# FSA
## HANDBOOK

# Price Support Commodity Loan Processing System Automation for 2015 and Subsequent Years

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

16-PS

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

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

| Price Support Commodity Loan Processing System Automation for 2015 and Subsequent Years 16-PS | Amendment 1 |
|---|---|

**Approved by:** Acting Deputy Administrator, Farm Programs

Bradley Karmen

## Amendment Transmittal

### A Reason for Issuance

This handbook has been issued to provide procedure for web-based commodity loan functions using CLPS.

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# Part 1 General Information

## 1 Purpose

### A Handbook Purpose

This handbook provides automation procedure to State and County Offices for administering commodity loans using CLPS for 2015 and subsequent crop years.

### B Responsibilities

PECD has the responsibility for the instructions in this handbook. PSD has the responsibility for policy in 8-LP and other commodity handbooks.

### C Related Handbooks

FSA handbooks related to commodity loans are listed in this table.

| Handbook | Purpose |
|---|---|
| 9-AO | Audits and investigations. |
| 16-AO | State and county organization and administration. |
| 1-APP | Program appeals, mediation, and litigation. |
| 25-AS | State and county records operations. |
| 1-CM | Signatures, powers of attorney, common management, and operating provisions. |
| 2-CM | Farm reconstitutions. |
| 3-CM | Farm, tract, and crop data. |
| 9-CM | Common Payment System. |
| 1-CMA | Eligibility and payment limitation procedures for CMA's, DMA's, and LSA's. |
| 7-CN | Cotton. |
| 2-CP | Acreage reports, acreage determinations, and spot checks. |
| 7-CP | Finality rule and equitable relief. |
| 1-FI | Issuing payments. |
| 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 in NRRS. |
| 2-LP Grains and Oilseeds | Provisions for grains and oilseeds. |
| 2-LP Honey | Provisions for honey. |
| 2-LP Peanuts | Provisions for peanuts. |
| 2-LP Rice | Provisions for rice. |
| 8-LP | General loan making provisions. |
| 3-PL | Web-based subsidiary files. |
| 5-PL | Payment eligibility, payment limitation, and average AGI. |
| 15-PS | eLDP provisions. |
| 10-SU | Sugar. |

## 2 CLPS Background and Functionality

### A Overview

CLPS:

- is a web-based loan making system for processing commodities eligible for commodity loans
- uses eAuthentication in the same manner that National, State, and County Offices use for other web-based programs
- operates through a centralized database
- is available 24 hours a day, 7 days a week, **except** during routine backups and maintenance.

### B Functionality

Follow the instructions in this handbook when using CLPS to accomplish automated functions for the following activities:

- loan making
- loan servicing
- corrections.

## 3-19 (Reserved)

# Part 2 Commodity Loan Processing System (CLPS)

## 20 Security Roles

### A State Office Security Roles

State Office users **must** request access using FSA-13-A with a State role of "app.fsa.clps.stateadmin".

### B County Office Security Roles

County Office users automatically have access to CLPS based on their County Office assignments.

## 21 Accessing CLPS

### A Commodity Loan Processing System

Access CLPS from the FSA Applications Screen at **http://intranet.fsa.usda.gov/fsa/applications.asp**.

From the FSA Applications Screen:

- CLICK "**A-C**"
- CLICK "**CLPS**" to display the eAuthentication Screen
- CLICK "**Log In LincPass (PIV)**" and enter PIV pin, or enter user ID and password and CLICK "**Login**", to display the Select Administrative County Screen.

### B Example of the Select Administrative County Screen for County Office Users

Following is an example of the Select Administrative Screen for County Office users.

## 21 Accessing CLPS (Continued)

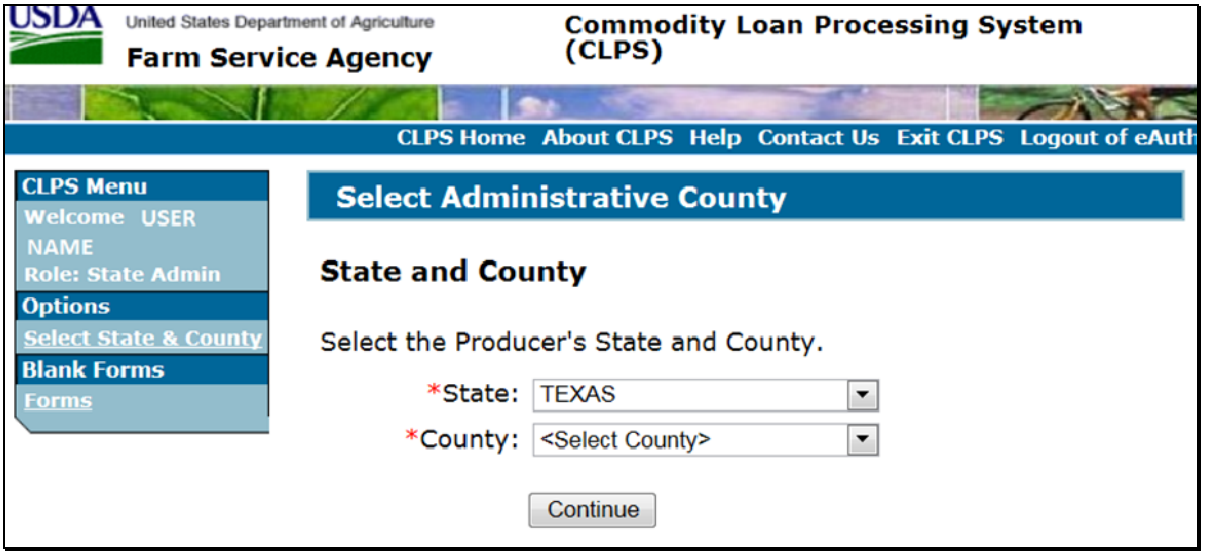
### C Action

On the Select Administrative County Screen for County Office users:

- using the “State” and “County” drop-down lists, select the State and county
- CLICK “**Continue**” to display the Search Loans Screen.

### D Example of the Select Administrative County Screen for State Office Users

Following is an example of the Select Administrative Screen for State Office users.




### E Action

On the Select Administrative County Screen for State Office users:

- using the “State” drop-down list, select the State
- using the “County” drop-down list, select the county
- CLICK “**Continue**” to display the Search Loans Screen.

## 22 Search Loans

### A Overview

The Search Loans Screen is the starting point for selecting producers or loans to process loans.

## 22 Search Loans (Continued)

### B Example of the Search Loans Screen

Following is an example of the Search Loans Screen.

### C Action

On the Search Loans Screen, users can search for either the producer or for the specific loan.

To search by producer:

- using the "Crop Year" drop-down list, select the crop year
- CLICK "**Producer**"
- CLICK "**Search**" to display the SCIMS Search Page
- select the applicable producer to display the Search Results Screen.

To search by the loan number:

- using the "Crop Year" drop-down list, select the crop year
- CLICK "**Loan Number**"
- enter the loan number

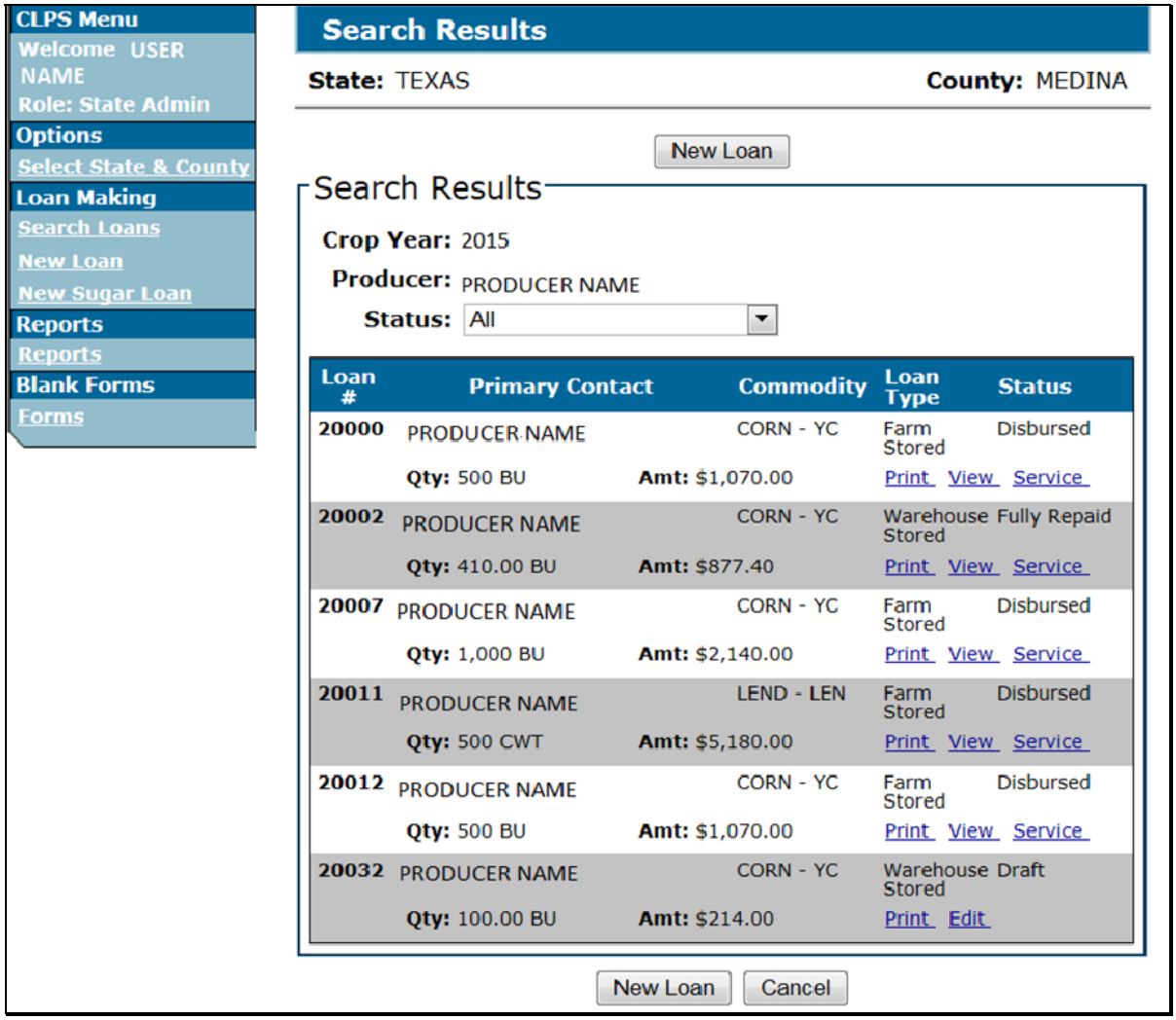
  **Note:** "Loan Number" field can be left blank. If left blank, a list of all loans in the county will be displayed on the Search Results Screen.

- CLICK "**Search**" to display the Search Results Screen.

## 22 Search Loans (Continued)

### D Example of the Search Results Screen

Following is an example of the Search Results Screen.




## 23-29 (Reserved)

# Part 3 Pre-Loan Making Activities

## 30 Eligibility

### A Overview

Before a loan can be entered into CLPS the following are required:

- FSA-578 filed for the specified crop and crop year
- COC maximum yield and allocated percentage established
- customer profile created for the specified crop and crop year in LDP
- appropriate boards and entities associated with the county loaded in Business Partner
- CCC-10 on file for producer. The county cannot create the profile until CCC-10 is filed.

## 31 COC Maximum Yields and Allocated Percentage

### A Overview

Annually, COC's **must** determine reasonable estimates of yields for each commodity available for loan based on crop and weather conditions according to 8-LP. The yield **must** be entered in the eLDP table.

An allocated percentage **must** be entered for each commodity placed under loan to provide the maximum quantity that can be used for loan applications in CLPS. The COC-established maximum yields and allocated percentage **must** be recorded **before** a loan is processed for a commodity.

For CY 2015 and subsequent crop years, the allocated percentage **must** be entered as "100" in eLDP.

## 31 COC Maximum Yields and Allocated Percentage (Continued)

### B Example of the County Commodity Yields Screen

Following is an example of the County Commodity Yields Screen in eLDP.

**County Commodity Yields**

**County FSA Office:** HARTLEY **State/County Code:** TX205 **Telephone:** (806)365-4453 x2

Crop Year: 2015 GO

| Commodity | Class | UOM | Irr. Yield | Non-Irr. Yield | Allocated |
|---|---|---|---|---|---|
| BARLEY | | Bushels | | | |
| CANOLA | | Cwt. | | | |
| CHICKPEAS | Large | Cwt. | | | |
| CHICKPEAS | Small | Cwt. | | | |
| CORN | | Bushels | | | |
| COTTON | | Lbs. | | | |
| COTTON-ELS | | Lbs. | | | |
| CRAMBE | | Cwt. | | | |
| DRY PEAS | | Cwt. | | | |
| FLAXSEED | | Cwt. | | | |
| LENTILS | | Cwt. | | | |
| MUSTARD | | Cwt. | | | |
| OATS | | Bushels | | | |
| PEANUTS | Runner | Tons | | | |
| PEANUTS | Spanish Southeast | Tons | | | |
| PEANUTS | Spanish Southwest | Tons | | | |
| PEANUTS | Valencia | Tons | | | |
| PEANUTS | Virginia | Tons | | | |
| RAPESEED | | Cwt. | | | |
| RICE | Long | Cwt. | | | |
| RICE | Medium | Cwt. | | | |

## 31 COC Maximum Yields and Allocated Percentage (Continued)

### C Action

From the FSA Applications Screen:

- CLICK "**D-F**"
- CLICK "**eLDP – Electronic Loan Deficiency Payments**" to display the eAuthentication Screen
- CLICK "**Log In LincPass (PIV)**" and enter PIV pin, or enter user ID and password and CLICK "**Login**", to display the Welcome to Price Support Screen
- from the left navigation menu, CLICK "**Administrative**"
- from the left navigation menu, CLICK "**COC Max Yield**" to display the County Commodity Yield Screen
- enter yields, as applicable
- in the "Allocated %" field, ENTER "**100**"
- CLICK "**Submit**".

## 32 Customer Profiles

### A Overview

A customer profile **must** be established **before** processing a loan application in CLPS or the eLDP system. The eLDP system provides the capability to establish common and joint operation profiles. Common profiles include individual producers, corporations, and all other SCIMS business types **except** joint operations. Joint operation profiles are created for entities with SCIMS business codes "02", general partnerships and "03", joint ventures.

FSA-578 **must** be completed and certified through the Crop Acreage Reporting System **before** establishing the customer profile in the eLDP system. Commodities other than wool, pelts, and honey are populated directly from FSA-578 information and loaded for an individual producer or joint operation. If an eligible commodity does **not** populate, the user **must** first ensure that FSA-578 information is correct and COC maximum established yields and the allocated percentage is loaded according to paragraph 31.

## 32 Customer Profiles (Continued)

### B Example of the Customer Profile Screen

Following is an example of the Customer Profile Screen in eLDP.

### C Action

From the FSA Applications Screen:

- CLICK "**D-F**"
- CLICK "**eLDP – Electronic Loan Deficiency Payments**" to display the eAuthentication Screen
- CLICK "**Log In LincPass (PIV)**" and enter PIV pin, or enter user ID and password and CLICK "**Login**", to display the Welcome to Price Support Screen
- from the left navigation menu, CLICK "**Customer Profile**".

## 33 Establishing Customer Profiles

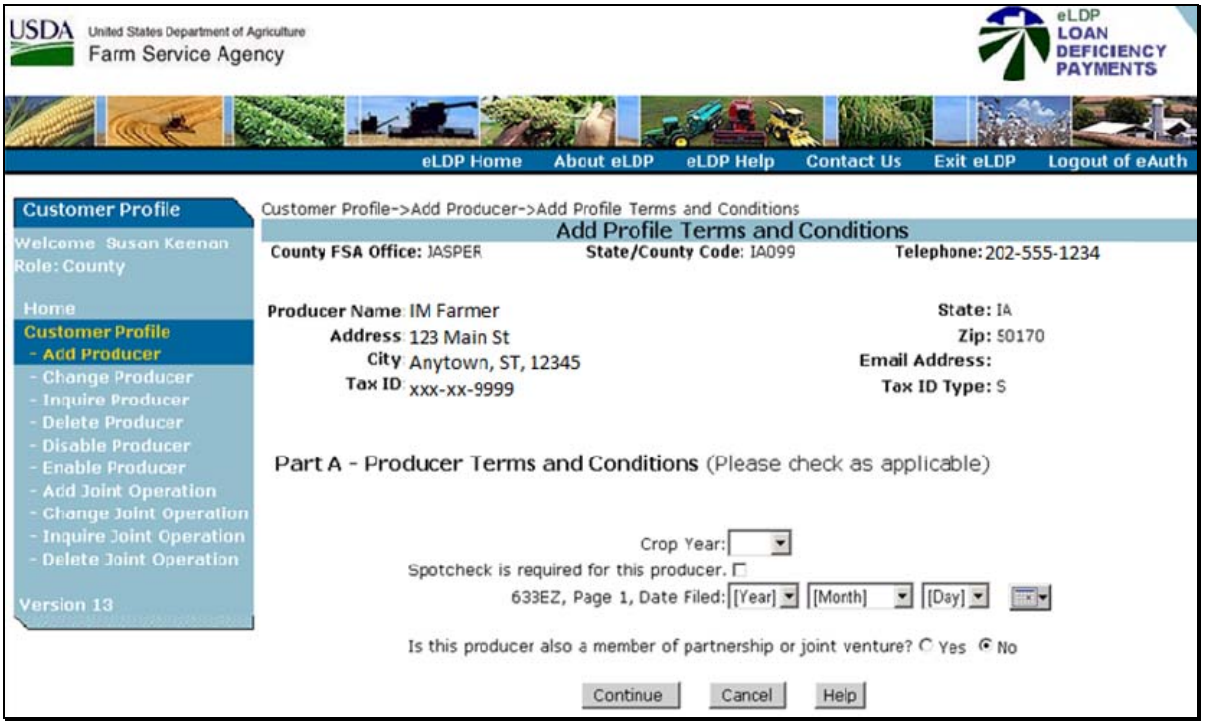
### A Overview

Customer profiles are county specific. If the customer has acreage reports recorded in multiple counties, a customer profile **must** be established in each county.

## 33 Establishing Customer Profiles (Continued)

### B Example of the Customer Profile Screen

Following is an example of the Customer Profile Screen in eLDP.




### C Action

From the FSA Applications Screen:

- CLICK "**D-F**"
- CLICK "**eLDP - Electronic Loan Deficiency Payments**" to display the eAuthentication Screen
- CLICK "**Log In LincPass (PIV)**" and enter PIV pin, or enter user ID and password and CLICK "**Login**", to display the Welcome to Price Support Screen
- from the left navigation menu, CLICK "**Customer Profile**"

## 33 Establishing Customer Profiles (Continued)

### C Action (Continued)

- CLICK "**Add Producer**" to display the SCIMS Search Page
- select applicable producer
- select applicable crop year
- CLICK "radio button" to answer if a spot check is required for this producer
- enter date CCC-633 EZ, Page 1 was filed or if **not** filed, enter the current date
- CLICK "**Continue**".

### D Example of the Profile Summary Screen After a Customer Profile Has Been Added

Following is an example of the Profile Summary Screen after a customer profile has been added.

eLDP Home | About eLDP | eLDP Help | Contact Us | Exit eLDP | Logout of eAuth

Customer Profile->Inquire Producer->Producer Search->Profile Summary

**Profile Summary**

**County FSA Office:** MEDINA **State/County Code:** TX325 **Telephone:**

**Producer Name:** **State:**
**Address:** **Zip:**
**City:** **Email Address:**

**Part A - Producer Terms and Conditions**

Is spotcheck required for this producer?N

**Part B - Producer Allocation Information**

Crop Year: 2015
Cropland Factor: 1.0
Combined Permitted/AGI Factor: 1.0
Effective Allocation Factor: 1.0

**Commodity Detail**

| Commodity | Class | Farm Number | Compl Class | COC Irr. Yield | COC Non-Irr. Yield | Reasonable Quantity | Allocated Quantity |
|---|---|---|---|---|---|---|---|
| CANOLA | Canola | 0007135 | SPR | 100.00 | 100.00 | 3,000.00 | 3,000.00 |
| HONEY | Non-Table | ALL | | 0.00 | 0.00 | 100,000.00 | 100,000.00 |
| HONEY | Table | ALL | | 0.00 | 0.00 | 100,000.00 | 100,000.00 |
| WHEAT | Soft Red Winter | 0007135 | SRW | 100.00 | 100.00 | 3,000.00 | 3,000.00 |
| WHEAT | Soft Red Winter | 0007134 | SRW | 100.00 | 100.00 | 5,000.00 | 5,000.00 |
| WOOL | Graded | ALL | | 0.00 | 0.00 | 100,000.00 | 100,000.00 |
| WOOL | Ungraded | ALL | | 0.00 | 0.00 | 100,000.00 | 100,000.00 |

**Commodity Summary**

| Commodity | Class | 633EZ Date Filed | Total Reasonable Quantity | Total Allocated Quantity | Total Available Quantity |
|---|---|---|---|---|---|
| CANOLA | Canola | 01/01/2015 | 3,000.00 | 3,000.00 | 3,000.00 |
| HONEY | Non-Table | 01/01/2015 | 100,000.00 | 100,000.00 | 100,000.00 |
| HONEY | Table | 01/01/2015 | 100,000.00 | 100,000.00 | 100,000.00 |
| WHEAT | Soft Red Winter | 01/01/2015 | 8,000.00 | 8,000.00 | 8,000.00 |
| WOOL | Graded | 01/01/2015 | 100,000.00 | 100,000.00 | 100,000.00 |
| WOOL | Ungraded | 01/01/2015 | 100,000.00 | 100,000.00 | 100,000.00 |

OK | Profile Summary as PDF

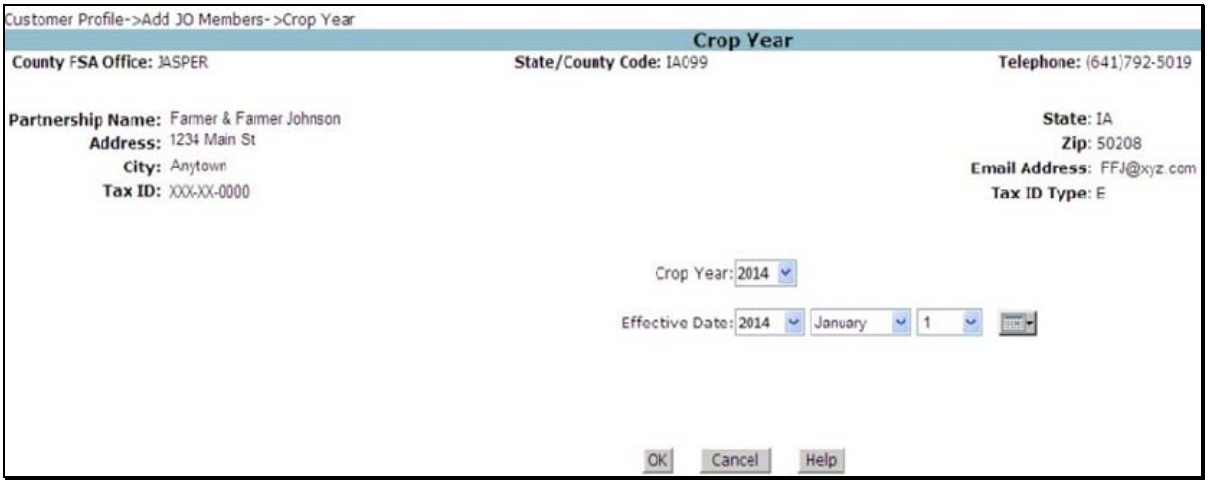
# 34 Establishing Customer Profile for Joint Operations

## A Overview

Joint operation profiles are created for entities with SCIMS business codes “02”, for general partnerships and “03”, for joint ventures.

## B Example of the Crop Year Screen for a Joint Operation Customer Profile

Following is an example of the Crop Year Screen for a joint operation customer profile.




## C Action

From the FSA Applications Screen:

- CLICK “**D-F**”
- CLICK “**eLDP - Electronic Loan Deficiency Payments**” to display the eAuthentication Screen
- CLICK “**Log In LincPass (PIV)**” and enter PIV pin, or enter user ID and password and CLICK “**Login**”, to display the Welcome to Price Support Screen
- from the left navigation menu, CLICK “**Customer Profile**”

## 34 Establishing Customer Profile for Joint Operations (Continued)

### C Action (Continued)

- CLICK "**Add JO Member**"
- CLICK "**OK**"
- on the SCIMS Customer Search Screen**,** select the joint operation using the applicable search criteria
- enter tax ID of the joint operation and **not** the ID of an individual
- select applicable crop year
- enter effective date of the joint operation

  **Important:** eLDP effective date refers to the date for which the profile is active for the crop year and **not** the date on which the operation was created. The effective date **must** be before the signed CCC-633 EZ, Page 1 date, or the current date, if CCC-633 EZ was **not** filed.

- CLICK "radio button" to answer if a spot check is required for this producer

  **Important:** Verify the name of the producer in the top left portion of the screen because the spot check selection entered on this screen pertains to that producer **only**.

- enter date CCC-633 EZ, Page 1 was filed for the operation in the applicable field, or the current date if CCC-633 EZ was **not** filed
- CLICK "**Continue**"
- at the bottom of the screen, CLICK "**Next Producer**" and repeat process for all members
- CLICK "**Add JO Members**" to complete the profile.

## 35 Associating Boards and Payment Entities

### A Overview

All counties that disburse loans **must** associate the "FSA & NRCS & RD Administrative Office & USDA ARS" payment entity to their respective County Office.

**Important:** Payments will fail if this entity is **not** associated to the county making the payment.

### B Action

From the FSA Applications Screen:

- CLICK "**G-O**"
- CLICK "**MIDAS–Modernize and Innovate the Delivery of Agricultural Systems**" to display the eAuthentication Screen
- CLICK "**Log In LincPass (PIV)**" and enter PIV pin, or enter user ID and password and CLICK "**Login**", to display the MIDAS portal
- CLICK "**CRM@FSA**"
- CLICK "**Business Partner**"
- CLICK "**Search Customers/Contacts**"
- in the "BP Number ID" field, ENTER "**8011240692**"
- CLICK "**Search**"
- in the results list, CLICK "**FSA & NRCS & RD Administrative Office & USDA ARS**"
- in the "Address Assignment" block, add the County Office address and ensure that the address type of "Mailing" is selected
- in the "Program Participation Assignment" block, add the County Office
- in the "Associated County Assignment" block, add the County Office and ensure that the County Office address that was added to the Business Partner record is attached.

## 36 Research, Promotion, Marketing, and Assessment Boards

### A Overview

Research, Promotion, Marketing, and Assessment Boards are in Business Partner and shall have program participation associated to their respective County Offices **before** processing loans associated with an assessment.

### B Action

From the FSA Applications Screen:

- CLICK "**G-O**"
- CLICK "**MIDAS–Modernize and Innovate the Delivery of Agricultural Systems**" to display the eAuthentication Screen
- CLICK "**Log In LincPass (PIV)**" and enter PIV pin or enter user ID and password and CLICK "**Login**"
- CLICK "**OK**" to display the MIDAS portal
- CLICK "**CRM@FSA**"
- CLICK "**Business Partner**"
- CLICK "**Search Customers/Contacts**"
- in the "BP ID" field, from the list in Exhibit 6, enter Business Partner ID
- CLICK "**Search**"
- in the results list, click the board name
- in the "Program Participation Assignment" block, add the County Office
- in the "Associated County Assignment" block, add the County Office and ensure that the County Office address that was added to the Business Partner record is attached.

**Important:** Do **not** change the address of the assessment boards listed in Exhibit 6.

## 37-49 (Reserved)

# Part 4 Loan Making

## Section 1 Creating Loan Applications

### 50 General Information

#### A Overview

Loan applications may be submitted by producers for:

- farm-stored nonrecourse and recourse MAL
- warehouse-stored nonrecourse and recourse MAL
- sugar loans.

See:

- 8-LP for a list of eligible MAL commodities
- 10-SU for eligible sugar loans.

#### B Farm-Stored Loans

Producers requesting farm-stored loans **must** provide the following:

- producer or processor information
- commodity
- commodity type and/or class or variety, if applicable
- farm where the commodity was produced

  **Note:** Specific farm is not required; can be all.

- storage location State and county and bin and/or seal description
- quantity per storage structure and location
- bin measurements, if applicable
- special conditions applicable to the commodity.

## 50 General Information (Continued)

### C Warehouse-Stored Loans

Producers requesting warehouse-stored loans **must** provide the following:

- producer or processor information
- farm where the commodity was produced

  **Note:** Specific farm is not required; can be all.

- the following warehouse receipt data:
  - commodity
  - commodity type and/or class or variety, if applicable
  - FSN where the commodity was produced (not required)
  - warehouse code
  - warehouse State and county
  - quantity per warehouse receipt
  - special conditions, if applicable
  - invoice for authorized charges, if applicable.

### D Farm-Stored In Processed Sugar Loans

Sugar processors requesting farm-stored loans in-process sugar loans for their affiliated sugar producers **must** provide the following information:

- sugar processor information
- type and/or class of sugar
- quantity offered as loan collateral
- storage information.

### E Warehouse-Stored Raw or Refined Sugar Loan Applications

Sugar loan processors requesting warehouse-stored sugar loans for their affiliated sugar producers **must** provide the following information:

- sugar processor information
- warehouse receipt data.

# 51 Creating Loan Applications in CLPS

## A Overview

Each loan application **must** be for the same:

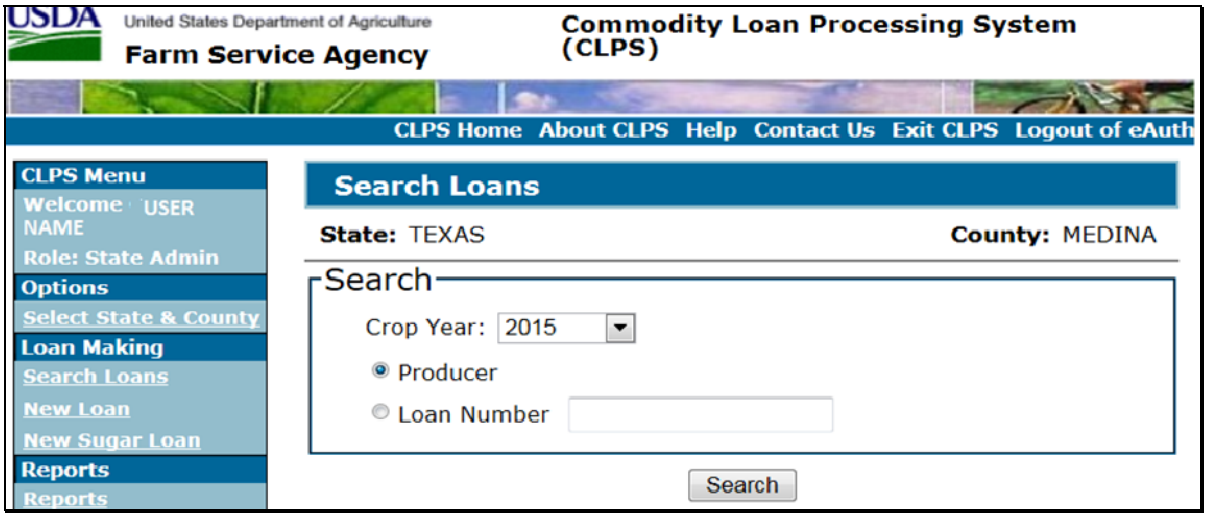
- commodity and type and/or class
- storage type (for example, farm-stored or warehouse-stored)
- warehouse code, if it is a warehouse-stored loan
- type of loan (for example, nonrecourse or recourse)
- special condition, if applicable.

**Note:** A special condition applicable to a specific commodity may result in reduction in loan quantity or loan rate. See 8 LP for additional information.

The Search Loans Screen is the starting point for all commodity loans in CLPS.

## B Example of the Search Loans Screen

Following is an example of the Search Loan Screen.




## C Action

To create a new loan, from the left navigation menu, CLICK "**New Loan**". The Producer Information Screen will be displayed.

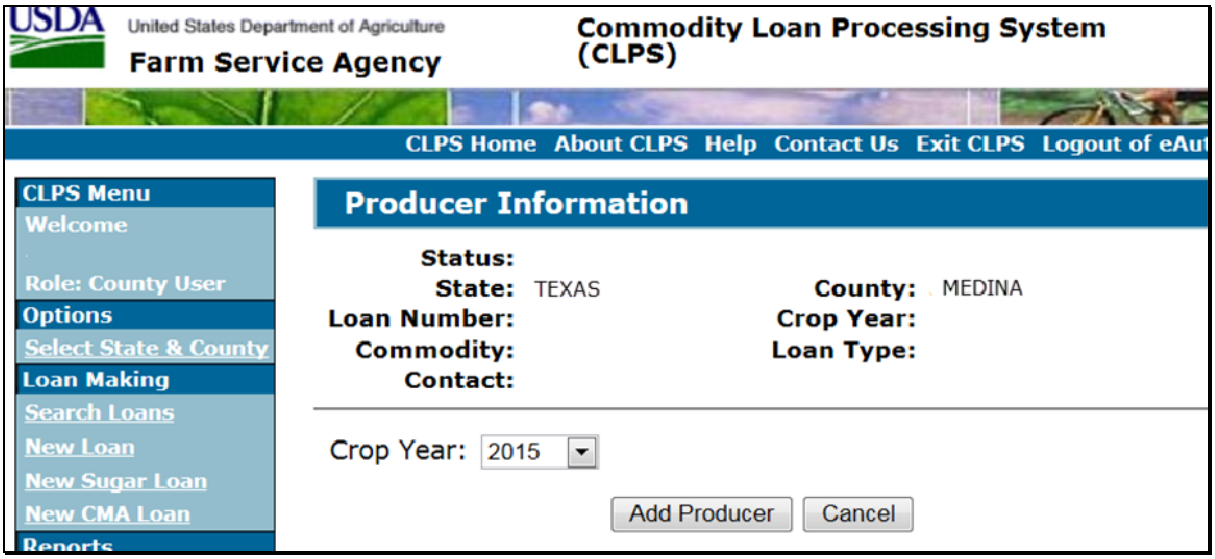
# 52 Selecting Producers

## A Overview

The Producer Information Screen allows user to add producers to a new loan.

## B Example of the Producer Information Screen Before Producer Selected

Following is an example of the Producer Information Screen before a producer is selected.




## C Action

For a single producer loan application:

- using the “Crop Year” drop-down list, select the crop year
- CLICK “**Add Producer**” to display the SCIMS Search Page
- select producer to redisplay the Producer Information Screen
- enter loan application date
- in the “Share Percentage” field, ENTER “**100.00**”
- CLICK “**Continue**” to display the Commodify Information Screen
- enter the commodity information according to paragraph 53.

