

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Sugar Loans 10-SU (Revision 4)	Amendment 14
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 E has been amended to update related handbook references.

Subparagraph 4 B has been amended to include the required forms needed when loans exceed \$150,000.

Subparagraph 63 A has been amended to clarify that ineligibility notifications shall be provided to processors, in writing, about persons who were determined eligible and/or ineligible for program benefits by October 1.

Subparagraph 63 B has been amended to update policy for when a processor is determined ineligible after the loan is disbursed.

Subparagraph 123 C has been amended to update the dates used in the example.

Subparagraph 347 A has been amended to add steps needed when there are more than 5 receipts for a sugar loan.

Subparagraph 361 A has been amended to provide the NRRS code when establishing a repayment receivable.

Exhibit 6 has been amended to remove CCC-674 requirement from CCC-770 SU-1, item 10A.

Page Control Chart		
TC	Text	Exhibit
	1-3, 1-4 1-8.5, 1-8.6 1-9, 1-10 4-3, 4-4 5-21, 5-22 15-33 through 15-54 15-59, 15-60	1, pages 1, 2 6, pages 1, 2 page 3

1 Handbook Provisions (Continued)

D Responsibilities (Continued)

Responsible Office	Responsible Group	Responsibility
KCCO		<ul style="list-style-type: none"> • Approving and terminating storage agreements, including: <ul style="list-style-type: none"> • enforcing provisions of the agreement • paying charges and settling claims under the agreements • providing lists of approved warehouses to State and County Offices • Issuing loading orders and shipping instructions • Maintaining custody of warehouse receipts and other documents representing sugar CCC owns • Establishing market prices as required
KCAO		<ul style="list-style-type: none"> • Verifying computations and entries on documents • Preparing or verifying settlement documents • Providing reports of loan activity and distribution • Maintaining all required accounts showing loan activity • Providing assistance in preparing computer loan data entries

1 Handbook Provisions (Continued)

E Related Handbooks

*--FSA handbooks related to loan and LDP programs are listed in this table.

Handbook	Purpose
9-AO	Audits and investigations.
1-APP	Program appeals, mediation, and litigation.
25-AS	State and County records operations.
1-CM	Common management and operating provisions.
2-CM	Farm reconstitutions.
3-CM	Farm, tract, and crop data.
2-CP	Acreage and compliance determinations.
6-CP	HELC and WC provisions.
7-CP	Finality rule and equitable relief.
1-FI	Processing payments initiated through NPS.
3-FI	State and county deposits and receipts.
50-FI	Interest rates.
58-FI	Managing FSA and CCC debt.
61-FI	Handling prompt payment interest penalties.
62-FI	Reporting data to IRS.
63-FI	Assignment and Joint Payment system.
64-FI	Establishing and Reporting Receipts and Receivables on the National Receipts and Receivables System
8-LP	Loans and LDP's
4-PL	Payment eligibility, payment limitation, and AGI.
12-PS	Automated price support procedures and common functions for grains, oilseeds, and rice.
20-PS	State Office loan and LDP reporting and SORS.

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2 Basic Loanmaking Provisions (Continued)

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M CED and State Office CCC-770 SU-2 Spot Checks

CED's and STC, or their designee, shall spot check **all** CCC-770 SU-2's completed in each County Office each year. In most cases, there will be only one CCC-770 SU-2 filed by a sugar processor each crop year.

As the dollar amount disbursed on sugar loans is usually very large, this will help to ensure program integrity with regards to eligibility.

* * *

3 Sodbuster and Swampbuster Provisions

A Compliance and Filing

To be eligible for program benefits, sugar must have been processed from beets or cane delivered by a producer, owner, or operator who complies with HELC and WC provisions in 6-CP and files:

- AD-1026 according to 6-CP
- FSA-578, annually, before the final acreage reporting date established for the county.

Persons shall not be eligible for program benefits during the crop year in which the producer does not comply with HELC and WC provisions, except if a graduated payment reduction is approved for the producer according to 6-CP.

Note: See Part 4, Section 1 for County Office procedures in determining compliance.

B Late-Filed FSA-578 and AD-1026

Late-filed FSA-578's, approved according to 2-CP, and AD-1026's may be accepted by the applicable County Office from a producer, owner, or operator of sugar beets or sugarcane. If the processor has already been notified according to subparagraph 63 A, the processor shall be re-notified that the producer is now eligible.

