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

Milk Income Loss Contract Program 11-LD (Revision 2)	Amendment 2

Approved by: Acting Deputy Administrator, Farm Programs

Candace Thompson

Amendment Transmittal

A Reason for Amendment

Part 9 has been added to provide instructions for processing MILC applications and payments.

Page Control Chart		
TC	**Text**	**Exhibit**
1, 2 3 (add)	8-3, 8-4 9-1 through 9-44 (add)	1, page 1, 2 3, page 1 (add)

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1 Reports, Forms, Abbreviations, and Redelegations of Authority
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70 Program Violations (Continued)

C Severe Violations

Severe violations include, but are **not** limited to the following:

- falsifying production evidence
- adulterating production
- misrepresentation, scheme, or device
- any other cases that involve illegal activity, such as fraud.

D Other Administrative Actions

Funds disbursed to producers or operations engaged in a program violation, as determined by CCC, may in addition to the remedies described in this paragraph be subject to the following:

- refund to CCC
- civil remedies
- criminal remedies
- administrative remedies.

E Scheme or Device

State and County Offices shall see 1-PL, paragraph 71, for guidelines and rules for determining and detecting a scheme or device.

71 CCC Action and Authority

A DAFP Authority

In addition to the actions described in this Part, DAFP may:

- terminate any CCC-580 by mutual agreement upon request of the participant, if DAFP determines that termination is in the best interest of the public

- determine that failure of the dairy operation to perform CCC-580 terms and conditions does **not** warrant termination and may require the participant to do either of the following:

  - refund part of the payments received
  - accept adjustments in the payment as DAFP determines to be appropriate.

B STC Action

STC's shall ensure that COC's remedy violations equitably based on the merits and facts involved in the violation.

C COC Action

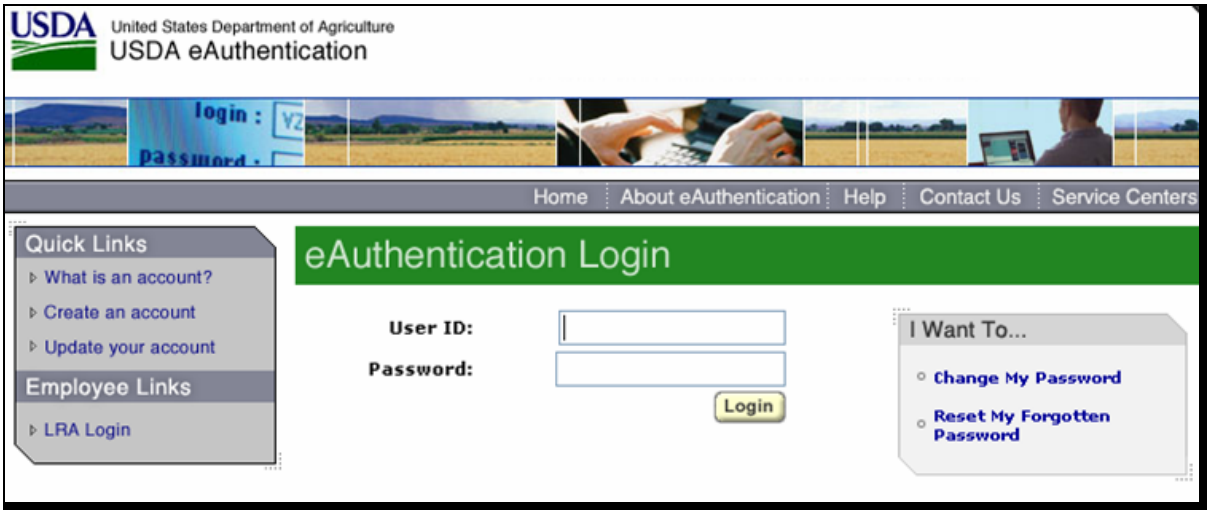
COC's shall use their best judgment when determining the most appropriate and equitable remedy to each occurrence of a violation based on the merits and facts involved in the violation.

72-79 (Reserved)

80 Getting Started

A eAuthentication Login

County Offices shall access MILC functions through the FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa**. Under "Links", CLICK "**FSA Applications**". Under "Price Support", CLICK "**MILC - Milk Income Loss Contract**". The eAuthentication Warning Screen will be displayed. CLICK "**Continue**" and the eAuthentication Login Screen will be displayed. The following is an example of the eAuthentication Login Screen.

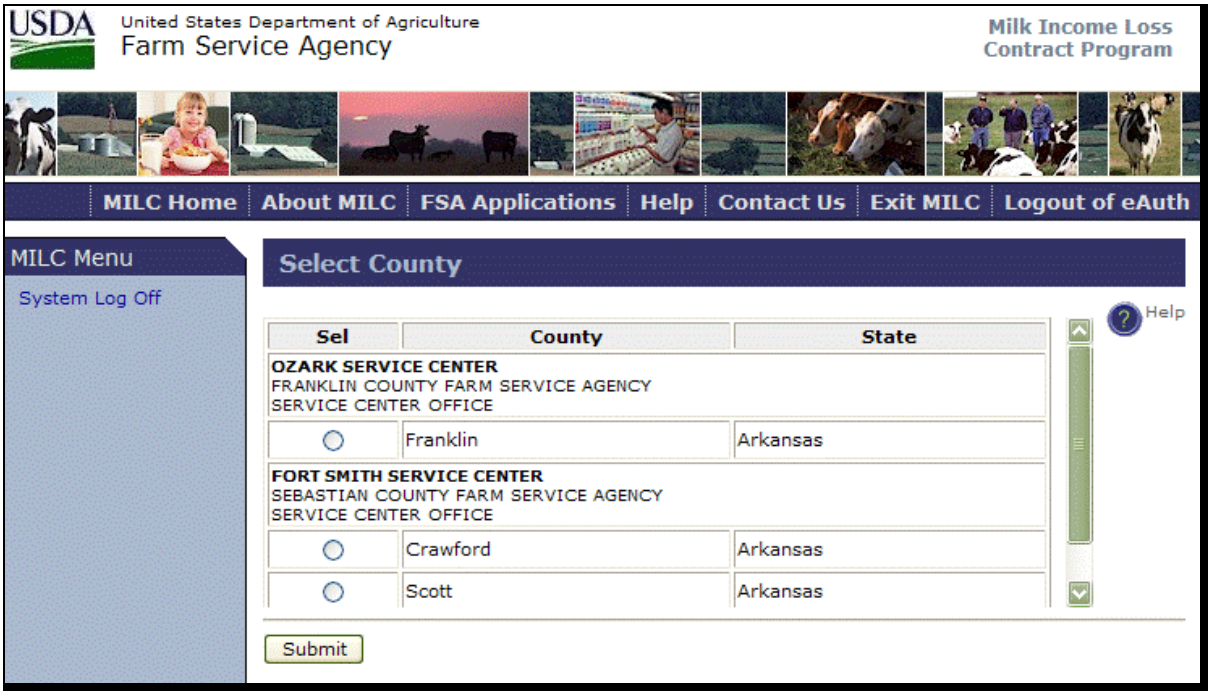


Enter user ID and password, and CLICK "**Login**". The Select County Screen will be displayed.**--***

*--80 Getting Started (Continued)

B Select County Screen

The following is an example of the Select County Screen in a multi-county Service Center.



The Select County Screen lists all counties serviced by the FSA Service Center. After selecting a County Office, CLICK "**Submit**". The MILC Home Page will be displayed.**--***

*--80 Getting Started (Continued)

C MILC Home Page

On the MILC Home Page, under “MILC Menu”, users can update and process the following:

- contracts
- producers
- production
- reports
- other.

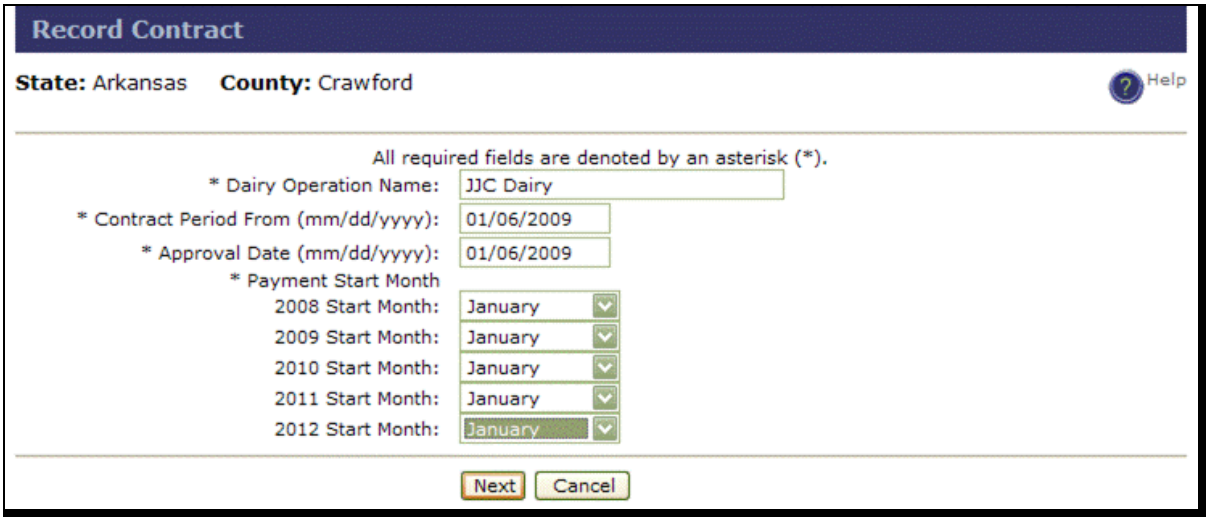
The following is an example of the MILC Home Page.

After successful county selection, the message, “Success” will be displayed.--*

*--81 Contracts

A Recording Contracts

To record a new contract, under “MILC Menu”, “Contracts”, CLICK “**Record a Contract**”. The following is an example of the Record Contract Screen.



On the Record Contract Screen, enter the following information:

- dairy operation name
- contract period “from” date
- approval date
- payment start month, from the drop-down menus.

For definitions and descriptions of data elements, CLICK “**Help**”.

Note: To return to the MILC application from “**Help**”, CLICK any of the following:

- “**red X**” on the browser
- “**Close Help Window**”
- “**Close Window**”.

After all entries have been completed, CLICK “**Next**”. The Record Contract Summary Screen will be displayed**.--***

*--81 Contracts (Continued)

A Recording Contracts (Continued)

The following is an example of the Record Contract Summary Screen.

Record Contract Summary

State: Arkansas **County:** Crawford

Help

Dairy Operation	Contract Period	
JJC Dairy	From: 01/02/2009	To: 09/30/2012

County FSA Office Information

Name and Address of County FSA Office (Including ZIP code)

SEBASTIAN COUNTY FARM SERVICE AGENCY
3913 BROOKEN HILL DR
FORT SMITH , AR 72908-9289

Telephone Number (Including Area Code):

(479)646-8300

Acceptance and Approval

Approval Date:	01/02/2009

Payment Start Month

FY 2008 Payment Start Month	January
FY 2009 Payment Start Month	January
FY 2010 Payment Start Month	January
FY 2011 Payment Start Month	January
FY 2012 Payment Start Month	January

Submit Back Cancel

After verifying the contract information, CLICK "**Submit**" to accept the information.**--***

*--81 Contracts (Continued)

A Recording Contracts (Continued)

The following is an example of the MILC Home Page that will be displayed with the message, “Contract # has been added successfully.”, if a new contract has been added successfully.

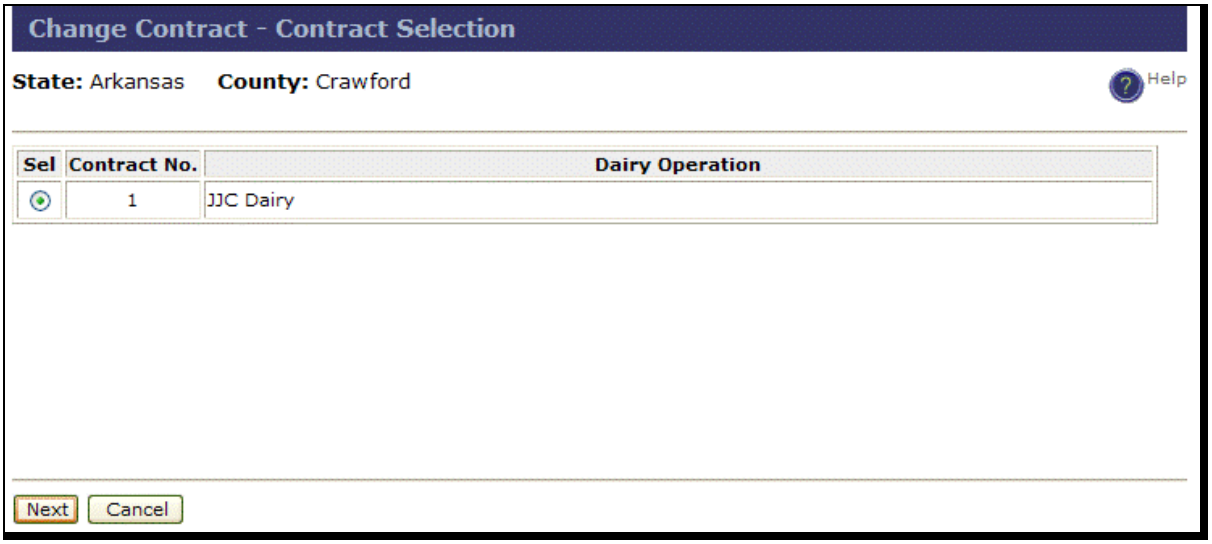
B Changing Contracts

To modify contract information, under “MILC Menu”, “Contracts”, CLICK “**Change a Contract**”. The Change Contract - Contract Selection Screen will be displayed with the dairy operation contract numbers and names for the county.**--***

*--81 Contracts (Continued)

B Changing Contracts (Continued)

The following is an example of the Change Contract – Contract Selection Screen.



