represented by BIA".

These entities have entered into an agreement with CCC to monitor PLM's for the "persons" included in their organization. Benefits to them are not monitored by CCC.

Note: An individual Indian or group of Indians may have its affairs handled by BIA. In these cases, ID on FSA records for the Indian is assigned by FSA and it is the key to all eligibility records (entity type 15). If CMA or LSA has any of these producers, CMA or LSA should submit the FSA-assigned number, not the employer ID used by BIA (entity type 14), to obtain eligibility data.

152 Timing of PLM Assignment

A Background

Time required to upload and download County Office files and to run the CMA Process may result in a delay of two or three CMA Process cycles before a change initiated on CCC-732 is reflected in all required files. During the interim, PLM's on CCC-732's may not be the same as reported in the CMA Process.

B CMA, DMA, and LSA Action

When PLM's on CCC-732's are not the same as reported PLM's in the CMA Process, CMA's, DMA's, and LSA's shall:

- review PLM's after 3 subsequent CMA Process cycles
- verify that PLM changes on CCC-732 are reflected in the CMA Process. If not, request the control County Office verify that the CCC-732 amount is correct.

C Control County Office Action

When contacted by CMA's, DMA's, or LSA's and notified that PLM's on CCC-732's are not the same as reported PLM's in the CMA Process, control County Offices shall verify that PLM on CCC-732 is shown in the "persons" MA.L?M.

IF PLM is...	THEN...
not shown	record CCC-732 amount in file.
shown	• queue MA.L?M for transmission • inform CMA or LSA that CMA Process should report revised PLM within 3 weeks.

153 PLM's for Suspended CMA's and LSA's

A Background

See paragraph 75 for background information for CMA's that are suspended.

B Policy

PSD may grant control County Offices authority to reduce PLM's for the applicable crop year for the suspended CMA or LSA without the normally required notification to or approval of the applicable CMA or LSA.

This authority allows control County Offices to reduce applicable PLM's without processing CCC-732's for suspended CMA's or LSA's so PLM will be available for use through County Offices or other CMA's and LSA's.

After the suspension is lifted and approved status is reinstated, the suspended CMA or LSA shall generate CCC-732's, as needed, to request changes of PLM amounts.

154 PLM's for Terminated CMA's and LSA's

A Background

See Exhibit 6 for a list of all CMA's and LSA's participating in the loan and LDP program. When CMA or LSA withdraws from the loan and LDP program, it is removed from Exhibit 6.

B Policy

PSD may grant control County Offices authority to reduce PLM's for the applicable crop year for the terminated CMA or LSA without the normally required notification to or approval of the former CMA or LSA.

- With or without this notification, control County Offices are authorized, beginning with the crop year after CMA or LSA is removed from Exhibit 6, to reduce PLM's for the terminated CMA or LSA without any notification to or approval of CMA or LSA.

- This authority allows control County Offices to reduce applicable PLM's without using CCC-732's so PLM will be available for use through County Offices or other CMA's and LSA's.

Note: During the crop year after termination, the terminated CMA or LSA is removed by KC-ADC from all FSA files, including MA.M?M and PLM.

155 Obtaining PLM's Through CMA Process

A Introduction

CMA's, DMA's and LSA's shall obtain PLM's for their producers through the CMA Process. The subsidiary file process assigns initial PLM's for "persons", which are then reported to CMA's, DMA's, and LSA's through the CMA Process. Increased PLM's may be obtained using the CCC-732 process. After control County Offices update the PLM file with the new CCC-732 amounts, the CMA Process will also report the updated assignment to the applicable CMA or LSA. In these cases, CMA or LSA will probably have CCC-732 from the control County Office before the CMA Process reports the change. See paragraph 106.

B Subsidiary File Process Assignments of PLM Amounts

The subsidiary file process assigns PLM to any CMA or LSA "person":

- who does not have a PLM assignment for the applicable CMA or LSA
- whose total recorded PLM's in FSA files exceeds the maximum PLM to reduce the total assigned PLM to no more than the maximum PLM.

C Calculating PLM's

The subsidiary file process divides the maximum PLM by the number of:

- CMA's, DMA's, and LSA's when the "person" has or should have PLM greater than zero
- County Offices when the "person" has PLM greater than zero.

Note: See examples in subparagraph D and 2-PL, paragraph 165.

D Assigned PLM, Example 1

PLM's for a "person" involved in 1 CMA, 1 LSA, and 2 County Offices where 2 County Offices and CMA have an allocated PLM amount greater than zero will be assigned according to this table.

IF "person" was recorded in...	AND PLM recorded in County Office files was...	THEN PLM, after KC-ADC processing is completed, will be...
LSA 1	zero	$18,750.
CMA 1	$75,000	
County Office 1	$75,000	
County Office 2	$75,000	
	$225,000 total amount	$75,000 total amount.

156 (Reserved)

157 Calculating and Monitoring "Person's" Benefits

A Calculating and Monitoring Producer Benefits

CMA's, DMA's, and LSA's shall use this table to calculate and monitor a producer's benefits.

Step	Action	
1	Total all benefits before PCF and PE reductions for the crop year to date for each producer to establish each producer's gross benefit.	
2	Total all producer's denied benefits to date. See paragraph 134 for denied benefit formulas.	
3	From the CMA Process output file, obtain all joint operations' component member ID numbers (field [13]).	
4	Multiply each component member's share (field [16]) shown times: • gross benefit from step 1 • denied benefit from step 2.	
5	Allocate these amounts to each component member's ID (field [13]).	
6	For "persons" sharing the same CPA number (field [19]) in the output file, total gross benefits and denied benefits for each ID number (field [5] or field [13]). **Note:** Only 1 of a combined producer's ID number may be reported in the CMA Process's output file.	
7	**IF "person's" denied benefits are...**	**THEN...**
	greater than zero	divide denied benefits by gross benefits. **Example:** (8,250 ÷ 11,000) = .75
	equal to zero	use 1.00 in step 9 calculations.

157 Calculating and Monitoring "Persons'" Benefits (Continued)

A Calculating and Monitoring Producer Benefits (Continued)

Step	Action	
8	Determine excess gross benefit as follows: • PLM (field [20]) • minus, gross benefit. **Note:** See subparagraph 151 D for PLM policies for combined producers. **Example:** 10,000 -11,000 -1,000	
9	**IF result of step 8 is...**	**THEN...**
	less than zero	determine excess benefits to repay as follows: • multiply amount from step 8 times result of step 7 **Example:** -1,000.00 0.75 -750.00 • subtract amount in step 8 from result in the preceding example. **Example:** -1,000.00 - (-750.00) - 250.00 **Note:** This is the negative amount, which is excess benefit to repay CCC.
	equal to zero	deny **all** additional benefits to this "person".
	greater than zero	continue to process benefits until difference becomes zero.
10	Repeat steps 1 through 9 when benefits are received from CCC and allocations are made to producers.	

158 Using CCC-732

A Introduction

CCC-732's are used by:

- CMA's, DMA's, and LSA's to obtain increased PLM's
- control County Offices to decrease PLM assigned to a "person" through CMA, DMA, or LSA.

B PLM Caution

CMA's, DMA's, and LSA's should be aware that the following may result in the "person" being denied benefits unnecessarily:

- requesting PLM's greater than CMA, DMA, or LSA needs for the "person"
- refusing to release PLM amounts not needed by CMA, DMA, or LSA for the "person".

C Obtaining Increased PLM's

CMA's, DMA's, and LSA's shall use CCC-732's according to paragraph 159 to obtain PLM's for:

- "persons" whose current PLM assigned to CMA or LSA is zero and who is not entity type 08, 13, 14, 15, or 99
- "persons" when the current PLM is insufficient to cover **potential** benefits the producers are **expected** to earn through CMA, DMA, or LSA.

D Generating CCC-732's

CMA's, DMA's, or LSA's shall wait until receiving an initial PLM from the CMA Process before generating CCC-732's to obtain revised PLM's.

Control County Offices shall wait until an initial PLM is assigned to the applicable CMA or LSA through the CMA Process before generating CCC-732's to obtain revised PLM's in CMA's, DMA's, and LSA's.

Note: PLM's obtained through CCC-732's dated after the applicable CMA Process supersede PLM's received through the CMA Process.

159 CMA, DMA, and LSA CCC-732 Submissions

A Request Procedures

CMA's, DMA's, and LSA's shall use this table to process CCC-732's involved in requesting increases to a "person's" PLM for the applicable CMA or LSA.

Step	Action	
1	Prepare CCC-732 according to subparagraph B.	
2	Make 1 copy of CCC-732 to monitor progress and keep for documentation.	
3	Submit original CCC-732 to the "person's" control County Office.	
4	Monitor control County Office's response to CCC-732 request.	
	IF control County Office...	**THEN...**
	responds within 10 workdays	continue.
	does not respond within 10 workdays	notify control County Office that the request was made 10 workdays ago and no response has been received.
	does not respond within 20 workdays	notify the State Office that the request was made 20 workdays ago and no response has been received.
	does not respond within 30 workdays	notify PSD.
5	Update records with revised PLM.	
6	Monitor "person's" benefits by the PLM indicated on CCC-732.	

159 CMA, DMA, and LSA CCC-732 Submissions (Continued)

B Completion Instructions

CMA's, DMA's, and LSA's shall complete CCC-732 according to this table.

Item Number	Instructions
1	Enter date CCC-732 is mailed to control County Office.
2	Enter producer's control County Office's: • State name • county name • State and county code.
3	Enter CMA's, DMA's, or LSA's name.
4	Enter applicable producer's name.
5	Enter "person's" ID.
6	Enter "person's" ID type and entity type.
7	Enter combined producer account number, if applicable.
8	Enter crop year for which a revised PLM is being requested.
9	Enter PLM currently assigned to CMA or LSA.
10	Enter requested PLM. **Note:** Amount requested shall be total benefits the "person" is expected to earn for the applicable crop year through CMA or LSA.
11	Official shall sign and date.

159 CMA, DMA, and LSA CCC-732 Submissions (Continued)

C Example of CCC-732

Following is an example of CCC-732.

This form is available electronically.

CCC-732
(02-24-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

CMA OR LSA PRODUCER PAYMENT LIMITATION REQUEST

NOTE: *The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Parts 1421,1425 and 1427. The information will be used to request increases in a producer's payment limitation. It is also used by the producer's control County Office to document changes to a producer's payment limitation for a CMA or LSA. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in loss of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

1. Date *(MM-DD-YYYY)*:	August 25, 20XX
2. Name of Control County Office: *(Enter the State name, County name, State and County Code of the applicable control County Office)*	California Fresno 06-019
3. From: *(CMA's or LSA's name)*	United Cotton
4. Producer's name:	Jason Maxwell
5. ID:	545-00-1234
6. ID type and entity type:	E06
7. Combined producer account number, if applicable:	930007623
8. Crop year:	20XX
9. Current payment limitation:	$ 25,000
10. Requested payment limitation:	$50,000

11. We are hereby requesting the payment limitation for the producer shown above.

CMA/LSA's Signature: Date: *(MM-DD-YYYY)* August 25, 20XX

12. Revised Payment limitation is:

13. County Office approval and date for Revised Payment Limitation: **YES** ☐ **NO** ☐

Signature: Date: *(MM-DD-YYYY)*

14. REMARKS:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

160 Control County Office PLM Actions

A Monitoring PLM's

Control County Offices shall monitor PLM's assigned for "persons" and ensure that the total PLM assigned to a "person" in all County Offices, CMA's, DMA's, and LSA's is not more than the maximum. Control County Offices shall, when all of a producer's PLM has been assigned, make offsetting reductions for increases in PLM granted on CCC-732 to CMA, DMA, and LSA.

If the control County Office receives CCC-732 indicating in the "Remarks" section that PLM has been reduced below the amount of benefits the "person" has already earned for the crop year through the applicable CMA or LSA, the control County Office shall make every attempt to restore the "person's" PLM through CMA or LSA to at least the amount of benefits reported in the "Remarks" section.

When a "person" exceeds their PLM, control County Offices shall:

- contact all CMA's, DMA's, LSA's, and County Offices with PLM assignments for the "person"
- determine the order of when benefits were earned
- require repayment beginning with the last benefit earned until all overpayments are obtained.

B Example of Actions

CMA 1 requests an increase of $5,000 in "person" 1's PLM. Initially, the "person" had $25,000 PLM in County Office 1, $25,000 in County Office 2, and $25,000 in CMA 1. County Office 1 is the "person's" control County Office.

The "person" has already or is expected to obtain $25,000 market gains in County Office 1 and $20,000 in County Office 2. County Office 1, the control County Office, should contact County Office 2 after it receives CCC-732 from CMA 1 to determine whether an increase for CMA is possible.

After verifying that County Office 2 has PLM allocated that it will not need, County Office 1 should reduce County Office 2's PLM to $20,000, grant the increase to $30,000 in PLM to CMA 1, and record the changes in the "person's" MA.L?M.

160 Control County Office PLM Actions (Continued)

C Processing CCC-732's

Control County Offices shall process CCC-732's received from CMA's, DMA's, or LSA's according to this table.

Notes: If County Office receiving CCC-732 is not the control County Office for the "person" indicated, the County Office shall:

- enter "Not Control County Office" on CCC-732, item 2
- forward CCC-732 to the correct control County Office, if known.

Both County Offices should verify the control County Office is correct in MA.M?M. If the file designation of the control County Office is wrong, contact the State Office.

See 2-PL for instructions on determining the control County Office.

Step	Action	
1	Determine whether PLM requested is available. Contact other County Offices, CMA's, DMA's, and LSA's as necessary to determine whether PLM amounts may be reassigned.	
2	**IF an increased PLM is...**	**THEN, on CCC-732, enter...**
	possible	• a revised PLM in item 12 • "X" in the "Yes" box in item 13.
	not possible	• "DENIED" in item 12 • "X" in the "No" box in item 13 • reason for the denial in item 14. **Example:** "Producer's PLM already met."
3	When increases are approved, update the "person's" MA.L?M with all revised PLM's. **Note:** See subparagraph E when corresponding decreases are required in other CMA's, DMA's, and LSA's.	
4	Ensure that official signs and dates CCC-732, item 13.	
5	Maintain a copy of CCC-732 in the "person's" file to document PLM allocation.	
6	Return completed CCC-732 within 3 workdays to CMA or LSA.	

160 Control County Office PLM Actions (Continued)

D Example of CCC-732

Following is an example of CCC-732.

Note: The Privacy Act and Burden Statements appearing on the reverse side of CCC-732 are **not required** on CCC-732's generated by CMA's or LSA's. They will appear on CCC-732's generated by County Offices.

This form is available electronically.

CCC-732
(02-24-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

CMA OR LSA PRODUCER PAYMENT LIMITATION REQUEST

NOTE: *The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Parts 1421,1425 and 1427. The information will be used to request increases in a producer's payment limitation. It is also used by the producer's control County Office to document changes to a producer's payment limitation for a CMA or LSA. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in loss of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

1. Date *(MM-DD-YYYY)*:	July 31, 20XX
2. Name of Control County Office: *(Enter the State name, County name, State and County Code of the applicable control County Office)*	Arkansas Desha 05-041
3. From: *(CMA's or LSA's name)*	Cotton Coop USA
4. Producer's name:	John M. Cook
5. ID:	123-45-6789
6. ID type and entity type:	E01
7. Combined producer account number, if applicable:	
8. Crop year:	20XX
9. Current payment limitation:	$ 25,000
10. Requested payment limitation:	$37,500

11. We are hereby requesting the payment limitation for the producer shown above.

CMA/LSA's Signature: /s/ Sally M. Foxworth Date: *(MM-DD-YYYY)* July 31, 20XX

12. Revised Payment limitation is: $37,500

13. County Office approval and date for Revised Payment Limitation: **YES** [X] **NO** [ ]

Signature: /s/ James T. Alexander, CED Date: *(MM-DD-YYYY)* August 15, 20XX

14. REMARKS:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

160 Control County Office PLM Actions (Continued)

E Reducing PLM Assignments

Because a "person's" maximum PLM may be shared between County Offices, CMA's, DMA's, and LSA's, and "persons" earn different benefits at each location, PLM's assigned to any County Office, CMA, DMA, or LSA may need to be reduced during a crop year. Control County Offices shall follow this table to reduce an existing PLM previously allocated to CMA, DMA, or LSA.

Reminder: Individual CCC-732's are required for each "person" in a joint operation.

Exceptions: CCC-732's may not be required to reduce PLM's applicable to:

- **suspended** CMA's or LSA's according to paragraph 153
- **terminate**d CMA's or LSA's according to paragraph 154.

Step	Action	
1	Telephone the applicable CMA, DMA, or LSA.	
2	Ask CMA, DMA, or LSA if it has been allocated more PLM for the "person" than the "person" needs at CMA, DMA, or LSA for this crop year.	
3	**IF CMA, DMA, or LSA...**	**THEN...**
	needs all of PLM presently assigned	• stop processing for this CMA, DMA, or LSA • contact other County Offices, CMA's, DMA's, and LSA's the "person" is active in and repeat process.
	does not need all of PLM presently assigned	reduce PLM assigned to the "person" through CMA, DMA, or LSA to the amount needed and agreed to by the applicable CMA, DMA, or LSA on CCC-732 according to subparagraph F.
4	Maintain a copy of CCC-732 in the "person's" file to document PLM allocation.	
5	Update MA.L?M's to reflect changes in PLM allocations.	
6	Send CCC-732 prepared by return receipt requested mail, or by FAX, according to subparagraph F showing the reduced PLM to the applicable CMA, DMA, or LSA.	

160 Control County Office PLM Actions (Continued)

F Completing CCC-732 to Reduce CMA's, DMA's, or LSA's PLM

Control County Offices shall complete CCC-732's used to reduce CMA's, DMA's, or LSA's PLM according to this table.

Item	Instructions
1	Enter date CCC-732 is mailed.
2	Enter control County Office's: • State name • county name • State and county code.
3	Enter CMA's, DMA's, or LSA's name.
4	Enter applicable "person's" name.
5	Enter "person's" ID.
6	Enter "person's" ID type and entity type.
7	Enter combined producer account number, if applicable.
8	Enter crop year for which PLM is being reduced.
9	Enter PLM currently assigned to CMA or LSA.
10	Leave blank.
11	Leave blank.
12	Enter reduced PLM previously agreed to by CMA or LSA according to subparagraph E.
13	Official shall sign and date. Do **not** complete the "Yes" and "No" blocks when CCC-732 decreases PLM assigned.
14	Enter a statement that the reduced PLM was agreed to by (**name of CMA or LSA employee**) representing CMA or LSA on a certain date.

160 Control County Office PLM Actions (Continued)

G Example of CCC-732

Following is an example of CCC-732 prepared by a control County Office to reduce PLM assigned to a "person" through CMA or LSA.

Note: The Privacy Act and Burden Statements will appear on the reverse side of CCC-732's generated by County Offices.

This form is available electronically.

CCC-732
(02-24-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

CMA OR LSA PRODUCER PAYMENT LIMITATION REQUEST

NOTE: *The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is 7 CFR Parts 1421,1425 and 1427. The information will be used to request increases in a producer's payment limitation. It is also used by the producer's control County Office to document changes to a producer's payment limitation for a CMA or LSA. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in loss of program benefits. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

1. Date *(MM-DD-YYYY)*:	August 19, 20XX
2. Name of Control County Office: *(Enter the State name, County name, State and County Code of the applicable control County Office)*	Arkansas St. Francis 05-123
3. From: *(CMA's or LSA's name)*	Cotton Coop USA
4. Producer's name:	Randy Jones
5. ID:	343-01-2345
6. ID type and entity type:	S01
7. Combined producer account number, if applicable:	
8. Crop year:	20XX
9. Current payment limitation:	$ 37,500
10. Requested payment limitation:	

11. We are hereby requesting the payment limitation for the producer shown above.

CMA/LSA's Signature: Date: *(MM-DD-YYYY)*

12. Revised Payment limitation is: $25,000

13. County Office approval and date for Revised Payment Limitation: YES ☐ NO ☐

Signature: /s/ Carol S. Riley Date: *(MM-DD-YYYY)* August 19, 20XX

14. REMARKS:

The reduced PLM was agreed to by Mr. Greg Bond representing Cotton Crop USA on August 18, 20XX.

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161-170 (Reserved)

Part 5 State and County Office Actions for CMA Process

Section 1 County Office Files

171 State and County Office Actions for Uploading Files

A County Office Action

County Offices shall upload:

- the following files on a regular subsidiary file process schedule:
  - ME.P?M
  - MA.CTM
  - MA.EFM
  - MG.PFM
  - MA.NAM
  - ME.S?M
  - MA.M?M
  - MA.L?M
  - MA.P?M
- the files by selecting option 3, “Queue All Biweekly N/A, Subsidiary Files and County Data Table,” on Menu FMA903.

B State Office Action

State Offices shall upload:

- the following files on a regular subsidiary file process schedule:
  - ME.P?M
  - ME.S?M
- files by selecting either of the following:
  - option 1, “Queue All Daily Transmission Files”, on Menu FMF901
  - individual options (Queue Production Adjustment Files for Transmission to KC-ADC) for these files on Menu FMF904.