4 Lobbying Provisions

A Applicability

Lobbying disclosure requirements apply to applicants for and recipients of loan proceeds exceeding \$150,000.

***--B Filing Forms**

Applicants must file the forms specified in this table for **each** loan exceeding \$150,000.

IF monies received have...	THEN...
not or will not be used to lobby or otherwise influence the actions of a Federal official about a particular loan	CCC-601(6)(i) contains lobbying disclosure requirements. Loan applicants certify to compliance when signing CCC-677 or CCC-678.
or will be used to lobby or otherwise influence the actions of a Federal official about a particular loan	file SF-LLL. CCC-601(6)(i) contains lobbying disclosure requirements. Loan applicants certify to compliance when signing CCC-677 or CCC-678.
	Note: File SF-LLL-A, if applicable.

Notes: Lobbying activity provisions apply to individual loans, **not** the sugar processor's cumulative total.--*

These forms are available at <http://165.221.16.90/dam/ffasforms/currentforms.asp>.

4 Lobbying Provisions (Continued)

C County Office Action

County Offices shall follow the procedures in this table each time a loan exceeding \$150,000 is requested.

Step	Action
1	Provide the applicant a copy of * * * SF-LLL with instructions to complete, and return the applicable form to the County Office.
2	Disburse the loan after the applicant returns the completed lobbying disclosure form to the County Office.
3	File the original in the County Office.

5 Prompt Payment Act

A Applicability

The Prompt Payment Act requires CCC, according to 61-FI, to pay a late payment interest penalty on the amount of loan disbursements if **all** of the following apply:

- documentation is provided
- the payment is not made by the due date in subparagraph B
- all eligibility requirements are met.

B Payment Due Dates

The following table provides the payment due dates for loan purposes.

IF the program is for...	THEN the payment due date is 30 calendar days after the County Office receives...
loan agreements	an application with all required documentation and signatures.
settlements	both of the following: <ul style="list-style-type: none"> • a properly completed KC-227 or KC-227 A • documentation required to complete the transaction.

5 Prompt Payment Act (Continued)

C Information Provided by FMD

FMD will provide the following information:

- interest rate to be used for interest payments required by the Prompt Payment Act

Notes: Notices will be issued semiannually, around January 1 and July 1.

See 50-FI for interest rates.

- detailed instructions for administering the provisions of the Prompt Payment Act. See 61-FI.

D Paying Prompt Payment Interest

County Offices shall pay prompt payment interest when payment dates, according to subparagraph B, are not met. Maximum prompt payment interest is 1 year's interest.

Example: If calculation of the number of days late is 450 days, then State and County Offices shall pay prompt payment interest for 360 calendar days only.

6 Finality Rule

A Finality Rule Provisions

See 7-CP for provisions applicable to the finality rule.

7-27 (Reserved)

62 Compliance Provisions (Continued)

C Determining Eligible Producers

Loanmaking County Offices that received information from processors according to subparagraphs A and B shall follow procedures in this table to determine whether a person has complied with conservation and acreage reporting provisions.

Step	Action
1	By September 1 , review list of names and addresses received from the processor.
2	Develop a verification list of persons for the applicable crop year and identify the County Office that maintains their farm records. This can presently be obtained through the Service Center Information Management System. Send this list through the State Office to the State Office of the county that maintains the producer's records to verify that the following are on file: <ul style="list-style-type: none"> • AD-1026 • FSA-578.
3	Verifying the County Office from the list in step 2, determine whether the persons listed have complied with the compliance and certification provisions on AD-1026 and FSA-578, for the applicable crop year.
4	Provide the loanmaking office with: <ul style="list-style-type: none"> •*--lists of eligible and/or ineligible persons immediately after the determination--* is made • updated lists as applicable • send copy to State Offices in both verifying and loanmaking County Office.

Note: If requested by the processor, FSA will supply them with information on certified acres.