Select the dairy operation from the list and CLICK "**Next**".

Note: If users PRESS "**Ctrl**" + "**F**" keys, a "**Find**" dialog box will be displayed. Enter a dairy operation's contract number or name to quickly locate the contract to be changed. To get an **exact** match, especially when entering contract number, CHECK (✓) "**Match whole word only**". This search method may be used in **any** of the software functionality.

The original contract information will be displayed to allow changes to be made to any of the data elements **before** payment is made on the contract. Only the following data elements are available to be modified **after** payment is made:

- dairy operation name
- approval date
- start months for FY's that have **not** had a payment.

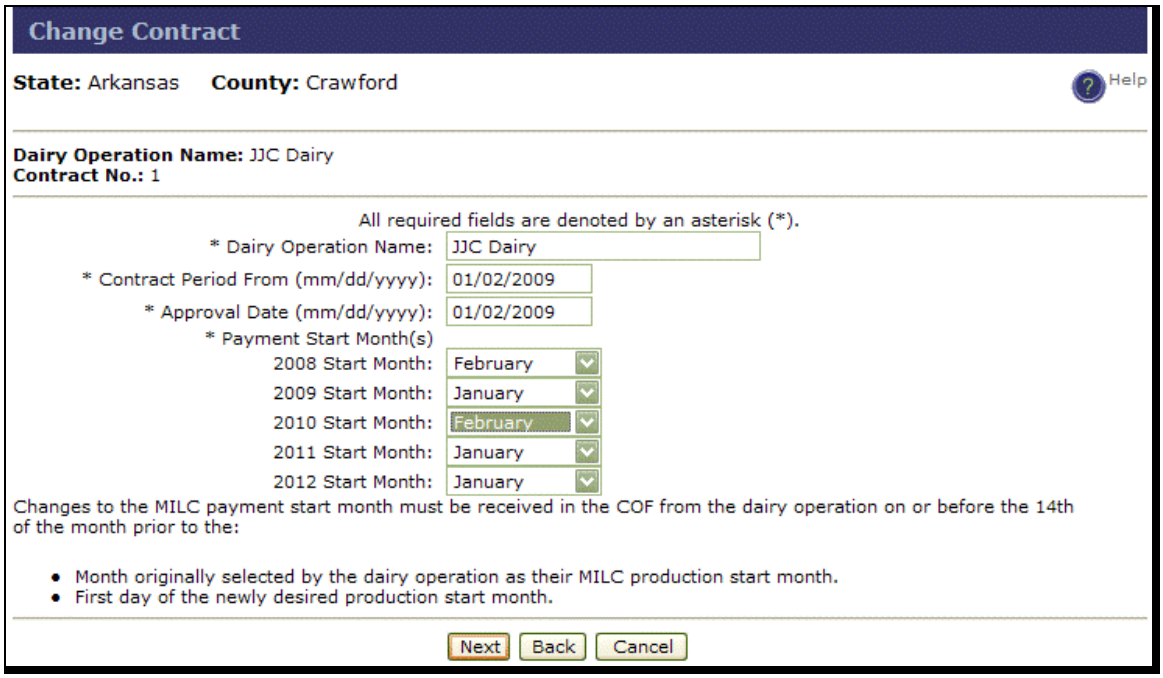
Follow the screen flow to successfully complete the contract change.**--***

*--81 Contracts (Continued)

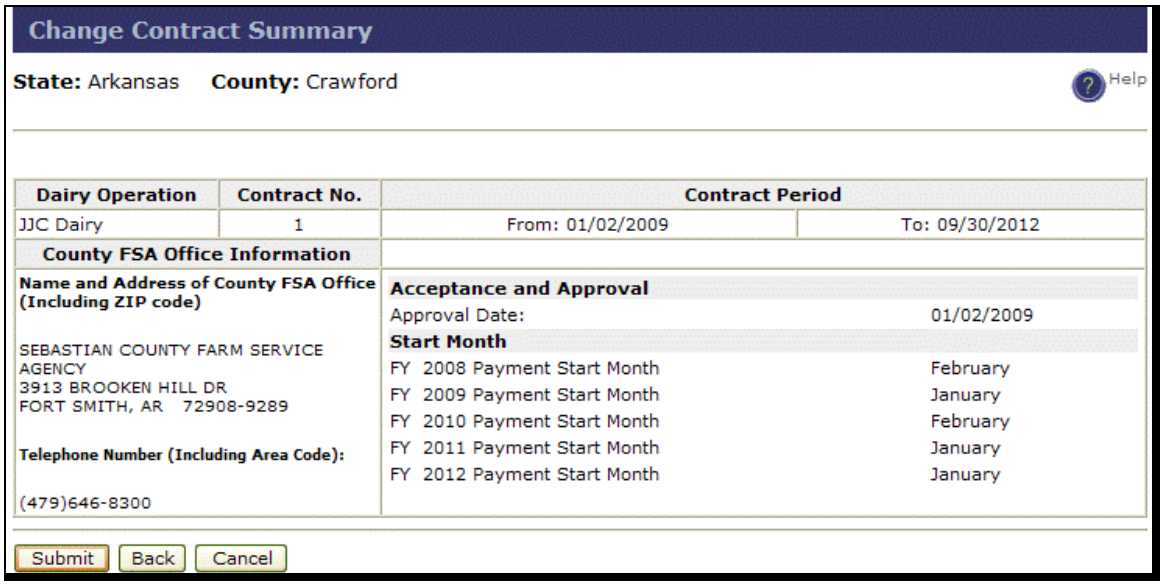
B Changing Contracts (Continued)

The following are examples of the screen flow to successfully change a contract:

- make changes to the data, as needed, and CLICK "**Next**"



- the Change Contract Summary Screen will be displayed, CLICK "**Submit**" to accept the changes



Note: For definitions and descriptions of data elements, CLICK "**Help**".--*

*--81 Contracts (Continued)

B Changing Contracts (Continued)

- the MILC Home Page will be displayed with the message, “Contract # has been changed successfully” will be displayed.

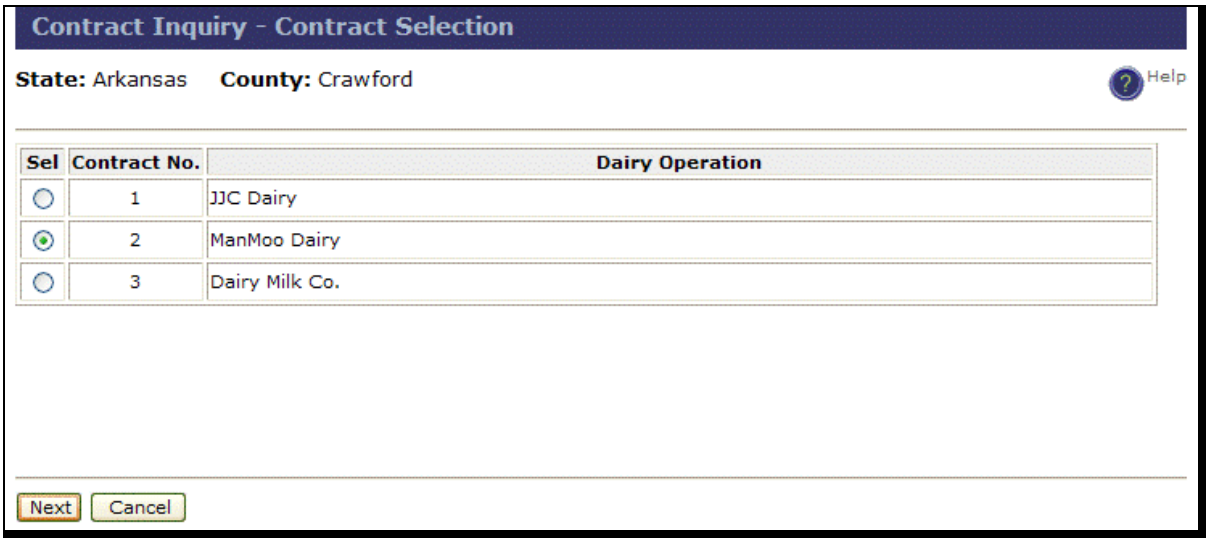
--*

*--81 Contracts (Continued)

C Contract Inquiry

To inquire about a contract, under “MILC Menu”, “Contracts”, CLICK “**Contract Inquiry**”. The Contract Inquiry - Contract Selection Screen will be displayed with the dairy operation contract numbers and names for the selected county.

The following is an example of the Contract Inquiry - Contract Selection Screen.



Select the applicable dairy operation and CLICK “**Next**”. The Contract Inquiry Summary Screen will be displayed.**--***

*--81 Contracts (Continued)

C Contract Inquiry (Continued)

The following is an example of Contract Inquiry Summary Screen.

Contract Inquiry Summary

State: Arkansas **County:** Crawford

Help

Dairy Operation	Contract No.	Contract Period	
ManMoo Dairy	2	From: 01/02/2009	To: 09/30/2012

County FSA Office Information

Name and Address of County FSA Office (Including ZIP code)

SEBASTIAN COUNTY FARM SERVICE AGENCY
3913 BROOKEN HILL DR
FORT SMITH, AR 72908-9289

Telephone Number (Including Area Code):

(479)646-8300

Acceptance and Approval

Approval Date:	01/02/2009

Start Month

FY 2008 Payment Start Month	March
FY 2009 Payment Start Month	March
FY 2010 Payment Start Month	February
FY 2011 Payment Start Month	February
FY 2012 Payment Start Month	February

Back Cancel

D Activating Contracts

An “Activate a Contract” function will be available in a future version release.

E Suspending Contracts

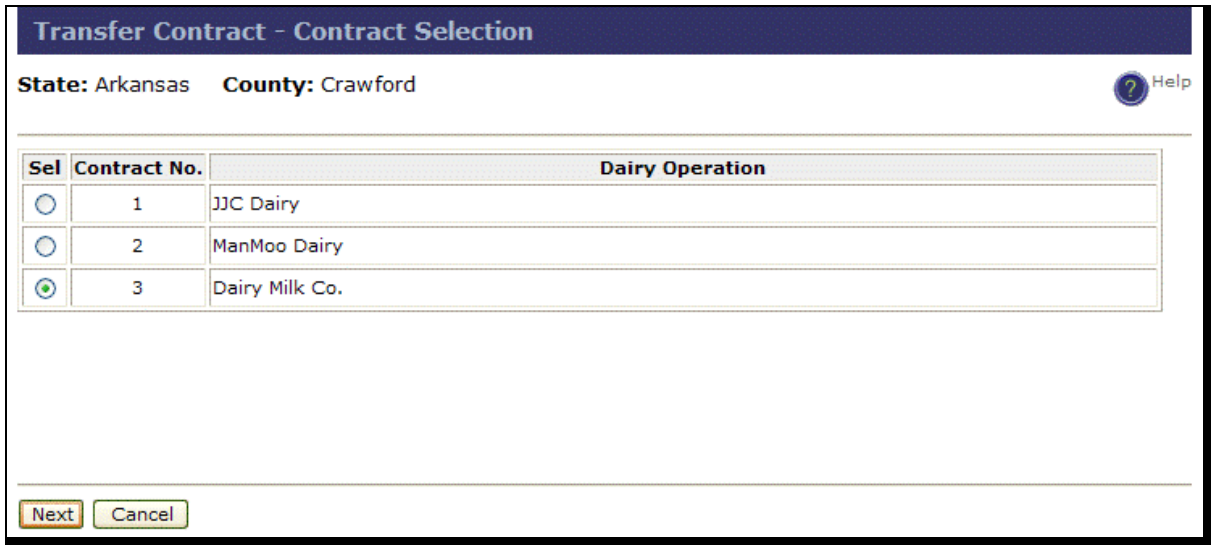
A “Suspend a Contract” function will be available in a future version release.--*

*--81 Contracts (Continued)

F Transferring Contracts

To transfer a contract from 1 county to another, under “MILC Menu”, “Contracts”, CLICK “**Transfer Contract**”. The Transfer Contract – Contract Selection Screen will be displayed with dairy operation contract numbers and names for the selected county.

The following is an example of the Transfer Contract – Contract Selection Screen.



Select the applicable dairy operation and CLICK “**Next**”. The Transfer Contract Summary Screen will be displayed.**--***

*--81 Contracts (Continued)

F Transferring Contracts (Continued)

The following is an example of the Transfer Contract Summary Screen.

Transfer Contract Summary

State: Arkansas **County:** Crawford

Help

All required fields are denoted by an asterisk (*).
*** State and county to receive this contract:**
Select Destination

Dairy Operation	Contract No.	Contract Period	
Dairy Milk Co.	3	From: 01/02/2009	To: 09/30/2012

County FSA Office Information

Name and Address of County FSA Office (Including ZIP code)

SEBASTIAN COUNTY FARM SERVICE AGENCY
3913 BROOKEN HILL DR
FORT SMITH, AR 72908-9289

Telephone Number (Including Area Code):

(479)646-8300

Acceptance and Approval

Approval Date:	01/02/2009

Start Month

FY 2008 Payment Start Month	April
FY 2009 Payment Start Month	April
FY 2010 Payment Start Month	April
FY 2011 Payment Start Month	April
FY 2012 Payment Start Month	April

Submit Back Cancel

Using the State and county to receive the contract drop-down menu, select the State and county to receive the contract and CLICK "**Submit**".**--***

*--81 Contracts (Continued)

F Transferring Contracts (Continued)

The following is an example of the MILC Home Page that will be displayed with the message, “Contract # has been successfully transferred to - county, State (##-###).”, when a contract has been successfully transferred.

Note: After a contract has been successfully transferred, the transferring county may inquire and view the contract, **but** will **not** be able to perform any other function.**--***

*--81 Contracts (Continued)

G Resolving Transfers

To receive a transferred contract from another county, under “MILC Menu”, “Contracts”, CLICK “**Resolve Transfer**”. The Resolve Transfer - Contract Selection Screen will be displayed with the dairy operation contract numbers and names for the selected county.

The following is an example of the Resolve Transfer – Contract Selection Screen.