172-181 (Reserved)

Section 2 CMA Process Reports

182 CMA Status and Summary Reports

A Overview

This section provides State and County Offices with information about the following reports:

- CMA Status Reports
- CMA Summary Reports.

Data fields and eligibility and processing flags from the CMA Process identified on the reports are described in Part 7, Sections 4 and 5. All reports shall be in the following order:

- State and county code
- primary ID number
- component ID number.

B Report Name and Contents

This table reports CMA Process file names related to County Offices and their contents.

Report Name	Contents	Additional Information
MCXA22R2	199? CMA Summary Report for County Office	paragraph 185
MCXA22R5	199? CMA Summary Report for State Office	paragraph 185
MCXA25R1	CMA Status Report	paragraph 189

C Flags Reported

Producer records processed through the CMA Process may be reported with multiple eligibility and processing flags.

CMA Process reports issued to:

- CMA's, DMA's, and LSA's have all eligibility and processing flags reported

- State and County Offices only report those eligibility and processing flags identified in paragraph 252 that County Offices can correct.

182 Overview (Continued)

D Timing of Files

Reports are based on County Office files uploaded and received by KC-ADC before the CMA Process date shown on the report. Therefore, some County Office records may have been updated and associated problems resolved before reports are received.

183, 184 (Reserved)

185 CMA Summary Report

A Purpose

The CMA Summary Report provides State and County Offices a summary of results from the:

- current week's CMA Process
- previous week's CMA Process.

B Print Out

State and County Office Summary Reports automatically print in the applicable office when the Summary Report is received.

State Offices may print Summary Reports for:

- the entire State
- individual County Offices
- every County Office.

C County Office Use

County Offices shall use the county's CMA Summary Report to:

- quickly identify problems in county files that require County Office verification and possible correction

  Example: A County Office receives a Summary Report indicating that 25 percent of producers processed in the county have a "Y" in AGI (field [54]). The County Office is also aware that 100 percent of producers in the county have certified for AGI compliance. The County Office should verify that certifications have been recorded and that files have transmitted successfully.

- verify when it's applicable to print the status report.

185 CMA Summary Report (Continued)

D State Office Use

State Offices may use CMA Summary Report to compare CMA Process results between County Offices and determine which, if any, County Offices are not updating files correctly or in a timely manner.

Example: County Office A report indicates that 25 percent of producers processed from the county have "Y" in the 6-CP flag (field [47]). Other County Offices in the State only have 4 percent or less with the same flag. The State Office should contact County Office A to verify that the County Office is recording 6-CP violations correctly.

E KC-ADC Action

KC-ADC shall electronically transmit reports to State and County Offices with each release of the CMA data.

186 CMA Summary Report Examples

A County Office Example

Following is an example of the CMA Summary Report for a County Office.

```
DEST: 01001                          UNITED STATES DEPARTMENT OF AGRICULTURE                          JOB DATE: 04/30/97
                                              FARM SERVICE AGENCY                          PREPARED: 05/01/97  03:43:58
REPORT ID: MCXA22R2                           CMA SUMMARY REPORT                                                 PAGE 1
                                     AS THE ADMINISTRATIVE STATE/COUNTY                 AS THE CONTROL STATE/COUNTY
                                     CURRENT WEEK          PREVIOUS WEEK                CURRENT WEEK          PREVIOUS WEEK
STATE: ALABAMA CNTY: AUTAUGA         TOTALS      %         TOTALS     %                TOTALS       %        TOTALS         %
CMA/LSA RECORDS PROCESSED            105                   105                         119                   119
CMA/LSA RECORDS FLAGGED               34      32.38         34      32.38               41      34.45        41       34.45
CMA/LSA RECORDS NOT FLAGGED                   71        67.62      71            67.62    78          65.55  7865.55
INELIGIBLE RECORDS                            20        19.05      20            19.05    17          14.29  1714.29
ELIGIBLE RECORDS                      85      80.95         85      80.95              102      85.71       102       85.71

ELIGIBILITY FLAGS
(43) CONTROL COUNTY OFFICE RECORDS NOT FOUND                                              9      69.23        9       69.23
(44) INELIGIBLE ID TYPE OR ENTITY TYPE     0       0.00       0       0.00               0       0.00        0        0.00
(46) ID NUMBER NOT ACTIVE IN ADMIN COUNTY OFFICE  2  9.52     2       9.52
(47) 6-CP VIOLATOR                                                                        0       0.00     0.00       00.00
(48) CONTROLLED SUBSTANCE VIOLATOR                                                        0       0.00        0        0.00
(49) ID NUMBER/CROP NOT FOUND ON COMPLIANCE  7     33.33       7      33.33
(51) FARM IS IN VIOLATION                    0      0.00       0       0.00
(52) JOINT VENTURE CROP NOT FOUND                                                         0       0.00        0        0.00
(53) ID NUMBER NOT ON MA.EFM                 1      4.76       1       4.76
(54) NO APPROVED CONTRACT FOR FARM           5     23.81       5      23.81
(55) NO REPORTED OR DETERMINED ACRES         6     28.57       6      28.57
(56) CONTROL County Office NOT FOUND ON NAM                                               0       0.00        0        0.00
(57) FCI VIOLATION                                                                        2      15.38        2       15.38
(59) NOT ACTIVELY ENGAGED                                                                 0       0.00        0        0.00
(60) INVALID AD-1026 STATUS                                                               2      15.38        2       15.38
(61) INVALID PERSON DETERMINATION STATUS                                                  0       0.00        0        0.00
(62) CONTROL County Office NOT FOUND ON MA.EFM                                            0       0.00        0        0.00
          ELIGIBILITY FLAGS TOTALS           21                 21                      13                   13

PROCESSING FLAGS
(63) JOINT OPERATION - MISSING MEMBER RECORDS                                             1       3.70        1        3.70
(64) JOINT OPERATION - INELIG MEMBERS DROPPED                                             0       0.00        0        0.00
(66) POSSIBLE 6-CP VIOLATOR                                                                       0       0.00     00.00
(69) PERCENT OF CROPLAND FACTOR LESS THAN 1.0000                                          3      11.11        3       11.11
(70) PERMITTED ENTITY SHARE LESS THAN 1.0000                                             19      70.37       19       70.37
(71) POSSIBLY NOT ACTIVELY ENGAGED                                                        2       7.41        2        7.41
(72) POSSIBLE INVALID PERSON DETERMINATION STATUS                                         3       7.41        2        7.41
(78) ENTITY TYPE FROM PE FILE NOT FOUND ON NAME FILE                                              0       0.00     00.00
          PROCESSING FLAG TOTALS                                                         27                   27
```

186 CMA Summary Report Examples (Continued)

B State Office Example

Following is an example of the CMA Summary Report for State Offices.

DEST: 01999
REPORT ID: MCXA22R25

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
CMA SUMMARY REPORT

JOB DATE: 04/30/97
PREPARED: 05/01/97 03:43:58
PAGE 1

STATE: ALABAMA CNTY: SUMMARY TOTALS	AS THE ADMINISTRATIVE STATE/COUNTY CURRENT WEEK TOTALS	%	PREVIOUS WEEK TOTALS	%	AS THE CONTROL STATE/COUNTY CURRENT WEEK TOTALS	%	PREVIOUS WEEK TOTALS	%
CMA/LSA RECORDS PROCESSED	2,166		2,166		2,194		2,194	
CMA/LSA RECORDS FLAGGED	400	18.47	402	18.56	409	18.64	411	18.73
CMA/LSA RECORDS NOT FLAGGED	1,766	81.543	1,764	81.44	1,785	81.36	1,783	81.27
INELIGIBLE RECORDS	273	12.60	279	12.88	274	12.49	280	12.76
ELIGIBLE RECORDS	1,893	87.40	1,887	87.12	1,920	87.51	1,914	87.24
ELIGIBILITY FLAGS								
(43) CONTROL COUNTY OFFICE RECORDS NOT FOUND					53	35.33	53	35.81
(44) INELIGIBLE ID TYPE OR ENTITY TYPE	0	0.00	0	0.00	0	0.00	0	0.00
(46) ID NUMBER NOT ACTIVE IN ADMIN County Office	30	9.40	30	9.23				
(47) 6-CP VIOLATOR					0	0.00	0	0.00
(48) CONTROLLED SUBSTANCE VIOLATOR					0	0.00	0	0.00
(49) ID NUMBER/CROP NOT FOUND ON COMPLIANCE	97	30.41	97	29.85				
(51) FARM IS IN VIOLATION	1	0.31	1	0.31				
(52) JOINT VENTURE CROP NOT FOUND					0	0.00	0	0.00
(53) ID NUMBER NOT ON ANY ELIGIBILITY FILE	12	3.76	13	4.00				
(54) NO APPROVED CONTRACT FOR FARM	87	27.27	92	28.31				
(55) NO REPORTED OR DETERMINED ACRES	92	28.84	92	28.31				
(56) CONTROL County Office NOT FOUND ON NAM					0	0.00	0	0.00
(57) FCI VIOLATION					44	29.33	43	29.05
(59) NOT ACTIVELY ENGAGED					0	0.00	0	0.00
(60) INVALID AD-1026 STATUS					53	35.33	52	35.14
(61) INVALID PERSON DETERMINATION STATUS					0	0.00	0	0.00
(62) CONTROL COUNTY EFM NOT FOUND					0	0.00	0	0.00
ELIGIBILITY FLAGS TOTALS	319		325		150		148	
PROCESSING FLAGS								
(63) JOINT OPERATION - MISSING MEMBER RECORDS					3	1.05	3	1.06
(64) JOINT OPERATION - INELIG MEMBERS DROPPED					0	0.00	0	0.00
(66) POSSIBLE 6-CP VIOLATOR					0	0.00	0	0.00
(69) PERCENT OF CROPLAND FACTOR LESS THAN 1.0000					59	20.63	59	20.77
(70) PERMITTED ENTITY SHARE LESS THAN 1.0000					102	17.13	102	35.92
(71) POSSIBLY NOT ACTIVELY ENGAGED					49	17.13	48	16.90
(72) POSSIBLE INVALID PERSON DETERMINATION STATUS					49	17.13	49	16.90
(78) ENTITY TYPE FROM PEM NOT EQUAL TO NAM					9	3.15	9	3.17
PROCESSING FLAG TOTALS					286		284	

187, 188 (Reserved)

189 CMA Status Report

A Purpose

The CMA Status Report (MCXA25R1) notifies County Offices of specific producer problems or conditions in County Office files found by the CMA Process.

B Multiple Flags

An ID number can be reported with multiple eligibility and processing flags.

190 CMA Status Report for County Offices

A County Office Action

County Offices shall investigate records with flags and take corrective action as instructed in Part 7, Section 5 when:

- time permits
- interest is being forgiven and a market gain situation is likely
- market gains or LDP's are occurring.

Step	Action	
1	Print the current status report. Use the summary report to determine whether to print selected flags or the entire report.	
2	Research each producer. Use Part 7, Section 5 to aid in the evaluation.	
3	**IF the producer record...**	**THEN...**
	should be corrected	continue.
	is correct	go to step 5.
4	Update the record as applicable and queue the file for transmission to KC-ADC.	
5	On the status report annotate either of the following: • action taken • flag is valid and no action was taken.	
6	Compare report to subsequent reports.	
7	If the problem persists, contact PSD, AB.	

190 CMA Status Report for County Offices (Continued)

B Accessing County Office Reports

County Offices shall access the CMA Status Report (MCXA25R1) according to this table. See paragraph 191 for examples of reports.

Step	Menu or Screen	Action
1	FAX250	ENTER “4”, “Application Processing (Office Selection)”.
2	FAX09002	Select County Office.
3	FAX07001	ENTER “9”, “Common Provisions”.
4	MA0000	ENTER “8”, “CMA Reports”.
5	MAD02601	Select 1 of the following options: • ENTER “1”, “Display Selected CMA Producer”, and go to step 6 • ENTER “2”, “Print Selected CMA Producer”, and go to step 7 • ENTER “3”, “Print Complete CMA Status Report”, and go to step 7 **Note:** Number of printed pages for the entire report shows on this screen. • ENTER “4”, “Print Specific Flags”, and go to step 9.
6	MUA04001	Enter applicable producer’s ID number and ID type. Screen MAD02602 or MAD02603 will be displayed.
7	MBAPRT01	Enter printer ID.
8	MUA04001	Enter requested producer’s ID number and ID type, and go to step 7.
9	MAD02607	ENTER “X” beside flags to be included on the report, and go to step 7.

190 CMA Status Report for County Offices (Continued)

C County Office Corrections

While correcting producer files, County Offices may find the following situations.

- The condition flagged by the CMA Process no longer exists in the applicable County Office file. This occurs when County Office files are updated after they were uploaded for the CMA Process. In reviewing eligibility problems, County Offices should determine the approximate date when the data was uploaded to KC-ADC and compare to CMA Process Status Report date.

- The problem existed in the current crop year's files or in an earlier crop year's files and the County Office files have been "rolled over". If the CMA Process problem relates to a prior crop year and "rollover" has already occurred, County Offices should make corrections in the needed crop year's files and all subsequent crop year's files to eliminate future problems.

D Viewing Component Members

Component member records may only be found by entering the parent joint operation ID number. The CMA Status Report cannot be viewed by the component member ID number.

191 CMA Status Report Examples

A Individual Example

Following is an individual's CMA Status Report with primary ID flags.

```
*******************************************************************************************
*Common Provisions  047-Dallas                    Display                        MAD02602 *
*CMA Reports                 Version: AA01        6-29-9?      11:10               Term B *
*-----------------------------------------------------------------------------------------*
*State: 01   County: 001   Crop: Cotton   CMA St-Cty: 01-801   FSN:0                     *
*-----------------------------------------------------------------------------------------*
*                                                                                         *
*   Producer Id: 630870319 E  Ent: 02     Name: Hawkins Test Farm                         *
*                                                                                         *
*   Primary Control St-Cty: 01 - 001                                                      *
*                                                                                         *
*   Field            Contents                                                             *
*                                                                                         *
*   47               6-CP Violator                                                        *
*   67               Offset for Claims                                                    *
*   77               PCF of 1.0000 Was Assigned (Missing)                                 *
*                                                                                         *
*                                                                                         *
*                                                                                         *
*                                                                                         *
*   Enter=Continue     Cmd4=Previous Menu     Cmd7=End                                    *
*                                                                                         *
*                                                                                         *
*                                                                                         *
*******************************************************************************************
```

B Component Member Individual Example

Following is a CMA Status Report with component member flags.

```
*******************************************************************************************
*Common Provisions  047-Dallas                    Display                        MAD02603 *
*CMA Reports                 Version: AA01        6-29-9?      11:10               Term B *
*-----------------------------------------------------------------------------------------*
*State: 01   County: 001   Crop: Cotton   CMA St-Cty: 01-801   FSN: 0                    *
*-----------------------------------------------------------------------------------------*
*                                                                                         *
*   Producer Id: 630870219 E  Ent: 02     Name: Welland Test Farm                         *
*                                                                                         *
*   Primary Control St-Cty: 01 - 001                                                      *
*                                                                                         *
*   Member Id:  631090419 E  Ent: 04      Name: MOW-AMM, Inc.                             *
*                                                                                         *
*   Member Control St-Cty: 01-001         Actual Share Amount: 0.1000                     *
*                                                                                         *
*   Field            Contents                                                             *
*                                                                                         *
*   43               Control County Office entity records not found                       *
*   45               ID number does not match                                             *
*   47               6-CP Violator                                                        *
*                                                                                         *
*   Enter=Continue     Cmd4=Previous Menu     Cmd7=End                                    *
*                                                                                         *
*******************************************************************************************
```

191 CMA Status Report Examples (Continued)

C All Producers in County Example

Following is a CMA Status Report for all producers in a county.

```
State Name : Alabama                    U.S. Department of Agriculture                          Prepared: 07-13-99
County Name: Dallas                     Agricultural Stabilization and Conservation Service     As of: 07:49
Report ID:  MAD02P-R001                 1994 CMA Process                                        Page: 1
                                        CMA Status Report

State 01    County 001
                                  Primary                                                  Component
CMA    Crop   Cntrl   Producer          Ent   Farm                          Member        Ent   Cntrl   Actual
St-Cty Code   St-Cty  ID  Type          Typ   Number   Name                 ID  Type      Typ   St-Cty  Share   Name

01-801 0021   01-001  416288946 S       01    1121     Neil H. Tatum
Codes: 4444444444555555555566666666667777777777888 8
       0123456789012345678901234567890123456789012 3
Flag:          Y

01-801 0021   01-001  4167864526 S      01    1138     Howard G. Riley
Codes: 4444444444555555555566666666667777777777888 8
       0123456789012345678901234567890123456789012 3
Flag:          Y

01-801 0021   01-001  417269989 S       01    1659     John Morse
Codes: 4444444444555555555566666666667777777777888 8
       0123456789012345678901234567890123456789012 3
Flag:          Y

01-801 0021   01-001  630727263 E       02             Smith Partnerships   420137629 S   01    01-001  .2500   James F. Smith
Codes: 4444444444555555555566666666667777777777888 8
       0123456789012345678901234567890123456789012 3
Flag:          Y

01-801 0021   01-001  630727263 E       02             Smith Partnerships   421729173 S   01    01-001  .2500   Robert L. Smith
Codes: 4444444444555555555566666666667777777777888 8
       0123456789012345678901234567890123456789012 3
Flag:          Y

01-801 0021   01-001  630727263 E       02             Smith Partnerships   423388100 S   01    01-051  .5000   Jason Smith
Codes: 4444444444555555555566666666667777777777888 8
       0123456789012345678901234567890123456789012 3
Flag:          Y
```

192 CMA Status Report for State Offices

A State Office Action

Reports similar to County Office reports are available at State Offices. State Offices with questions about reports may contact PSD.

193-201 (Reserved)

Part 6 Data Transmission Requirements and Information Available From the Internet

202 Overview

A Using Internet

CMA's, DMA's, and LSA's shall use the Internet and FTP client software to:

- transmit CMA Process input files to KC-ADC
- receive CMA Process output files from KC-ADC.

CMA's, DMA's, and LSA's may use PSD's Internet website to:

- obtain FSA program information
- access applicable FSA handbook amendments and notices
- communicate questions and concerns about loan and LDP activities.

B FSA National Help Desk

CMA's, DMA's, and LSA's shall contact the FSA National Help Desk to request:

- approval and instructions about how to gain a CMA user ID and password
- assistance to verify that their system is compatible with FSA systems
- assistance with any Internet problem.

C Telephone Numbers

Following are Web room telephone numbers.

Phone Number	Purpose	Voice or Data
816-823-1531	Help Desk	Voice
800-255-2434 ENTER "1" and then ENTER "6"	Help Desk toll free	Voice

D USDA Internet Addresses

Following are USDA Internet addresses about the CMA Process, and the loan and LDP programs.

Location	Purpose	Internet Address
FSA FTP host	Where to FTP and to receive CMA Process files	***--ftp.fsa.usda.gov or 165.221.16.16--*** Starting folder is /public Each CMA is assigned a folder
FSA Homepage	FSA program information	http://www.fsa.usda.gov
PSD Website	Price Support program information	http://www.fsa.usda.gov/dafp/psd
CMA Web Page	CMA, DMA, LSA Information	http://www.fsa.usda.gov/dafp/psd/ads.html

202 Overview (Continued)

E Other Internet Addresses

Following are other agricultural-related Internet addresses that may be of interest to CMA's, DMA's, LSA's, and State and County Offices.

Location	Purpose	Internet Address
Adobe Software	Download free Adobe Acrobat Reader software to view FSA notices	**http://www.adobe.com**
Fed World	Access recent U.S. Government reports, publications, forms, and court cases	**http://www.fedworld.gov**
PkWare software	Location of shareware, PKZip version 2.04g, used to compress CMA files submitted to KC-ADC	**http://www.pkware.com**
U.S.C	Access to laws in force as of January 16, 1996	**http://www.law.cornell.edu/uscode**
U.S. Business Advisor	One-stop electronic link to Government for businesses	**http://www.business.gov**
Thomas U.S. Congress on the Internet	Obtain legislative information on bills, laws, floor activities, committee information, etc.	**http://thomas.loc.gov**
U.S. Government Printing Office	Access to Government Information Products, 1998 President's Budget, Federal Government links, etc.	**http://www.gpo.gov**
Virtual Government	Access to other Federal Government links	**http://www.govexec.com**

F Communications Software

CMA's, DMA's, and LSA's may use their choice of software and modems provided the software and modems are compatible with FSA systems.

203 General Requirements

A General Media Requirements

The following general requirements apply to CMA, DMA, and LSA submissions:

- media shall be in ASCII format with carriage return line feeds terminating each record
- all transmission files shall be compressed using PKZIP by PKWare or similar software
- all zone fields must contain numeric data.