63 Handling Ineligibility

A Ineligibility Notification

Loanmaking County Offices shall advise processors in writing about persons who were *--determined eligible and/or ineligible for program benefits by **October 1.--***

B Determining Ineligibility After Loan Disbursement

If noncompliance with HELC or WC or acreage reporting is later determined for the crop year and a refund from the processor is applicable because there is less sugar in storage than the quantity determined to be eligible, see subparagraph C for an example and do the following:

- notify the processor to refund the loan amount applicable to the ineligible quantity by repaying principal and interest using the notification letter in 8-LP, Exhibit 11, subparagraph N
- *--if payment is made within 30 calendar days after the date of the notification letter:
 - record the repayment in APSS for the ineligible quantity
 - ensure the repayment collection is also recorded in NRRS
- if payment is **not** made within 30 calendar days after the date of the notification letter:
 - send the applicable demand letter in 8-LP, paragraph 410
 - violate the ineligible quantity using the violation software in APSS

Note: Contact the National Office for violation instructions.

 - remove the balance of the violated portion from APSS using the “Transfer to Claims” option in APSS

Note: Save the Transfer to Claims Report.

 - according to 64-FI, create a receivable in NRRS for the violated portion, using code “XXCOMMLND”
 - repay the receivable when the funds are received.

Note: The receivable will offset future disbursements until satisfied. If not repaid, the receivable could potentially offset future Federal benefits.--*

Section 2 Information and Application of Interest**123 Interest Rates****A Effective Interest Rate**

Under FAIR Act of 1996, 1996 and subsequent crop year sugar loans accrue interest at 1 percentage point higher than CCC lending rate for the applicable month.

The interest rate in effect when a loan is executed is the rate charged CCC by the U.S. Treasury during the month the disbursement is made. This initial rate for the loan disbursement will remain in effect until adjusted each January 1 after the disbursement is made on the outstanding loan amount.

B Applying Interest

For regular loan repayments, interest is computed through APSS.

*--When APSS is **not** operating, see 8-LP, paragraph 26 to:--*

- determine interest
- apply interest
- compute interest manually.

123 Interest Rates (Continued)

C Assessing Interest

Processors redeeming loans shall be assessed interest according to this table.

Note: The disbursement interest rate will remain in effect until adjusted each January 1, to the rate in effect on January 1.

<p>Processors redeeming a loan that has a total aggregate principal amount of \$500,000 or more and...</p>	<p>THEN...</p>
<p>repayment is by check</p>	<p>assess interest from the loan disbursement date through the day after the date of repayment.</p> <p>Example: A processor receiving a sugar loan disbursement on *--February 3, 2012, and repaying the loan by check on April 15, 2012, would be assessed interest from February 3 through April 16, or 74 calendar days.--*</p>
<p>repayment is by wire transfer</p>	<ul style="list-style-type: none"> • assess interest from the loan disbursement date up to, but not including, the second day before the date of repayment <p>Example: A processor receiving a sugar loan disbursement on *--February 3, 2012, and repaying the loan by wire transfer on April 15, 2012, would be assessed interest from February 3 through April 12, or 70 calendar--* days.</p> <ul style="list-style-type: none"> • according to 3-FI: <ul style="list-style-type: none"> • process a wire transfer: <ul style="list-style-type: none"> • schedule number log • deposit file • prepare CCC-258. <p>Note: On loans with the total aggregated principal amount of \$500,000 or more that were disbursed by EFT and repaid by wire transfer, the 2 calendar day interest break (always at the end of the loan) overlap each other. They cannot be combined to achieve a 4 calendar day interest break.</p>
<p>Processors redeeming a loan that has a total aggregate principal amount of less than \$500,000 and...</p>	<p>THEN...</p>
<p>repayment is by check or wire transfer</p>	<ul style="list-style-type: none"> • assess interest from the loan disbursement date up to, but not including, the date of repayment • according to 3-FI, process a wire transfer. <p>Example: A processor receiving a sugar loan disbursement on *--February 3, 2012, and repaying the loan by check or wire transfer on April 15, 2012, would be assessed interest from February 3 through April 14, or 72 calendar days.--*</p>

124-135 (Reserved)

347 Processed Sugar Loanmaking Transaction (Continued)

A Entering Processed Sugar Loans (Continued)

Step	Action	Result
11	On Screen PLC12000: <ul style="list-style-type: none"> • the following information is system-displayed: <ul style="list-style-type: none"> • loan quantity • loan amount • service fees • PRESS “Enter”. 	Screen PLC12005 will be displayed. Go to step 12.
12	On Screen PLC12005: <ul style="list-style-type: none"> • the following information is system-displayed: <ul style="list-style-type: none"> • gross loan amount • total loan amount • service fees • PRESS “Enter”. 	Screen PLC12010 will be displayed. Go to step 13.
13	On Screen PLC12010: <ul style="list-style-type: none"> • the following information is system-displayed: <ul style="list-style-type: none"> • loan quantity • loan amount • disbursement amount • PRESS “Enter”. 	Menu PLA005 will be displayed. Go to step 14.
14	On Menu PLA005: <ul style="list-style-type: none"> • enter the applicable option number • PRESS “Enter”. 	Screen PLA13005 will be displayed. Go to step 15.