## 52 Selecting Producers (Continued)

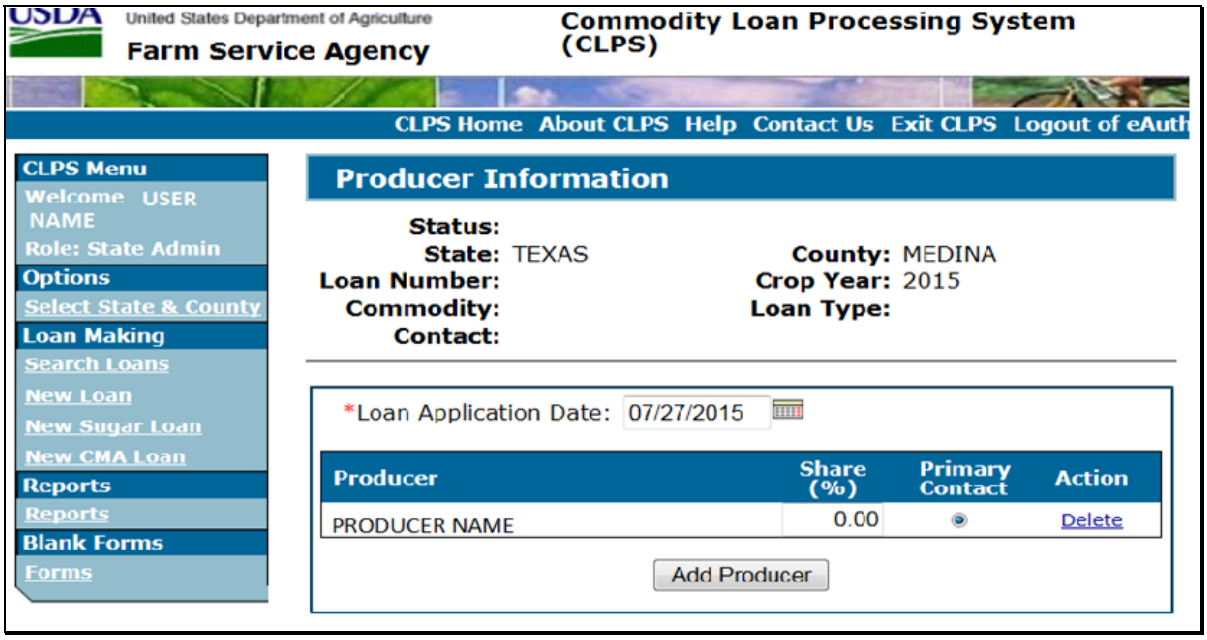
### C Action (Continued)

For a multiple producer loan application:

- using the "Crop Year" drop-down list, select the applicable crop year
- CLICK "**Add Producer**" to display the SCIMS Search Page
- select producer to redisplay the Producer Information Screen
- enter the loan application date
- enter share percentage
- CLICK "**Add Producer**" to display the SCIMS Search Page
- select producer to display the Producer Information Search Page
- enter percentage and repeat for additional producers
- next to the producer that is the primary contact, CLICK "**Primary Contact**"
- CLICK "**Continue**" to proceed to the next screen
- enter commodity information according to paragraph 53.

### D Example of the Producer Information Screen After Producer Selected

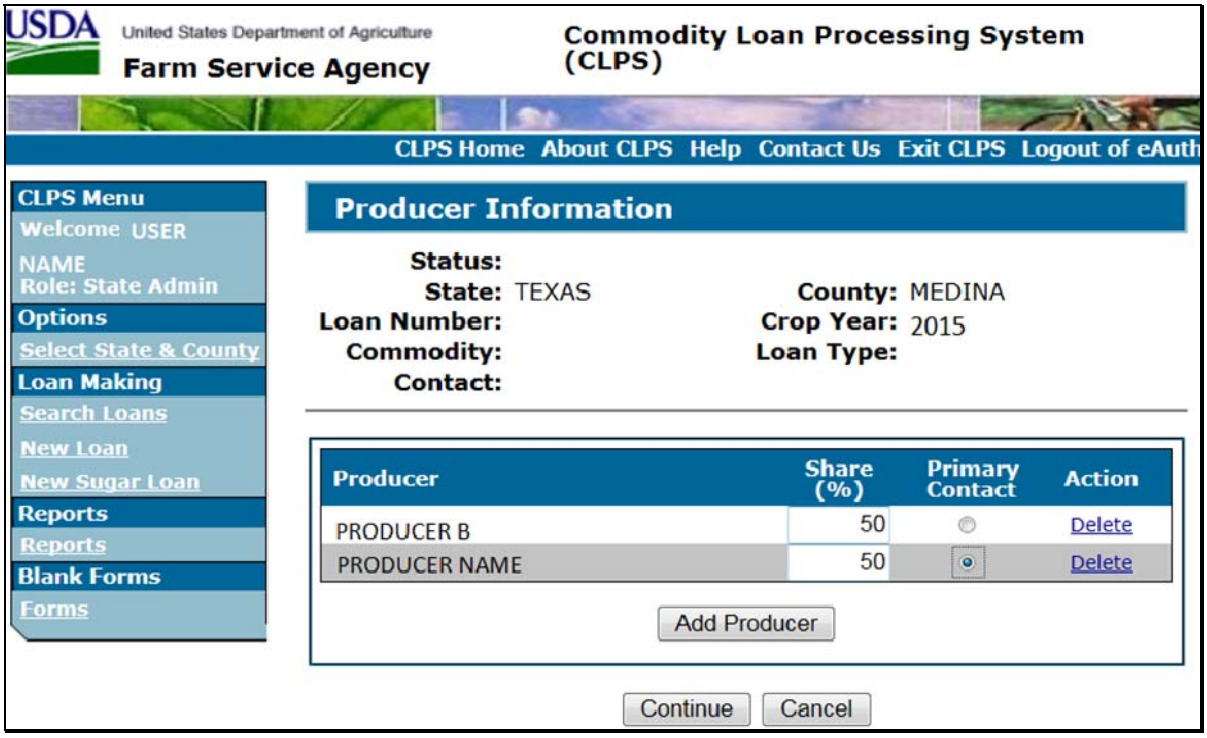
Following is an example of the Producer Information Screen after a producer has been added to the new loan.



## 52 Selecting Producers (Continued)

### E Example of the Producer Information Screen for Multiple Producers

Following is an example of the Producer Information Screen for multiple producers.




## 53 Commodity Information

### A Overview

The Commodity Information Screen allows the user to complete the information related to the commodity being put into farm-stored or warehouse-stored loan. The screen includes the following sections:

- "Application Date"
- "Loan Type"
- "Commodity"
- "Warehouse", if applicable

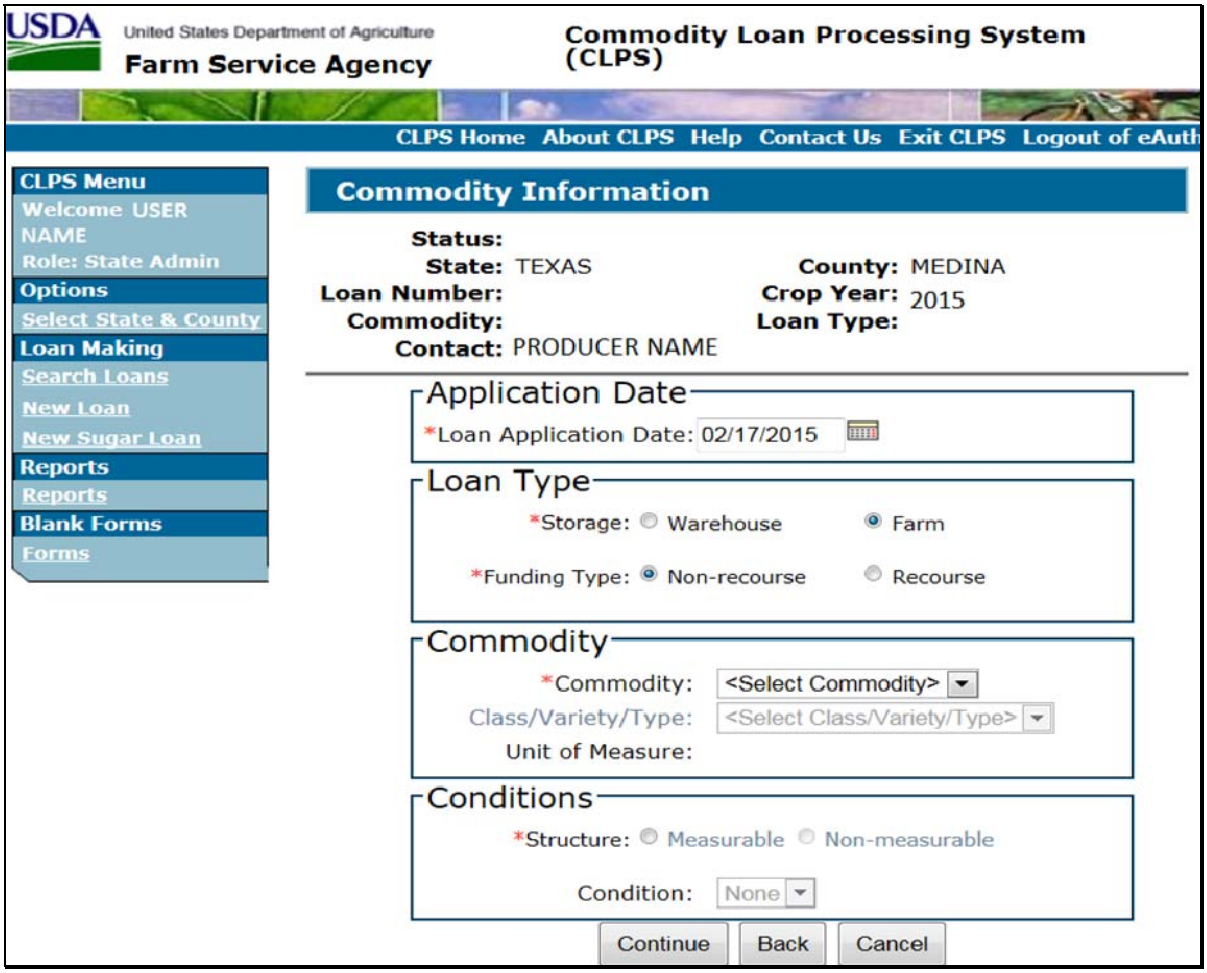
  **Note:** If the "Storage" selected is warehouse, an additional section to enter the warehouse information will be displayed on the screen.

- "Conditions".

## 53 Commodity Information (Continued)

### B Example of the Commodity Information Screen for Farm-Stored Loan

Following is an example of the Commodity Information for a farm-stored loan.



## 53 Commodity Information (Continued)

### C Field Descriptions and Actions for the Commodity Loan Screen for a Farm-Stored Loan

The following table provides the field descriptions and actions for the Commodity Information Screen for a farm-stored loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been saved. | |
| State | Name of the producer's State. | |
| County | Name of the producer's county. | |
| Loan Number | Blank until the loan application has been saved. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Blank until the commodity type is selected. | |
| Loan Type | Identifies the loan as either farm-stored or warehouse-stored.<br><br>Blank until the loan type has been selected. | |
| Contact | Primary contact for the loan. | |
| **Loan Application Date** | | |
| Loan Application Date | Date loan application request from CCC-666 was received by the County Office. | Enter date by either:<br><br>• entering the date in the "mm/dd/yyyy" format<br><br>• clicking "Calendar" icon. |
| **Loan Type** | | |
| Storage | Type of storage for the loan. | CLICK "**Farm**". |
| Funding Type | Type of funding for the commodity. | "**Non-recourse**" is defaulted.<br><br>CLICK "**Recourse**" only when the loan is recourse. |

## 53 Commodity Information (Continued)

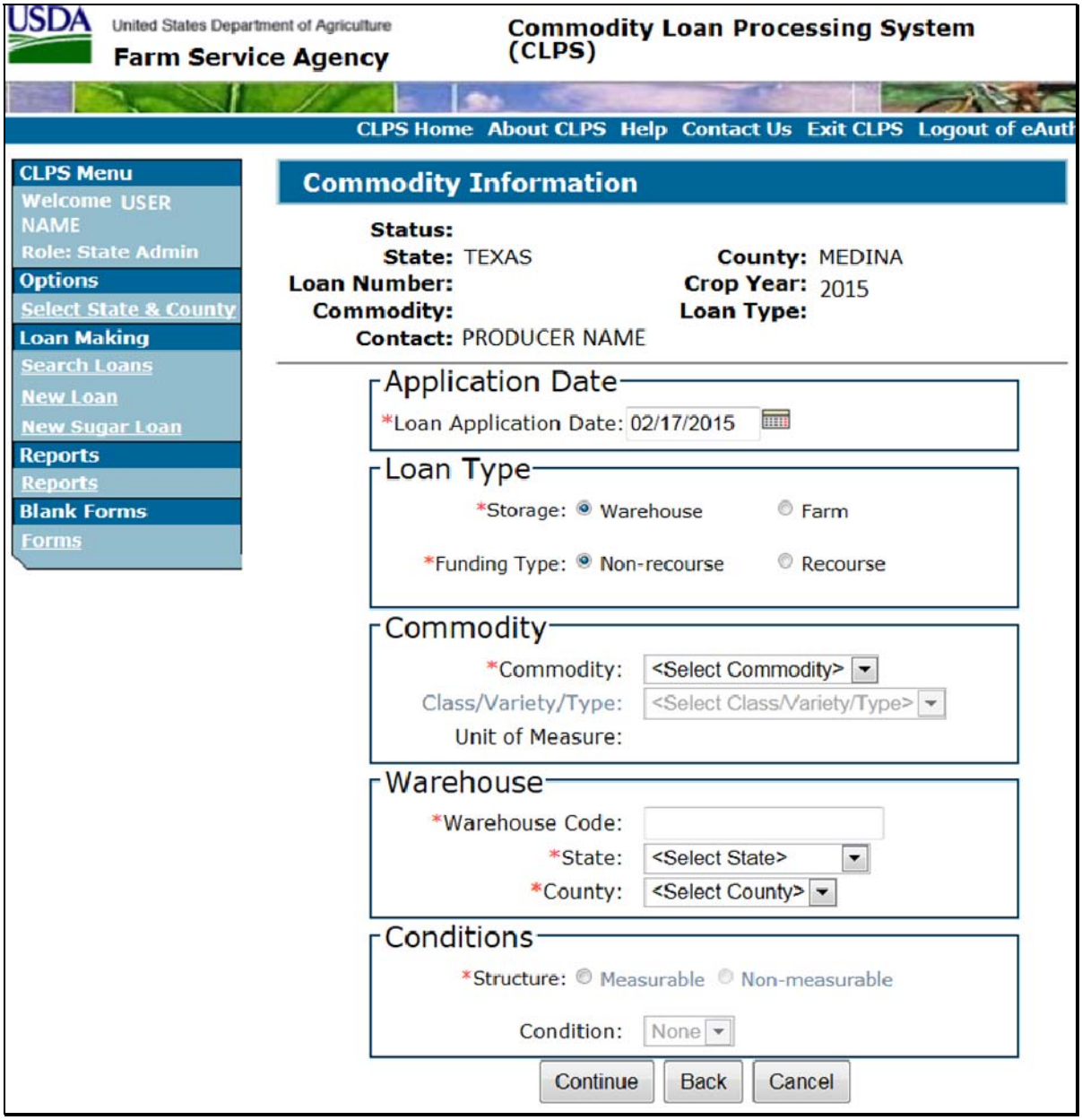
### C Field Descriptions and Actions for the Commodity Loan Screen for a Farm-Stored Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Commodity** | | |
| Commodity | Type of commodity.<br><br>**Note:** Only eligible commodities for the producers with a customer profile are displayed. | Using the "Commodity" drop-down list, select the commodity. |
| Class/Variety/Type | Class/variety/type for the commodity. | Using the "Class/Variety/Type" drop-down list, select the class/variety/type. |
| Unit of Measure | Unit of measure for the commodity. | |
| **Conditions** | | |
| Structure | Identifies whether the structure can be measured.<br><br>**Note:** When storage type is "Warehouse", this field defaults to "Measurable". | CLICK:<br><br>• "**Measurable**" for storage structure that can be measured<br><br>• "**Non-Measurable**" for storage structure that **cannot** be measured |
| Condition | Condition of the loan. | Using the "Condition" drop-down list, select the condition, as applicable. |
| Ear | When the commodity selected is "Corn", this field will be displayed. | CLICK "**Ear**" only when the loan is for ear corn. |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to return to previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 53 Commodity Information (Continued)

### D Example of the Commodity Information Screen for Warehouse-Stored Loan

Following is an example of Commodity Information Screen for a warehouse-stored loan.



## 53 Commodity Information (Continued)

### E Field Descriptions and Actions for the Commodity Loan Screen for a Warehouse-Stored Loan

The following table provides the field descriptions and actions for the Commodity Information Screen for a warehouse-stored loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been completed. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been completed. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Blank until the commodity type is selected. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. Blank until loan type is selected. | |
| Contact | Primary contact for the loan. | |
| **Loan Application Date** | | |
| Loan Application Date | Date loan application was received by the County Office. | Enter date by either:<br>• entering the date in the "mm/dd/yyyy" format<br>• clicking "Calendar" icon. |
| **Loan Type** | | |
| Storage | Type of storage for the loan. | CLICK "**Warehouse**". |
| Funding Type | Type of funding for the commodity. | |

## 53 Commodity Information (Continued)

### E Field Descriptions and Actions for the Commodity Loan Screen for a Warehouse-Stored Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Commodity** | | |
| Commodity | Type of commodity.<br><br>**Note:** Only eligible commodities for the producers with a customer profile are displayed. | Using the "Commodity" drop-down list, select the commodity. |
| Class/Variety/Type | Class/variety/type for the commodity. | Using the "Class/Variety/Type" drop-down list, select the class/variety/type. |
| Unit of Measure | Unit of measure for the commodity. | |
| **Warehouse** | | |
| Warehouse Code | Identifies the warehouse code. | Enter the warehouse code. |
| State | Identifies the State location of the warehouse on the warehouse receipt. | Using the "State" drop-down list, select the State of the warehouse. |
| County | Identities the county location of the warehouse that is on the warehouse receipt. | Using the "County" drop-down list, select the county of the warehouse. |
| **Conditions** | | |
| Structure | Identifies that the structure can be measured.<br><br>**Note:** This field defaults to "Measurable". | |
| Condition | Identifies the condition of the loan. | Using the "Condition" drop-down list, select the condition, as applicable. |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to return to previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 54 Farms Screen for Farm-Stored Loans

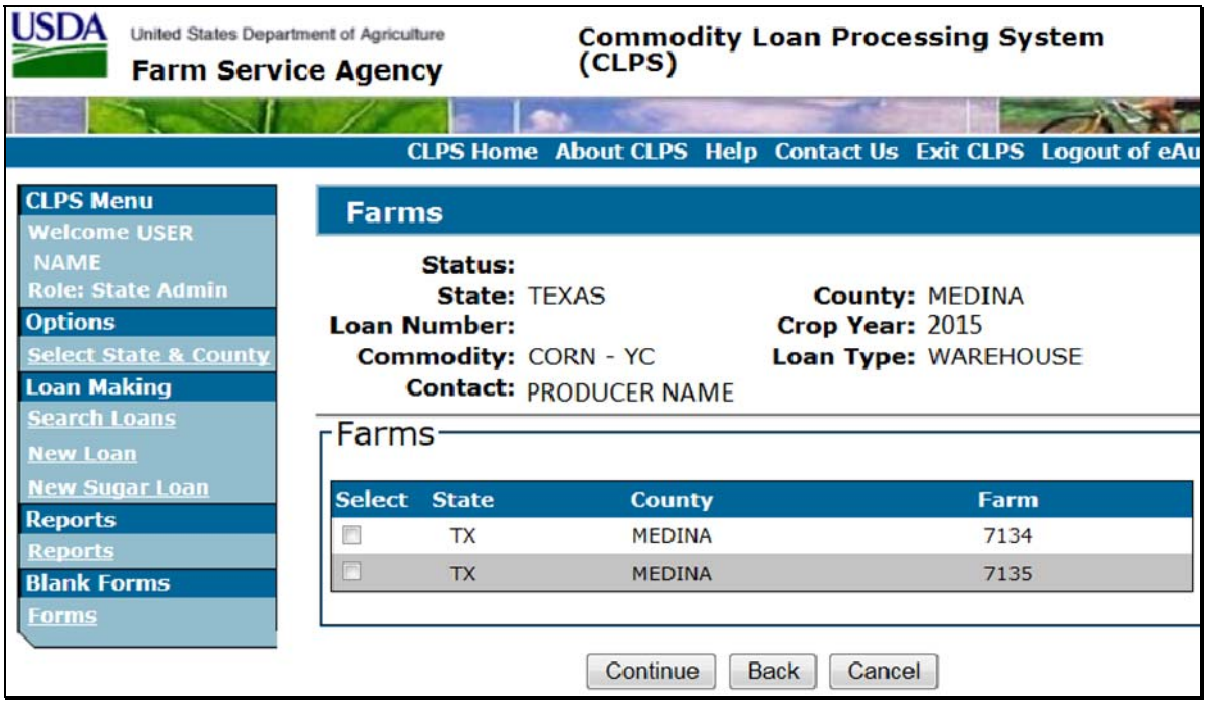
### A Overview

The Farms Screen will retrieve and display the farm number where the commodity was produced according to the commodity selected on the Commodity Information Screen.

The list of the farms is retrieved from the customer profile of the producer.

### B Example of the Farms Screen

Following is an example of the Farms Screen.




### C Action

On the Farms Screen:

- next to farms associated with the production of the loan commodity, CLICK "**Select**"
- CLICK "**Continue**" to proceed to the Storage Information Screen
- "**Back**" to return to previous screen
- "**Cancel**" cancel the process.

## 55 Storage Information Screen

### A Overview

The Storage Information Screen will allow entering storage information relating to the commodity specified in the Commodity Information Screen. User shall enter the applicable storage data according to the type of loan and the commodity in the loan.

CLPS automatically:

- adds the quantity in each bin or receipt added to the loan to determine the requested quantity
- checks the customer profile to determine whether there is enough available quantity to cover the requested quantity.

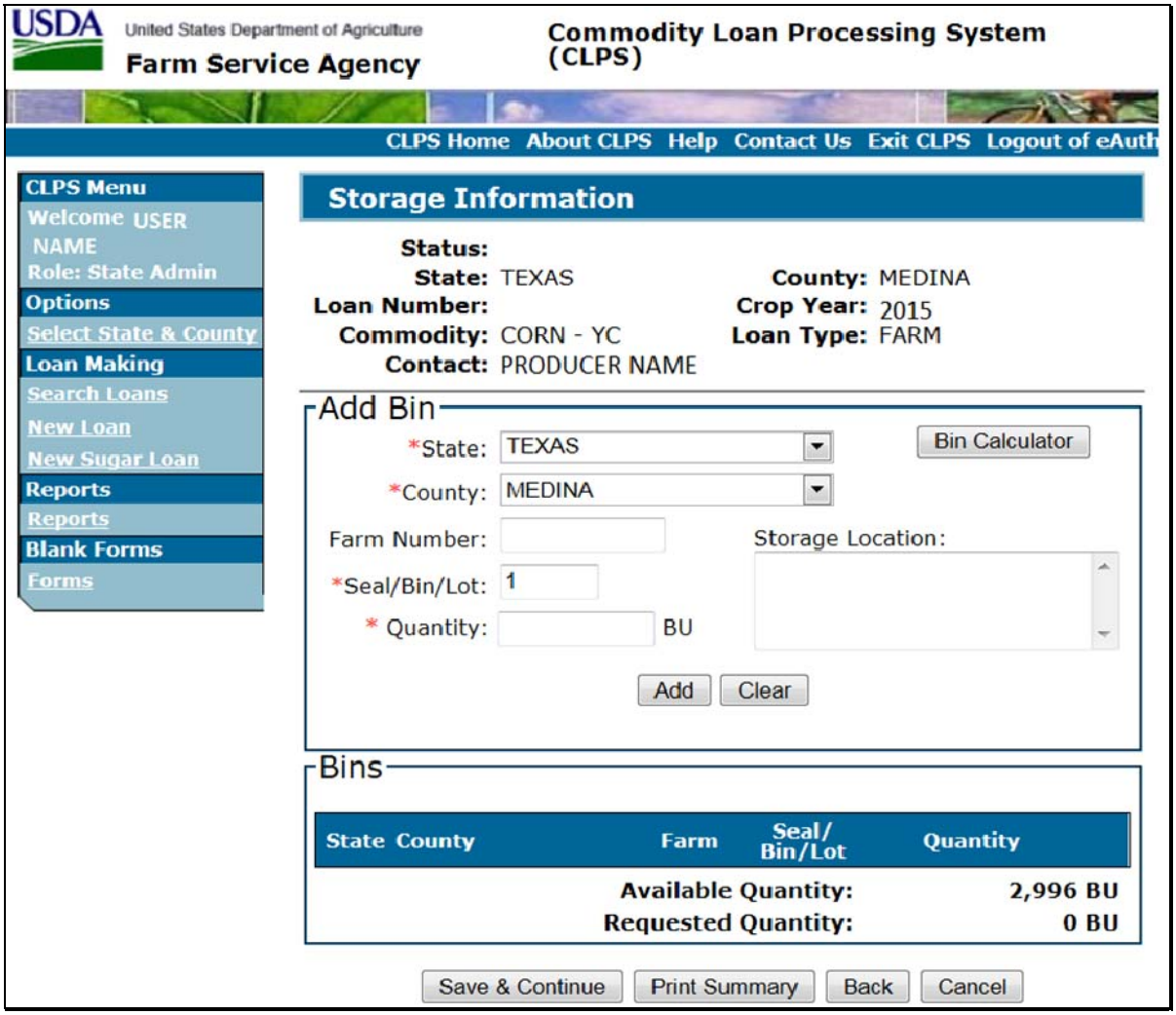
**Note:** A message will be displayed if the available quantity is **not** enough to cover the requested quantity.

Commodities, such as honey and wool, will display additional data fields to enter commodity specific storage information.

## 55 Storage Information Screen (Continued)

### B Example of the Storage Information Screen for a Farm-Stored Loan

Following is an example of the Storage Information Screen for a farm-stored loan.



## 55 Storage Information Screen (Continued)

### C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Loan

The following table provides the field descriptions and actions for the Storage Information Screen for a farm-stored loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been completed. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been completed. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Commodity selected will be displayed. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. | |
| Contact | Primary contact for the loan. | |
| **Add Bin** | | |
| State | State where the bin is located. This along with the county determines the loan rate. | Using "State" drop-down list, select applicable State. |
| County | County where the bin is located. This determines the loan rate. | Using "County" drop-down list, select applicable county. |
| Farm Number | Farm numbers where the commodity was produced. | Enter farm numbers.<br><br>This is an optional entry. |
| Seal/Bin/Lot | Seal/bin/lot assigned to the storage location. Defaults to 1 and increments sequentially by 1 for every bin entered. | Enter seal/bin/lot.<br><br>**Note:** This entry can be overwritten. |
| Quantity | Quantity in the bin/seal/lot of the collateral for the loan per unit of measure applicable to the commodity. | Enter quantity.<br><br>**Note:** If the Bin Calculator is used, this data will automatically be updated on the screen with the data entered from the Bin Calculator. |
| Storage Location | Text describing additional information relating to the seal/bin lot location.<br><br>**Important:** Do **not** enter any PII identified in instructions on the Bin Calculator. See subparagraphs E through I. | Enter additional storage location description. |

## 55 Storage Information Screen (Continued)

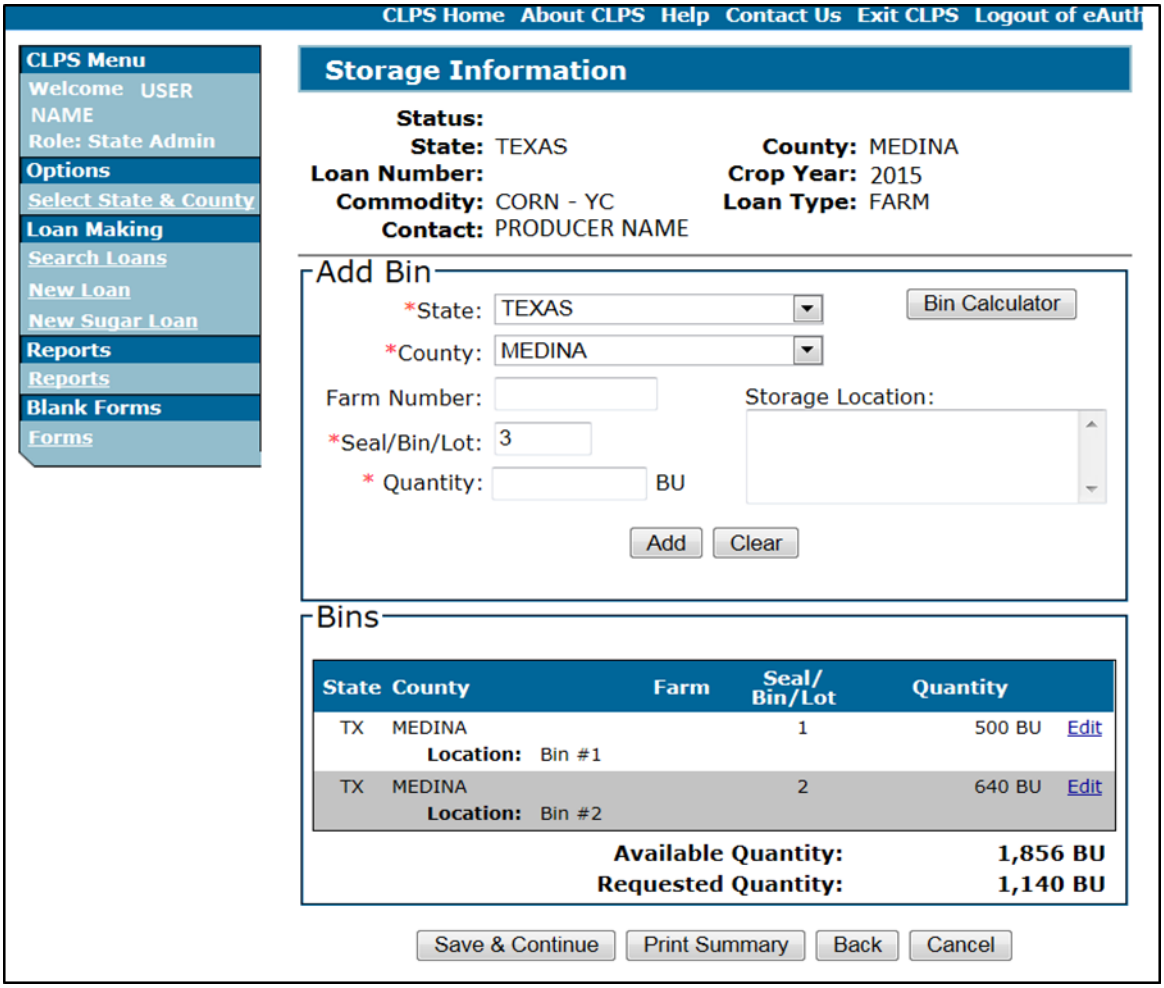
### C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Add | | CLICK "**Add**" to add the bin to the loan. The bin information will be displayed in the "Bins" section.<br><br>Repeat the process for additional bins. |
| Clear | | CLICK "**Clear**" to remove the data entered on the screen. |
| **Bins** | | |
| State | State where the bin is located. This determines the loan rate. | |
| County | County where the bin is located. This determines the loan rate. | |
| Farm | Farm numbers where the commodity was produced. | |
| Seal/Bin/Lot | Seal/bin/lot assigned to the storage location. Defaults to 1 and increments by 1 for every bin entered. | |
| Quantity | Quantity in the bin/seal/lot that will be in the loan per unit of measure applicable to the commodity. | |
| Edit | | CLICK "**Edit**" to change bin information. |
| Available Quantity | Quantity available to put under loan. | |
| Requested Quantity | Sum of all bin quantities. | |
| Save & Continue | | CLICK "**Save and Continue**" to proceed to the next screen.<br><br>Information entered will be saved. |
| Print Summary | | CLICK "**Print Summary**" to print a summary of the bin information. |
| Back | | CLICK "**Back**" to return to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 55 Storage Information Screen (Continued)

### D Example of the Storage Information Screen for a Farm-Stored Loan With Bin Information Added

Following is an example of the Storage Information Screen for a farm-stored loan with bin information added.




### E Bin Calculator for a Farm-Stored Loan

The Bin Calculator is a tool that allows the user to enter bin measurements and adjustments to determine the quantity in the bin. The calculated bin quantity can be used to determine the quantity in the bin that will be included in the loan.

The Bin Calculator is available for both rectangular and circular bins.

## 55 Storage Information Screen (Continued)

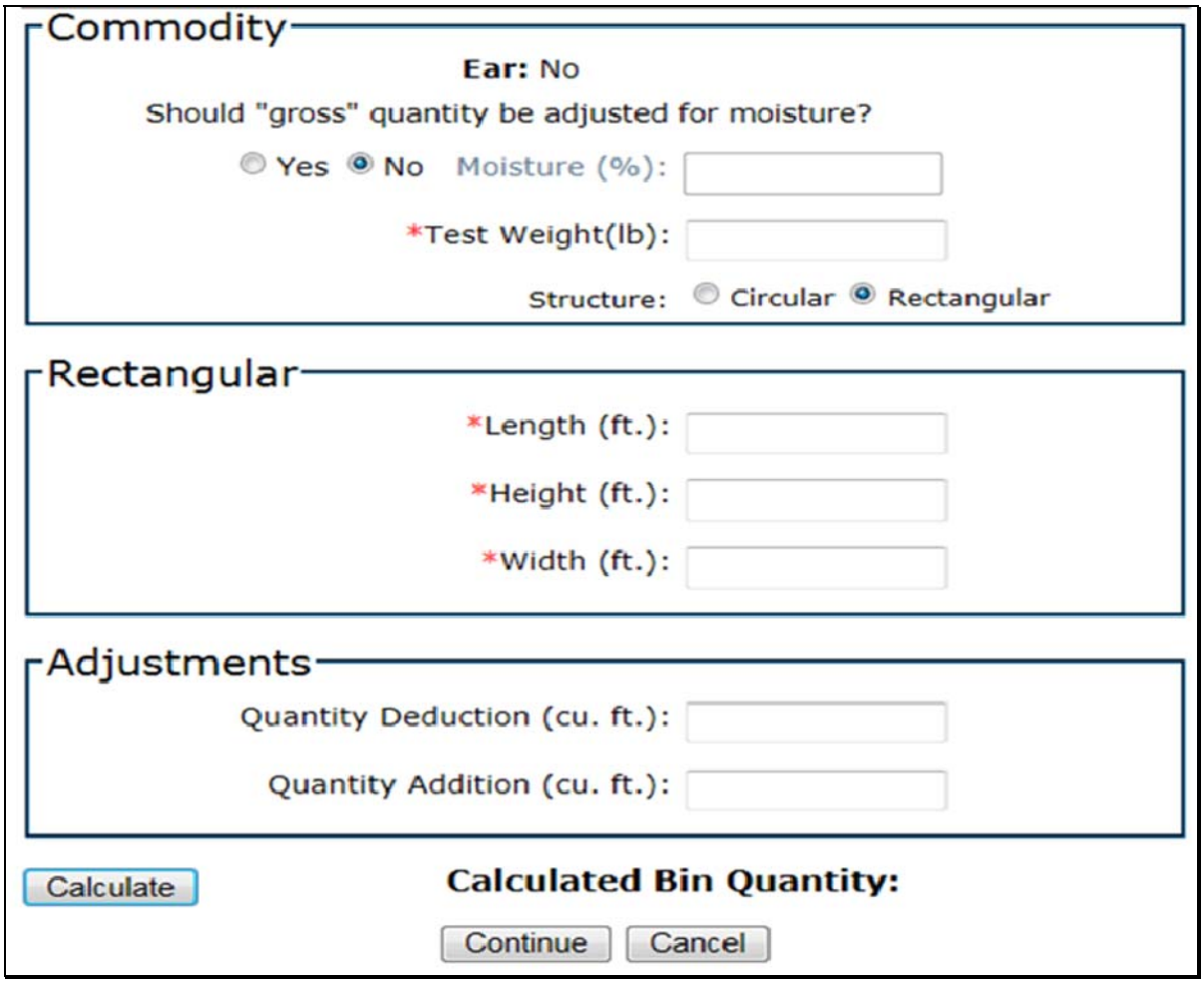
### E Bin Calculator for a Farm-Stored Loan (Continued)

See CCC-677-1 for bin measurements and calculations.

To use the bin calculator, CLICK "**Bin Calculator**" and select whether the bin is circular or rectangular.

### F Example of the Bin Calculator, "Rectangular" Section

Following is an example of a Bin Calculator, "Rectangular" section.



