FSA
HANDBOOK

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

For State and County Offices

SHORT REFERENCE

16-PS
(Revision 2)

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 (Revision 2)	**Amendment 2**

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

This handbook has been amended to incorporate minor revisions to:

- correct typographical errors and formatting
- remove highlighting.

Subparagraph 117 A has been amended to add disbursement date to Note & Security Agreement.

Paragraph 120 has been added to provide instructions for identifying deceased producers.

Paragraph 121 has been added to provide instructions for selecting heirs.

Subparagraph 200 A has been amended to add release receipts to EWR capability.

Subparagraph 240 C has been amended to revise COPS file sequence description.

Subparagraph 714 C has been amended to revise 8-LP reference.

Subparagraph 730 B has been amended to revise instructions for downloading CCR invoices.

Subparagraph 902 C has been amended to add State-County field to Transfer Quantities table.

Subparagraph 903 B has been amended to update the screenshot of Farm-Stored to Warehouse-Stored Transfer Screen.

Subparagraph 903 C has been amended to revise warehouse search criteria for the Commodity Information Screen table.

Subparagraph 904 D has been amended to correct "Cancel" button description.

A   Reasons for Amendment (Continued)

Subparagraph 905 C has been amended to correct "Save & Continue" and "Cancel" button descriptions.

Subparagraph 906 C has been amended to remove incorrect wording.

Subparagraph 908 B has been amended to revise "Delete Selected Transaction" button.

Subparagraph 1002 C has been amended to correct "Cancel" button description.

Subparagraph 1004 B has been amended to update the screenshot of Delivery of Collateral for Sale Screen.

Subparagraph 1004 C has been amended to add Planted Location and revise Authorized Quantity and Select Delivery Address in the Delivery of Collateral for Sale table.

Subparagraph 1005 C has been amended to add "Clear" and "Cancel" button descriptions and revise CCC Approval Date description in Marketing Authorization Summary Screen table.

Subparagraph 1151 C has been amended to remove bullet for Delete Transaction Screen.

Page Control Chart		
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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

PDD has the responsibility for the instructions in this handbook.

PSD has the authority and responsibility for policy outlined in related handbooks.

C   Related Handbooks

The following FSA handbooks are related to commodity loans.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
records management	32-AS and 32-AS Supplement.
approved abbreviations, signatures, and authorizations	1-CM.
customer data management	11-CM.
CMA's, DMA's, and LSA's	1-CMA.
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CCC automated cotton loan reporting for CMA's and LSA's	21-CN.
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assignments and joint payments	63-FI.
establishing and reporting receipts and receivables on NRRS	64-FI.
commodity data specific to wheat, feed grains, and oilseeds	2-LP Grains and Oilseeds.
loan and LDP provisions for honey	2-LP Honey.
loan and LDP provisions for peanuts	2-LP Peanuts.
loan and LDP provisions for rice	2-LP Rice.
MAL's and LDP's for 2008 and subsequent crop years	8-LP.
web-based eligibility records	3-PL (Rev. 2).
foreign person provisions	5-PL.
payment eligibility and actively engaged determinations	6-PL.
loan and LDP administrative systems (LPAS and RQMS)	17-PS.
LDP's for 2022 and subsequent years automation	19-PS.
receipt for service	1-RFS.
sugar loans	10-SU.

2 Responsibilities

A Background

The responsibilities for loan functions described in this paragraph are in addition to the responsibilities in 7-CN, 21-CN, applicable 2-LP, 8-LP, 17-PS, 19-PS, and 10-SU.

B Office Responsibilities

The following describes the responsibilities of each office for loan activity.

Office	Responsibilities
PDD	Implement web-based processes to support MAL and LDP functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations.
PSD	Provide program MAL and LDP policies for administering and delivering price support programs.
State Offices	Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations.
Information Solutions Division	Develop software and provide technical assistance to PDD.

3 Background and Functionality

A Background

CLPS is a web-based service that provides a means of farm program delivery to FSA customers (producers) and County Offices to file an application for marketing assistance and sugar loans. After the loan application and payment information is submitted, the payment is automatically routed to NPS for processing.

B Functionality

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

- loan making
- loan servicing
- corrections.

4   Receipt for Service

A Overview

1-RFS provides policy for receipt for service. All CLPS activity should be documented using "RFS – Receipt for Service".

B Action

Access the Receipt for Service application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under "FSA Applications" and "Applications Directory", CLICK "P-Z".
3	CLICK "RFS – Receipt for Service".

5   Submitting Software Issues

A Overview

Software issues in CLPS can result from 1 of the following:

- system defect
- network issue between other systems
- human error.

Note: These situations result in an error message displayed on the screen.

System failures in CLPS occur when the screen does either of the following:

- displays "Page not found"
- times out.

B County Office Action

When a software issue occurs:

- report the issue to the State Office specialist
- do **not** report the issue using "Remedy".

When a system failure occurs:

- report the issue using "Remedy" from the FSA Intranet website at https://inside.fsa.usda.gov/help/index

- notify the State Office specialist of the issue.

5   Submitting Software Issues (Continued)

C   State Office Action

When notified of a:

- software issue, record the issue to the SharePoint site managed by PDD at
  https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx

- system failure, notify the applicable National Office contact along with the remedy ticket number.

D   Providing State Office Access to SharePoint Site Managed by PDD

State Office specialists can request access directly from the SharePoint site.

Note: The PDD Software Issues SharePoint site is only for State Office specialists and the National Office. County Offices must not request access.

6-19   (Reserved)

Part 2   Administrative Functions

20   Requirements for Loan Making

A   Requirements

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

- completed and certified FSA-578 filed for the specified crop and crop year
- COC maximum yield established according to 17-PS
- appropriate boards and entities associated with the county loaded in Business Partner
- CCC-10 on file for the producer.

B   State Office Security Roles

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

C   County Office Security Roles

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

21   Associating Boards and Payment Entities in MIDAS CRM-Business Partner

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.

Note: This is a 1-time function and may be done at the State Office.

B   Action

Associate boards and payment entities to the applicable County Offices according to the following table.

Step	Action
1	Access MIDAS CRM-Business Partner according to 11-CM.
2	CLICK "Business Partner".
3	CLICK "Search Customers/Contacts".
4	ENTER "8011240692" in the "BP Number/ID" field.
5	CLICK "Search".

21   Associating Boards and Payment Entities in MIDAS CRM-Business Partner (Continued)

   B   Action (Continued)

Step	Action
6	CLICK "FSA & NRCS & RD Administrative Office & USDA ARS" in the search results.
7	Add the County Office address in the "Address" assignment block. **Note:** Ensure that the address type of "Mailing" is selected.
8	Select the State and County Office in the "Program Participation" assignment block.
9	Select the county name in the "Associated County" assignment block.

22   Research, Promotion, Marketing, and Assessment Boards

   A   Overview

   Research, promotion, marketing, and assessment boards are in Business Partner and **must** have program participation associated to their respective County Offices **before** processing loans associated with an assessment.

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

   B   Action

   Associate boards to County Office addresses according to the following table.

Step	Action
1	Access MIDAS CRM-Business Partner according to 11-CM.
2	CLICK "Business Partner".
3	CLICK "Search Customers/Contacts".
4	Enter the customer name listed in Exhibit 6 in the "Business Name" field.
5	CLICK "Search".
6	Click the applicable board name.
7	Select the State and County Office in the "Program Participation" assignment block.
8	Select the county name in the "Associated County" assignment block.

23 Associating Remitters for Loan Repayments

A Overview

Remitter refers to who is repaying the loan. When the remitter is not the producer, the remitter must be associated to their respective County Office **before** processing the repayment. Associate the remitter to the respective County Office by accessing the MIDAS CRM system.

Note: When the remitter does not have an IRS-verified TIN, County Offices must use the "FSA & NRCS & RD Administrative Office & USDA ARS" Business Partner number/ID "8011240692" to process repayments.

B Action When Remitter Does Not Have IRS-Verified TIN

Associate remitters to County Office addresses according to the following table.

Step	Action
1	Access MIDAS CRM-Business Partner according to 11-CM.
2	CLICK "Business Partner".
3	CLICK "Search Customers/Contacts".
4	ENTER "8011240692" in the "BP Number/ID" field.
5	CLICK "Search".
6	CLICK "FSA & NRCS & RD Administrative Office & USDA ARS" in the search results.
7	Select the State and County Office in the "Program Participation" assignment block.
8	Select the county name in the "Associated County" assignment block.

24-49 (Reserved)

Part 3   Commodity Loan Processing System

50   Accessing CLPS

A   Overview

All loan functions:

- are within the web-based CLPS
- can only be updated by FSA employees with Level II eAuthentication access.

Note: For multi-County Offices, make sure to select the applicable county.

B   Accessing CLPS Application

Access the CLPS application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under "FSA Applications" and "Applications Directory", CLICK "G-O".
3	CLICK "MAL CLPS – Commodity Loan Processing System". The Select Administrative County Screen will be displayed.

C   Example of Select Administrative County Screen for County Office Users

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

50   Accessing CLPS (Continued)

D   Example of Select Administrative County Screen for State Office Users

The following is an example of the Select Administrative County Screen for State Office users.

E   Action

On the Select Administrative County Screen:

- using the "State" drop-down menu, select the State
- using the "County" drop-down menu, select the county
- CLICK "Continue" to display the Search Loans Screen.

51   Search Loans Screen

A   Overview

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

51   Search Loans Screen (Continued)

B   Example of Search Loans Screen

The following is an example of the Search Loans Screen.

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Search Loans Screen.

Field/Button	Description/Action
State	Displays the State of the producer.
County	Displays the county of the producer.
Crop Year	Using the "Crop Year" drop-down menu, select the applicable crop year.
Producer	Allows the user to search loans for a specific producer. CLICK "Producer" to select a specific producer.
Loan Number	Allows the user to search loans based on loan numbers return for the entire crop year. CLICK "Loan Number" and enter a specific loan number to return a specific loan. **Note:** Leave the "Loan Number" field blank to return all loans in the county.
Search	CLICK "Search" to search for a producer or loan.

52   Search Results Screen

A   Overview

The Search Results Screen displays all crop year loans for either of the following:

- a single producer
- all loans in the county.

B   Example of Search Results Screen

The following is an example of the Search Results Screen for all loans in a county.

Search Results

State: TEXAS   **County:** HILL

[New Loan]

Search Results

Crop Year: 2022   **Loan Number:**   All
    Status: All

Farm Stored Only: ☐ **Warehouse Stored Only:** ☐

Loan #	Primary Contact	Commodity	Loan Type	Status
10001	PRODUCER, ANY1	CORN - YC	Farm Stored	Disbursed
	Qty: 2,000 BU	Amt: $4,780.00	Print View Service	
10002	PRODUCER, ANY1	CORN - YC	Farm Stored	Deleted
	Qty: 1,000 BU	Amt: $2,390.00	Print View	
10003	PRODUCER, ANY1	CORN - YC	Farm Stored	Disbursed
	Qty: 2,000 BU	Amt: $4,780.00	Print View Service	
10004	PRODUCER, ANY1	CORN - YC	Farm Stored	Disbursed
	Qty: 500 BU	Amt: $1,195.00	Print View Service	
10005	PRODUCER, ANY1	SOYA - YSB	Warehouse Stored	Disbursed
	Qty: 2,083.00 BU	Amt: $22,913.00	Print View Service	
10006	PRODUCER, ANY1	UP - UP	Warehouse Stored	Disbursed
	Qty: 2,211.00 LBS	Amt: $852.30	Print View Service	
10010	PRODUCER, ANY1	CORN - YC	Warehouse Stored	Draft
	Qty: BU	Amt: $0.00	Print Edit	

[New Loan] [Cancel]

52   Search Results Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Search Results Screen.

Field/Button	Description/Action
New Loan	CLICK "New Loan" to create a new loan.
Crop Year	Displays the crop year of the loan.
Loan #	Displays the loan number.
Primary Contact	Displays the primary producer on the loan.
Commodity	Displays the commodity and type.
Loan Type	Indicates whether the loan is either of the following: • farm stored • warehouse stored.
Status	Displays the status of the loan as follows: • Approved • Draft • Disapproved • Disbursed • Deleted • Pending Approval • Pending Producer Signature • Pending Review. **Note:** See Exhibit 10 for definitions of loan statuses.
Qty	Displays the quantity and unit of measure of the loan.
Amt	Displays the dollar amount of the loan.
Print	CLICK "Print" to print the loan summary.
View	CLICK "View" to view the Loan Summary Screen.
Service	CLICK "Service" to process loan servicing transactions.
Edit	CLICK "Edit" to edit the loan summary.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

53-99 (Reserved)

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Part 4   Loan Making

Section 1   Creating New Loans

100   General Information

A   Farm-Stored and Warehouse-Stored Loans

Producers are to request farm-stored or warehouse-stored loans using CCC-666 or other commodity-specific form according to 8-LP.

Information from the applicable form is entered in CLPS.

B   Farm-Stored In-Process Sugar Loans

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

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

C   Warehouse-Stored Raw or Refined Sugar Loans

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

- sugar processor information
- warehouse receipt data.

D   CCE Turn-Around Loans

Producers requesting CCE turn-around loans **must**:

- provide the required documentation according to 8-LP

- purchase a commodity certificate for immediate exchange for the entire loan quantity on the same day.

100   General Information (Continued)

  E   Action

  County Offices must:

  - verify all information has been submitted for the eligible commodity according to 8-LP

  - access CLPS according to paragraph 50

  - CLICK "New Loan" from the left navigation menu. The Producer Information Screen will be displayed.

101   Producer Information Screen

  A   Overview

  The Producer Information Screen allows the user to:

  - select the following:

    - producer or producers
    - loan type
    - crop year
    - loan application date

  - select additional producers with a share in the commodity.

101   Producer Information Screen (Continued)

   B   Example of Producer Information Screen Before Producer Selected

      The following is an example of the Producer Information Screen **before** a producer has been
      selected.

   Producer Information

      Status: Producer Type: PRODUCER
      State: TEXAS   County: HILL
      Loan Number: Crop Year:
      Commodity: Loan Type:
      Contact:

   Loan Type
      ⦿ New Loan
      ○ Repledged Loan   Original Loan Number: [   ]

               Crop Year: [2022 ▾]

      *Loan Application Date: [08/03/2022] 📅

               [Add Producer] [Cancel]

   C   Field Descriptions and Actions

      The following table provides the fields, descriptions, and actions for the Producer
      Information Screen for a farm-stored loan.