204 General Information

A Software Compatible With FSA

FSA supports access to the Internet World Wide Web for Windows operating systems. CMA's, DMA's, and LSA's shall:

- access the Internet using their own Internet service provider
- browse the Web with up to date versions of Microsoft Internet Explorer or Netscape
- FTP and receive files using up to date FTP client software.

*--205 Processing Time Sensitive Benefit Requests When Systems Are Not Fully Operational

A Background

Certain grain CMA's have been authorized to modify their computer systems to automatically submit application forms, such as CCC-633 EZ, to service County Offices through an interface to USDA's e-forms submission system. FSA recognizes that there will be times when applicable systems are not fully operational, which can adversely affect benefit requests such as LDP's that are time and rate sensitive.

Note: Further information about e-forms submission is available at **http://forms.sc.egov.usda.gov/eforms/mainservlet**.

B CMA Actions

When it is discovered that applicable requests were submitted before a deadline, but not accepted and time-stamped by USDA until after the deadline, authorized CMA's may:

- e-mail a request to PSD at **Chris.Kyer@wdc.usda.gov** to use the rate in effect at the time of submission

- include within the request all applicable details, such as the following:

  - reason for the request
  - nature of the transmission failure
  - type and amount of the transaction
  - log of transmission system submission times.--*

***--205 Processing Time Sensitive Benefit Requests When Systems Are Not Fully Operational (Continued)**

C PSD Action

PSD shall:

- seek and consider input from sources, such as the USDA St. Louis domain name service hosting facility, State Offices, and applicable County Offices
- authorize the use of rates based on submission times if it is discovered that CMA's actually submitted requests before a deadline and failure to meet the deadline was USDA's fault
- reject requests if the review indicates that failure to meet the applicable deadlines was the fault of CMA, DMA, or LSA systems
- notify applicable offices by e-mail.**--***

206-214 (Reserved)

Part 7 CMA Process

215 Overview of CMA Process

A Introduction

The CMA Process is an automated process used by CCC to provide loan and LDP eligibility and producers' PLM's to CMA's, DMA's, and LSA's. Following are the 6 basic phases of the CMA Process.

Stage	Phase
1	CMA's, DMA's, and LSA's submit ID numbers to KC-ADC for producers expected to earn benefits.
2	KC-ADC processes these ID numbers using FSA County Office file data from applicable County Office file uploads.
3	Output is returned to applicable CMA's, DMA's, and LSA's through electronic files and reports.
4	Summary reports are returned to State Offices through electronic transmission.
5	Summary and Status reports are returned to County Offices through electronic transmission.
6	CMA's, DMA's, LSA's, and State and County Offices work on researching and correcting problems.

See Exhibit 6 for CMA's, DMA's, and LSA's and approved crops by CMA, DMA, and LSA.

B CMA Process Purpose

The CMA Process provides:

- CMA's, DMA's, and LSA's the most accurate eligibility and PLM data available at time of processing for ID numbers processed
- data in a timely manner to the applicable CMA, DMA, or LSA
- County Offices notification of possible errors present in producer files.

215 Overview of CMA Process (Continued)

C Sections Applicable to State and County Offices

Sections 1 through 3 contain information about CMA, DMA, and LSA submissions to the CMA Process and eligibility and PLM data elements being provided to CMA's, DMA's, and LSA's. These sections require no State or County Office actions.

See Sections 4 and 5 for specific instructions about data or eligibility and processing fields.

See Part 5 for general State and County Office actions about the CMA Process.

D Codes

The following codes are used throughout Part 7.

Code	Meaning
XXX	The transmission ID assigned to CMA, DMA, or LSA.
MON	The designation for the monthly complete output file.
000	The sequential number of the current file being transmitted to or from KC-ADC.
XXYYY	State and county code of CMA, DMA, or LSA.

216 Schedule for Processing and Releasing Data

A CMA, DMA, and LSA File Submission Schedule

CMA's, DMA's, and LSA's may submit a new input file each week. The deadline is **Wednesday by 6 p.m. c.t.** for KC-ADC to process the input file that week

Note: All CMA's, DMA's, and LSA's are encouraged to make an initial submission each crop year to the first CMA Process.

B County Office File Submission Schedule

County Office files received in KC-ADC by Wednesday of the week of processing are used in the process for that week.

C CMA Process Schedule

The CMA Process runs on Thursdays after the subsidiary file process.

D Release of Data

The output file is available for download after 2 p.m. c.t. each Tuesday to CMA's, DMA's, and LSA's in their applicable folder at the FTP address.

Exception: If the file availability is delayed past Friday, an e-mail message stating expected date of availability will be issued.

E Files Received After Deadline

All files arriving after the deadline will be held and processed during the next week's CMA Process.

F Federal Holidays

When Wednesday is a Federal holiday, the submission deadline is 6 p.m. c.t. the next workday.

217-223 (Reserved)

224 Description of County Office Files Used in CMA Process

A Purpose

This paragraph provides a general description of County Office files used in the CMA Process. Each data element used in the CMA Process is referenced.

B Compliance Share File

ME.P?M contains the following fields used in the CMA Process:

- crop shares for all crops by farm for the crop year
- FSN
- crop.

Note: ME.P?M is updated by the FSA-578 process.

C County Table Maintenance File

MA.CTM contains administrative County Office State and county codes. The file is used by the CMA Process to validate that the administrative County Office codes submitted are valid.

D Eligibility File

MA.EFM contains the following fields used in the CMA Process:

- actively engaged flag
- PCF
- 6-CP summary flag
- controlled substance flag
- FCI flag
- person determination flag
- 1026 validation flag.

E Multicounty File

MA.M?M contains:

- State and county codes for each county, CMA, DMA,, and LSA the producer is in
- producer's State and county codes for control County Office.

224 Description of County Office Files Used in CMA Process (Continued)

F Name and Address File

MA.NAM is used to record basic producer information. It is used by the CMA Process to obtain the following data elements:

- full name
- 9-digit ID number
- entity type
- ID type
- active producer flag
- offset for claims flag
- assignment flag.

G Permitted Entity File

MA.P?M contains producer entity information. The file is used by the CMA Process to obtain the following data elements:

- for joint operations:
  - component member ID number
  - component member actual share of entity
- for entities other than joint operations:
  - declined payment flag
  - permitted share for the entity.

H Payment Limitation File

MA.L?M contains:

- the producer's PLM amount for each County Office, CMA, DMA, and LSA
- combined producer account number
- control County Office for combined producer.

224 Description of County Office Files Used in the CMA Process (Continued)

I FSA-578 Compliance Summary File

ME.S?M contains the following fields used in CMA Process for all commodities:

- FSN
- crop
- reported acres
- determined acres.

225 Rules for Submission and Processing

A General Rules

The following general rules apply to the CMA Process:

- ID numbers to be submitted to the CMA Process are:

  - for all producers expected to earn benefits, including landlords that are a party to marketing agreements

  •*****--the parent ID number for formal joint operations such as partnerships

  - not the ID number for **members** of formal joint operations--*****

  - the ID number for entities, such as corporations

  •*****--the ID numbers for individual members of **informal** joint ventures--*****

- for new CMA, DMA, and LSA producers, the CMA Process automatically creates and submits a Name and Address record to the subsidiary process

  Note: Therefore, initial submissions of new CMA, DMA, and LSA producers may produce an output file that provides **only** eligibility data. When this occurs, the next CMA Process will report PLM's and all component information for joint operations.

- ineligible records will have a PLM amount reported as long as the producer's control County Office files are found with a PLM record for the applicable CMA, DMA, or LSA.

B Eligibility Data Rules

The following eligibility rules apply to the CMA Process.

- When eligibility data for a producer ID submitted by CMA, DMA, or LSA is not found, the producer is ineligible and the following are reported:

  - "I" in field [1]
  - flag in field [53].

- When the eligibility status of a component member of a joint operation cannot be determined because eligibility records do not exist for the component member, the component member is reported eligible.

225 Rules for Submission and Processing (Continued)

C Ineligible Joint Operation Rule

When a joint operation, at any level, is found ineligible:

- component members shall be ineligible through that joint operation
- "P" is recorded in the component members' records in the field that caused the parent joint operation to be ineligible.

Note: If the component members are also submitted as a primary record, the component member's individual eligibility shall be determined independently.

226-235 (Reserved)

--

Section 2 Submission Files

236 Overview

A Introduction

The 5 basic stages for CMA's, DMA's, and LSA's in transmitting CMA Process input files to the FTP host are listed in this table.

Stage	Process
1	Obtain appropriate producer data to create input file.
2	Create the CMA Process input file.
3	Create the control record file.
4	Zip the files created in stages 2 and 3 into KCXXXBBS.¬¬¬.
5	Submit KCXXXBBS.¬¬¬ to FTP host by Wednesday 6:00 PM c.t.

B Creating Submission Files

Some CMA's use CMA for Windows to:

- create input file
- create the control record file
- build transmission file.

Note: CMA for Windows is no longer supported by FSA.

CMA's that do not use CMA for Windows may create the input file:

- with any ASCII text editor provided carriage return line feeds terminate each record
- with a record length of always 43 characters.

237 Record Format of Input File

A Purpose

The input file provides KC-ADC with the information necessary to successfully process eligibility and payment limitation information for a producer.

B Input File Name

The name of the input file is “CMAXXYYY.MB1” where “XXYYY” is the State and county code of CMA, DMA, or LSA.

C Record Format

Input files shall be in the format shown in this table.

Field No.	Contents	Begin	Length	Data Type
1	Record status	1	1	Char
2	CMA, DMA, or LSA State code	2	2	Char
3	CMA, DMA, or LSA county code	4	3	Char
4	Crop code	7	4	Char
5	State code of administrative County Office	11	2	Char
6	County code of administrative County Office	13	3	Char
7	Producer’s ID number	16	9	Char
8	Crop year	25	2	Char
9	FSN, which is for “D” records only	27	7	Char
10	Filler	34	10	

238 Completing Input File

A Determining Type of Record Submission

CMA's, DMA's and LSA's shall use the following subparagraphs to determine how to complete the input file.

- If the record is being submitted to obtain eligibility, go to subparagraph B.
- If any or all producer records are being deleted, go to subparagraph C.
- If producer records are being canceled, go to subparagraph D.

Only ineligible producer records may be deleted. When a producer ID record is deleted, it will show up when and if it becomes eligible.

Both eligible and ineligible producer ID records may be canceled. Canceled records will be removed from the CMA Process as if they had never been submitted.

B Requesting Producer Eligibility

CMA's, DMA's, and LSA's shall use this table to complete the input file.

Field	Action
1	Leave blank.
2	Enter CMA, DMA, or LSA State code.
3	Enter CMA, DMA, or LSA county code.
4	Enter crop code for which eligibility is being requested.
5	Enter administrative County Office State code for which eligibility is being requested. **Note:** **Fields [5] and [6] must** reflect **the administrative County Office** where farm records are kept; that is, where farm's FSA-578 is filed, not necessarily the county where the farm is physically located.
6	Enter administrative County Office code for which eligibility is being requested.
7	Enter producer ID for which eligibility is being requested according to paragraph 225. **Note:** The ID number must appear on either CMA's marketing agreements for CMA submissions or DMA or LSA loan and LDP documents for LSA submissions.
8	Enter current crop year.
9	Leave blank or enter zeros.
10	Leave blank or enter zeros.

238 Completing Input File (Continued)

C Deleting Producer Records

CMA's, DMA's, and LSA's shall use this table to delete producer records by:

- FSN
- crop code
- administrative county
- producer ID.

Notes: KC-ADC shall not take any action when CMA, DMA, or LSA submits delete records for a:

- producer who has not been previously submitted
- farm that has not been previously returned to CMA, DMA, or LSA.

To request eligibility for a producer ID that has been previously deleted, CMA's, DMA's, and LSA's or LSA's shall follow the procedures in subparagraph B.

Step	Action			
1	In field [1], ENTER "D".			
2	In field [2], enter CMA, DMA, or LSA State code.			
3	In field [3], enter CMA, DMA, or LSA county code.			
4	**IF CMA, DMA, or LSA wants to delete...**	**THEN in Field [4] enter...**	**AND in Fields [5] and [6] Enter...**	**AND in Field [9] enter...**
	all records for the producer	zeros	zeros or spaces.	zeros or spaces
	all crops for all farms for the administrative County Office	zeros	Administrative County Office State and county code	zeros or spaces.
	all crops for a specific farm and specific administrative County Office	zeros	Administrative County Office State and county code	applicable FSN.
	specific crop for all farms and all administrative County Offices	applicable crop code	zeros or spaces	zeros or spaces.
	specific crop for all farms for specific administrative County Office	applicable crop code	Administrative County Office State and county code	zeros or spaces.
	specific crop for specific farm for a specific administrative County Office	applicable crop code	Administrative County Office State and county code	applicable FSN.
5	In field [7], enter the producer ID number for which records are being deleted.			
6	Leave field [10] blank or enter zeros.			
7	In field [8], enter current crop year.			

238 Completing Input File (Continued)

D Canceling Producer Records

CMA's, DMA's, and LSA's may cancel producer records according to this table. Canceling a producer record will remove all applicable records from the CMA Process as if records were never submitted. Use cancellation when an erroneous or incorrect producer ID number was submitted.

Note: If multiple administrative County Office or crop codes were submitted for the producer ID, each applicable combination must be submitted with status code "C".

Field	Action
1	ENTER "C".
2	Enter CMA, DMA, or LSA State code.
3	Enter CMA, DMA, or LSA county code.
4	Enter applicable crop code of record to be canceled.
5	Enter applicable administrative County Office State code of record to be canceled.
6	Enter applicable administrative County Office county code of record to be canceled.
7	Enter producer ID number for which records are being canceled.
8	Enter current crop year.
9	Leave blank or enter zeros.
10	Leave blank or enter zeros.

239 Record Format of Control Record File

A Purpose

The control record file provides KC-ADC and CMA's, DMA's, and LSA's or LSA's the number of records being submitted to or from the FTP host. The control record file is included with the input file by CMA, DMA, or LSA for KC-ADC's validation

B Control Record File Name

The name of the control record file is "CMAXXYYY.MB4".

C Record Format

The following is the record format for the control record file.

Field No.	Contents	Begin	Length	Data Type
1	State code of CMA, DMA, or LSA	1	2	Char
2	County code of CMA, DMA, or LSA	3	3	Char
3	Filler	6	1	
4	Number of records in input file	7	7	Char
5	Filler	14	1	
6	Date input file was prepared **Example:** yyyy/mm/dd	15	10	Char

240 Preparing Files for Transmission to KC-ADC

A Overview

CMA Process submission files shall be zipped together with a standard filename using PKZIP or similar software.

B CMA Transmission File Standard Filename and Numbering Convention

CMA submission files transmitted to KC-ADC shall be:

- named “KCXXXBBS”.¬¬¬
- numbered where the 3 digits after the period begin with “001” and continue each week in unbroken number sequence until reaching the final number in the series “999”.

Do not:

- begin sequential numbering scheme from zero each crop year
- assign the numbers 386, 486, 487, 586 or 686 when assigning numerical values in the file naming sequence on CMA, DMA, and LSA submission files transmitted to the Web Room. Using those numbers may cause data not to be processed and the input data will have to be re-submitted.

C Zipping Submission Files Together

The transmission file shall contain the following 2 submission files combined together:

- input file named “CMAXXYYY.MB1”
- control record file named “CMAXXYYY.MB4”.

If using PKZip software to combine the files together, issue the PKZip command:

“PKZip KCXXXBBS.¬¬¬ CMAXXYYY.MB1 CMAXXYYY.MB4”.

Note: If the 2 files are not located in the same subdirectory, include the subdirectory information before each filename.

241-250 (Reserved)

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Section 3 Output Files

251 Overview

A Phases of Receiving CMA Files From Web Room

Following are the 7 basic phases in transmitting CMA Process output files from FSA's Web room for CMA's, DMA's, and LSA's.

Stage	Process
1	Download CMA files "KCBBSXXX."¬¬¬ on Tuesday.
2	Unzip the compressed file.
3	Compare the number of records in the output file with the number reported in the control record file.
4	If the number of records in the output file are not the same as the number reported in the control record file contact PSD, AB.
5	Print and review the CMA, DMA, or LSA Summary Report.
6	Print and review the CMA Transmission Status Report.
7	Analyze output file for impact of eligibility and payment limitation status on loan and LDP activity.

B File Names

Listed in this table are the files and reports that may be returned to CMA's, DMA's, and LSA's at the conclusion of each week's process.

Common Name	Filename	See Paragraph
Transmission Status Report	CMAXXYYY.MB0	253
Output File	CMAXXYYY.MB2	252
CMA/LSA Summary Report	CMAXXYYY.MB3	254
Monthly Full-File Download	CMAXXYYY.MB5	251
Name and Address Status Report	CMAXXYYY.MB6	256
Producer Loan and LDP Volume Report	CMAXXYYY.LV1	255

251 Overview (Continued)

C Automatic Updates

Every week the CMA Process:

- adds new producer ID records to the database
- updates joint operation component member records to the database
- updates each producer's eligibility and payment limitation status
- provides CMA's, DMA's, and LSA's with new and updated records.

D Full-File Download

Each CMA Process produces CMAXXYYY.MB5 which reports the current status of all producer ID records submitted year to date that have not been previously canceled or deleted. It is the same record format as the output file CMAXXYYY.MB2.

252 Output File

A Purpose

Output files provide CMA's, DMA's, and LSA's producer eligibility and payment limitation information.

B Output File Name

The output file is named "CMAXXYYY.MB2".

C Codes

This table provides the codes used in subparagraph E.

Code	Meaning
1	Record for a primary ID number submitted by CMA, DMA, or LSA.
2	Record of a component member of a joint operation submitted by CMA, DMA, or LSA.
3	
4	Data reported on CMA Status Report for primary ID numbers.
5	Data reported on CMA Status Report for component members' ID numbers.

252 Output File (Continued)

D Symbols

This table provides the symbols used in subparagraph E.

Symbol	Meaning	
A	Field is included on record or report.	
M	**IF record or report is for a...**	**THEN record or report shows...**
	primary ID number (field [5])	primary ID number's data.
	component member's ID number (field [13])	component member's ID number's data.
F	Record is included in the CMA Status Report MCXA25R1 to administrative County Offices for this flag.	
C	Record is included in the CMA Status Report MCXA25R1 to control County Offices for this flag.	
B	Record is included in the CMA Status Report MCXA25R1 to administrative and control County Offices for this flag.	

252 Output File (Continued)

E Output File Format

This table provides the format of the output file. The "PAR" column indicates the paragraph containing instructions for the particular field.

Note: Field [8] contains an indicator that shows whether the record is for a primary ID or for a component member.

