

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

2014 Crop Year Web-Based Alternative Delivery Partner Process (ADPP) Shut Down and Restart

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

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 ADPP to determine producer eligibility.

ADPP is shut down annually to prepare for the current crop year and restarted on a designated date.

B Purpose

This notice provides CMA's, DMA's, and LSA's with information for the ADPP shut down and restart for the 2014 crop year. The:

- last date for submitting 2013 crop year eligibility files, is **June 27, 2014**
- beginning date for 2014 crop year submissions is **July 14, 2014**.

C 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 ADPP eligibility process indicates a producer is ineligible.

Disposal Date	Distribution
July 1, 2015	State Offices; State Offices relay to County Offices, CMA's, DMA's, and LSA's

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2 Making Submissions for the 2014 Crop Year ADPP

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 ADPP, **not** the individual component member TIN. The ADPP 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 2014 crop year file submissions on **July 14, 2014**
- if necessary, call FSA’s Service 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 or when there are transmission problems
 - “2” Security, for password resets and access
 - “3” for application issues.

B Record Format of Input File

The input file:

- is named **CMAssccc.MB1** (“ssccc” is the applicable State and CMA, DMA, or LSA code)
- provides ITSD, ADC basic producer data to process producer eligibility
- shall be submitted according to this notice, with a **“14”** 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
9	ID Type of Primary TIN (Optional).	27	1	Character

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2 Making Submissions for the 2014 Crop Year ADPP (Continued)

C Modified Record Output File

For the 2014 and subsequent crop years, CMA's, DMA's, and LSA's shall submit a complete input file for all members as the initial input file and will receive an output file based upon the file submitted. The ADPP will return an updated file whenever the status of any producer changes throughout the crop year. CMA's, DMA's, and LSA's may continue to submit new or previous eligibility requests and receive output as a separate file.

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
- transmit the file through the secure File Transfer Protocol (FTP) according to 1-CMA, paragraph 204.

E Submission and Download Schedule

For 2014 and subsequent crop years CMA's, DMA's, and LSA's:

- input request files received Monday through Friday between 5 a.m. and 8 p.m. CST for eligibility determinations, the ADPP will generate and return an output file per input file request as soon as the process has been completed
- the ADPP will process and report previous producer request records that have changed because of compliance, eligibility, AGI changes, or any previous technical difficulties Monday through Friday between 8 p.m. and 10:50 p.m. CST.

F ACRE Farms

The ACRE program is no longer applicable for 2014 and subsequent crop years. The ADPP will discontinue checking the ACRE indicator in Field 39. Field 39 will be blank in the output file.

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2 Making Submissions for the 2014 Crop Year ADPP (Continued)

G FTP Server Access

All approved CMA'S, DMA's, and LSA's shall connect to the secure FTP server to access the ADPP 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 log-in to the FTP server at least once per month to maintain access to the server. Authorized representatives of the CMA, DMA, or LSA who are unable to connect to the FTP servers shall contact the FSA Service Desk according to subparagraph 2 A.

H 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