Field/Button	Description/Action
Status	Displays the status of the loan. This field is blank until a loan quantity is entered. **Note:** See Exhibit 10 for a list of loan statuses and definitions.
Producer Type	Indicates whether the loan is for a producer, DMA, or CMA.
State	Displays the associated State of the producer.
County	Displays the associated county of the producer.
Loan Number	Displays the system-generated loan number. **Note:** This field is blank until a loan quantity is entered.

101   Producer Information Screen (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Crop Year	Displays the system-generated crop year selected by the user. **Note:** This field is blank until the user selects and adds a producer.
Commodity	Displays the commodity. **Note:** This field is blank until the commodity type has been selected on screen.
Loan Type	Displays the loan type as either farm-stored or warehouse-stored. **Note:** This field is blank until the loan type has been selected on screen.
Contact	Displays the primary contact for the loan. **Note:** This field is blank until producer shares are entered.
Loan Type	CLICK: • "New Loan" for a new loan request • "Repledged Loan" for a repledged loan. **Note:** See 8-LP for policy for repledged loans.
Original Loan Number	Enter the original loan number when the loan is repledged.
Crop Year	Displays the crop year that is selected by the user from the drop-down menu.

101   Producer Information Screen (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Loan Application Date	The date the loan application was received by the County Office. The current date is defaulted. **Note:** The correct form must be completed according to 8-LP, 7-CN, applicable 2-LP, or 10-SU. Enter date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon. **Note:** A future date cannot be entered.
Add Producer	CLICK "Add Producer" to add the producer. Select the producer using the SCIMS Search Page. The Producer Information Screen will be redisplayed with the selected producer.
Cancel	CLICK "Cancel" to cancel the loan process and return to the Search Results Screen.

102   Producer Information Screen After Producers Selected

   A   Overview

   After the producer has been selected, the Producer Information Screen will be redisplayed allowing the user to do either of the following:

   • enter the share percentage of the loan
   • add additional producers to the loan.

102 Producer Information Screen After Producers Selected (Continued)

B Example of Producer Information Screen After Producer Selected

The following is an example of the Producer Information Screen after a producer has been selected.

102   Producer Information Screen After Producers Selected (Continued)

   C   Field Descriptions and Actions

   The following table provides the additional fields, descriptions, and actions for the Producer
   Information Screen for a farm-stored loan after a producer has been selected.

Field/Button	Description/Action
Producer	Displays the name of the selected producer.
Share (%)	Enter the producer's share percentage of the loan. The share is entered as either of the following: • 100.00 for a single producer loan • applicable share for multiple producer loans. **Note:** Shares must equal 100 percent before continuing.
Primary Contact	Indicates which producer is the primary contact. **Note:** Radio button is automatically selected for a single producer loan.
Action	Allows the user to delete a producer.
Add Producer	CLICK "Add Producer" to add additional producers.
Continue	CLICK "Continue" to proceed to the Commodity Information Screen.
Cancel	CLICK "Cancel" to cancel the loan process and return to the Search Results Screen.

102   Producer Information Screen After Producers Selected (Continued)

D   Example of Producer Information Screen After Multiple Producers Selected

The following is an example of the Producer Information Screen after multiple producers have been selected.

Producer Information

Status:	**Producer Type:** PRODUCER	
State: TEXAS	**County:** DAWSON	
Loan Number:	**Crop Year:** 2016	
Commodity:	**Loan Type:**	
Contact:		

Loan Type

⦿ New Loan
○ Repledged Loan   Original Loan Number: [   ]

*Loan Application Date: [12/30/2016] ▦

Producer	Share (%)	Primary Contact	Action
IM FARMER A	.00	○	Delete
IM FARMER B	.00	⦿	Delete

[Add Producer]

[Continue] [Cancel]

103   Commodity Information Screen for Farm-Stored Loan

A   Overview

The Commodity Information Screen allows the user to complete commodity information from CCC-666, which includes the following sections:

- Loan Type
- Commodity
- Conditions.

103   Commodity Information Screen for Farm-Stored Loan (Continued)

    B   Example of Commodity Information Screen for Farm-Stored Loan

        The following is an example of the Commodity Information Screen for a farm-stored loan.

103   Commodity Information Screen for Farm-Stored Loan (Continued)

C   Field Descriptions and Actions

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

Field/Button	Description/Action
Loan Type	
Storage	The type of storage for the loan. CLICK "Farm".
Funding Type	The type of funding for the commodity. CLICK: • "Non-recourse" for a non-recourse loan • "Recourse" for a recourse loan.
Distress Loan	Indicates if the loan is a distressed loan. **Note:** Distress loans can only be selected when loan funding type is "Recourse". CLICK "Distress Loan" when the loan is distressed.
Commodity	
Commodity	The commodity being placed under loan. **Note:** CLPS will only display eligible commodities based on the producer's RQMS record. Using the "Commodity" drop-down menu, select the commodity.
Class/Variety/Type	The class/variety/type for the commodity. Using the "Class/Variety/Type" drop-down menu, select the class/variety/type based on the producer's RQMS record.
Unit of Measure	Displays the unit of measure for the commodity.
Conditions	
Structure	Indicates whether the structure is measurable or non-measurable. When the funding type is "Non-Recourse", "Measurable" is defaulted. For recourse loans, the user must select the applicable condition. CLICK: • "Measurable" for storage structure that can be measured • "Non-measurable" for storage structure that cannot be measured.

103 Commodity Information Screen for Farm-Stored Loan (Continued)

    C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Conditions (Continued)	
Condition	Indicates the condition of the commodity for the loan. Users can select from any of the following conditions: • none • contaminated • harvested other than grain • low quality. **Note:** "None" is defaulted. Using the "Condition" drop-down menu, select the applicable condition when the condition is other than "None". **Note:** Conditions are outlined in 8-LP and applicable 2-LP for the commodity.
Ear	When the commodity selected is "Corn", this field will be displayed. CLICK "Ear" when the loan is for ear corn.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

104 Commodity Information Screen for Warehouse-Stored Loan

    A Overview

    The Commodity Information Screen allows the user to complete commodity information from CCC-666 and warehouse receipt, which includes the following sections:

    • Loan Type
    • Commodity
    • Warehouse
    • Conditions.

B   Example of Commodity Information Screen for Warehouse-Stored Loan

The following is an example of the Commodity Information Screen for a warehouse-stored loan.

104   Commodity Information Screen for Warehouse-Stored Loan (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Loan Type	
Storage	The type of storage for the loan. CLICK "Warehouse".
Funding Type	The type of funding for the commodity. CLICK: • "Non-recourse" for a non-recourse loan • "Recourse" for a recourse loan. **Note:** "Non-recourse" is defaulted.
Distress Loan	Indicates if the loan is a distressed loan. **Note:** Warehouse-stored loans are not eligible for distressed loans.
Commodity	
Commodity	The commodity being placed under loan. **Note:** CLPS will only display eligible commodities based on the producer's RQMS record. Using the "Commodity" drop-down menu, select the commodity.
Class/Variety/Type	The class/variety/type for the commodity. Using the "Class/Variety/Type" drop-down menu, select the class/variety/type based on the producer's RQMS record.
Subclass	Using the "Subclass" drop-down menu, select the subclass.
Unit of Measure	Displays the unit of measure for the commodity.
Warehouse	
Warehouse Search Options	Available search options for selecting a warehouse. Using the drop-down menu, select 1 of the following options: • "Search by Warehouse Code" • "Search by Warehouse Name" • "Search Favorites". **Note:** Warehouses are searchable only if eligible and entered in LPAS according to 17-PS.

104   Commodity Information Screen for Warehouse-Stored Loan (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Warehouse (Continued)	
Enter Search Criteria	Freeform field to enter applicable warehouse search criteria. Enter either of the following: • warehouse code • warehouse name. **Note:** Ensure that **no** PII data is entered into freeform fields.
Search Warehouses	CLICK "Search Warehouses".
Warehouse Name	Using the drop-down menu, select the applicable warehouse.
Warehouse State / County	Displays the State and county of the selected warehouse.
Conditions	
Structure	Identifies if the structure can be measured. **Note:** "Measurable" is defaulted.
Condition	The warehouse receipt may note the condition of the commodity. **Note:** "None" is defaulted. Using the "Condition" drop-down menu, select the applicable condition when the condition is other than "None".
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

105   Farms Screen

A   Overview

The Farms Screen displays the farm numbers from the producer's RQMS record for the commodity selected on the Commodity Information Screen.

CLPS will display all farms nationwide where the producer has a crop share on an acreage report and all farms will be listed regardless of the farm acreage certification status.

Important: All farms will display, but all cropland on a farm **must** be fully reported for any production from that farm to be eligible for MAL.

105 Farms Screen (Continued)

B Example of Farms Screen

The following is an example of the Farms Screen.

C Action

On the Farms Screen:

- click the "Select" box next to the applicable farm numbers
- CLICK "Continue" to proceed to the next screen
- CLICK "Back" to return to the previous screen
- CLICK "Cancel" to cancel the process and return to the Search Results Screen.

106 Storage Information Screen for Farm-Stored Loan

A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays the available quantity
- adds the quantity in each bin to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

Note: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

106   Storage Information Screen for Farm-Stored Loan (Continued)

B   Example of Storage Information Screen for Farm-Stored Loan

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

C Field Descriptions and Actions

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

Field/Button	Description/Action
Add Bin	
State	Using the "State" drop-down menu, select the applicable State of the stored commodity. **Note:** The State and county where the commodity is stored determines the loan rate.
County	Using the "County" drop-down menu, select the applicable county of the stored commodity. **Note:** The State and county where the commodity is stored determines the loan rate.
Farm Number	Enter the farm number. This is an optional field to add the farm number associated with the specific seal/bin/lot.
Seal/Bin/Lot	Enter the seal/bin/lot assigned to the storage location. **Notes:** Defaults to "1" and increments sequentially by 1 for every bin entered. The seal/bin/lot may be overwritten allowing the user to enter the seal/bin/lot description.
Quantity	Enter the requested quantity in the seal/bin/lot according to the unit of measure applicable to the commodity. **Notes:** If the Bin Calculator is used within the CLPS software, this data will automatically be updated on the screen. The available quantity will be displayed at the bottom of the screen. Available quantity is the total quantity from the producer's RQMS record minus any outstanding quantity for the commodity.
Storage Location	Enter storage location details describing additional information relating to the seal/bin/lot location. **Important:** Do **not** enter any PII information.
Add	CLICK "Add" to add the bin to the loan. Repeat the process for additional bins.

106   Storage Information Screen for Farm-Stored Loan (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue" to save and proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

107   Storage Information Screen for Warehouse-Stored Loan

   A   Overview

   The Storage Information Screen allows users to enter storage information.

   CLPS automatically:

   • displays the available quantity

   • adds the quantity from each warehouse receipt to the loan to determine the requested quantity

   • subtracts the requested quantity from the available quantity.

   Note: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

B   Example of "Add Receipt" Tab of Storage Information Screen for Warehouse-Stored Loan

The following is an example of the "Add Receipt" tab of the Storage Information Screen for a warehouse-stored loan.

Storage Information

Status:
State: TEXAS
Loan Number:
Commodity: SOYA / YSB
Contact: PRODUCER, ANY1

Producer Type: PRODUCER
County: HILL
Crop Year: 2022
Loan Type: WAREHOUSE

Add Receipt   Quality Factors

Loan Rate: $11.00

*Receipt Issue Date: [   ] 🔢

*Warehouse Receipt Number: [   ]

*Net Weight: [   ] LBS

*Net Quantity: [   ] BU

*Gross Weight(Inc Dockage): [   ] LBS

*Gross Quantity: [   ] BU

*Grade: <Select a Grade> ▾

*Date Commodity Received: [   ] 🔢

*Storage Paid Through Date: [   ] 🔢

*Have In-Handling Charges been Paid or Provided for? ○ Yes ○ No

*Has receipt been signed by warehouseman? ○ Yes ○ No

*Commodity Received By ○ Barge ○ Rail ○ Truck
○ Truck-Barge

[Continue]

[Add] [Clear]

107   Storage Information Screen for Warehouse-Stored Loan (Continued)

    C Field Descriptions and Actions of "Add Receipt" Tab

        The following table provides the fields, descriptions, and actions for a warehouse-stored loan
        for adding receipts as provided on the warehouse receipt.

Field/Button	Description/Action
Loan Rate	Displays the loan rate for the commodity based on the State and county location for the warehouse that was selected on the Commodity Information Screen.
Receipt Issue Date	Enter the date the warehouse receipt was issued. **Note:** Cannot be a future date and **cannot** be before "Date Commodity Received".
Warehouse Receipt Number	Enter the numeric warehouse receipt number.
Net Weight	Enter the net weight for the commodity in pounds.
Net Quantity	Enter the net quantity for the commodity in the standard unit of measure.
Gross Weight (Inc Dockage)	Enter the gross weight including dockage for the commodity.
Gross Quantity	Enter the gross quantity for the commodity in the standard unit of measure.
Grade	Using the drop-down menu, select the grade.
Date Commodity Received	Enter the date the commodity was received in the warehouse.
Storage Paid Through Date	Enter the date that storage has been paid through. The date **cannot** be before "Date Commodity Received". **Note:** If the receipt has a statement indicating that storage is paid or provided for, the date **must** be the same as the projected loan maturity date.
Have In-Handling Charges been Paid or Provided for?	Indicates whether the in-handling charges have been paid or provided by the producer. Select the applicable answer based on what is indicated on the warehouse receipt. **Notes:** Receipts in which the producer's in-handling charges have not been paid or provided for are not eligible to be placed under loan. When "No" is selected, the system will block the receipt from being included in the loan.

107   Storage Information Screen for Warehouse-Stored Loan (Continued)

   C Field Descriptions and Actions of "Add Receipt" Tab (Continued)

Field/Button	Description/Action
Has receipt been signed by warehouseman?	Indicates whether the receipt has been signed by an authorized individual at the issuing warehouse. Select the applicable answer based on if signature is present on the warehouse receipt. **Notes:** Receipts not signed by the warehouseman are not eligible to be placed under loan. When "No" is selected, the system will block the receipt from being included in the loan.
Commodity Received By	Select the applicable delivery type for how the commodity was delivered to the warehouse. Click 1 of the following options: • "Barge" • "Rail" • "Truck" • "Truck-Barge".
Continue	CLICK "Continue". Allows the user to continue to the "Quality Factors" tab. See subparagraph D.

