

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Milk Income Loss Contract Program 11-LD (Revision 2)	Amendment 7
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 9, subparagraphs 84 D and E have been added to provide instructions for processing MILC corrections.

Page Control Chart		
TC	Text	Exhibit
3	9-43, 9-44 9-45 through 9-52 (add) 9-53 (add)	3, page 1

Table of Contents (Continued)

Part 9 Processing MILC Program Applications and Payments

80	Getting Started	9-1
81	Contracts	9-4
82	Producers.....	9-17
83	Production.....	9-30
84	Payments.....	9-37
85	Reports	9-52
86	Other Functions.....	9-53

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4	(Reserved)
5	CCC-580 Appendix

*--84 Payments (Continued)

D Payment Corrections

Note: The MILC Payment Corrections software is fully functional to correct all existing payments. However, should it become necessary to correct the same contract **more than twice** before payment is issued, contact the Application Support Group at 800-225-2434 for assistance before attempting to access Payment Corrections.

To process a payment correction, under “Payments”, CLICK “**Payment Correction**”. The Payment Correction - Contract Selection Screen will be displayed with all MILC contracts with payments requested for the selected county.

Select the following information:

- FY of the contract payment month
- contract to be corrected.

After selection has been made, CLICK “**Next**”. The Payment Correction - Contract Edit Screen will be displayed.

Payment Correction - Contract Selection

State: Arkansas County: Crawford ? Help

All required fields are denoted by an asterisk (*).

* Select Fiscal Year: 2008 2009 2010 2011 2012

Sel	Contract No.	Dairy Operation
<input type="radio"/>	1	JJC Dairy
<input type="radio"/>	4	Bus Codes 00 and 04
<input type="radio"/>	6	Bus Code 03 KENT JAMES
<input type="radio"/>	7	ABC Dairy
<input type="radio"/>	8	DDE Dairy
<input checked="" type="radio"/>	9	XYZ MILK Factory

MilcCorrections01

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*--84 Payments (Continued)

D Payment Corrections (Continued)

On the following Payment Correction - Contract Edit Screen, the following information will be displayed:

- contract number
- dairy operation name
- contract from date
- FY
- payment start month.

Users can edit the following information:

- contract from date
- payment start month.

It is **not** necessary to make changes on this screen to progress to the Payment Correction - Edit Screen. CLICK “Next” to continue, if **no** changes are needed. If changes are needed, make the changes and CLICK “Next”. The Payment Correction - Edit Screen will be displayed.

Payment Correction - Contract Edit

State: Arkansas **County:** Crawford ? Help

All required fields are denoted by an asterisk (*).

Contract No.: 9

Dairy Operation: XYZ MILK Factory

* Contract From Date (mm/dd/yyyy):

Fiscal Year: 2009

* Payment Start Month: ▼

Changes to the MILC payment start month must be received in the COF from the dairy operation on or before the 14th of the month prior to the:

- Month originally selected by the dairy operation as their MILC production start month.
- First day of the newly desired production start month.

MilcCorrections02

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*--84 Payments (Continued)

D Payment Corrections (Continued)

The following Payment Correction - Edit Screen will be displayed with all contract periods for the selected FY for the dairy operation in which payment was requested.

Note: Scroll down to view all contract periods for the dairy operation.

Payment Correction - Edit

State: Arkansas County: Crawford ? Help

All required fields are denoted by an asterisk (*).

Contract No.: 9 Dairy Operation: XYZ MILK Factory

Contract From Date (mm/dd/yyyy): 04/05/2009

Payment Start Month: May Fiscal Year: 2009

Contract Period: August Amount (\$): 13,468.50

* Recorded Pounds (lb): * Date Received (mm/dd/yyyy):

Recheck Eligibility/AGI: * Correction Effective Date (mm/dd/yyyy):

By checking this box, only Eligibility/AGI for this Contract Period will be rechecked. No other changes will be processed.

MilcCorrections03

On the Payment Correction - Edit Screen, users can edit the following information, as applicable:

- recorded pounds
- date production evidence was received--*

*--84 Payments (Continued)

D Payment Corrections (Continued)

- recheck eligibility/AGI

Notes: Check (✓) the “Recheck Eligibility/AGI” box **only** when the eligibility criteria for the producers in this contract period are to be rechecked.