Field No.	Contents	PAR	Begin	Length	Decimal Positions	Data Type	Codes 1	2	3	4	5
	Data Fields Follow:										
1	Record status	268	1	1	0	Char	A	A			
2	Crop year	269	2	2	0	Char	A	A		A	A
3	State code of CMA, DMA, or LSA	270	4	2	0	Char	A	A		A	A
4	County code of CMA, DMA, or LSA	271	6	3	0	Char	A	A		A	A
5	Primary ID number	272	9	9	0	Char	A	A		M	M
6	ID type of primary ID number	273	18	1	0	Char	A	A		M	M
7	Entity type of primary ID number	274	19	2	0	Char	A	A		M	M
8	Component member flag	275	21	1	0	Char	A	A			
9	Administrative County Office State code	276	22	2	0	Char	A				
10	Administrative County Office county code	277	24	3	0	Char	A				
11	Control County Office State code	278	27	2	0	Char	A	A			
12	Control County Office county code	279	29	3	0	Char	A	A			
13	Component member ID number	280	32	9	0	Char		A		M	A
14	Component member ID type	281	41	1	0	Char		A		M	A
15	Component member entity type	282	42	2	0	Zone		A		M	A
16	Component member actual share	283	44	5	4	Zone		A			A
17	PE	284	49	5	4	Zone	A	A			

252 Output File (Continued)

E Output File Format (Continued)

Field No.	Contents	PAR	Begin	Length	Decimal Positions	Data Type	Codes 1	2	3	4	5
18	PCF	285	54	5	4	Zone	A	A			
19	CPA	286	59	9	0	Char	A	A			
20	PLM	287	68	7	0	Zone	A	A			
21	Filler		75	1							
22	PLM (other)	289	76	7	0	Zone	A	A			
23-25	Filler		77	13							
26	FSN	293	90	7	0	Char	A			F	
27	Crop code	294	97	4	0	Char	A			F	
28	Filler		101	7							
29	Reported acres	296	108	7	1	Zone	A				
30	Determined acres	297	115	7	1	Zone	A				
31	Filler		122	7							
32	Filler		129	5							
33	Crop share	300	134	5	4	Zone	A				
34,35	Filler		139	18							
36	Filler for KC-ADC use		157	5							
37	CPA control County Office	303	162	5		Char	A	A			
38	Formatted name	304	167	33		Char	A	A		A	A
39	Filler		200	1							

252 Output File (Continued)

E Output File Format (Continued)

Field No.	Contents	PAR	Begin	Length	Decimal Positions	Data Type	Codes 1	2	3	4	5
	Eligibility Fields Follow:										
40	Filler		201	1							
41	Filler		202	1							
42	Filler		203	1							
43	Control County Office entity records not found	319	204	1		Char	A	A		C	C
44	Ineligible ID type or entity type	320	205	1		Char	A			B	B
45	ID number does not match	321	206	1		Char	A				
46	ID number not active in Administrative County Office	322	207	1		Char	A			F	
47	6-CP violator	323	208	1		Char	A	A		C	C
48	Controlled substance violator	324	209	1		Char	A	A		C	C
49	ID Number/Crop not found on compliance	325	210	1		Char	A			F	
50	Bankruptcy	326	211	1		Char	A			F	
51	*--Filler--*		212	1							
52	Joint venture crop not found	328	213	1		Char	A			F	
53	ID number not on any MA.EFM	329	214	1		Char	A			F	
54	Adjusted Gross Income	330	215	1		Char	A			M	
55	No reported or determined acres	331	216	1		Char	A			F	
56	Control County Office not found on NAM	332	217	1		Char	A	A		C	C
57	Filler		218	1							
58	FCI Fraud	334	219	1		Char	A			C	
59	Not actively engaged	335	220	1		Char	A			C	C
60	Invalid AD-1026 Status	336	221	1		Char	A			C	C
61	Invalid Person Determination Status	337	222	1		Char	A			C	C
62	Control County Office not found on MA.EFM	338	223	1		Char	A			C	

252 Output File (Continued)

E Output File Format (Continued)

Field No.	Contents	PAR	Begin	Length	Decimal Positions	Data Type	Codes 1	2	3	4	5
	Processing Fields Follow:										
63	Joint operation - Missing Member Records	350	224	1		Char	A	A		C	
64	Joint operation - Ineligible members Dropped	351	225	1		Char	A	A			C
65	Cropland Comparison	352	226	1		Char	A	A		C	C
66	Possible 6-CP violator	353	227	1		Char	A	A		C	C
67	Offset for Claims	354	228	1		Char	A	A		C	C
68	Assignments Flag	355	229	1		Char	A	A		C	C
69	Valid PCF of less than 1.000	356	230	1		Char	A	A		C	C
70	PE less than 1.0000	357	231	1		Char	A	A		C	C
71	Possibly Not Actively Engaged Status	358	232	1		Char	A	A		C	C
72	Possible Invalid Person Determination Status	359	233	1		Char	A	A		C	C
73	No PLM record found	360	234	1		Char	A	A			
74	PLM amount is unlimited	361	235	1		Char	A	A			
75	Control County Office Not Found	362	236	1		Char	A	A			
76	Filler		237	1							
77	PCF of 1.0000 Assigned	364	238	1		Char	A	A			
78	Entity Type from PEM does not match NAM record	365	239	1		Char		A			C
79	Filler		240	1							
80	Last change date	371	241	8		Char	A	A			

253 Transmission Status Report

A Purpose

The transmission status report provides CMA's, DMA's, and LSA's a status of records submitted by CMA, DMA, or LSA, but not included in the CMA Process or on Summary Report. The report includes:

- record format errors
- successfully canceled records.

B File Name

The Transmission Status Report file name is "CMAXXYYY.MB0".

C Example of Report

Following is an example of the Transmission Status Report.

Note: Records reported in the Transmission Status Report **will not** be reported:

- in the output file "CMAXXYYY.MB2" with exception flags
- the Summary Report CMAXXYYY.MB3.

```
DEST:  28801                    UNITED STATES DEPARTMENT OF AGRICULTURE                    JOB DATE: 08/18/96
                                          FARM SERVICE AGENCY                  PREPARED: 08/16/96  hh:mm:ss
REPORT ID: MCXA24R1                  CMA TRANSMISSION STATUS REPORT                                 PAGE  1

STATUS   CROP    ADMINIST    PRODUCER    CROP    FARM                    STATUS MESSAGE
CODE     CODE    ST / CTY    TAX ID      YEAR    NUMBER

C        0020    05041       999999999   96                      RECORD(S) PHYSICALLY DELETE
V        0021    22097       123456789   96                      STATUS CODE INVALID
V        0021    22097       234567890   96                      FSN INVALID
C        0021    28083       345678901   96                      RECORD(S) PHYSICALLY DELETE
C        0021    28083       456789012   96                      RECORD(S) PHYSICALLY DELETE
C        0021    28107       567890123   96                      RECORD(S) PHYSICALLY DELETE
```

253 Transmission Status Report (Continued)

D Status Messages

Transmission Status Report status messages and suggested corrective actions are listed in this table.

Status Message	Correction Action
Status code invalid.	Correct record status and resubmit. **Note:** Other than space, “C”, “ D”, “E”, or “I” was submitted in input file.
CMA State/county code invalid.	Correct CMA, DMA, or LSA State and county code. See Exhibit 6 for correct code.
Crop code not numeric.	Correct crop code and resubmit record. See Exhibit 7 for approved codes.
Crop code of 0 only valid for delete.	Correct status code to “D” to delete applicable record, or correct crop code to spaces or a valid crop code. See Exhibit 7 for approved codes.
Crop code not valid for CMA.	Correct crop code and resubmit record. See Exhibit 6 for approved crops by CMA, DMA, and LSA.
Crop code not valid	Correct crop code and resubmit the record. See Exhibit 7 for approved crop codes.
Administrative State/county code invalid.	Correct administrative County Office State and county code and resubmit record. **Note:** Administrative State and county codes submitted were not valid FSA codes.
Tax ID not numeric.	Correct producer ID and resubmit record.
Crop year invalid.	Correct and resubmit record. **Note:** The crop year submitted was not the current crop year.
FSN invalid.	Correct and resubmit record. **Note:** FSN submitted was not: • numeric • previously returned to CMA and cannot be deleted.

254 CMA, DMA, or LSA Summary Report

A Purpose and Use of Report

The CMA Summary Report MCXA22R1 provides CMA's, DMA's, and LSA's a summary of results from the applicable CMA Process.

CMA's, DMA's, and LSA's may use the report to verify that KC-ADC records agree with records received by CMA, DMA, or LSA. See subparagraph D for an example of the report for CMA's, DMA's, and LSA's.

Note: State and County Offices receive similar summary reports which includes all the applicable CMA Process activity.

B CMA, DMA, or LSA Summary Report File Name

The filename of the CMA, DMA, or LSA Summary Report is "CMAXXYYY.MB3".

C Flags Reported

CMA, DMA, and LSA Summary Reports have all eligibility and processing flags reported.

Note: State and County Office summary reports only have those flags reported that require County Office action.

254 CMA, DMA, or LSA Summary Report (Continued)

D Example of Summary Report

Following is an example of the CMA Summary Report. CMA's, DMA's, and LSA's may view or print the report by using any text editor.

```
DEST: 99801                          UNITED STATES DEPARTMENT OF AGRICULTURE                    JOB DATE: 04/30/97
                                              FARM SERVICE AGENCY                     PREPARED: 05/01/97  03:43:58
REPORT ID: MCXA22R2                            CMA SUMMARY REPORT                                          PAGE 1
                                                                       CURRENT WEEK                PREVIOUS WEEK
MONTGOMERY COOPERATIVE ASSOCIATION                                      TOTALS     %                TOTALS     %

RECORDS PROCESSED                                                       791                         791
RECORDS FLAGGED                                                         160       20.23             160       20.23
RECORDS NOT FLAGGED                                                     631       79.77             631       79.77
INELIGIBLE RECORDS                                                      105       13.27             108       13.65
ELIGIBLE RECORDS                                                        686       86.73             683       86.35
ELIGIBILITY FLAGS                    RESPONSIBLE COUNTY
(43) CONTROL CNTY OFF REC NOT FOUND  CONTROL                             14        7.78              14        7.78
(44) INELIGIBLE ID TYPE/ENTITY TYPE  ADMIN/CONTROL                        0        0.00               0        0.00
(45) ID NUM NOT FOUND IN ADMIN COUNTY                                     6        3.33               6        3.33
(46) ID NUM NOT ACTIVE IN ADMIN County Office  ADMINISTRATIVE             4        2.22               4        2.22
(47) 6-CP VIOLATOR   CONTROL                                              0        0.00               0        0.00
(48) CONTROLLED SUBSTANCE VIOLATOR   CONTROL                              0        0.00               0        0.00
(49) ID NUM/CROP NOT FOUND ON COMPL  ADMINISTRATIVE                      21       11.67              21       11.67
(51) FARM IS IN VIOLATION            ADMINISTRATIVE                       0        0.00               0        0.00
(52) JOINT VENTURE CROP NOT FOUND    CONTROL                              0        0.00               0        0.00
(53) ID NUMBER NOT ON MA.EFM         ADMINISTRATIVE                       1        0.56               1        0.56
(54) NO APPROVED CONTRACT FOR FARM   ADMINISTRATIVE                      62       34.44              62       34.44
(55) NO REPORTED OR DETERMINED ACRES ADMINISTRATIVE                      60       33.33              60       33.33
(56) CONTROL CNTY NOT FOUND ON NAM   CONTROL                              0        0.00               0        0.00
(57) FCI VIOLATION   CONTROL                                              5        2.78               5        2.78
(59) NOT ACTIVELY ENGAGED            CONTROL                              0        0.00               0        0.00
(60) INVALID AD-1026 STATUS          CONTROL                              7        3.89               7        3.89
(61) INVALID PERSON DETER STATUS     CONTROL                              0        0.00               0        0.00
(62) CONTROL CNTY NOT FOUND ON MA.EFM CONTROL                             0        0.00               0        0.00
          ELIGIBILITY FLAGS TOTALS                                      180                         180
PROCESSING FLAGS
(63) JOINT OP - MISSING MEM REC      CONTROL                              3        2.63               3        2.63
(64) JOINT OP - INELIG MEM DROPPED   CONTROL                              0        0.00               0        0.00
(66) POSSIBLE 6-CP VIOLATOR          CONTROL                              0        0.00               0        0.00
(67) OFFSET FOR CLAIMS               CONTROL                             11        9.65              11        9.65
(68) ASSIGNMENT                      CONTROL                              0        0.00               0        0.00
(69) PCF LESS THAN 1.0000            CONTROL                              9        7.89               9        7.89
(70) PERM ENTITY SHARE LESS THAN 1.0000 CONTROL                          32       28.07              32       28.07
(71) POSSIBLY NOT ACTIVELY ENGAGED   CONTROL                              8        7.02               8        7.02
(72) POSS  INVALID PERSON DETER STATUS CONTROL                           8        7.02               8        7.02
(73) NO PLM RECORD FOUND                                                 3        2.63               3        2.63
(74) PAYMENT LIMITATION AMOUNT - UNLIMITED                               4        3.51               4        3.51
(75) CONTROL County Office NOT FOUND                                     0        0.00               0        0.00
(77) PERCENT CROPLAND FACTOR OF 1.0000 ASSIGNED                         28       24.56              28       24.56
(78) ENT TYPE NOT FOUND ON NAM       CONTROL                              8        7.02               8        7.02
          PROCESSING FLAG TOTALS                                        114                         114
```

255 Producer Loan and LDP Volume Report

A File Name

The CMA Process **Producer Loan and LDP Volume Report** is

- named "CMAssccc.LV1", where "ssccc" is the State and county code for the CMA, LSA, or DMA
- generated each week the CMA Process runs
- bundled in the CMA's, LSA's, and DMA's weekely KCBBSXXX.000 zipped file with other CMA Process reports

B Purpose

The Producer Loan and LDP Volume Report:

- reports the Quantity of Marketing Loan and LDP Quantity processed through County Offices for a CMA's/LSA's/DMA's producers
- helps prevent the duplication of Marketing Loan and LDP activity between CMA's/LSA's/DMA's and County Offices.

The **Producer Loan and LDP Volume Report** reports **combined** Marketing Loan Original Quantity and LDP Quantity by:

- producer
- crop code
- State and County code for the producer's County Office(s).

Note: Original Quantity: is defined as the quantity of the commodity that was originally placed under loan and may not indicate the quantity currently outstanding.

The quantity reported may represent:

- Marketing Assistance Loan Original Quantity
- LDP Quantity
- a combination of marketing loans and LDP's.

Crop codes and quantity are reported according to 1-CMA, Exhibit 7. Assume the quantity displayed in the report has 2 decimals.

Example: If the report for cotton displays 599988 as the quantity, the actual quantity is 5999.88 pounds.

255 Producer Loan and LDP Volume Report (Continued)

C Record Format

The CMAssccc.LV1, Producer Loan and LDP Volume Report, is formatted according this table.

Field No.	Contents	Begin	Length	Decimal Positions	Data Type
1	Crop Year	1	4	0	Char
2	Filler	5	1	0	Char
3	CMA/LSA State and County Code	6	5	0	Char
4	Filler	11	1	0	Char
5	State and County Code	12	5	0	Char
6	Filler	17	1	0	Char
7	Producer Tax-ID	18	9	0	Char
8	Producer ID Type	27	1	0	Char
9	Filler	28	1	0	Char
10	Formatted Name	29	33	0	Char
11	Filler	62	1	0	Char
12	Crop Code	63	4	0	Char
13	Filler	67	1	0	Char
14	Loan and LDP Quantity	66	9	2	Decimal

256 Producer Name and Address Report

A File Name

The CMA Name and Address report (MCXA33R1) is:

- named “CMAXXYYY.MB6”, where “ssccc” is the State and county code for CMA, LSA, or DMA
- generated each week for which CMA, LSA, or DMA has submitted an input file
- bundled in CMA’s, LSA’s, and DMA’s weekly KCBBSXXX.000 zipped file with other CMA Process reports.

B Purpose

The Producer Name and Address Report reports producers:

- not found on the name and address file
- that are not active for the current year.

C Record Format

The CMAssccc.MB6 Report is formatted according this table.

Field No.	Contents	Begin	Length	Decimal Positions	Data Type
1	CMA/LSA	1	5	0	Char
2	Filler	5	1	0	Char
3	Producer Tax ID	6	9	0	Char
4	Crop Year	15	4	0	Char
5	Message	19	35	0	Char
14	Loan and LDP Quantity	66	9	2	Decimal

257-266 (Reserved)

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Section 4 Data Fields

267 Introduction

A Overview

This section provides a description and explanation of each CMA Process data field provided to:

- CMA's, DMA's, and LSA's
- administrative and control County Offices.

B Data Fields Used in Determining Benefits

CMA's, DMA's, and LSA's shall use the data fields in this table when determining benefits amount allocated to a producer. See Part 2 for information on calculating benefits. When benefits are not available or are not expected for the crop year, CMA's, DMA's, and LSA's may not request the county to:

- provide data that was absent in the output file for these fields
- verify the accuracy of data in these fields.

Field No.	Contents
13	Component Member ID Number
14	Component Member ID Type
15	Component Member Entity Type
16	Component Member Actual Share
17	PE
18	PCF
19	CPA
20	PLM
33	Crop Share
37	CPA's control County Office

267 Introduction (Continued)

C CMA, DMA, and LSA Action

CMA's, DMA's, and LSA's shall use procedures in this table when taking action on any data field reported in the CMA Process output file.

Step	Action	
1	Determine whether the record in question is involved in loan or LDP activity.	
	IF the record is...	**THEN...**
	included in activity	continue.
	not included in activity	take no further action.
2	Follow the procedures in subparagraph B to determine whether the problem is with a data field used to calculate benefits.	
3	**IF the data field should...**	**THEN...**
	be researched	continue.
	not be researched	stop.
4	Make official request to appropriate County Office through State Office using procedures in paragraph 384.	

D County Office Action

County Offices shall use content and source block information in this section to respond to a request for manual data verification.

When incorrect information is accessed in an automated file, the file should be corrected and queued for transmission to KC-ADC as soon as practicable.

E Control County Office Files Not Found

Generally, when a producer ID number is submitted for the first time to the CMA Process, administrative County Office files are used for control County Office data when control County Office files are not found.

268 Field [1], Record Status

A Content and Source

This table provides content and source for field [1].

Content	IF Field [1] contains...	THEN the record is...
	"E"	eligible.
	"I"	ineligible.
Source	CMA Process	

269 Field [2], Crop Year

A Content and Source

This table provides content and source for field [2].

Content	The record's 2-digit crop year.
Source	CMA, DMA, or LSA input file.

270 Field [3], State Code of CMA, DMA, or LSA

A Content and Source

This table provides content and source for field [3].

Content	CMA's, DMA's, and LSA's or LSA's 2-digit State code.
Source	CMA, DMA, or LSA input file.

271 Field [4], County Code of CMA, DMA, or LSA

A Content and Source

This table provides content and source for field [4].

Content	CMA's or LSA's 3-digit county code.
Source	CMA, DMA, or LSA input file.

272 Field [5], Primary ID Number

A Content and Source

This table provides content and source for field [5]. See paragraph 238 for further information.

Content	9-digit producer ID number assigned by IRS, Social Security, or Treasury.
Source	CMA, DMA, or LSA input file.

273 Field [6], ID Type of Primary ID Number

A Content and Source

This table provides content and source for field [6].

Content	The ID type for field [5]. See Exhibit 10 for valid ID types.
Source	Administrative County Office NAM for Field 5, ID number submitted by CMA, DMA, or LSA in the input file.

274 Field [7], Entity Type of Primary ID Number

A Content and Source

This table provides content and source for field [7].

Content	The entity type for field [5]. See Exhibit 11 for valid entity types and Exhibit 12 for valid ID and entity type combinations.
Source	Control County Office NAM for field [5], ID number submitted by CMA, DMA, or LSA in the input file.

275 Field [8], Component Member Flag

A Content and Source

This field will always be blank. Component members are identified by the presence of an ID number in field [13].

276 Field [9], Administrative County Office State Code

A Content and Source

This table provides content and source for field [9].

Content	Administrative County Office State Code.
Source	CMA, DMA, or LSA input file.

277 Field [10], Administrative County Office County Code

A Content and Source

This table provides content and source for field [10].

Content	Administrative County Office county code.
Source	CMA, DMA, or LSA input file.

278 Field [11], Control County Office State Code

A Content and Source

This table provides content and source for field [11].

Content	**IF Field [13] is...**	**THEN this is the control County Office for the ID number in...**
	blank	field [5].
	not blank	field [13].
Source	Control County Office MA.M?M.	

279 Field [12], Control County Office County Code

A Content and Source

This table provides content and source for field [12].

Content	**IF Field [13] is...**	**THEN this is the control County Office for the ID number in...**
	blank	field [5].
	not blank	field [13].
Source	Control County Office MA.M?M.	

280 Field [13], Component Member's ID Number

A Content and Source

This table provides content and source for field [13].

Content	ID number of the component member for the joint operation in field [5].
Source	Parent joint operation's control County Office PEM.

281 Field [14], Component Member's ID Type

A Content and Source

This table provides content and source for field [14].

Content	ID type of the component member ID. See Exhibit 10 for valid ID types.
Source	Component member's (field [13]) administrative County Office NAM.

282 Field [15], Component Member's Entity Type

A Content and Source

This table provides content and source for field [15].

Content	Entity type of the component member ID. See Exhibit 11 for valid entity types and Exhibit 12 for valid ID and entity type combinations.
Source	Component member's (field [13]) control County Office NAM.

283 Field [16], Component Member's Actual Share

A Content and Source

This table provides content and source for field [16].

Content	Component member's share of the joint operation recorded in field [5].	
Source	**IF the joint operation is a...**	**THEN the source is...**
	general partnership (entity type 02)	the general partnership's (field [5]) control County Office PEM.
	joint venture (entity type 03)	the joint venture's PEM from either of the following: • administrative County Office • control County Office.

284 Field [17], PE

A Content and Source

This table provides content and source for field [17].

Content	PE for the component member ID number if present, or for the primary ID number when field [8] is "N".	
Source	**IF entity type is...**	**THEN the CMA Process...**
	04, 05, 06, 07, 10, or 17	• assigns a value of 1.0000 • deducts "D"eclined payment shares.
	other than 04, 05, 06, 07, 10, or 17	assigns a value of 1.0000.

285 Field [18], PCF

A Content and Source

This table provides content and source for field [18].

Content	PCF for the ID number being reported.
Source	Producer's control County Office MA.EFM. **Exceptions:** A value of 1.000 is assigned when either of the following occur for a component member: • MA.EFM is not found • actively engaged indicator is "M".

286 Field [19], CPA

A Content and Source

This table provides content and source for field [19].

Content	Number assigned by KC-ADC to indicate producer is combined with at least 1 other producer for PLM purposes.
Source	Control County Office MA.L?M.

B Value Greater than Zero

When this field has a value greater than "0", monitor all benefits by CPA instead of by individual producer.

Reminder: Producers who are combined do not have to earn equal benefits.

287 Field [20], PLM

A Content and Source

This table provides content and source for field [20].

Content	PLM assigned to producer through the applicable CMA, DMA, or LSA.
Source	Control County Office MA.L?M.