107 Storage Information Screen for Warehouse-Stored Loan (Continued)

   **D Example of "Quality Factors" Tab of Storage Information Screen for
       Warehouse-Stored Loan**

   The following is an example of the "Quality Factors" tab of the Storage Information Screen
   for a warehouse-stored loan.

107   Storage Information Screen for Warehouse-Stored Loan (Continued)

    E   Field Descriptions and Actions of "Quality Factors" Tab

        The following table provides the fields, descriptions, and actions for a warehouse-stored loan for adding quality factors as provided on the warehouse receipt.

Field/Button	Description/Action
Test Weight (pounds)	Enter the test weight of the commodity.
Dockage (%)	Enter the dockage percentage for the commodity. **Note:** "0" is an acceptable entry.
Moisture (%)	Enter the moisture percentage for the commodity.
If moisture exceeds acceptable level, has applicable KC-350 been provided?	Check the box **only** if KC-350 has been provided. **Note:** If moisture is above the acceptable level and KC-350 has **not** been provided, receipt is not eligible for loan.
Commodity-Specific Quality Factors	Enter quality factors listed on the warehouse receipt. Items marked with "*" are required. **Note:** If required entries are not addressed, the receipt will not be eligible for loan.
Add	CLICK "Add". The receipt information will be displayed on the "Add Receipt" tab of the screen each time a receipt is added. **Note:** User can add multiple receipts to the loan application.
Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue" to display the Loan Calculation Screen. The "Save & Continue" button can be selected at any time in the process and will save all information entered. **Note:** After the loan is saved, the loan status is set to "Draft" and the loan number is assigned.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

108   Bin Calculator Screen for Circular Bin

A Overview

The Bin Calculator is an optional tool that allows the user to enter the results from a **paid measurement service** recorded on CCC-677-1. The Bin Calculator can be used to determine the quantity in the bin that will be included in the loan. The tool will adjust quantities using the test weight pack factor.

Warning: Do **not** use the Bin Calculator for a certified farm-stored loan request.

The Bin Calculator Screen for a circular bin includes the following sections:

- Commodity
- Cylinder
- Cone
- Adjustments.

108   Bin Calculator Screen for Circular Bin (Continued)

   B   Example of Bin Calculator Screen for Circular Bin

      The following is an example of the Bin Calculator Screen for a circular bin.

Bin Calculator

Status: **Producer Type:** PRODUCER
State: KANSAS   **County:** CRAWFORD
Loan Number: **Crop Year:** 2016
Commodity: WHEAT - HRW   **Loan Type:** FARM
Contact: IM FARMER

Commodity

Should "gross" quantity be adjusted for moisture?

⚪ Yes ⦿ No   Moisture (%): [   ]

*Test Weight(lb): [60   ]

Structure: ⦿ Circular ⚪ Rectangular

Cylinder

⚪ Diameter (ft.) ⦿ Circumference (ft.): [   ]

Height (ft.): [   ]

Cone

⚪ Diameter (ft.) ⦿ Circumference (ft.): [   ]

⚪ Height(ft.) ⦿ Depth(ft.): [   ]

Adjustments

Quantity Deduction (cu. ft.): [   ]

Quantity Addition (cu. ft.): [   ]

[Calculate]   **Calculated Bin Quantity:**

[Continue] [Cancel]

108   Bin Calculator Screen for Circular Bin (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for entering measurements from CCC-677-1 for a circular bin. See 8-LP and applicable 2-LP for the specific commodity to obtain guidance on CCC-677-1 and storage calculations.

Field/Button	Description/Action
Commodity	
Should "gross" quantity be adjusted for moisture?	CLICK "Yes" only when quantity does not meet the acceptable moisture parameters for the commodity. Question is defaulted to "No".
Moisture (%)	Enter the moisture percentage of the commodity. **Note:** The moisture percentage is required when the quantity is to be adjusted for moisture.
Test Weight(lb)	Enter the test weight of the commodity.
Structure	Identifies if the measured structure is circular or rectangular. CLICK "Circular".
Cylinder	
Diameter / Circumference	Identifies if the volume is to be calculated using the diameter or circumference of the structure. Select applicable measurement method and enter measurement.
Height	Enter the height of the structure.
Cone	
Diameter / Circumference	Identifies if the volume of the cone is to be calculated using the diameter or circumference. Select applicable measurement method and enter measurement.
Height / Depth	Identifies if the volume of the cone is to be calculated using the height or depth. Select applicable measurement method and enter measurement.
Adjustments	
Quantity Deduction (cu. ft.)	Enter applicable deduction in cubic feet.
Quantity Addition (cu. ft.)	Enter applicable addition in cubic feet.
Calculate	CLICK "Calculate" to calculate the bin quantity.
Calculated Bin Quantity	Displays the calculated bin quantity based on the measurements entered.
Continue	CLICK "Continue" to populate the calculated quantity on the Storage Information Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Storage Information Screen. Bin information entered will not be saved.

109   Bin Calculator Screen for Rectangular Bin

A   Overview

The Bin Calculator is an optional tool that allows the user to enter the results from a **paid measurement service** recorded on CCC-677-1. The Bin Calculator can be used to determine the quantity in the bin that will be included in the loan. The tool will adjust quantities using the test weight pack factor.

Warning: Do **not** use the Bin Calculator for a certified farm-stored loan request.

The Bin Calculator Screen for a rectangular bin includes the following sections:

*   Commodity
*   Rectangular
*   Adjustments.

B   Example of Bin Calculator Screen for Rectangular Bin

The following is an example of the Bin Calculator Screen for a rectangular bin.

109   Bin Calculator Screen for Rectangular Bin (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for entering information from CCC-677-1 for a rectangular bin. See 8-LP and applicable 2-LP for the specific commodity to obtain guidance on CCC-677-1 and storage calculations.

Field/Button	Description/Action
Commodity	
Should "gross" quantity be adjusted for moisture?	CLICK "Yes" only when quantity does not meet the acceptable moisture parameters for the commodity. Question is defaulted to "No".
Moisture (%)	Enter the moisture percentage of the commodity. **Note:** The moisture percentage is required when the quantity is to be adjusted for moisture.
Test Weight(lb)	Enter the test weight of the commodity.
Structure	Identifies if the measured structure is circular or rectangular. CLICK "Rectangular".
Rectangular	
Length (ft.)	Enter the length measurement in feet.
Height (ft.)	Enter the height measurement in feet.
Width (ft.)	Enter the width measurement in feet.
Adjustments	
Quantity Deduction (cu. ft.)	Enter applicable deduction in cubic feet.
Quantity Addition (cu. ft.)	Enter applicable addition in cubic feet.
Calculate	CLICK "Calculate" to calculate the bin quantity.
Calculated Bin Quantity	Displays the calculated bin quantity based on the measurements entered.
Continue	CLICK "Continue" to populate the calculated quantity on the Storage Information Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Storage Information Screen. Bin information entered will not be saved.

110   Loan Calculation Screen

    A   Overview

        CLPS:

- checks the producer or producers and commodity eligibility
- calculates the projected loan amount on the Loan Calculation Screen.

        Note: The projected loan amount will be adjusted according to the share of the ineligible producer or producers on the loan, and the reason for the adjustment will be displayed on the screen, as applicable.

110   Loan Calculation Screen (Continued)

B   Example of Loan Calculation Screen

The following is an example of the Loan Calculation Screen.

C   Action

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

- State or national assessments, if applicable

   Important: County Offices must **not** override assessment fees without National Office authorization.

- service fee.

   Important: County Offices must **not** override service fees without National Office authorization.

CLICK:

- "Save & Continue" to complete the process
- "Back" to return to the previous screen
- *--"Cancel" to cancel the process and return to the Loan Summary Screen.--*

111   Disbursements Screen

    A Overview

        The Disbursements Screen displays a summary of the following:

- total loan amount

- fees and charges applicable to the loan

- disbursement applicable to each producer on the loan based on the producer's share percentage

- lien holders, if applicable.

    B Example of Disbursements Screen

        The following is an example of the Disbursements Screen.

111   Disbursements Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Disbursements Screen.

Field/Button	Description/Action
Total Loan Amount	Displays the total loan amount.
Fees & Charges	
Item	Displays the following: • service fees • State assessments • national assessments.
Reason	Displays the reason if the assessment was overridden.
Disbursement Amount	Displays each disbursement amount that will be transmitted to NPS.
Disbursements	
Producer	Displays the name of the producer.
Disbursement Amount	Displays the disbursement amount. The disbursement amount equals the loan amount minus applicable assessments and service fees. **Note:** The disbursement amount will be adjusted if the producer is ineligible. The reduction amount and reason code will display for each ineligible producer.
Share	Displays the producer or producers share percentage.
Are there additional payees?	Indicates whether additional payees are required to disburse the loan. CCC-679 will indicate whether the loan disbursement is to be issued to the producer or jointly. **Note:** The indicator is defaulted to "No". CLICK "Yes" when lien holders have requested disbursement to be issued jointly.
Disbursement Requests (Lien Holder)	
Producer	Displays the name of the producer.
Disbursement Amount	Displays the disbursement amount. The disbursement amount equals the loan amount minus applicable assessments and service fees.

111   Disbursements Screen (Continued)

    C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Disbursement Requests (Lien Holder) (Continued)	
Issue Jointly	Indicates if the loan is to be disbursed jointly according to CCC-679 filed by the lien holder. Checking the box allows additional payees to be entered in NPS "Manual Handling".
Save & Continue	CLICK "Save & Continue" to proceed to the Loan Summary Screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	*--CLICK "Cancel" to cancel the process and return to the Loan Summary Screen.--*

112   Loan Summary Screen

    A Overview

    The Loan Summary Screen allows users to view all sections, and edit information for the following:

- loan application date
- farms
- storage
- loan amount
- additional payees
- assessment dates
- 2nd party review
- date signed documents received
- cancel application
- COC action.

    B Loan Statuses

    CLPS assigns the loan a specific status based on the stage of the loan. See Exhibit 10 for the list of loan statuses.

    Loan applications with the following statuses can be viewed or edited:

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

    Note: The loan status reverts to "Draft" when modifications are made.

112   Loan Summary Screen (Continued)

B   Loan Statuses (Continued)

Loan applications with the following statuses may only be viewed and cannot be edited:

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

C   Example of Loan Summary Screen

The following is an example of the Loan Summary Screen.

113   Assessment Review Dates Screen

A   Overview

The Assessment Review Dates Screen allows the user to enter the "CCC-10 Date" and the "Lien Search Date", and for peanuts and cotton only, the "Date Documents Received" date.

B   Example of Assessment Review Dates Screen

The following is an example of the Assessment Review Dates Screen.

Assessment Review Dates

Status: Draft	**Producer Type:** PRODUCER
State: TEXAS	**County:** BAILEY
Loan Number: 60001	**Crop Year:** 2016
Commodity: PNUT - VAL	**Loan Type:** WAREHOUSE
Contact: IM Farmer	

Assessment Review Dates

*CCC-10 Date: [   ]

*Lien Search Date: [   ]

*Date Documents Received: [   ]

[Save & Continue]   [Cancel]

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Assessment Review Dates Screen.

Field/Button	Description/Action
CCC-10 Date	The date the producer filed CCC-10 according to 8-LP. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.

113   Assessment Review Dates Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Lien Search Date	The date the lien search was performed according to 8-LP. **Note:** Warehouse-stored loans do not require a lien search date. Users will need to enter the loan application date as the lien search date. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Date Documents Received	The date all required loan documents, including eligibility documents, were received by the County Office according to 8-LP, applicable 2-LP, or 7-CN. Enter date by either of the following: • entering the date in the "mm/dd/yyyy format • clicking the "Calendar" icon.
Save & Continue	CLICK "Save & Continue". The Loan Summary Screen will be displayed. The loan is now ready for the 2nd party review.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Summary Screen.

114   2nd Party Review Screen

A Overview

The 2nd party review is **critical** to ensuring that the information has been entered correctly.

The 2nd party reviewer is **responsible** for verifying that the information is entered correctly.

Note: The 2nd party reviewer **cannot** be the user who initially entered the loan application.

114   2nd Party Review Screen (Continued)

B   Example of 2nd Party Review Screen

The following is an example of the 2nd Party Review Screen.

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the 2nd Party Review Screen.

Field/Button	Description/Action
Review Date	The date that the 2nd party review was performed. **Important:** It is **critical** that the 2nd party reviewer **physically** compares the information from CCC-666 against what has been entered. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.

114   2nd Party Review Screen (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Reviewer	Displays the name of the user who performed the 2nd party review. **Note:** The system will automatically display the name of the user who performed the 2nd party review.
Save & Continue	CLICK "Save & Continue" to proceed to the Loan Summary Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Summary Screen.

115   Generating Agreements

A   Overview

The "Generate Agreement" button, located at the bottom of the Loan Summary Screen, allows users to print the Note and Security Agreement.

Note: Until the loan is approved, CCC-677 or CCC-678 will **not** print the interest rate and loan maturity date.

See:

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

B   Action

To generate the Note and Security Agreement:

- re-access the loan after the 2nd party review has been completed
- on the Search Results Screen, CLICK "Edit"
- scroll to the bottom of the Loan Summary Screen
- CLICK "Generate Agreement".

After successfully printing the Note and Security Agreement, obtain all signatures of the producers required to sign the loan document.

116   Producer Signatures Screen

   A Overview

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

   ● signature information
   ● date all documents needed for loan approval were received in the County Office.

   The Producer Signatures Screen includes the following sections:

   ● Date Signed Documents Received
   ● Debt
   ● Add Signature
   ● Producer Signatures.

116   Producer Signatures Screen (Continued)

   B   Example of Producer Signatures Screen

   The following is an example of the Producer Signatures Screen.