## 55 Storage Information Screen (Continued)

### G Field Descriptions and Action for the Bin Calculator, "Rectangular" Section

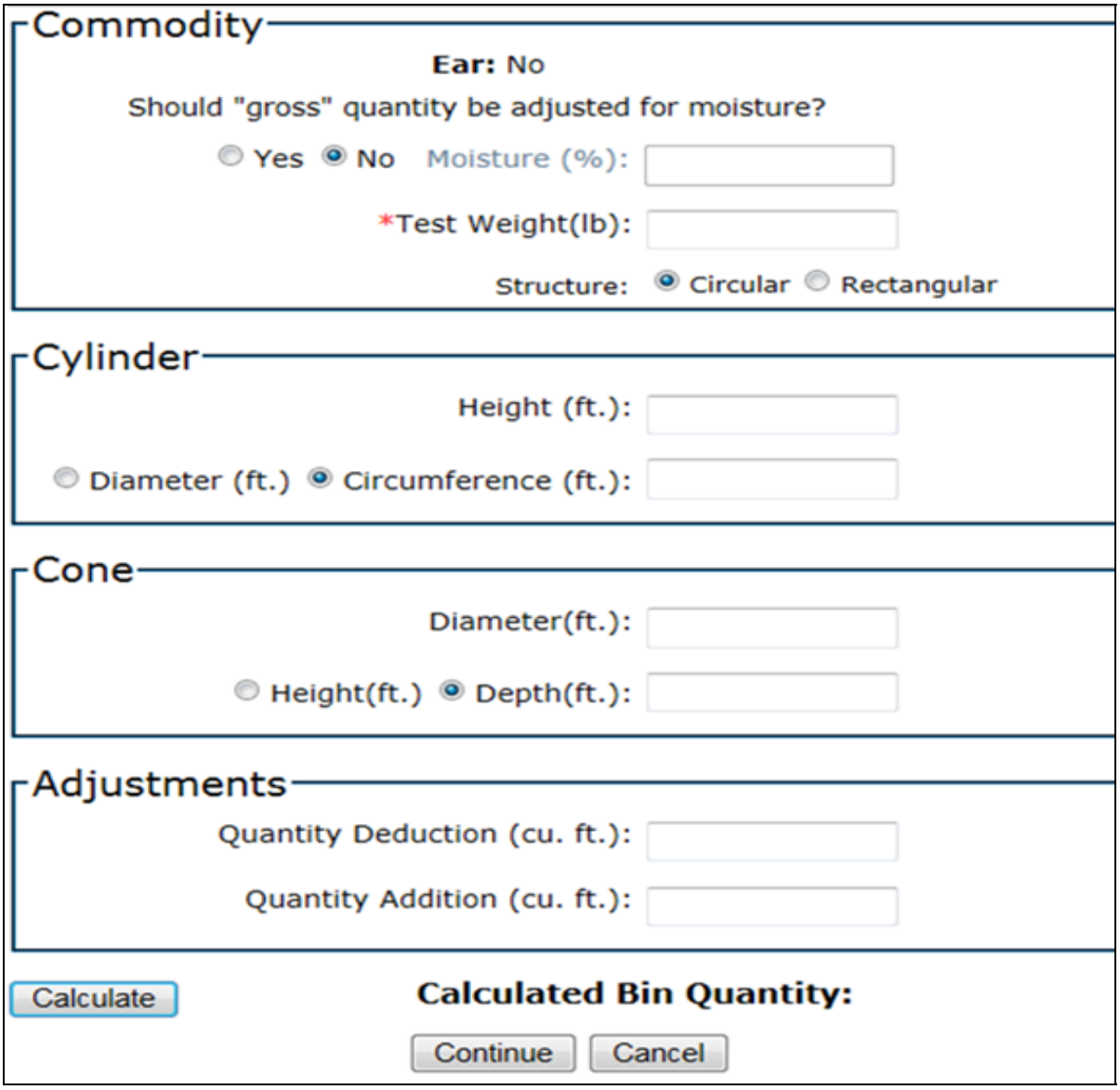
The following table provides the field descriptions and actions for a rectangular bin calculation.

| Field/Button | Description | Action |
|---|---|---|
| **Commodity Section** | | |
| Ear | Identifies if the commodity is ear corn. | |
| Should Quantity be Adjusted for Moisture? | Moisture adjustments. | ENTER "**Yes**" or "**No**".<br><br>If "**Yes**", enter the moisture (%) |
| Test Weight (lb.) | Test weight of the commodity. | Enter test weight according to CCC-677-1. |
| Structure | Shape of the storage structure. | CLICK "**Rectangular**". |
| **Field/Button** | **Description** | **Action** |
| **Rectangular Section** | | |
| Length (ft.) | CCC-677-1, item 14. | Enter measurements as shown on CCC-677-1. |
| Height (ft.) | CCC-677-1, item 18. | |
| Width (ft.) | CCC-677-1, item 15. | |
| **Adjustments** | | |
| Quantity Deductions (cu. ft.) | CCC-677-1, item 21. | Enter the applicable deduction/addition as shown on CCC-677-1, item 21. |
| Quantity Addition (cu. ft.) | | |
| Calculate | Calculates bin quantity according to measurements entered. | CLICK "**Calculate**". The "Calculated Bin Quantity" field will be updated. |
| Calculated Bin Quantity | Displays calculated bin quantity. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 55 Storage Information Screen (Continued)

### H Example of the a Bin Calculator, "Circular" Section

Following is an example of a Bin Calculator, "Circular" section.



## 55 Storage Information Screen (Continued)

### I Field Descriptions and Actions for the Bin Calculator, "Circular" Section

The following table provides the field descriptions and actions for a circular bin calculation.

| Field/Button | Description | Action |
|---|---|---|
| **Commodity** | | |
| Ear | Identifies if the commodity is ear corn. | |
| Should Quantity be Adjusted for Moisture? | Moisture adjustments. | ENTER "**Yes**" or "**No**".<br><br>If "**Yes**", enter the moisture (%). |
| Test Weight (lb.) | Test weight. | Enter test weight according to CCC-677-1. |
| Structure | Shape of the storage structure. | CLICK "**Circular**". |
| **Cylinder** | | |
| Height (ft.) | CCC-677-1, item 19. | Enter measurement as shown on CCC-677-1, item 19. |
| Diameter (ft.) or Circumference (ft.) | CCC-677-1, item 16 or 17. | Click either of the following:<br><br>• "**diameter**"<br>• "**circumference**".<br><br>Enter the measurement as applicable from CCC-677-1, item 16 or 17. |
| **Cone** | | |
| Diameter (ft.) | | Enter the measurement according to CCC-677-1, item 43. |
| Height (ft.) or Depth (ft.) | | Click either of the following:<br><br>• "**height**"<br>• "**depth**".<br><br>Enter the height or depth as recorded on CCC-677-1, item 43. |

## 55 Storage Information Screen (Continued)

### I Field Descriptions and Actions for the Bin Calculator, "Circular" Section (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Adjustments** | | |
| Quantity Deductions (cu. ft.) | CCC-677-1, item 21. | Enter the applicable deduction/addition as shown on CCC-677-1, item 21. |
| Quantity Addition (cu. ft.) | CCC-677-1, item 21. | |
| Calculate | Calculates bin quantity according to measurements entered. | CLICK "**Calculate**". The "Calculated Bin Quantity" field will be updated. |
| Calculated Bin Quantity | Displays calculated bin quantity. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

### J Storage Information Screen for Warehouse-Stored Loans

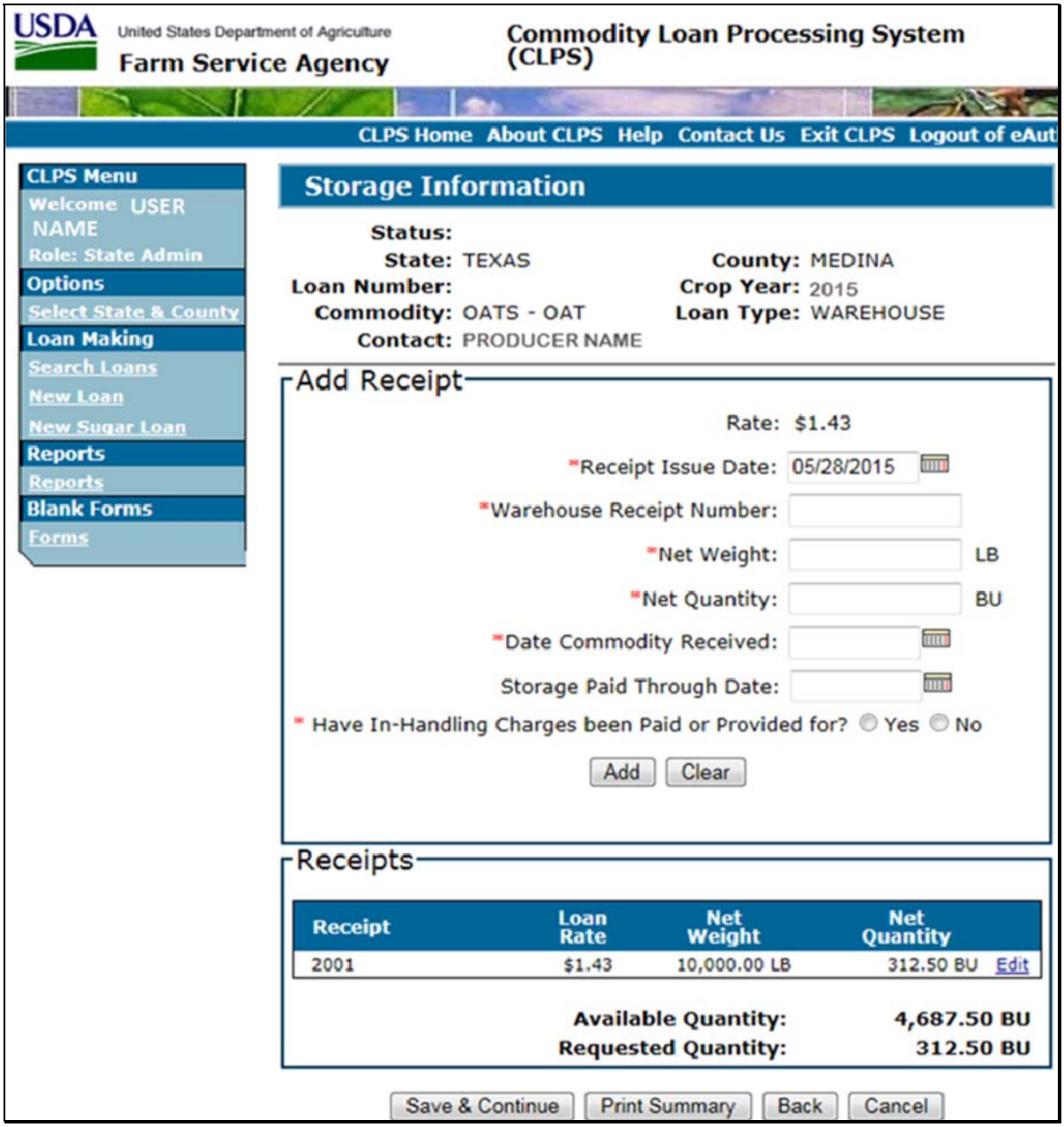
The Storage Information Screen for warehouse-stored loans allows users to enter warehouse receipt information associated with the commodity in the loan. It has the following sections:

- "**Add Receipt**" that allows entering warehouse data to be added to the loan
- "**Receipts**" that lists receipts that were added to the loan.

## 55 Storage Information Screen (Continued)

### K Example of the Storage Information Screen for a Warehouse-Stored Loan

Following is an example of the Storage Information Screen for warehouse-stored loans.



## 56 Storage Information Screen (Continued)

### L Field Descriptions and Action for the Storage Information Screen for a Warehouse-Stored Loan

The following table provides the field descriptions and actions for warehouse-stored loans.

| Field/Button | Description | Action |
|---|---|---|
| **Add Receipt** | | |
| Rate | Loan rate for the commodity. | |
| Receipt Issue Date | Date receipt was issued.<br><br>**Note:** Cannot be a future date and **cannot** be before "Date Commodity Received". | Enter warehouse receipt information. |
| Warehouse Receipt Number | Numeric warehouse receipt. | |
| Net Weight | Net weight for the specified unit of measure.<br><br>**Note:** See 2-LP for unit of measure for the commodity. | |
| Net Quantity | Net quantity for the specified unit of measure.<br><br>**Note:** See 2-LP for the conversion of net weight to net quantity. | |
| Date Commodity Received | Date commodity in the warehouse receipt was received by the storing location.<br><br>**Note:** Cannot be a future date. | |
| Storage Paid Through Date | Date **cannot** be before "Date Commodity Received".<br><br>**Note:** If receipt has a statement indicating that storage is paid or provided for, the date **must** be the same as the projected loan maturity date. | |

## 55 Storage Information Screen (Continued)

### L Field Descriptions and Action for the Storage Information Screen for a Warehouse-Stored Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Have In-Handling Charges been Paid or Provided for? | | Enter according to warehouse receipt.<br><br>**Note:** If the answer is "No", the system will block the receipt from being included in the loan. |
| Add | Adds the warehouse receipt information to the loan.<br><br>**Note:** "Quantity" in the warehouse receipt will be locked for the loan application and will be subtracted from the "Available Quantity". | CLICK "Add". The warehouse information will be displayed on the "Receipts" section of the screen each time a receipt is added.<br><br>**Note:** User can add multiple receipts to the loan application. |
| Clear | | Clears the entry in the "Add Receipt" section. |
| **Receipts** | | |
| Receipt | Warehouse receipt number added to the loan. | Verify the entries against the warehouse receipt. |
| Loan Rate | Commodity loan rate applicable to the receipt added to the loan. | |
| Net Weight | Net weight per receipt added to the loan. | |
| Net Quantity | Net quantity per receipt added to the loan. | |
| Available Quantity | Quantity available for MAL or LDP from the customer profile after subtracting the requested quantity.<br><br>Field is automatically updated. | |
| Requested Quantity | Total of all quantity of the bins added to the loan.<br><br>Field is automatically updated. | |

## 55 Storage Information Screen (Continued)

### L Field Descriptions and Action for the Storage Information Screen for a Warehouse-Stored Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Save & Continue | Saves the storage information added to the loan. | CLICK "**Save & Continue**" to display the Loan Calculations Screen.<br><br>**Note:** Loan status is set to "Draft" and the loan number is assigned to the loan. |
| Print Summary | Prints the bin or receipt summary. See:<br><br>• subparagraph M for an example of a farm-stored bin receipt summary<br><br>• subparagraph N for an example of a warehouse summary receipt. | CLICK "**Print Summary**". |
| Back | | CLICK "**Back**" to return to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 55 Storage Information Screen (Continued)

### M Example of the Farm-Stored Bin Summary Receipt

Following is an example of a farm-stored bin Summary Receipt.

State: TEXAS
County: MEDINA
Year: 2015

Contact: PRODUCER NAME

United States Department of Agriculture
Farm Service Agency
Marketing Assistance Loan
Bin Summary
Farm Stored Loan - Non-Recourse

Date: 07/08/2015
Time: 02:28 PM

Page: 1 of 1

Loan No:
Crop Year: 2015
Date Documents Received:

Commodity: CORN
Class: YC

| A. SEAL NUMBER | B. STATE | C. COUNTY | D. FARM | E. COMMODITY STORAGE LOCATION | F. RATE | G. QUANTITY |
|---|---|---|---|---|---|---|
| 1 | TX | MEDINA | | Northwest boundary | $ 2.1400 | 1,000.00 BU |
| 2 | TX | MEDINA | | Southwest boundary | $ 2.1400 | 1,000.00 BU |
| 3 | TX | MEDINA | | Corner Lot A and Lot B | $ 2.1400 | 1,000.00 BU |
| | | | | | Available Quantity: | 6,286.00 BU |
| | | | | | Requested Quantity: | 3,000.00 BU |

DISCLAIMER: The calculated payment amounts reflected on this report may vary due to changes in quantity, yields, grading factors, producer eligibility, producer payment share, crop production, payment factors, and payment limitation. The distribution of this report does not in any way obligate CCC to disburse any payment amount based upon the quantities shown.

## 55 Storage Information Screen (Continued)

### N Example of the a Warehouse-Stored Receipt

Following is an example of a warehouse-stored receipt.

State: TEXAS
County: MEDINA
Year: 2015
Contact: PRODUCER NAME

United States Department of Agriculture
Farm Service Agency
**Marketing Assistance Loan**
**Receipt Summary**
Warehouse Stored Loan - Non-Recourse

Date: 07/16/2015
Time: 12:31 PM
Page: 1 of 1

Loan No:
Crop Year: 2015
Date Documents Received:
Warehouse Code: 72123
Warehouse Location:
Commodity: CORN
Class: YC

| A. RECEIPT NUMBER | B. RECEIPT ISSUE DATE | C. DATE COMMODITY RECEIVED | D. STORAGE PAID THROUGH DATE | E. RATE | F. NET WEIGHT | G. NET QUANTITY |
|---|---|---|---|---|---|---|
| 101 | 07/16/2015 | 06/01/2015 | 07/30/2016 | $ 2.14 | 5,600.00 BU | 100.00 BU |
| 102 | 07/16/2015 | 06/01/2015 | 04/30/2016 | $ 2.14 | 5,600.00 BU | 100.00 BU |
| | | | | | Available Quantity: | 3,196.00 BU |
| | | | | | Requested Quantity: | 200.00 BU |

DISCLAIMER: The calculated payment amounts reflected on this report may vary due to changes in quantity, yields, grading factors, producer eligibility, producer payment share, crop production, payment factors, and payment limitation. The distribution of this report does not in any way obligate CCC to disburse any payment amount based upon the quantities shown.

## 56 Loan Calculation

### A General Overview

CLPS checks the producer and commodity eligibility and calculates the projected loan amount on the Loan Calculation Screen. The projected loan amount will be adjusted according to the share of the ineligible producer in the loan and the reason for the adjustment will be displayed on the screen, as applicable.

## 56 Loan Calculation (Continuation)

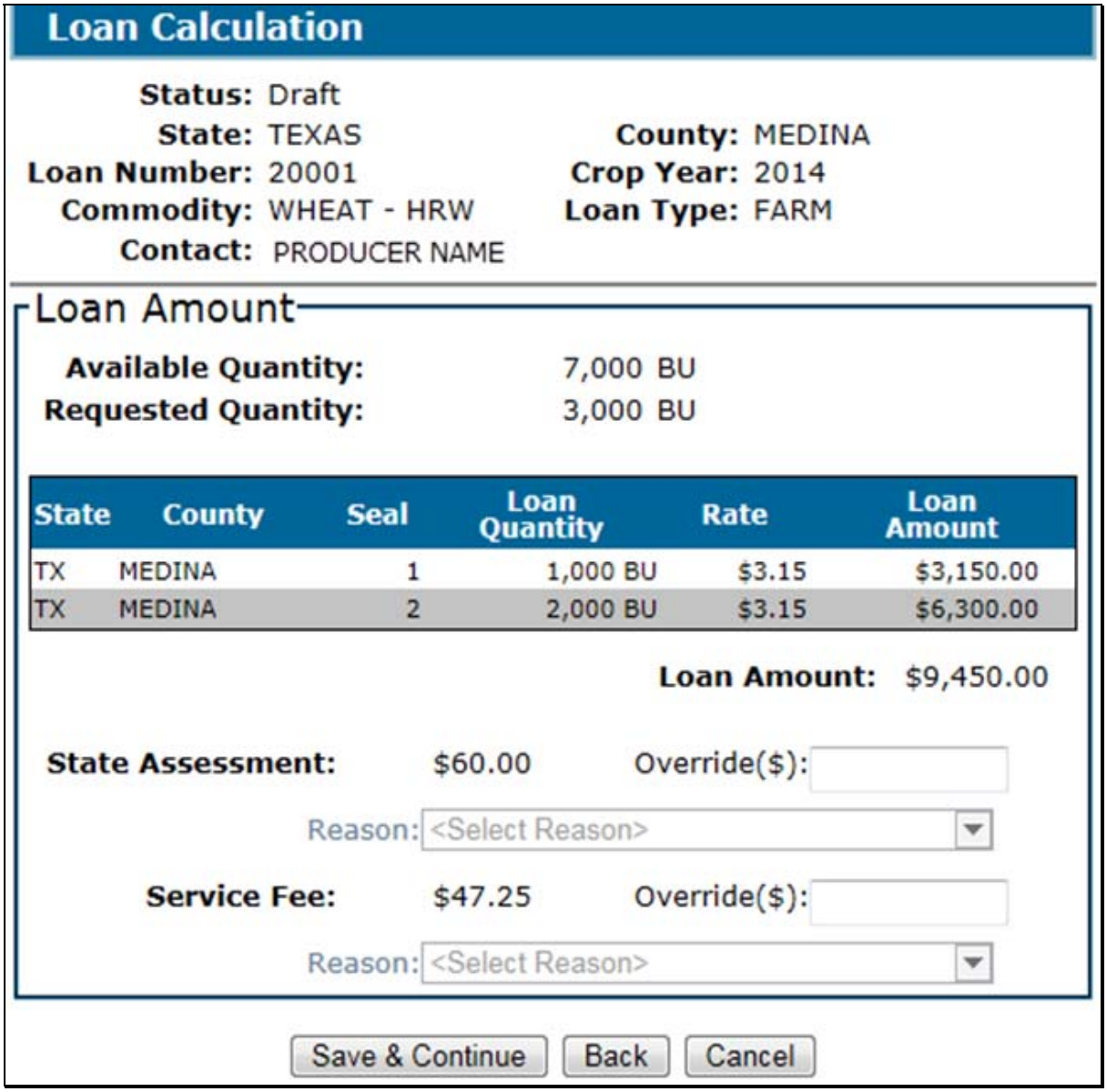
### A General Overview (Continued)

The Loan Calculation Screen will display:

- loan amount for each seal/bin/lot for farm-stored loan
- loan amount for each warehouse receipt for warehouse-stored loan
- the amount of authorized national and State assessment, if applicable
- the amount of the service fee.

### B Example of the Loan Calculation Screen

Following is an example of the Loan Calculation Screen.



**Loan Calculation**

**Status:** Draft
**State:** TEXAS **County:** MEDINA
**Loan Number:** 20001 **Crop Year:** 2014
**Commodity:** WHEAT - HRW **Loan Type:** FARM
**Contact:** PRODUCER NAME

**Loan Amount**

**Available Quantity:** 7,000 BU
**Requested Quantity:** 3,000 BU

| State | County | Seal | Loan Quantity | Rate | Loan Amount |
|---|---|---|---|---|---|
| TX | MEDINA | 1 | 1,000 BU | $3.15 | $3,150.00 |
| TX | MEDINA | 2 | 2,000 BU | $3.15 | $6,300.00 |

**Loan Amount:** $9,450.00

**State Assessment:** $60.00 Override($):
Reason: <Select Reason>

**Service Fee:** $47.25 Override($):
Reason: <Select Reason>

Save & Continue | Back | Cancel

## 56 Loan Calculation (Continuation)

### C Action

On the Loan Calculation Screen, verify the amount of the:

- national assessments, if applicable
- State assessments, if applicable
- service fees

  **Important:** Do **not** override the amounts displayed on the screen without authorization from PSD. Enter the reason for override, as applicable.

- CLICK "**Save & Continue**" to complete the process
- CLICK "**Back**" to return to the previous screen
- CLICK "**Cancel**" to cancel the process.

## 57-79 (Reserved)

## 80 Disbursements

### A Overview

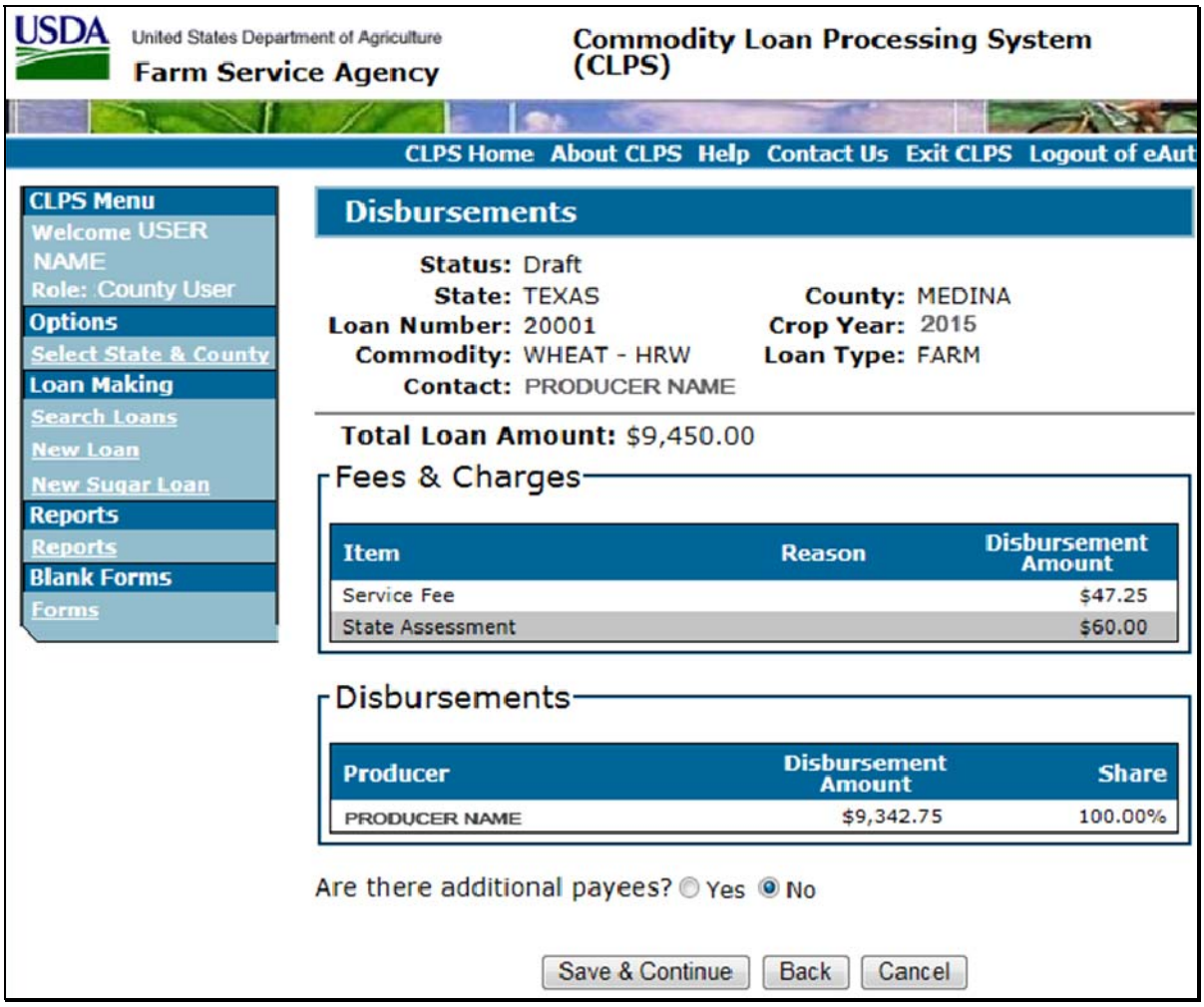
The Disbursements Screen will display a summary of the:

- total loan amount
- fees and charges applicable to the loan
- disbursement applicable to each producer in the loan based on the producer percent share.

**Note:** The Disbursement Screen will display the reason for the reduction to the projected loan amount, if applicable.

### B Example of the Disbursement Screen

Following is an example of the Disbursement Screen.



## 80 Disbursements (Continued)

### C Action

From the Disbursement Screen:

- verify the amounts displayed on the screen
- CLICK "**Yes**" if there are additional payees

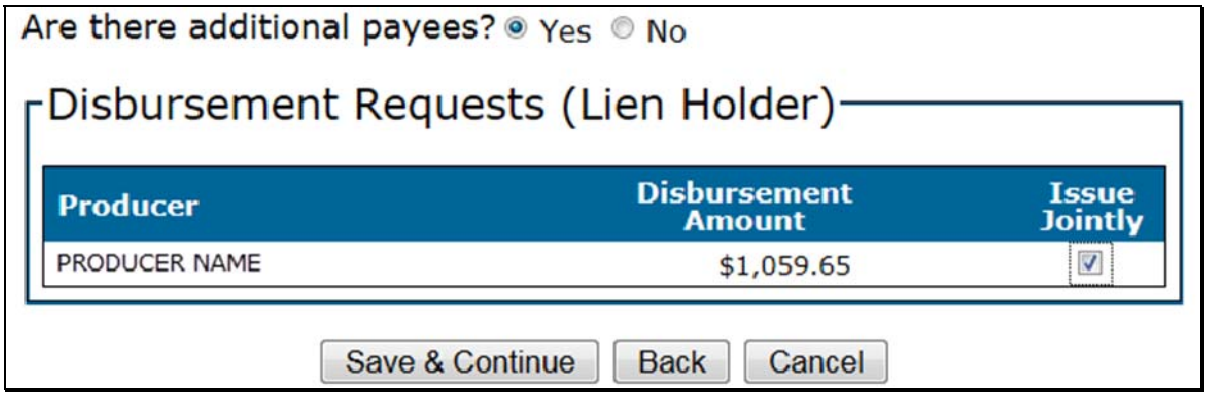
  **Notes:** The "Disbursement Requests (Lien Holder)" section will be displayed. See subparagraph D to continue the process.

  "**Yes**" allows entering additional payees in "Manual Handling" in NPS.

- CLICK "**No**" if there are no additional payees
- CLICK "**Save & Continue**" to proceed to the next screen
- CLICK "**Back**" to return to the previous screen
- CLICK "**Cancel**" to cancel the process.

### D Example of the Disbursement Requests (Lien Holder) Screen

Following is an example of the Disbursement Screen, "Disbursement Requests (Lien Holder)" section.



## 80 Disbursements (Continued)

### E Action When There Are Additional Payees

From the Disbursement Screen, "Disbursement Requests (Lien Holder)" section:

- CLICK "**Issue Jointly**" when the disbursement is issued jointly to the producer and the lien holder

  **Note:** This allows additional payees to be entered in "Manual Handling" in NPS.

- CLICK "**Save & Continue**" to proceed to the Loan Summary Screen

- CLICK "**Back**" to return to the previous screen

- CLICK "**Cancel**" to cancel the process.

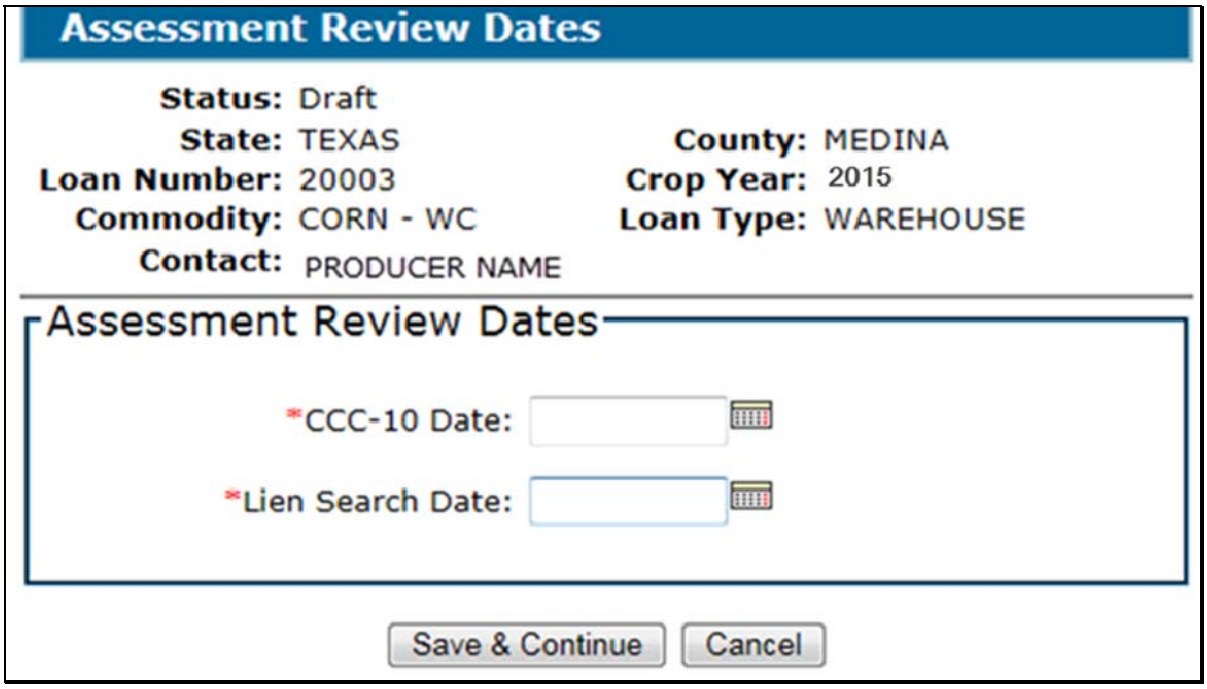
## 81 Assessment Review Dates

### A Overview

The Assessment Review Dates Screen allows the user to enter the "CCC-10 Date" and the "Lien Search Date".

### B Example of the Assessment Review Dates Screen

Following is an example of the Assessment Review Dates Screen.



## 81 Assessment Review Dates (Continued)

### C Action

From the Loan Summary Screen:

- scroll to the "Assessment Review Dates" section
- CLICK "**Edit**".

On the Assessment Review Dates Screen:

- enter the "**CCC-10 Date**" in the "mm/dd/yyyy" format or select date from the calendar icon

- enter the "**Lien Search Date**" in the "mm/dd/yyyy" format or select date from the calendar icon

- CLICK "**Save & Continue**" to save the dates entered.

## 82 Producer Signatures

### A Overview

The Producer Signature Screen includes the following sections:

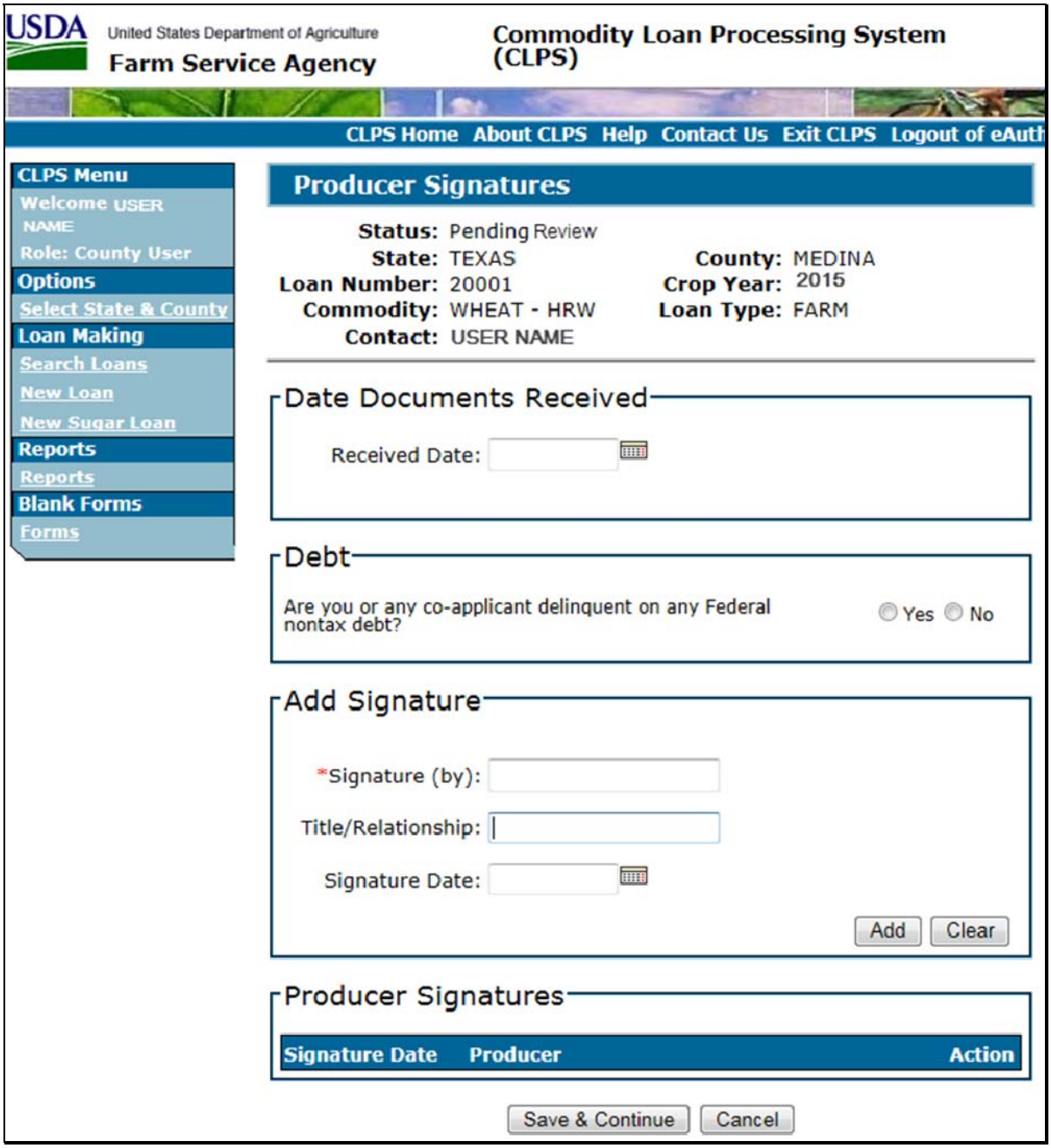
- "Date Documents Received"
- "Debt"
- "Add Signature"
- "Producers Name and Signatures".