347 Processed Sugar Loanmaking Transaction (Continued)

A Entering Processed Sugar Loans (Continued)

Step	Action	Result	
15	On Screen PLA13005 <ul style="list-style-type: none"> • enter: <ul style="list-style-type: none"> • date of lien search • original loan approval date <p>Note: For supplemental loans, loan approval date is in July, August, or September. See subparagraph 2 G for examples.</p> <ul style="list-style-type: none"> • answer to the question, “Do you wish to complete this process?” (Y or N) • PRESS “Enter”. 	Screen PCA97000 will be displayed. Go to step 16.	
16	On Screen PCA97000: <ul style="list-style-type: none"> • enter the printer ID to print forms and reports • PRESS “Enter”. 	<ul style="list-style-type: none"> • CCC-678 will be printed. • Screen PCE55010 will be displayed. Go to step 17. 	
17	On Screen PCE55010, ENTER “Y” or “N” to the question, “Do you want to reprint this form?”	IF... “Y” was entered	THEN... <ul style="list-style-type: none"> • CCC-678 will be reprinted <p>*--Note: Wait until CCC-678 has been printed before choosing not to reprint again.--*</p> <ul style="list-style-type: none"> • Screen PCE55010 will be redisplayed. Repeat this step.
		“N” was entered	<ul style="list-style-type: none"> • CCC-678 will not be printed. • Screen PCE54010 will be displayed. Go to step 18.

347 Processed Sugar Loanmaking Transaction (Continued)

A Entering Processed Sugar Loans (Continued)

Step	Action	Result	
18	On Screen PCE54010, ENTER "Y" or "N" to the question, "Do you wish to reprint this form?"	IF... "Y" was entered	THEN... CCC-677A will be reprinted. *--Note: Wait until CCC-677A has been printed before choosing not to reprint again.--*
		"N" was entered	<ul style="list-style-type: none"> • CCC-677A will not be reprinted • Menu PCA005 will be *--redisplayed, if there are no more than 5 receipts, go to step 20 • Menu PCE57010 will be displayed if there are more than 5 receipts; go to step 19.--*
*--19	If the loan is for more than 5 receipts, on Screen PCE57010, ENTER "Y" or "N" to the question, "Do you wish to reprint this form?"	"Y" was entered	CCC-684-1 will be reprinted. Note: Wait until CCC-684-1 has been printed before choosing not to reprint again.
		"N" was entered	<ul style="list-style-type: none"> • CCC-684-1 will not be reprinted • Menu PCA005 will be redisplayed; go to step 20.--*
20	Access NPS, according to current FI procedure, to complete loan disbursement. Note: Checks and EFT's for a disbursement over \$8,900,000 on a single loan will automatically be split into multiple records resulting in more than 1 payable or transaction statement each less than \$8,900,000, but totaling the loan amount. County Office is required to process all payables associated with the loan in NPS.		

348-358 (Reserved)

361 Processing Receivable Repayments

A Receivable Repayments

Receivables are the result of an outstanding balance once a farm-stored loan is repaid.

Example: A partial payment for 1 lot of an in-process sugar loan is received in the County Office and the remittance is \$50 less than the amount needed to repay the entire lot. County Offices shall:

- record the partial repayment in APSS as a manual repayment

Note: An outstanding balance will remain in APSS until repaid or further action is taken to move the balance to NRRS.

- transfer the outstanding balance from APSS using the “Transfer to Claims” option according to 12-PS if not repaid within 30 calendar days

Note: Save the Transfer to Claims Report.

- *--establish a manual receivable in NRRS, using code “XXCOMMLND”--* according to 64-FI, using the Transfer to Claims Report

If the remittance on a full or final repayment of an in-process, farm-stored, sugar loan is received and is less than needed to repay the loan, immediately after entering the repayment in APSS:

- transfer the outstanding balance from APSS using the “Transfer to Claims” option according to 12-PS

Note: Save the Transfer to Claims Report.