116   Producer Signatures Screen (Continued)

   C Field Descriptions and Actions

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

Field/Button	Description/Action
Date Signed Documents Received	
Received Date	The date the County Office received **all** documents related to the loan application according to 8-LP, including, but not limited to, the signed Note and Security Agreement and all required lien waivers. **Note:** The date cannot be a future date and **must** be on or before the COC determination date. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Debt	
Are you or any co-applicant delinquent on any Federal nontax debt?	Producer self-certification statement from CCC-677 or CCC-678. When the producer is delinquent on a Federal nontax debt, see 8-LP before approving the loan. Select either of the following: • "Yes" if a delinquent Federal nontax debt exists for the producer • "No" when the producer does not have any Federal nontax debt.
Add Signature	
Signature (by)	Enter name of the signatory on the loan application.
Title/Relationship	ENTER "Self", "Spouse", "POA", "President", "Member", etc., as appropriate.
Signature Date	The date the signed Note and Security Agreement is submitted to the County Office. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.

116   Producer Signatures Screen (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Add	CLICK "Add". The "Producer Signatures" section will be updated.
Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue". The data will be saved and the user will return to the Loan Summary Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Summary Screen.

117   COC Action

   A   Overview

   Loans in "Pending Approval" status are ready for COC action. The "COC Action" section of the Loan Summary Screen allows users to enter the COC approval or disapproval of the loan application.

   If the loan is approved:

   * the payment request for the loan amount will be obligated and submitted for payment processing in NPS

   * status of the loan will be set to "Approved"

   * CCC-677 or CCC-678 will be updated with the following:

      * producer signature and date
      * documents received date
      * *--disbursement date--*
      * interest rate
      * loan maturity date.

   Note: Funds **must** be available to cover the loan amount **before** the loan can be disbursed. If the obligation fails when attempting to enter the COC approval, the loan status will be set to "Pending Approval". Users should contact their State Office specialist if this occurs.

   If the loan is disapproved:

   * the status of the loan will be set to "Disapproved"
   * CCC-677 or CCC-678 will be marked "Disapproved".

117   COC Action (Continued)

B   Example of "COC Action" Section

The following is an example of the "COC Action" section of the Loan Summary Screen.

C   Field Descriptions and Actions

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

Field/Button	Description/Action
UCC1 Filing Date	The date UCC-1 was filed according to 8-LP. **Notes:** This is a required entry for farm-stored loans. For warehouse-stored loans, enter the same date as the COC determination date. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
COC Date	The date COC approved or disapproved the loan. Cannot be before the producer's signature date and documents received date for all commodities. Enter date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.

117   COC Action (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Approved / Disapproved	Indicates the COC determination. Click the applicable checkbox.
For CCC By	Enter the complete name of the approver or disapprover.
Submit	Finalizes the loan application and submits the payment request to NPS. CLICK "Submit".
Print Summary	Provides a loan summary for a farm-stored or warehouse-stored loan that is to be placed in the producer's loan folder. CLICK "Print Summary".
Print Storage Summary	Provides a storage summary for a farm-stored or warehouse-stored loan that is to be placed in the producer's loan folder. CLICK "Print Storage Summary".
Generate Agreement	CLICK "Generate Agreement" to generate a completed: • CCC-677 for a farm-stored loan • CCC-678 for a warehouse-stored loan. CCC-677 or CCC-678 will be generated with interest rate and maturity date. File the original note and security according to 8-LP. Provide the producer a copy of the Note and Security Agreement.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

118   Loan Confirmation

   A   General Information

   The Confirmation Screen will:

   • display the status of the payment request
   • allow the user to print the final Note and Security Agreement.

118   Loan Confirmation (Continued)

B   Example of Confirmation Screen

The following is an example of the Confirmation Screen.

C   Action

On the Confirmation Screen:

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

119   Disbursing Loans in NPS

A   Overview

After a loan has been approved in CLPS, the payment information is sent to NPS for processing. Transactions sent to NPS include the following:

- disbursed amount
- service fees
- commodity assessments
- other authorized charges.

Note: When CLPS creates payment actions, NPS generates a payment package according to 1-FI.

119   Disbursing Loans in NPS (Continued)

B   Action

County Offices will follow 1-FI for disbursing loan proceeds.

Note: County Offices need to carefully review the payment package for accuracy before certifying and signing, **especially** when assessments and other authorized charges are included.

*--120 Deceased Producer

A   Overview

MAL's **cannot** be disbursed using a deceased producer's TIN. CLPS will automatically identify those producers who are deceased with a confirmed date of death in Business Partner.

The Producer Information Screen allows the user to select the deceased producer. The deceased producer's RQMS record will provide the commodity, commodity type and available quantity.

Note: See 8-LP for procedure for outstanding loans and deceased producers.**--***

*--120 Deceased Producer (Continued)

B   Example of Deceased Producer Information Screen

The following is an example of the Producer Information Screen after selecting a deceased producer.

--*

*--120 Deceased Producer (Continued)

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Producer Information Screen after selecting a deceased producer. See paragraph 101 for selecting the loan type, crop year, entering the loan application date, and adding the deceased producer.

Field/Button	Description/Action
Producer	Displays the name of the deceased producer.
Delete	CLICK "Delete" to remove the deceased producer from the loan application.
Add Heir	CLICK "Add Heir" to add an heir. Select the heir using the SCIMS Search Page. The Producer Information Screen will be redisplayed with the selected heir.
Add Producer	CLICK "Add Producer" to add multiple producers. Select the producer using the SCIMS Search Page. The Producer Information Screen will be redisplayed with the selected producer. **Note:** Only one deceased producer can be added per loan application.
Continue	CLICK "Continue" to proceed to the Commodity Information Screen.
Cancel	CLICK "Cancel" to cancel the loan process and return to the Search Results Screen.

121   Adding an Heir

A   Overview

An heir or heirs can be added to receive the applicable MAL benefit in place of the deceased producer. At least one heir must be added to the loan request.

The Producer Information Screen allows the user to select an heir or heirs.

The heir:

- must meet all eligibility provisions in 8-LP to receive a share of the MAL benefit

- will be responsible for signing the required forms and taking all the necessary servicing actions, including repayments

- cannot be both an heir and a producer on the loan request. For cases where the heir will contribute commodity quantity to the same loan as the deceased producer, contact the National Office.--*

*--121 Adding an Heir (Continued)

    B Example of Heir Selected for Producer Information Screen

        The following is an example of the Producer Information Screen after selecting an heir.

                                                                    --*

*--121 Adding an Heir (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Producer Information Screen after adding an heir.

Field/Button	Description/Action
Producer	Displays the name of the deceased producer or heir.
Delete	CLICK "Delete" to remove the deceased producer from the loan application. **Note**: Heirs need to be deleted before deleting the deceased producer.
Add Heir	CLICK "Add Heir" to add an heir. Select the producer using the SCIMS Search Page. The Producer Information Screen will be redisplayed with the selected heir.
Share (%)	Enter the heir's share percentage of the loan. **Note**: The heir's percentage is the same as what the deceased producer would have received. **Example**: Deceased producer certified 50% share with Producer B on FSA-578. On MAL request, Producer B will receive 50% and heir will receive 50%.
Primary Contact	Indicates which producer is the primary contact. **Note:** Deceased producer cannot be the primary contact.
Delete	CLICK "Delete" to remove the heir from the loan application.
Add Producer	CLICK "Add Producer" to add multiple producers. Select the producer using the SCIMS Search Page. The Producer Information Screen will be redisplayed with the selected producer. **Note:** Only one deceased producer can be added per loan application.
Continue	CLICK "Continue" to proceed to the Commodity Information Screen.
Cancel	CLICK "Cancel" to cancel the loan process and return to the Search Results Screen.

--*

122-199 (Reserved)

200   Accessing EWR System

    A   Overview

        EWR is a web-based system that provides FSA Service Centers the ability to access EWR's from a central EWR repository for price support purposes.

        The EWR system:

- provides the ability to:

  - request receipts
  - download receipts
  - view receipts
  - *--release receipts--*

- allows FSA Service Centers the capability to access the EWR database repository for program monitoring, review, and evaluation

- is available for warehouse-stored:

  - peanuts
  - rice.

    B   Example of EWR Home Screen

        The following is an example of the EWR Home Screen.

200   Accessing EWR System (Continued)

C   Action

Access the EWR system according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under "FSA Applications" and "Applications Directory", CLICK "G-O".
3	CLICK "MAL EWR - Electronic Warehouse Receipts".

201   Requesting Receipts

A   Overview

Producers requesting loans must provide the County Office with the basic loan information according to 8-LP, along with the following information associated with warehouse receipts:

- producer name
- warehouse code
- commodity type
- commodity class
- list of EWR receipt numbers
- State where inspected.

B   Example of Request Receipts Screen

The following is an example of the Request Receipts Screen.

201   Requesting Receipts (Continued)

    C Field Descriptions and Actions

    The following table provides the fields, descriptions, and actions for the Request Receipts
    Screen.

Field/Button	Description/Action
Producer Name	Enter the producer's name. **Note:** EWR does not interface with SCIMS to retrieve the name. The user will need to enter the producer's name, which is used solely for receipt identification purposes.
Warehouse Code	Using the "Warehouse Code" drop-down menu, select the applicable warehouse. **Note:** A list of participating warehouses will be displayed. The warehouse code will also indicate the corresponding name of the EWR-approved provider.
Payment Type	CLICK "Loan using EWR".
Enter Receipt Numbers	Enter applicable receipt numbers.
Add More Receipts	CLICK "Add More Receipts" to add additional receipt numbers. as applicable.
Submit	CLICK "Submit" to retrieve the receipts.

    Note: A printable summary screen will be displayed. Each receipt **must** be checked for
           accuracy **before** printing. The option to return any receipts downloaded in error is
           available, if needed. Print and place a copy in the producer's loan folder. The
           summary screen will include the EWR-generated file sequence number.

201   Requesting Receipts (Continued)

D   Example of Report of Requested Receipts

The following is an example of the Report of Requested Receipts.

EWR024 - Electronic Warehouse Receipts Program							Page 1 of 1	

Report of Requested Receipts As of : 12/13/2016

State: Georgia-13	County: Pierce-229	CropYear: 2016	File Sequence Number: EWJ03008
Warehouse Code: 72083	Producer Name: IM Farmer	Provider Name: EWR Inc.	License Type: US
Payment Type: Loan using EWR	Commodity: PEANUTS	Commodity Class: Runner	Unit of Measure: TN

Receipt Number	Producer Name on Receipt	Current Holder Name/ID	Current Holder As of	Previous Holder Name/ID	Farm Number	Grade	Storage Paid Thru	Weight
25678	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4324	1	11/22/2016	44.82
25680	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4485	1	11/23/2016	16.1
25681	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4487	1	11/21/2016	16.22
25682	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4691	1	11/19/2016	24.33
25683	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4708	1	11/20/2016	45.86
Total Valid Receipts: 5							**Total Weight: 147.33**	

Receipt Number	Reason Code	Reason Description	File Seq Num
Total Receipts Returned: 0			

Screen Id : EWR024   close window

202   Accepting Preprocessed Files for DMA's

A   Overview

DMA Service Centers receive preprocessed files electronically from DMA. These files are then uploaded into the EWR system for use with MAL's.

B   Action

At the beginning of each crop year, DMA County Offices must create the following folder in the "F" drive:

  F:\Application Data\yyyy Peanut EWR, where "yyyy" is the applicable crop year.

County Offices must:

- print the email received with the DMA loan application
- upload the DMA file according to paragraph 203
- file a copy of the email in the DMA's loan folder.
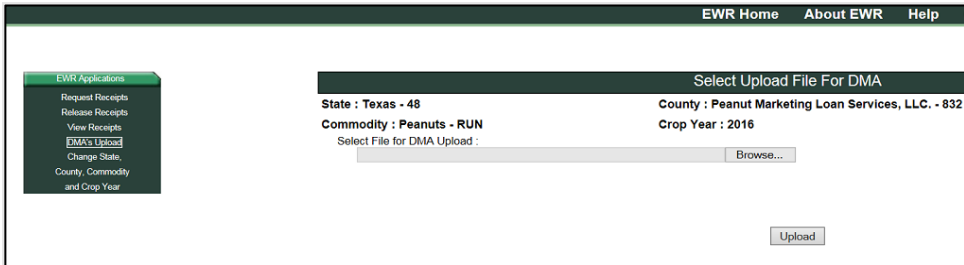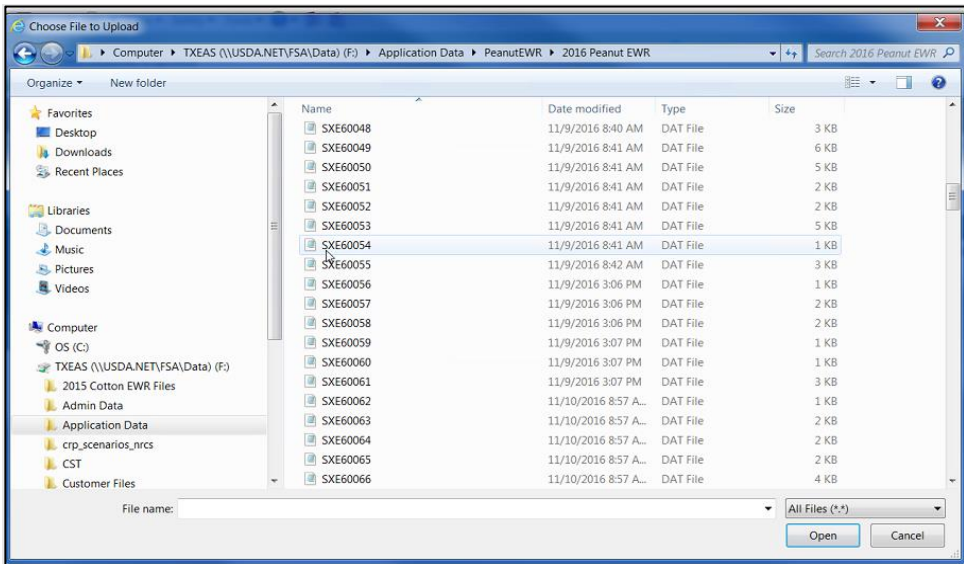
203 Uploading Preprocessed DMA File to EWR System

A Overview
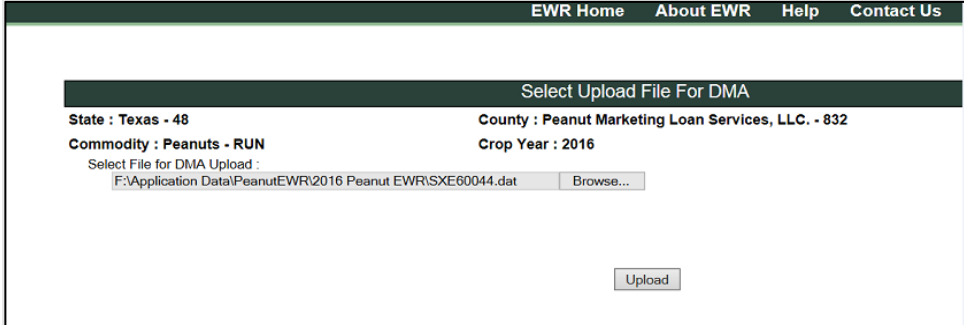
Before a loan can be processed in CLPS, the preprocessed file must be uploaded to the EWR system.