B Special PLM's

Producers with:

- unlimited PLM will have "0" in this field and "Y" in field [74]
- no PLM record found will have "0" in this field and "Y" in field [73].

288 (Reserved)

289 Field [22], Other PLM

A Content and Source

This table provides content and source for field [22].

Content	PLM assigned to producer through the applicable CMA, DMA, or LSA.
Source	Control County Office MA.L?M.

290-292 (Reserved)

293 Field [26], FSN

A Content and Source

This table provides content and source for field [26].

Content	FSA FSN.
Source	Administrative County Office ME.S?M.

294 Field [27], Crop Code

A Content and Source

This table provides content and source for field [27].

Content	Crop code for which eligibility information is being provided. **Note:** Approved crop codes are in Exhibit 7.
Source	Input file.

295 (Reserved)

296 Field [29], Reported Acres

A Content and Source

This table provides content and source for field [29].

Content	Acres producer reported as planted to crop on the farm.
Source	Administrative County Office ME.S?M.

B Use of Reported Acres

Reported acres may be used to determine deliveries expected from the farm unless determined acres (field [30]) are reported. Reported acres are less accurate than determined acres.

297 Field [30], Determined Acres

A Content and Source

This table provides content and source for field [30].

Content	Acres certified by FSA inspection planted by crop on this farm.
Source	Administrative County Office ME.S?M.

B Use of Determined Acres

Determined acres may be used when shown, to determine expected deliveries from the farm. Determined acres are more accurate than reported acres.

CMA's, DMA's, and LSA's should carefully review obtaining loan or LDP production in excess of a farm's expected yield times determined acres.

Note: This field is not available at the beginning of crop year and may never be updated. If acres are never determined, this field will remain zero.

298, 299 (Reserved)

300 Field [33], Crop Share

A Content and Source

This tables provide instructions and information for field [33].

Note: Producers may choose to split production from the farm individually or share equally in all production.

Content	Share of crop that producer has on the farm.
Source	Administrative County Office ME.P?M.

B Use of Crop Share

Crop share is used to determine:

- expected farm deliveries
- how payments are divided between eligible producers.

If producer questions reported crop share, contact applicable administrative County Office to verify shares reported from the CMA Process are correct before submitting CCC-732's to request increases in payment limitations.

C Special Administrative County Office Action

When contacted by CMA's or LSA's, verify producer's crop share amount in FSA-578 and correct shares if necessary.

Important: When modifying any field on FSA-578, be sure to PRESS "Enter" before submitting for end load processing.

Note: See 2-CP for instructions on how to update ME.P?M.

300 Field [33], Crop Share (Continued)

D Examples

CMA Example: John Smith and Larry Brown equally share the cotton crop on FSN 5. They both belong to Cotton CMA.

John and Larry may do either of the following:

- obtain loan or LDP jointly on every bale of cotton delivered to Cotton CMA

  Note: If they share in each bale, both must be members of Cotton CMA for cotton to be eligible through CMA.

- split production and deliver cotton individually to CMA.

LSA Example: John Smith and Larry Brown equally share the cotton crop on FSN 5.

John and Larry may do either of the following:

- obtain loan or LDP jointly on every bale of cotton delivered to Cotton LSA

  Note: If they share in each bale, both must request loan or LDP on cotton for it to be eligible.

- split production and obtain loan or LDP on cotton individually.

301, 302 (Reserved)

303 Field [37], CPA's Control County Office

A Content and Source

This table provides content and source for field [37].

Note: Control County Office designations for other than PLM purposes for CPA's (field [19]) are shown in fields [11] and [12].

Content	The control County Office for CPA in field [19].
Source	Control County Office MA.L?M.

304 Field [38], Formatted Name

A Content and Source

This table provides content and source for field [38].

Content	FSA official name for the: • primary ID number when field [13] is blank • component member ID when field [13] is greater than zero.
Source	Control County Office NAM.

305-314 (Reserved)

Section 5 Eligibility and Processing Flags

315 Correcting Flags

A Overview

Fields [43] through [62] identify conditions that make a producer or a farm ineligible for loan or LDP benefits. When a producer or a farm is found ineligible, an "I" is recorded in field [1].

Fields [63] through [80] identify additional factors affecting loan and LDP transactions. Some of these may need to be further investigated for a producer or a farm to be eligible for loan or LDP benefits.

A flag in any field indicates that the condition exists for the record.

B Joint Operations and Component Members

When a flag is recorded in a joint operation's eligibility field, an "I" is reported in field [1] for the joint operation and a "P" is reported in the joint operation's component members' records for the same eligibility field.

Example: Smith Partnership is found to be a 6-CP violator, a flag is recorded in field [47] of Smith Partnership's record, and "P" will be in field [47] of each Smith Partnership's component members' records. This will include imbedded joint operations and all of their component members.

C County Office Action

In addition to specific instructions when provided, County Offices shall refer to:

- Part 6 for instructions on correcting an eligibility or processing flag
- paragraph 386 for manual eligibility determinations.

D Automatic Update

Once a County Office corrects and updates an automated record, the file will be transmitted to KC-ADC and included in the next CMA Process. Updated records will be automatically provided to CMA's, DMA's, and LSA's.

319 Field [43], Control County Office Entity Records Not Found

A Content and Source

This table provides content and source for field [43].

Content	Flag indicating that ID number or ID type was not found in control County Office PEM.
Source	Control County Office MA.P?M.

B Control County Office Action

According to 2-PL, verify that:

- the administrative County Office has the correct ID type for the producer ID
- correct control County Office is reported for the producer ID
- there is an eligiblity record for the producer in the control county.

The problem may be that control County Office and administrative County Office have different ID types or entity types recorded for this ID.

If there is not an eligibility record for the producer in the control county, according to 2-PL:

the producer must be added to a farm to be made active and to create an eligibility record
- update and queue the files for transmission.

320 Field [44], Ineligible ID Type or Entity Type

A Content and Source

This table provides content and source for field [44].

Content	Flag indicating ID number was recorded either of the following ways, in the: • administrative County Office as ID type “T” • control County Office as entity type 99.
Source	• The ID type comes from administrative County Office’s NAM. • The entity type comes from control County Office’s NAM.

321 Field [45], ID Number Does Not Match

A Content and Source

This table provides content and source for field [45].

Content	Flag indicating that 1 of the following applies to NAM: • primary ID number was not found in administrative County Office • some form of the word "delete" is in name recorded in control County Office • control County Office does **not** have a record for a component member.
Source	• Administrative County Office NAM • Control County Office NAM.

B Possible Problems

This situation may be caused by 1 of the following:

- producer ID number submitted to the CMA Process was erroneous
- administrative County Office State and county code submitted to the CMA Process was erroneous
- State and county code for the county where the farm is physically located was submitted, and **it is not** the farm's administrative County Office.

322 Field [46], ID Number Not Active in Administrative County Office

A Content and Source

This table provides content and source for field [46].

Content	Flag indicating that ID number was not found as an active producer in administrative County Office MA.NAM.
Source	Administrative County Office MA.NAM.

323 Field [47], 6-CP Violator

A Content and Source

This table provides content and source for field [47].

Content	Flag indicating that producer ID number was recorded as a 6-CP violator in a County Office. **Note:** 6-CP violators have violated HELC/WC regulations.
Source	All County Office MA.EFM's.

324 Field [48], Controlled Substance Violator

A Content and Source

This table provides content and source for field [48].

Content	Flag indicating that producer ID number was recorded as a controlled substance violator in a County Office for the current crop year or 1 or more of the 4 prior crop years.
Source	All County Office MA.EFM's.

325 Field [49], ID Number/Crop Not Found on Compliance

A Content and Source

This table provides content and source for field [49].

Content	Flag indicating either of the following in the administrative County Office: • ID number was not found for requested crop on any farm • no crop shares were reported for ID.
Source	The following administrative County Office files: • ME.S?M • ME.P?M.

B Possible Problem

If a producer who files an acreage report dies, divorces, or otherwise changes ID number, manual eligibility verification late in the crop year may be required. See paragraph 386 for manual eligibility instructions.

Note: When wool/mohair CMA's submit crop code "2016" for wool or "2015" for mohair to the CMA process, field [49] will ignore the codes and return a "N" in this field.

326 Field [50], Bankruptcy

A Content and Source

This table provides content and source for field [50].

Content	Flag indicating that customer has a bankruptcy on file.
Source	Control County Office MG.PFM.

Note: See paragraph 120 for further guidance.

327 (Withdrawn--Amend. 4)

328 Field [52], Joint Venture Crop Not Found

A Content and Source

This table provides content and source for field [52].

Content	Flag indicating that joint venture component members were not found on a farm for the specific crop code or crop code “ALL” in either of the following: • control County Office files • administrative County Office files.
Source	• Control County Office PEM. • Administrative County Office PEM.

B CMA, DMA, or LSA Action

The joint venture may be operating under a different ID number with “T” ID type in the county for the crop requested. CMA, DMA, or LSA shall contact the administrative County Office and request manual eligibility verification for the “T” type ID number.

C Administrative County Office Action

When contacted by CMA, DMA, or LSA, administrative County Office shall determine whether the joint venture is operating for the applicable crop under a different ID number with “T” ID type variation.

- If so, provide all eligibility and farm related data to the applicable CMA, DMA, or LSA. If benefits are applicable include component members of the joint venture, and their actual shares, PE, and PCF.

- If not, inform the applicable CMA, DMA, or LSA that there are no eligible farms for ID in the county.

329 Field [53], ID Number Not on Any MA.EFM

A Content and Source

This table provides content and source for field [53].

Content	Flag indicating that primary ID number was not found on any MA.EFM.
Source	All County Office MA.EFM’s.

330 Field [54], Adjusted Gross Income (AGI)

A Content and Source

This table provides content and source for field [54].

Content	Flag indicating that a producer or entity shall not be eligible for market loan gains and LDP's if: • the average AGI of the individual or entity exceeds $2.5 million • less than 75 percent of the average AGI is derived from farming, ranching, or forestry operations.
Source	Administrative County Office MA.EFM.

Note: Although the AGI flag may be set to "Y" because of AGI compliance, this will not trigger an "I" flag in field [1]. This is because the producer remains eligible for a loan that could be redeemed at principal plus interest or redeemed with a commodity certificate exchange.

331 Field [55], No Reported or Determined Acres

A Content and Source

This table provides content and source for field [55].

Content	Flag indicating that no reported or determined acres were found in the requested administrative County Office ME.S?M.
Source	Administrative County Office ME.S?M.

332 Field [56], Control County Office Not Found on NAM

A Content and Source

This table provides content and source for field [56].

Content	Flag indicating that ID number, ID type, or both were not found in the control County Office NAM for a primary record.
Source	Control County Office MA.NAM.

B Possible Problems

This flag may be caused by either of the following:

- ID type may differ in control and administrative County Office files
- control County Office recorded in MA.M?M may be incorrect.

333 (Reserved)

334 Field [58], FCI Fraud

A Content and Source

This table provides content and source for field [58].

Content	Flag indicating that the producer: • has been disqualified from purchasing crop insurance because of fraud/abuse • will be ineligible for FSA programs.
Source	Administrative County Office MA.EFM.

335 Field [59], Not Actively Engaged

A Content and Source

This table provides content and source for field [59].

Content	Flag indicating that the ID number was recorded with an actively engaged flag of “S” or “N” in MA.EFM.
Source	Control County Office MA.EFM.

B Control County Office Action

Validate that control County Office MA.EFM has “S” or “N” in the actively engaged flag.

IF the actively engaged indicator should be...	**and the MA.EFM currently reflects...**	**THEN...**
“S” or “N”	“S” or “N”	do nothing.
	other than “S” or “N”	• update file with appropriate flag • queue file for next County Office file upload.
other than “S” or “N”	“S” or “N”	
	other than “S” or “N”	queue file for next County Office file upload.

336 Field [60], Invalid AD-1026 Status

A Content and Source

This table provides content and source for field [60].

Content	Flag indicating that ID number was recorded with AD-1026 flag of “N” in MA.EFM.
Source	Control County Office MA.EFM.

B Control County Office Action

Validate that control County Office MA.EFM has “N” as AD-1026 indicator.

IF the AD-1026 indicator should be...	**and MA.EFM currently reflects...**	**THEN...**
“N”	“N”	do nothing.
	other than “N”	• update file with appropriate flag • queue file for next County Office file upload.
should be other than “N”	“N”	
	other than “N”	queue file for next County Office file upload.

337 Field [61], Invalid Person Determination Status

A Content and Source

This table provides content and source for field [61].

Content	Flag indicating that ID number was recorded with a person determination flag of other than “Y” or blank in MA.EFM.
Source	Control County Office MA.EFM.

B Control County Office Action

Validate control County Office MA.EFM has other than “Y” or blank in person determination flag.

IF the person determination flag should be...	**and MA.EFM currently reflects...**	**THEN...**
other than “Y” or blank	other than “Y” or blank	do nothing.
	“Y” or blank	• update file with appropriate flag • queue file for next County Office file upload.
“Y” or blank	other than “Y” or blank	
	“Y” or blank	queue file for next County Office file upload.

338 Field [62], Control County Office Not Found on MA.EFM

A Content and Source

This table provides content and source for field [62].

Content	Flag indicating that MA.EFM for the primary ID number was not found for the control County Office.
Source	Lack of control County Office MA.EFM.

B Control County Office Action

Determine why control County Office MA.EFM is not found for the applicable producer ID.

IF the...	THEN...
eligibility record is present in control County Office	• access and update MA.EFM • queue file for next County Office file upload.
incorrect county has been designated as the control County Office	follow procedures in 1-PL to correct control County Office designation in MA.M?M.

339-349 (Reserved)

350 Field [63], Joint Operation - Missing Member Records

A Content and Source

This table provides content and source for field [63].

Content	Flag indicating that joint operation submitted was found in control County Office files with total actual shares for component members equaling other than 100 percent.
Source	Control County Office's MA.P?M.

351 Field [64], Joint Operation - Ineligible Members Dropped

A Content and Source

This tables provides content and source for field [64].

Content	Flag indicating that joint operation was found in control County Office files with invalid component members in the joint operation. **Note:** Invalid component members are producers with: • ID type "F" • ID type "T" with any entity type other than entity type 15 • any ID type with entity type 99.
Source	Control County Office MA.P?M.

352 Field [65], Cropland Comparison Indicator

A Content and Source

The following table provides content and source for field [65].

Content	According to the Farm Security and Rural Investment Act of 2002, all cropland on a farm must be reported to FSA. This flag indicates that cropland acres reported for a farm are not equal to the farm cropland acres. Producers are ineligible for MAL or LDP for a farm for which the cropland report indicator in file ME.A?M is set to "N". This negative condition will be reported in field [65] as "Y". **Note:** Farms that have zero cropland will have the cropland comparison indicator set in file ME.A?M set to "Y".
Source	Administrative County Office ME.A?M.

B Wool Mohair CMA Actions

Producers requesting MAL's or LDP's for mohair, unshorn pelts, or wool are not required to file an acreage report before MAL or LDP is approved. Therefore, until the end of the crop reporting period, the cropland indicator flag reported to CMA may be a negative flag. In this case, wool and mohair CMA's shall take 1 of the following actions:

- not request MAL or LDP for the producer until the flag is positive
- follow the 90-day policy in subparagraph 385 B.

C County Office Action

For CMA's, DMA's, and LSA's reporting problems with this field, Administrative County Offices shall:

- verify whether the applicable producer is properly associated with a farm according to 2-PL
- verify whether the applicable producer has reported all cropland for the applicable farm according to 2-CP
- make appropriate changes as necessary
- upload applicable files.

353 Field [66], Possible 6-CP Violator

A Content and Source

This table provides content and source for field [66].

Content	Flag indicating that producer may be a 6-CP violator. **Note:** See 6-CP, Part 7, Section 2 for additional information.
Source	All County Office MA.EFM's.

B CMA, DMA, or LSA Action

When the farm is involved in loan or LDP activity, contact the producer's control County Office to determine whether the producer is a 6-CP violator.

If the farm is affected by a 6-CP violation, consider the farm ineligible.

C Control Office Action

Follow the procedures in this table to validate 6-CP tract-level violations.

Step	Action
1	Determine which, if any, of the requested farms are involved in tract-level 6-CP violations.
2	Provide written verification to CMA, DMA, or LSA of which farms have tract-level violations.
3	Do not provide other information in the written notification.

354 Field [67], Offset Flag for Claims

A Content and Source

This table provides content and source for field [67].

Content	Flag indicating that producer has an offset for claims.
Source	All County Office NAM's.

Note: A "Y" offset flag may be indicative of the need for an offset but the producer may also be ineligible for a loan or LDP because of DCIA compliance. CMA's, DMA's, and LSA's shall contact the applicable administrative County Office to verify the need for an offset and to determine eligibility if the producer is DCIA delinquent.

355 Field [68], Assignments Flag

A Content and Source

This table provides content and source for field [68]. This field only applies to LDP's earned by LSA producers.

Content	Flag indicating that producer has an assignment.
Source	All County Office NAM's.

356 Field [69], Valid PCF of Less Than 1.0000

A Content and Source

This table provides content and source for field [69].

Content	Flag indicating that producer has PCF of less than 1.0000.
Source	Control County Office MA.EFM.

357 Field [70], PE Less Than 1.0000

A Content and Source

This table provides content and source for field [70].

Content	Flag indicating that producer's PE is less than 1.0000.
Source	Control County Office MA.P?M.

358 Field [71], Possibly Not Actively Engaged

A Content and Source

This table provides content and source for field [71].

Content	Flag indicating that ID number was recorded with an actively engaged flag of "B", "M", or blank in MA.EFM.
Source	Control County Office MA.EFM.

B Control County Action

Follow the procedures in this table to validate actively engaged status.

IF actively engaged flag in control County Office MA.EFM is...	**AND...**	**THEN...**
"B"		• producer is eligible • provide percentage found in PCT-PARTL-ENGAGE-FCTR to CMA, DMA, or LSA.
"M"	producer is a component member of a joint operation	
	producer is not a component member of a joint operation	notify CMA, DMA, or LSA that producer is ineligible.
blank	"PCW" flag has any value	
	"PCW" flag is blank	• producer is eligible • provide percentage found in PCT-PARTL-ENGAGE-FCTR to CMA, DMA, or LSA.

359 Field [72], Possible Invalid Person Determination Status

A Content and Source

This table provides content and source for field [72].

Content	Flag indicating that ID number has a person determination indicator of blank in MA.EFM.
Source	Control County Office MA.EFM.

B Control County Action

Follow the procedures in this table to validate person determination status.

IF person determination flag in Control County MA.EFM is...	AND...	THEN...
"Y"		• producer is eligible
blank	"PCW" flag is blank	• provide percentage found in PCT-PARTL-ENGAGE-FCTR to CMA, DMA, or LSA.
	"PCW" flag has any value	producer is ineligible.
other than above		

360 Field [73], No PLM Record Found

A Content and Source

This table provides content and source for field [73].

Content	Flag indicating that producer's PLM record for CMA, DMA, or LSA was not found by the CMA Process.
Source	Control County Office MA.L?M.

B CMA, DMA, or LSA Action

When a PLM record is not assigned within three CMA Process cycles, CMA's, DMA's, and LSA's shall refer to paragraph 158 for information on obtaining PLM.

361 Field [74], PLM Amount Is Unlimited

A Content and Source

This table provides content and source for field [74].

Content	Flag indicating that producer's PLM is unlimited.
Source	CMA Process based on entity type found.

362 Field [75], Control County Office Not Found

A Content and Source

This table provides content and source for field [75].

Content	Flag indicating that producer does not have a control County Office. In these cases, the CMA Process reports data from the administrative County Office as being from the control County Office.
Source	Lack of control County Office designation in MA.M?M.

B Explanation

Each week, the CMA Process submits transaction update records to the subsidiary file process for new:

- primary producers
- component members of joint operations.

When either of these events occurs, there is a 1-week delay in providing PLM's to CMA's, DMA's, and LSA's.

363 (Reserved)

364 Field [77], PCF of 1.0000 Assigned

A Content and Source

This table provides content and source for field [77].

Content	Flag indicating that component member's PCF was assigned a value 1.0000
Source	CMA Process because of either of the following reasons: • component member did not have MA.EFM in the control County Office • there was a control County Office eligibility record, but the actively engaged indicator was "M".

365 Field [78], Entity Type From PEM Does Not Match NAM Record

A Content and Source

This table provides content and source for field [78].

Content	Flag indicating that a component member ID number entity type recorded in the entity's control County Office PEM does not match NAM record in the component member's control County Office.
Source	• Entity's control County Office PEM. • Component member's control County Office NAM.

366-370 (Reserved)

371 Field [80], Last Change Date

A Content and Source

This table provides content and source for field [80].

Content	Date record was created by the CMA Process. **Note:** Date format is yyyy/mm/dd.
Source	CMA Process.