Select the applicable dairy operation to resolve and CLICK “**Next**”. The Resolve Transfer Summary Screen will be displayed.**--***

*--81 Contracts (Continued)

G Resolving Transfers (Continued)

The following is an example of the Resolve Transfer Summary Screen.

Resolve Transfer Summary

State: Arkansas **County:** Franklin

Help

All required fields are denoted by an asterisk (*).
* **Resolution** (Originating from Crawford, Arkansas):
Accept Reject

Dairy Operation	Contract No.	Contract Period	
ManMoo Dairy	1	From: 01/02/2009	To: 09/30/2012

County FSA Office Information

Name and Address of County FSA Office (Including ZIP code)

FRANKLIN COUNTY FARM SERVICE AGENCY
2720 W COMMERCIAL ST
OZARK, AR 72949-3408

Telephone Number (Including Area Code):

(479)667-8600 x2

Acceptance and Approval

Approval Date:	01/02/2009
Start Month	
FY 2008 Payment Start Month	March
FY 2009 Payment Start Month	March
FY 2010 Payment Start Month	February
FY 2011 Payment Start Month	February
FY 2012 Payment Start Month	February

Submit Back Cancel

After reviewing of the information, click either the Resolution "**Accept**" or "**Reject**" radio button and CLICK "**Submit**". The MILC Home Page will be displayed with the message, "Contract # has been successfully accepted (rejected)."**--***

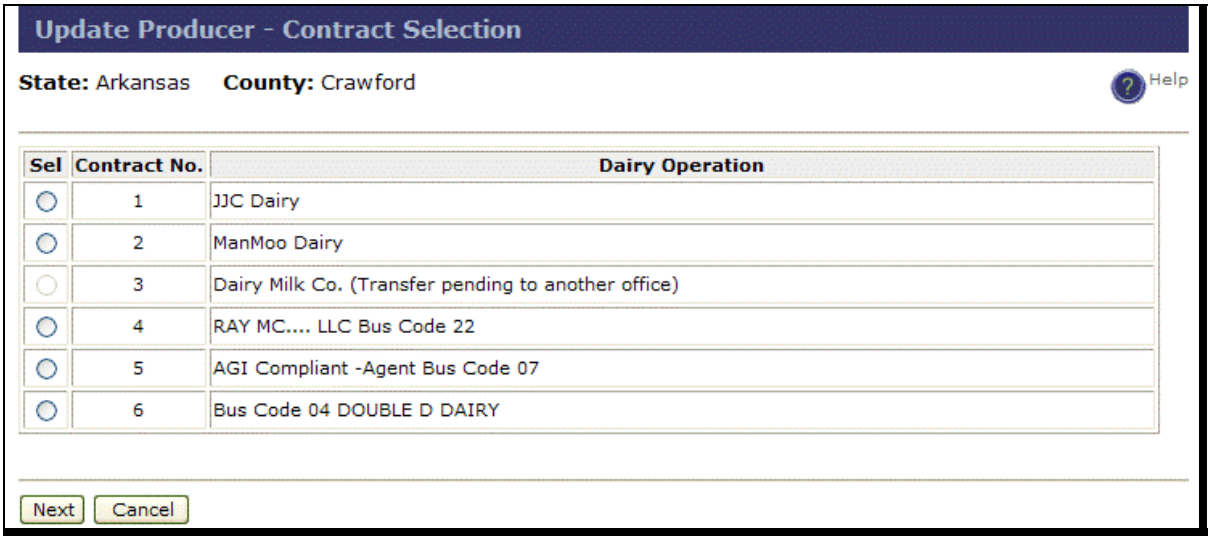
*--82 Producers

A Updating Producers

The Update Producer Screen provides the capability to record the producers for a contract and to modify existing producer records, if a payment has **not** yet been made for the month. Select a FY and month (contract period) to perform any of the following functions as applicable:

- **Copy** – copies all the producer information of an existing contract period (selected record), including share percentage, contract signed date, accept payment indicator, and POC (point of contact) for a new contract period
- **Add** – displays a new page to enter a producer record for the selected contract period
- **Edit** – allows the user to change the contract signed date
- **Remove** – removes the selected producer from the specified contract period.

To update or add a producer, under "MILC Menu", "Producer", CLICK "**Update Producer**". The following is an example of the Update Producer – Contract Selection Screen.

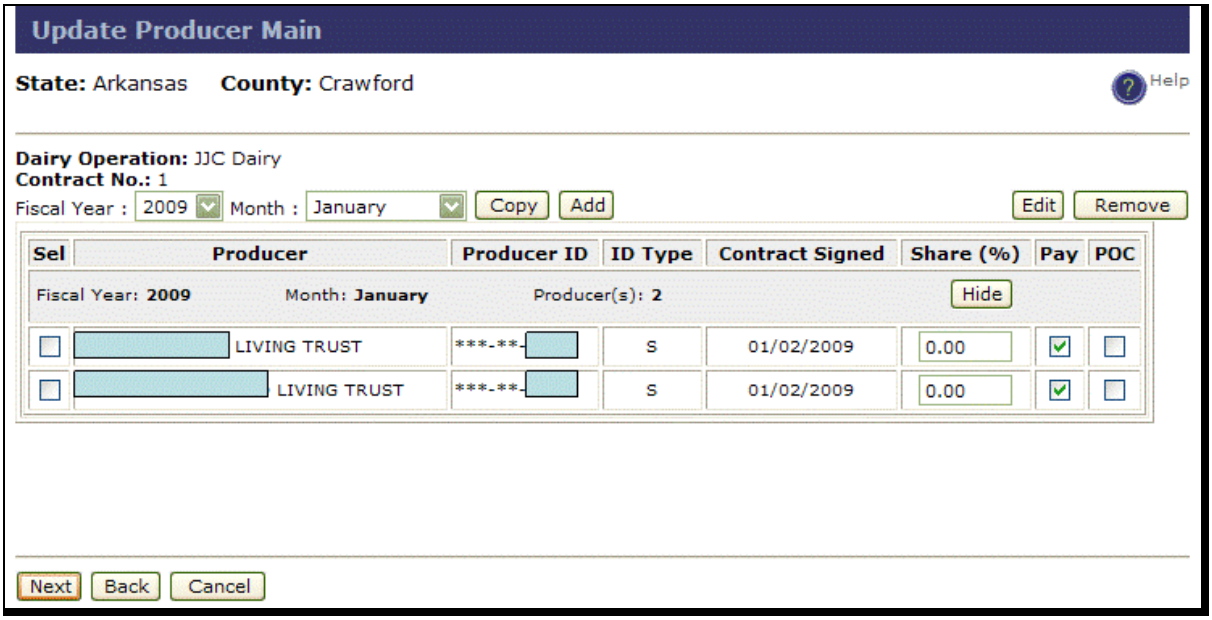


Select the applicable dairy operation to update and CLICK "**Next**".**--***

*--82 Producers (Continued)

A Updating Producers (Continued)

The following is an example of the Update Producer Main Screen. To update or copy an existing producer record, CLICK "**Unhide**", **if necessary**, to display the producer information for the contract period of interest **before** proceeding with **any** function. Select the record to update and CLICK "**Next**".



To copy producers:

- from the Fiscal Year drop-down menu, select FY
- from the Month drop-down menu, select the month
- click the Sel radio button for applicable producers
- CLICK "**Copy**".--*

*--82 Producers (Continued)

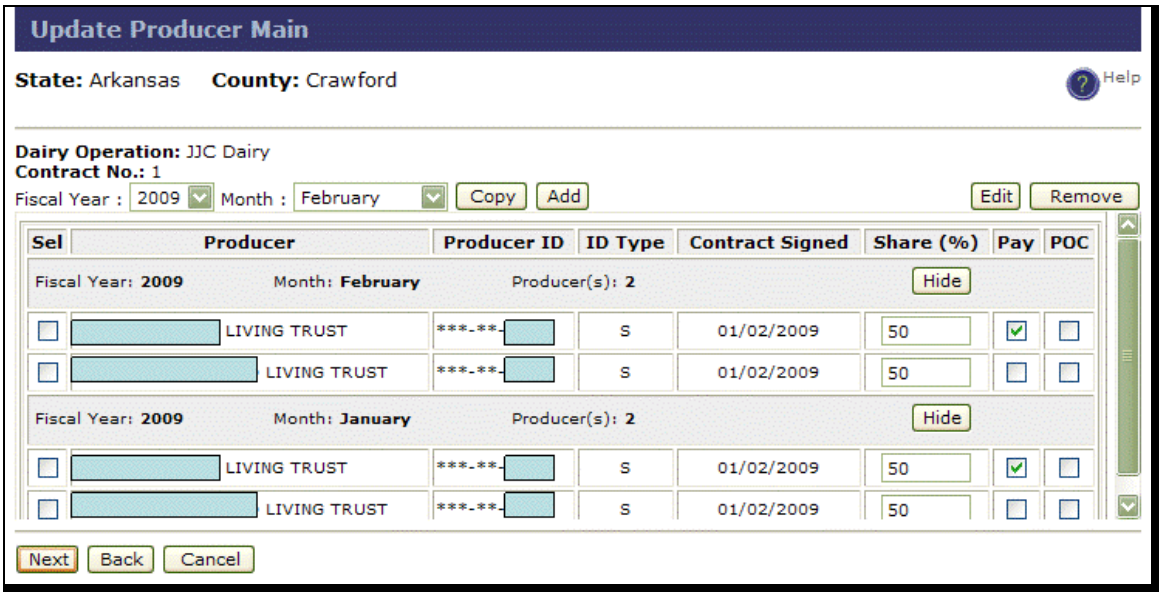
A Updating Producers (Continued)

Click "**Copy**" or "**Edit**" and proceed according to the screen flow to successful completion, as follows:

Note: For each function, the user **must** ensure the following:

- shares are entered correctly and total 100 percent for that month
- "**Pay**" is CHECKed (✓), if the producer is to receive their portion of the payment
- POC (Point of Contact) is CHECKed (✓) for **only 1 producer per contract period month**.

- the following is an example of the Update Producer Main Screen **after** user clicked "**Copy**"

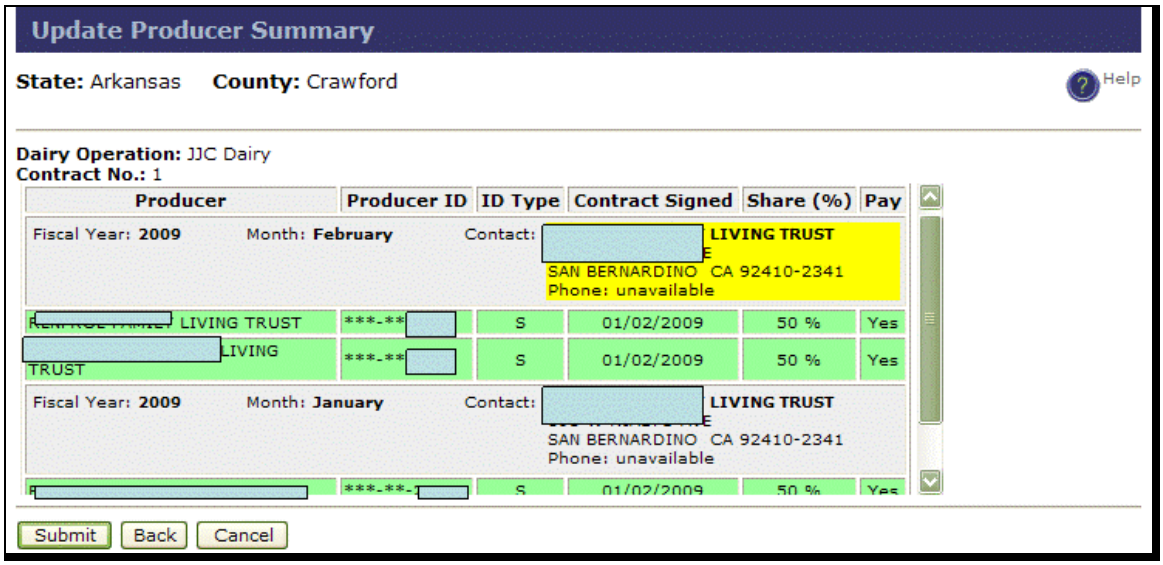


- CLICK "**Next**"; the Update Producer Summary Screen will be displayed--*

*--82 Producers (Continued)

A Updating Producers (Continued)

- the following is an example of the Update Producer Summary Screen, CLICK "**Submit**" to accept updates



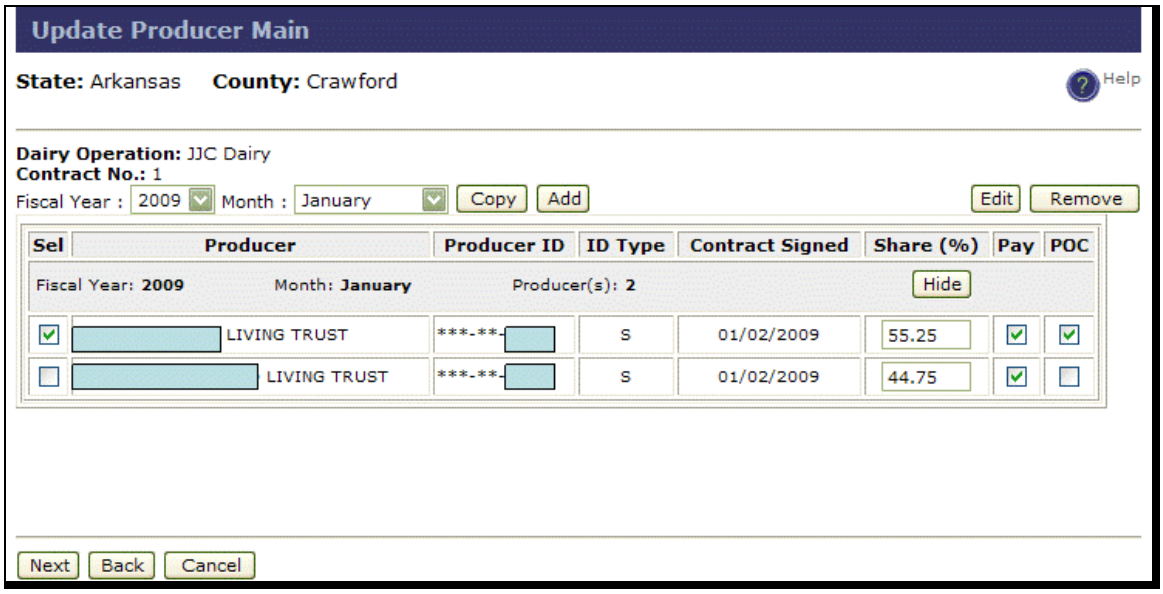
- the MILC Home Page will be displayed with the message, "Successfully updated producers for contract #."