B Action

Upload the preprocessed file according to the following table.

Step	Action
1	Access EWR according to paragraph 200.
2	CLICK "DMA's Upload" from the left navigation menu. **Note:** Only DMA Service Centers will have this option.
3	CLICK "Browse". The "F" drive will be displayed.
4	Select the applicable preprocessed file from the "F" drive.

203   Uploading Preprocessed DMA File to EWR System (Continued)

B   Action (Continued)

Step	Action
5	The preprocessed file is pending upload in EWR. CLICK "Upload". The file is now available in CLPS.
6	Process the loan according to this part.

204-219   (Reserved)

Section 3   Peanut Loans

220   Commodity Information Screen for Warehouse-Stored Peanuts

A   Overview

Peanut loans are created in the same manner as other commodity loans, except for a few items specific to warehouse-stored peanuts.

B   Example of Commodity Information Screen for Warehouse-Stored Peanuts

The following is an example of the Commodity Information Screen for a warehouse-stored peanut loan.

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Commodity Information Screen for a warehouse-stored peanut loan. County Offices will use the information from the EWR or paper warehouse receipt to complete this section along with following guidelines in 2-LP Peanuts.

Field/Button	Description/Action
Loan Type	
Storage	CLICK "Warehouse".
Funding Type	CLICK "Non-recourse". **Note:** CLPS will not allow a peanut recourse loan to be processed.
Commodity	
Commodity	Select "Peanuts" from the "Commodity" drop-down menu.
Class/Variety/Type	Using the "Class/Variety/Type" drop-down menu, select 1 of the following: • "Runner Peanuts" • "Southeast Spanish Peanuts" • "Southwest Spanish Peanuts" • "Valencia Peanuts" • "Virginia Peanuts". **Note:** The drop-down menu options are based on the producer's RQMS record.
Unit of Measure	Displays the unit of measure for the commodity.
Segregation	Using the "Segregation" drop-down menu, select 1 of the following: • "1" • "2" • "3".
Warehouse	
Is this from EWR	CLICK "Yes" for EWR's. CLICK "No" for paper receipts.
EWR File Sequence	Enter the EWR file sequence number.
Retrieve File Sequence	CLICK "Retrieve File Sequence".
Warehouse Code	Enter the warehouse code. **Note:** This field will populate for EWR's.

220   Commodity Information Screen for Warehouse-Stored Peanuts (Continued)

    C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Warehouse (Continued)	
State	Using the "State" drop-down menu, select the State of the warehouse where the commodity is stored. **Note:** This field will populate for EWR's.
County	Using the "County" drop-down menu, select the county of the warehouse where the commodity is stored. **Note:** This field will populate for EWR's.
Master Warehouse	Using the "Master Warehouse" drop-down menu, select the applicable warehouse code.
Conditions	
Structure	Identifies if the structure can be measured. **Note:** This field is **not** applicable to warehouse-stored loans.
Condition	Identifies the condition of the commodity.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

221   Storage Information Screen for EWR Warehouse-Stored Peanuts

    A   Overview

    The Storage Information Screen allows users to enter storage information.

    CLPS automatically:

- displays the available quantity
- adds the quantity from each receipt to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

    Notes: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

    EWR warehouse-stored peanut loan receipt information is automatically populated into CLPS. See Section 2 for retrieving warehouse receipts.

221   Storage Information Screen for EWR Warehouse-Stored Peanuts (Continued)

    B   Example of Storage Information Screen for EWR Warehouse-Stored Peanuts

        The following is an example of the Storage Information Screen for an EWR
        warehouse-stored peanut loan.

221 Storage Information Screen for EWR Warehouse-Stored Peanuts (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for an EWR warehouse-stored peanut loan.

Field/Button	Description/Action
Select All	CLICK "Select All" when all receipts will be placed under loan.
Select	Click the checkbox next to each receipt to be placed under loan.
Receipt	Displays the receipt numbers downloaded from EWR.
Seg	Displays the peanut segregation quality.
NET Tons	Displays the net tonnage.
LSK Tons	Displays the loose shell kernel tonnage.
Total Tons	Displays the tonnage, including LSK.
Available Quantity	Displays the available quantity eligible for loan.
Requested Quantity	Displays the requested quantity. **Note:** The requested quantity will be zero until receipts are selected to be placed under loan.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Print Summary	CLICK "Print Summary" to print a summary of the loan request.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

222 Storage Information Screen for Paper-Receipted Warehouse-Stored Peanuts

A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays the available quantity
- adds the quantity from each receipt to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

Notes: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

Warehouse-stored peanut loans with paper warehouse receipts are manually entered into CLPS.

222   Storage Information Screen for Paper-Receipted Warehouse-Stored Peanuts (Continued)

    B   Example of Storage Information Screen for Paper-Receipted Warehouse-Stored Peanuts

        The following is an example of the Storage Information Screen for a paper-receipted warehouse-stored peanut loan.

Storage Information

Status:	**Producer Type:** PRODUCER
State: TEXAS	**County:** GAINES
Loan Number:	**Crop Year:** 2016
Commodity: PNUT - VAL	**Loan Type:** WAREHOUSE
Contact: IM Farmer	

Add Receipt

*Warehouse Receipt Number: [ ]
*Receipt Issue Date: 04/26/2017 [📅]
* Net Tons: [ ] TON
* LSK Tons: [ ] TON
* Total Tons: [ ] TON
*Date Commodity Received: [ ] [📅]
*Storage Paid Through Date: [ ] [📅]

*Foreign Material: [ ] %   *Total SMK: [ ] %
*Moisture: [ ] %   *Damage: [ ] %
*Sound Splits: [ ] %   *Other Kernels: [ ] %
            *Hulls: [ ] %
*Total Kernels/Hulls: [ ] %   *Concealed RMD: [ ] %

A. Flavus Present? ○ Yes ○ No

[Add] [Clear]

Receipts

Receipt	Seg	NET Tons	Total Tons	Action
20001	1	10.00 TON	12.00 TON	Edit
		LSK Tons: 2.00 TON		
20002	1	11.00 TON	11.00 TON	Edit
		LSK Tons: 0.00 TON		
20003	1	9.00 TON	12.00 TON	Edit
		LSK Tons: 3.00 TON		
20004	1	10.00 TON	10.00 TON	Edit
		LSK Tons: 0.00 TON		

Available Quantity: 399,836.99 TON
Requested Quantity: 45.00 TON

[Save & Continue] [Back] [Cancel]

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for a paper-receipted warehouse-stored peanut loan.

County Offices will complete this section using information from the paper warehouse receipt.

Field/Button	Description/Action
Add Receipt	
Warehouse Receipt Number	Enter the numeric warehouse receipt number.
Receipt Issue Date	Enter the date the warehouse receipt was issued by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Net Tons	Enter the net tonnage.
LSK Tons	Enter the LSK tons.
Total Tons	Enter the total tonnage.
Date Commodity Received	Enter the date the commodity was received in the warehouse by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Storage Paid Through Date	Enter the date the storage was paid through by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Foreign Material %	Enter the foreign material percentage.
Moisture %	Enter the moisture percentage.
Sound Splits %	Enter the sound splits percentage.
Total Kernels/Hulls %	Enter the total kernels/hulls percentage.
Total SMK %	Enter the SMK percentage.
Damage %	Enter the damage percentage.
Other Kernels %	Enter the other kernels percentage.
Hulls %	Enter the hulls percentage.
Concealed RMD %	Enter the concealed RMD percentage.
A. Flavus Present?	Select "Yes" or "No".

222   Storage Information Screen for Paper-Receipted Warehouse-Stored Peanuts (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

223-239   (Reserved)

Section 4   Cotton Loans

240   Commodity Information Screen for Warehouse-Stored Cotton

A   Overview

Warehouse-stored cotton loans are created in the same manner as other warehouse-stored commodity loans, except for a few items specific to cotton.

B   Example of Commodity Information Screen for Warehouse-Stored Cotton

The following is an example of the Commodity Information Screen for a warehouse-stored cotton loan.

240   **Commodity Information Screen for Warehouse-Stored Cotton (Continued)**

C **Field Descriptions and Actions**

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

Field/Button	Description/Action
Loan Type	
Storage	CLICK "Warehouse".
Funding Type	CLICK "Non-recourse". **Note:** CLPS will not allow a cotton recourse loan to be processed.
Commodity	
Commodity	Using the "Commodity" drop-down menu, select either of the following: • "Upland" • "ELS". **Note:** The drop-down menu options are based on the producer's RQMS record.
Class/Variety/Type	Using the "Class/Variety/Type" drop-down menu, select either of the following: • "Upland" • "ELS". **Note:** The drop-down menu options are based on the producer's RQMS record.
Unit of Measure	Displays the unit of measure for the commodity.
Warehouse	
Preparation Code	Preparation code indicates who prepared the documents required for the loan. Using the "Preparation Code" drop-down menu, select 1 of the following: • "1E - Prepared in County Office" • "3E - Prepared by Loan Clerk" • "4E - Prepared and Disbursed by Loan Clerk".
COPS File Sequence	*--Enter the file sequence number that was uploaded in COPS.--*
Retrieve File Sequence	CLICK "Retrieve File Sequence".
Warehouse Code	Displays the warehouse code.
State	Displays the State location of the warehouse.
County	Displays the county location of the warehouse.

240   Commodity Information Screen for Warehouse-Stored Cotton (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
File Sequence	
Gin Code	Displays the gin code.
Tare Weight	Displays the tare weight. Tare weight is the weight of non-cotton items, such as bale wrap, wire, and strapping.
Compression Status	Displays the compression status. Compression status is the method to determine the density of cotton.
Are Receiving Charges Prepaid?	Indicates if pre-paid storage is applicable.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

241   Storage Information Screen for Warehouse-Stored Cotton Loan

A Overview

The Storage Information Screen will populate receipts bundled in the file sequence that was entered on the Commodity Information Screen.

CLPS automatically:

- displays the available quantity
- adds the quantity from each receipt to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

Note: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

241   Storage Information Screen for Warehouse-Stored Cotton Loan (Continued)

   B   Example of Storage Information Screen for Warehouse-Stored Cotton Loan

   The following is an example of the Storage Information Screen for a warehouse-stored cotton loan.

Storage Information

Status:	**Producer Type:** PRODUCER
State: TENNESSEE	**County:** CARROLL
Loan Number:	**Crop Year:** 2016
Commodity: UP - UP	**Loan Type:** WAREHOUSE
Contact: IM Farmer	

[Save & Continue]   [Back]   [Cancel]

Receipts

[Select All]

Select	Receipt Number	Storage Start Date	Net Weight	Loan Rate (Cents)	Amount
☐	400455	06/02/2016	494	42.40	$209.46
☐	400456	06/02/2016	479	42.40	$203.10
☐	400457	06/02/2016	434	42.40	$184.02

Available Quantity: 1,155.00 LB

Requested Quantity: 0.00 LB

[Save & Continue]   [Back]   [Cancel]

241   Storage Information Screen for Warehouse-Stored Cotton Loan (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for warehouse-stored cotton.

Field/Button	Description/Action
Select All	CLICK "Select All" when all receipts will be placed under loan.
Select	Click the checkbox next to each receipt to be placed under loan.
Receipt Number	Displays the receipt numbers.
Storage Start Date	Displays the storage start date.
Net Weight	Displays the net weight of the cotton bale.
Loan Rate (Cents)	Displays the calculated loan rate.
Amount	Displays the calculated loan amount.
Available Quantity	Displays the available quantity.
Requested Quantity	Displays the requested quantity.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

242   Commodity Information Screen for Farm-Stored Seed Cotton

A Overview

Seed cotton loans are created in the same manner as other commodity loans, except for a few items specific to seed cotton.

Use CCC-877 to enter the required information.

242   Commodity Information Screen for Farm-Stored Seed Cotton (Continued)

    B   Example of Commodity Information Screen for Farm-Stored Seed Cotton

        The following is an example of the Commodity Information Screen for a farm-stored seed cotton loan.

    C   Field Descriptions and Actions

        The following table provides the fields, descriptions, and actions for the Commodity Information Screen for a farm-stored seed cotton loan.

Field/Button	Description/Action
Loan Type	
Storage	CLICK "Farm". **Note:** All seed cotton loans are farm stored.
Funding Type	CLICK "Recourse". **Note:** All seed cotton loans are recourse loans.

242   Commodity Information Screen for Farm-Stored Seed Cotton (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Commodity	
Commodity	Using the "Commodity" drop-down menu, select either of the following: • "Upland Seed Cotton" • "ELS Seed Cotton".
Class/Variety/Type	Using the "Class/Variety/Type" drop-down menu, select either of the following: • "Seed Upland" • "Seed ELS".
Unit of Measure	Displays the unit of measure for the commodity.
Insurance Deductible ($)	The County Office will enter zero.
Gin Code	Enter the 5-digit gin code. **Note:** The gin code is provided by either the producer or the gin.
Conditions	
Structure	Identifies whether the structure can be measured. Select "Measurable".
Condition	Identifies the condition of the commodity. Condition is defaulted to "None". **Note:** This field is not applicable to seed cotton.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

243   Storage Information Screen for Farm-Stored Seed Cotton Loan

A   Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

• displays the available quantity
• adds the quantity in each lot to the loan to determine the requested quantity
• subtracts the requested quantity from the available quantity.

243   Storage Information Screen for Farm-Stored Seed Cotton Loan (Continued)

A Overview (Continued)

Note: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

County Offices must complete this section using information from CCC-877.

B Example of Storage Information Screen for Farm-Stored Seed Cotton Loan

The following is an example of the Storage Information Screen for a farm-stored seed cotton loan.