372-381 (Reserved)

Section 6 Resolving Farm Discrepancies and CMA Process Flags

382 Resolving CMA Process Problems

A CMA, DMA, and LSA Authorizations

CMA's, DMA's and LSA's are authorized to contact:

- County Offices directly to resolve **individual** eligibility and PLM problems

  Notes: CMA's, DMA's, and LSA's have the option of referring problems to the producer to resolve.

  If County Offices fail to respond to CMA, DMA, and LSA inquiries, CMA's, DMA's, and LSA's are authorized to contact State Offices for assistance.

- State Offices to resolve multiple eligibility and PLM problems according to paragraphs 386 and 387.

CMA's, DMA's and LSA's shall not send any lists or inquiries to State and County Offices other than those specified in this handbook.

Note: See paragraph 383 for FSN discrepancies.

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records

A Background

CMA's, DMA's, and LSA's have encountered problems in obtaining the correct administrative County Office and FSN information from producers. The problems are caused by the time differential between when the producer reports the administrative County Office and applicable FSN to CMA, DMA, or LSA and when the producer completes FSA-578 in the administrative County Office. This paragraph provides procedures to address this problem.

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

B CMA, DMA, and LSA Action

CMA's, DMA's, and LSA's shall resolve farm record discrepancies according to this table.

Step	Action	
1	Compare each week's CMA Process output file FSN records to CMA's or LSA's eligible delivery records in the CMA's or LSA's database.	
2	**IF for FSN in the CMA, DMA, or LSA database, an FSN record is...**	**THEN...**
	found in the CMA Process output file	no further action is required.
	not found in the CMA Process output file	continue.
3	Contact the producer to verify producer's ID number, FSN, and administrative County Office in the CMA, DMA, or LSA database.	
	IF producer verifies data is...	**THEN...**
	correct	continue.
	not correct	• correct database as instructed by producer • resubmit to CMA Process • go to step 1.
4	Compare CMA Process output file FSN records to CMA's or LSA's eligible delivery records in the CMA, DMA, or LSA database on the following dates: • October 1 • January 1 • March 1 • May 1.	

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

B CMA, DMA, and LSA Action (Continued)

Step	Action	
5	**IF for FSN in the CMA, DMA, or LSA database, an FSN record is...**	**THEN...**
	found in the CMA Process output file	no further action is required.
	not found in the CMA Process output file	continue.
6	Prepare a listing entitled "FSN's Not On CMA Process" by administrative County Office, in FSN order, showing: • date of request • applicable administrative County Office • applicable CMA, DMA, or LSA name • FSN from CMA, DMA, or LSA database.	
7	Send list to the administrative County Office's State Office within 5 workdays of the date in step 4 with a memorandum stating that the list is being submitted according to this paragraph.	

8	Receive, as applicable, from administrative County Offices:
	
	• original list showing:
	
	  • the correct administrative County Office, when the farm records have been transferred out; that is, transferred to another County Office for administration at the request of the producer
	
	  • "NA" when FSN submitted has not been involved in a transfer out or a reconstitution
	
	  Note: Since FSN is not being reported by the CMA Process, the CMA, DMA, or LSA database has either the wrong producer ID number, wrong administrative County Office, or wrong crop code.
	
	• a Reconstitution History report, according to the example in subparagraph E, for farms on the list involved in reconstitutions, reporting:
	
	  • combined FSN's
	  • divided FSN's.	

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

B CMA, DMA, and LSA Action (Continued)

Step	Action	
9	**IF farm has been...**	**THEN...**
	transferred out	• update CMA, DMA, or LSA database to reflect correct administrative County Office • submit a new record in the next CMA Process input file for the revised administrative County Office • continue.
	combined	• update CMA, DMA, or LSA database to reflect correct FSN • continue.
	divided	• contact producer to determine which FSN or FSN's deliveries were made • update CMA, DMA, or LSA database to reflect correct FSN or FSN's • continue.

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

B CMA, DMA, and LSA Action (Continued)

Step	Action	
10	**IF commodity is...**	**THEN...**
	cotton	continue.
	other than cotton	stop process and report End of Crop Year Volume Report records under the updated administrative County Office and FSN's.

11	Cotton CMA and LSA's shall:
	
	• make all subsequent "A" and "D" transactions under the corrected FSN and administrative County Office
	
	• have the option of correcting ACRS records for:
	
	  • outstanding loans that will be repaid without benefit
	  • prior loans repaid without benefit
	
	• correct:
	
	  • outstanding loans that will be repaid with benefits
	  • prior loans that were repaid with benefits
	  • any prior LDP's obtained.	

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

C State Office Action

State Offices shall take the following steps after receiving CMA's or LSA's "FSN's Not On CMA Process" list.

Note: If the number of farm records submitted by CMA, DMA, or LSA appears excessive, notify PSD.

Step	Action	
1	Forward list to applicable administrative County Office within 5 workdays. Request County Office to complete according to subparagraph D and return to the State Office within 15 workdays.	
2	Monitor request.	
	IF...	**THEN...**
	returned within 15 workdays	continue.
	not returned within 15 workdays	contact County Office and request immediate completion.
3	Return completed requests to applicable CMA, DMA, or LSA within 3 workdays.	

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

D Administrative County Office Action

Administrative County Offices shall take the following steps after receiving CMA's or LSA's "FSN's Not On CMA Process" list from State Office.

Step	Action	
1	Review request.	
	IF farm has...	**THEN...**
	been transferred out	• beside FSN on list, write "transferred out to **State and County Office name**." • continue.
	not been transferred out	follow procedures in 2-CM to view "Reconstitution History" for FSN.
2	**IF farm has...**	**THEN...**
	been reconstituted	• screen print the FSN history **Note:** See subparagraph E for example of the history. • continue.
	not been reconstituted	• ENTER "NA" in the "FSN" field **Note:** See subparagraph F for example of the history. • continue.
3	Make a copy of the submitted list and related farm history screen prints and file with FSN records.	
4	Return completed requests to State Office within 3 workdays.	

383 Resolving Farm Discrepancies Between CMA Process and CMA, DMA, and LSA Records (Continued)

E Reconstitution History Report, Example A

Following is an example of the Reconstitution History report that County Offices shall send CMA's, DMA's and LSA's in response to "FSN's Not On CMA Process" list from CMA, DMA, or LSA for a farm that has been reconstituted.

```
*******************************************************************************
*                    173-F. MONTGOMERY-JANE     DISPLAY       MCC36701         *
*   Reconstitution                        Version: AA01  08/02/91 09:46 Term W6 *
* ----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                                                                             *
*              To display reconstitution history for a farm                   *
*                                                                             *
*                                                                             *
*                                                                             *
*                              Enter  FSN                                     *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*     Cmd7-End                                          Enter - Continue      *
* Farm not used in a Reconstitution                                           *
*                                                                             *
*******************************************************************************
```

F Reconstitution History Report Example B

Following is an example of the Reconstitution History report that will be displayed for a farm that has **not** been reconstituted.

```
*******************************************************************************
*                    173-F. MONTGOMERY-JANE     DISPLAY       MCC36702         *
*   Reconstitution                        Version: AA01  08/02/91 09:46 Term W6 *
* ----------------------------------------------------------------------------*
*                      RECONSTITUTION HISTORY                                 *
* Farm Entered    2009                                                        *
* Operator Farm Inactive                      Identifier NONE                 *
*                                                                             *
* Reconstitution A10037 - Result of combining   3 farms                       *
*      34     114    2007                                                     *
*                                                                             *
* Reconstitution A10066 - Divided into   2 farms                              *
*    2056    2057                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* CMD3 - Previous Screen                                                      *
* CMD7 - End                                                                  *
*                                                                             *
*******************************************************************************
```

384 Options for Resolving Eligibility and Processing Flags

A Options for Resolving Records

To resolve records in the output file with a flag in eligibility and processing fields, CMA's, DMA's, and LSA's may do 1 of the following:

- contact applicable County Office to resolve individual producer records
- contact applicable State Office to resolve multiple producer records in a County Office according to paragraphs 386 and 387
- refer records to the producer to resolve. If this option is taken, CMA's, DMA's, and LSA's must identify, for producer, the record's:
  - ID number
  - administrative County Office
  - crop
  - FSN, if shown
  - control County Office, if shown
  - applicable eligibility and processing flags
  - whether the control or administrative County Office should be contacted to resolve problem.

Note: If record is for a component member, notify joint operation producer submitted in the input file of the applicable component member's record.

385 90-Day CMA Process Rule - Policies About Eligibility Status Delays

A CMA Process Delays

The following situations may delay receiving eligible CMA Process records by CMA's, DMA's, and LSA's:

- delays for uploading and downloading County Office files may result in an eligible producer being reported as ineligible for several CMA Process cycles when an error is found in County Office files before a correction is reported

- deadlines for producer and farm enrollment may delay County Offices from entering **all** entries required by the CMA Process to accurately determine eligibility until November.

B Policies

[1425.17 (e)] CMA's, DMA's, and LSA's may pledge collateral for loans or obtain LDP's for any producer they believe to be eligible and whom they have submitted to the CMA Process or will submit to the next CMA Process

If at the end of 90 calendar days, any production is still ineligible:

- all outstanding loans on ineligible production must be repaid with principal plus interest

- any marketing gains received on ineligible production must be reversed and the resulting loan must be repaid with principal plus interest according to paragraph 139

- all LDP's obtained on ineligible production must be repaid.

Note: CMA's, DMA's, and LSA's may request manual eligibility determinations from applicable State Offices for output file records that have been ineligible for at least 30 calendar days and was or will be included in loan or LDP activity.

386 Manual Eligibility Determinations for CMA's, DMA's, and LSA's

A Policies

The following policies apply to manual eligibility determinations:

- manual determinations are to be pursued by CMA's, DMA's, and LSA's **only** when they believe a CMA Process record identified as ineligible ("I" is in field [1] of the output file) is eligible and the commodity has been or will be involved in loan or LDP activity

  Note: These procedures are **not** to be followed when CMA, DMA, or LSA is aware that the record is correctly identified as ineligible.

- submissions must be made no later than July 1 of the following year for end of crop year submissions.

B Situations Requiring Manual Determinations

This table lists situations that require manual State Office eligibility determinations.

Situation	Description	Code
End of crop year submissions	When the CMA Process stops processing crop year records, additional County Office file corrections cannot be reported to CMA's, DMA's, and LSA's electronically. In these instances, State Offices shall manually verify unresolved eligibility questions.	D
90-Day Rule according to paragraph 385	Before CMA's, DMA's, and LSA's make a repayment for ineligible CMA Process records, CMA's, DMA's, and LSA's may request a manual review and determination of the eligibility status by the applicable State Office. CMA's, DMA's, and LSA's may request a State Office manual eligibility determination for any CMA Process record that has been ineligible for at least 30 calendar days.	B

386 Manual Eligibility Determinations for CMA's, DMA's, and LSA's (Continued)

C CMA, DMA, and LSA Action

[1425.17 (d)(2)] CMA's, DMA's, and LSA's shall obtain manual certification of eligibility according to this table.

Step	Action	
1	**IF production for an ineligible CMA Process record...**	**THEN...**
	is currently under loan	continue.
	was under loan and was redeemed at less than principal plus interest	
	was used to obtain LDP	
	was other than above	no further action is required.
2	Use this table when determining which State Office to contact.	
	IF the symbol in paragraph 252, column 4 or 5 for the CMA Process eligibility field that is causing the record to be ineligible is...	**THEN...**
	F	send the request to the State Office of the administrative County Office.
	C or B	send the request to the State Office of the control County Office.
	blank	nothing can be done. The record remains ineligible. **Note:** CMA's, DMA's, and LSA's should have made a correction in the input file submission before end of crop year.

386 Manual Eligibility Determinations for CMA's, DMA's, and LSA's (Continued)

C CMA, DMA, and LSA Action (Continued)

Step	Action
3	Request, from the State Office identified in step 2, written verification of eligibility. Provide the following information: • date of request • applicable CMA, DMA, or LSA name • producer ID number • producer ID type • producer entity type • applicable administrative County Office • control County Office • crop code for which eligibility is being sought • applicable CMA Process Eligibility and Processing Flags • FSN, if FSN is reported by the CMA Process. **Note:** **All end of crop year requests must** be submitted to State Offices by **July 1 of** the year following the crop year.
4	After the crop year, appeals by producers may be filed for any requests unanswered by State Offices at the end of 30 calendar days or for which the determination was **not** favorable.

386 Manual Eligibility Determinations for CMA's, DMA's, and LSA's (Continued)

D State Office Action

State Offices shall provide manual certification of eligibility to CMA's, DMA's, and LSA's according to this table.

Producers and farms must meet **all** eligibility requirements used in the CMA Process before State Offices grant an "eligible" status for an ineligible CMA Process record.

After the crop year, producers may initiate appeals for any requests **not** answered by State Offices at the end of 30 calendar days.

Step	Action	
1	Contact County Offices as needed to determine whether record should be eligible.	
2	**IF the record is...**	**THEN provide written verification to CMA, DMA, or LSA within 20 calendar days that the record is...**
	ineligible	not eligible. If CMA, DMA, or LSA has the wrong ID number for the producer, **do not provide the correct ID number**. In these cases, County Offices shall mark the record, "wrong producer ID".

	eligible	eligible. Provide all farm data applicable for the crop requested that would have been provided by the CMA Process for an eligible farm. This includes:
		
		• FSN
		• acres reported or, if available, determined
		• producer's crop share
		• notification of:
		
		  • offset for claims, if applicable
		  • assignment, if applicable, and LSA request.
		
		Note: PLM data should have been provided by the CMA Process.

386 Manual Eligibility Determinations for CMA's, DMA's, and LSA's (Continued)

D State Office Action (Continued)

Step	Action

3	Report responses to PSD within 10 calendar days after responding to CMA, DMA, or LSA stating the following:
	
	• CMA, DMA, or LSA
	
	• number of records:
	
	  • submitted
	
	  • that remained ineligible
	
	  • that were determined to be eligible
	
	  • ruled eligible grouped according to codes in subparagraph B and by CMA Process eligibility field.
	
	Example: 125 records were determined eligible out of 150 requests from XYZ CMA. Of the:
	
	  • 100 code B eligible records, 50 were reported under field [45] and [50] under field [47]
	
	  • 25 code D eligible records, all were reported under field [45].

E Change in Ineligible Status

If record later becomes eligible, County Offices shall:

- update computer files immediately
- send memorandum stating justification and confirming change in eligibility status to CMA, DMA, or LSA and a copy of the memorandum to the State Office.

387 Resolving Problem Records After the Crop Year

A Restrictions

This paragraph **only applies** to ineligible CMA Process records after the crop year for:

- commodities that had a market gain available during the crop year
- CMA producers, after all eligible pool allocations have been made for the crop year, who were:
  - included in an eligible loan and LDP pool during the year, but removed before final allocations were made
  - never included in an eligible loan and LDP pool
- LSA producers, at the end of the crop year, who were denied market gains.

B When to Notify the Producer

CMA's, DMA's, and LSA's shall provide notification sent to producer within 30 calendar days of when CMA, DMA, or LSA receives State Office verification.

C Information to Provide the Producer

CMA's, DMA's, and LSA's shall provide producer written notification that market gains were denied during the crop year because producer, farm, or both were reported as ineligible by the CMA Process during the crop year and the State Office:

- confirmed producer, farm, or both were ineligible
- determined producer, farm, or both were eligible for market gains after market gains were denied.

387 Resolving Problem Records After the Crop Year (Continued)

C Information to Provide the Producer (Continued)

The notification shall also provide the following information:

- ID number
- administrative County Office
- crop
- quantity ineligible or eligible
- FSN or FSN's
- control County Office
- copy of related State Office verification documents
- applicable delivery dates, quantity, and associated benefits missed
- whether the applicable CMA Process flag is a control or administrative County Office responsibility according to codes in paragraph 252.

Note: If record is for a component member, prepare notification for component member and provide it to the joint operation submitted in the input file. Add the component member's share in the joint operation to the data in this subparagraph.

388-399 (Reserved)

Parts 8 and 9 (Reserved)

400-549 (Reserved)

--

Part 10 Reports From CMA's, DMA's, and LSA's

550 General Information

A Background

Control systems to detect ineligible, duplicate, or excess benefits are necessary because:

- commodities used to obtain loans or LDP's by CMA's or by DMA or LSA producers must be produced:
  - by an eligible producer
  - on an eligible FSN
- according to a 2001 GAO report entitled, "Farm Programs: Changes to the Marketing Assistance Loan Program Have Had Little Impact on Payments", USDA's oversight of payments to Cooperatives is inadequate.

B Types of Controls

The controls used by FSA to avoid ineligible, duplicate, or excess benefits are:

- CMA Process provides producer eligibility data monitored by CMA's, DMA's, and LSA's
- CMA Process provides payment limitation data and CMA's, DMA's, and LSA's monitor market gain reports
- COPS provides duplicate benefit reports on cotton monitored by KC-ADC and PSD
- volume reports, according to paragraph 551, to detect ineligible, duplicate, or excess benefits sent by DMA's or CMA's to administrative County Offices
- field reviews of CMA's, LSA's, and DMA's, conducted by PSD
- other reports as authorized by Section 1614 of the 2002 Farm Bill.

551 Commodity Volume Reports

A PSD Action

This paragraph provides all CMA's, except cotton, and peanut DMA's with Volume Report Process submission procedures. PSD will:

- monitor reporting to ensure that State Offices are receiving reports from CMA's and DMA's that have activity to report
- assist with resolving problems
- act on requests for waivers of interest and liquidated damages.

B Summary of the Volume Report Process

This table is a summary of the Volume Report Process.

Phase	Description
1	Each CMA and DMA shall determine producers and their volume by FSN involved in loan and LDP activity for the crop year.
2	Each CMA and DMA shall submit detail volume input file to each applicable State Office by producer, FSN, and crop.
3	State Offices shall analyze reports and forward them to applicable administrative County Offices
4	Administrative County Offices shall analyze reports and compare volumes obtained from CMA or DMA to eligible volume determined by running total queries.
5	If problems are discovered, administrative County Offices shall resolve problems according to this handbook.
6	Service County Offices will collect necessary refunds.
7	PSD will provide advice and when requested, act on requests for waivers of interest and liquidated damages.

551 Commodity Volume Reports (Continued)

C Submission Policies

The following policies apply to Volume Report submissions:

- producer records shall be reported for all producers whose commodities are included in any CCC loan or LDP during the crop year

- FSN records shall be reported for all FSN's whose commodities were included in any CCC loan or LDP during the crop year.

  Note: **Do not report** production not involved in CCC loans or LDP's during the crop year such as commodities delivered to an ineligible pool.

- the sum of individual records submitted shall equal the total amount of loan plus LDP volume the applicable CMA obtained or DMA processed for the crop year.

D Deadline for Submission

During the applicable crop year, CMA's and DMA's shall submit a cumulative report by the following deadlines:

- for all crops except peanuts, by December 31 and the following June 30 of the crop year
- for peanuts, by October 31 and the following February 28 of the crop year.

Note: CMA's and DMA's may voluntarily submit reports on a more frequent basis.

E Submission Procedures

CMA's and DMA's shall follow the submission procedures in this table.

Step	Action
1	Determine producer records to be submitted according to subparagraph B.
2	Create volume reports according to subparagraph F.
3	E-mail reports to applicable FSA State Office specialists. Contact PSD for names and e-mail addresses of applicable State Office specialists.
4	***--**E-mail a copy of the report to **Chris.Kyer@wdc.usda.gov**.**--***

551 Commodity Volume Reports (Continued)

F Record Format

Volume report files shall be formatted according to this table.

Field No.	Heading	Length	Decimal Positions	Data Type
1	CMA or DMA State Code	2	0	Num
2	CMA or DMA Code	3	0	Num
3	Crop Year	2	0	Num
4	Producer ID number	9	0	Num
5	Producer Name	25	0	Char
6	administrative County Office's State code	2	0	Num
7	administrative County Office's county code	3	0	Num
8	Crop Name (wheat by class)	6	0	Char
9	FSN	6	0	Num
10	Current Report Quantity	9	0	Num
11	Cumulative Quantity	9	0	Num

G Other Report Requirements

The report shall meet the following other requirements:

- saved as Microsoft Excel format with a file extension of .xls
- the file name format is "xxyyyssnn.xls" where:
  - "xx" is CMA or DMA State code
  - "yyy" is CMA or DMA code
  - "ss" is the 2 character State abbreviation the report is applicable to
  - "nn" is a sequential number assigned to each report
- data is sorted by administrative county code, then by ID number, then by crop
- report header shall contain the DMA or CMA's name, address, and contact telephone number
- report footer shall contain a page number, crop year, and date of report
- quantities shall be reposted in units according to Exhibit 7
- a cumulative quantity shall be reported by crop

551 Commodity Volume Reports (Continued)

G Other Report Requirements (Continued)

- quantities to include both MAL and LDP quantities
- contain the following FOIA language anywhere in the report:
  - confidential private information - this record is not to be disclosed to individuals outside of the Farm Service Agency because it is exempt from disclosure under 5 U.S.C. 552(b)(4)
  - DMA or CMA contact person's name, title, DMA or CMA name, and telephone number

•*****--records involving a subsequent correction because of refunds shall be changed to match correct data.**--***

552 Volume Report Review Actions

A State Office Actions

State Office price support specialists shall:

- review the report sent from DMA or CMA for completeness
- forward the report by e-mail to the applicable administrative County Office with instructions to review the report and take action in a timely manner
- set a realistic deadline for County Offices to complete review of the reports.

