1 Overview

A Background

MPP-Dairy provides basic CAT-level coverage for an administrative fee due annually and buy-up coverage for a premium fee. A participating dairy operation that fails to pay a required applicable premium fee by October 2 or administrative fee by November 1st remains legally obligated to pay such fees. County Offices must manually establish a receivable in NRRS on:

- November 1, 2017, for participating MPP-Dairy operations that did not make a 2017 coverage election and pay the 2017 administrative fee
- October 10, 2017, for participating MPP-Dairy operations with an outstanding 2017 premium fee balance, if applicable.

Receivables for outstanding program year 2017 administrative and premium fees must be manually recorded in NRRS using applicable program codes as follows:

- 17MPPDADMFE for the administrative fee
- 17MPPDPREMFE for the premium fee.

Note: COC must not approve CCC-782’s for 2017 coverage if the $100 administrative fee for 2017 is not received by COB October 31, 2017. Administrative fees paid after October 31, 2017, are to be applied to the receivable established according to paragraph 2.

B Purpose

This notice provides instructions to State and County Offices for establishing a receivable in NRRS for outstanding MPP-Dairy 2017 premium fees on October 10, 2017, and administrative fees on November 1, 2017.
Notice MPP-52

1 Overview (Continued)

C Contact

If there are questions about this notice, contact 1 of the following.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRRS Software-related Problems</td>
<td>Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.</td>
</tr>
<tr>
<td>NRRS Procedures</td>
<td>Contact Rhonda Anthony by either of the following:</td>
</tr>
<tr>
<td></td>
<td>• e-mail at <a href="mailto:rhonda.anthony@kcc.usda.gov">rhonda.anthony@kcc.usda.gov</a>, and</td>
</tr>
<tr>
<td></td>
<td>cc: <a href="mailto:NRRS-Production@kcc.usda.gov">NRRS-Production@kcc.usda.gov</a></td>
</tr>
<tr>
<td></td>
<td>• telephone at 816-926-6330.</td>
</tr>
<tr>
<td>MPP-Dairy Policy</td>
<td>Dani Cooke at <a href="mailto:danielle.cooke@wdc.usda.gov">danielle.cooke@wdc.usda.gov</a></td>
</tr>
<tr>
<td></td>
<td>Angela Payton at angela/payton@wdc.usda.gov.</td>
</tr>
</tbody>
</table>

D State Office Action

State Offices shall ensure that County Offices:

- are immediately informed of the contents of this notice
- continue to follow procedure in 1-MPP
- direct questions about MPP-Dairy program policy and procedure to the National Office according to subparagraph 1 C.

E County Office Action

County Offices shall:

- take appropriate action to establish receivables in NRRS on:
  - October 10, 2017, for all outstanding MPP-Dairy program premium fees
  - November 1, 2017, for unpaid 2017 administrative fees
- disapprove CCC-782’s for administrative fees submitted after October 31, 2017
- not record 2017 premium remittances through the MPP automated system after the manual receivable has been established
- continue to follow procedure in 1-MPP
- forward questions about the contents of this notice to the State Office MPP-Dairy Specialist.
2 Coverage Year 2018 CCC-782 Contracts

A Approving 2018 Contracts After Collecting 2017 Premiums

COC’s shall not approve 2018 contracts until the outstanding balance for 2017 premium amounts has been paid in full. Once the 2017 premium receivable has been satisfied, COC’s or their designee can approve the 2018 contract if all applicable program requirements have been met. However, the approval information cannot be recorded in the system when a balance due remains on the prior year contract.

County Offices shall not record 2017 premium remittances through the MPP automated system after the manual receivable has been established according to paragraph 3. The remittance shall be applied directly against the receivable created. As a result, the balance due on the 2017 contract will prevent approval of the 2018 contract in the system.

For these cases, the National Office has the ability to record the approval information in the automated system. Cases shall be submitted to PECD according to the following:

- County Offices shall provide the following to the State Office to request the National Office record the COC approval:
  - copy of the COC approved CCC-782
  - receivable details showing the current balance due

- State Offices shall submit the case, with the documentation listed above, on the FSA Farm Programs Software Issues SharePoint site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx.

3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees

A Log Into NRRS

User shall log into NRRS according to 64-FI, subparagraph 17 B. After logging into NRRS, the Welcome to the NRRS Homepage will be displayed. CLICK “New Receivable” under Receivables.
Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

B Search for a Program

From the Search for a Program Screen, in the “Program Name” field, enter the applicable program code “17MPPDADMFEE” or “17MPPDPREMFFEE”, then CLICK “Search”.