243   Storage Information Screen for Farm-Stored Seed Cotton Loan (Continued)

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for a farm-stored seed cotton loan.

Field/Button	Description/Action
Add Seal	
State	Using the "State" drop-down menu, select the State where the commodity is stored.
County	Using the "County" drop-down menu, select the county where the commodity is stored.
Farm Number	This is an optional field to enter the farm number associated with the specific module.
Seal/Module	Enter the applicable seal number according to 7-CN.
Total LBS	Enter the total weight.
Quantity Lint Cotton	Enter the lint weight of the cotton.
Quantity for Loan	Enter the quantity being placed under loan. For measured seed cotton, the quantity cannot exceed 90 percent of the lint cotton. For weighed seed cotton, the quantity cannot exceed 95 percent of the lint cotton.
Storage Location	This is an optional field to enter the storage location information relating to the seal or module location. **Important:** Do **not** enter any PII information.
Add	CLICK "Add" to add entered seal or module information. **Note:** User can add multiple seals or modules to the loan application.
Clear	CLICK "Clear" to remove the data entered.
Seals	
State	Displays the State entered.
County	Displays the county entered.
Farm	Displays the farm number entered, if applicable.
Seal/Module	Displays the seal or module number entered.
LBS for Loan	Displays pounds to be placed under loan.
Action	CLICK "Edit" to edit the information.
Available Quantity	Displays the available quantity.
Requested Quantity	Displays the requested quantity.

243   Storage Information Screen for Farm-Stored Seed Cotton Loan (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

244-259   (Reserved)

Section 5   Honey Loans

260   Commodity Information Screen for Honey Loans

A   Overview

Honey loans are created in the same manner as other commodity loans, except for a few items specific to honey.

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

County Offices will complete this section using information from CCC-633 (Honey).

B   Example of Commodity Information Screen for Honey

The following is an example of the Commodity Information Screen for a farm-stored honey loan.

C Field Descriptions and Actions

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

Field/Button	Description/Action
Loan Type	
Storage	CLICK "Farm".
Funding Type	CLICK "Non-recourse". **Note:** CLPS will not allow a recourse loan to be processed for honey.
Commodity	
Commodity	Using the "Commodity" drop-down menu, select "Honey".
Class/Variety/Type	Using the "Class/Variety/Type" drop-down menu, select either of the following: • "Table" • "Non-Table". **Note:** The class/variety/type will be based on the producer's RQMS manual record.
Unit of Measure	Displays the unit of measure for the commodity.
Conditions	
Structure	Identifies whether the structure is measurable. **Note:** This field defaults to "Measurable".
Condition	Identifies the condition of the commodity. **Note:** This field is not applicable to honey.
Other Information	
Number of Colonies	Enter the number of colonies.
Continue	CLICK "Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

261   Storage Information Screen for Honey Loans

A   Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays the available quantity
- adds the quantity in each container to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

Note: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

Users will use the information from CCC-633 (Honey) to complete the loan.

261   Storage Information Screen for Honey Loans (Continued)

B   Example of Storage Information Screen for Honey Loans

The following is an example of the Storage Information Screen for a farm-stored honey loan.

261   Storage Information Screen for Honey Loans (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Add Lot	
State	Using the "State" drop-down menu, select the applicable State where the commodity is stored.
County	Using the "County" drop-down menu, select the applicable county where the commodity is stored.
Floral Source	Using the "Floral Source" drop-down menu, select the applicable floral source. See 2-LP Honey for eligible sources.
Type of Container	Using the "Type of Container" drop-down menu, select the applicable type of container. See 2-LP Honey for eligible container types.
Seal Number	Enter the seal assigned to the storage container. Defaults to "1" and increments sequentially by 1 for every unit entered.
Number of Containers	Enter the total number of containers.
Storage Location	Freeform field to enter the additional storage location description. **Important:** Do **not** enter any PII data.
Capacity	Enter capacity of the containers. **Note:** Will be available depending on the selected container type.
Estimated Quantity	Enter the quantity in pounds.
Add	CLICK "Add". The lot information will be displayed in the "Lots" section. **Note:** User can add multiple lots to the loan application.
Clear	CLICK "Clear" to remove the data entered.
Lots	
State	Displays the State selected.
County	Displays the county selected.
Seal	Displays the seal number entered.
Floral Source	Displays the floral source selected.

261   Storage Information Screen for Honey Loans (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Count	Displays the number of containers entered.
Container	Displays the container type selected.
Quantity	Displays the quantity entered.
Action	CLICK "Edit" to change information, as applicable.
Available Quantity	Displays the available quantity.
Requested Quantity	Displays the requested quantity.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

262-279   (Reserved)

Section 6   Wool and Mohair Loans

280   Commodity Information Screen for Wool and Mohair

A   Overview

Wool and mohair loans are entered in the same manner as other farm-stored commodity loans, except for a few items specific to wool and mohair.

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

County Offices will complete this section using CCC-633WM.

B   Example of Commodity Information Screen for Wool

The following is an example of the Commodity Information Screen for a farm-stored wool loan.

280   Commodity Information Screen for Wool and Mohair (Continued)

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Commodity Information Screen for farm-stored wool and mohair loans.

Field/Button	Description/Action
Loan Type	
Storage	The type of storage for the loan. CLICK "Farm".
Funding Type	The type of funding for the commodity. CLICK "Non-recourse". **Note:** All wool and mohair loans are non-recourse.
Commodity	
Commodity	Using the "Commodity" drop-down menu, select either of the following: • "Wool" • "Mohair".
Class/Variety/Type	Using the "Class/Variety/Type" drop-down menu, select either of the following: • "Graded" • "Nongraded". When wool is graded, a copy of the grading certificate from an authorized facility is required and must be placed in the loan folder. **Note:** Mohair is always "Mohair".
Unit of Measure	Displays the unit of measure for the commodity.
Conditions	
Structure	Identifies whether the structure is measurable. **Note:** This field defaults to "Measurable".
Condition	Identifies the condition of the commodity. **Note:** This field is not applicable for wool and mohair.
Other Information	
Number of Head	Enter the number of head.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

281   Storage Information Screen for Nongraded Wool and Mohair

   A   Overview

   The Storage Information Screen allows users to enter storage information.

   CLPS automatically:

   - displays the available quantity
   - adds the quantity to the loan to determine the requested quantity
   - subtracts the requested quantity from the available quantity.

   Note: A message will be displayed when the requested quantity exceeds the available
   quantity. Users will need to adjust the requested loan quantity before proceeding.

   County Offices will complete this section using CCC-633WM.

   B   Example of Storage Information Screen for Nongraded Wool

   The following is an example of the Storage Information Screen for a farm-stored nongraded
   wool loan.

281   Storage Information Screen for Nongraded Wool and Mohair (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Add Lot	
State	Using the "State" drop-down menu, select the applicable State where the commodity is stored.
County	Using the "County" drop-down menu, select the applicable county where the commodity is stored.
Seal/Bin/Lot	Enter the seal/bin/lot assigned to the storage location. Defaults to "1" and increments sequentially by 1 for every bin entered. **Note:** The seal/bin/lot may be overwritten allowing the user to enter the applicable seal/bin/lot number.
Quantity	Enter the quantity of wool or mohair being placed under loan.
Storage Location	This is an optional freeform field to enter the additional storage location description. **Important:** Do **not** enter any PII information.
Add	CLICK "Add" to add the seal/bin/lot to the loan. The information will be displayed in the "Lots" section. Repeat the process for additional seals/bins/lots.
Clear	CLICK "Clear" to remove the data entered.
Lots	
State	Displays the State where the commodity is located.
County	Displays the county where the commodity is located.
Seal/Bin/Lot	Displays the seal/bin/lot number entered.
Quantity	Displays the quantity entered.
Action	CLICK "Edit" to change information, as applicable.
Available Quantity	Displays the available quantity.
Requested Quantity	Displays the requested quantity.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

282   Storage Information Screen for Graded Wool Loans

A **Overview**

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays the available quantity
- adds the quantity to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

Note: A message will be displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

County Offices will complete this section using CCC-633WM.

B **Example of Storage Information Screen for Graded Wool Loans**

The following is an example of the Storage Information Screen for a farm-stored graded wool loan.

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for a farm-stored graded wool loan.

Field/Button	Description/Action
Add Lot	
State	Using the "State" drop-down menu, select the applicable State where the commodity is stored.
County	Using the "County" drop-down menu, select the applicable county where the commodity is stored.
Seal/Bin/Lot	Enter the seal/bin/lot assigned to the storage location. Defaults to "1" and increments sequentially by 1 for every bin entered. **Note:** The seal/bin/lot may be overwritten allowing the user to enter the applicable seal/bin/lot number.
Quantity	Enter the quantity.
Micron	Enter the Micron from the core test. **Note:** Micron must be between 0.1 – 99.9. *--See 8-LP for source of Micron.
Schlumberger Yield	Enter the Schlumberger yield from the core test. **Note:** Yield must be between 0.1 -99.9. See 8-LP for source of Schlumberger yield.--*
Storage Location	This is an optional freeform field to enter the additional storage location description. **Important:** Do **not** enter any PII * * *.
Add	CLICK "Add" to add the lot to the loan. The lot information will be displayed in the "Lots" section. Repeat the process for additional lots.
Clear	CLICK "Clear" to remove the data entered.

282 Storage Information Screen for Graded Wool Loans (Continued)

    C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Lots	
State	Displays the State selected.
County	Displays the county selected.
Seal	Displays the seal number entered.
Micron	Displays the Micron entered.
Yield	Displays the Schlumberger yield entered.
Quantity	Displays the quantity entered.
Action	CLICK "Edit" to change information, as applicable.
Available Quantity	Displays the available quantity.
Requested Quantity	Displays the requested quantity.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

283-299 (Reserved)

Section 7   Sugar Loans

300   Creating Sugar Loans

A   Overview

Sugar loans are entered in CLPS using the "New Sugar Loan" link from the left navigation menu on the Search Loans Screen.

Sugar processors request a sugar loan using a completed SU-2 according to 10-SU.

Important: Sugar loans are **only** issued to processors.

B   Example of Search Loans Screen

The following is an example of the Search Loans Screen.

C   Action

From the Search Loans Screen:

- CLICK "New Sugar Loan" from the left navigation menu

    Note: The Producer Information Screen will be displayed.

- add the sugar processor according to paragraph 101.

301   Producer Information Screen for Sugar After Processor Selected

A   Overview

Sugar loans differ from standard loans in that sugar is:

- issued to processors and not the producer
- eligible for a supplemental loan
- not eligible for market gains.

B   Example of Producer Information Screen for Sugar After Processor Selected

The following is an example of the Producer Information Screen for sugar after the processor has been selected.

301 Producer Information Screen for Sugar After Processor Selected (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Producer Information Screen for sugar.

Field/Button	Description/Action
Loan Type	Select 1 of the following: • "New Loan" • "Repledged Loan" • "Supplemental Loan".
Original Loan Number	This is a required entry when the loan is either of the following: • repledged loan • supplemental loan. Enter the original sugar loan number.
Loan Application Date	The date the loan application request was received at the County Office. Enter the date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Producer	Displays the name of the selected sugar processor.
Share (%)	Displays the share percentage. Sugar loans are always 100 percent.
Primary Contact	Indicates the primary contact for the loan. The sugar processor will always be the primary contact.
Action	Allows the user to delete the sugar processor. CLICK "Delete" to remove the selected sugar processor, when applicable.
Continue	CLICK "Continue" to proceed to the next screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

302   Commodity Information Screen for Farm-Stored Sugar Loans

A   Overview

Sugar loans are created in the same manner as other loans, except for a few items specific to sugar.

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

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

B   Example of Commodity Information Screen for Farm-Stored Sugar Loan

The following is an example of the Commodity Information Screen for a farm-stored sugar loan.

302 Commodity Information Screen for Farm-Stored Sugar Loans (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Commodity Information Screen for a farm-stored sugar loan. County Offices will complete this section using SU-2.

Field/Button	Description/Action
Loan Type	
Storage	CLICK "Farm".
Funding Type	The type of funding for the commodity. **Note:** All sugar loans are non-recourse.
Distress Loan	Indicates if the loan is a distressed loan. **Note:** Distress loan is not an eligible option with sugar.
Commodity	
Commodity	Using the "Commodity" drop-down menu, select either of the following: • "In Process Beet Sugar" • "In Process Cane Sugar".
Class/Variety/Type	The class/variety/type for the commodity. **Note:** This field will default based on the selected in process sugar.
Unit of Measure	Displays the unit of measure for the commodity.
Storage	
State	Using the "State" drop-down menu, select the applicable State where the commodity is stored.
County	Using the "County" drop-down menu, select the applicable county where the commodity is stored.
Region	
Region Code	Identifies the region according to 10-SU, Exhibit 9. **Note:** The region determines the loan rate for sugar. Using the "Region Code" drop-down menu, select the applicable region where the sugar is processed.

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Conditions	
Structure	Identifies whether the structure is measurable. **Note:** This field is **not** applicable for sugar.
Condition	Identifies the condition of the commodity. **Note:** This field is **not** applicable for sugar.
Continue	CLICK "Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

303 Commodity Information Screen for Warehouse-Stored Sugar Loans

A Overview

Sugar loans are created in the same manner as other loans, except for a few items specific to sugar. The following commodities are eligible for warehouse-stored sugar loans:

- refined beet sugar
- raw cane sugar.

County Offices will complete this section using SU-2.

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

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

303   Commodity Information Screen for Warehouse-Stored Sugar Loans (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Loan Type	
Storage	CLICK "Warehouse".
Funding Type	The type of funding for the commodity. **Note:** All sugar loans are non-recourse.
Distress Loan	Indicates if the loan is a distressed loan. **Note:** Distress loan is not an eligible option with sugar.
Commodity	
Commodity	Using the "Commodity" drop-down menu, select either of the following: • "Cane Sugar" • "Beet Sugar".
Class/Variety/Type	The class/variety/type for the commodity. **Note:** This field will default based on the selected raw or refined sugar.
Unit of Measure	Displays the unit of measure for the commodity.
Warehouse	
Warehouse Code	Enter the warehouse code.
State	Using the "State" drop-down menu, select the applicable State where the commodity is stored.
County	Using the "County" drop-down menu, select the applicable county where the commodity is stored.
Region	
Region Code	Identifies the region according to 10-SU, Exhibit 9. **Note:** The region determines the loan rate for sugar. Using the "Region Code" drop-down menu, select the applicable region.