B Administrative County Office Actions

Administrative County Offices shall:

- review the report forwarded from the State Office received from DMA or CMA
- assess whether there has been a duplicate benefit paid to the producer
- assess whether the producer has exceeded the COC-established yield for the commodity
- when a multi-county producer exceeds allowable quantity, contact other applicable County Offices to determine eligible quantities available.

553 Resolving Problems

A Administrative County Office Actions

Administrative County Offices shall:

- resolve possible yield problems found on the report according to paragraph 554
- for duplicate benefit problems, contact the CMA or DMA service County Office to determine:
  - which benefit was requested first
  - whether the County Office, DMA, or CMA is responsible for a refund
- collect refunds from producers if the County Office provided benefit is the duplicate

  Note: For correction purposes, the first disbursed benefit is considered the correctly disbursed benefit and the second is considered the duplicate.

- for ineligible or excess benefit problems, work with service County Offices according to paragraph 139

•*****--not issue a notification letter to CMA or DMA according to 8-LP, paragraph 602--*****

- contact the State Office for assistance.

B DMA and CMA Service County Office Actions

DMA or CMA service County Offices shall:

- for duplicate benefits, assist administrative County Offices in determining which benefit was requested first

•*****--not use the number of violations as a determining factor when assessing administrative actions according to 8-LP, paragraph 602--*****

- demand and collect refunds from DMA's or CMA's according to paragraph 140.

C DMA and CMA Actions

DMA's and all CMA's, except cotton, shall:

- submit production evidence requested by administrative County Offices according to paragraph 554
- request waivers of liquidated damages from PSD through the service County Office
- pay refunds at the direction of a demand letter from the DMA or CMA service County Office.

554 Resolving Problems Arising From COC-Established Yields

A Background

8-LP provides that COC's shall:

- annually determine reasonable estimates of yield for each commodity based on crop and weather conditions in the county
- document determinations in COC minutes
- review questionable applications.

8-LP further provides that:

- if the quantity offered for loan or LDP is not reasonable based on the COC-established yield, County Offices shall not approve the loan or LDP for a quantity exceeding the quantity COC determines could have been reasonably produced on the eligible acreage
- if the producer is not satisfied with the maximum quantity, County Offices shall give the producer appeal rights to COC.

B CMA's Are Producers

For loan and LDP purposes, CMA's are considered to be the producer because CMA obtains the loan or LDP. Therefore, CMA's and their members shall be subject to the same controls as producers receiving benefits from a County Office.

554 Resolving Problems Arising From COC-Established Yields (Continued)

C Administrative County Office Action

CMA's and DMA's submit loan and LDP volume reports to administrative County Offices for review. In those cases, County Offices shall:

- review reports by the deadline established by the State Office
- resolve problems with CMA as directed by the State Office
- when cases involve quantities that exceed COC-established yields require CMA to provide satisfactory production evidence according to 8-LP for the CMA member quantity that is questioned
- ***--**not issue a notification letter to CMA or DMA according to 8-LP, paragraph 602**--***
- notify the applicable service County Office of the ineligible quantity, loan or LDP number, and warehouse receipt number, if applicable.

D CMA Action

CMA's submitting loan and LDP quantity data to administrative County Offices for review shall:

- provide acceptable production evidence, according to 8-LP, paragraph 535, when requested for quantities that exceed COC-established yields
- in the case of grain and rice loan and LDP overpayments, pay refunds at the direction of a demand letter from the service County Office.

E Service County Office Actions

When notified of ineligible loan and LDP quantities, CMA service County Offices shall process refunds according to paragraph 140.

--Note:** When assessing administrative actions according to 8-LP, paragraph 602, CMA or DMA service County Offices shall **not** use the number of CMA violations as a determining factor.**--

555 Section 1614 Reports

A Background

Section 1614 of the Farm Security and Rural Investment Act of 2002 requires that USDA establish procedures to track benefits provided, directly or indirectly, to individuals and entities under titles I and II.

FSA has developed an internal process to capture program payment and benefit data applicable to each program participant, including those amounts attributed to members of joint operations and entities. However, member data for benefits provided to CMA's, LSA's and DMA's is not available from KCFO's data warehouse, which will be the source for benefits earned by producers through FSA County Offices. Therefore, CMA, DMA's and LSA's must provide the applicable member data according to this paragraph.

B Years Applicable to the Report

Reports will be compiled quarterly by federal fiscal years applicable to the 2002 through 2007 crop years. Announced reporting periods, frequency, and deadlines are in the following table.

Year/Quarter	Data Transaction Dates	Deadline to Provide Data to KCFO	KCFO Issue Discrepancy Report	Deadline to Reconcile Data
Data for 2003 and future years- 1st Quarter	*--October 1, 2005 – December 31, 2005	January 14, 2006	January 28, 2006	February 18, 2006
Data for 2003 and future years– 2nd Quarter	January 1, 2006 – March 31, 2006	April 15, 2006	April 29, 2006	May 20, 2006
Data for 2003 and future years– 3rd Quarter	April 1, 2006 – June 30, 2006	July 15, 2006	July 29, 2006	August 19, 2006
Data for 2003 and future years– 4th Quarter	July 1, 2006 – September 30, 2006	October 14, 2006	October 28, 2006	November 18, 2006--*

Note: CMA's that cannot report actual producer earnings until after the final marketing pool settlement date are authorized to report annually rather than quarterly.

***--555 Section 1614 Reports (Continued)**

C Types of Benefits to Report

The following benefits are to be reported:

- gross marketing assistance loan proceeds
- marketing gains from cash repayment of farm-stored loans at the market repayment rate
- marketing gains from cash repayment of warehouse-stored loans at the posted county price for grains, national posted price for peanuts, or for cotton and rice at AWP
- commodity certificate exchange gains

  Note: For each loan redeemed with a commodity certificate, this will be the CMA member's or DMA or LSA producer's **share** of a dollar amount equal to the loan principal amount minus the certificate exchange value.

- additional amounts due producers from farm-stored loan settlements
- storage credit or storage forgiveness amounts, if applicable, for cotton and peanuts
- LDP's.

Notes: For transactions involving producers in a **marketing pool**, the intention is to capture the producer's actual earnings of loan or LDP proceeds and gains based upon the producer's quantity and quality of the commodity delivered to the pool. This may mean that CMA cannot report the actual producer earnings until after the final settlement date.

Furthermore, the transaction date to be reported should be the date that the proceeds were paid to the producer's account.

D Producer Payment Level to Report:

CMA's, DMA's and LSA's shall report data only for the individual, entity, or joint operation **receiving** the benefit. Further FSA processing will attribute payment data to the member level for joint operations or entities.**--***

***--555 Section 1614 Reports (Continued)**

E Report Data Elements

CMA's, DMA's, and LSA's shall create a report with the following data elements according to instructions for each element in this table.

Element	Description
CMA/DMA/LSA State code.	2-digit State code.
CMA/DMA/LSA code.	3-digit CMA/DMA/LSA code.
Alpha Program Code.	Insert the code that identifies the crop year, crop, and type of transaction according to the table in subparagraph 555.
Accounting Program Code.	Insert the 4-digit numeric transaction code according to the table in subparagraph 555 I.
Producer ID.	The 9-digit ID number receiving the benefit.
Producer ID Type.	Insert ID type. **Notes:** Valid ID types are S, E, I, or F which will be the ID type returned in field 6 of the CMA Process weekly file. The ID type is necessary to identify which payment entities need further FSA processing.
Benefit Amount.	The dollar amount of the benefit.
Transaction date.	Insert a transaction date equal to the date the CMA member, DMA producer, or LSA producer received the benefit. **Note:** The format should be 2-digit month, 2-digit day, 4 digit year.
Producer administrative State code.	Enter the producer's 2-digit administrative State Code.
Producer administrative County code.	Enter the producer's 3-digit administrative county code with a leading zero.

--*

555 Section 1614 Reports (Continued)

F Field Descriptions

The following table further defines each field in the report.

Field No.	Contents	Beginning/ Ending Positions	Field Size	Data Type/Format
1	CMA, DMA, or LSA State code.	1-2	2	Number
2	CMA, DMA, or LSA County code.	3-5	3	Number
3	Alpha Program Code	6-19	14	Alpha numeric
4	Numeric Transaction Code	20-23	4	Number
5	Producer ID Number	24-32	9	Number, no separators
6	ID Type	33-33	1	***--**Text in capital letters
7	Benefit Amount	34-49	16	Number, dollars and cents to two decimal places, no dollar signs, no commas, no decimal, with leading zeros if necessary**--***
8	Transaction Date	50-57	8	Number, no separators, 2-digit month, 2-digit day, 4-digit year in that order
9	Producer Admin State Code	58-59	2	Number
10	Producer Admin county code	60-62	3	Numeric, with leading zero if necessary

555 Section 1614 Reports (Continued)

G Report Example

Following is an example of the properly formatted 62 character length fixed width file:

Note:
```
COLUMN NUMBERS ILLUSTRATED FOR REFERENCE PURPOSES ONLY:
12345678901234567890123456789012345678901234567890123456789012

1380402PNUTLN      1000002526205S000000000000652511012003450 03
1380402PNUTWLN     1001253520275S000000000000319680401200313019
1380402PNUTSTGREDCT1005943423638E000000000000934560401200313277
```

H Further Instructions

CMA's, DMA's and LSA's shall:

- prepare a fixed 62-character length file with a ".txt" file extension
- use a naming convention of "xxyyyR1614-nnn.txt" where:
  - "xx" is the CMA, DMA, or LSA State code
  - "yyy" is the CMA, DMA, or LSA code
  - "nnn" is a sequential number assigned to each report.
- submit the file to the **same** FTP server and folder in Kansas City used for CMA eligibility process file submissions according to subparagraph 202 D

•***--**contact Chris Kyer at **Chris.Kyer@wdc.usda.gov** if there is no activity to report.**--***

*--555 Section 1614 Reports (Continued)

I Report Program Codes

CMA's, DMA's, and LSA's shall use the following alpha program, and accounting program codes for each applicable transaction.

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Nonrecourse Marketing Assistance Loans	XXBRLYLN XXCANLN XXCORNLN XXCRAMLN XXELSLN XXFLXLN XXSORGLN XXMUSLN MOHRLN XXOATSLN XXPNUTLN XXRAPLN XXRICELN XXSAFLN XXSOYALN XXSFNLN XXUPCNLN XXWHTLN XXWOOLLN **Note:** XX is the 2-digit crop year.	1000	Barley MAL Canola MAL Corn MAL Crambe MAL ELS Cotton MAL Flax MAL Sorghum MAL Mustard Seed MAL Mohair MAL Oats MAL Peanut MAL Rapeseed MAL Rice MAL Safflower MAL Soybean MAL Sunflower MAL Upland Cotton MAL Wheat MAL Wool MAL	Loan
Nonrecourse Marketing Assistance Loans	XXCOMMFLN **Notes:** XX is the 2-digit crop year. COMM is crop code as shown above.	1000	Marketing gain on a farm stored loan	Gain

--*

555 Section 1614 Reports (Continued)

I Report Program Codes (Continued)

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Nonrecourse Marketing Assistance Loans	XXCOMMWLN **Notes:** XX is the 2-digit crop year. COMM is crop code as shown above.	1001	Marketing gain on a warehouse-stored loan.	Gain
Nonrecourse Marketing Assistance Loans	***--**XXCOMMLNCERT**--* **Notes:** XX is the 2-digit crop year. COMM is crop code as shown above.	1030	Commodity certificate exchange gain	Gain
Nonrecourse Marketing Assistance Loans	XXCOMM$OVRLN$ **Notes:** XX is the 2-digit crop year. COMM is crop code as shown above.	1401	Additional MAL amount disbursed as a result of a farm-stored loan settlement	Loan

*--555 Section 1614 Reports (Continued)

I Report Program Codes (Continued)

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Loan Deficiency Payment	XXLDPBRLY XXLDPCAN XXLDPCORN XXLDPCRAM XXLDPFLX XXLDPSORG XXLDPMUS XXLDPMOHR XXLDPOATS XXLDPPNUT XXLDPRAP XXLDPRICE XXLDPSAF XXLDPSOYA XXLDPSFN XXLDPUPCN XXLDPWHT XXLDPWOOL **Notes:** XX is the 2 digit crop year. COMM is crop code as shown above.	5201	Barley LDP Canola LDP Corn LDP Crambe LDP Flax LDP Sorghum LDP Mustard Seed LDP Mohair LDP Oats LDP Peanut LDP Rapeseed LDP Rice LDP Safflower LDP Soybean LDP Sunflower LDP Upland Cotton LDP Wheat LDP Wool LDP	Payment
Nonrecourse Marketing Assistance Loans	XXCOMMSTGR EDCT	1005	Storage credit or storage forgiveness amount for cotton and peanuts	Payment

--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

No reports.

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		106, 252, 336,
CCC-184	CCC Check		2
CCC-257	Schedule of Deposit		140
CCC-478	Production Flexibility Contract		
CCC-502	Farm Operating Plan for Payment Eligibility Review for _____		106
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		106
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		205
CCC-679	Lien Waiver	92	103
CCC-694-1	CCC-Determined Value and Commodity Certificate Worksheet		135
CCC-719	ACRS Transaction Report (Report Control No. FM-596R)		89
CCC-732	CMA or LSA Producer Payment Limitation Request	159, 160	Text
CCC-736 (Addendum)	Privacy Act, Public Burden, and Penalty Statement for CMA and LSA Loan and Loan Deficiency Payment (LDP) Forms	Ex. 4	89
CCC-846	Application for Approval of Cooperative Marketing Association for Loan and Loan Deficiency Payments (LDP)	55	38, 53, 54, 73
CCC-846-1	Loan and Loan Deficiency Payment (LDP) Recertification for Approved Cooperative Marketing Associations (CMA's)	57	22, 53, 54, 56
CCC-912	Agreement of Authorized Loan Servicing Agent		2
CCC Cotton A-5	Statement of Eligibility and Information Worksheet		106
CCC-Cotton G	Cotton Cooperative Loan Agreement		2, 54, 139
CCC-Cotton G-4	Cotton Reconcentration Agreement		54
FSA-578	Report of Acreage		224, 238, 300, 383

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations

This table lists all abbreviations used in this handbook.

Approved Abbreviation	Term	Reference
AB	Automation Branch, PSD	73, 76, 190, 251, 315
ACRS	Automated Cotton Reporting System	2, 3, 73, 383
AGI	Adjusted Gross Income	106, 132, 134, 330
APSS	Automated Price Support System	140
BIA	Bureau of Indian Affairs	151, Ex. 10, 11, 12
CAIVRS	Credit Alert Interactive Voice Response System	106
CCB	Cotton Commercial Bank	16, 53, 92
CCC	Commodity Credit Corporation	Text, Ex. 2
CED	County Executive Director	3
CFR	Code of Federal Regulations	21, 23, 25, 54, Ex. 2
Char	character	237, 239, 252, 255, 256, 551
CMA	approved Cooperative Marketing Association	Text, Ex. 2, 6
COC	County Committee	552, 554
COPS	Cotton Online Processing System	550
CPA	KCMO combined producer account number	157, 252, 267, 286, 303, Ex. 2
DAFP	Deputy Administrator, Farm Programs, FSA	3, Ex. 20
DCIA	Debt Collection Improvement Act	106, 107, 354
DMA	Peanut Designated Marketing Association	Text
ELS	extra long staple	Ex. 7

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
FAX	facsimile	4, 54, 57, 160, Ex. 6
FCI	Federal Crop Insurance	224, 252, 334
FMD	Financial Management Division, FSA	3, 53
FOIA	Freedom of Information Act	551
FSA	Farm Service Agency, USDA	Text, Ex. 6, 7
FSN	farm serial number	Text, Ex. 2
FY	fiscal year	55, 56, 57, 106, Ex. 2
FTP	File Transmission Protocol	Text
HELC	highly erodible land conservation	106, 323
ID	identification	Text, Ex. 2, 10, 11, 12
IRS	Internal Revenue Service	272
KC-ADC	Kansas City Application Development Center	Text, Ex. 2
KCCO	Kansas City Commodity Office	3
LDP	loan deficiency payment	Text, Ex. 2, 4, 7, 12
LSA	authorized cotton Loan Servicing Agent	Text, Ex. 2, 6
MAL	Marketing Assistance Loan	107, 551, Ex. 2
MA.CTM	county table maintenance file	171, 224
MA.EFM	eligibility file	Text
MA.L?M	year specific payment limitation file	Text
MA.M?M	multicounty file	Text
MA.NAM	name and address file	171, 224, 322, 332

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
MA.P?M	199? permitted entity file	Text
ME.P?M	compliance share file	171, 224, 300, 325
ME.S?M	FSA-578 compliance summary file	Text
MG.PFM	production flexibility contract file	171, 326
NAM	name and address record	Text
PCF	percent of cropland factor	Text, Ex. 2
PE	permitted entity share	Text, Ex. 2
PEM	permitted entity record	Text
PLM	“PA/PS” payment limitation amount	Text, Ex. 2
PSD	Price Support Division	Text
STC	State Committee	3
USDA	United States Department of Agriculture	202, 550
WC	wetland conservation	106, 323

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Active Member

An active member is a member who has used the services offered by CMA one of the three preceding CMA FY's or a shorter period as may be provided in CMA's articles of incorporation or bylaws.

Administrative County Office

An administrative County Office is the County Office where the producer's records are maintained. It may also be called "noncontrol" County Office or "other" County Office.

Authorized Commodity

An authorized commodity is a commodity that CMA is approved to use to obtain loans or LDP's. Commodities that may be approved by CMA are those approved for MAL's and LDP's according to 7 CFR Part 1421.

CMA

CMA is a cooperative approved by CCC to participate in loan and LDP programs for any authorized commodity.

CMA Process

The CMA Process is an automated system to provide CMA's, DMA's, and LSA's eligibility and payment limitation information related to CCC's loan and LDP program. CMA's, DMA's, and LSA's make electronic submissions containing the ID numbers of their producers and the FSN's administrative County Office. CMA Process processes these ID numbers using County Office file data uploaded from County Offices. Output files resulting from the process are returned to applicable CMA's, DMA's, and LSA's. State and County Offices also get reports of eligibility and processing conditions found during the process.

CMA Service County Office

A CMA service County Office processes loan and LDP activities for other than cotton CMA's for the CMA it is assigned.

Commingled Commodities

Commingled commodities are commodities, other than cotton, where the identity of the producer is lost once the commodity is delivered to CMA and mixed with production from other producers.

Definitions of Terms Used in This Handbook (Continued)

Component Members

Component members are members of joint operations. This distinguishes the member of CMA who may be a joint operation, from the payment limitation entity that is a member of a joint operation. In the CMA Process, component members cannot be joint operations. When a joint operation has other joint operations as members, the CMA Process identifies all applicable component members and their respective actual shares in the joint operation.

Control County Office

A control County Office is the County Office where the "person's" PLM is controlled and PLM records are maintained.

CPA

CPA is the KC-ADC account number assigned to producers who are combined with at least 1 other producer for payment limitation purposes. All market gains earned by producers with the account number cannot exceed the maximum PLM.

Cooperative

A cooperative is a business owned and controlled by the producers who use its services and operated under generally accepted cooperative principles.

Date Market Gains Are Received

The date market gains are received for:

- LDP's is the date of LDP
- loans is the loan's repayment date.

Denied Market Gains

Denied market gains are market gains a producer or "person" is not entitled to because the producer or "person" has PE and/or PCF of less than 1.0000.

Designated Marketing Association

Designated Marketing Association means an entity, or subsidiary thereof, that performs marketing functions for a marketing association of peanut producers, does not take title to the commodity, and is authorized by CCC to provide and to service CCC peanut MAL's and LDP's for individual producers who have beneficial interest in peanuts.

Definitions of Terms Used in This Handbook (Continued)

Excess Market Gains

Excess market gains are market gains a "person" is not entitled to because they exceed the "person's" PLM.

Flag

A flag is a "Y" in 1 of the eligibility or processing fields in the CMA Process.

Identity Preserved Commodities

Identity preserved commodities are commodities, such as cotton, where the individual producer's identity is maintained while the commodity is under loan.

Joint Operation

A joint operation is either of the following:

- a general partnership (entity type 02)
- a joint venture (entity type 03).

Loan Pool

A loan pool is any CMA pool containing commodities used by CMA to obtain either loans or LDP's.

Market Gain

Market gain is the sum of the loan rate, minus the repayment rate on loans repaid with less than the loan rate, plus, for LDP's, the county loan rate minus the CCC determined value times the quantity of commodity. These market gains are limited based on the producer's PLM.