--*

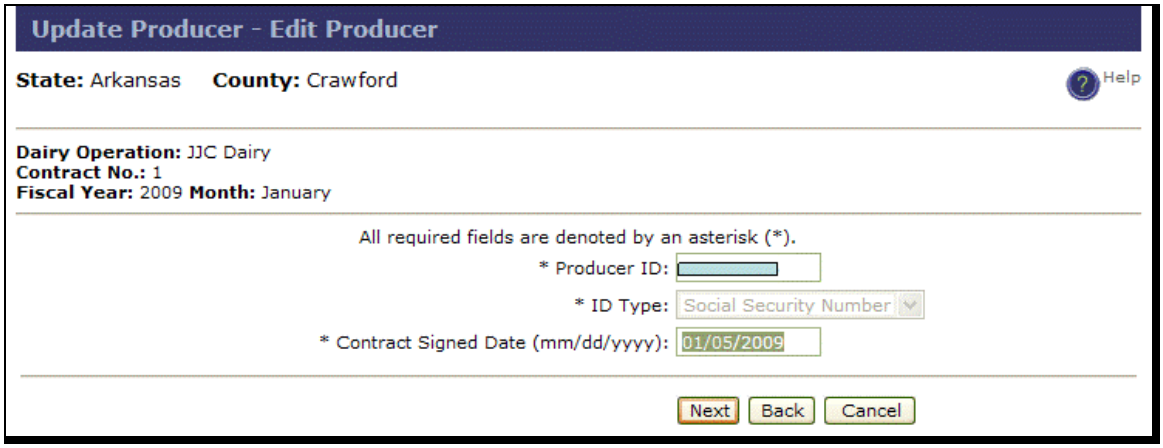
*--82 Producers (Continued)

A Updating Producers (Continued)

- the following is an example of the Update Producer Main Screen; users shall CLICK "**Edit**", select the applicable producer to edit, and CLICK "**Next**"



- the following is an example of the Update Producer - Edit Producer Screen that will be displayed



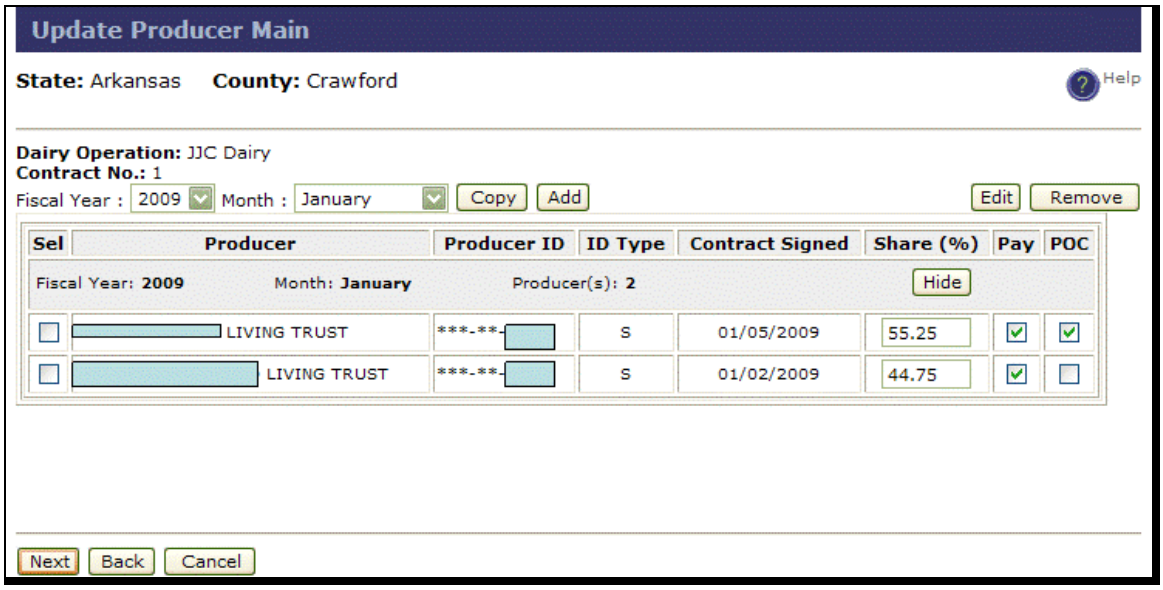
Note: Only the "Contract Signed Date" can be edited.

- CLICK "**Next**" to continue--*

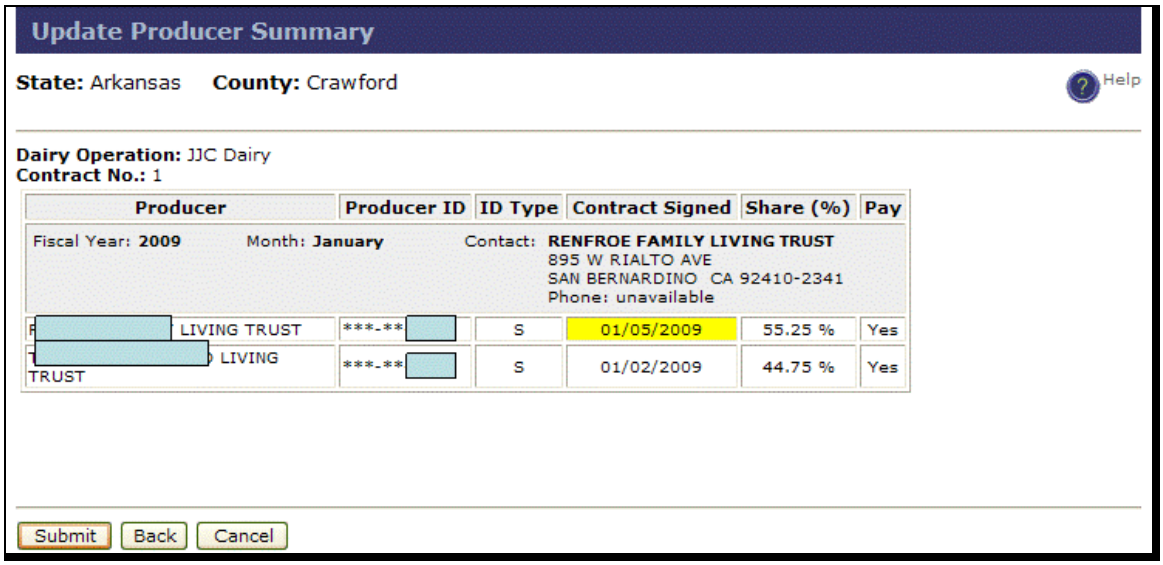
*--82 Producers (Continued)

A Updating Producers (Continued)

- the following is an example of the Update Producer Main Screen that will be displayed with Contract Signed data updated, CLICK "**Next**" to continue



- the following is an example of the Update Producer Summary Screen, CLICK "**Submit**" to accept update



Note: Submitting and updating producer data returns a unique SCIMS core customer ID to the database which is required by NPS to receive a payment.--*

*--82 Producers (Continued)

A Updating Producers (Continued)

- the MILC Home Page will be displayed with the message, “Successfully updated producers for contract #.”

--*

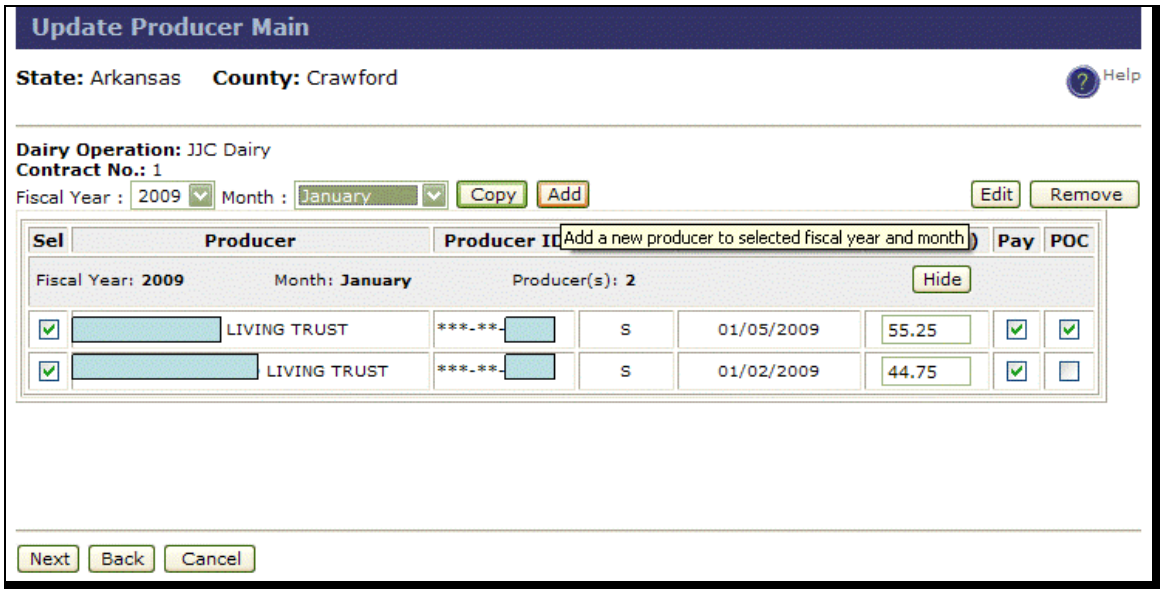
*--82 Producers (Continued)

A Updating Producers (Continued)

The following are examples of screens to **add** a producer:

Note: Click "**Next**" or "**Submit**" to continue the process to a successful completion.

- from the Update Producer Main Screen, from the Fiscal Year drop-down menu, select FY; from the Month drop-down menu, select the and month, and CLICK "**Add**", the Update Producer - Add Producer Screen will be displayed



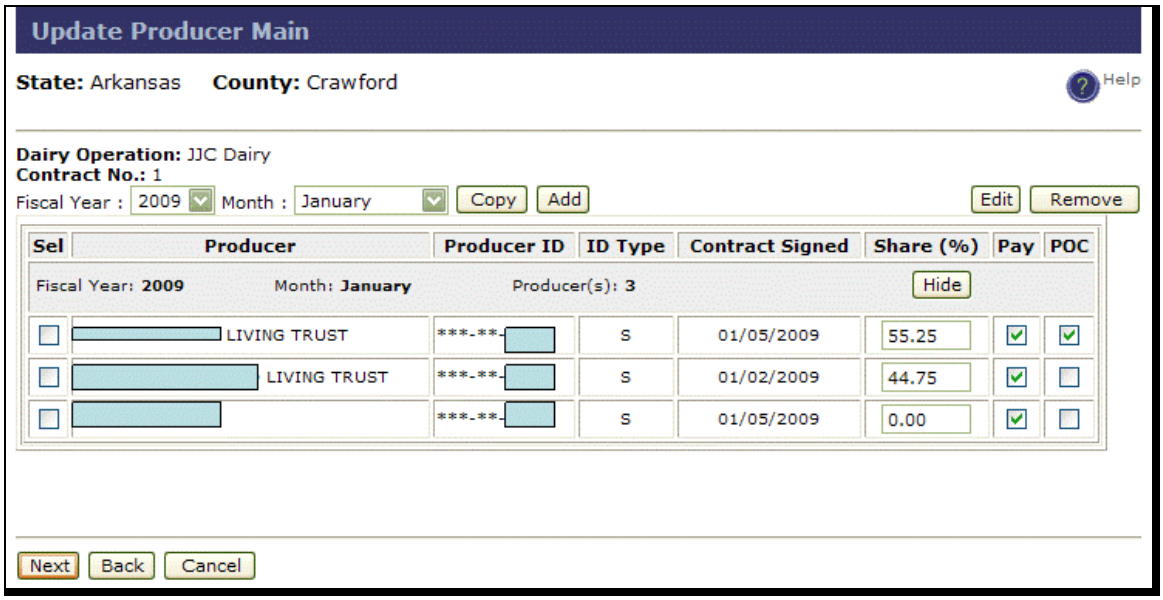
- enter the producer tax ID number; from the ID Type drop-down menu, select ID type; enter contract signed date (mm/dd/yyyy); and CLICK "**Next**"

--*

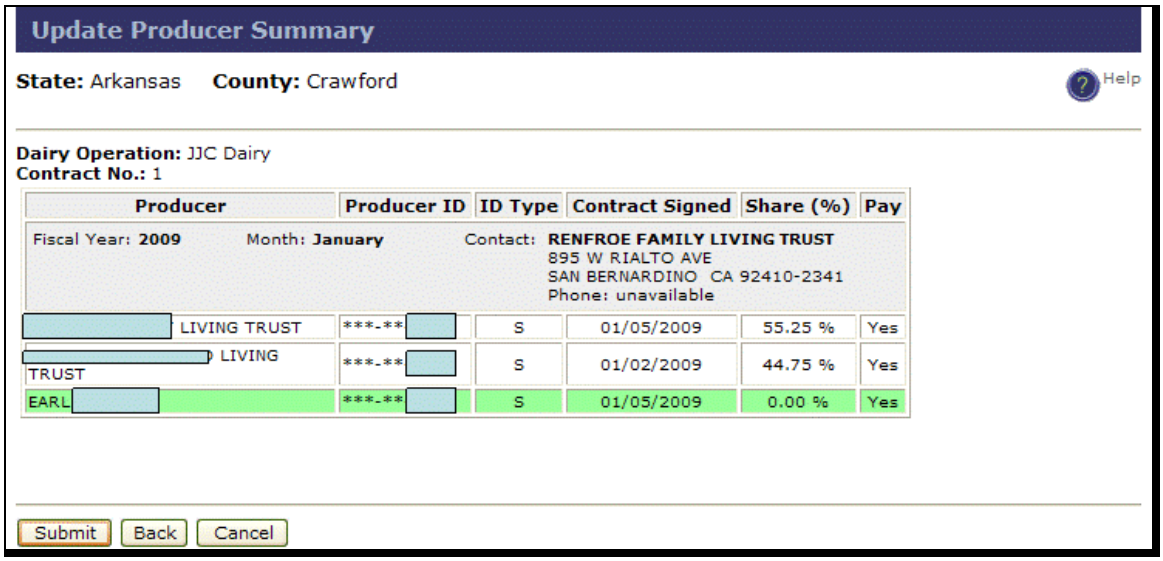
*--82 Producers (Continued)

A Updating Producers (Continued)

- the following is an example of the Update Producer Main Screen with the producer information that will be displayed, CLICK "**Next**" to continue; the Update Producer Summary Screen will be displayed



- on the Update Producer Summary Screen, **after** reviewing the displayed information for accuracy, CLICK "**Submit**"



--*

*--82 Producers (Continued)

A Updating Producers (Continued)

- the MILC Home Page will be displayed with the message, “Successfully updated producers for contract #.”