If payable has been signed, an additional payable will be created for the previously ineligible portion of the payment for this contract period.

If payment is unsigned, the previous payable will be canceled and a new payable will be issued for the entire amount due for this contract period.

No other changes will be processed, other than rechecking eligibility/AGI.

Do **not** check (✓) the “Recheck Eligibility/AGI” box to do any of the following:

- add a producer
- delete a producer
- change producer information
- change production pounds.

For additional information on recheck eligibility, CLICK “

- correction effective date

Note: Users enter the date the corrections for this contract period is to be effective, according to this table.

IF the event that caused the change occurred...	THEN in the “Correction Effective Date” field, enter the date the...
on or before the date the production evidence was received	production evidence was received.
after the production evidence was received	event actually occurred. Note: CLICK “  <ul style="list-style-type: none"> • add producer

Note: To add a producer to a contract period, CLICK “**Add Producer**” displayed for each contract period (scroll down).--*

*--84 Payments (Continued)

D Payment Corrections (Continued)

- producer information.

Note: The producer information can be edited as follows (scroll down):

- CLICK “**Delete**” to remove everything for this producer associated with this contract month
- pay “**Y**” when producer accepts payment or pay “**N**” when producer refuses payment
- shares (**must** total 100 percent).

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

*--84 Payments (Continued)

D Payment Corrections (Continued)

The following Payment Correction - Summary Screen summarizes all the changes made on the Payment Correction - Edit Screen. Review the data and **verify** that **no** overpayments are included. Overpayment processing is **not** authorized until directed by DAFP.

Payment Correction - Summary									
State: Arkansas County: Crawford ? Help									
Contract No.: 9 Dairy Operation: XYZ MILK Factory									
Contract From Date (mm/dd/yyyy): 04/05/2009									
Payment Start Month: May					Fiscal Year: 2009				
Contract Period: August					Amount (\$): \$ 14,371.88				
Recorded Pounds (lb): 875,000					Date Received (mm/dd/yyyy): 08/30/2009				
					Correction Effective Date (mm/dd/yyyy): 09/05/2009				
Producer Information									
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC
Chg	Bob Dairy ***.**-836	S	Y	45.00 %	Y	\$ 6,734.25	\$ 6,467.35	-\$ 266.90	Y
Chg	Jane Dairy ***.**-900	S	Y	55.00 %	Y	\$ 6,734.25	\$ 7,904.53	\$ 1,170.28	N
Contract Period: July					Amount (\$): \$ 10,881.68				
Recorded Pounds (lb): 705,000					Date Received (mm/dd/yyyy): 07/31/2009				
					Correction Effective Date (mm/dd/yyyy): 07/31/2009				
Producer Information									
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC
Chg	Bob Dairy ***.**-836	S	Y	50.00 %	Y	\$ 3,634.94	\$ 5,440.84	\$ 1,805.90	Y
Chg	Jane Dairy ***.**-900	S	Y	50.00 %	Y	\$ 8,481.54	\$ 5,440.84	-\$ 3,040.70	N
Contract Period: June					Amount (\$): \$ 12,795.91				
Recorded Pounds (lb): 695,000					Date Received (mm/dd/yyyy): 06/30/2009				
					Correction Effective Date (mm/dd/yyyy): 07/15/2009				
Producer Information									
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC
Chg	Bob Dairy ***.**-836	S	Y	60.00 %	Y	\$ 7,677.55	\$ 7,677.55	\$ 0.00	Y
Chg	Jane Dairy ***.**-900	S	Y	40.00 %	Y	\$ 5,118.36	\$ 5,118.36	\$ 0.00	N
Contract Period: May					Amount (\$): \$ 10,050.68				
Recorded Pounds (lb): 685,000					Date Received (mm/dd/yyyy): 05/31/2009				
					Correction Effective Date (mm/dd/yyyy): 06/10/2009				
Producer Information									
Del/Chg	Producer ID	ID Type	Accept	Share (%)	Eligible (Y/N/P/R)	Original Amount (\$)	New Amount (\$)	Difference (\$)	POC

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*--84 Payments (Continued)

D Payment Corrections (Continued)

Notes: On the Payment Correction - Summary Screen, click either of the following:

- “Submit” to accept the changes; the Payment Correction Summary Result Screen will be displayed
- “Back”; the Payment Correction - Edit Screen will be redisplayed.