**Important:** Do **not** enter the "Signature Date" at this point. There will be an opportunity to enter the signature dates when the status of the loan is "Pending Producer Signature".

## 82 Producer Signatures (Continued)

### B Example of the Producer Signatures Screen

Following is an example of the Producer Signatures Screen.



## 82 Producer Signatures (Continued)

### C Field Descriptions and Actions for the Producer Signatures Screen

The following table provides the field descriptions and actions for the Producer Signatures Screen.

| Field/Button | Description | Action |
|---|---|---|
| **Date Documents Received** | | |
| Received Date | Date County Office received all documents related to the loan application, including, but not limited to, the signed Note and Security Agreement and all required lien waivers. | Enter received date of the completed and signed loan application. Enter date in the "mm/dd/yyyy" format or select date from the calendar icon.<br><br>**Note:** Cannot be a future date and **must** be before the COC determination date. |
| **Debt** | | |
| Are you or any co-applicant delinquent on any Federal nontax debt? | Producer self-certification statement from CCC-677/ CCC-678. | Enter:<br><br>• "**Yes**" if a delinquent Federal nontax debt exist for the producer<br><br>• "**No**" when the producer does **not** have any Federal nontax debt. |
| **Add Signatures** | | |
| Signature (by) | Name of the producers who is required to sign CCC-677/ CCC-678. | Enter name of the producer in the loan application.<br><br>**Note:** See State specific signature requirements. |
| Signature Date | Leave blank until the signed CCC-677/CCC-678 is returned to the County Office. | Enter date corresponding to each signature when the signed document is received. Enter date in the "mm/dd/yyyy" format or select date from the calendar icon. |
| Add | Adds the name of the producer entered in "Signature (by)". | CLICK "**Add**".<br><br>The "Producer Signatures" section will be updated. |

## 82 Producer Signatures (Continued)

### C Field Descriptions and Actions for the Producer Signatures Screen (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Save & Continue | | CLICK "**Save & Continue**". The screen will be redisplayed with the data entered.<br><br>**Note:** Loan Status is set to "Pending Review". The loan application is ready for second party review.<br><br>CLICK "**Logout of eAuth**".<br><br>Go to paragraph 84 for instructions on second party reviews. |
| Back | | CLICK "**Back**" to return to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 83 Loan Summary

### A Overview

The Loan Summary Screen allows users to view a summary of the loan information and allows to edit the data under each section, as applicable.

Status of the loan determines the action that can be taken on a loan application. Loan applications with the following statuses can be edited:

- "Draft"
- "Pending Review"
- "Pending Producer Signature"
- "Pending approval".

**Note:** The loan status reverts to "Draft" if modifications are made. See Exhibit 10 for the list of loan statuses.

## 83 Loan Summary (Continued)

### B Statuses Unavailable for Editing

The options to edit loans with the following statuses are **not** available:

- "Disbursed"
- "Deleted"
- "Disapproved".

See Part 13 for handling loan corrections.

## 84 Second Party Review

### A Overview

The Loan Summary Screen, "2nd Party Review" section allows another user to review the loan application.

**Note:** The second party reviewer **cannot** be the user who initially entered the loan application.

Loans with "Pending Review" status are subject to second party review by another user.

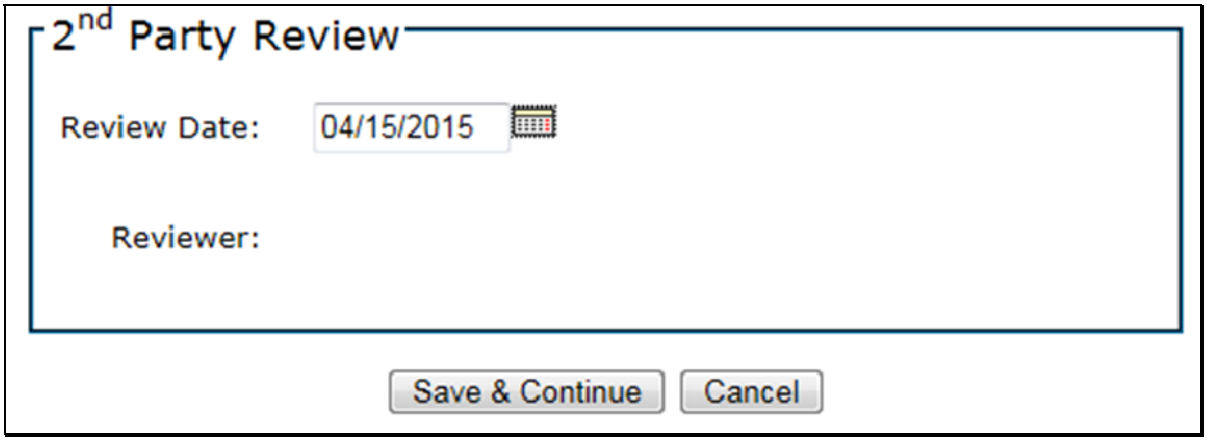
The second party reviewer shall:

- logon to CLPS according to paragraph 21
- complete the Select Administrative County Screen according to paragraph 21
- search for the loan to review according to paragraph 22
- retrieve the loan application for review
- review each Loan Summary Screen enabled section
- after the review is complete, access the Loan Summary Screen, "2nd Party Review" section by clicking "Edit".

## 84 Second Party Review (Continued)

### B Example Loan Summary Screen, "2nd Party Review" Section

The following is an example of the Loan Summary Screen, "2nd Party Review" section.




### C Action

To complete the second party review:

- enter "**Review Date**" in the "mm/dd/yyyy" format or select date from the calendar icon

  **Note:** This **cannot** be a future date.

- "**Reviewer**" will automatically display the name of the user who logged onto the system

- CLICK "**Save & Continue**".

The Loan Summary Screen, "Loan Status" will be set to "Pending Producer Signature" and the "Generate Agreement" button at the bottom of the screen will be enabled.

## 85 Generating Agreements

### A Overview

The "Generate Agreement" option allows the following forms to be printed for producer's signature:

- CCC-677
- CCC-678.

**Note:** Until the loan is approved, CCC-677/CCC-678 will **not** print the "Interest Rate" and the "Loan Maturity Date". These will be available after the loan has been approved.

See:

- Exhibit 11 for example of CCC-677
- Exhibit 12 for example of CCC-678.

### B Action

After successful printing of CCC-677/CCC-678, have the producer gather the signatures of the producers required to sign the loan document.

## 86 Obtaining Producer Signatures

### A Overview

All producers with a share in the commodity pledged for collateral are required to sign and date CCC-677/CCC-678 and **must** return CCC-677/CCC-678 to the County Office. Upon receipt of all the producer signatures, the County Office user shall update the loan application and enter the:

- signature date

- date all documents needed for loan approval were received in the County Office for all commodities except cotton and peanuts.

**Note:** Additional signatures that were **not** originally included in the copy of the agreement provided to the producer may be added.

Loans in "Pending Producer Signature" status can be updated with the producer's signature information. Retrieve the loan to update according to paragraph 22 and update the Loan Summary Screen, "Date Documents Received" section.

## 86 Obtaining Producer Signatures (Continued)

### B Example of the Producer Signatures Screen

Following is an example of the Producers Signatures Screen, “Date Documents Received” section.

## 86 Obtaining Producer Signatures (Continued)

### C Action

To complete the Producers Signatures Screen, "Date Documents Received" section:

- CLICK "**Edit**" in the "Producer Signatures" section
- verify "Signature (by)"
- enter "**Title/Relationship*",*** if applicable
- enter "Signature Date" in the "mm/dd/yyyy" format or select date from the calendar icon
- CLICK "Update" to update the signature date in the "Producer Signatures" section

  **Notes:** Repeat the process for all the producers in the loan.

  Add additional signatories, if applicable.

- CLICK "Delete" to clear the entry on the screen
- CLICK "Cancel" to discontinue the producer signature update
- CLICK "Save & Continue" and the loan status will be set to "Pending Approval". The loan is ready for COC determination.

## 87 COC Determination

### A Overview

Loans in "Pending Approval" status are ready for COC determination. The "COC Determination" section allows users to enter the COC approval or disapproval of the loan application.

## 87 COC Determination (Continued)

### A Overview (Continued)

If the loan is approved:

- the payment request for the loan amount will be obligated and submitted for payment processing
- status of the loan will be set to “Approved”
- CCC-677/CCC-678 will be updated with the:
  - producer signature and dates
  - documents received date
  - interest rate
  - loan maturity date.

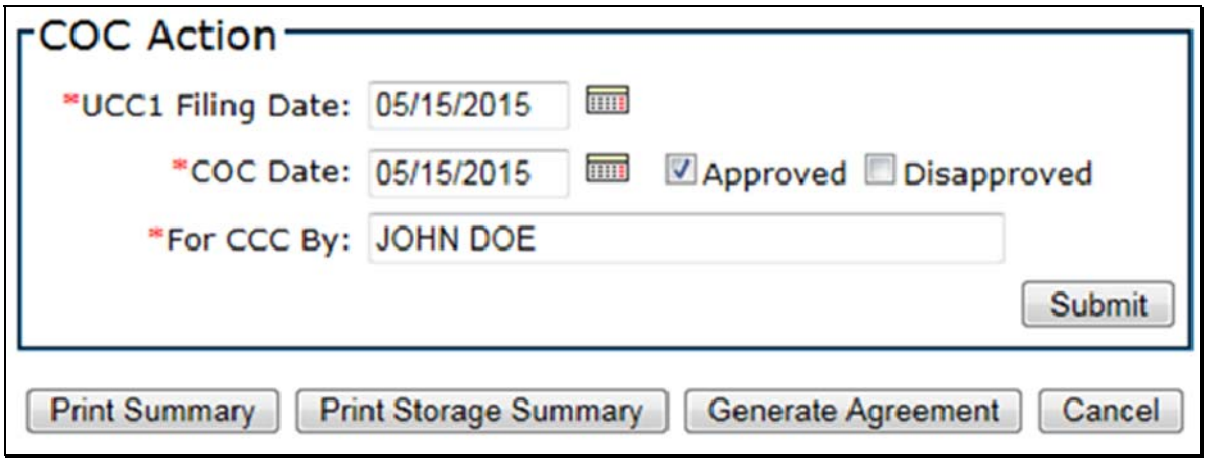
**Note:** The funds **must** be available to cover the loan amount **before** the loan can be disbursed. If the obligation fails, the loan status will be set to “Pending Approval”.

If the loan is disapproved the:

- status of the loan will be set to “Disapproved”
- CCC-677/CCC-678 will be marked “Disapproved”.

### B Example of the “COC Action” Section

Following is an example of the Loan Summary Screen, “COC Action” section.



## 87 COC Determination (Continued)

### C Field Descriptions and Actions for the "COC Action" Section

The following table provides the field descriptions and actions for the "COC Action" section.

| Field/Button | Description | Action |
|---|---|---|
| UCC-1 Filing Date | Date UCC-1 was filed. | Enter date of filing.<br><br>**Note:** This is required entry for farm-stored loan **only**. Cannot be a future date. |
| COC Date | Date COC approved or disapproved the loan. Cannot be before the producer's signature dates and date documents received for all commodities except for cotton and peanuts. | Click appropriate box. |
| For CCC By | Name of authorized COC approver or disapprover. | Enter the complete name of the approver or disapprover with delegated authority. |
| Submit | Finalizes the loan application and submits the payment request to Financial Services. | CLICK "**Submit**".<br><br>**Note:** See subparagraph 84 B for example of Confirmation Screen. |
| Print Summary | Loan summary for farm- or warehouse-stored loan.<br><br>**Note:** See subparagraphs D and E for examples. | CLICK "**Print Summary**". |
| Print Storage Summary | Storage summary for farm- or warehouse-stored loan.<br><br>**Note:** See subparagraphs D and E for examples. | CLICK "**Print Storage Summary**". |
| Generate Agreement | CCC-677 for farm-stored loan and CCC-678 for warehouse-stored loan.<br><br>**Note:** See Exhibits 11 and 12 for examples. | CLICK "**Generate Agreement**".<br><br>**Note:** CCC-677/CCC-678 will be generated with interest rate and maturity date. Print and give a copy to the producer. |
| Cancel | | CLICK "**Cancel**" to cancel the action. |

## 87 COC Determination (Continued)

### D Example of the Loan Summary for a Farm-Stored Loan

Following is an example of a loan summary for a farm-stored loan.

State: TEXAS
County: MEDINA
Year: 2015
Contact: PRODUCER NAME

United States Department of Agriculture
Farm Service Agency
Marketing Assistance Loan
Loan Summary
Farm Stored Loan - Non-Recourse

Date: 05/27/2015
Time: 07:59 AM
Page: 1 of 1

| PRODUCER | SHARE | St. & Co. Codes & Farm No. Where Produced |
|---|---|---|
| PRODUCER NAME | 100.00 % | 48-325-0007134,48-325-0007135 |

| | | | |
|---|---|---|---|
| Loan No: | 20001 | Total Loan Amount: | $ 9,450.00 |
| Crop Year: | 2015 | | |
| Commodity: | WHEAT | Marketing Assessments: | $ (60.00) |
| Class: | HRW | Service Fee: | $ (47.25) |
| Total Loan Quantity: | 3,000.00 BU | TOTAL DISBURSEMENT AMOUNT: | $ 9,342.75 |

| A. SEAL NUMBER | B. COMMODITY STORAGE LOCATION | C. LOAN RATE | D. LOAN QUANTITY | E. LOAN AMOUNT |
|---|---|---|---|---|
| 1 | Northeast of barn. | $ 3.1500 | 1,000.00 BU | $ 3,150.00 |
| 2 | Southwest of Barn | $ 3.1500 | 2,000.00 BU | $ 6,300.00 |

| F. PRODUCER | G. DISBURSEMENT AMOUNT | H. SHARE | I. ISSUE JOINTLY |
|---|---|---|---|
| WHITE, DEBORAH A | $ 9,342.75 | 100.00 % | N |

DISCLAIMER: The calculated payment amounts reflected on this report may vary due to changes in quantity, yields, grading factors, producer eligibility, producer payment share, crop production, payment factors and payment limitation. The distribution of this report does not in any way obligate CCC to disburse any payment amount based upon the quantities shown.

## 87 COC Determination (Continued)

### E Example of the Loan Summary for a Warehouse-Stored Loan

Following is an example of the loan summary for a warehouse-stored loan.

State: TEXAS
County: MEDINA
Year: 2015
Contact: PRODUCER NAME

United States Department of Agriculture
Farm Service Agency
Marketing Assistance Loan
Loan Summary
Warehouse Stored Loan - Non-Recourse

Date: 05/27/2015
Time: 10:08 AM
Page: 1 of 1

| PRODUCER | SHARE | St. & Co. Codes & Farm No. Where Produced |
|---|---|---|
| PRODUCER NAME | 100.00 % | 48-325-0007134,48-325-0007135 |

| | | | |
|---|---|---|---|
| Loan No: | 20003 | Total Loan Amount: | $ 596.14 |
| Crop Year: | 2015 | | |
| Commodity: | CORN | Marketing Assessments: | $ 2.79 |
| Class: | WC | Service Fee: | $ 2.98 |
| Total Loan Quantity: | 278.57 BU | TOTAL DISBURSEMENT AMOUNT: | $ 590.37 |
| Warehouse Code: | 72123 | | |
| Warehouse Location: | TX - MEDINA | | |

| A. RECEIPT NUMBER | B. RECEIPT ISSUE DATE | C. STORAGE PAID THROUGH DATE | D. NET WEIGHT | E. NET LOAN QUANTITY | F. LOAN RATE | G. LOAN AMOUNT |
|---|---|---|---|---|---|---|
| 1501 | 04/01/2015 | 01/31/2016 | 5,600.00 | 100.00 BU | $ 2.1400 | $ 214.00 |
| 1502 | 04/01/2015 | 01/31/2016 | 10,000.00 | 178.57 BU | $ 2.1400 | $ 382.14 |

| H. PRODUCER | I. DISBURSEMENT AMOUNT | J. SHARE | K. ISSUE JOINTLY |
|---|---|---|---|
| WHITE, DEBORAH A | $ 590.37 | 100.00 % | N |

DISCLAIMER: The calculated payment amounts reflected on this report may vary due to changes in quantity, yields, grading factors, producer eligibility, producer payment share, crop production, payment factors and payment limitation. The distribution of this report does not in any way obligate CCC to disburse any payment amount based upon the quantities shown.

## 88 Loan Confirmation

### A General Information

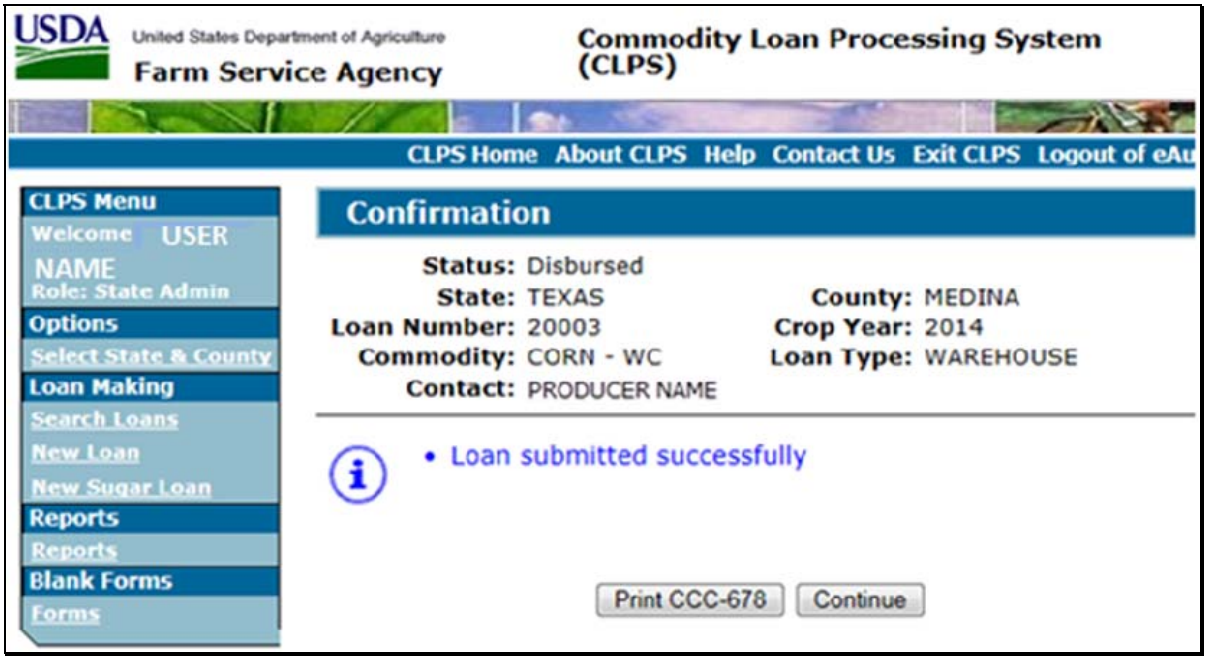
The Confirmation Screen will:

- display the status of the payment request
- allow the user to print the final agreement.

The final agreement will be updated and can be printed. Provide a copy of the agreement to each producer and file a copy in the loan folder.

### B Example of the Confirmation Screen for a Warehouse-Stored Loan

Following is an example of the Confirmation Screen for a warehouse-stored loan.




### C Actions on the Confirmation Screen

On the Confirmation Screen:

- CLICK "**Print CCC-677**" or "**Print CCC-678**", as applicable
- CLICK "**Continue**" to display the Search Results Screen.

**89-99 (Reserved)**

# Part 5 Loan Servicing

## 100 General Information

### A Overview

This part provides instructions for:

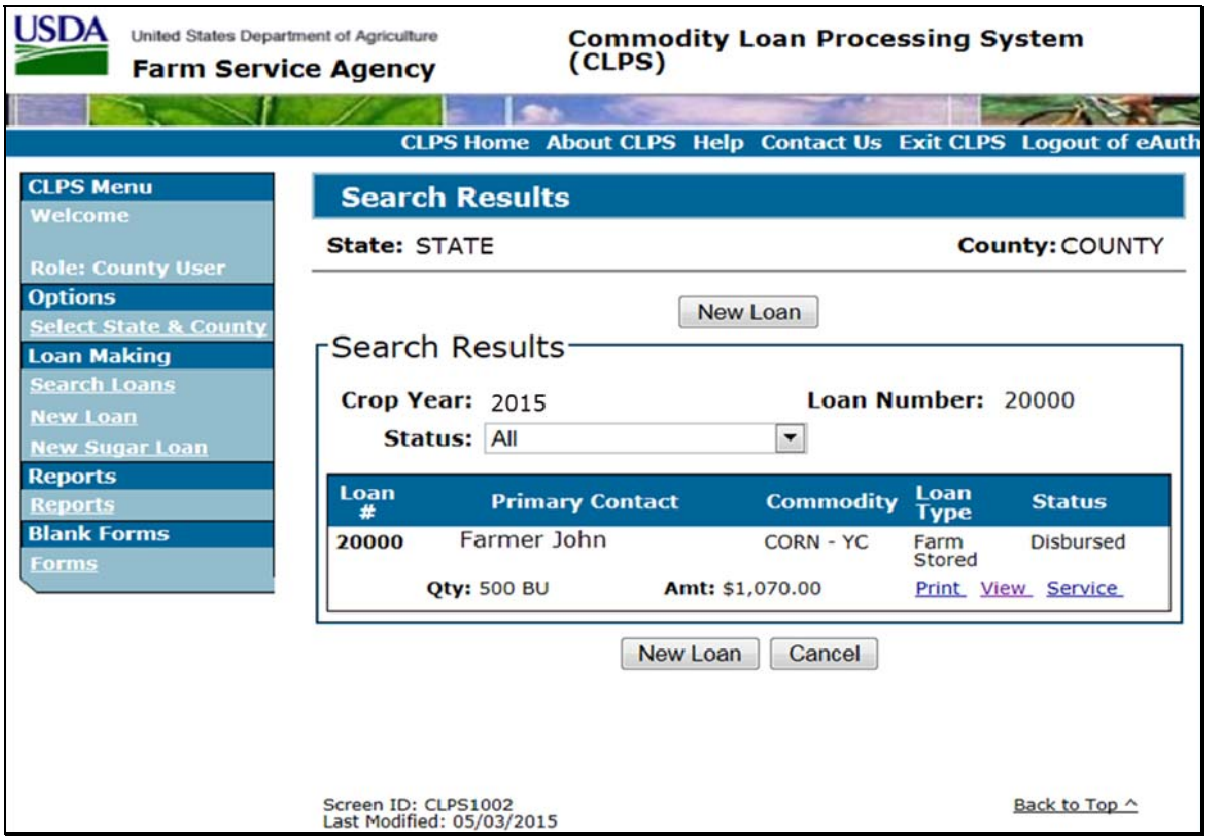
- processing loan repayments
- canceling loans
- printing a loan summary.

### B Selecting Loans for Servicing

Search for the applicable loan to be repaid by producer name or loan number according to paragraph 22. Ensure that the applicable crop year is selected.

### C Example of the Search Results Screen

Following is an example of the Search Results Screen.



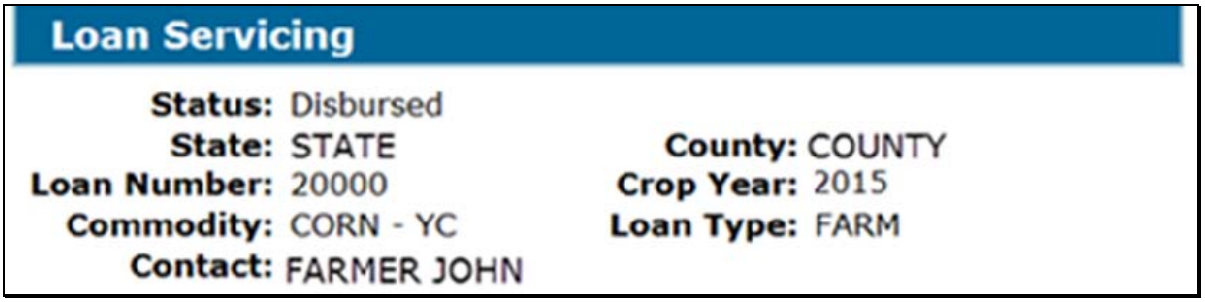
## 100 General Information (Continued)

### D Action

Loans that meet requested search criteria are displayed. CLICK "**Service**" link to access loan servicing options.

### E Example of the Loan Servicing Screen Header Information

Following is an example of the Loan Servicing Screen header information for. This header is displayed on each Loan Servicing Screen and allows the user to identify the loan.




### F Field Descriptions for Loan Servicing Screen Header Information

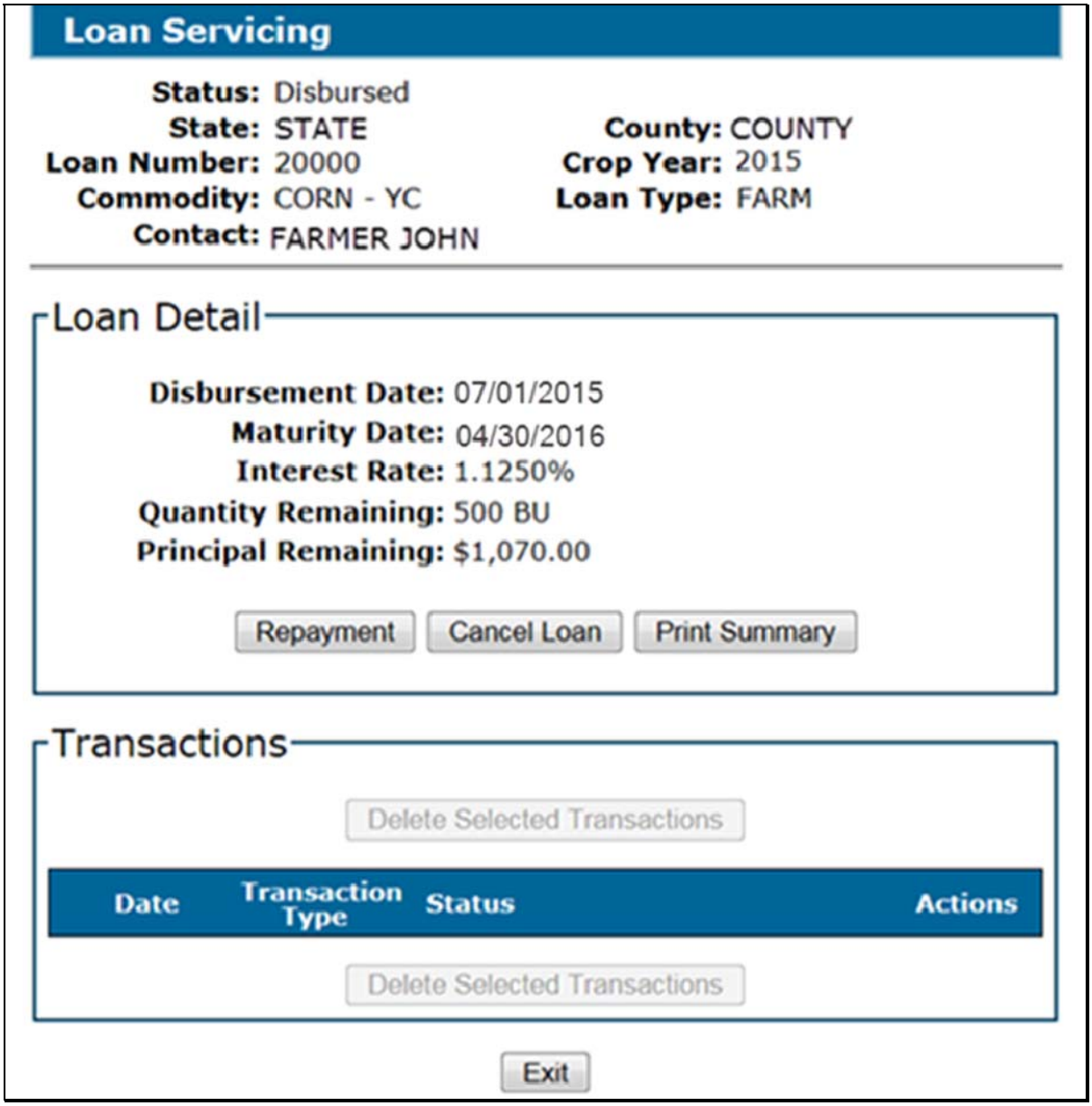
The following table provides the field descriptions for the Loan Servicing Screen header.

| Field/Button | Description | Action |
|---|---|---|
| Status | Displays status of the loan. | |
| State | Producer's State. | |
| County | Producer's county. | |
| Loan Number | Sequential number assigned to loan used to identify a particular loan. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Identifies the commodity under loan. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. | |
| Contact | Producer selected as the contact producer. | |

## 100 General Information (Continued)

### G Example of the Loan Servicing Screen

Following is an example of the Loan Servicing Screen.



## 100 General Information (Continued)

### H Field Descriptions and Actions for the Loan Servicing Screen

The following table provides the field descriptions and actions for the Loan Servicing Screen.

| Field/Button | Description | Action |
|---|---|---|
| **Loan Detail** | | |
| Disbursement Date | Date the loan was disbursed. | |
| Maturity Date | Date the loan matures. | |
| Interest Rate | Interest rate of the loan. | |
| Quantity Remaining | Quantity of commodity that remains under loan. | |
| Principal Remaining | Dollar amount of principal remaining under loan. | |
| Repayment | | CLICK "**Repayment**" to start the repayment process. The Repayment Screen will be displayed. |
| Cancel Loan | | CLICK "**Cancel**" to cancel the loan.<br><br>See Part 13 to reissue a loan after cancellation. |
| Print Summary | | CLICK "**Print Summary**" to print a summary of the loan. |
| **Transactions** | | |
| Date | Displays date of the repayment. | |
| Transaction Type | Displays type of repayment. | |
| Status | Displays status of the repayment. | |
| Actions | Allows user to view or print the transaction. | CLICK:<br><br>• "**View**" to view the specific transaction<br><br>• "**Print**" to print the specific transaction. |

# 101 Repayment Options

## A Overview

Loans can be repaid at the lesser of the following:

- loan P+I
- market price repayment.

Following are the available repayment options:

- “Full”
- “Partial”
- “Lump Sum”.

**Notes:** Refund amount that will not repay a whole unit.

Warehouse-stored loans and farm-stored market price repayments are **not** eligible for the “Lump Sum” option.

See the applicable commodity handbook to determine the type of eligible repayments for a given commodity.

## B Pre-Repayment Process Activity

Before beginning any type of repayment processing:

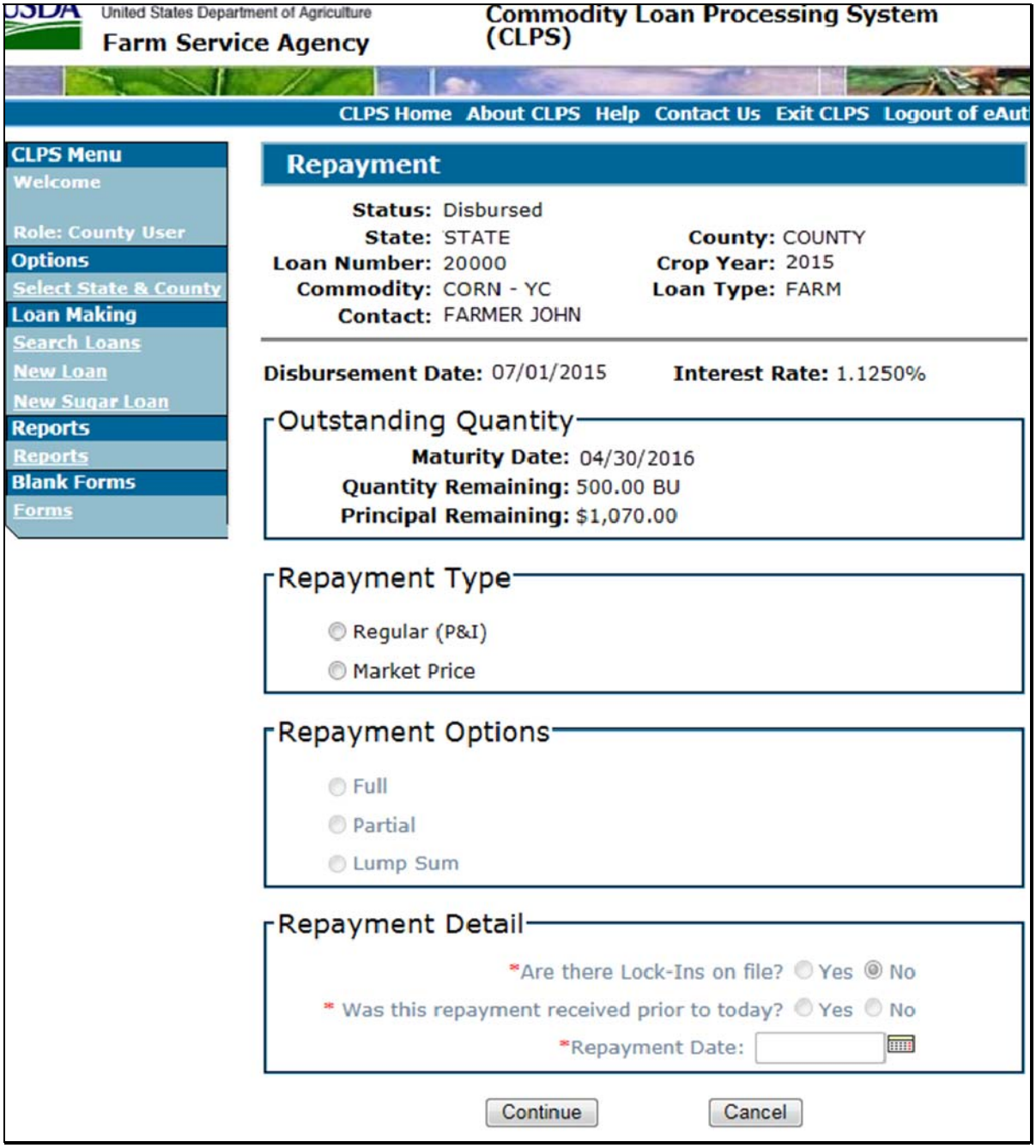
- have the loan folder at the workstation
- have the repayment in hand, unless performing a repayment inquiry
- gather remitter information, as applicable.

**Note:** Remitter **must** be loaded in Business Partner if the remitter is requesting a refund.

## 101 Repayment Options (Continued)

### C Example of the Repayment Screen

Following is an example of the Repayment Screen.