--*

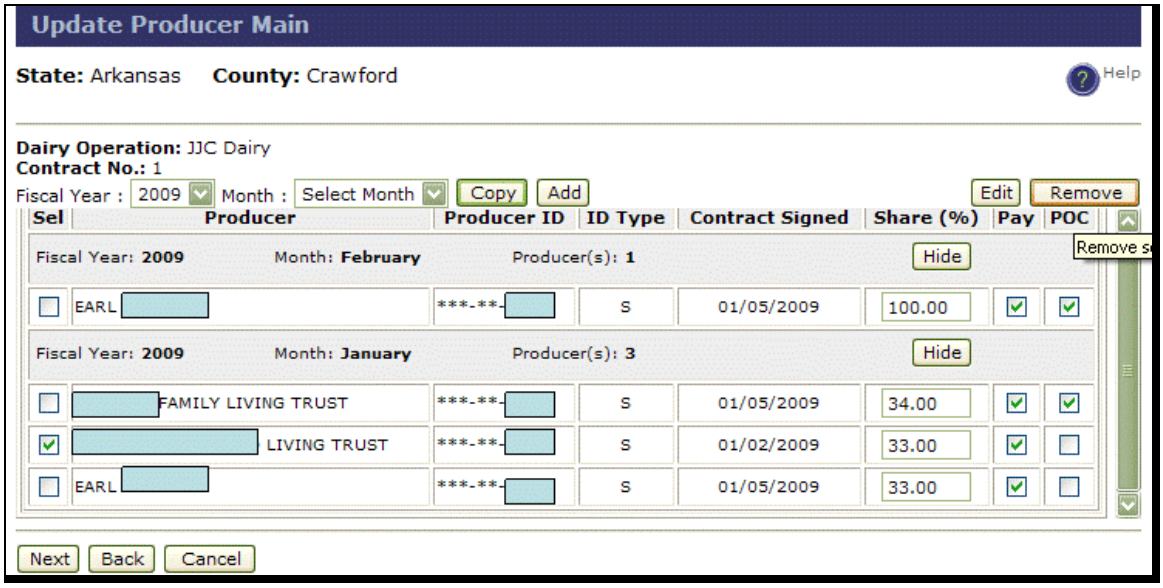
*--82 Producers (Continued)

A Updating Producers (Continued)

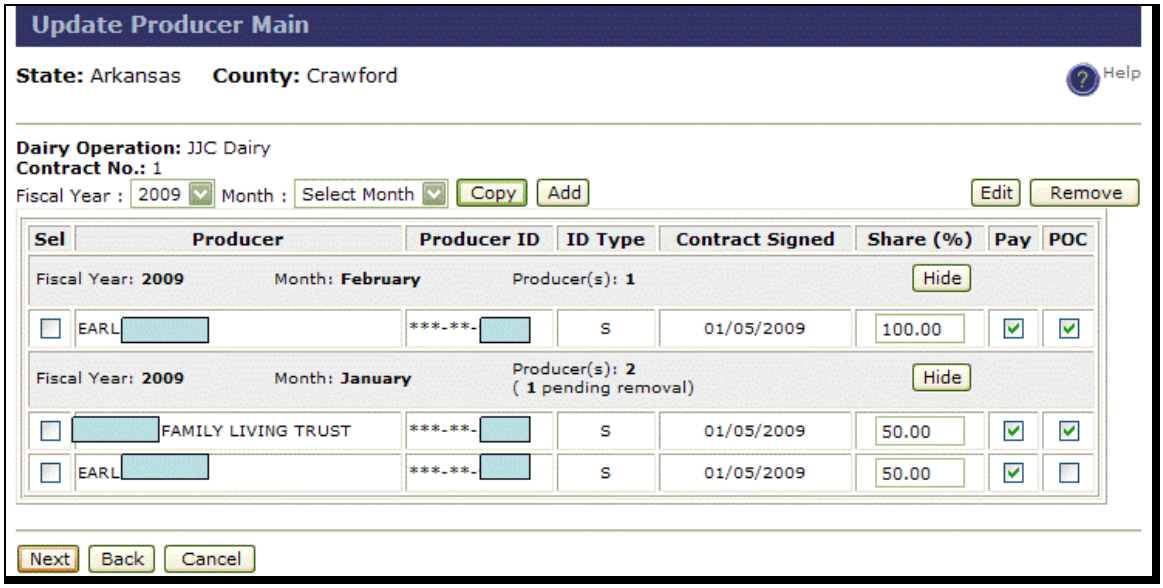
The following are examples of screens to **remove** a producer:

Note: Click "**Next**" or "**Submit**" to continue the process to a successful completion.

- on the Update Producer Main Screen, click the Sel radio button for the producer to be removed, and CLICK "**Remove**"



- the Update Producer Main Screen will be redisplayed with the FY, month, and producers pending removal, CLICK "**Next**" to confirm removal request

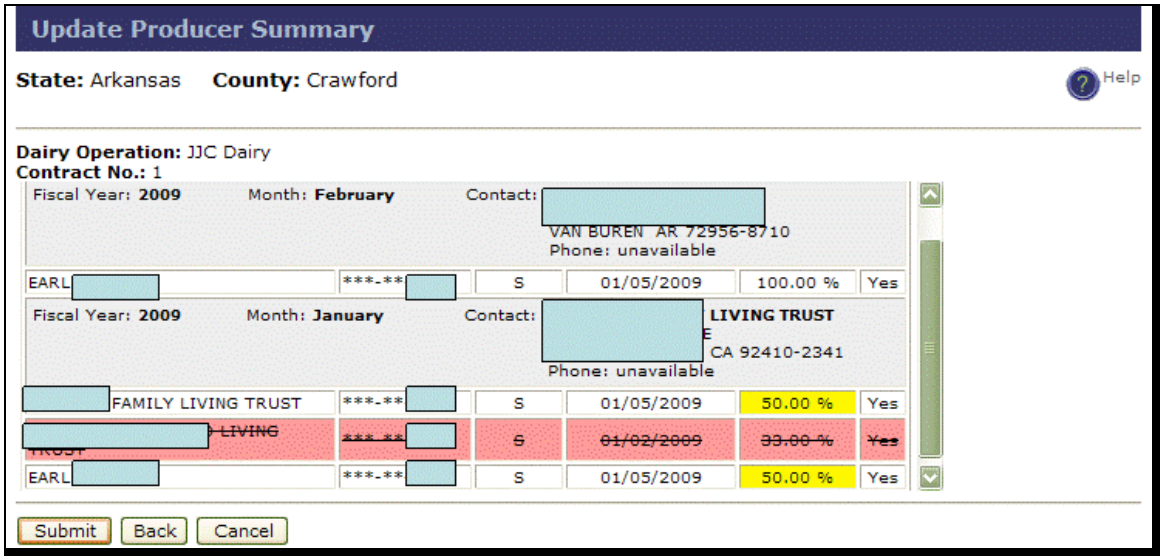


--*

*--82 Producers (Continued)

A Updating Producers (Continued)

- the Update Producer Summary Screen will be displayed, CLICK "**Submit**" to continue



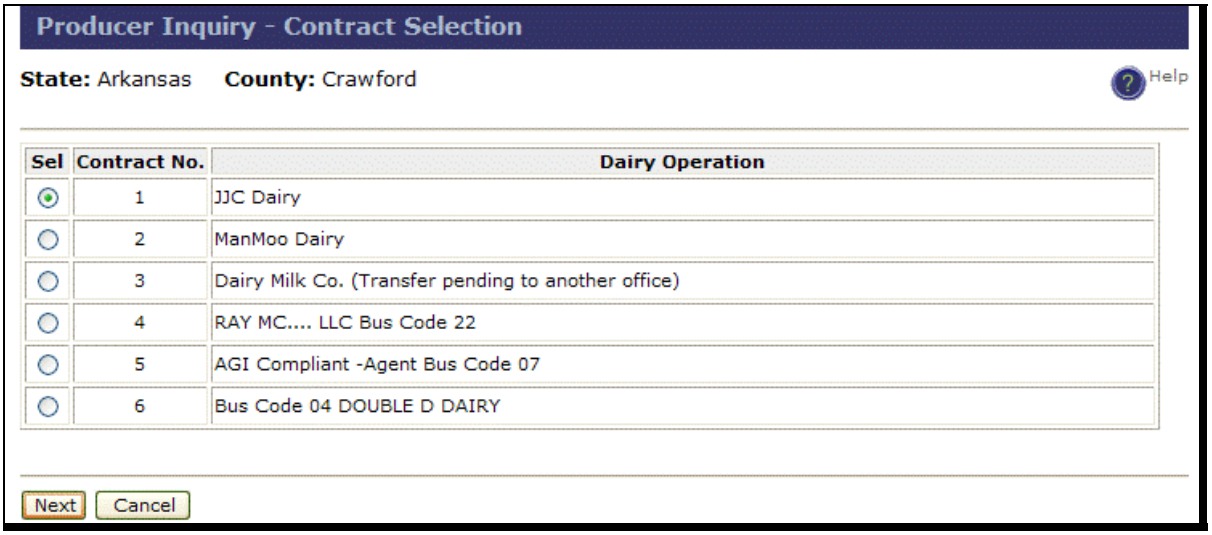
- the MILC Home Page will be displayed with the message, "Successfully updated producers for contract #."

--*

*--82 Producers (Continued)

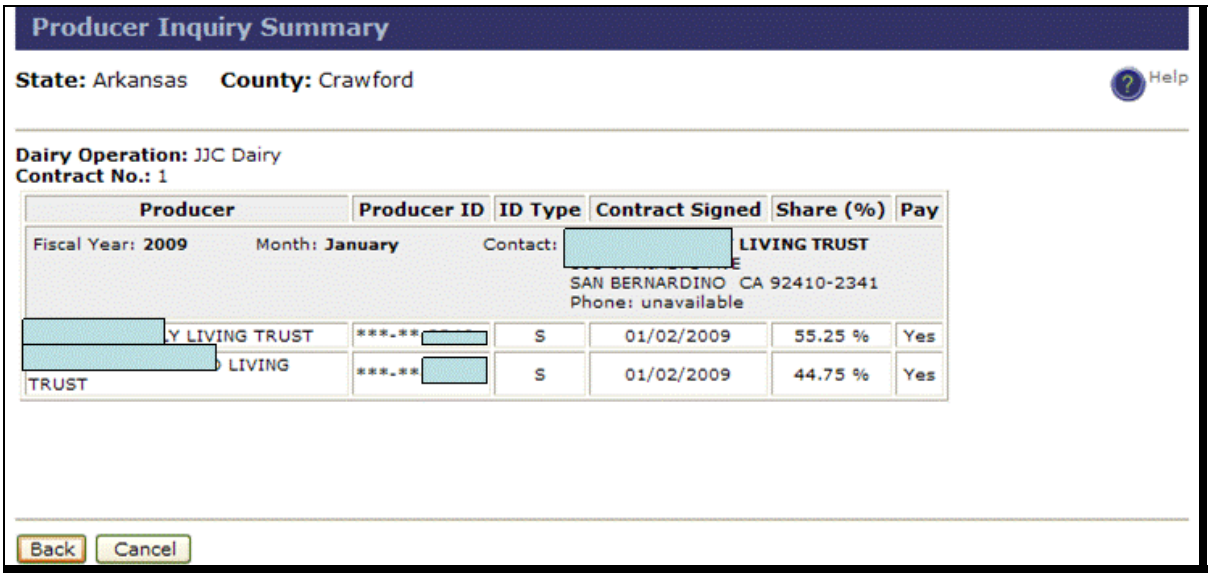
B Producer Inquiry

To inquire about a producer, under “MILC Menu”, “Producer”, CLICK “**Producer Inquiry**”. The following is an example of the Producer Inquiry – Contract Selection Screen.



Select the applicable dairy operation to inquire and CLICK “**Next**”. The Producer Inquiry Summary Screen will be displayed with the producer’s information.

The following is an example of the Producer Inquiry Summary Screen.