A negative amount in the “Difference” column indicates that a receivable will be created for the amount shown. The producer was overpaid.

A positive amount in the “Difference” column is the additional payment that will be made to the dairy operation. The producer was underpaid.

On the following Payment Correction Summary Result Screen, click either of the following:

- “Print” to print the Payment Correction Summary Result Screen
- “Home” to return to the MILC Home Page.

Payment Correction Summary Result

State: Arkansas **County:** Crawford

Contract #9

<ul style="list-style-type: none"> • Payment cancelled for I • Payment processed for • Payment cancelled for • Payment processed for • Payment cancelled for • Payment processed for • Payment cancelled for • Payment processed for • Payment cancelled for #8245178. • Payment processed for #8244251. • Payment cancelled for I • Payment processed for #8245181. 	<ul style="list-style-type: none"> Bob Dairy Bob Dairy Jane Dairy Jane Dairy Bob Dairy Bob Dairy Jane Dairy Jane Dairy Bob Dairy Bob Dairy Jane Dairy Jane Dairy 	<ul style="list-style-type: none"> (***_**-836') in the amount of \$3,015.20, Month May, Payable ID #8245175. (***_**-836) in the amount of \$7,035.20, Month May, Payable ID #8244249. (***_**-900) in the amount of \$7,035.48, Month May, Payable ID #8244245. (***_**-900) in the amount of \$3,015.20, Month May, Payable ID #8245179. (***_**-836) in the amount of \$3,634.94, Month July, Payable ID #8245177. (***_**-836) in the amount of \$5,440.84, Month July, Payable ID #8244250. (***_**-900) in the amount of \$8,481.54, Month July, Payable ID #8244247. (***_**-900) in the amount of \$5,440.84, Month July, Payable ID #8245180. (***_**-836) in the amount of \$6,734.25, Month August, Payable ID #8245178. (***_**-836) in the amount of \$6,467.35, Month August, Payable ID #8244251. (***_**-900) in the amount of \$6,734.25, Month August, Payable ID #8244248. (***_**-900') in the amount of \$7,904.53, Month August, Payable ID #8245181.
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[Back to Top ^](#)

MilcCorrections06

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*--84 Payments (Continued)

E MILC Payment Correction Messages

The following messages may be displayed during MILC payment corrections.

Message	Reason	Recommendation
NPS Messages		
“The payment is not in awaiting processing status.”	The user issues a payment and immediately proceeds to cancel the payment.	Allow time before canceling or correcting a payment request. This is a timing issue. If the problem continues, call the National Help Desk and provide the error message.
“Cause for “intervention.””	Overpayment is sent to NPS and error was received.	Contact the National Help Desk for assistance providing the following information: <ul style="list-style-type: none"> • the error message • State, county, and contract number • payable ID and amount in question.
“Error: Error generating monthly payment: Connection to NPS timed out. Partial payment(s) may have been made - please verify using Payment Inquiry.”	Self-explanatory. Follow the instruction in the error message and check payment on NPS Worklist.	If not on NPS Worklist, try the monthly payment again.
“gov.usda.fsa.accounting.common.b businessexception.BUSINESS_FATAL_EXC=WebServiceFatalException - kramer - An error has occurred which prevents us from processing your request. If this problem persists, please contact the OCIO/ITS Service Desk at (800) 255-2434 or your State IT Specialist.”	SCIMS issue with MILC overpayments/ underpayments. A joint venture had 1 member that did not have a legacy link to the county, so MILC received the message from NPS.	Enhanced messaging will be provided in a forthcoming NPS release.

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*--84 Payments (Continued)

E MILC Payment Correction Messages (Continued)