## 101 Repayment Options (Continued)

### D Field Descriptions and Actions for the Repayment Screen

The following table provides the field descriptions and actions for the Repayment Screen.

| Field/Button | Description | Action |
|---|---|---|
| **Outstanding Quantity** | | |
| Maturity Date | Date loan matures. | |
| Quantity Remaining | Quantity of commodity that remains under loan. | |
| Principal Remaining | Dollar amount of principal remaining under loan.<br><br>**Note:** This does **not** include interest or loan violation fees. | |
| **Repayment Type** | | |
| Regular<br>Market Price | | CLICK:<br><br>• "**Regular Repayment**" if the repayment is at P+I<br><br>• "**Market Price**" if the repayment is either of the following:<br><br>  • current Posted County Price or AWP in effect the date payment is received<br><br>  • there is an active CCC-697 on file for the applicable loan. |
| **Repayment Options** | | |
| Full<br>Partial<br>Lump Sum | | CLICK:<br><br>• "**Full**" to repay the entire outstanding loan quantity<br><br>• "**Partial**" to repay a portion of the outstanding loan quantity<br><br>• "**Lump Sum**" to repay a portion of the outstanding loan amount. |

## 101 Repayment Options (Continued)

### D Field Descriptions and Actions for the Repayment Screen (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Repayment Details** | | |
| "Are there Lock-Ins on file? Yes/No" | See the producer folder to identify if the producer requested a lock in of the commodity. | CLICK:<br>• "**Yes**" if there are lock-ins<br>• "**No**" if there are **not** any lock-ins. |
| Was this repayment received prior to today? Yes/No" | Refer to date the loan repayment was received in the County Office. | CLICK:<br>• "**Yes**" if the repayment was received on a prior date<br>• "**No**" if the repayment is for the current date. |
| Repayment Date | Date the repayment was received in County Office.<br><br>**Notes:** Repayment date is defaulted to the system date.<br><br>The date for repayment by wire transfer will be the date the funds are received in CCC's account. | Enter date by either:<br>• entering the date in the "mm/dd/yyyy" format<br>• clicking "Calendar" icon. |
| Continue | | CLICK "**Continue**" to proceed to the next screen.<br><br>Repayment Quantities Screen will be displayed if partial was selected. See paragraph 102.<br><br>Repayment Detail Screen will be displayed if lump sum was selected. See paragraph 103. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 102 Partial Repayments

### A Overview

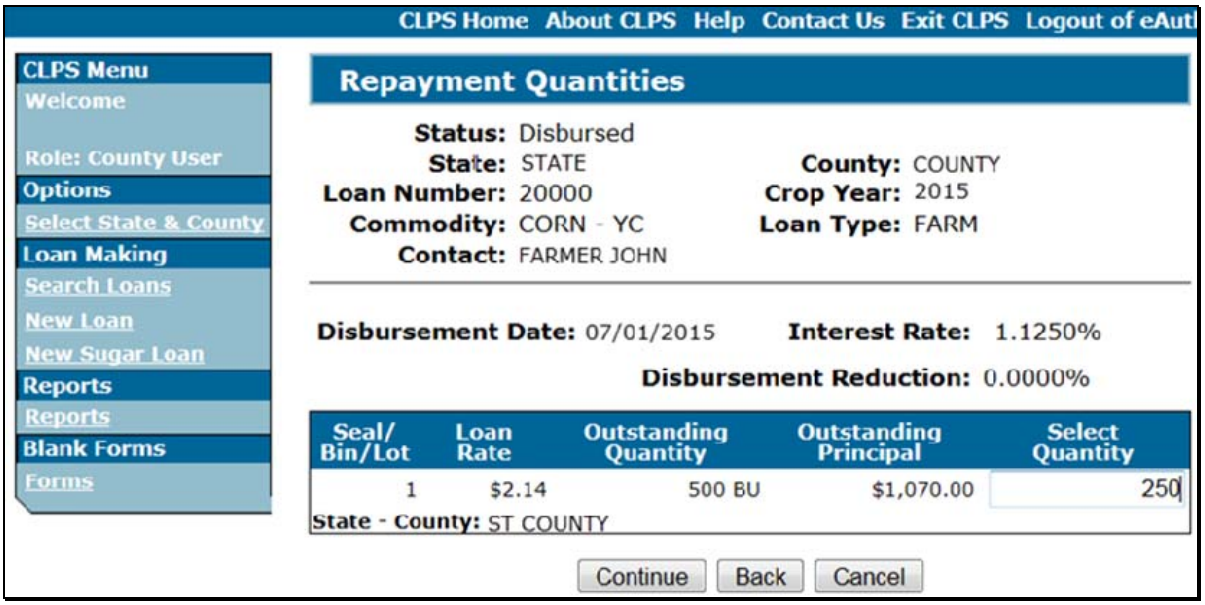
The Repayment Quantities Screen will:

- will be displayed when the partial repayment option is selected for farm- and warehouse-stored loans
- allows the user to enter or select the specific quantity to be repaid
- will display the repayment header in addition to information specific to the quantity selection.

Partial repayments are payments made on a loan that will **not** result in the loan being paid in full.

### B Example of the Repayment Quantities Screen for Farm-Stored Partial Repayment

Following is an example of the Repayment Quantities Screen for a farm-stored partial repayment.



## 102 Partial Repayments (Continued)

### C Field Descriptions and Actions for the Repayment Quantities Screen for Farm-Stored Partial Repayment

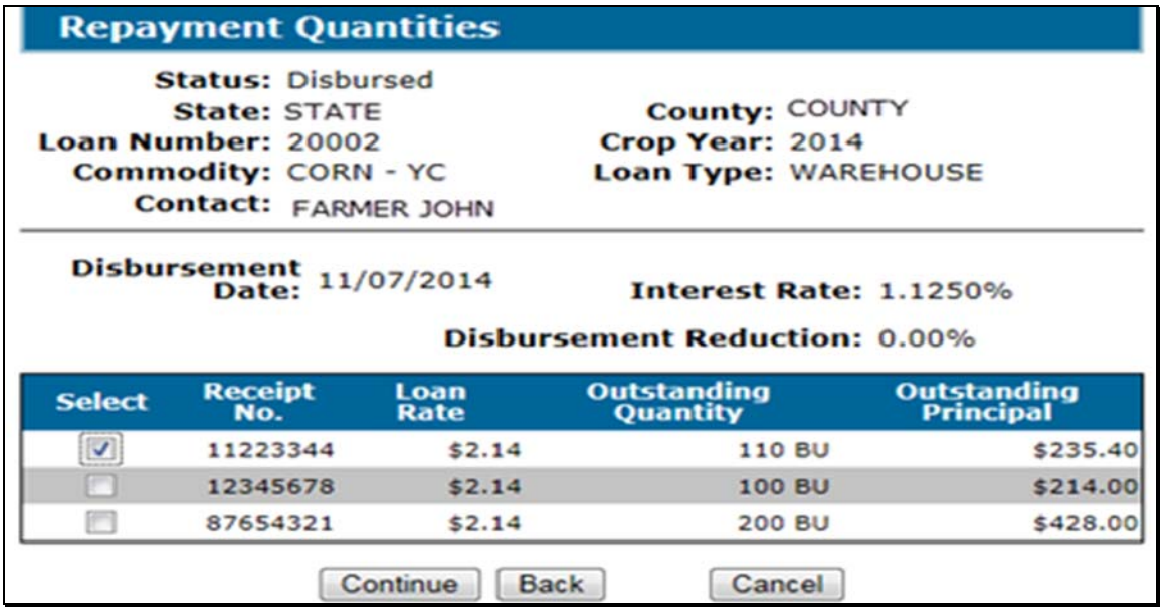
The following table provides the field descriptions and actions for the Repayment Quantities Screen a farm-stored partial repayment.

| Field/Button | Description | Action |
|---|---|---|
| Disbursement Date | Date the loan was disbursed. | |
| Interest Rate | Interest rate in effect for loan repayments. | |
| Seal/Bin/Lot | Identifies the storage unit. The actual storage type depends on the commodity. | |
| Loan Rate | Loan rate in effect when the loan was disbursed. | |
| Outstanding Quantity | Collateral remaining under loan. | |
| Outstanding Principal | Principal amount remaining on the loan. | |
| Select Quantity | Quantity to be repaid based on producer request. | Enter quantity per seal/bin/lot to be repaid.<br><br>**Note:** The example provided illustrates 1 seal/bin/lot in the loan. If the loan has multiple seal/bin/lots, additional rows are displayed. |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 102 Partial Repayments (Continued)

### D Example of the Repayment Quantities Screen for a Warehouse-Stored Partial P+I Repayment

Following is an example of the Repayment Quantities Screen for a partial P+I repayment warehouse-store loan.




### E Field Descriptions and Actions for the Repayment Quantities Screen for Warehouse-Stored Partial Repayment

The following table provides the field descriptions and actions for the Repayment Quantities Screen for warehouse-stored partial repayment.

| Field/Button | Description | Action |
|---|---|---|
| Select | Identifies the storage unit. The actual storage type depends on the commodity. | Click on the receipts to be repaid. |
| Receipt No. | Identifies the warehouse receipts under loan. | |
| Loan Rate | The loan rate in effect when the loan was disbursed. | |
| Outstanding Quantity | The total collateral remaining under loan. | |
| Outstanding Principal | The total principal remaining on the loan. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

# 103 Lump Sum Repayments

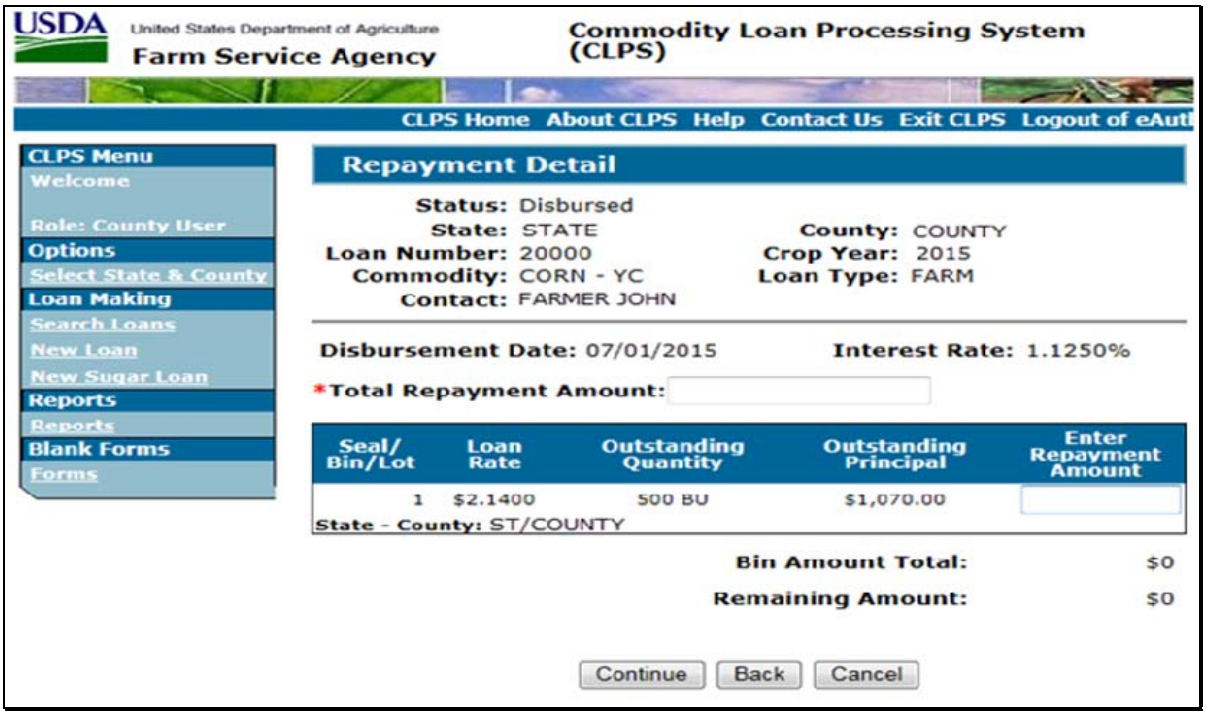
## A Overview

The Repayment Detail Screen is only displayed for lump sum repayments. This screen allows the user to enter the dollar amount of the repayment and adjusts the quantity to be repaid.

Lump sum repayments are repayments that are applied using a lump sum amount. Only farm-stored P+I repayments allow this option.

## B Example of the Repayment Detail Screen for Farm-Stored Lump Sum Repayment

Following is an example of the Repayment Detail Screen for a farm-stored lump sum repayment.




## C Field Descriptions and Actions for the Repayment Detail Screen for Farm-Stored Lump Sum Repayment

The following table provides the field descriptions and actions the Repayment Detail Screen for a farm-stored lump sum repayment.

| Field/Button | Description | Action |
|---|---|---|
| Total Repayment Amount | Dollar amount of the remittance provided to repay the loan. | Enter dollar amount of the remittance. |
| Seal/Bin/Lot | Identifies the storage unit. The actual storage type depends on the commodity. | |

## 103 Lump Sum Repayments (Continued)

### C Field Descriptions and Actions for the Repayment Detail Screen for Farm-Stored Lump Sum Repayment (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Loan Rate | Repayment rate per seal/bin/lot based on storage location that is the rate at which the loan was disbursed. | |
| Outstanding Quantity | Total unit of measure of collateral remaining under loan. | |
| Outstanding Principal | Total dollar amount remaining to be repaid. Does **not** include interest. | |
| Enter Repayment Amount | Field that allows the user to enter the dollar amount to be repaid based on producer request. | Enter dollar amount per seal/bin/lot to be repaid. |
| Bin Amount Total | Displays total dollar amount entered for each seal/bin/lot. | |
| Remaining Amount | Displays a running total of the dollar amount remaining to be applied to a bin/seal/lot.<br><br>**Note:** Displays $0 when the total "Repayment Amount" has been fully allocated. | |
| Continue | | CLICK "**Continue**" to proceed to go to the next screen. |
| Back | | CLICK "**Back**" to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 104 Other Adjustments

### A Overview

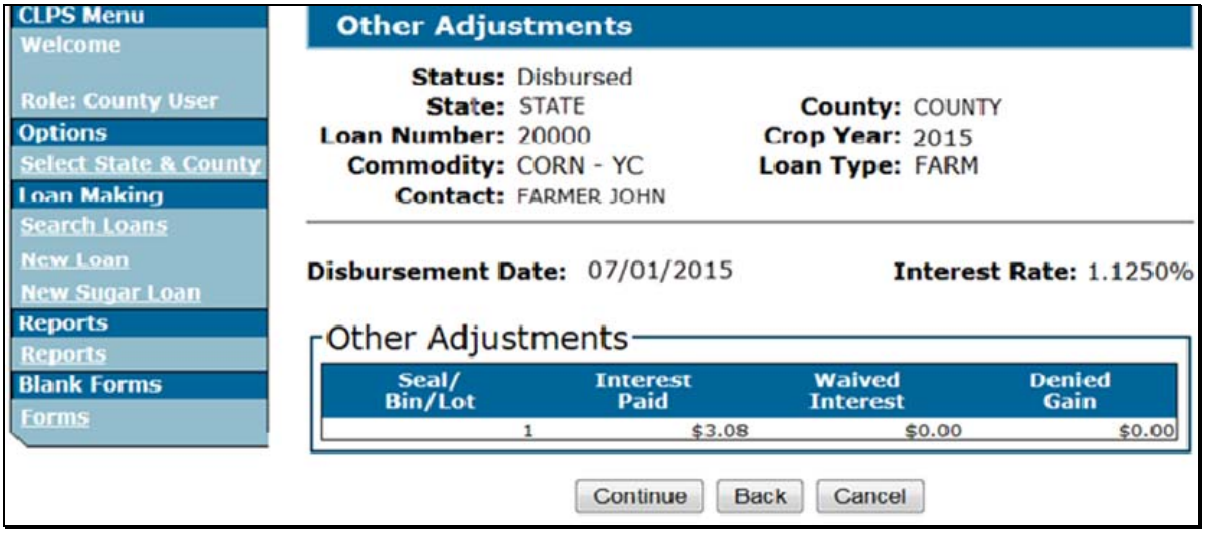
Other adjustments are any adjustments, as applicable, for all repayment types.

The Other Adjustments Screen will display the repayment header information in addition to information specific to loan adjustments, such as reductions in denied market gain based on producer eligibility and waived interest.

## 104 Other Adjustments (Continued)

### B Example of the Other Adjustments Screen for Farm-Stored Loans

Following is an example of the Other Adjustments Screen for farm-stored loans.




### C Field Descriptions and Actions for the Other Adjustments Screen for Farm-Stored Loans

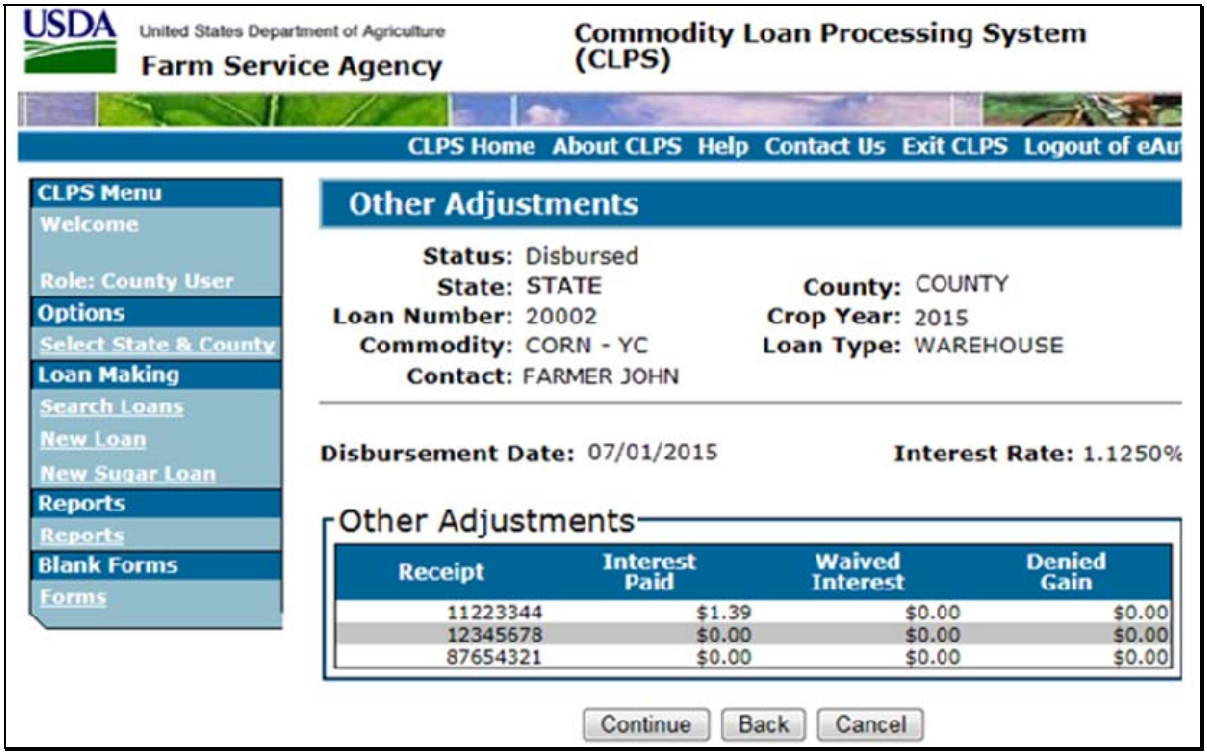
The following table provides the field descriptions and actions for the Other Adjustments Screen for farm-stored loans.

| Field/Button | Description | Action |
|---|---|---|
| Seal/Bin/Lot | Identifies the storage unit. The actual storage type depends on the commodity. | |
| Interest Paid | Displays the interest rate calculated per quantity repaid for each seal/bin/lot. | |
| Waived Interest | Displays any waived interest calculated per quantity repaid for each seal/bin/lot based. | |
| Denied Gain | Displays any denied gain per seal/bin/lot based on producer eligibility. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 104 Other Adjustments (Continued)

### D Example of the Other Adjustments Screen for Warehouse-Stored Loans

Following is an example of the Other Adjustments Screen for a warehouse-stored loan.




### E Field Descriptions and Actions for the Other Adjustments Screen for Warehouse-Stored Loans

The following table provides the field descriptions and actions for the Other Adjustments Screen for warehouse-stored loans.

| Field/Button | Description | Action |
|---|---|---|
| Receipt | Identifies warehouse receipts under loan. | |
| Interest Paid | Displays the interest rate calculated per receipt selected for repayment.<br><br>Interest paid will be displayed when the P+I repayment option is selected.<br><br>An amount of $0.00 will be displayed when either:<br><br>• a market price repayment option is selected<br>• the receipt was **not** selected for repayment. | |

## 104 Other Adjustments (Continued)

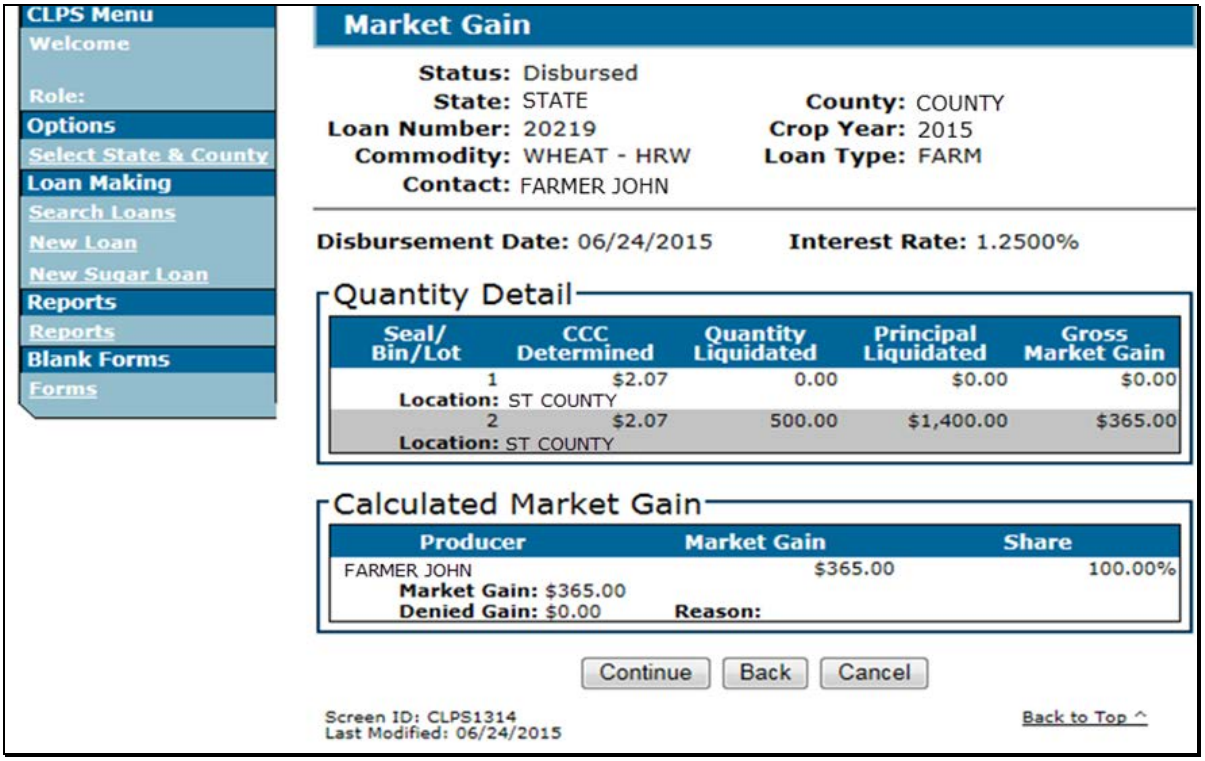
### E Field Descriptions and Actions for the Other Adjustments Screen for Warehouse-Stored Loans (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Waived Interest | Displays any waived interest calculated per quantity repaid for each seal/bin/lot based.<br><br>An amount of $0.00 will be displayed when either:<br><br>• a market price repayment option is selected<br>• the receipt was **not** selected for repayment. | |
| Denied Gain | Displays any denied gain per seal/bin/lot based on producer eligibility.<br><br>An amount of $0.00 will be displayed when either:<br><br>• a market price repayment option is selected<br>• the receipt was **not** selected for repayment. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 104 Other Adjustments (Continued)

### F Example of the Market Gain Screen

Following is an example of the Market Gain Screen.




### G Field Descriptions and Actions for the Market Gain Screen

The following table provides the field descriptions and actions for the Market Gain Screen.

| Field/Button | Description | Action |
|---|---|---|
| **Quantity Detail** | | |
| Seal/Bin/Lot | Identifies the storage unit. The actual storage type depends on the commodity. | |
| CCC Determined | Provides the announced repayment rate. | |
| Quantity Liquidated | Collateral repaid after current transaction is finalized. | |
| Principal Liquidated | Amount of principal repaid after current transaction is completed. | |
| Gross Market Gain | Market gain calculated without any reductions due to eligibility. | |

## 104 Other Adjustments (Continued)

### G Field Descriptions and Actions for the Market Gain Screen (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Calculated Market Gain** | | |
| Producer | Contact producer on loan. | |
| Market Gain (column heading) | Displays market gain due producer/top level entity based on eligibility. | |
| Share | Share of loan per producer on loan | |
| Market Gain (under producer's name) | Displays market gain due producer based on eligibility. | |
| Denied Gain (under producer's name) | Displays denied gain per producer based on eligibility. | |
| Reason (under Market Gain column) | Displays reason for denied gain. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK "**Back**" to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 105 Remittance Details

### A Overview

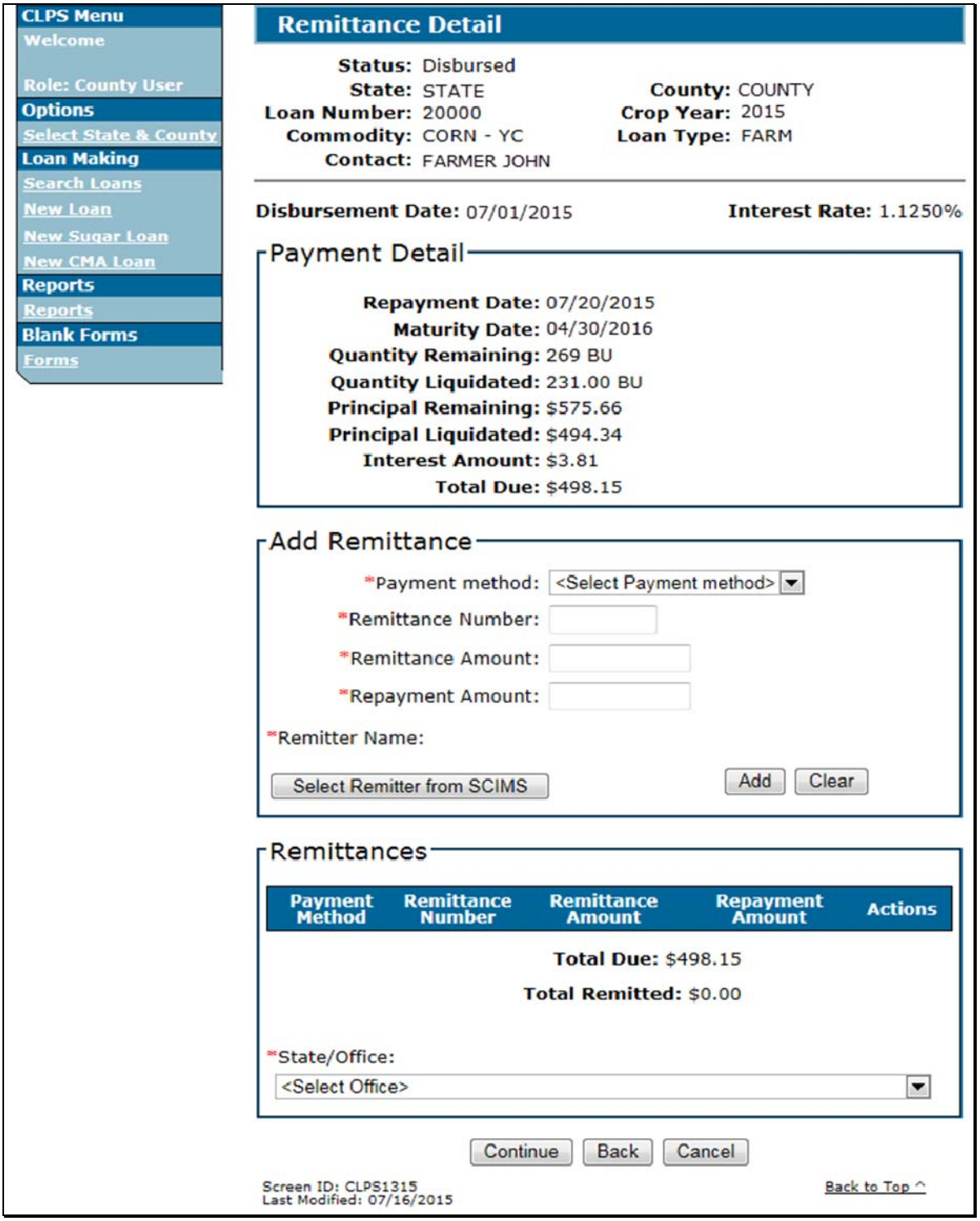
The Remittance Detail Screen will display the repayment header information in addition to repayment information gathered from the previous screen entries.

**Note:** See 64-FI for preparing the Schedule of Deposit.

## 105 Remittance Details (Continued)

### B Example of the Remittance Detail Screen

Following is an example of the Remittance Detail Screen.



## 105 Remittance Details (Continued)

### C Field Descriptions and Actions for the Remittance Detail Screen

The following table provides the field descriptions and actions for the Remittance Detail Screen.

| Field/Button | Description | Action |
|---|---|---|
| **Payment Detail** | | |
| Repayment Dates | Date repayment was received in the County Office. | |
| Maturity Date | Date loan matures. | |
| Quantity Remaining | Quantity of commodity that remains under loans. | |
| Principal Remaining | Dollar amount of principal remaining after the transaction is completed. | |
| Principal Liquidated | Amount of principal remaining after the transaction is completed. | |
| Interest Amount | Amount of interest due. | |
| Total Due | Total amount of principal plus applicable interest due. | |
| **Add Remittance** | | |
| Payment Method | Type of payment. The following options are available:<br>• "Personal Check"<br>• "Cashier Check"<br>• "Money Order"<br>• "Multi-Party Check"<br>• "Wire Transfer"<br>• "Cash & Coin"<br>• "Centralized Cotton Redemption" (for warehouse cotton only). | Select applicable payment method from the drop-down list. |
| Remittance Number | Number associated with the remittance type, such as check number. | Enter number associated with the remittance type.<br><br>See FI policy for repayments received in cash. |

## 105 Remittance Details (Continued)

### C Field Descriptions and Actions for the Remittance Detail Screen (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Add Remittance (Continued)** | | |
| Remittance Amount | Dollar amount written on the check or item number. | Enter total amount in dollars and cents. |
| Remitter Name | Displays name of the person issuing the repayment.<br><br>**Note:** Automatically populated based on the name selected from SCIMS. | Follow procedure on who gets the refund. |
| Select Remitter from SCIMS | | • CLICK "**Select Remitter from SCIMS**"<br>• SCIMS Search Page will be displayed<br>• select the remitter from SCIMS. |
| Add | | CLICK "**Add**" to apply the remittance to the transaction.<br><br>Repeat the process to add additional remittances. |
| Clear | | CLICK "**Clear**" to delete the information entered. |
| **Remittances**<br>Items in this section are blank until users click "**Add**". | | |
| Payment Method | Payment type selected from current transaction. | |
| Remittance Number | Check/Item number entered from current transaction. | |
| Remittance Amount | Dollar amount on check/item entered from current transaction. | |
| Repayment Amount | Dollar amount applied to repayment entered from current transaction. | |

## 105 Remittance Details (Continued)

### C Field Descriptions and Actions for the Remittance Detail Screen (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Remittances (Continued)**<br>Items in this section are blank until users click "**Add**". | | |
| Actions | Provides a link to access entries recorded from "Add Remittance" section. | CLICK "**Actions**" to re-access the entry for editing. |
| Total Due | Amount of repayment due from calculation | Populated from repayment calculation entries. |
| Total Remitted | Amount collected based on remittance amount entered. | Total remittance amounts entered from all remittances added in current transaction. |
| State/Office | Provides a listing of all County Offices in State. | Select State and County Office in which the physical payment is being collected.<br><br>**Note:** CLPS will display the State and county selection on 2 separate drop-down lists for State administrative users. |
| Continue | | CLICK "**Continue**" to proceed to the next screen. |
| Back | | CLICK Back to go to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel process. Changes will **not** be saved. |

## 106 Remittance Confirmation Screen

### A Overview

The Repayment Confirmation Screen will display the repayment header information in addition to a message stating that the repayment was processed successfully. At the end of the repayment process, the user is able to generate PDF of CCC-500M.

## 106 Remittance Confirmation Screen (Continued)

### B Example of the Remittance Confirmation Screen

Following is an example of the Remittance Confirmation Screen.

**Remittance Confirmation**

**Status:** Disbursed
**State:** STATE
**County:** COUNTY
**Loan Number:** 20000
**Crop Year:** 2015
**Commodity:** CORN - YC
**Loan Type:** FARM
**Contact:** FARMER JOHN

**Disbursement Date:** 07/01/2015
**Interest Rate:** 1.1250%
**Repayment Date:** 07/22/2015

**Remittances**

| Payment Method | Remittance Number | Remittance Amount | Payment Amount |
|---|---|---|---|
| Cashier Check<br>**Remitter:** FARMER JOHN | 123456789 | $1,076.17 | $1,076.17 |

**Total Due:** $1,076.17
**Total Remitted:** $1,076.17

**State/Office:** STATE / COUNTY SERVICE CENTER

Submit Back Cancel

Screen ID: CLPS1316
Last Modified: 05/03/2015

Back to Top ^

## 106 Remittance Confirmation Screen (Continued)

### C Action

On the Remittance Confirmation Screen, CLICK:

- "**Submit**" to submit the repayment information to NRRS

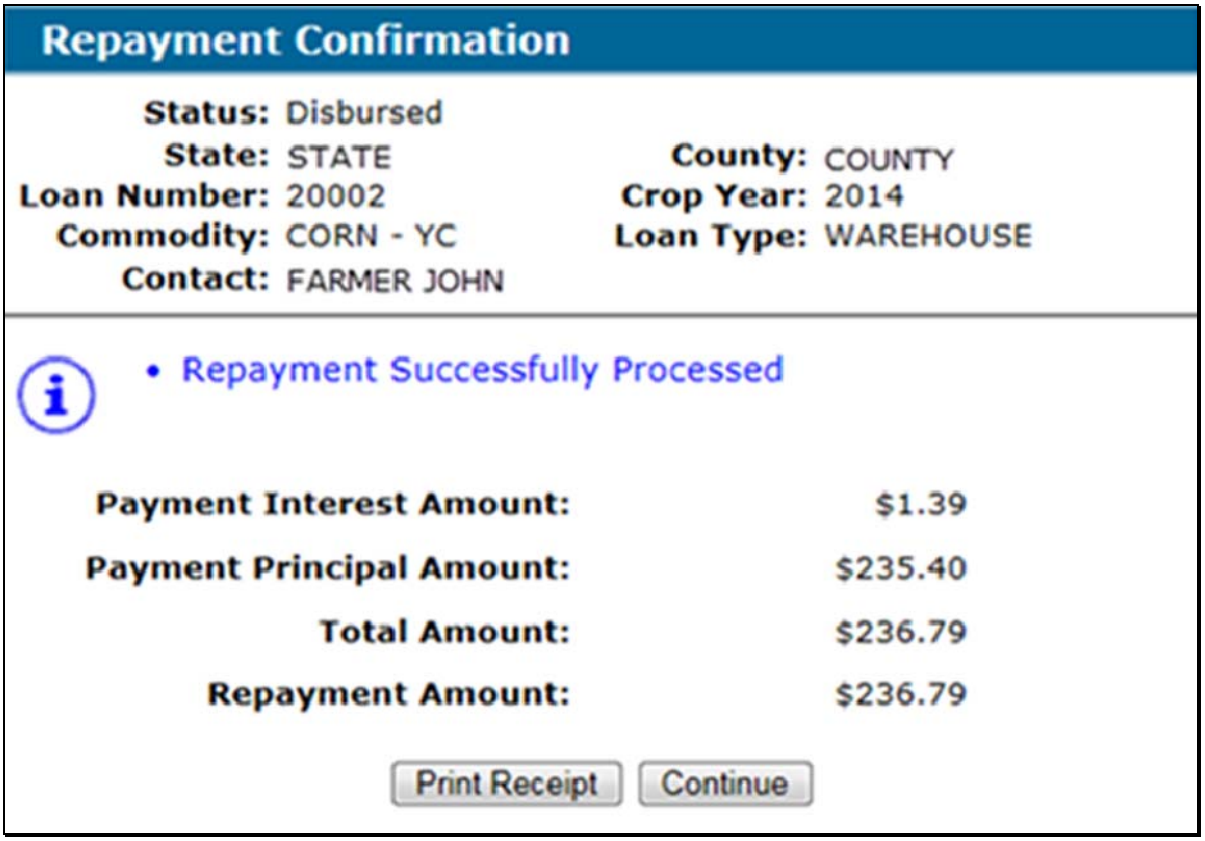
  **Note:** The Repayment Confirmation Screen will be displayed.

- "**Back**" to return to the previous screen

- "**Cancel**" to cancel the process. Changes will **not** be saved.