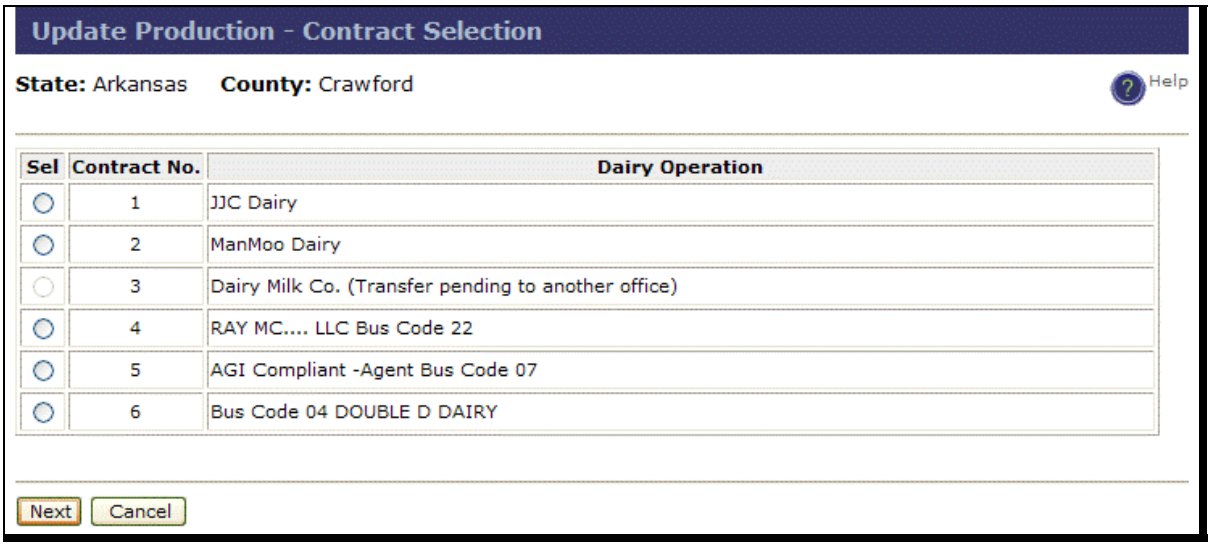
--*

*--83 Production

A Updating Production

After updating the producer information (subparagraph 82 A), update the production for the contract. To update production, under "MILC Menu", "Production", CLICK "**Update Production**". The Update Production – Contract Selection Screen will be displayed.

The following is an example of the Update Production – Contract Selection Screen.



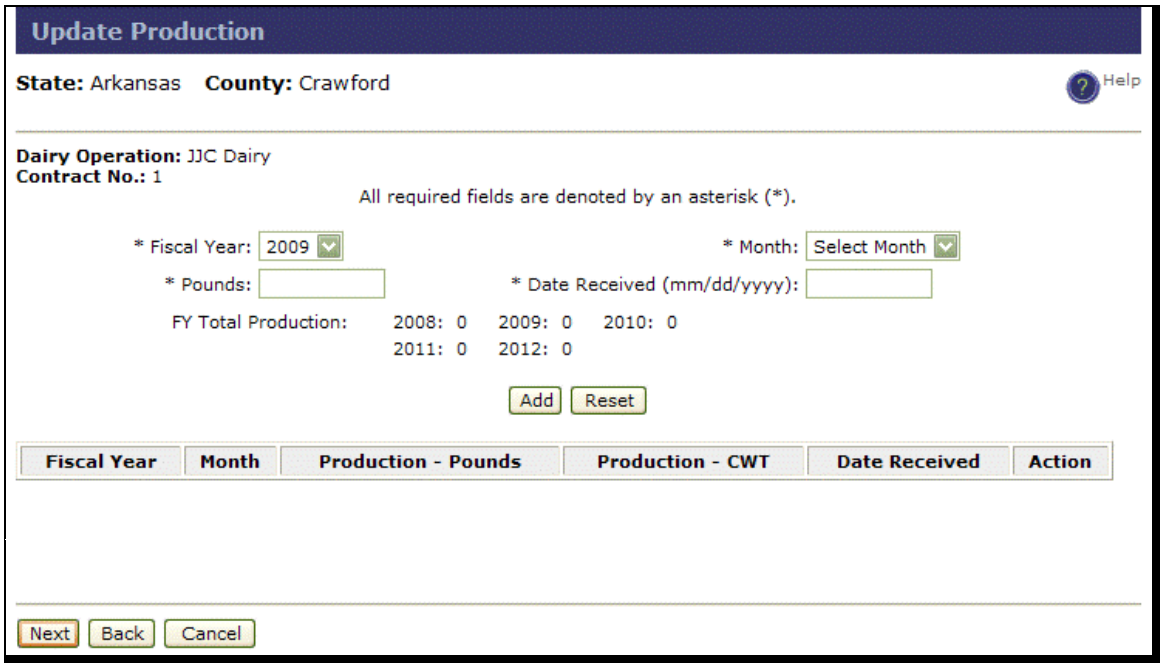
Select the applicable dairy operation and CLICK "**Next**". The Update Production Screen will be displayed.**--***

*--83 Production (Continued)

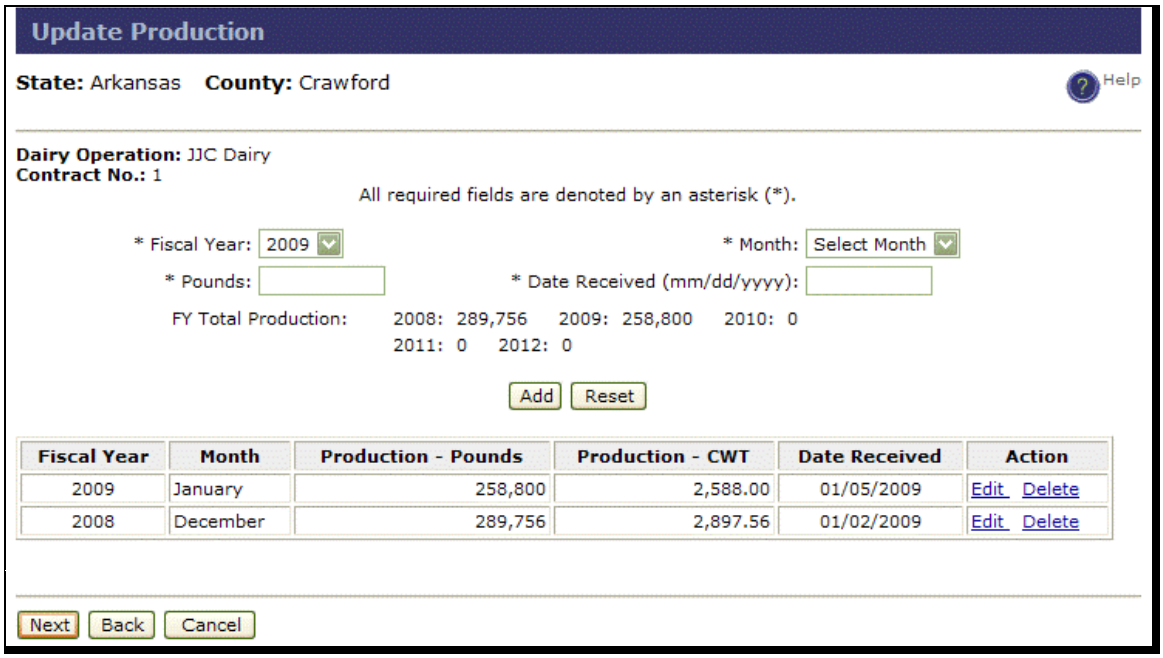
A Updating Production (Continued)

The following are examples of the Update Production Screen:

- unpopulated



- populated.



--*

***--83 Production (Continued)**

A Updating Production (Continued)

On the Update Production Screen:

- from the Fiscal Year drop-down menu, select FY
- from the Month drop-down menu, select the month
- enter production, in pounds
- enter date production evidence was received (mm/dd/yyyy)
- CLICK any of the following:

  - "**Add**" to display this data in the table

  - "**Reset**" to clear the data entry fields

  - "**Edit**" to:

    - change **unpaid** production entries

    - display the data of the selected row in the data entry fields; **only** the pounds and date received may be edited

    Note: When users click "**Edit**", "**Save**" will be displayed. Always **CLICK** "**Save**" **to save updated production information**.

  - "**Delete**" to:

    - remove **unpaid** production entries

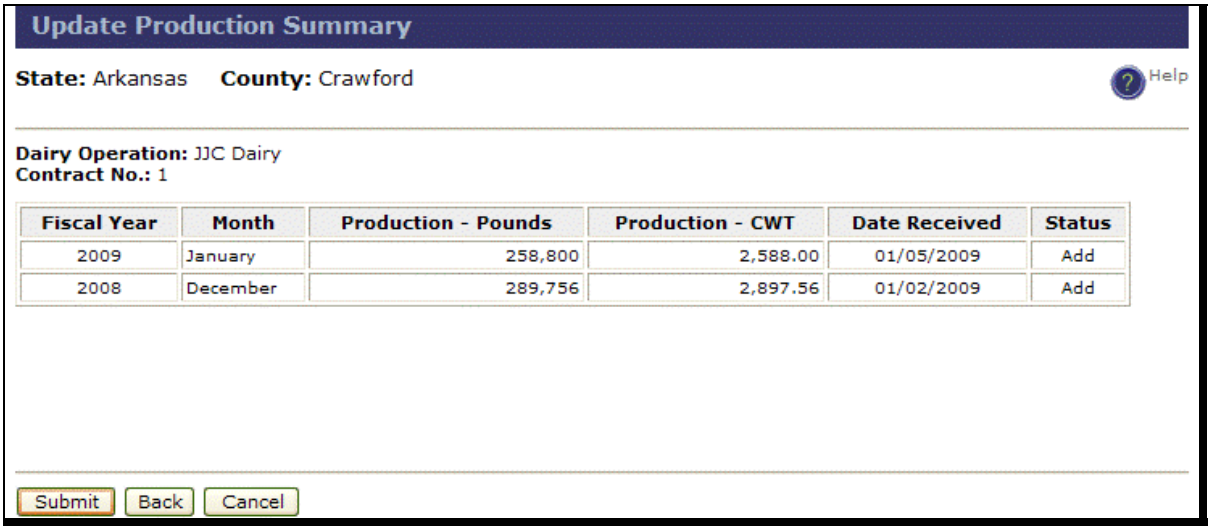
    - display the data of the selected row in the data entry fields; **after** verifying the data to be deleted, CLICK "**Remove**" to confirm the deletion.

After adding, editing, or deleting entries, CLICK "**Next**". The Update Production Summary Screen will be displayed.**--***

*--83 Production (Continued)

A Updating Production (Continued)

The following is an example of the Update Production Summary Screen.



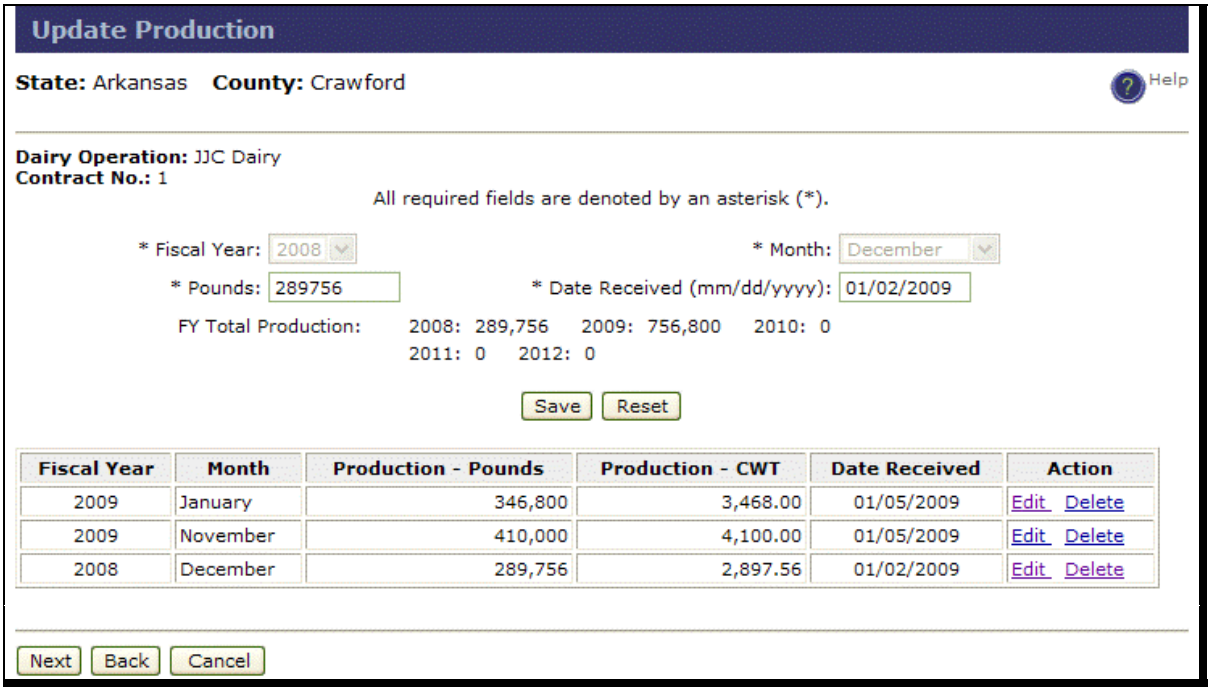
After reviewing and verifying the summary information, CLICK "**Submit**". The MILC Home Page will be displayed with the message, "Successfully updated Production for contract #.", if update was successful.