Message	Reason	Recommendation
MILC Messages		
Message Received on Home Page: “Error while creating executing prepared statement update: {Microsoft} {SQLServer 2000 Driver for JDBC} {SQL Server} Violation of PRIMARY KEY constraint PK_FUND_ALLOTMENT_RECOVERY ’> Cannot insert duplicate key in object ‘FUND_ALLOTMENT_RECOVERY’.”	NPS function is offline.	Use the “Resume” functionality to complete the process.
“Error: No correctable monthly payments found for this Fiscal Year.”	No payments recorded for the selected dairy operation for the selected FY.	
“Successfully processed - contract #XXX.”	Small change to production did not result in additional payment to producers.	
On Payment Correction Summary Page, “No Change” in the “Del/Chg” column. Note: There will not be an active “Submit” button on the Summary Page.	Change was not made through the correction process.	
“Error: Correction Effective Date cannot be blank if there are other changes in the period.”	Correction effective date is a required entry.	
On Home Page, “Payment processed for DAIRY GP (xx-xxxxxxx) in the amount of \$##.##, Month APRIL, Payable ID #XXXXXX.”	Correction caused an underpayment.	
On Home Page, “Receivable processed for XXX FARMS (xx-xxxxxxx) in the amount of \$##.##, Receivable ID #XXXX.”	Correction caused an overpayment.	
SCIMS Messages		
“Error: Cannot process payment because producer (tax id #) TAX ID has changed. Use the Update Producer option to Remove the old Tax ID and Add the new TAX ID (tax id #).”	A valid TIN has been entered and duplicates exist in SCIMS.	MILC will give the user an error message to correct the problem in SCIMS before proceeding in MILC.
“Error: Active Producer not found in SCIMS or No Legacy Link for Tax ID: xxx-xx-xxxx.”	A producer is inactive in SCIMS, when user selected “Add Producer”.	

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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.

Sel	County	State
OZARK SERVICE CENTER		
FRANKLIN COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Franklin	Arkansas
FORT SMITH SERVICE CENTER		
SEBASTIAN COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE		
<input type="radio"/>	Crawford	Arkansas
<input type="radio"/>	Scott	Arkansas

Submit

MilSelectCounty01

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

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
MilcCancelMonthlyPayment03	Cancel Monthly Payment Results Screen	84
MilcCancelMonthlyPayment02	Cancel Payment Summary Screen	84
MilcCancelMonthlyPayment01	Cancel Payment-Contract Selection Screen	84
MilcContractSelection01	Change Contract – Contract Selection Screen	81
MilcChangeContract01	Change Contract Screen	81
MilcContractSummary01	Change Contract Summary Screen	81
MilcContractSelection02	Contract Inquiry – Contract Selection Screen	81
MilcContractSummary02	Contract Inquiry Summary Screen	81
	eAuthentication Login Screen	80
MilcHome01	MILC Home Page	80, 81, 82, 83
MilcReports01	MILC Reports Screen	85
MilcMonthlyPayment01	Monthly Payment Request – Contract Selection Screen	84
MilcMonthlyPayment03	Monthly Payment Request Results Screen	84
MilcMonthlyPayment02	Monthly Payment Request Summary Screen	84
MilcCorrections02	Payment Correction - Contract Edit Screen	84
MilcCorrections01	Payment Correction - Contract Selection Screen	84
MilcCorrections03	Payment Correction - Edit Screen	84
MilcCorrections04	Payment Correction - Summary Screen	84
MilcCorrections06	Payment Correction Summary Result Screen	84
MilcInquirePayment01	Payment Inquiry – Contract Selection Screen	84
MilcInquirePayment02	Payment Inquiry Summary Screen	84
	Producer Inquiry – Contract Selection Screen	82
MilcProducerSummary02	Producer Inquiry Summary Screen	82
	Production Inquiry Summary Screen	83
MilcRecordContract01	Record Contract Screen	81
MilcRecordContract02	Record Contract Summary Screen	81
MilcContractSelection06	Resolve Transfer – Contract Selection Screen	81
MilcContractSummary06	Resolve Transfer Summary Screen	81
MilcSelectCounty01	Select County Screen	80, 86
MilcContractSelection05	Transfer Contract – Contract Selection Screen	81
MilcContractSelection05	Transfer Contract Summary Screen	81
MilcProducer03	Update Producer – Add Producer Screen	82
MilcProducerSelect01	Update Producer – Contract Selection Screen	82
MilcProducer03	Update Producer – Edit Producer Screen	82
MilcProducer02	Update Producer Main Screen	82
MilcProducerSummary01	Update Producer Summary Screen	82
MilcProducerSummary01	Update Production – Contract Selection Screen	83
MilcProduction03	Update Production Screen	83
MilcProduction02	Update Production Screen	83
MilcProducerSummary01	Update Production Summary Screen	83
MilcProduction03	Update Production Summary Screen	83