### D Example of the Repayment Confirmation Screen

Following is an example of the Repayment Confirmation Screen.



## 106 Remittance Confirmation Screen (Continued)

### E Field Descriptions and Actions for the Repayment Confirmation Screen

The following table provides the field descriptions and actions for the Repayment Confirmation Screen.

| Field/Button | Description | Action |
|---|---|---|
| Confirmation message | Displays "Repayment Successfully Processed" when transaction was successfully passed to NRRS.<br><br>**Note:** CLPS will **not** proceed to this screen if repayment was **not** successful. The Remittance Detail Screen will display appropriate error message. | Prompt from CLPS based on returned information from support systems (NPS, NRRS, subsidiary flies, AGI, as applicable). |
| Payment Interest Amount | Interest calculated based on repayment information. | |
| Payment Principal Amount | Principal calculated based on repayment information. | |
| Total Amount | Total repayment due based on repayment calculations. | |
| Repayment Amount | Total remitted based on remittance information. | |
| Print Receipt | Produces PDF file of CCC-500M.<br><br>Users are **not** required to save this file because CCC-500M may be generated as needed.<br><br>Print and provide a copy to the producer.<br><br>**Note:** Do **not** provide CCC-500M to a remitter who is **not** listed on the loan. | CLICK "**Print Receipt**". |
| Continue | | CLICK "**Continue**" to proceed to end the process. |

## 107 CCC-500M

### A Overview

CCC-500M provides a copy of the repayment transaction details. It does **not** provide information about remittance detail. See 8-LP for the item details on CCC-500M.

### B Example of CCC-500M

The following is an example of CCC-500M.

CCC-500M
(04-24-15)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

MARKETING ASSISTANCE LOAN REPAYMENT RECEIPT

| 1. State and County Code | 2. Crop Year | 3. Loan Number |
|---|---|---|
| 48 - 325 | 2014 | 20002 |

NOTE: Form contains Personally Identifiable Information(PII). FSA disclosure of the completed form is restricted to only the individual(s) to whom the information on the form pertains and authorized FSA personnel who have 1)the appropriate access clearance/permissions and 2) a demonstrated business need to know the information in order to perform their assigned official duties.

| 4. Name and Mailing Address (including Zip Code) | 5. Commodity | 6. Type of Loan | 7. Disbursement Date (MM-DD-YYYY) | 8. Amount Received |
|---|---|---|---|---|
| | CORN | Warehouse Stored | 11/07/2014 | $ 236.79 |

| 9. Redeemed with this Payment: | | | | 10. Outstanding Balance After this Payment: | |
|---|---|---|---|---|---|
| A. Date Repaid | B. Total Quantity | C. Principal | D. Interest | A. Total Quantity | B. Principal Amount (Excluding Interest) |
| 05/19/2015 | 110.00 BU | $ 235.40 | $ 1.39 | 300.00 BU | $ 642.00 |

11. Breakdown of Collateral Released and Outstanding Balance by Bin/Seal Number or Warehouse Receipt Number:

| A. Bin/Seal No.(s) or Warehouse Receipt No.(s) | B. Quantity Redeemed | C. Principal Paid | D. Interest Repaid | E. Market Gain | F. Denied Gain | G. Unit Cost | H. Cotton Storage Credit | I. Peanut Handling Charges | Balance After Payment J. Quantity | Balance After Payment K. Principal |
|---|---|---|---|---|---|---|---|---|---|---|
| 11223344 | 110.00 BU | $ 235.40 | $ 1.39 | | | $ 2.1400 | | | 0.00 BU | $ 0.00 |
| 12345678 | 0.00 BU | $ 0.00 | $ 0.00 | | | $ 2.1400 | | | 100.00 BU | $ 214.00 |
| 87654321 | 0.00 BU | $ 0.00 | $ 0.00 | | | $ 2.1400 | | | 200.00 BU | $ 428.00 |

12. Other:

| A.Total Market Gain | B. Total Waived Interest | C. Total Denied Market Gain | D. Liquidated Damages |
|---|---|---|---|
| | | | |

## 108-199 (Reserved)

## Part 6 (Reserved)

## 200-299 (Reserved)

## 300 Creating Honey Loans

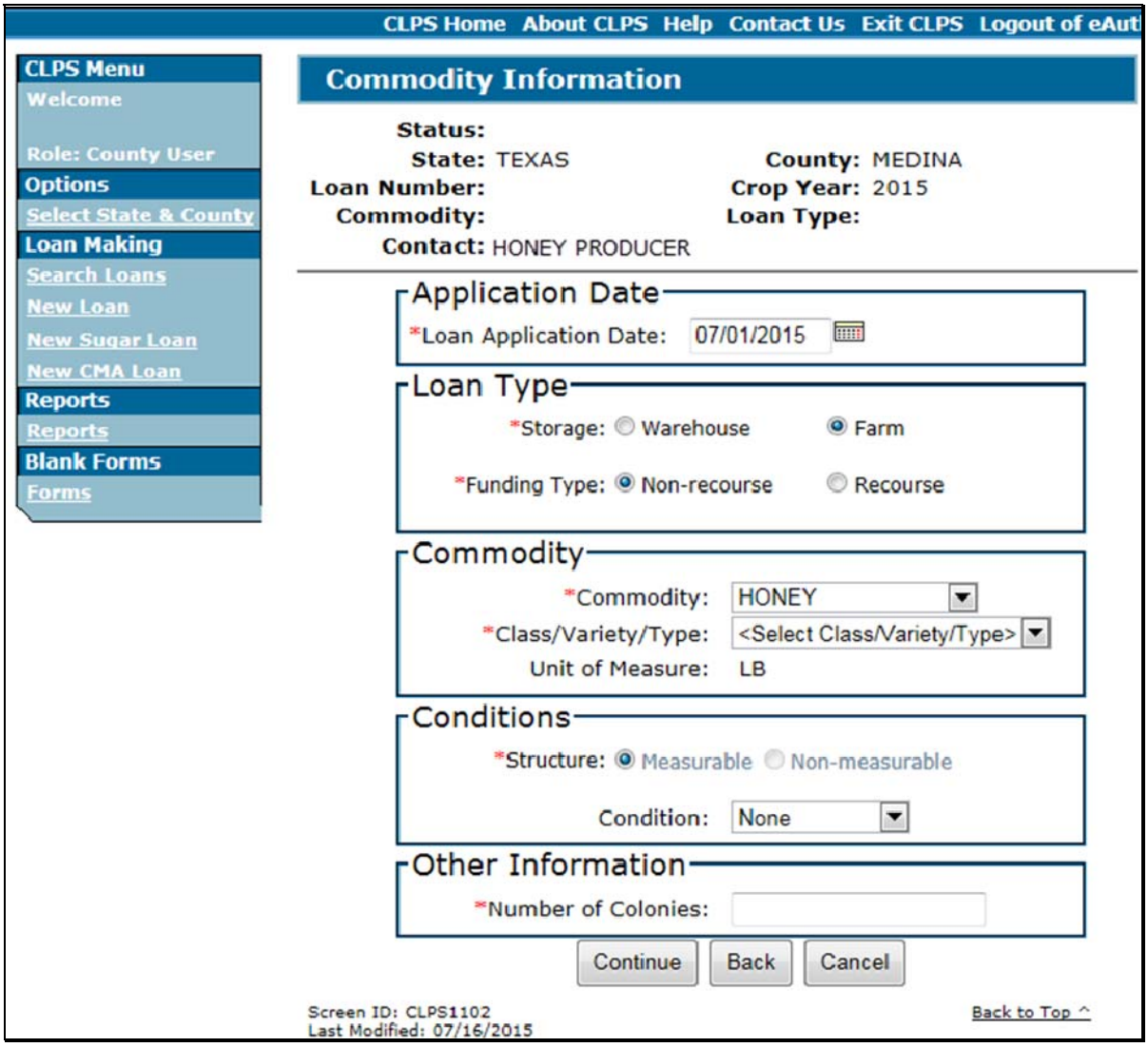
### A Overview

CLPS shall be used to process all 2015 and subsequent year honey loans. Honey loans are created in the same manner as other commodity loans with the exception of a few items specific to honey.

**Note:** Honey loans are currently only available for farm-stored loans.

### B Example of the Commodity Information Screen for Honey

Following is an example of the Commodity Information Screen for honey.



**300 Creating Honey Loans Continued)**

**C Field Descriptions and Actions for the Commodity Information Screen for Farm-Stored Honey Loans**

The following table provides field descriptions and actions for the Commodity Information Screen for farm-stored honey loans.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been saved. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been saved. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Blank until the commodity type is selected. | |
| Loan Type | Identifies the loan as either farm-stored or warehouse-stored.<br><br>Blank until the loan type has been selected. | |
| Contact | Primary contact for the loan. | |
| **Loan Application Date** | | |
| Loan Application Date | Date loan application request was received by the County Office. | Enter date by either:<br><br>• entering the date in the "mm/dd/yyyy" format<br><br>• clicking "Calendar" icon. |
| **Loan Type** | | |
| Storage | Type of storage for the loan. | CLICK "**Farm**". |
| Funding Type | Type of funding for the commodity. | "**Non-recourse**" is defaulted.<br><br>CLICK "**Recourse**" only when the honey loan is recourse. |

## 300 Creating Honey Loans (Continued)

### C Field Descriptions and Actions for the Commodity Information Screen for Farm-Stored Honey Loans (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Commodity** | | |
| Commodity | Type of commodity. | Using the drop-down list, select "**Honey**". |
| Class/Variety/Type | Class/variety/type for the commodity. | Using the drop-down list, select either:<br>• "**Table**"<br>• "**Non-Table**". |
| Unit of Measure | Unit of measure for the commodity. | |
| **Conditions** | | |
| Structure | Identifies whether the structure is measurable. | |
| Condition | Identifies the condition of the loan. | |
| **Other Information** | | |
| Number of Colonies | Colonies the produced the honey being placed under loan. | Enter the number of colonies. |
| Continue | | CLICK "**Continue**" to proceed to the next screen.<br><br>Complete the remainder of the loan application according to Part 4. See paragraph 301 for the Storage Information Screen for honey loans. |
| Back | | CLICK "**Back**" to return to previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

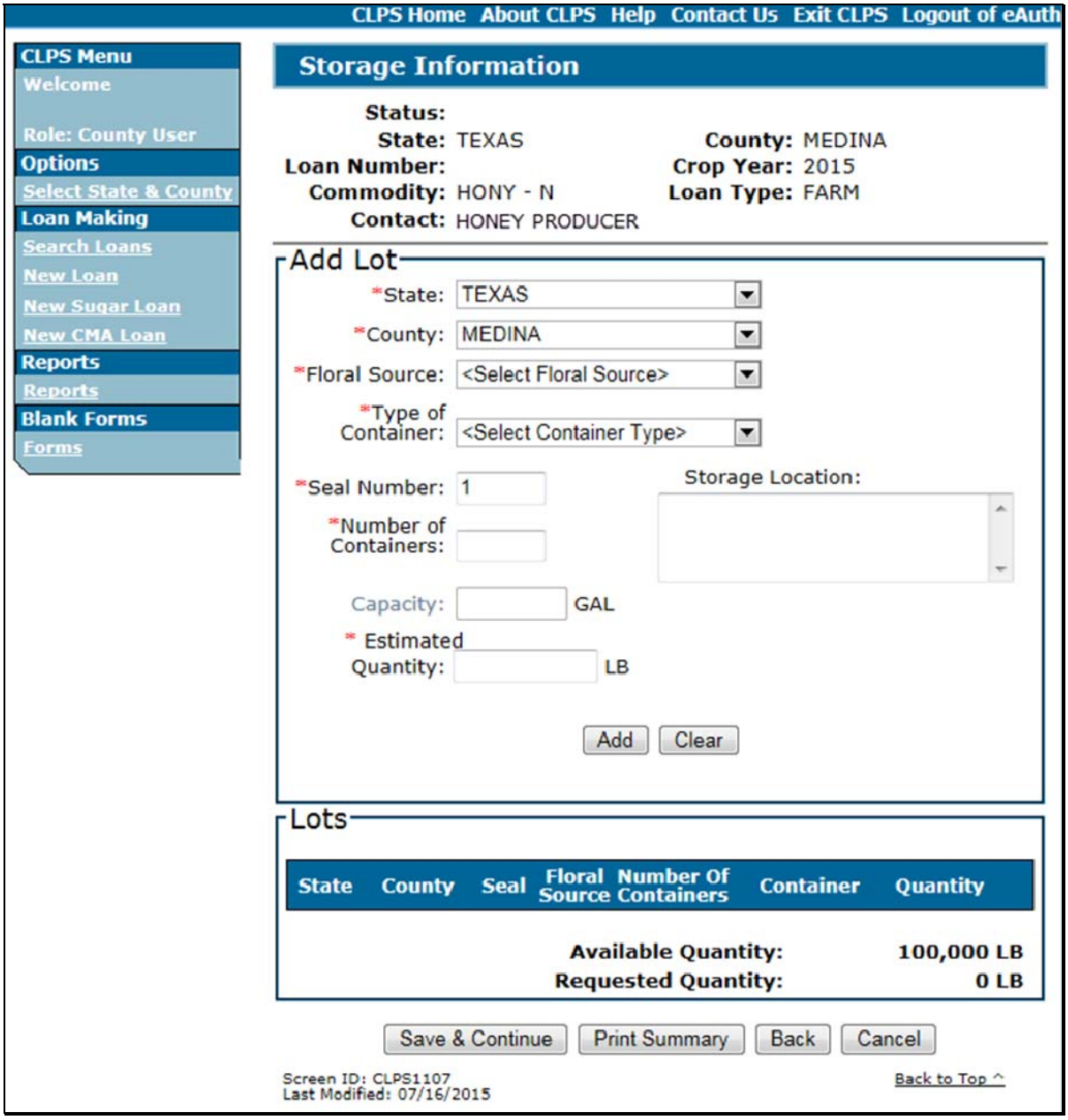
# 301 Entering Storage Information for Honey Loans

## A Overview

Storage information entered in CLPS for honey loans differs from a standard farm-stored loan.

## B Example of the Storage Information Screen for Honey Loans

Following is an example of the Storage Information Screen for honey.



## 301 Entering Storage Information for Honey Loans (Continued)

### C Field Descriptions and Actions on the Storage Information Screen for Farm-Stored Honey Loan

The following table provides the field descriptions and actions for the Storage Information Screen on a farm-stored honey loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been saved. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been saved. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Commodity selected will be displayed. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. | |
| Contact | Primary contact for the loan. | |
| **Add Lot** | | |
| State | State where the honey storage container is located. This determines the loan rate. | Using the drop-down list, select the applicable State. |
| County | County where the honey storage container is located. This determines the loan rate. | Using the drop-down list, select the applicable county. |
| Floral Source | Eligible floral source used to make the honey. See 2-LP Honey for a list of eligible sources and the CCC-633 Honey. | Using the drop-down list, select the applicable floral source. |
| Type of Container | Type of container in which the honey is stored. See 2-LP Honey for a list of eligible containers and the CCC-633 Honey. | Using the drop-down list, select the applicable type of container. |
| Seal | Seal assigned to the storage container. Defaults to 1 and increments sequentially by 1 for every unit entered. | Enter seal.<br><br>**Note:** This entry can be overwritten. |
| Number of Containers | Total number of containers holding the honey under loan. See the CCC-633 Honey. | Enter number of containers. |

## 301 Entering Storage Information for Honey Loans (Continued)

### C Field Descriptions and Actions on the Storage Information Screen for Farm-Stored Honey Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Add Lot (Continued)** | | |
| Storage Location | Text describing additional information relating to the seal/bin lot location.<br><br>**Important:** Do **not** enter any PII data. See paragraph XX to defer PII. | Enter additional storage location description. |
| Capacity | Capacity of containers in gallons. | Enter capacity of the containers. |
| Estimated Quantity | Quantity in the containers that will be placed under collateral for loan per unit of measure applicable to the commodity. | Enter quantity in pounds. |
| Add | | CLICK "**Add**" to add the lot to the loan. The lot information will be displayed in the "Lots" section.<br><br>Repeat the process for additional lots. |
| Clear | | CLICK "**Clear**" to remove the data entered on the screen. |
| **Lots** | | |
| State | State where the lot is located. This determines the loan rate. | |
| County | County where the lot is located. This determines the loan rate. | |
| Seal | Seal assigned to the storage location. Defaults to 1 and increments by 1 for every lot entered. | |
| Floral Source | Provides floral source selected during entry. | |
| Number of Containers | Provides the number of containers entered. | |
| Container | Provides container type. | |
| Quantity | Quantity of the lot that will be in the loan per unit of measure applicable to the commodity. | |
| Edit | | CLICK "**Edit**" to change bin information |

## 301 Entering Storage Information for Honey Loans (Continued)

### C Field Descriptions and Actions on the Storage Information Screen for Farm-Stored Honey Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Lots (Continued)** | | |
| Available Quantity | Quantity available to put under loan. | |
| Requested Quantity | Sum of all quantities. | |
| Save & Continue | | CLICK "**Save and Continue**" to proceed to the next screen.<br><br>Information entered will be saved. |
| Print Summary | | CLICK "**Print Summary**" to print a summary of the bin information. |
| Back | | CLICK "**Back**" to return to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

### D Action

See Part 4 to continue processing the loan.

**302-319 (Reserved)**

**Parts 8 and 9 (Reserved)**

**320-399 (Reserved)**

# Part 10 Wool

## 400 Creating Wool Loans

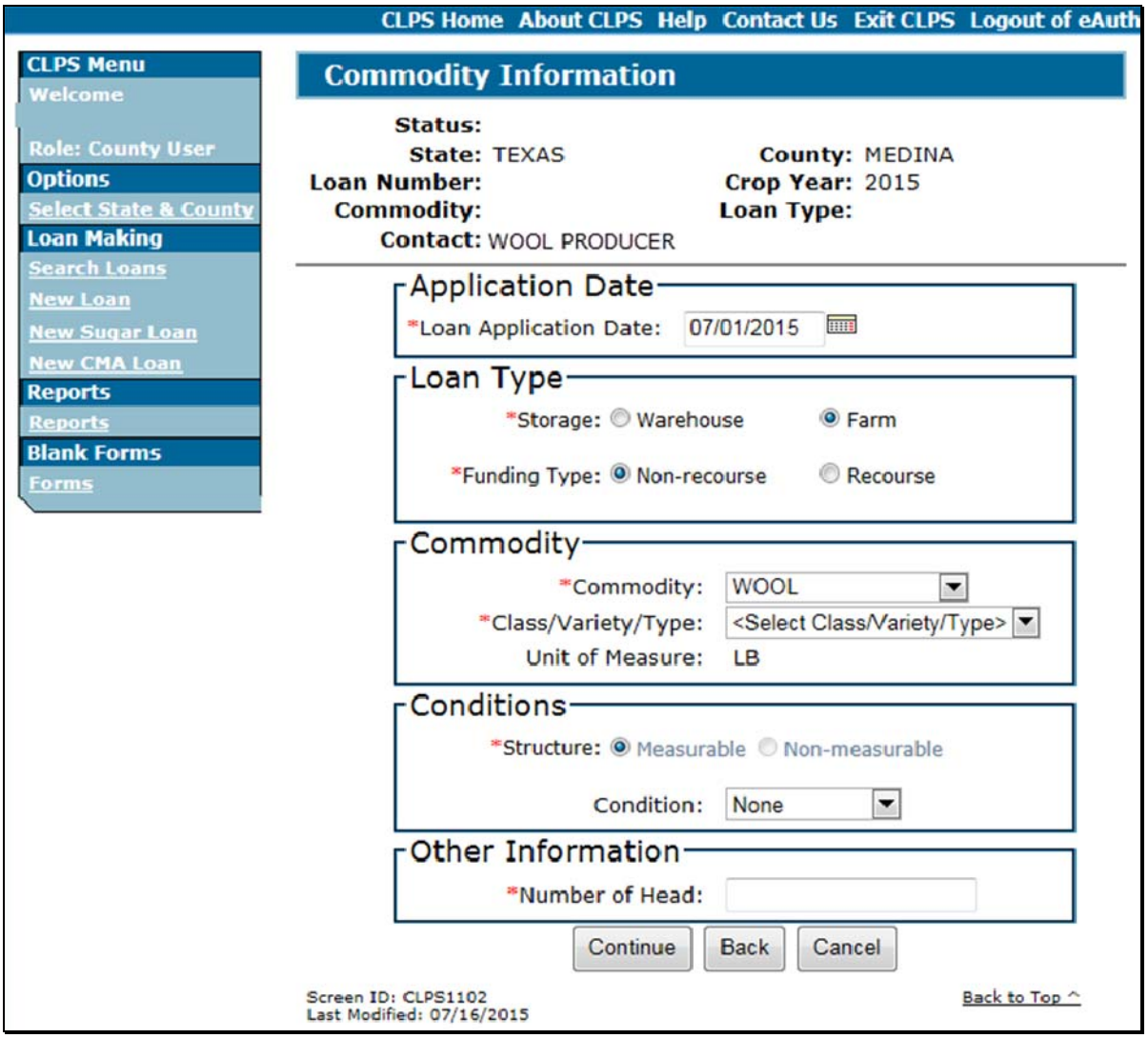
### A Overview

CLPS shall be used to process all 2015 and subsequent year wool loans. Wool loans are created in the same manner as other commodity loans with the exception of a few items specific to wool.

**Note:** Wool loans are currently only available for farm-stored loans.

### B Example of the Commodity Information Screen for Wool

Following is an example of the Commodity Information Screen for wool.



## 400 Creating Wool Loans (Continued)

### C Field Descriptions and Actions for the Commodity Information Screen for Farm-Stored Wool Loans

The following table provides field descriptions and actions for the Commodity Information Screen for farm-stored honey loans.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been saved. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been saved. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Blank until the commodity type is selected. | |
| Loan Type | Identifies the loan as either farm-stored or warehouse-stored.<br><br>Blank until the loan type has been selected. | |
| Contact | Primary contact for the loan. | |
| **Loan Application Date** | | |
| Loan Application Date | Date loan application request was received by the County Office. | Enter date by either:<br><br>• entering the date in the "mm/dd/yyyy" format<br><br>• clicking "Calendar" icon. |
| **Loan Type** | | |
| Storage | Type of storage for the loan. | CLICK "**Farm**". |
| Funding Type | Type of funding for the commodity. | "**Non-recourse**" is defaulted.<br><br>CLICK "**Recourse**" only when the wool loan is recourse. |

## 400 Creating Wool Loans (Continued)

### C Field Descriptions and Actions for the Commodity Information Screen for Farm-Stored Wool Loans (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Commodity** | | |
| Commodity | Type of commodity. | Using the drop-down list, select "**Wool**". |
| Class/Variety/Type | Class/variety/type for the commodity. | Using the drop-down list, select either:<br>• "**Graded**"<br>• "**Nongraded**". |
| Unit of Measure | Unit of measure for the commodity. | |
| **Conditions** | | |
| Structure | Identifies whether the structure is measurable. | |
| Condition | Identifies the condition of the loan. | |
| **Other Information** | | |
| Number of Head | See CCC-633WM for the number of head in which loan production comes. | Enter number of head. |
| Continue | | CLICK "**Continue**" to proceed to the next screen.<br><br>Complete remainder of the loan application according to Part 4. See paragraph 401 for the Storage Information Screen for wool loans. |
| Back | | CLICK "**Back**" to return to previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

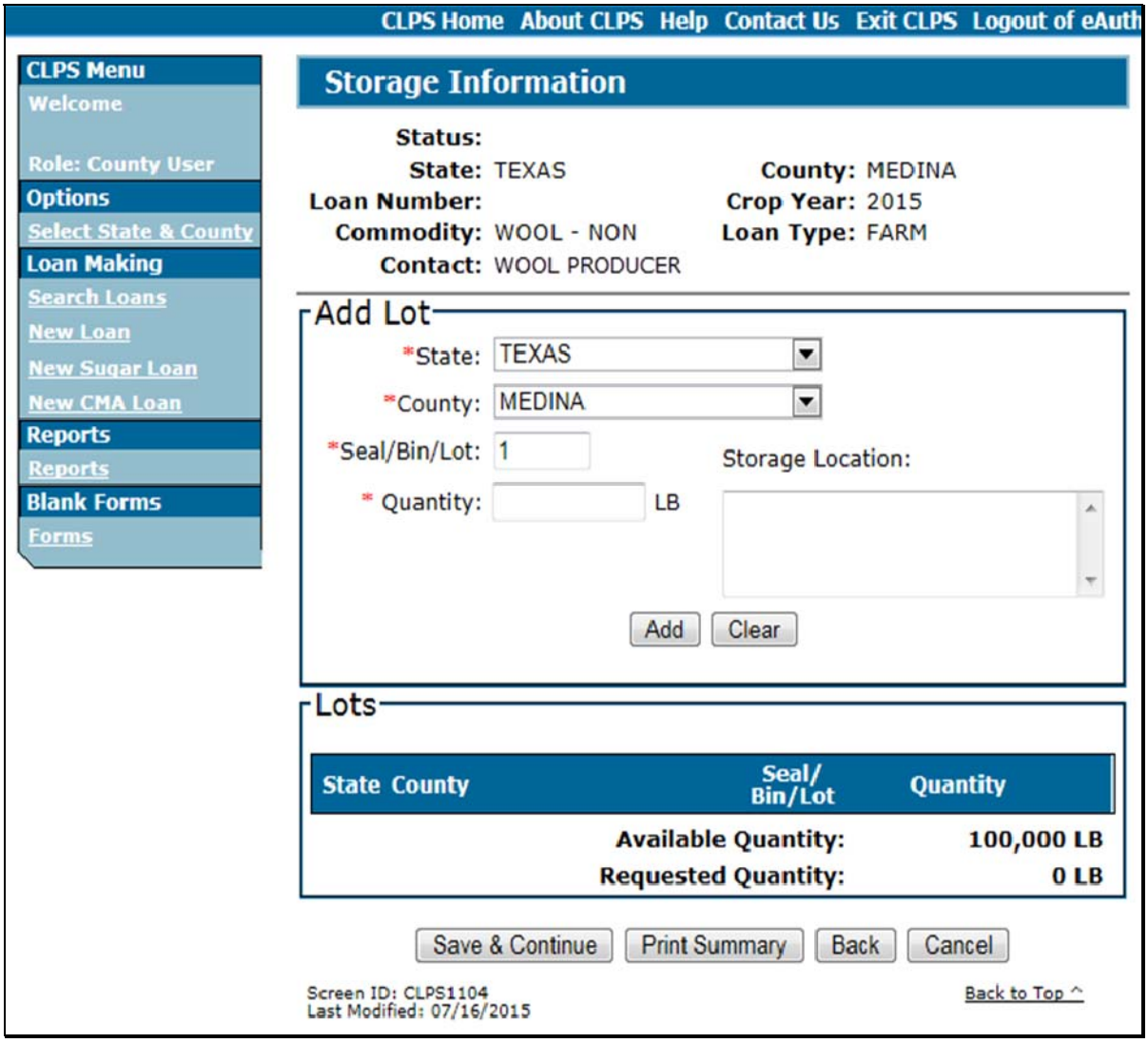
# 401 Entering Storage Information for Nongraded Wool Loans

## A Overview

Storage information entered in CLPS for a nongraded wool loan differs from a standard farm-stored loan.

## B Example of the Storage Information Screen for a Nongraded Wool Loan

Following is an example of the Storage Information Screen for a nongraded wool loan.



## 401 Entering Storage Information for Nongraded Wool Loans (Continued)

### C Field Descriptions and Actions for the Storage Information Screen for Farm-Stored Nongraded Wool Loan

The following table provides the field descriptions and actions for the Storage Information Screen for a farm-stored nongraded wool loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been completed. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been completed. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Commodity selected will be displayed. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. | |
| Contact | Primary contact for the loan. | |
| **Add Lot** | | |
| State | State where the wool is located. This determines the loan rate. | Using the drop-down list, select the applicable State. |
| County | County where the wool is located. This determines the loan rate. | Using the drop-down list, select the applicable county. |
| Seal | Seal assigned to the storage container. Defaults to 1 and increments sequentially by 1 for every unit entered. | Enter seal.<br><br>**Note:** This entry can be overwritten. |
| Storage Location | Text describing additional information relating to the seal/bin/lot location.<br><br>**Important:** Do **not** enter any PII data. | Enter additional storage location description. |
| Quantity | Quantity that will be placed under collateral for loan per unit of measure applicable to the commodity. | Enter quantity in pounds. |

## 401 Entering Storage Information for Nongraded Wool Loans (Continued)

### C Field Descriptions and Actions for the Storage Information Screen for Farm-Stored Nongraded Wool Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Add | | CLICK "**Add**" to add the lot to the loan. The lot information will be displayed in the "Lots" section.<br><br>Repeat the process for additional lots. |
| Clear | | CLICK "**Clear**" to clear remove the data entered on the screen. |
| **Lots** | | |
| State | State where the container is located. This determines the loan rate. | |
| County | County where the container is located. This determines the loan rate. | |
| Seal | Seal assigned to the storage location. Defaults to 1 and increments by 1 for every bin entered. | |
| Quantity | Quantity of the seal that will be in the loan per unit of measure applicable to the commodity. | |
| Edit | | CLICK "**Edit**" to change bin information |
| Available Quantity | Quantity available to put under loan. | |
| Requested Quantity | Sum of all lot quantities. | |
| Save & Continue | | CLICK "**Save and Continue**" to proceed to the next screen.<br><br>Information entered will be saved. |
| Print Summary | | CLICK "**Print Summary**" to print a summary of the bin information. |
| Back | | CLICK "**Back**" to return to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

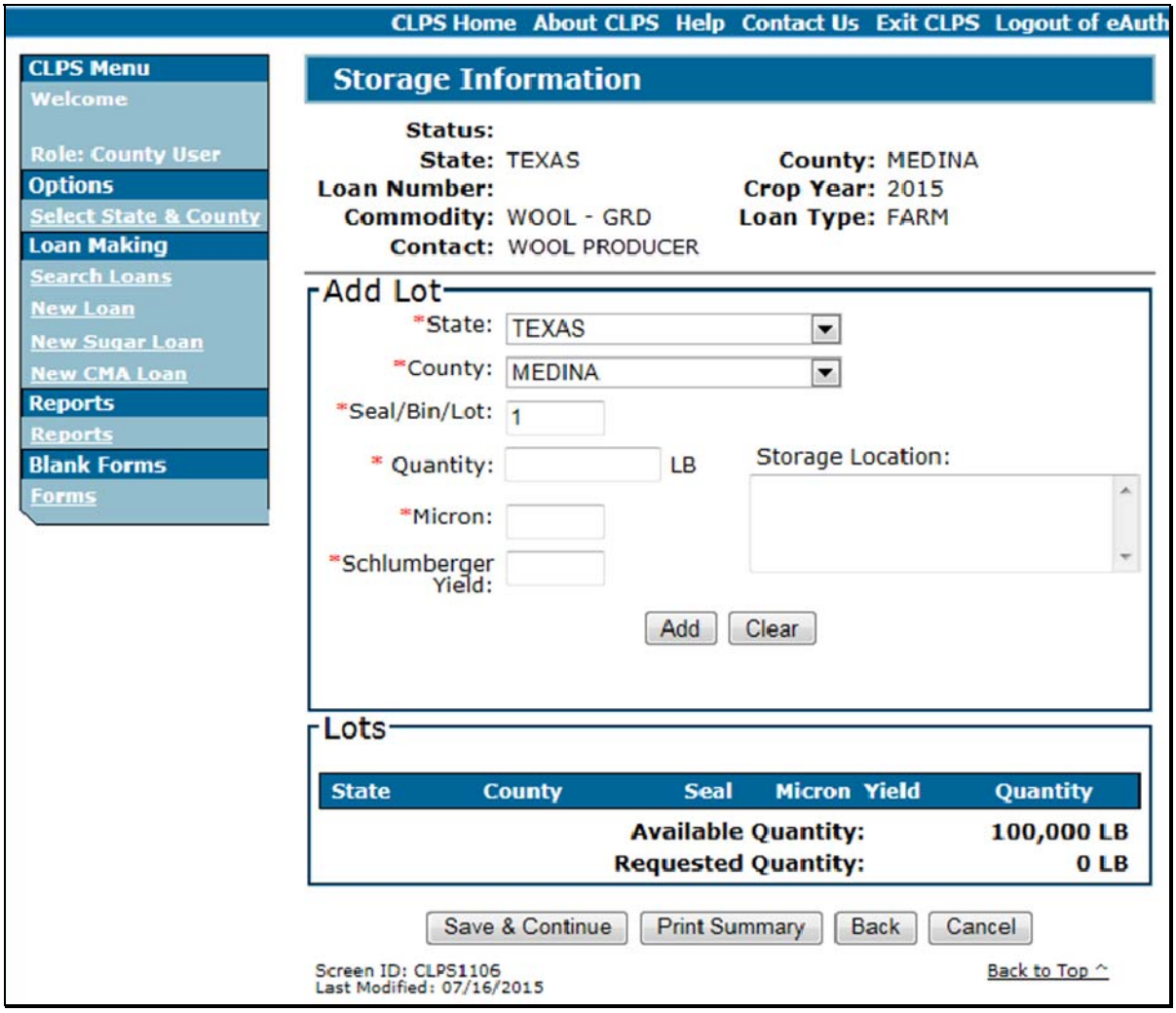
# 402 Entering Storage Information for Graded Wool Loans

## A Overview

Storage information entered in CLPS for a graded wool loan differs from a standard farm-stored loan.

## B Example of the Storage Information Screen for Graded Wool Loans

Following is an example of the Storage Information Screen for a graded wool loan.



## 402 Entering Storage Information for Graded Wool Loans (Continued)

### C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Graded Wool Loan

The following table provides the field descriptions and actions for the Storage Information Screen for a graded wool loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been completed. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been completed. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Commodity selected will be displayed. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. | |
| Contact | Primary contact for the loan. | |
| **Add Lot** | | |
| State | State where the wool is located. This determines the loan rate. | Using the drop-down list, select the applicable State. |
| County | County where the wool is located. This determines the loan rate. | Using the drop-down list, select the applicable county. |
| Seal | Seal assigned to the storage container. Defaults to 1 and increments sequentially by 1 for every unit entered. | Enter seal.<br><br>**Note:** This entry can be overwritten. |
| Quantity | Quantity that will be placed under collateral for loan per unit of measure applicable to the commodity. | Enter the quantity in pounds. |
| Micron | See 8-LP for source of micron. | Enter the Micron from the core test. |
| Schlumberger Yield | See 8-LP for source of Schlumberger Yield. | Enter the Schlumberger yield from the core test. |
| Storage Location | Text describing additional information relating to the seal/bin/lot location.<br><br>**Important:** Do **not** enter any PII data. | Enter additional storage location description. |

## 402 Entering Storage Information for Graded Wool Loans (Continued)

### C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Graded Wool Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Add Lot (Continued)** | | |
| Add | | CLICK "**Add**" to add the lot to the loan. The lot information will be displayed in the "Lots" section.<br><br>Repeat the process for additional lots. |
| Clear | | CLICK "**Clear**" to clear remove the data entered on the screen. |
| **Lots** | | |
| State | State where the container is located. This determines the loan rate. | |
| County | County where the container is located. This determines the loan rate. | |
| Seal | Seal assigned to the storage location. Defaults to 1 and increments by 1 for every lot entered. | |
| Micron | Provides the micron entered in the "Add Lot" section. | |
| Yield | Provides the Schlumberger Yield entered in the "Add Lot" section. | |
| Quantity | Quantity of the seal that will be in the loan per unit of measure applicable to the commodity. | |
| Edit | | CLICK "**Edit**" to change lot information |
| Available Quantity | Quantity available to put under loan. | |
| Requested Quantity | Sum of all lot quantities. | |

## 402 Entering Storage Information for Graded Wool Loans (Continued)

### C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Graded Wool Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Lots (Continued)** | | |
| Save & Continue | | CLICK "**Save and Continue**" to proceed to the next screen.<br><br>Information entered will be saved. |
| Print Summary | | CLICK "**Print Summary**" to print a summary of the bin information. |
| Back | | CLICK "**Back**" to return to the previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

### H Action

See Part 4 to continue processing the loan.