--*

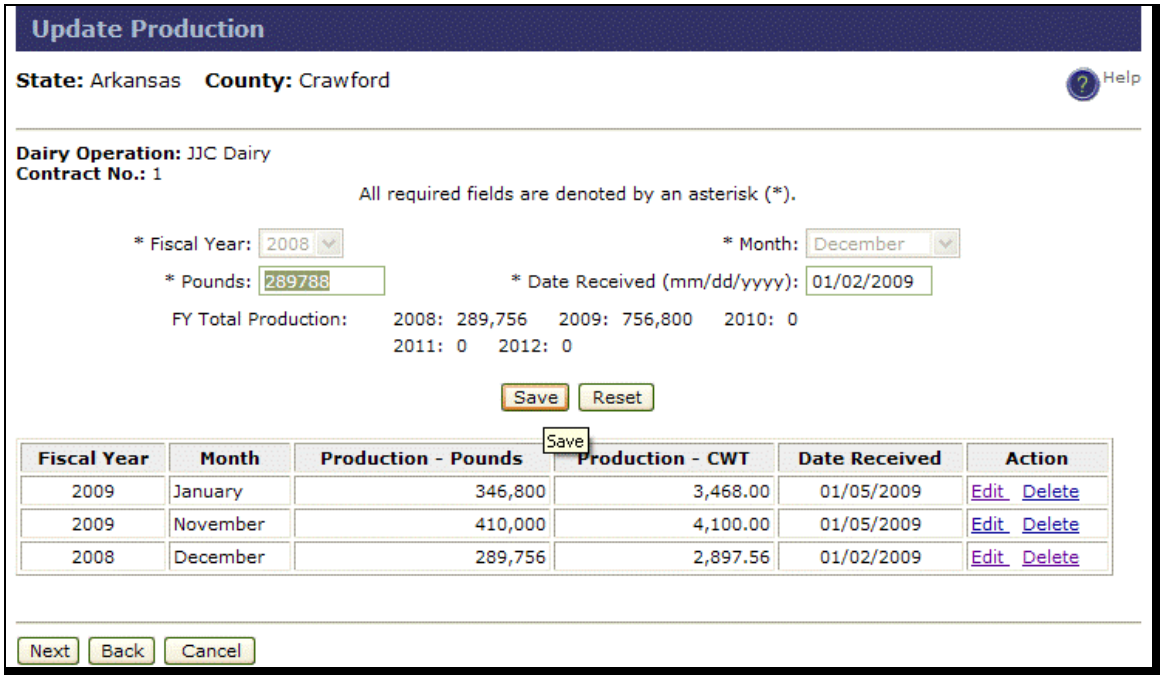
*--83 Production (Continued)

A Updating Production (Continued)

The following is an example of the Update Production Screen, if users CLICK "**Edit**":



- the following is an example of the data fields that can be edited; **after** making changes, CLICK "**Save**", then CLICK "**Next**"

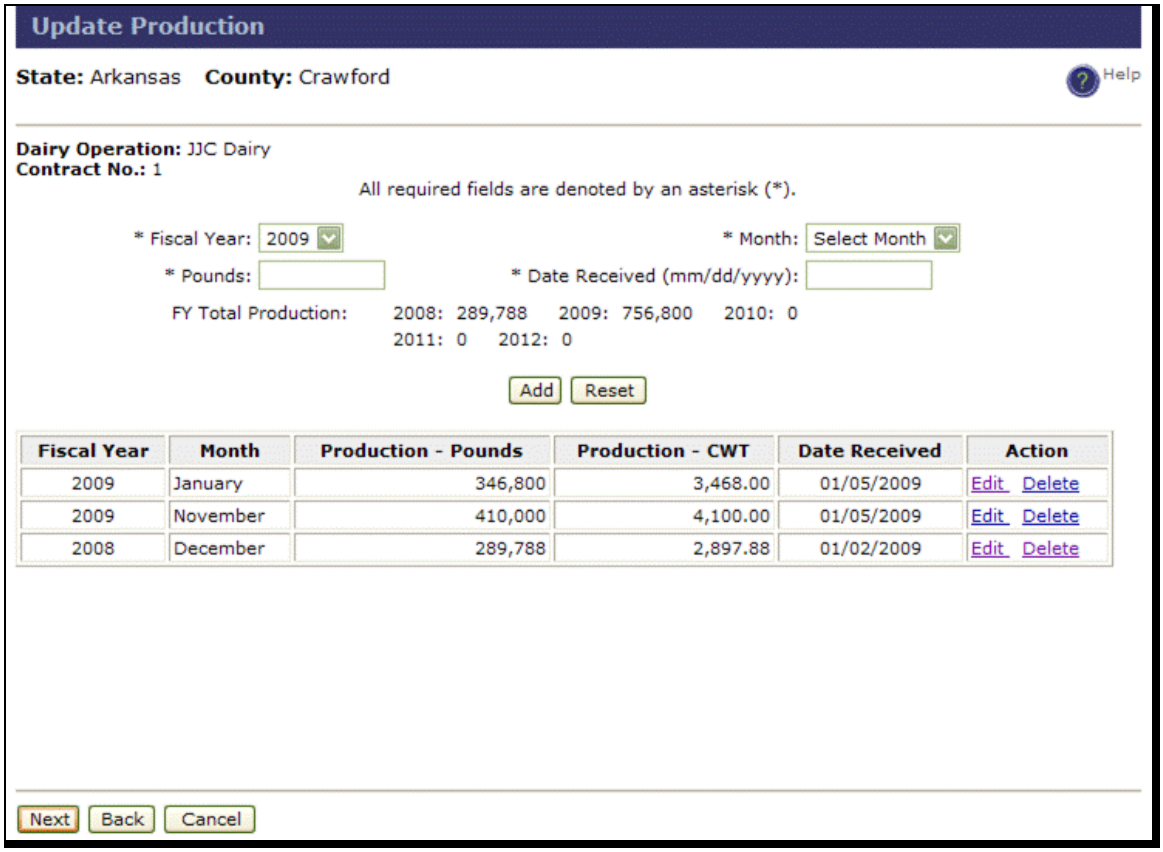


Note: Only the pounds and date received are available to edit.**--***

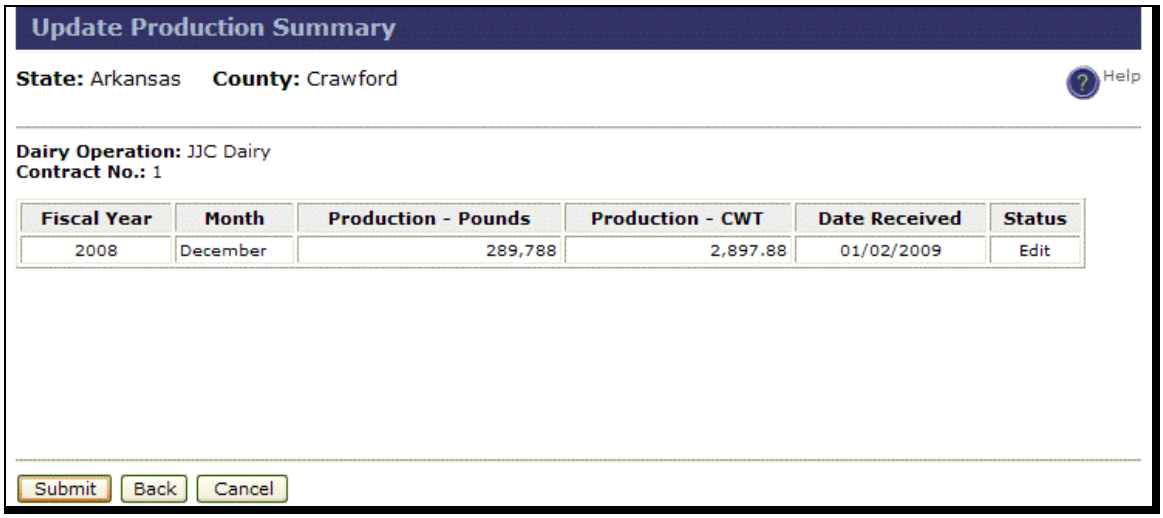
*--83 Production (Continued)

A Updating Production (Continued)

- the edited data will be displayed, CLICK "**Next**" to continue



- the Update Production Summary Screen will be displayed, CLICK "**Submit**" to complete the changes.



--*

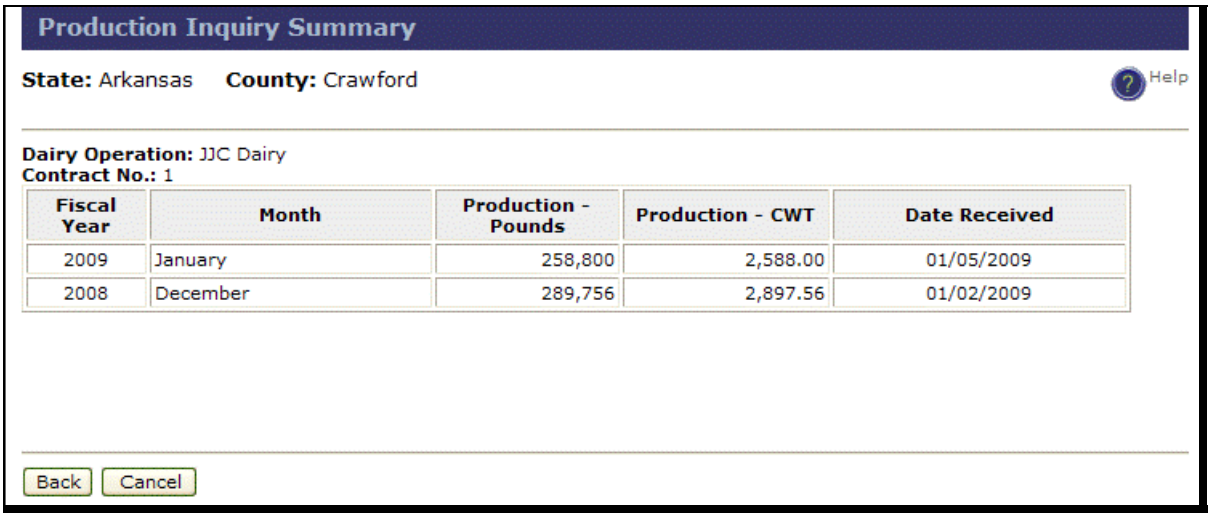
*--83 Production (Continued)

B Production Inquiry

To inquire on production, under “MILC Menu”, “Production”, CLICK “**Production Inquiry**”. Select the applicable dairy operation and CLICK “**Next**” to continue. The Production Inquiry Summary Screen will be displayed with the following information:

- FY
- month
- production in pounds
- production in cwt
- date received.

The following is an example of the Production Inquiry Summary Screen.



Production Inquiry Summary

State: Arkansas **County:** Crawford Help

Dairy Operation: JJC Dairy
Contract No.: 1

Fiscal Year	Month	Production - Pounds	Production - CWT	Date Received
2009	January	258,800	2,588.00	01/05/2009
2008	December	289,756	2,897.56	01/02/2009

Back Cancel

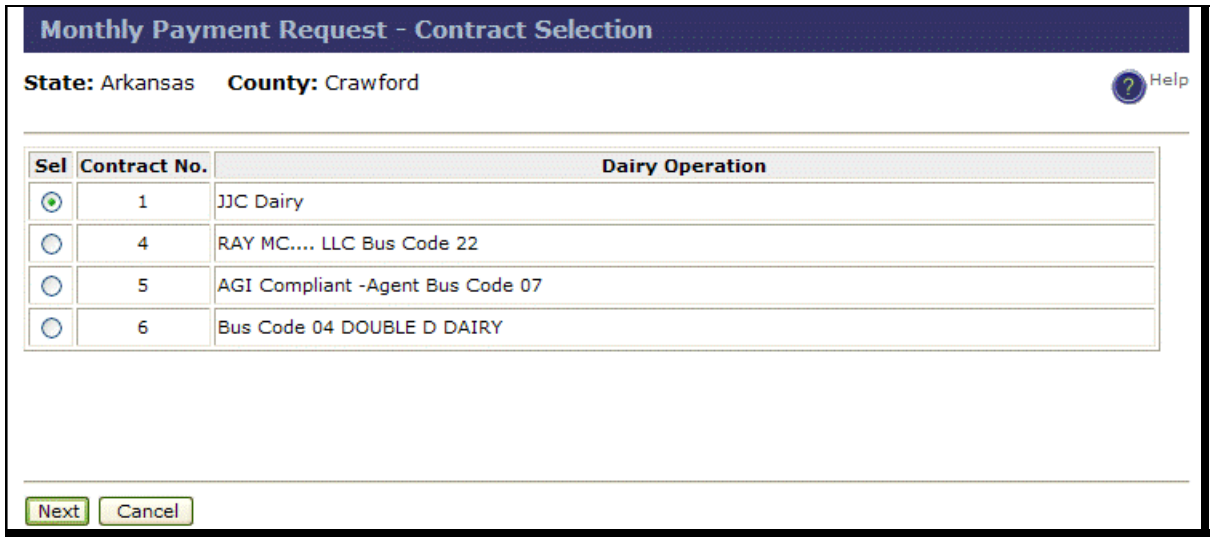
--*

*--84 Payments

A Monthly Payments

To issue monthly payments, under “MILC Menu”, “Payments”, CLICK “**Monthly Payment”**. The Monthly Payment Request – Contract Selection Screen will be displayed listing the dairy operations that have data entered for monthly production.

The following is an example of the Monthly Payment Request – Contract Selection Screen.



Select the applicable dairy operation and CLICK “**Next**”. The Monthly Payment Request Summary Screen will be displayed.**--***

*--84 Payments (Continued)

A Monthly Payments (Continued)

The following is an example of the Monthly Payment Request Summary Screen.

Monthly Payment Request Summary

State: Arkansas **County:** Crawford Help

Dairy Operation - Contract No.			
Sel	Contract Period		Dairy Total Payment ($)
	Producer	Share (%)	Producer Payment ($)
JJC Dairy - 1			
☑	2009, November		$ 15,408.96
	RENFROE FAMILY LIVING TRUST	25.00 %	$ 3,852.24
	EARL DOLLARD	15.00 %	$ 2,311.34
	PIXLEY AND SON DAIRY	60.00 %	$ 9,245.38
	2009, December		$ 10,011.80

Submit Cancel

Select the applicable month or months to be paid and CLICK "**Submit**". The Monthly Payment Request Results Screen will be displayed.

Note: Monthly payments **must** be disbursed consecutively.--*

*--84 Payments (Continued)

A Monthly Payments (Continued)

The following is an example of the Monthly Payment Request Results Screen. In this example, not all payments are successful.

Monthly Payment Request Results

State: Arkansas **County:** Crawford

NOTE: Some of the information displayed below is not stored in the database. Please print this page for your records and further reference.

