

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

**2013 Crop Year Producer Eligibility Policy and Shutdown and Startup
of Web-Based Alternative Delivery Partner (ADP) Process**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The American Taxpayer Relief Act (ATRA) of 2012, which extended The Food, Conservation, and Energy Act of 2008, requires that to receive loans and LDP's, a producer must file FSA-578 for all cropland on the farm for which a loan or LDP is requested.

According to 1-CMA, CCC-approved CMA's, DMA's, and LSA's are responsible for:

- determining that CMA members, DMA producers, and LSA producers are eligible to receive CCC MAL's and LDP's
- using the web-based ADP process to determine producer eligibility.

The current CMA process will be replaced by the ADP process on **July 15, 2013**.

Note: Notice CMA-129 provided information and guidelines for the ADP process.

Submissions to the web-based ADP process will begin for the 2013 crop year on **Monday, July 15, 2013**.

B Purpose

This notice provides CMA's, DMA's, and LSA's with producer eligibility provisions for the 2013 crop year. The:

- last date for submitting 2012 crop year eligibility files was **June 26, 2013**
- beginning date for 2013 crop year submissions is **July 15, 2013**.

Disposal Date	Distribution
July 1, 2014	State Offices; State Offices relay to County Offices, CMA's, DMA's, and LSA's

Notice CMA-130

1 Overview (Continued)

C Contact

For questions or situations **not** addressed in this notice, State Offices shall contact either of the following.

Contact Person	Phone	E-Mail
Frankie Coln	202-720-9011	frankie.coln@wdc.usda.gov
Cecile Wynne	202-720-8413	cecile.wynne@wdc.usda.gov

2 2013 Crop Year Loan and LDP Producer Eligibility

A General Eligibility Requirements

Producers applying for loans or LDP's through CMA's, DMA's, or LSA's must:

- comply with USDA HELC and WC provisions by filing AD-1026 at their administrative FSA County Office
- file FSA-578 for all cropland on the farm for which a loan or LDP is requested
- **not** have been convicted under Federal or State law of a controlled substance violation
- comply with AGI provisions

Note: Producers not complying with AGI requirements remain eligible for a loan to be repaid at principal plus interest.

- **not** be delinquent on any nontax Federal debt according to DCIA
- be determined ineligible because of fraud, including Federal crop insurance fraud.

B Manual Producer Eligibility Determinations

CMA's, DMA's, and LSA's shall continue to complete and process CCC-746 according to 1-CMA, paragraph 388 when the ADP eligibility process indicates that a producer is ineligible.

3 Eligibility Requirements and Applicable ADP Process Output Fields

A Conservation Compliance

Monitor HELC and WC compliance according to 1-CMA, subparagraph 106 A.

B Acreage Reporting Requirement

For producers **not** meeting the acreage reporting requirements on a farm, the ADP process returns “Y” in field [49] and “I” in field [1] when:

- the producer’s TIN is **not** associated with a crop on any farm for which an eligibility record is requested by CMA, DMA, or LSA
- no crop shares were reported on the farm for the producer’s TIN.

PSD recognizes that loans and LDP’s may be requested for crops, such as wheat, before a complete FSA-578 on other crops, such as corn, is filed. Therefore, a producer who has only reported wheat may be eligible only for a wheat loan or LDP. In these cases, according to 1-CMA, paragraph 385, CMA’s, DMA’s, and LSA’s are authorized to:

- obtain loans and LDP’s for producers they believe to be eligible
- repay loans or LDP’s if the producer remains ineligible after 90 calendar days from the date of loan or LDP.

C Farm/Tract Eligibility Provisions

For producers not meeting the HELC and WC farm/tract eligibility requirements on a farm, the ADP process returns “Y” in field [47] and “I” in field [1] if the producer is in violation.

Notice CMA-130

3 Eligibility Requirements and Applicable ADP Process Output Fields (Continued)

D Controlled Substance Violations

CMA, DMA, or LSA producer's administrative FSA County Office shall monitor controlled substance violations according to 1-CMA, subparagraph 106 B.

E AGI Limitation

CMA's, DMA's, and LSA's shall process and monitor AGI limitation according to 1-CMA, subparagraph 106 C.

Note: MAL's may still be obtained if the \$500,000 nonfarm income is exceeded; however, MAL's must be repaid at principal plus interest.

F DCIA Compliance

CMA's, DMA's, and LSA's shall monitor and process DCIA compliance according to 1-CMA, subparagraph 106 D.

LSA's shall obtain producer certification on the applicable CCC Cotton A-5 or a separate LSA-generated form.

DMA's shall obtain producer certification on CCC-678 or a separate DMA-generated form.

G ADP Process New Data Fields

The ADP process will return eligibility determinations for producers which were not included in the CMA process. Following are the ADP process new data fields.

Field No.	Contents
34	Failed Acres - acreage that was timely planted with the intent to harvest, but because of disaster related conditions, the crop failed before it could be brought to harvest. See 2-CP, paragraph 24.5 for additional information.
35	Prevented Acres – crop acreage that was not planted because of a natural disaster. See 2-CP, paragraph 24 for additional information
39	ACRE Indicator – indicates whether the producer is enrolled in the ACRE program. A “Y” indicates the farm is enrolled in ACRE.