**403-419 (Reserved)**

## Part 11 (Reserved)

**420-499 (Reserved)**

# Part 12 Sugar

## 500 Creating Sugar Loans

### A Overview

CLPS shall be used to process all 2015 and subsequent year sugar loans. Sugar loans are entered using the "New Sugar Loan" link from the left navigation on the Search Loan Screen.

**Important:** Sugar loans issued to processors can **only** be created using the "**New Sugar Loan**" link.

### B Example of the Search Loans Screen

Following is an example of the Search Loans Screen.

### C Action

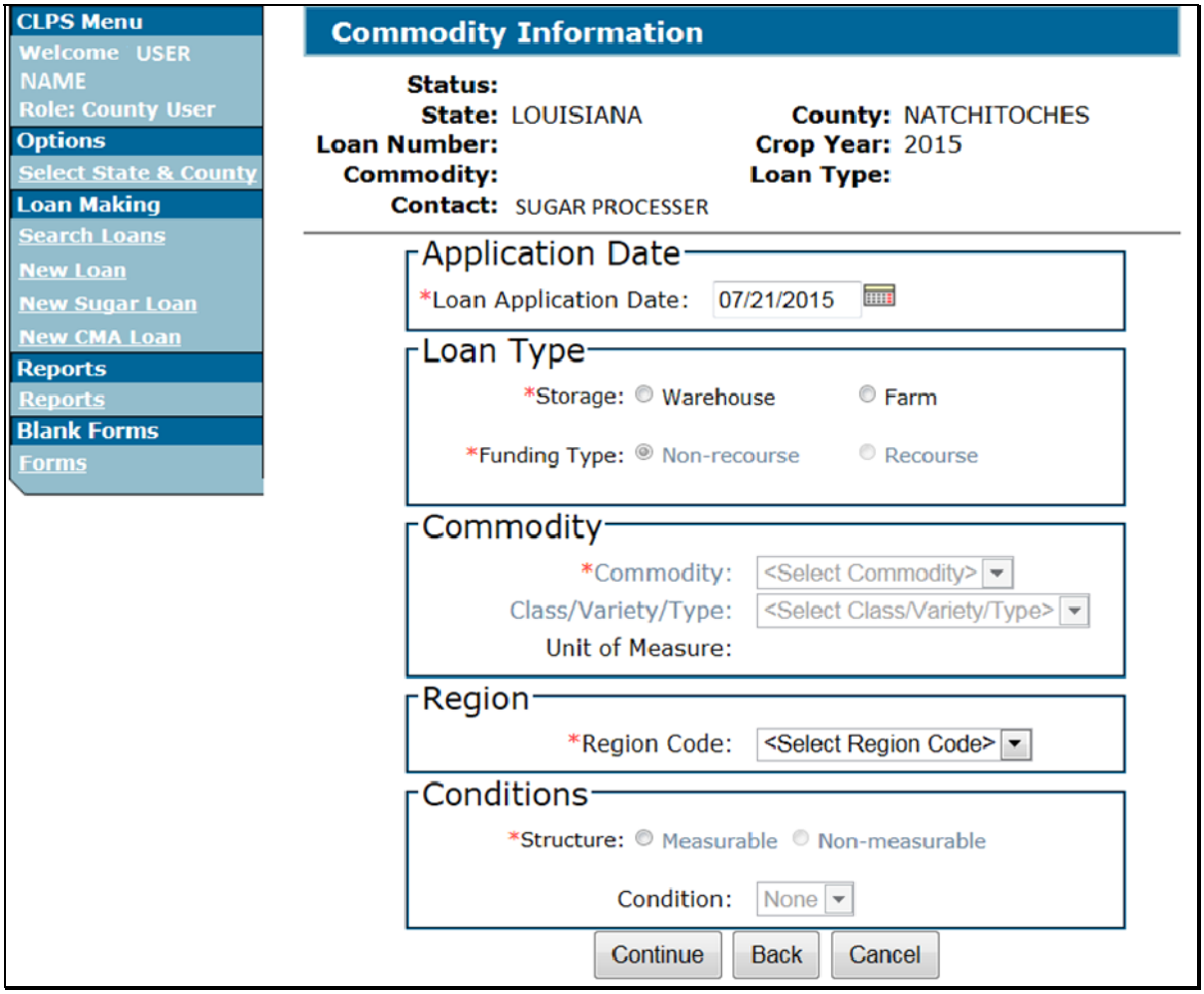
From the Search Loans Screen:

- from the left navigation menu, CLICK "**New Sugar Loan**" to display the Producer Information Screen
- add the producer according to paragraph 22
- CLICK "**Continue**" after the producer has been selected to display the Commodity Information Screen.

## 500 Creating Sugar Loans (Continued)

### D Example of the Commodity Information Screen

Following is an example of the Commodity Information Screen.




### E Action

To continue see paragraph:

- 501 for farm-stored sugar loans
- 502 for warehouse-stored sugar loans.

# 501 Farm-Stored Sugar Loans

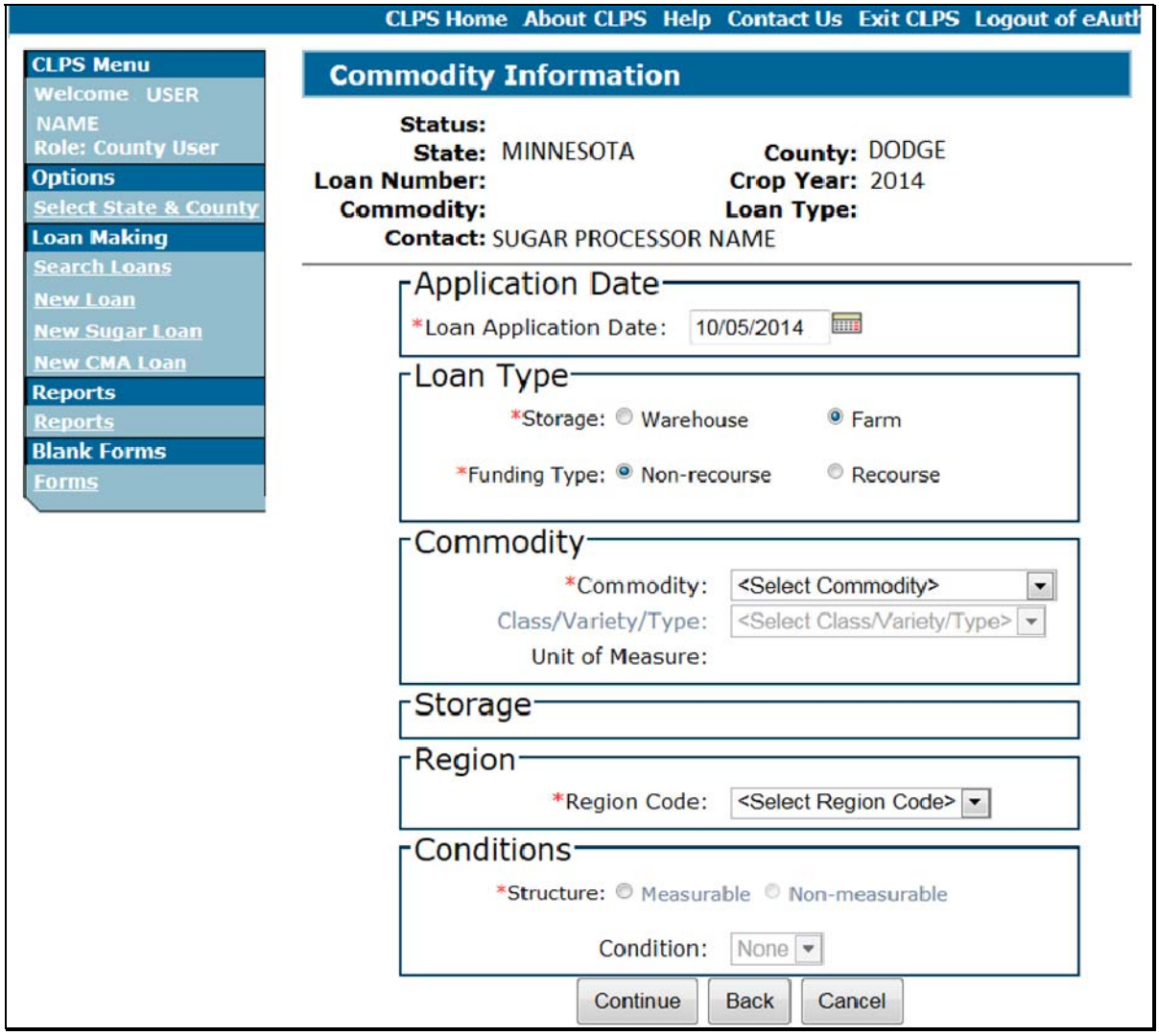
## A Overview

The following commodities are eligible for farm-stored sugar loans:

- in-process beet sugar
- in-process cane sugar.

## B Example of the Commodity Information Screen for a Farm-Stored Sugar Loans

Following is an example of the Commodity Information Screen for sugar loans.



## 501 Farm-Stored Sugar Loans (Continued)

### D Field Descriptions and Actions on the Commodity Information Screen for Farm-Stored Sugar Loans

The following table provides field descriptions and actions on the Commodity Information Screen for farm-stored sugar loans.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been saved. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been saved. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Blank until the commodity type is selected. | |
| Loan Type | Identifies the loan as either farm-stored or warehouse-stored.<br><br>Blank until the loan type has been selected. | |
| Contact | Primary contact for the loan. | |
| **Loan Application Date** | | |
| Loan Application Date | Date loan application was received by the County Office. | Enter date by either:<br><br>• entering the date in the "mm/dd/yyyy" format<br><br>• clicking "Calendar" icon. |
| **Loan Type** | | |
| Storage | Type of storage for the loan. | CLICK "**Farm**". |
| Funding Type | Type of funding for the commodity. | "**Non-recourse**" is defaulted.<br><br>CLICK "**Recourse**" only when the sugar loan is recourse. |
| **Commodity** | | |
| Commodity | Type of commodity. | Using the drop-down list, select either:<br><br>• "**In-Process Beet Sugar**"<br>• "**In-Process Cane Sugar**". |

## 501 Farm-Stored Sugar Loans (Continued)

### D Field Descriptions and Actions on the Commodity Information Screen for Farm-Stored Sugar Loans (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Class/Variety/Type | Class/variety/type for the commodity.<br><br>**Note:** This field is **not** applicable for sugar. | |
| Unit of Measure | Unit of measure for the commodity. | |
| **Storage** | | |
| State | The State where the sugar is stored. | Using the drop-down list, select the State. |
| County | The county where the sugar is stored. | Using the drop-down list, select the county. |
| **Region** | | |
| Region Code | Identifies the region according to 10-SU, Exhibit 9 where stored. | Using the drop-down list, select the applicable region where stored. |
| **Conditions** | | |
| Structure | Identifies whether the structure is measurable.<br><br>**Note:** This field is **not** applicable for sugar. | |
| Condition | Identifies the condition of the loan.<br><br>**Note:** This field is **not** applicable to sugar. | |
| Continue | | CLICK "**Continue**" to proceed to the next screen.<br><br>Complete the remainder of the loan application according to Part 4. |
| Back | | CLICK "**Back**" to return to previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

# 502 Warehouse-Stored Sugar Loans

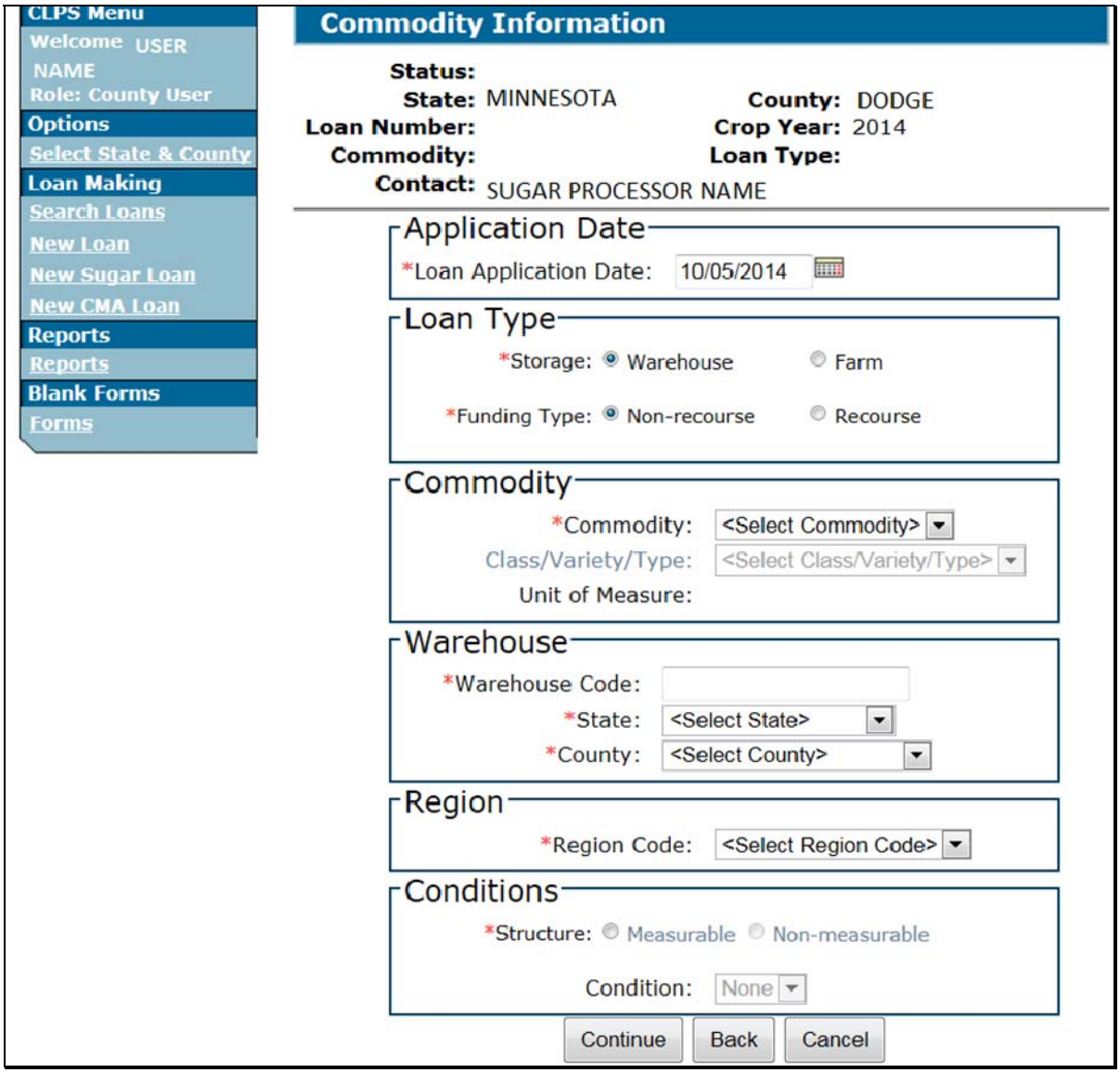
## A Overview

The following commodities are eligible for warehouse-stored sugar loans:

- refined beet sugar
- raw cane sugar.

## B Example of the Commodity Information Screen for a Warehouse-Stored Sugar Loan

Following is an example of the Commodity Information Screen for a warehouse-stored sugar loan.



## 502 Warehouse-Stored Sugar Loans (Continued)

### C Field Descriptions and Actions on the Commodity Information Screen for Warehouse-Stored Sugar Loan

The following table provides field descriptions and actions on the Commodity Information Screen for a warehouse-stored sugar loan.

| Field/Button | Description | Action |
|---|---|---|
| **Header Information** | | |
| Status | Blank until the loan application has been saved. | |
| State | Name of the State administering the loan. | |
| County | Name of the county administering the loan. | |
| Loan Number | Blank until the loan application has been saved. | |
| Crop Year | Crop year of the loan. | |
| Commodity | Blank until the commodity type is selected. | |
| Loan Type | Identifies if the loan is farm-stored or warehouse-stored. Will be blank until the loan type has been selected. | |
| Contact | Primary contact for the loan. | |
| **Loan Application Date** | | |
| Loan Application Date | Date loan application request was received by the County Office. | Enter date by either:<br>• entering the date in the "mm/dd/yyyy" format<br>• clicking "Calendar" icon. |
| **Loan Type** | | |
| Storage | Type of storage for the loan. | CLICK "**Warehouse**". |
| Funding Type | Type of funding for the commodity. | "**Non-recourse**" is defaulted.<br><br>CLICK "**Recourse**" only when the sugar loan is recourse. |

## 502 Warehouse-Stored Sugar Loans (Continued)

### C Field Descriptions and Actions on the Commodity Information Screen for Warehouse-Stored Sugar Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| **Commodity** | | |
| Commodity | Type of commodity. | Using the drop-down list, select either:<br>• "**Beet Sugar**"<br>• "**Raw Cane Sugar**". |
| Class/Variety/Type | Class/variety/type for the commodity.<br><br>**Note:** This field is **not** applicable for sugar. | |
| Unit of Measure | Unit of measure for the commodity. | |
| **Warehouse** | | |
| Warehouse Code | Identifies the warehouse code. | Enter warehouse code. |
| State | Identifies the State location of the warehouse on the warehouse receipt. | Using the drop-down list, select the State of the warehouse where commodity is stored. |
| County | Identities the county location of the warehouse that is on the warehouse receipt. | Using the drop-down list, select the county of the warehouse where commodity is stored. |
| **Region** | | |
| Region Code | Identifies the region according to 10-SU, Exhibit 9. | Using the drop-down list, select the applicable region. |
| **Conditions** | | |
| Structure | Identifies if the structure can be measured.<br><br>**Note:** This field is **not** applicable to warehouse-stored loans. | |
| Condition | Identifies the condition of the loan. | Using the drop-down list, select the condition. |

## 502 Warehouse-Stored Sugar Loans (Continued)

### C Field Descriptions and Actions on the Commodity Information Screen for Warehouse-Stored Sugar Loan (Continued)

| Field/Button | Description | Action |
|---|---|---|
| Continue | | CLICK "**Continue**" to proceed to the next screen.<br><br>Complete remainder of the loan application according to Part 4. |
| Back | | CLICK "**Back**" to return to previous screen. |
| Cancel | | CLICK "**Cancel**" to cancel the process. |

## 503-599 (Reserved)

# Part 13 Corrections

## Section 1 Loan Corrections

### 600 General Information

#### A Overview

Loan applications can be corrected in the following ways:

- corrected before disbursement
- canceled before disbursement
- canceled after disbursement that will automatically create a receivable in NRRS.

Repayments may be corrected without changing the loan applications. Corrections made to a repayment will remove any subsequent repayments if they exist on the loan.

### 601 Loan Making Corrections

#### A Overview

The Loan Summary Screen will display several sections for which data entered may be modified. Status of the loan will determine which type of edit may be completed. Edits to a loan may only be completed before the loan is approved. After the COC action is entered and submitted, the loan **must** be canceled if it is to be corrected.

The header section will display the general information associated with the loan including the statuses of the loan.

**Note:** See Exhibit 10 for a list of statuses.

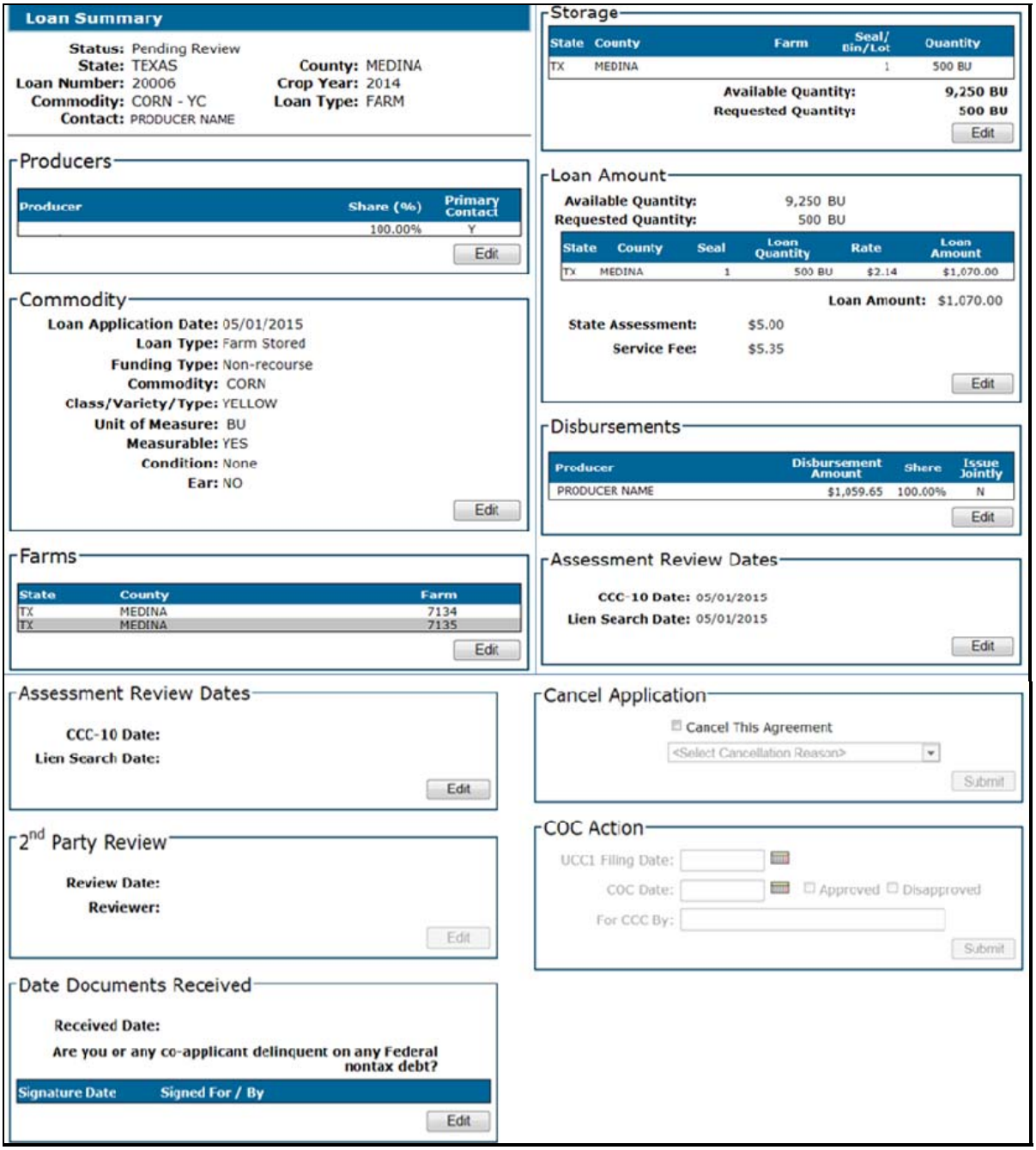
The following lists sections that are editable before the loan is approved:

- "Producers"
- "Commodity"
- "Farms"
- "Storage"
- "Loan Amount"
- "Disbursements"
- "Assessment Review Dates"
- "2nd Party Review"
- "Date Documents Received"
- "Cancel Application".

## 601 Loan Making Corrections (Continued)

### B Example of the Loan Summary Screen

Following is an example of the Loan Summary Screen.



## 601 Loan Making Corrections (Continued)

### C Action

From the Search Loan Screen:

- select the producer according to paragraph 22
- on the Search Results Screen, CLICK "**Edit**" for the applicable loan to display the Loan Summary Screen
- click the applicable edit button for the desired section to make changes.

**Note:** After changes have been made and saved, the status will be updated to "**Draft**". The loan **must** continue through each of the subsequent processes in the normal manner before it can be approved.

## 602 Canceling Loans Before COC Approval

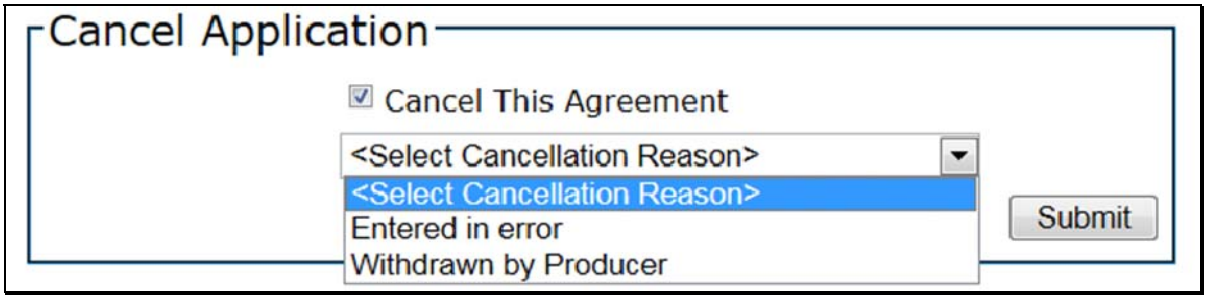
### A Overview

Loan applications can be canceled before COC approval without requiring further action. A loan application can be canceled through the Loan Summary Screen, "Cancel Application" section, if the loan application is in any of the following statuses:

- "Draft"
- "Pending Review"
- "Pending Producer Signature"
- "Pending Approval".

### B Example of the Loan Summary Screen, "Cancel Application" Section

Following is an example of the Loan Summary Screen, "Cancel Application" section.



## 602 Canceling Loans Before COC Approval (Continued)

### C Action

From the Search Loan Screen:

- select the producer according to paragraph 22
- on the Search Results Screen, CLICK "**Edit**" for the applicable loan to display the Loan Summary Screen
- scroll down to the "Cancel Application" section
- CLICK "**Cancel this Agreement**"
- using the drop-down list, select a reason for cancellation
- CLICK "**Submit**".

**Note:** A loan application that has been canceled is no longer editable and can only be reviewed.

## 603 Canceling Approved Loans

### A Overview

An approved loan is a loan application that is either:

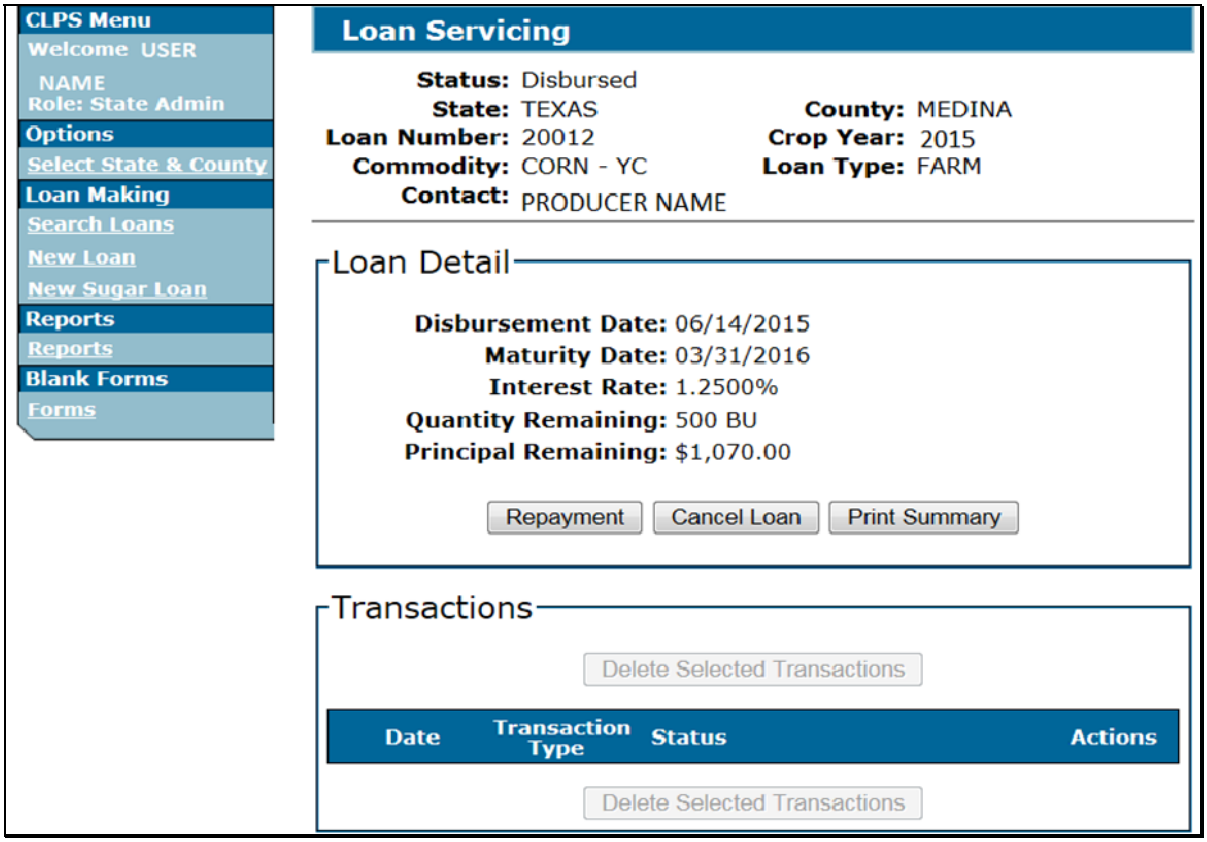
- approved by COC
- disbursed.

**Note:** Approved loan applications can only be canceled through the Loan Servicing Screen.

## 603 Canceling Approved Loans (Continued)

### B Example of the Loan Servicing Screen

Following is an example of the Loan Servicing Screen.




### C Action for the Loan Servicing Screen

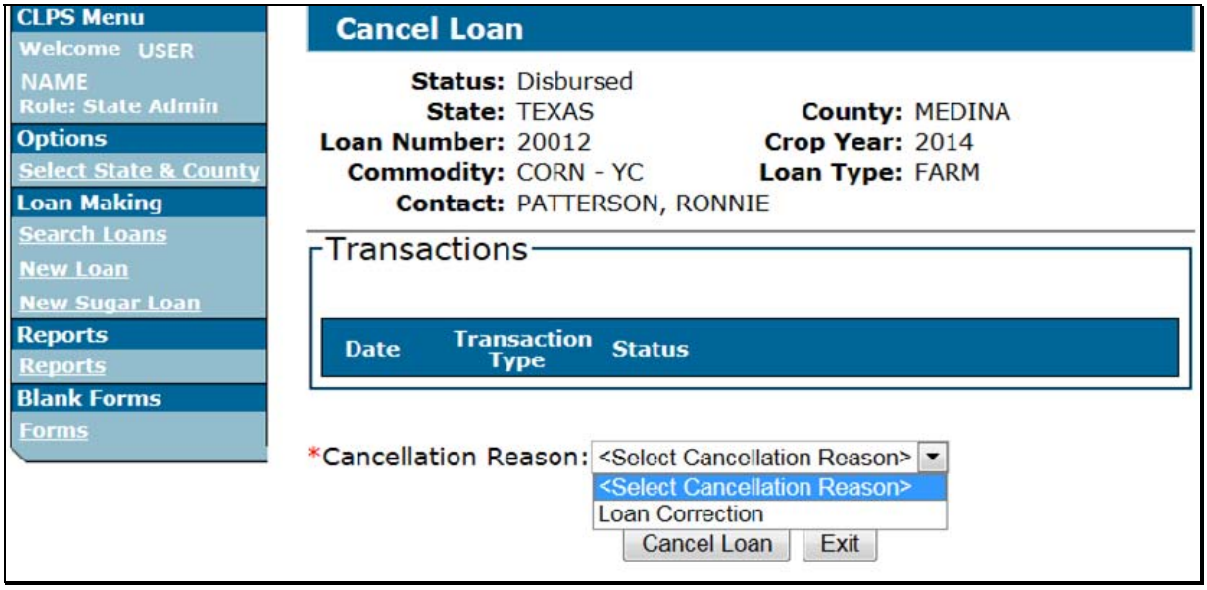
From the Search Loan Screen:

- select the producer according to paragraph 22
- on the Search Results Screen, CLICK "**Service**" for the applicable loan to display the Loan Servicing Screen
- CLICK "**Cancel Loan**".

## 603 Canceling Approved Loans (Continued)

### D Example of the Cancel Loan Screen

Following is an example of the Cancel Loan Screen.




### E Action for the Cancel Loan Screen

To complete the Cancel Loans Screen:

- using the drop-down list, select the reason for cancellation
- CLICK "**Cancel Loan**".

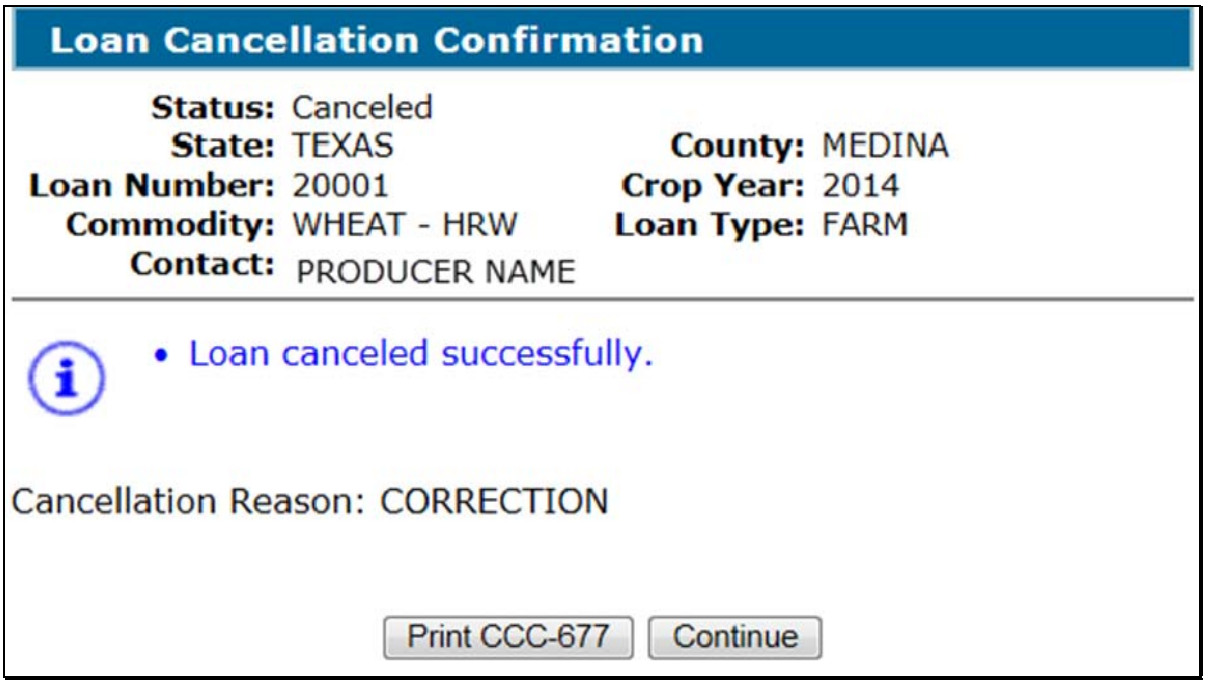
**Notes:** A loan application that has been canceled is no longer editable and can only be reviewed.

Canceling a loan after disbursement will automatically create a receivable in NRRS.

## 603 Canceling Approved Loans (Continued)

### F Example of the Loan Cancellation Confirmation Screen

Following is an example of the Loan Cancellation Confirmation Screen with the message, "Loan canceled successfully".




### G Action for the Loan Cancellation Confirmation Screen

On the Loan Cancellation Confirmation Screen:

- CLICK "**Print CCC-677**"
- CLICK "**Continue**" to complete the process
- file the canceled CCC-677 or CCC-678, as applicable, in the loan folder.

**Note:** When the loan is a warehouse-stored loan, the action button will display, "Print CCC-678".

See Exhibit 20 for an example of a canceled CCC-677.

## 604 Canceling and Reissuing Disbursed Loans

### A Overview

When a loan is canceled, a receivable is created for each payment in the package, as follows:

- producers
- FSA (service fee)
- Promotion and Assessment Boards.

When the loan is reissued, the revised loan will offset against any outstanding receivable for the payee.

Receivables are offset based on the payee's tax ID, **not** by State or county; therefore:

- receivables from other counties may be offset by payments issued in user's county

- payments unrelated to the original loan could offset against user's loan receivables if the reissued loan is **not** processed promptly.

### B Performing Cancellations and Reissuing Loans

When performing cancellations in CLPS for loans that will be reissued it is important that the user does **not** cancel the original loan until user is ready to reissue the loan. The reissued loan proceeds will offset against the receivable established for the original loan.