Dairy Operation - Contract No. & Processed Date	Producer	Contract Period	Period Payment Amount ($)	Monthly Payment Message
JJC Dairy - 1 Tue 03/10/2009 07:16:10 CDT	RENFROE FAMILY LIVING TRUST	2009, November	$ 3,852.24	Successfully processed the monthly payment of $ 3852.24. Member payment breakdown: ***-**-2346S: PAID Amount: $ 3852.24
JJC Dairy - 1 Tue 03/10/2009 07:16:10 CDT	EARL DOLLARD	2009, November	$ 2,311.34	Recorded the $ 0.00 payment. Reason: AD-1026-->Certification-->Not Filed
JJC Dairy - 1 Tue 03/10/2009 07:16:10 CDT	PIXLEY AND SON DAIRY	2009, November	$ 9,245.38	Recorded the $ 0.00 payment. Reason: There are no entities associated with this Tax ID.

Print Home

Important: To ensure that all producers in a dairy operation are paid, the Service Center shall do the following:

- cancel the payments for all producers in the dairy operation for the applicable month using the “Cancel Payment” option (subparagraph B)
- take the applicable corrective action that may include requesting additional eFunds, if so stated as the reason for the failed payment
- re-submit contract for payment.

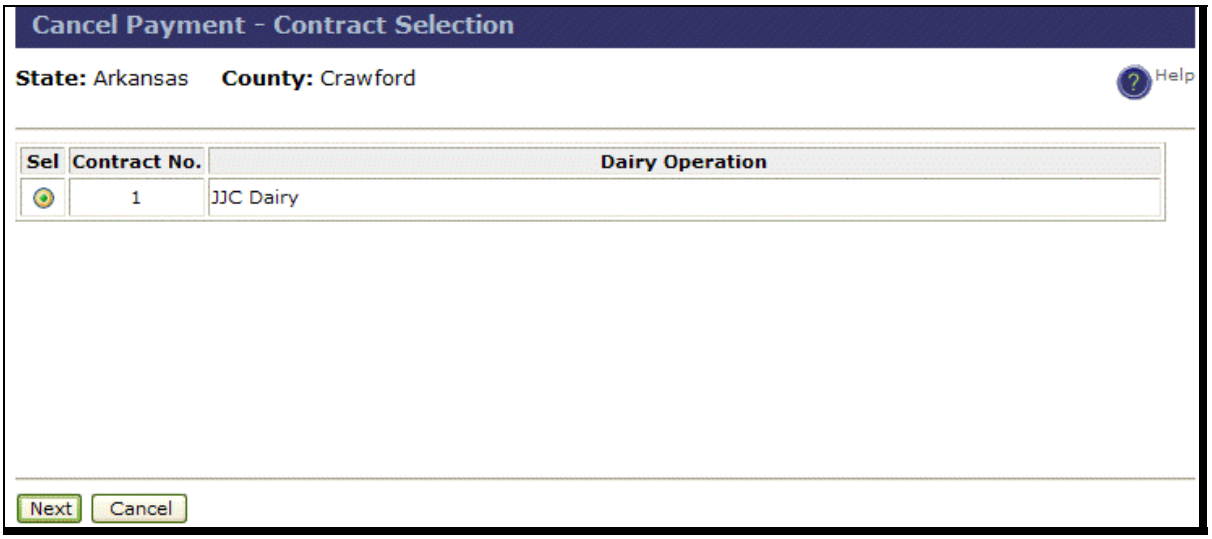
Payments successfully submitted are processed through NPS, a web-based accounting application that interfaces with the MILC web-based application to complete the payment process.--*

*--84 Payments (Continued)

B Canceling Payments

To cancel monthly payments, under “MILC Menu”, “Payments”, CLICK “**Cancel Payment**”. The Cancel Payment - Contract Selection Screen will be displayed listing the dairy operations for which monthly payments are ready to be processed.

The following is an example of the Cancel Payment-Contract Selection Screen.



Select a dairy operation, and CLICK “**Next**”. The Cancel Payment Summary Screen will be displayed.--*

*--84 Payments (Continued)

B Canceling Payments (Continued)

The following is an example of Cancel Payment Summary Screen.

Cancel Payment Summary

State: Arkansas **County:** Crawford Help

Dairy Operation - Contract No.				
Sel	**Contract Payment Amount ($)**	**Amount Paid ($)**	**Fiscal Year**	**Month**
JJC Dairy - 1				
◉	$ 15,408.96	$ 3,852.24	2009	November

Submit Cancel

Select the payment to cancel, and CLICK "**Submit**". The Cancel Monthly Payment Results Screen will be displayed.

The following is an example of Cancel Monthly Payment Results Screen.

Cancel Monthly Payment Results

State: Arkansas **County:** Crawford Help

NOTE: Some of the information displayed below is not stored in the database. Please print this page for your records and further reference.

Dairy Operation - Contract No. & Processed Date	Producer	Contract Period	Payment Amount ($)	Cancel Payment Message
JJC Dairy -1 Tue 03/10/2009 07:21:37 CDT	RENFROE FAMILY LIVING TRUST	2009, November	$ 3,852.24	Successfully cancelled the payment of $ 3852.24.
JJC Dairy -1 Tue 03/10/2009 07:21:37 CDT	EARL DOLLARD	2009, November	$ 0.00	Successfully cancelled the $ 0.00 Payment.
JJC Dairy -1 Tue 03/10/2009 07:21:37 CDT	PIXLEY AND SON DAIRY	2009, November	$ 0.00	Successfully cancelled the $ 0.00 Payment.

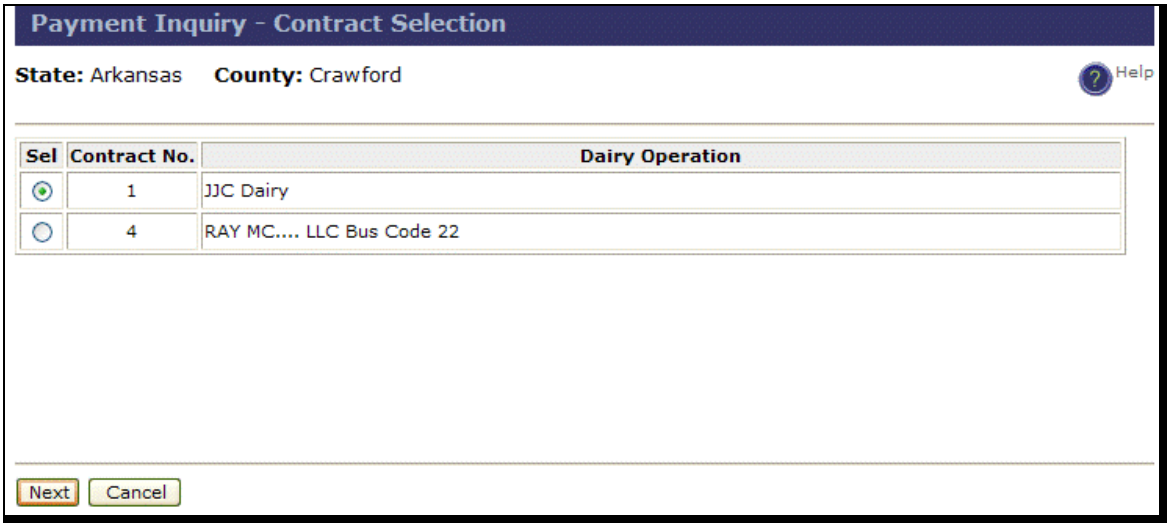
Print Home

To print screen, CLICK "**Print**".**--***

*--84 Payments (Continued)

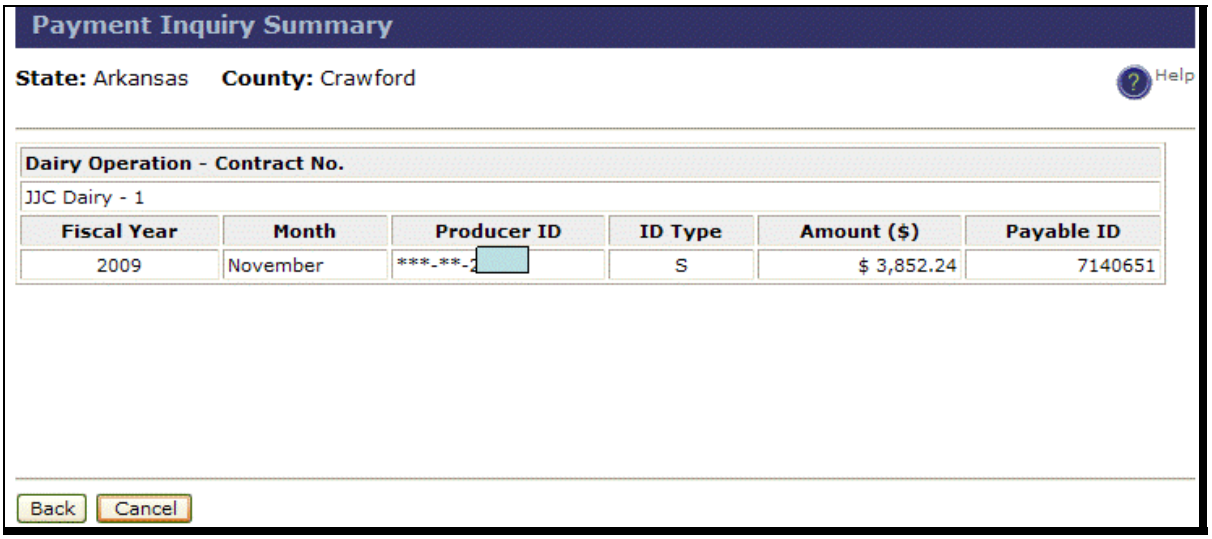
C Payment Inquiry

To make a payment inquiry, under “MILC Menu”, “Payments”, CLICK “**Payment Inquiry**”. The Payment Inquiry - Contract Selection Screen will be displayed listing all dairy operations for which payment requests have been submitted. The following is an example of the Payment Inquiry – Contract Selection Screen.



Select a dairy operation and CLICK “**Next**”. The Payment Inquiry Summary Screen will be displayed.

The following is an example of the Payment Inquiry Summary Screen.



--*

*--85 Reports

A MILC Report Menu

MILC provides the following reports in PDF and Excel formats:

- **Contracts with Maximum Production -** contracts at the maximum **paid** production limit in pounds
- **Payment Activity** – contracts and the associated producers with payment activity for a given period
- **Contract with Zero Payment Activity** – contracts **without** payment activity for a given period
- **Payment Start Month –** designated start months of contracts for the specified FY's
- **Production Summary –** summarizes the production per contract and producer for a given period.

B Generating MILC Reports

To generate any MILC report, under "MILC Menu", "Reports", CLICK "**MILC Report**". The MILC Reports Screen will be displayed. The follow is an example of the MILC Reports Screen.

Under "MILC Report Menu", "Report List", click a report and complete the applicable search criteria.

Note: Only the **Payment Start Month** and **Production Summary Reports** are available for the application phase (Phase 1).--*

*--86 Other Functions

A Changing Counties

To change a county in a multi-county FSA Service Center, under “MILC Menu”, “Other”, CLICK “**Change County**”. The Select County Screen will be displayed.

The following is an example of the Select County Screen.

Click a county and CLICK “**Submit**”.**--***

Reports, Forms, Abbreviations, and Redelegations 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 (HELC) and Wetland Conservation (WC) Certification		10, 37, 62
CCC-36	Assignment of Payment		60, 62
CCC-580	Milk Income Loss Contract (MILC)	38	Text
CCC-580 Appendix	Appendix to Form CCC-580, Milk Income Loss Contract	Ex. 5	37, 38, 43, 70
CCC-580M	Milk Income Loss Contract (MILC) Modification	44	11, 28, 43, 50, 51, 53
CCC-580S	Milk Income Loss Contract (MILC) Supplemental	39	11, 37
CCC-582	Milk Income Loss Contract (MILC) Agent Application Agreement	61	60, 62
CCC-770 Eligibility	Eligibility Checklist		2, 37
CCC-770 MILC	Milk Income Loss Contract Program (MILC) Checklist	45	37, 46
CCC-901	Member's Information		11, 37
CCC-902E	Farm Operating Plan for an Entity for 2009 and Subsequent Program Years		11, 37
CCC-902I	Farm Operating Plan for an Individual for 2009 and Subsequent Program Years		11, 37
CCC-926	Eligibility Average Adjusted Gross Income Certification Statement		10, 37
FSA-211	Power of Attorney		60-62
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		11
I-551	Alien Registration Receipt Card		10, 39
SF-1199A	Direct Deposit Signup Form		20

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

Abbreviations Not in 1-CM

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	10, 12, 37
DMLA	Dairy Marketing Loss Adjustment	10, 52, 53
EIN	employer identification number	39
MILC	Milk Income Loss Contract	Text
NPS	National Payment Service	20, 82, 84

Redelegations of Authority

Redelegation	Reference
Except for CCC-580's and any other program documents that CED has a monetary interest, COC may delegate the authority to approve or disapprove CCC-580's and any other program documents to CED.	3
Except for CCC-580's and any other program documents that the Federal and non-Federal County Office employee approving has a monetary interest, CED may delegate the authority to approve or disapprove CCC-580's and any other program documents to Federal and non-Federal County Office employees.	3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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	Cancel Payment Summary Screen	84
	Cancel Payment-Contract Selection Screen	84
	Change Contract – Contract Selection Screen	81
	Change Contract Screen	81
	Change Contract Summary Screen	81
	Contract Inquiry – Contract Selection Screen	81
	Contract Inquiry Summary Screen	81
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	Payment Inquiry – Contract Selection Screen	84
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	Update Producer – Add Producer Screen	82
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	Update Producer Main Screen	82
	Update Producer Summary Screen	82
	Update Production – Contract Selection Screen	83
	Update Production Screen	83
	Update Production Screen	83
	Update Production Summary Screen	83
	Update Production Summary Screen	83