- *--manually establish a receivable in NRRS, using code “XXCOMMLND”--* according to 64-FI, using the Transfer to Claims Report.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		3, 62
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		48
CCC-184 <u>1/</u>	CCC Check		402
CCC-257	Schedule of Deposit		360, 405
CCC-258	Wire Transfer of Funds		123
CCC-500	Loan Repayment Receipt		111, 123, 359-362
CCC-500-1	Loan Repayment Receipt Continuation Sheet		360
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions		2
CCC-677	Farm Storage Note and Security Agreement		2, 111, 137, 346
CCC-677A	Sugar Loan Addendum	Ex. 4	2, 346, 347
CCC-678	Warehouse Storage Note and Security Agreement		2, 111, 123, 137, 347
CCC-679	Lien Waiver		47
CCC-684-1	Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-678)		347
CCC-692	Settlement Statement		137, 387

1/ Obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-770 SU-1	Initial Sugar Loan Processing Checklist	Ex. 6	2, 86
CCC-770 SU-2	Sugar Processors Initial Eligibility Determination for Loans Checklist	Ex. 7	2, 86
FSA-578	Report of Acreage		3, 62
KC-227	Raw Sugar Certification Report	34	Text
KC-227-A	Refined Sugar Certification Report	34	Text, Ex. 19
SF-LLL	Disclosure of Lobbying Activities		4
SF-LLL-A	Disclosure of Lobbying Activities Continuation Sheet		4
SU-2	Application for Nonrecourse Sugar Loan	75	2, 46, 47, 50, 74, 86, 137, 151
UCC-1	Financing Statement		2, 48, 111

Abbreviation Not Listed in 1-CM

The following abbreviation is not listed in 1-CM.

Approved Abbreviation	Term	Reference
ICUMSA	International Commission for Uniform Methods of Sugar Analysis	Ex. 17
NRRS	National Receipts and Receivables System	Text
OLP	On-line Payments	48

Redelegations of Authority

None

***--Completing CCC-770 SU-1, Initial Sugar Loan Processing Checklist**

A Instructions for Completing CCC-770 SU-1

Complete CCC-770 SU-1 according to the following instructions.

Item	Instructions
1	Enter name of processor.
2	Enter date of loan application.
3	Enter crop year and APSS-assigned loan number.
4	Enter applicable State name.
5	Enter name of the County Office that is completing the form.
6A through 10H	For each item listed, check either "Yes" or "No". Employee completing the action shall initial and date. If item is not applicable to this loan, enter "N/A" in "NO" column. Employee determining that action is not applicable shall also initial and date.
11A	Any County Office employee who initials in items 6 through 10 shall sign as preparer. Signing as preparer does not insinuate that an employee checked items 6 through 10 only that this employee completed an item that was initialed by that employee.
11B	County Office employee who signs in item 11A shall enter current date.
12A	When applicable, CED or designated representative shall indicate concurrence with entries in items 6 through 10. See subparagraph 2 K for CED spot check procedure.
12B	CED or designated representative who completed item 12A shall enter signature.
12C	CED or designated representative who signed item 12B shall enter current date.
13A	When applicable, DD shall indicate concurrence with entries in items 6 through 10. See subparagraph 2 L for DD spot check procedure.
13B	DD who completed item 13A shall sign in this item.
13C	DD who signed item 13B shall enter current date.
14	Enter remarks, if applicable.

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Completing CCC-770 SU-1, Initial Sugar Loan Processing Checklist (Continued)

B Example of CCC-770 SU-1

The following is an example of CCC-770 SU-1.