C Program Code Search Results

The Program Code Search Results Screen will be displayed. For example, from the listed results, CLICK the button next to the applicable program code, “17MPPDADMFEE” or “17MPPDPREMFFEE”, then CLICK “Select”.

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Notice MPP-52

3 Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

B Search for a Program

From the Search for a Program Screen, in the “Program Name” field, enter the applicable program code “17MPPDADMFEE” or “17MPPDPREMFFEE”, then CLICK “Search”.

C Program Code Search Results

The Program Code Search Results Screen will be displayed. For example, from the listed results, CLICK the button next to the applicable program code, “17MPPDADMFEE” or “17MPPDPREMFFEE”, then CLICK “Select”.

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Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

D Create New Receivable

The Create New Receivable Screen will be displayed.
**Establishing Manual Receivable in NRRA for MPP-Dairy Administrative and Premium Fees (Continued)**

**D  Create New Receivable (Continued)**

Complete the Create New Receivable Screen according to the following steps.

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of Indebtedness (mm/dd/yyyy)</td>
<td>ENTER “10/01/2017” for the administrative fee. ENTER “10/01/2017” for the premium fee.</td>
</tr>
<tr>
<td>2</td>
<td>Budget Fiscal Year</td>
<td>ENTER “2017”.</td>
</tr>
</tbody>
</table>
| 3    | Select State /County | Enter State and county code using the format SSSCC.  
**Note:** Only if a multi-county office. |
| 4    | Program Code | Prefilled field based on Program Code Search Results Screen selection. |
| 5    | Program Amount | Outstanding fee amount due. |
| 6    | Interest Information | Late payment interest rate will be automatically applied by NRRA when the first demand letter is issued. |
| 7    | Establishment Discovery Code | Select “Program Operations” from the drop-down list. |
| 8    | Basis Reason Code | Select “Noncompliance with Program Requirements” from the drop-down list. |
| 9    | Audit Number | Not Applicable. |
| 10   | Reference Type Code and Reference Number | **Reference Type Code.** Select the following:  
- “FM-Farm Number” from the drop-down list  
- Reference Number – enter the farm number associated with the MPP contract. |
| 11   | Remarks | User must enter:  
- tract number  
- up to 255 characters to explain the reason the receivable is established. |

Once steps are completed, CLICK “Save & Continue”. 
Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

E  Search for a Customer

The Search for a Customer Screen will be displayed. In the “Tax ID” field, enter the dairy operation’s TIN; from the “Tax ID Type” drop-down list, select TIN type. CLICK “Search”.

Note: If the dairy operation does not have a TIN, enter the TIN of the primary contact.

If the producer is a:

- corporation, LLC, LLP, etc., then the receivable is added for the entity, not the entity members
- joint venture or joint operation, then the receivable is added for each member.
Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fee (Continued)

F Customer Search Results

The customer search results will be displayed with customer names. To select a customer, under the “Select” column, CLICK the button for the applicable customer and CLICK “Select”.

G Add More Customers

The Add More Customers Screen will be displayed. Users will have the option to CLICK “Add More Customers”, if applicable, or “Create Receivable”.

<table>
<thead>
<tr>
<th>IF the dairy operation is…</th>
<th>AND…</th>
<th>THEN…</th>
</tr>
</thead>
</table>
| the producer in CCC-782, Part F | there are no other producers in CCC-782, Part F | • select the button under “Parent Entity”  
• CLICK “Create Receivable”. |
| there are other producers in CCC-782, Part F | • CLICK “Add More Customers”  
• add each producer in CCC-782, Part F  
• CLICK the button under “Parent Entity” for the dairy operation entered in subparagraph 2 E  
• CLICK “Create Receivable”. |
| not the producer in CCC-782, Part F | the primary contact is the only producer in CCC-782, Part F | • select the button under “Parent Entity” for the primary contact  
• CLICK “Create Receivable”. |
| the primary contact is not the only producer in CCC-782, Part F | • CLICK “Add More Customers”  
• add each producer in CCC-782, Part F  
• CLICK the button under “Parent Entity” for the primary contact entered in subparagraph 2 E  
• CLICK “Create Receivable”. |
Establishing Manual Receivable in NRMS for MPP-Dairy Administrative and Premium Fees (Continued)

H Receivable Creation

The Receivable Creation Confirmation Screen will be displayed. Verify information and CLICK “Confirm”.

![Receivable Creation Confirmation Screen](image_url)
Establishing Manual Receivable in NRRS for MPP-Dairy Administrative and Premium Fees (Continued)

H Receivable Creation (Continued)

The Receivable Creation Successful Screen will be displayed, CLICK the “Receivable ID” link to view the receivable details.

Note: The initial notification letter will be automatically generated three days after the manual receivable is established.