303   Commodity Information Screen for Warehouse-Stored Sugar Loans (Continued)

   C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Conditions	
Structure	Identifies if the structure can be measured. **Note:** This field is **not** applicable for sugar.
Condition	Identifies the condition of the commodity. **Note:** This field is **not** applicable for sugar.
Continue	CLICK "Continue" to proceed to the next screen. Follow Section 1 to complete the loan process.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

304-349   (Reserved)

Section 8   CCE Turn-Around Loans

350   Processing CCE Turn-Around Loans

A   Overview

Turn-around loan is a special designation for a non-recourse loan that is requested, approved for disbursement, and immediately exchanged with a commodity certificate purchased on the same day.

Note: This option is not authorized for agents designated on CCC-605.

B   Action

To process a turn-around loan, users will:

- create and disburse the loan according to this part

   Notes: Lien searches and UCC filing dates are not applicable for turn-around loans.

   CLPS requires lien search and UCC filing dates. Users will enter the application date in the lien search and UCC filing date fields.

- certify and sign the loan package in NPS according to 1-FI

- follow Part 7 to process the CCE.

   Note: Users must select "Full Repayment" for the repayment option.

351-399   (Reserved)

Part 5   (Reserved)

400-549   (Reserved)

Part 6   (Reserved)

550-699   (Reserved)

Part 7   Routine Loan Servicing

Section 1   General Information

700   Overview of Loan Servicing Screen

A   Overview

After a loan is disbursed, the Loan Servicing Screen is the starting point to:

- process repayments and CCE's
- cancel disbursed loans
- process forfeitures
- record violations
- transfer to receivables
- market authorizations
- process farm-to-warehouse transfers
- accelerate loan maturity
- print loan summary
- print CCC-500M.

700   Overview of Loan Servicing Screen (Continued)

B   Example of Loan Servicing Screen

The following is an example of the Loan Servicing Screen.

CLPS Home   About CLPS   Help   Contact Us   Exit CLPS   Logout of eAuth

Loan Servicing

Status: Fully Repaid	**Producer Type:** PRODUCER
State: IOWA	**County:** KOSSUTH
Loan Number: 10006	**Crop Year:** 2021
Commodity: SOYA / YSB	**Loan Type:** FARM
Contact IM FARMER	

Loan Detail

Disbursement Date: 09/30/2021
Maturity Date: 06/30/2022
Interest Rate: 1.1250%
Quantity Remaining: 0 BU
Principal Remaining: $0.00

*Select an action to perform: [-- Select action -- ⌄] [Go]

[Print Summary]

Transactions

[Delete Selected Transaction]

Date	Transaction Type	Status			Actions
☐ 01/06/2022	Repayment	Complete	**Amount:** $55,514.34		Summary
Principal: $55,350.00			**Interest:** $164.34		CCC-500M

[Delete Selected Transaction]

Marketing Authorizations

[Delete Selected Transaction]

Request Date	Authorization Type	Status	Quantity	Actions
☐ 12/27/2021	Delivery of loan Collateral for Sale	Approved	9,000 BU	Extend Print
Expiration Date: 01/25/2022				
Warehouse: GOLD EAGLE COOPERATIVE - WESLEY WESLEY, IA				
CCC Approval Date: 12/27/2021				

[Delete Selected Transaction]

[Exit]

700   Overview of Loan Servicing Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Loan Detail	
Disbursement Date	Displays the date the loan was disbursed.
Maturity Date	Displays the maturity date.
Interest Rate	Displays the interest rate in effect on the date of disbursement. **Note:** The interest rate changes in January and is used to calculate applicable interest for days outstanding after January 1st.
Quantity Remaining	Displays the outstanding quantity.
Principal Remaining	Displays the outstanding principal.
Select an action to perform	Allows the user to select a loan servicing option. Select from the following in the drop-down menu: • "Accelerate" • "Cancel Loan" • "Farm to Warehouse Transfer" • "Marketing Authorization" • "Forfeiture" • "Repayment" • "Transfer to Receivable" • "Violation". **Notes:** The "Forfeiture" option becomes available on the 1st day after loan maturity for warehouse-stored loans. The "Violation", "Marketing Authorization", and "Farm to Warehouse Transfer" options are only available for farm-stored loans.
Go	CLICK "Go" after the option has been selected.
Print Summary	CLICK "Print Summary" to print a summary of the loan request.

700 Overview of Loan Servicing Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Transactions	
Date	Displays the transaction date.
Transaction Type	Displays the transaction type.
Status	Displays the transaction status.
Actions	Allows users to print either of the following: • transaction summary • CCC-500M. Click either of the following: • "Summary" • "CCC-500M".
Amount	Displays the calculated amount.
Principal	Displays the requested principal.
Interest	Displays the calculated interest.
Delete Selected Transaction	The "Delete Selected Transaction" button is enabled after the transaction type is selected. CLICK "Delete Selected Transaction" to delete a transaction. Follow paragraph 1150 for canceling repayment transactions.
Marketing Authorizations	
Request Date	Displays the date CCC-681 or CCC-681-1 is requested.
Authorization Type	Displays the selected authorization type.
Status	Displays the status of CCC-681 or CCC-681-1.
Quantity	Displays the quantity that was delivered.
Actions	Allows users to extend or print the applicable marketing authorization form.
Expiration Date	Displays the expiration date.
Warehouse	Displays the warehouse selected on the marketing authorization.
CCC Approval Date	Displays the CCC approval date.
Delete Selected Transaction	The "Delete Selected Transaction" button is enabled after the marketing transaction type is selected. CLICK "Delete Selected Transaction" to delete a transaction. Follow paragraph 1150 for canceling transactions.
Exit	CLICK "Exit" to return to the Search Results Screen.

701-709 (Reserved)

Section 2   Repayments

710   Initial Repayment Screen

A   Overview

Repayments can be processed for any of the following:

- regular (principal plus interest)
- CCC-determined rate
- CCE's
- full repayments
- partial repayments
- lump sum repayments
- adjustments for small balances due.

710   Initial Repayment Screen (Continued)

B   Example of Repayment Screen

The following is an example of the Repayment Screen.

Repayment

Status: Disbursed	**Producer Type:** PRODUCER
State: IOWA	**County:** KOSSUTH
Loan Number: 10003	**Crop Year:** 2022
Commodity: CORN / YC	**Loan Type:** FARM
Contact: IM FARMER	
Repayment Type:	

Disbursement Date: 11/07/2022   **Interest Rate:** 5.2500%

Outstanding Quantity
> **Maturity Date:** 08/31/2023
> **Quantity Remaining:** 88,250.00 BU
> **Principal Remaining:** $185,325.00

Repayment Type
- ○ Regular (P&I)
- ○ Market Price
- ○ Commodity Certificate

Repayment Options
- ○ Full
- ● Partial
- ○ Lump Sum

Repayment Detail

*Are there Lock-Ins on file? ○ Yes ● No

* Was this repayment received prior to today? ○ Yes ○ No

*Repayment Date: [   ] 📅

*Reason: [< Select Reason>   ▾]

[Continue]   [Cancel]

710   Initial Repayment Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Outstanding Quantity	
Maturity Date	Displays the maturity date.
Quantity Remaining	Displays the outstanding quantity.
Principal Remaining	Displays the outstanding principal.
Repayment Type	
Regular	CLICK "Regular" to calculate at principal and interest.
Market Price	CLICK "Market Price" to calculate using the applicable market price for the commodity.
Commodity Certificate	CLICK "Commodity Certificate" when the producer has purchased an electronic commodity certificate for immediate exchange of quantity. Repayment is calculated using the market price for the commodity.
Repayment Options	
Full	CLICK "Full" to fully repay the remaining outstanding quantity of the loan.
Partial	CLICK "Partial" to repay less than the outstanding quantity. **Note:** Warehouse loans must repay an entire receipt.
Lump Sum	CLICK "Lump Sum" to repay a specific quantity. **Note:** This option is not available for the following: • warehouse loans • market price repayments • CCC repayments.
Repayment Detail	
Are there Lock-Ins on file?	Allows users to check if CCC-697 is on file. **Note:** Lock-ins are: • calculated using the date on CCC-697 • not allowed for CCE repayments. Click the applicable "Yes" or "No" radio button. **Note:** "No" is defaulted.

C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Was this repayment received prior to today?	Allows users to calculate a repayment based on the date the repayment was received in the County Office. CLICK: • "Yes" when the repayment was received before the current date • "No" to calculate using the current date. CLPS will populate the current date.
Repayment Date	The date that the repayment was received in the County Office. Enter the date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Reason	Allows users to enter a reason when the repayment is for a CCE repayment. Enter 1 of the following reason codes, when applicable: • "Correction" • "CCC-694-2 previously submitted" • "System outage".
Continue	CLICK "Continue" to proceed to the next screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

711   Repayment Quantities Screen for Farm-Stored Loan

A   Overview

The Repayment Quantities Screen will be displayed for farm-stored quantities being repaid using either of the following repayment options:

- "Partial"
- "Lump Sum".

Note: This screen will not be displayed when "Full" has been selected.

B   Example of Repayment Quantities Screen for Farm-Stored Loan

The following is an example of the Repayment Quantities Screen for a farm-stored loan.

Repayment Quantities

Status: Disbursed	**Producer Type:** PRODUCER
State: KANSAS	**County:** CRAWFORD
Loan Number: 10055	**Crop Year:** 2016
Commodity: WHEAT - SRW	**Loan Type:** FARM
Contact IM FARMER	
Repayment Type: REGULAR (P&I)	

Disbursement Date: 09/28/2016   **Interest Rate:** 1.5000%

Disbursement Reduction: 0.0000%

Seal/ Bin/Lot	Loan Rate	Outstanding Quantity	Outstanding Principal	Select Quantity
1	$2.42	8,050 BU	$19,481.00	0

State - County: KS CRAWFORD

[Continue] [Back] [Cancel]

711   Repayment Quantities Screen for Farm-Stored Loan (Continued)

C Field Descriptions and Actions

The following table provides fields, descriptions, and actions for the Repayment Quantities Screen for a farm-stored loan.

Field/Button	Description/Action
Disbursement Date	Displays the date the loan was disbursed.
Interest Rate	Displays the interest rate in effect on the date of disbursement. **Note:** All MAL's outstanding as of January 1st following disbursement will receive an interest rate update equal to the January rate. This rate will remain in effect for the remainder of the loan period.
Disbursement Reduction	Displays the percentage of the loan that was reduced because of eligibility conditions. See 8-LP for applicable reductions.
Seal/Bin/Lot	Displays the seal/bin/lot.
Loan Rate	Displays the loan rate.
Outstanding Quantity	Displays the outstanding quantity associated with the seal/bin/lot.
Outstanding Principal	Displays the outstanding principal associated with the seal/bin/lot.
Select Quantity	Enter the quantity to repay.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

712   Repayment Quantities Screen for Warehouse-Stored Loan

A   Overview

The Repayment Quantities Screen will be displayed for warehouse-stored quantities being repaid using the "Partial" option.

Note: This screen will not be displayed when "Full" has been selected.

B   Example of Repayment Quantities Screen for Warehouse-Stored Loan

The following is an example of the Repayment Quantities Screen for a warehouse-stored loan.

Repayment Quantities

Status: Disbursed	**Producer Type:** PRODUCER
State: NEBRASKA	**County:** CHASE
Loan Number: 10224	**Crop Year:** 2016
Commodity: CORN - YC	**Loan Type:** WAREHOUSE
Contact IM FARMER	
Repayment Type: REGULAR (P&I)	

Disbursement Date: 12/01/2016   **Interest Rate:** 1.7500%

Disbursement Reduction: 0.00%

Select	Receipt No.	Loan Rate	Outstanding Quantity	Outstanding Principal
☐	796	$1.94	35,000.00 BU	$67,900.00
☐	797	$1.94	2,572.34 BU	$4,990.34

Continue   Back   Cancel

712   Repayment Quantities Screen for Warehouse-Stored Loan (Continued)

C Field Descriptions and Actions

The following table provides fields, descriptions, and actions for the Repayment Quantities Screen for a warehouse-stored loan.

Field/Button	Description/Action
Disbursement Date	Displays the date the loan was disbursed.
Interest Rate	Displays the interest rate in effect on the date of disbursement. **Note:** All MAL's outstanding as of January 1st following disbursement will receive an interest rate update equal to the January rate. This rate will remain in effect for the remainder of the loan period.
Disbursement Reduction	Displays the percentage of the loan that was reduced because of eligibility conditions. See 8-LP for applicable reductions.
Select	Click the checkbox of the warehouse receipt that is being repaid.
Receipt No.	Displays the warehouse receipt number.
Loan Rate	Displays the loan rate of the warehouse receipt.
Outstanding Quantity	Displays the outstanding quantity on the warehouse receipt.
Outstanding Principal	Displays the outstanding principal on the warehouse receipt.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

713   Other Adjustments Screen

A Overview

The Other Adjustments Screen displays any adjustments associated with the repayment.

Adjustments to the calculated repayment, according to 8-LP, Part 7, include any of the following:

- interest waived
- denied market gain.

B   Example of Other Adjustments Screen

The following is an example of the Other Adjustments Screen.

C   Field Descriptions and Actions

The following table provides fields, descriptions, and actions for the Other Adjustment Screen.

Field/Button	Description/Action
Disbursement Date	Displays the date the loan was disbursed.
Interest Rate	Displays the interest rate in effect on the date of disbursement. **Note:** The interest rate changes to the rate in effect as of January and is used to calculate applicable interest for days outstanding after January 1st.
Seal/Bin/Lot or Receipt No.	Displays the seal/bin/lot number for a farm-stored loan. Displays the warehouse receipt number for a warehouse-stored loan.
Interest Paid	Displays the calculated loan interest paid for the repayment according to 8-LP, Part 7.
Interest Waived	Displays the calculated waived interest according to 8-LP, Part 7. Waived interest is applicable when the repayment rate is less than a principal plus interest repayment.

713   Other Adjustments Screen (Continued)

    C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Denied Gain	Displays any denied market gain. **Note:** See 8-LP for when denied market gain is applicable.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

714   Market Gain Screen

    A   Overview

    The Market Gain Screen displays repayment details when the repayment is made using either of the following:

- CCC-determined value
- CCE repayment.