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This form is available electronically.						
CCC-770 SU-1 (05-09-12)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Name of Processor		
INITIAL SUGAR LOAN PROCESSING CHECKLIST		2. Date of Application (MM-DD-YYYY)		3. Crop Year & Loan No.		
		4. State Office Name		5. County Office Name		
6. INITIAL SUGAR LOAN APPLICATION PROCESS:		Handbook or Other Applicable References	YES	NO	Initials	Date (MM-DD-YYYY)
A. SU-2, Application for Nonrecourse Sugar Loan, Parts A and B, is completed and signed by the processor.		10-SU, paragraph 75				
B. FSA-211 or acceptable documentation on file in county office for person signing SU-2 for the processor.		1-CM, Part 25				
C. KC-227 or KC-227A completed by processor, if warehouse stored. All KC-227's and KC-227A's must accompany application. Separate loans for sugar stored in other States.		10-SU, paragraphs 31 through 34				
D. Obtain CCC-10 (Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents) if a current CCC-10 is not on file. Refer to CCC-10, Item 7 or 8 on where to file UCC-1 and conduct lien search.		10-SU, subparagraph 48G				
E. Lien search conducted in the State where the corporation is organized. Record the lien holders on SU-2, Item 6. Obtain lien waivers from lien holders on CCC-679.		10-SU, paragraph 47				
F. UCC-1 filed in the State where the corporation is organized according to CCC-10, Item 7.		10-SU, paragraph 48				
G. Form CCC-770 SU-2 Sugar Processors Initial Eligibility Determination for Loans Checklist completed for this Processors for this crop year.						
7. COMMODITY ELIGIBILITY:						
A. If warehouse stored, located in CCC approved warehouse.		10-SU, subparagraph 30A				
B. Eligible sugar as per 10-SU.		10-SU, paragraph 29				
C. Authorized CCC representative signs and dates SU-2, Part C, after verifying that all information in Parts A and B is correct.		10-SU, subparagraph 75A, Part C				
8. VERIFICATION OF IN-PROCESSED (FARM STORED) SUGAR LOANS:						
A. Verify that sugar is located where indicated on SU-2 for in-processed sugar loans. When possible, verify before loan disbursement but never later than 15 calendar days after.		10-SU, paragraph 74				
B. Verify that processor's production and marketing records support the quantity for which a loan is requested.		10-SU, paragraph 74				
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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 to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>						

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Completing CCC-770 SU-1, Initial Sugar Loan Processing Checklist (Continued)

B Example of CCC-770 SU-1 (Continued)

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CCC-770 SU-1 (05-09-12)		Page 2 of 2			
9. INITIAL LOADING OF SUGAR LOAN IN APSS SYSTEM:	Handbook or Other Applicable References	YES	NO	Initials	Date (MM-DD-YYYY)
A. Loan entered into APSS:					
• farm stored certified if In-processed loan	<i>10-SU, paragraph 346</i>				
• warehouse stored if processed loan.	<i>10-SU, paragraph 347</i>				
B. Loan rate region or area verified. Use loan rate for region where the sugar is processed. Second party review.	<i>10-SU, subparagraph 31D</i>				
C. Quantity verified on KC-227 or KC-227A, if warehouse stored.	<i>10-SU, subparagraph 11A</i>				
D. Second party review of SU-2 and loan documents to verify correct information entered.					
10. SUGAR LOAN DISBURSEMENT:					
A. SF-LLL on file for this loan if loan proceeds exceed \$150,000.00.	<i>10-SU, paragraph 4</i>				
B. Processor representative signs CCC-677 (Farm Storage Note and Security Agreement) or CCC-678 (Warehouse Storage Note and Security Agreement).	<i>10-SU, paragraph 2l</i>				
C. Processor representative signs CCC-677A (Sugar Loan Addendum) which is applicable to all sugar loans.	<i>10-SU, paragraph 2l</i>				
D. FSA-211 or acceptable documentation on file in county office for person signing all loan documents.	<i>1-CM, Part 25</i>				
E. Processor representative receives CCC-601, Note and Security Agreement Terms and Conditions.	<i>10-SU, paragraph 2l</i>				
F. Processor checked for debts owed to CCC.					
G. Authorized CCC representative signs and dates CCC-677 or CCC-678 when approved for disbursal.	<i>8-LP, paragraph 411</i>				
H. Loan disbursed. If lien holders request their name on loan proceeds, issue a CCC-184 (Check) jointly with processor.	<i>8-LP, paragraph 411</i>				
CERTIFICATION:					
11A. Signature of Preparer(s)			11B. Date (MM-DD-YYYY)		
12A. <i>I concur/do not concur the above items have been verified and updated.</i> <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
12B. CED Signature for Spotcheck			12C. Date (MM-DD-YYYY)		
13A. <i>I concur/do not concur the above items have been verified and updated.</i> <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur					
13B. DD Signature for Spotcheck			13C. Date (MM-DD-YYYY)		
14. Remarks					

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