Do **not** write off any receivable for:

- the Research, Promotion, Marketing, and Assessment Boards
- FSA Business Partner ID, "8011240692" (FSA payment entity).

All loans nationwide will have service fees to FSA so receivables for those fees may be offset by any loan that is created regardless of the State and county. Offsets for the Research, Promotion, Marketing, and Assessment Board fees are treated similarly.

## 605-649 (Reserved)

## Section 2 Repayment Corrections

### 650 Repayment Corrections Before Schedule of Deposit Has Been Prepared

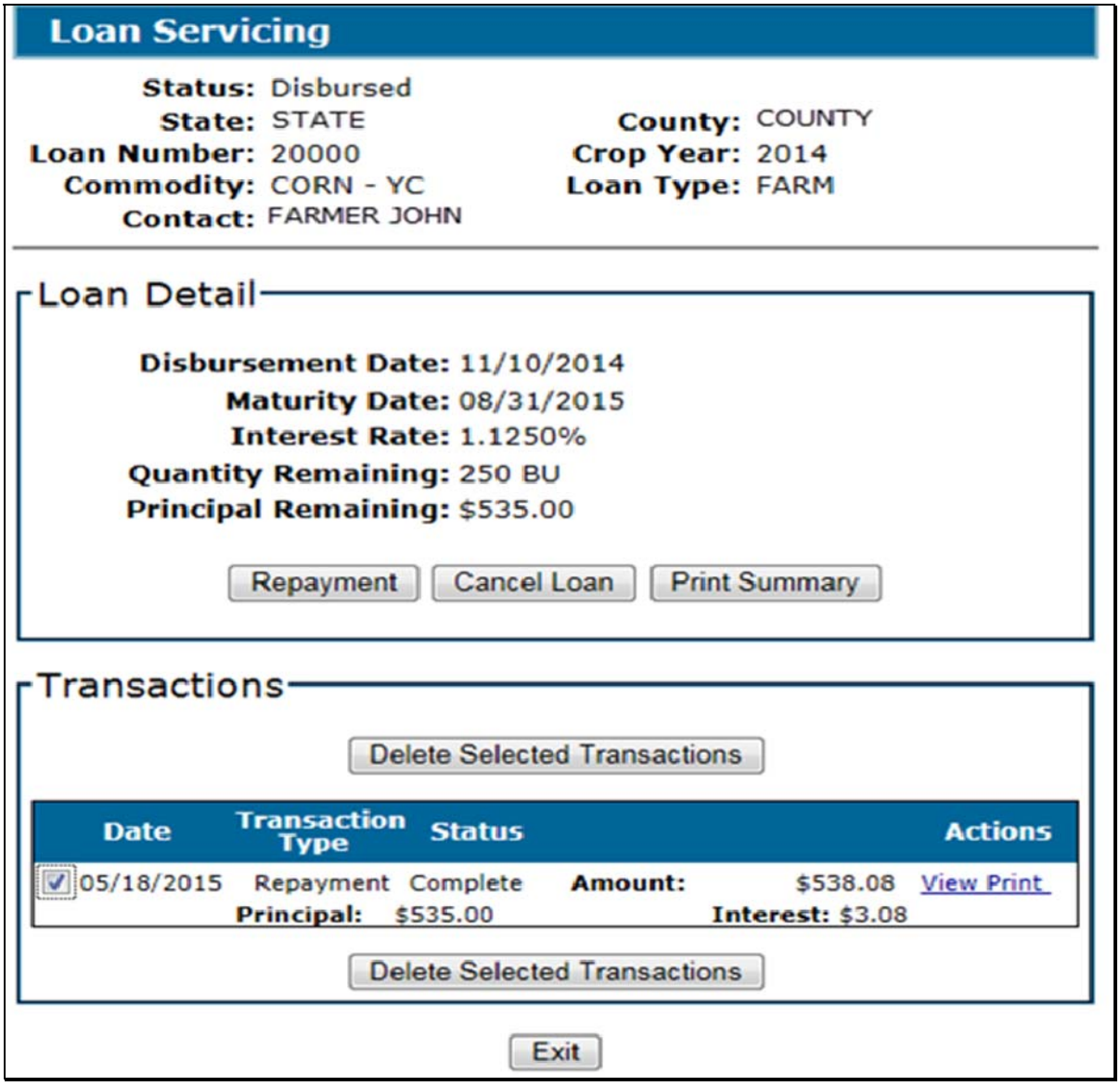
#### A Overview

Corrections to repayments that were processed in CLPS can be made before the Schedule of Deposit has been prepared. The remittance will automatically be removed from NRRS and the repayment can be reprocessed in CLPS. See Exhibit 25 for a list of NRRS statuses.

**Note:** Repayment corrections for loans that reside in APSS **must** continue to use APSS and NRRS separately.

#### B Example of the Loan Servicing Screen

Following is an example of the Loan Servicing Screen.



## 650 Repayment Corrections Before Schedule of Deposit Has Been Prepared (Continued)

### C Action on the Loan Servicing Screen

To correct a repayment:

- select the loan according to paragraph 22 to display the Search Results Screen
- next to the applicable loan CLICK "**Service**", to display the Loan Serving Screen
- select the transaction to delete
- next to the transaction to delete, check (✓) the box

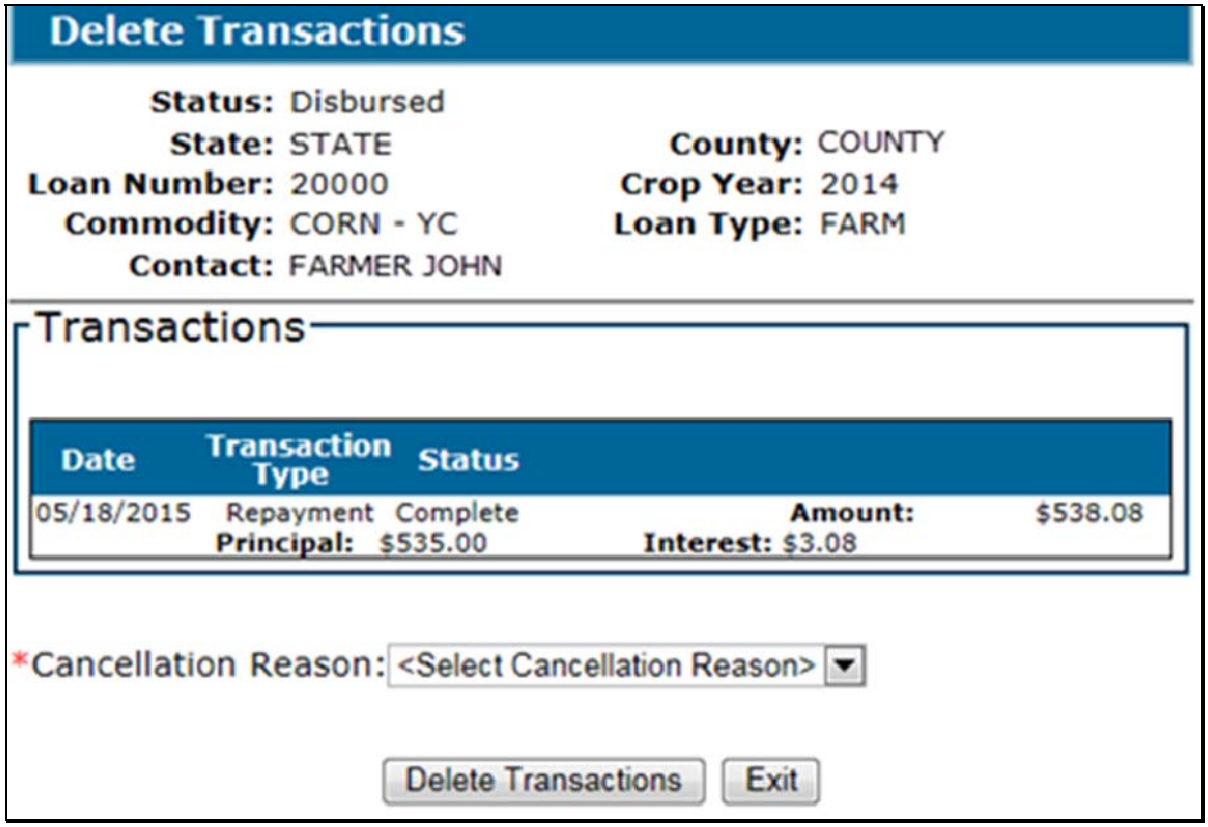
  **Note:** Deleting a repayment with subsequent repayments will also delete all subsequent repayments.

- CLICK "**Delete Selected Transaction**" to display the Delete Transaction Screen.

**Note:** The corresponding remittance in NRRS will automatically be deleted.

### D Example of the Delete Transactions Screen

Following is an example of the Delete Transactions Screen.



## 650 Repayment Corrections Before Schedule of Deposit Has Been Prepared (Continued)

### E Deleting the Transaction

On the Delete Transaction Screen:

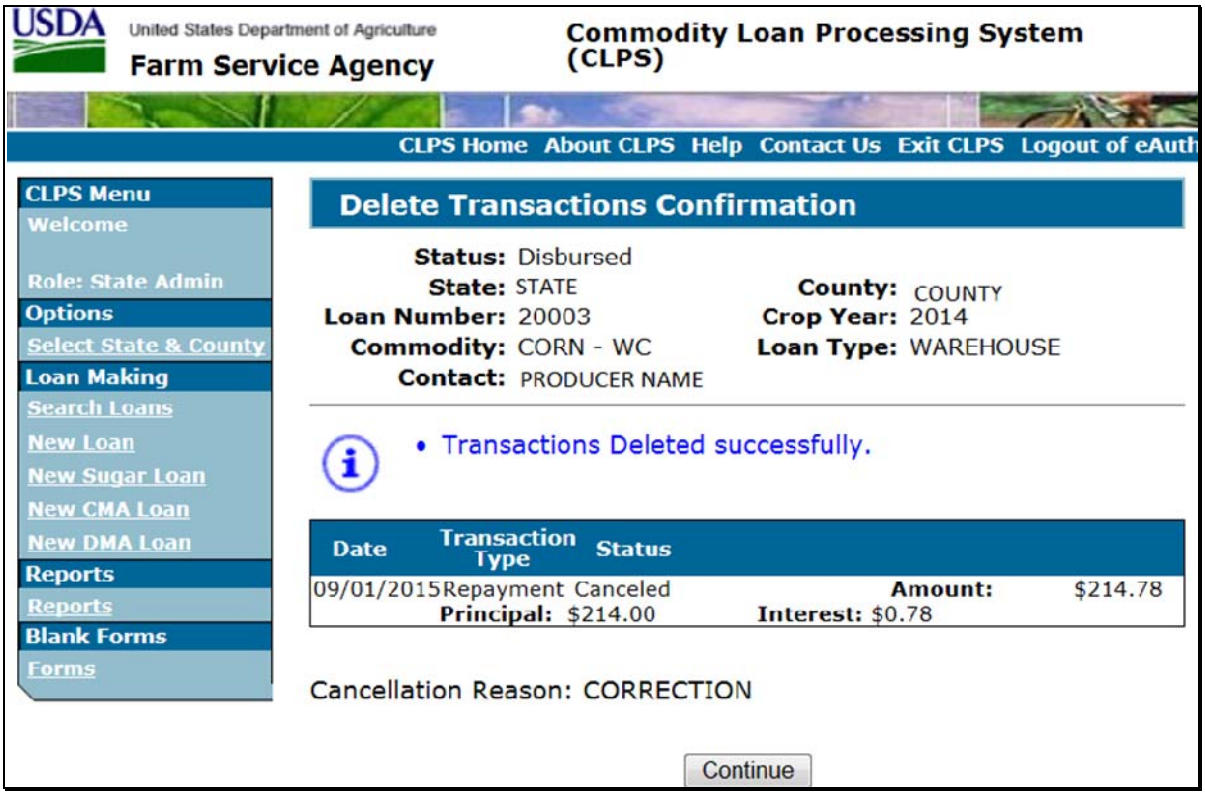
- using the drop-down list, select the cancellation reason
- CLICK "**Delete Transactions**" to display the Delete Transaction Confirmation Screen
- next to the transaction to delete, check (✓) the box.

**Note:** Deleting a repayment with subsequent repayments will also delete all subsequent repayments.

**Note:** Clicking "**Exit**" at any time cancels the deletion process.

### F Example of the Delete Transaction Confirmation Screen

Following is an example of the Delete Transaction Confirmation Screen.



## 651 Repayment Corrections After Schedule of Deposit Has Been Prepared

### A Overview

When a repayment needs to be corrected after the Schedule of Deposit has been prepared and transmitted there are specific steps to take and the steps **must** be taken in the correct order.

### B Action

To correct a repayment after a Schedule of Deposit has been prepared:

- activate the remittance in NRRS according to 64-FI, subparagraph 44 B

  **Note:** The remittance will now be available to be deleted from CLPS.

- search for the repayment transaction in CLPS according to Part 5
- delete the repayment transaction according to Part 5
- re-enter the repayment according to Part 5, as applicable
- re-access NRRS to deactivate the remittance according to 64-FI, subparagraph 44 D.

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None.

### Forms

This table lists the forms referenced in this handbook.

| Number | Title | Display Reference | Reference |
|---|---|---|---|
| CCC-10 | Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents | | 30, 81 |
| CCC-500M | Loan Payment Receipt | 107 | 106 |
| CCC-633 EZ | Loan Deficiency Payment (LDP) Agreement and Request | | 33, 34 |
| CCC-633 Honey | Honey Nonrecourse Market Assistance Loan Certification and Worksheet | | 301 |
| CCC-633WM | Wool and Mohair Loan Quantity Certification and Worksheet | | 400 |
| CCC-677 | Farm Storage Note and Security Agreement | Ex. 11, 20 | 82, 85-88, 603 |
| CCC-677-1 | Farm Storage Loan Worksheet | | 55 |
| CCC-678 | Warehouse Storage Note and Security Agreement | Ex. 12 | 82, 85-88, 603 |
| CCC-697 | Request to Lock in a Market Loan Repayment Rate | | 101 |
| FSA-13-A | Data Security Access Authorization Form | | 20 |
| FSA-578 | Report of Acreage | | 30, 32 |
| UCC-1 | Financing Statement | | 87 |

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

### Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviation | Term | Reference |
|---|---|---|
| CCID in PROD | Core Customer ID in Production | Ex. 6 |
| CLPS | Commodity Loan Processing System | Text, Ex. 10 |
| eLDP | electronic Loan Deficiency Payment | 1, 31-34, Ex. 2 |
| P+I | principal plus interest | 101-104 |
| pin | personal ID number | 21, 31, 32, 35, 36 |
| PIV | personal identity verification | 21, 31, 32, 35, 36 |

### Redelegations of Authority

None.

## Definitions of Terms Used in This Handbook

### Associated County

Associated county means, in Business Partner, linking a County Office to "FSA & NRCS & RD Administrative Office & USDA ARS".

**Note:** Payments will fail if an entity is **not** associated to the county making the payment.

### "Date Documents Received" Date

"Date Documents Received" date means the date all required loan documents are received by the County Office.

### Electronic Loan Deficiency Payment (eLDP)

eLDP means a web-based service that provides an **additional** means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP. Included in this service is the ability to establish and maintain customer profiles.

### Marketing Fee

Marketing fee means a separate statement of charges or bill that is **not** part of the warehouse receipt, but is attached to or submitted with the warehouse receipt that indicates charges **normally** associated with handling the commodity represented by the warehouse receipt. Gin related charges include marketing service.

### National Payment Service (NPS)

NPS means a centralized, web-based accounting application that interfaces with web-based program applications to complete payment processes.

### Research and Promotion Fee

Research and promotion fee means a fee paid to the Cotton Board deducted from loan proceeds. This fee is centrally collected and remitted to the Cotton Board from Kansas City.

**Menu and Screen Index**

The following menus and screens are displayed in this handbook.


| Menu or Screen | Title | Reference |
|---|---|---|
| | Assessment Review Dates Screen | 81 |
| | Cancel Loan Screen | 603 |
| | Commodity Information Screen | 53 |
| | Confirmation Screen | 88 |
| | County Commodity Yields Screen | 31 |
| | Crop Year Screen | 34 |
| | Customer Profile Screen | 32, 33 |
| | Delete Transaction Confirmation Screen | 650 |
| | Delete Transactions Screen | 650 |
| | Disbursement Requests (Lien Holder) Screen | 80 |
| | Disbursement Screen | 80 |
| | Farms Screen | 54 |
| | Joint Operation Customer Profile Screen | 34 |
| | Loan Calculation Screen | 56 |
| | Loan Cancellation Confirmation Screen | 603 |
| | Loan Servicing Screen | 100 |
| | Loan Servicing Screen | 603, 650 |
| | Loan Summary Screen | 601 |
| | Other Adjustments Screen | 104 |
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| | Repayment Confirmation Screen | 106 |
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| | Search Results Screen | 22 |
| | Search Results Screen | 100 |
| | Select Administrative County Screen | 21 |
| | Storage Information Screen | 55 |
| CLPS1102 | Commodity Information Screen | 300, 400, 500-502 |
| CLPS1104 | Storage Information Screen | 401 |
| CLPS1106 | Storage Information Screen | 402 |
| CLPS1107 | Storage Information Screen | 301 |
| CLPS1314 | Market Gain Screen | 104 |
| CLPS1315 | Remittance Detail Screen | 105 |
| CLPS1316 | Remittance Confirmation Screen | 106 |

**Associated County Business Partner ID's**

Following is the list of the associated county Business Partner ID's.

| Business Partner Number | CCID in PROD | Customer Name | Delivery Address Line | Address Information Line | City Name | State | ZIP Code |
|---|---|---|---|---|---|---|---|
| 8000172526 | 215196 | LA Department of Agriculture & Forestry | PO Box 91081 | | Baton Rouge | LA | 708219081 |
| 8011200239 | 1933483 | State of Oklahoma | 3800 N Classen Blvd Ste C | | Oklahoma City | OK | 731182862 |
| 8011158266 | 5037410 | State of Wyoming | 2219 Carey Ave | Wyoming Wheat Commission | Cheyenne | WY | 820013653 |
| 8011236777 | 9636229 | State of Missouri | PO Box 630 | Commodity Fund Programs | Jefferson City | MO | 651020630 |
| 8009017103 | 10007508 | MS Department of Agriculture and Commerce | PO Box 1609 | | Jackson | MS | 392151609 |
| 8011213266 | 10010583 | State of Nebraska | PO Box 94668 | C/O Susie Harm | Lincoln | NE | 685094668 |
| 8011221851 | 10462442 | South Carolina State Government | PO Box 11280 | Ag Dept of South Carolina | Columbia | SC | 292111280 |
| 8010013494 | 11276225 | Colorado Corn Admin Committee | 127 22nd St | | Greeley | CO | 806317210 |
| 8010013502 | 11276240 | Colorado Wheat Admin Committee | 4026 S Timberline Rd Unit 100 | | Fort Collins | CO | 805256024 |
| 8010013504 | 11276241 | Idaho Barley Commission | 821 W State St | | Boise | ID | 837025832 |
| 8010008855 | 11276256 | Idaho Wheat Commission | 821 W State St | | Boise | ID | 837025832 |
| 8010013676 | 11276268 | Kansas Corn Commission | PO Box 446 | | Garnett | KS | 660320446 |
| 8010010325 | 11276278 | Kansas Wheat Commission | 1990 Kimball Ave Ste A | | Manhattan | KS | 665023341 |
| 8010020401 | 11276297 | Minnesota Barley Research and Promotion Council | 2601 Wheat Drive | | Red Lake Falls | MN | 567504800 |
| 8010018035 | 11276311 | Minnesota Wheat Research and Promotion Council | 2600 Wheat Drive | | Red Lake Falls | MN | 567504800 |

**Associated County Business Partner ID's (Continued)**

| Business Partner Number | CCID in PROD | Customer Name | Delivery Address Line | Address Information Line | City Name | State | ZIP Code |
|---|---|---|---|---|---|---|---|
| 8010014382 | 11276400 | NC Department of Ag & Consumer Svs | 1001 Mail Service Ctr | | Raleigh | NC | 276991001 |
| 8010014452 | 11276419 | North Carolina Peanut Growers | PO Box 8 | | Nashville | NC | 278560008 |
| 8010015771 | 11276453 | North Dakota Barley Council | 1002 Main Avenue W #2 | | West Fargo | ND | 58078 |
| 8010014391 | 11276472 | North Dakota Wheat Commission | 2401 46th Ave SE Ste 104 | | Mandan | ND | 585544829 |
| 8010016148 | 11276511 | Oregon Wheat Commission | 1200 NW Naito Pkwy Ste 370 | | Portland | OR | 972092879 |
| 8010095192 | 11296060 | Sorghum Promotion Research And Information Program | 4201 N I-27 | | Lubbock | TX | 794037507 |
| 8010014576 | 11276527 | Texas Corn Producers Board | 4205 N I-27 | | Lubbock | TX | 794037507 |
| 8010016163 | 11276587 | Texas Peanut Producers Board | 4205 N I-27 | | Lubbock | TX | 794037507 |
| 8010014601 | 11276536 | Texas Rice Producers Board | 1806 Avenue D Suite 106 | | Katy | TX | 774931622 |
| 8010016140 | 11276565 | Texas Wheat Producers Board | 5405 I-40 West | | Amarillo | TX | 791064616 |
| 8010014404 | 11276599 | Virginia Peanut Board | PO Box 59 | | Franklin | VA | 238510059 |
| 8010139448 | 11292113 | Washington Grain Commission Wheat | 2702 W Sunset Blvd Ste A | | Spokane | WA | 992246200 |
| 8010143486 | 11292128 | Washington Grain Commission Barley | 2702 W Sunset Blvd Ste A | | Spokane | WA | 992246200 |

**CLPS Statuses**

This table provides descriptions of loan statuses in CLPS.

| Status | Description |
|---|---|
| Approved | Automatically set once funds are obligated successfully.<br><br>If obligation fails, an error message will be displayed and status reverts to “Pending Approval”. |
| Draft | Loan is saved with producer name, commodity and at least 1 storage information (Bin or Receipt).<br><br>Loan number is assigned to the loan.<br><br>There is no status to revert.<br><br>Loan can be canceled and will transition to “Deleted” status. |
| Disapproved | Manually set by the user once the name of the authorized approver and the date are entered. |
| Disbursed | Automatically set to “Disbursed” once payment request is sent successfully to NPS. |
| Deleted | Set manually by the user, when the application is reversed at the request of the customer.<br><br>Can be set at any point **before** the loan is approved and disbursed through CLPS |
| Pending Approval | Automatically set to pending approval after the customer signature(s), dates (s), Note and Security Agreement is ready for determination process.<br><br>Can revert back to “Draft” if modifications are made.<br><br>In normal workflow, Agreement can be “Approved” or “Disapproved”. |
| Pending Producer Signature | Automatically set after the Second Party Review.<br><br>Can revert back to “Draft” if modifications are made.<br><br>In a normal workflow, the next status is “Pending Approval”. |
| Pending Review | Assessments have been entered.<br><br>Loan application is complete and ready for Second Party Review.<br><br>Can revert back to “Draft” if modifications are made.<br><br>In a normal workflow, the next status is “Pending Producer Signature”. |

## Example of CCC-677 After Loan Approval

Following is an example of CCC-677 after loan approval.

READ THE ENTIRE INSTRUMENT BEFORE SIGNING

CCC-677
(04-24-15)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

**FARM STORAGE NOTE AND SECURITY AGREEMENT**

**NOTE:** *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC loan program through documentation of producer acknowledgement of and agreement to the terms and conditions of the note and security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.*

*This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.* **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

| Name & Mailing Address of Contact Producer | St. & Co. Codes & Farm No. Where Produced |
|---|---|
| PRODUCER NAME<br><br>HONDO, TX 5583 | 48-325-0007134,48-325-0007135 |

| | | | | | |
|---|---|---|---|---|---|
| Loan No.: | 20001 | Documents Received: | 05/07/2015 | Total Loan Amount: | $ 9,450.00 |
| Crop Year: | 2015 | Disbursement Date: | 04/09/2015 | | |
| Commodity: | WHEAT | Maturity Date: | 01/31/2016 | Marketing Assessments: | $ 60.00 |
| Class: | HRW | Interest Rate: | 1.250 % | Service Fee: | $ 47.25 |
| | | Total Loan Quantity: | 3,000.00 | TOTAL DISBURSEMENT AMOUNT: | $ 9,342.75 |

| A. SEAL NUMBER | B. MORTGAGED QUANTITY | C. LOAN RATE | D. LOAN QUANTITY | E. LOAN AMOUNT |
|---|---|---|---|---|
| 1 | 1,000.00 | $ 3.1500 | 1,000.00 | $ 3,150.00 |
| 2 | 2,000.00 | $ 3.1500 | 2,000.00 | $ 6,300.00 |

| F. PRODUCER | G. PRODUCER SHARE |
|---|---|
| PRODUCER NAME | 1.0000 |
| H. Loan Disbursement Percentage | 1.0000 |

The terms and conditions of the Note and Security Agreement are set forth in this Form CCC-677 ("Note") and Form CCC-601, "Commodity Credit Corporation Note and Security Agreement Terms and Conditions," Form CCC-677A (for sugar only), and any appendix or addendum to these forms. By signing this Form CCC-677 each producer agrees to all terms and conditions specified in these forms and acknowledges receipt of Form CCC-601 and any appendix or addendum thereto. By signing this form, the producer agrees that: (1) the interest rate applicable to the loan will be determined in accordance with 7 CFR Part 1405 and will be the rate of interest charged by the U.S. Treasury for funds borrowed by CCC, plus 1 percent, on the date the loan proceeds are disbursed to each producer, and (2) the maturity date of the loan for all commodities shall be the last day of the 9th month following the month in which such loan proceeds are disbursed. Notwithstanding the foregoing provision, the producer agrees that if the commodity pledged as collateral for this loan is a commodity which had been previously pledged as collateral for a CCC loan that the maturity date of this loan will be the maturity date of such initial loan. The loan disbursement date, actual interest rate and maturity date for the loan may be obtained at the County FSA office listed below. CCC may at any time accelerate the maturity date of this loan upon demand of payment.

The producer hereby sells, assigns, and mortgages, to CCC as collateral for the payment of this Note all of the commodity described in this Note, together with all authorized replacements, substitutions, additions, and accessions thereto, which is stored in the bins or storage structures specified in this Note *(even though a larger quantity than the quantity shown in the item above entitled "Total Loan Quantity" is stored in such structure)*.

Are you or any co-applicant delinquent on any Federal non tax debt? *(If YES, attach details to this form)* ☐ YES ☒ NO

| SIGNATURE (By) | TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY | DATE *(MM-DD-YYYY)* |
|---|---|---|
| PRODUCER NAME | | 05/07/2015 |

| APPROVED FOR CCC BY | DATE *(MM-DD-YYYY)* | Name and Address of County FSA Office |
|---|---|---|
| Mr. John CED | 04/09/2015 | MEDINA COUNTY FARM SERVICE AGENCY |
| SECOND PARTY REVIEW<br>DONALD KOENIG | DATE *(MM-DD-YYYY)*<br>04/08/2015 | HONDO, TX 78861-0000<br>(830)426-2013 x2 |

**Note:** A continuation page with form and page number will be printed, as applicable.

## Example of CCC-678 After Loan Approval

Following is an example of CCC-678 after loan approval.

**READ THE ENTIRE INSTRUMENT BEFORE SIGNING**

**CCC-678**
(04-24-15)

**U.S. DEPARTMENT OF AGRICULTURE**
Commodity Credit Corporation

**WAREHOUSE STORAGE NOTE AND SECURITY AGREEMENT**

**NOTE:** *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC loan program through documentation of producer acknowledgement of and agreement to the terms and conditions of the note and security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.*

*This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.* **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

| Name & Mailing Address of Contact Producer | St. & Co. Codes & Farm No. Where Produced |
|---|---|
| PRODUCER NAME<br><br>HONDO, TX 5583 | 48-325-0007134,48-325-0007135 |

| | | | | | |
|---|---|---|---|---|---|
| Loan No.: | 20003 | Documents Received: | 05/14/2015 | Total Loan Amount: | $ 596.14 |
| Crop Year: | 2015 | Disbursement Date: | 05/15/2015 | | |
| Commodity: | CORN | Maturity Date: | 02/29/2016 | Marketing Assessments: | $ 2.79 |
| Class: | WC | Interest Rate: | 1.2500 % | Service Fee: | $ 2.98 |
| | | Total Loan Quantity: | 278.57 | TOTAL DISBURSEMENT AMOUNT: | $ 590.37 |

| A. RECEIPT NUMBER | B. RECEIPT ISSUE DATE | C. STORAGE PAID THROUGH DATE | D. NET WEIGHT | E. NET LOAN QUANTITY | F. LOAN RATE | G. LOAN AMOUNT |
|---|---|---|---|---|---|---|
| 1501 | 04/01/2015 | 01/31/2016 | 5,600.00 | 100.00 | $ 2.1400 | $ 214.00 |
| 1502 | 04/01/2015 | 01/31/2016 | 10,000.00 | 178.57 | $ 2.1400 | $ 382.14 |

| H. PRODUCER | I. PRODUCER SHARE |
|---|---|
| PRODUCER NAME | 1.0000 |
| J. Loan Disbursement Percentage | 1.0000 |

The terms and conditions of the Note and Security Agreement are set forth in this Form CCC-678 ("Note") and Form CCC-601, "Commodity Credit Corporation Note and Security Agreement Terms and Conditions," Form CCC-677A (for sugar only), and any appendix or addendum to these forms. By signing this Form CCC-678 each producer agrees to all terms and conditions specified in these forms and acknowledges receipt of Form CCC-601 and any appendix or addendum thereto. By signing this form, the producer agrees that: (1) the interest rate applicable to the loan will be determined in accordance with 7 CFR Part 1405 and will be the rate of interest charged by the U.S. Treasury for funds borrowed by CCC, plus 1 percent, on the date the loan proceeds are disbursed to each producer, and (2) the maturity date of the loan for all commodities shall be the last day of the 9th month following the month in which such loan proceeds are disbursed. Notwithstanding the foregoing provision, the producer agrees that if the commodity pledged as collateral for this loan is a commodity which had been previously pledged as collateral for a CCC loan that the maturity date of this loan will be the maturity date of such initial loan. The loan disbursement date, actual interest rate and maturity date for the loan may be obtained at the County FSA office listed below. CCC may at any time accelerate the maturity date of this loan upon demand of payment.

The producer hereby sells, assigns, and mortgages, to CCC as collateral for the payment of this Note all of the commodity described in this Note, together with all authorized replacements, substitutions, additions, and accessions thereto, which is stored in the warehouse specified in this Note.

Are you or any co-applicant delinquent on any Federal non tax debt? *(If YES, attach details to this form)* ☐ YES ☒ NO

| SIGNATURE (By) | TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY | DATE *(MM-DD-YYYY)* |
|---|---|---|
| PRODUCER NAME | | 05/14/2015 |

**Note:** A continuation page with form and page number will be printed, as applicable.

## Example of Canceled CCC-677

Following is an example of a canceled CCC-677.

**READ THE ENTIRE INSTRUMENT BEFORE SIGNING**

CCC-677
(04-24-15)

**U.S. DEPARTMENT OF AGRICULTURE**
Commodity Credit Corporation

**FARM STORAGE NOTE AND SECURITY AGREEMENT**

**NOTE:** *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC loan program through documentation of producer acknowledgement of and agreement to the terms and conditions of the note and security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.*

*This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.* **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

| Name & Mailing Address of Contact Producer | St. & Co. Codes & Farm No. Where Produced |
|---|---|
| PRODUCER NAME<br>HONDO, TX 5583 | 48-325-0007134,48-325-0007135 |

| | | | | | |
|---|---|---|---|---|---|
| Loan No.: | 20001 | Documents Received: | 05/07/2015 | Total Loan Amount: | $ 9,450.00 |
| Crop Year: | 2014 | Disbursement Date: | 04/09/2015 | | |
| Commodity: | WHEAT | Maturity Date: | 01/31/2016 | Marketing Assessments: | $ 60.00 |
| Class: | HRW | Interest Rate: | 1.250 % | Service Fee: | $ 47.25 |
| | | Total Loan Quantity: | 3,000.00 | TOTAL DISBURSEMENT AMOUNT: | $ 9,342.75 |

| A. SEAL NUMBER | B. MORTGAGED QUANTITY | C. LOAN RATE | D. LOAN QUANTITY | E. LOAN AMOUNT |
|---|---|---|---|---|
| 1 | 1,000.00 | $ 3.1500 | 1,000.00 | $ 3,150.00 |
| 2 | 2,000.00 | $ 3.1500 | 2,000.00 | $ 6,300.00 |

| F. PRODUCER | G. PRODUCER SHARE |
|---|---|
| WHITE, DEBORAH A | 1.0000 |
| H. Loan Disbursement Percentage | 1.0000 |

The terms and conditions of the Note and Security Agreement are set forth in this Form CCC-677 ("Note") and Form CCC-601, "Commodity Credit Corporation Note and Security Agreement Terms and Conditions," Form CCC-677A (for sugar only), and any appendix or addendum to these forms. By signing this Form CCC-677 each producer agrees to all terms and conditions specified in these forms and acknowledges receipt of Form CCC-601 and any appendix or addendum thereto. By signing this form, the producer agrees that: (1) the interest rate applicable to the loan will be determined in accordance with 7 CFR Part 1405 and will be the rate of interest charged by the U.S. Treasury for funds borrowed by CCC, plus 1 percent, on the date the loan proceeds are disbursed to each producer, and (2) the maturity date of the loan for all commodities shall be the last day of the 9th month following the month in which such loan proceeds are disbursed. Notwithstanding the foregoing provision, the producer agrees that if the commodity pledged as collateral for this loan is a commodity which had been previously pledged as collateral for a CCC loan that the maturity date of this loan will be the maturity date of such initial loan. The loan disbursement date, actual interest rate and maturity date for the loan may be obtained at the County FSA office listed below. CCC may at any time accelerate the maturity date of this loan upon demand of payment.

The producer hereby sells, assigns, and mortgages, to CCC as collateral for the payment of this Note all of the commodity described in this Note, together with all authorized replacements, substitutions, additions, and accessions thereto, which is stored in the bins or storage structures specified in this Note *(even though a larger quantity than the quantity shown in the item above entitled "Total Loan Quantity" is stored in such structure).*

Are you or any co-applicant delinquent on any Federal non tax debt? *(If YES, attach details to this form)* ☐ YES ☒ NO

| SIGNATURE (By) | TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY | DATE *(MM-DD-YYYY)* |
|---|---|---|
| DEBORAH A WHITE | | 05/07/2015 |

| APPROVED FOR CCC BY | DATE*(MM-DD-YYYY)* | Name and Address of County FSA Office |
|---|---|---|
| Mr. John CED | 04/09/2015 | MEDINA COUNTY FARM SERVICE AGENCY |
| SECOND PARTY REVIEW | DATE*(MM-DD-YYYY)* | HONDO,TX 78861-0000 |
| DONALD KOENIG | 04/08/2015 | (830)426-2013 x2 |

Canceled

**NRRS Statuses**

This table provides descriptions of NRRS statuses.

| Status | Description |
|---|---|
| Active Verified | Remittance is being activated. Deletion of the remittance is not allowed. However, deletion of the internal receipt or external receipt is allowed.<br><br>Deletion of internal receipt functionality is only available to national users. Contact help desk or submit a remedy ticket online for this request. |
| In Process | Remittance is in the process of being put on a schedule by another user. Deletion of remittance and internal/external receipt is prohibited. Do either of the following:<br><br>• contact the other user who is preparing the schedule (if known), and request to cancel the schedule preparing process which will change the remittance status to "**Unscheduled**"<br><br>• wait after the prepared schedule process is complete which will change the remittance status to "**Scheduled**" and delete the prepared schedule according to 64-FI, subparagraph 42 C. |
| Scheduled | Remittance is on a prepared schedule. Deletion of remittance and internal/external receipt is prohibited.<br><br>Follow instruction from 64-FI, subparagraph 42 C to delete the associate prepared schedule. |
| Unscheduled | Remittance is not on a schedule. Deletion of remittance and internal/external receipt is allowed. |
| Verified | Remittance is being verified on a verified schedule. Deletion of remittance and internal/external receipt is prohibited.<br><br>Follow instructions from 64-FI, subparagraph 44 B for activating remittance. |