Notice CMA-130

3 Eligibility Requirements and Applicable ADP Process Output Fields (Continued)

G ADP Process New Data Fields (Continued)

Field No.	Contents
47	Conservation Compliance – HELC and WC Track/Farm Eligibility – indicates whether the producer is in violation of the conservation compliance provision. A “Y” indicates the producer is not compliant and is ineligible for MAL/LDP. See 3-PL, paragraph 30 for additional information.
53	AGI Eligibility Codes - indicates the ineligible error codes, if applicable. Code “00” indicates no ineligible condition related to AGI provisions were found.
57	AGI Share – determines the amount of market loan gain (MLG) or LDP, if applicable. The amount of MLG or LDP will be multiplied by the AGI share to determine the final MLG or LDP payment. See 3-PL, paragraph 43 for additional information.
59	Delinquent Debt Indicator – indicates whether the producer has an outstanding Federal nontax debt in delinquent status. See 3-PL, paragraph 34 for additional information. Contact the County Office to determine if a written repayment plan exists. If the plan does exist, then the producer is eligible for MAL but has to repay at P+I.
61	Foreign Person – indicates whether the producer meets the foreign person provisions applicable to MAL/LDP. Producers not meeting the foreign person provisions are ineligible for MAL. See 3-PL, paragraph 25 for additional information.
81	Validation Reason Code – is a 2 character error code that indicates the type of processing error code. A maximum of 10 error codes may be displayed.

Notice CMA-130

4 Making Submissions for the 2013 Crop Year ADP Process

A Making Submissions and Requesting Assistance

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

- follow the instructions in 1-CMA, paragraph 238, to determine the type of record submission

Important: For joint operations or entities, CMA's, DMA's, and LSA's shall submit the "parent" TIN in field [7] of the input file to the ADP process, **not** the individual component member TIN. The ADP process will return applicable eligibility data for each component member. Cotton cooperatives must **not** confuse the "parent" TIN with the primary TIN that is submitted to ACRS.

- begin regular 2013 crop year file submissions on **July 15, 2013**
- if necessary, call FSA's National Help Desk for technical assistance at 800-255-2434, and select option:
 - "1" for web support to verify if the CMA or LSA system is functional with the Web Room or when there are transmission problems
 - "2" Security, for password resets and access
 - "3" for application issues.

Notice CMA-130

4 Making Submissions for the 2013 Crop Year ADP Process (Continued)

B Record Format of Input File

The input file:

- is named **CMAssccc.MB1** (“ssccc” is the applicable State and CMA or LSA code)
- provides ITSD, ADC basic producer data to process producer eligibility
- shall be submitted according to this notice, with a “13” in field [8]
- is created according to the following format.

Field No.	Contents	Begin	Length	Data Type
1	Record status.	1	1	Character
2	CMA, DMA, or LSA State code.	2	2	Character
3	CMA, DMA, or LSA county code.	4	3	Character
4	Crop code.	7	4	Character
5	State code of recording County Office.	11	2	Character
6	County code of recording County Office.	13	3	Character
7	Producer TIN.	16	9	Character
8	Crop year.	25	2	Character

C Modified Record Output File

For the 2013 and subsequent crop years, CMA’S, DMA’s and LSA’s shall submit a complete input file of all members as the initial input file and will receive a output file based upon the file submitted. The enhanced process will return an updated record whenever the status of any producer changes throughout the crop year.

If there is updated data for a producer on the same day that an output file is created, the updated data will be included in the output file regardless if the producer was in the input eligibility request submitted by the CMA's, DMA's, or LSA's. If no input eligibility request was received, a file in the form of kcbbs???.yymmddhhmm, where "???" is the alpha code assigned to the CMA/DMA/LSA, will be posted in the applicable folder.

Notice CMA-130

4 Making Submissions for the 2013 Crop Year ADP Process (Continued)

D Preparing Files for Submission

One file will be prepared for submission and transmitted as follows:

- create a zipped transmission file named KCXXXBBS.000 (“XXX” is the assigned CMA, DMA, or LSA **ALPHA** code and “000” is the next sequential transmission ID number after the last transmission)
- the transmission file shall contain the MB1 input file.
- secure the FTP file according to 1-CMA, paragraph 204.

E Submission and Download Schedule

For the 2013 crop year, input files received by 7 p.m. c.s.t., will be included in a nightly batch process. Output files will be available in the CMA, DMA, and LSA folder the following business day.

F FTP Server Access

All approved CMA’s, DMA’s and LSA’s connect to the secure FTP server to access the ADP process using their established user account. All accounts that are not accessed within a 30-calendar-day time period will be disabled. All accounts that are not accessed within a 90-calendar-day time period will be deleted.

Authorized CMA, DMA, and LSA users are urged to login to the FTP server at least once per month to maintain access to the server. Authorized representatives of CMA, DMA, or LSA that is unable to connect to the FTP server shall contact the National Help Desk according to subparagraph A after **July 15, 2013**.

G Control State and County Office Data Output

Notice CMA-129, Exhibit 4, page 1, Data Output, fields 11 and 12, states the contents of the field to be Control County Office State Code and Control County Office County Code. These fields will provide output from the Recording County Office State and County code.

Note: See 3-PL, paragraph 22.4 for additional information on recording counties.