Definitions of Terms Used in This Handbook (Continued)

Market Gain Period

Market gain period is the time period from, and including the date market gain was received, to, but not including, the reimbursement date. It is used in determining repayment amounts due CCC for ineligible market gains, denied market gains, and/or excess market gains.

Member

A member is a producer who:

- has fully paid for membership stock or earned equity credits in CMA
- has executed a uniform marketing agreement with CMA
- is a member of CMA
- is entitled to all CMA membership rights.

Transfer Out

Transfer out is the action taken by an administrative County Office, at the producers' request, to transfer farm records to another County Office for administration. After the "transfer out" is completed, CMA Process input file records must reflect the new administrative County Office.

"Person"

A "person" for PLM purposes is:

- an individual, or an individual participating as a member of a joint operation or similar operation

- a corporation, joint stock company, association, limited stock company, limited partnership, irrevocable trust, revocable trust together with the grantor of the trust, estate, or charitable organization, including any entity participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or a participant in a similar entity

- a State, political subdivision, or agency thereof.

Primary ID Number

Primary ID number is an ID number for a producer submitted by CMA or LSA.

CCC-736 (Addendum), Privacy Act, Public Burden, and Penalty Statement for CMA and LSA Loan and LDP Forms

This is an example of CCC-736 (Addendum).

This form is available electronically.

CCC-736 (Addendum)
(02-24-04)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

PRIVACY ACT, PUBLIC BURDEN, AND PENALTY STATEMENT FOR CMA AND LSA LOAN AND LOAN DEFICIENCY PAYMENT (LDP) FORMS

This addendum provides statements required by the Privacy Act, Paperwork Reduction and CCC Charter Act for Form: CCC-719, ACRS Transaction Report. This form must be maintained in the CMA's or LSA's office.

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The authority for requesting the following information is 7 CFR Parts 1421, 1425 and 1427. The information will be used to provide computer generated reports to County FSA Offices to obtain information concerning producer eligibility and payment limitation information, and CCC to obtain a record of Loan and Loan Deficiency Payment benefits paid to association members. Furnishing the requested information is necessary to monitor participation in the Loan and Loan Deficiency Payment program. Failure to furnish the requested information is necessary to monitor participation in the Loan and benefits paid out under this program unless this form is completed and filed as required by existing law and regulations. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS ADDENDUM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, Room 4095-S, 1400 Independence Avenue SW, WASHINGTON, D.C. 20250-0512.***

PENALTY STATEMENT

Section 15 (a) of the Commodity Credit Corporation (CCC) Chapter Act of 15 USC 714 (m(a)) provides a fine of not more than $10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any applicable to CCC. The making of such false statements may also subject entity to civil liability, including liable under 31 USC 231.

ACKNOWLEDGMENT OF RECEIPT

A. SIGNATURE OF CMA OR LSA

C. NAME OF CMA OR LSA

B. DATE *(MM-DD-YYYY)*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Approved CMA's, DMA's, and LSA's

This table provides an alphabetical list of approved CMA's, DMA's, and LSA's and information about each CMA, DMA, and LSA. Only approved CMA's, DMA's, and LSA's are authorized to contact control County Offices to resolve producer eligibility problems.

State Offices shall use the mailing address, FAX number, or e-mail address for each CMA, DMA, and LSA to send them FSA handbook amendments and notices. Users can distinguish CMA's from LSA's by their code. CMA's and DMA's are assigned a county code in the "800" series, and LSA's are assigned a county code in the "700" series.

CMA's shall obtain loans and LDP's for only the crops for which they are approved. CMA suspensions are indicated in the "Approved Crops" column.

Wheat, feed grains, and rice CMA's obtain loans and LDP's through a service County Office. Cotton CMA's and LSA's are not assigned a service County Office.

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Adams Land Company Ms. Sandra J. Kennett P O Box 49 Leachville AR 72438-0049	05-704 **(LSA)**	870-539-6314 870-539-2362 sandra@adamsland.com	Cotton	NA
AGMARK, LLC Mr. Jeff Bechard P O Box 444 Beloit KS 67420-0444	20-873	785-738-9641 785-738-5150 jbechard@agmarkllc.com	***--**Terminated--*****	Mitchell KS 20-123
***--**American Peanut Marketing Association, LLC Mr. James L. Webb 7843 Hwy 37 Leary GA 39862	13-808 **(DMA)**	229-792-3767 229-792-6134 jlw1963@bellsouth.net	Peanuts	Calhoun GA 13-037--*****

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Aurora Cooperative Elevator Company Ms. Julie Miller-Hodges P O Box 209 605 12th St Aurora NE 68818-0209	31-848	402-694-2106 402-694-2060 jmiller@auroracoop.com	Corn Sorghum Soybeans Wheat	Hamilton NE 31-081
Autauga Quality Cotton Association Mr. Jeff Thompson, Exec. Vice-President 208 Medical Center Ct Prattville AL 36066-7288	01-801	334-365-3369 334-365-9261 jthompson@aqca.net	Cotton	NA
Beltwide Cotton Cooperative Mr. Mike Patranella P O Box 20100 4444 Park Blvd Montgomery AL 36120-0100	47-801	806-762-0671 334-271-4238 mpatranella@weilbros.com	Cotton	NA
Blackwell Cooperative Elevator Association Mr. John Becker, Controller 410 N Main St Blackwell OK 74631-2233	40-806	580-363-1461 580-969-0515 blkwcoop@grcnet.net	*--Suspended--*	Kay OK 40-071
CALCOT, LTD Mr. Dan Lucas P O Box 259 1900 E Brundage Ln Bakersfield CA 93302-0259	06-804	661-327-5961 661-861-9870 staff@calcot.com	Cotton	NA
Carolinas Cotton Growers Cooperative Mr. Mike Quinn 101 Sigma Dr Garner NC 27529-8543	37-801	919-773-2120 919-773-4495 mquinn@carolinascotton.com	Cotton	N/A
CHS Inc. Mr. Gene Tarnowski P O Box 64089 St Paul MN 55164-4089	27-801	800-548-9727 651-355-6496 gene.tarnowski@chsinc.com	Barley Canola Corn Crambe Flaxseed Oats * * * Soybeans Sunflowers Wheat	*--Dakota MN 27-037--*

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Cooperative Marketing Alliance/DBA CoMark Mr. Charlie Lowrance IV 80 Monroe Ave Ste L5 Memphis TN 38103-2493	05-805	901-543-9494 901-543-9498 clowrance@comark.org	Cotton	NA
Concordia LLC Mr. Ron Coley P O Box 232 1361 US Hwy 41 N Ashburn GA 31714-0232	13-805	229-567-9661 229-567-9664 concordiallc@bellsouth.net	Peanuts	Worth GA 13-321
Concordia Allied Producers Ms. Evalynn Holland P O Box 232 1361 US Hwy 41 N Ashburn GA 31714-0232	13-806 **(DMA)**	229-567-9661 229-567-9664 concordiallc@bellsouth.net	Peanuts	Worth GA 13-321
Cotton Cooperative Association Mr. Jerry D. Harris 1520 Texas Ave Lubbock TX 79401-5139	48-828	806-747-7836 806-747-1991 allenbergcotton@door.net	Cotton	NA
*****--Cotton Resources, Inc. Ms. Linda Russell P O Box 897 Seminole TX 79360	48-709 **(LSA)**	432-758-9491 432-758-3342 lrussell@crosswind.net	Cotton	NA--*****
Desert Wheat Growers Cooperative Mr. Bruce Hiscox 37860 W Smith Enke Rd Maricopa AZ 85239-3010	04-804	520-381-2217 520-568-2556 michaelcole@cox.net	*****--Suspended 10/7/05--*****	Pinal AZ 04-021

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Dimmitt Agri Industries, Inc. Ms. Pam Odom P O Box 728 510 E Bedford St Dimmitt TX 79027-0728	48-806	806-647-2141 806-647-5765 pamodom@agrifarmind.com	*****--Terminated--*****	Castro TX 48-069
Dumas Cooperative Mr. Gene Legg P O Box 831 600 Twichell St Dumas TX 79029-0831	48-815	806-935-6440 806-935-6464 dquirk@amaonline.com	Corn Sorghum Soybeans Wheat	Moore TX 48-341
Edmonson Wheat Growers, Inc. Mr. Royce Duckett P O Box 32, Hwy 194 Edmonson TX 79032-0032	48-812	806-864-3327 806-864-3325 ewg@amaonline.com	Terminated	Hale TX 48-189
Fambro Warehouse Company Mr. Leigh Pell c/o Dunavant & Company P O Box 26600 Fresno CA 93729-6600	06-703 **(LSA)**	559-447-1800 559-448-1846 leighp@dunca-cotton.com	Cotton	NA
Farmers Elevator Company Mr. Sam Schmidt P O Box 526 434 First St Chappell NE 69129-0526	31-806	308 874 2245 308 874 2405 farmco@megavision.com	Terminated	Deuel NE 31-049
Farmers Cooperative of El Campo Mr. Jimmy N. Roppolo P O Box 826 911 S Wharton St El Campo TX 77347-0826	48-809	979-543-6284 979-543-9004 vbg@wcnet.net	*****--Suspended 10/18/05--*****	Wharton TX 48-481

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Farmers' Rice Cooperative Mr. Joseph Magliola P O Box 15223 2525 Natomas Park Dr Sacramento CA 95851-0223	06-801	916-923-5100 916-925-4970 magliola@farmersrice.com	Rice	Sacramento CA 06-067
GFA Peanut Association Mr. James E. Godwin P O Box 488 5201 Hwy 19 S Camilla GA 31730-0488	13-804	229-336-5241 229-336-9503 gfapeanut@camillaga.net	Peanuts	Mitchell GA 13-205
*****--Growers Marketing Cooperative Inc. McDaniel Bluntzer 1150 East Main Street Suite 29 Robstown TX 78380	48-831	361-387-2600 361-387-2603 danielb@frontier-risk.com	Sorghum	Nueces TX 48-355--*****
Heartland Cooperative Mr. Lyle Weitzel P O Box 1008 265 N Showboat Blvd Hastings NE 68901-0088	31-893	402-463-5148 402-463-7263 lhweitzel@alltel.net	Corn Sorghum Soybeans Wheat	Adams NE 31-001
*****--Links LSA Inc. Ellen Ford 4045 Stockdale Highway Bakesfield CA 93309	06-704	661-396-0230 661-396-0236 eford@bak.rr.com	Cotton	N/A--*****

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Midland Co-Op Mr. Dale Rohrer, General Manager P O Box 98 Hwy 6 & 34 Funk NE 68940-0098	31-894	308-263-2441 308-263-2444 drohrer@midlandcoop.com	*--Suspended--*	Phelps NE 31-137
National Quality Cotton Association *--Mr. Jeff Thompson 208 Medical Center Ct Prattville AL 36066	47-802	334-365-3369 334-365-9261 jthompson@aqca.net--*	Cotton	NA
Olton Grain Cooperative, Inc. Mr. Mike Malone P O Drawer M 910 W 1st St, Hwy 70 Olton TX 79064	48-814	806-285-2638 806-285-3166 mmmalone@oltongrain.coop	Corn Sorghum Soybeans Wheat	Lamb TX 48-279
Pawnee County Cooperative Association Mr. Hugh Mounday P O Box 50 103 E 3rd Larned KS 67550-0050	20-884	620-285-2161 620-285 6310 hugh@pawneecoop.com	Corn Sorghum Soybeans Wheat	Pawnee KS 20-145
Peanut Growers Cooperative Marketing Association Mr. Thomas R. Cotton, Jr. P O Box 59 1001 Campbell Ave Franklin VA 23851-0059	51-801	757-562-4103 757-562-0744 dcotton25@cs.com	Peanuts	Southampton VA 51-175
Peanut Loan Processing Center Mr. Dan Hunter P O Box 338 304 SE Lubbock St Gorman TX 76454-0338	48-830 **(DMA)**	254-734-2222 254-734-2288 hunterswpga@hotmail.com	Peanuts	Eastland TX 48-133
Plains Cotton Cooperative Association Mr. Jim Taylor P O Box 2827 3301 E 50th St Lubbock TX 79408-2827	48-803	806-763-8011 806-762-7444 806-762-7333 jim.taylor@pcca.com	Cotton	NA

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Producers' Marketing Cooperative Mr. Ronald E. Pope P O Box 255 202 NW Railroad Mertzon TX 76941-0255	48-826	325-835-7173 325-835-7174 pmcicoop@wcc.net	Mohair Wool	Tom Green TX 48-451
Producers Rice Mill, Inc. Mr. Kent Lockwood P O Box 1248 518 E Harrison St Stuttgart AR 72160-1248	05-803	870-672-4453 870-673-8131 klockwood@producersrice.com	Rice	Arkansas AR 05-001
Quality Cotton Cooperative Ms. Debra Lyle P O Box 1027 125A W Water St Plymouth NC 27962-1027	37-803	252-793-3460 252-793-3466 debra@qualitycotton.net	Cotton	NA
Riceland Foods, Inc. Mr. Terry Richardson Box 9272 2210 S Park Ave Stuttgart AR 72160-0097	05-802	870-673-5222 870-673-5667 trichardson@riceland.com	Rice Soybeans Wheat	Arkansas AR 05-001
*****--Richardson LSA, Inc. Mr. Bill Wickham, VP Finance and Treasurer 2280 Campbell Creek Blvd Ste 350 Richardson TX 75082	48-707	972-301-3258 bwickham@reinhart.com	Cotton	NA
Signia Cotton Cooperative Mr. Keith Jenkin 4045 Stockdale Hwy Bakersfield CA 93309-2021	47-803	661-396-0230 661-396-0237 kjenkin@houchincotton.com	Cotton	NA--*****
Southwestern Irrigated Cotton Growers Association Mr. Jack Langenegger P O Box 1709 3500 Doniphan Dr El Paso TX 79949-1709	48-805	915-581-5441 915-581-4138 swigcotton@aol.com	Cotton	NA
Southwestern Peanut Grower's Association Mr. Dan Hunter P O Box 338 304 SE Lubbock St Gorman TX 76454-0338	48-829	254-734-2222 254-734-2288 hunterswpga@hotmail.com	Peanuts	Eastland TX 48-133
Staplcotn Mr. Kenneth Downs P O Box 547 214 W Market St Greenwood MS 38935-0547	28-801	662-453-6231 662-453-6274 kenny.downs@staplcotn.com	Cotton	NA

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
***--**Sunmark Services, LLC Ms. Amber Campbell 3141 Hood St Ste 200 Dallas TX 75219	48-708 **(LSA)**	214-520-1717 214-520-1859 acampbell@ecomtrading.com	Cotton	NA
Sunray Cooperative Mr. Bret Brown P O Box 430 101 Main St Sunray TX 79086-0430	48-808	806-948-4121 806-948-5606 bretb@sunraycoop.com	Suspended--*****	Moore TX 48-341
Team Marketing Alliance, LLC Mr. Ted Schultz 307 W Cole St Moundridge KS 67107	20-875	620-345-3560 620-345-3569 tschultz@tmagrain.com	Corn Sorghum Soybeans Wheat	McPherson KS 20-113
Telmark LSA Mr. Greg Bell P O Box 2917 3301 E 50th St Lubbock TX 79404-2917	48-701 **(LSA)**	806-763-8011 806-762-7333 gov.programs@pcca.com	Cotton	NA
Topflight Grain Cooperative Mr. Denney Hill 400 E Bodman St Bement IL 61813-1202	17-802	217-678-2261 217-678-8113 dhill@topflightgrain.com	Corn Soybeans	Piatt IL 17-147
V-C Peanut DMA LLC Mr. Thomas R. Cotton, Jr. P O Box 59 1001 Campbell Ave Franklin VA 23851-0059	51-802 **(DMA)**	757-562-4103 757-562-0744 dcotton25@cs.com	Peanuts	Southhampton VA 51-175
U.S. Cotton Growers Association Mr. Craig Muller 3141 Hood St Ste 200 Dallas TX 75219-5000	48-827	214-252-5329 214-250-1859 cmuller@ecomtrading.com	Cotton	NA

FSA Crop Codes, Unit of Measure, and Contract Type

This table provides FSA 4-digit commodity code, unit of measure, and contract type for each of the commodities in the loan and LDP program.
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Crop	Unit of Measure	FSA Crop Code
	Bushel	0091
Canola	Hundredweight	0711
Corn	Bushel	0041
Crambe	Hundredweight	0714
Dry Peas	Hundredweight	0067
ELS Cotton	Pound	0022
Flaxseed	Hundredweight	0031
Lentils	Hundredweight	0401
Mustard Seed	Hundredweight	0130
Mohair	Pound	2015
Oats	Bushel	0016
Peanuts	Tons	0075
Sunflower Seed Oil and Other-Type	Hundredweight	0078
Rapeseed	Hundredweight	0129
Rice	Hundredweight	0018
Safflower Seed	Hundredweight	0079
Small Chick Peas	Hundredweight	0067
Sorghum	Hundredweight	0051
Soybeans	Bushel	0081
Upland Cotton	Pound	0021
Wool	Pound	2016
Wheat	Bushel	0011

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ID Type and Definitions

The ID type is used to record types of ID numbers. This table provides a list of ID types.

Note: Exhibit 12 lists valid ID type and entity type combinations.

ID Type	Definition
S	Social Security number.
E	Employer ID number.
I	IRS number.
T	Temporary ID number assigned by a County Office.
F	Federal Agency number including BIA.

Entity Type and Definitions

The entity code is used to record types of operations. This table provides a list of entities and their descriptions.

Notes: General partnerships and joint ventures are often referred to as joint operations.

Exhibit 12 lists valid ID type and entity type combinations.

Entity Code	Type	Description
01	Individual	A person operating as an individual.
02	General Partnership	A joint operation in which each partner is personally liable for all of the partnership's debts.
03	Joint Venture	A joint operation that is not a legal partnership or other entity. **Note:** The operation must consist of 2 or more individuals or entities that pool their resources, such as land, labor, capital, and equipment, to conduct the operation.
04	Corporation with Stockholders	A corporation with stockholders.
05	Limited Partnership	A limited partnership consisting of at least 1 general partner and 1 or more limited partners. • The general partner shall be personally liable for all debts of the limited partnership. • The limited partners' liability is generally limited to the extent of the investment or contributions to the assets of the partnership.
06	Estate	An estate.

Entity Type and Definitions (Continued)

Entity Code	Type	Description

07	Trust - Revocable	A revocable trust with an employer ID number.
		• A trust is considered revocable if 1 of the following applies:
		  • the trust may be terminated by the grantors
		  • the trust may be modified by the grantors
		  • the trust reverts to the grantors after a specific time period.
		• If a revocable trust does not provide a separate ID number from the grantor, and the grantor is 100 percent income beneficiary:
		  • payments for the trust will not be identified separately from the grantor
		  • payments shall be made using the ID number as recorded for the grantor.

08	Federally Owned	Federal Agency ID number, except for the federally assigned BIA number.
09	State-Owned	State-owned entity, except for State-owned public school lands that are exempt from payment limitation.
10	Fraternal or Religious	Fraternal or religious organizations, clubs, societies, and other associations.
11	County-Owned	A county, except for county-owned public school lands that are exempt from payment limitation.
12	City-Owned	A city, except for city-owned public school lands that are exempt from payment limitation.

Entity Type and Definitions (Continued)

Entity Code	Type	Description
13	Public Schools	An entity that is exempt from payment limitation for payments that are made to: • public schools for land that is owned by a public school district • a State for State-owned lands used to maintain a public school. **Note:** A separate ID number shall be required if a public school earns payments on both land that is exempt from payment limitation and not exempt from payment limitation (use entity type 09, 11, or 12).
14	BIA and Indian Tribal Venture	An entity that is an Indian tribal venture or BIA.
15	Indian Represented by BIA	An individual Indian who is represented by BIA.
16	Corporations with no Stockholders	An entity that is either of the following: • corporations with **no** stockholders • publicly traded corporations, farm credit banks, and agricultural credit associations that meet the conditions in 1-PL.
17	Trust - Irrevocable	A trust that: • may not be terminated by the grantor • may not be modified by the grantor • does not revert to the grantor after a specific time period.
18	Sole Proprietor	An individual with an employer ID number.
99	Other	The members of an entity when assigned a temporary ID number.

Valid ID and Entity Type Combinations

This table provides valid combinations of ID and entity types.

Note: Only producers with these combinations of ID type and entity type are eligible for loans and LDP's.

Entity Code	Description	Valid ID Types
01	Individual	S and I
02	General Partnership	E
03	Joint Venture	E
04	Corporation with Stockholders	E
05	Limited Partnership	E
06	Estate	E
07	Trust – Revocable	S and E
08	Federally Owned	F
09	State-Owned	E
10	Fraternal or Religious	E
11	County-Owned	E
12	City-Owned	E
13	Public Schools	E
14	BIA and Indian Tribal Venture	E
15	Indian Represented by BIA	T
16	Corporations with no Stockholders	E
17	Trust – Irrevocable	E
18	Sole Proprietor	E
99	Other	