    B   Example of Market Gain Screen

    The following is an example of the Market Gain Screen.

714   Market Gain Screen (Continued)

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Market Gain Screen.
See 8-LP, Part 7 * * *.

Field/Button	Description/Action
Quantity Detail	
Seal/Bin/Lot or Receipt No.	Displays the seal/bin/lot number for a farm-stored loan. Displays the warehouse receipt number for a warehouse-stored loan.
CCC Determined	Displays the calculated repayment rate.
Quantity Liquidated	Collateral repaid after the current transaction is finalized.
Principal Liquidated	Amount of principal repaid after the current transaction is completed.
Gross Market Gain	Market gain calculated without any reductions because of eligibility.
Calculated Market Gain	
Producer	Displays the primary contact producer on loan.
Net Market Gain	Displays the market gain attributed based on share percentage.
Share	Displays the producer share of the loan.
Gross Market Gain	Displays the gross market gain.
Denied Market Gain	Displays the denied market gain.
Total Net Market Gain	Displays the total net market gain.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

715   Remittance Detail Screen

A   Overview

The Remittance Detail Screen captures the remittance details for the repayment.

Note: See 64-FI for preparing the schedule of deposit.

715   Remittance Detail Screen (Continued)

B   Example of Remittance Detail Screen

The following is an example of the Remittance Detail Screen.

C Field Descriptions and Actions

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

Field/Button	Description/Action
Payment Detail	
Repayment Date	Displays the repayment date.
Maturity Date	Displays the maturity date.
Quantity Remaining	Displays the quantity remaining after the repayment is processed.
Quantity Liquidated	Displays the quantity liquidated.
Principal Remaining	Displays the remaining principal after the repayment is processed.
Interest Amount	Displays the amount of interest calculated for the repayment.
Total Due	Displays the total amount due.
Add Remittance	
Payment Method	Using the "Payment Method" drop-down menu, select 1 of the following: • "Personal Check" • "Cashier Check" • "Money Order" • "Multi-Party Check" • "Wire Transfer" • "Cash & Coin" • "Centralized Cotton Redemption" (for warehouse cotton only) • "Adjustment". See 64-FI for additional information on remittance types. **Note:** When an adjustment is being applied to the total amount due, the user must process the repayment before processing the adjustment amount.
Remittance Number	Enter the number associated with the remittance type, such as the check number. **Notes:** See 64-FI for repayments received in cash. The remittance number is **never** the remittance ID number in NRRS.
Remittance Amount	Enter the dollar amount written on the check or item number. **Note:** The remittance amount may be greater than the repayment amount.

715 Remittance Detail Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Repayment Amount	Enter the amount of the repayment in dollars and cents.
Remitter Name	Displays the name of the person issuing the repayment. **Note:** Automatically populated based on the name selected from SCIMS.
Select Remitter from SCIMS	CLICK "Select Remitter from SCIMS". The SCIMS Search Page will be displayed. Select the remitter from SCIMS.
Add	CLICK "Add" to apply the remittance to the transaction. Repeat the process to add additional remittances.
Clear	CLICK "Clear" to remove the data entered.
Remittances Items in this section are blank until the user clicks "Add".	
Payment Method	Displays the payment type selected.
Remittance Number	Displays the check or item number entered.
Remittance Amount	Displays the dollar amount on the check or item entered.
Repayment Amount	Displays the dollar amount applied to the repayment.
Actions	Provides a link to access entries recorded from the "Add Remittance" section. CLICK "Edit" to re-access the entry for editing.
Total Due	Displays the total amount due.
Total Remitted	Displays the total amount remitted. **Note:** The total amount remitted **must** equal the total amount due. CLPS will not allow the repayment to be completed until the total remitted amount equals the total due.
State / Office	Using the drop-down menus, select the State and County Office in which the physical payment is being collected. **Note:** CLPS will display the State and County Office selection on 2 separate drop-down menus for State administrative users.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" and return to the Loan Servicing Screen.

716   Remittance Confirmation Screen

A Overview

The Remittance Confirmation Screen displays all the repayment details.

Important: It is recommended to screen-print this page for 2nd party review.

B Example of Remittance Confirmation Screen

The following is an example of the Remittance Confirmation Screen.

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Remittance Confirmation Screen.

Field/Button	Description/Action
Disbursement Date	Displays the disbursement date.
Repayment Date	Displays the repayment date.
Interest Rate	Displays the interest rate in effect on the date of disbursement. **Note:** All MAL's outstanding as of January 1st following disbursement will receive an interest rate update equal to the January rate. This rate will remain in effect for the remainder of the loan period.
Remittances	
Payment Method	Displays the payment type selected.
Remittance Number	Displays the check or item number entered.
Remittance Amount	Displays the dollar amount on the check or item entered.
Payment Amount	Displays the dollar amount applied to the repayment.
Remitter	Displays the name of the remitter.
Total Due	Displays the total amount due.
Total Remitted	Displays the total amount remitted. **Note:** The total amount remitted may be greater than the total amount due.
State/Office	Displays the State and County Office where the remittance was physically submitted.
Submit	After verifying that all information is correct, CLICK "Submit".
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Results Screen.

717   Repayment Confirmation Screen

A Overview

After the repayment is submitted, the Repayment Confirmation Screen will be displayed indicating the results.

B Example of Repayment Confirmation Screen After Successful Repayment

The following is an example of the Repayment Confirmation Screen after a successful repayment.

Repayment Confirmation

Status: Disbursed	**Producer Type:** PRODUCER
State: NEBRASKA	**County:** CHASE
Loan Number: 10001	**Crop Year:** 2016
Commodity: WHEAT - HWW	**Loan Type:** FARM
Contact: IM Farmer	
Repayment Type: MARKET PRICE	

ⓘ • Repayment Successfully Processed

Payment Interest Amount:	$0.00
Payment Principal Amount:	$30,400.00
Total Repayment Amount:	$28,100.00
Total Remitted Amount:	$28,100.00

[Print Receipt] [Continue]

C Action

After the Repayment Confirmation Screen is displayed indicating a successful repayment:

- CLICK "Print Receipt"
- CLICK "Continue".

Note: An error message will be displayed when the repayment is unsuccessful. County Offices must contact the State Office specialist for assistance.

718   CCC-500M

A   Overview

CCC-500M provides the repayment transaction details. It does **not** provide information about NRRS remittance details.

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 31 - 029	
			2. Crop Year 2016	3. Loan Number 10001

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) IM Farmer 1234 Farmers Lane Farmersville, VA 12345	5. Commodity WHEAT	6. Type of Loan Farm Stored	7. Disbursement Date (MM-DD-YYYY) 07/20/2016	8. Amount Received $ 28,100.00

9. Redeemed with this Payment:				10. Outstanding Balance After this Payment:	
A. Date Repaid 11/01/2016	B. Total Quantity 10,000.00 BU	C. Principal $ 30,400.00	D. Interest $ 0.00	A. Total Quantity 20,000.00 BU	B. Principal Amount (Excluding Interest) $ 60,800.00

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	K. Principal
1	10000.00 BU	$ 30,400.00	$ 0.00	$ 2,300.00	$ 0.00	$ 3.0400			20000.00 BU	$ 60,800.00

12. Other:

A.Total Market Gain $ 2,300.00	B. Total Waived Interest $ 138.05	C. Total Denied Market Gain $ 0.00	D. Liquidated Damages

C   Action

County Offices **must**:

- provide the original CCC-500M to the producer
- file a copy in the producer's folder.

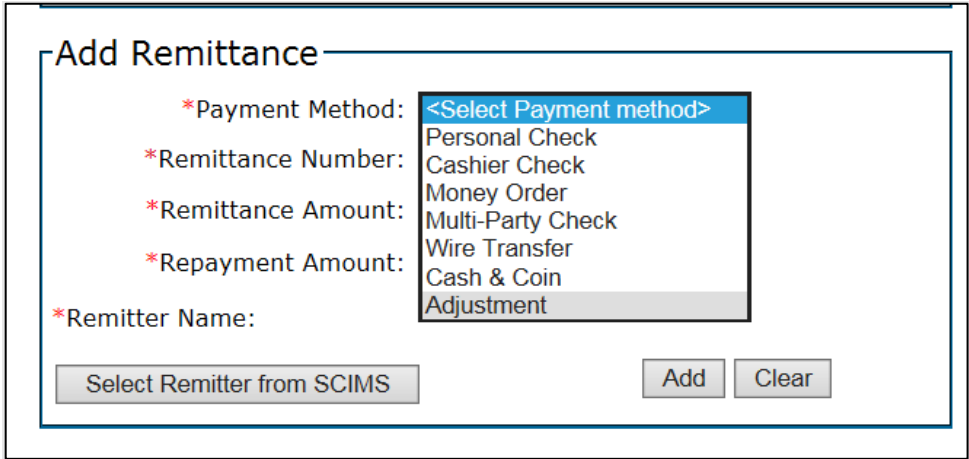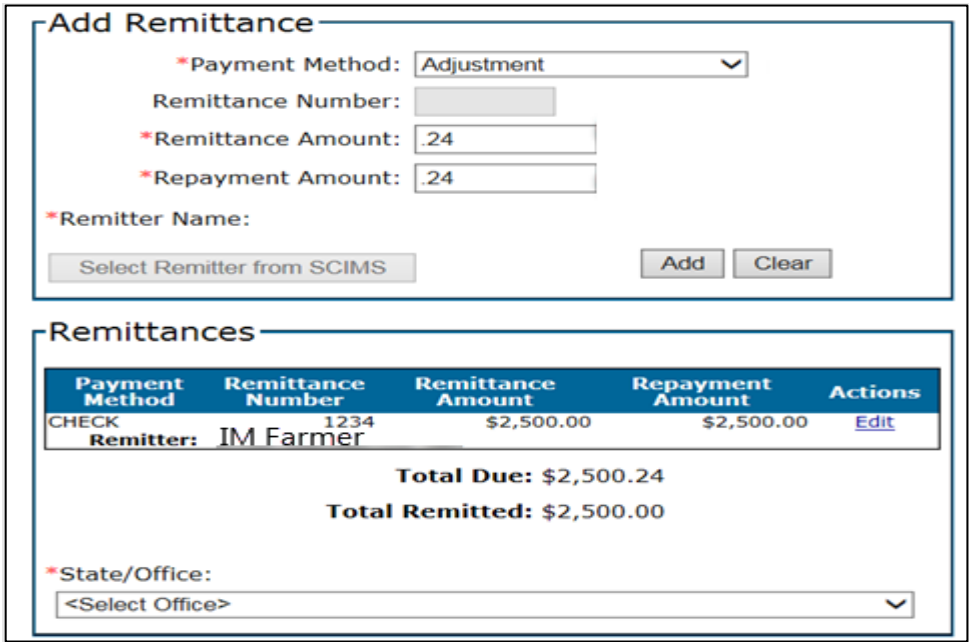**719   Adjusting Remittances for Small Balances Due**

A   Overview

CLPS allows an adjustment to the total amount due when the remaining balance due is $9.99 or less.

719 Adjusting Remittances for Small Balances Due (Continued)

B Action

The following table provides instructions for processing a small balance.

Step	Action
1	After the initial remittance has been added according to paragraph 715, CLICK "Adjustment" from the "Payment Method" drop-down menu.
2	After "Adjustment" has been selected: • enter the difference between the "Total Due" and "Total Remitted" in both the "Remittance Amount" and "Repayment Amount" fields **Note:** The difference cannot exceed $9.99. • CLICK "Add".

719   Adjusting Remittances for Small Balances Due (Continued)

B   Action (Continued)

Step	Action
3	To complete the remittance: • using the "State/Office" drop-down menu, select the State and County Office of the remittance • CLICK "Continue".

720-729   (Reserved)

Section 3   Cotton Repayments

730   Cotton CCR's

A   Overview

CCR is a web-based system that provides a centralized process for merchants to redeem upland and ELS cotton loans disbursed by County Offices. CCR redemptions must be recorded in CLPS by the County Office. An email notification is sent from COPS to inform the County Office that CCR has been processed through accounting.

The CCR system:

* allows receipts from multiple loans and multiple counties to be redeemed on a single invoice

* is electronically updated with the merchant's electronic agent designation holder ID number

* performs all calculation, collection, and release functions for cotton loans redeemed using CCR

* allows repayment at either of the following:

    * AWP when it is equal to or less than the loan rate
    * principal plus interest repayment when AWP is equal to or greater than the loan rate

* releases receipts automatically to the merchant once funds have been received and posted to COPS.

COPS sends an email to the County Office listing the loan numbers for which an invoice has been sent to the merchant. The subject line reads "CCR in Progress".

Note: If any action needs to be taken against the loan during "CCR in Progress", County Offices must contact the State Office.

Once the payment has been applied to the invoice, COPS sends an email to the County Office listing the State and county codes, crop year, loan number, bale count, and invoice amount. The subject line will include the invoice number, schedule number, and date and timestamp.

The CCR invoice is valid for 21 calendar days, but may be canceled by the merchant any time before payment is submitted. An email will be issued when a merchant cancels a CCR invoice.

Note: The COPS Home Page contains a user guide that provides detailed step-by-step instructions for using COPS.

730   Cotton CCR's (Continued)

B   Downloading CCR Invoices

To download CCR's, County Offices will:

- access COPS according to 7-CN

- *--CLICK "Invoicing" from the left-hand navigation menu

- CLICK "Invoice Review"

- using the "Invoice Type" drop-down menu, CLICK "(CR)-Cotton Redemption Invoice"

    Note: User can also enter additional criteria including the invoice number, loan number, invoice status, State, county, crop year, and FY.

- CLICK "Continue"

- CLICK the "Invoice Number" hyperlink

- click the following buttons to view or print the reports for each file:

    - Collection Letter
    - Itemized Activity
    - Download.--*

731   CCR Repayment Screen

A   Overview

The CCR Repayment Screen is similar to other repayment screens; however, users only enter the schedule number from COPS and the holder ID number.

Note: All other fields are grayed out and cannot be edited.

The schedule number contains information that matches the producer and loan selected.

Note: If the producer and loan do not match, an error message will be displayed, and the user will not be able to proceed with the recording of the CCR redemption.

731   CCR Repayment Screen (Continued)

B   Example of Repayment Screen for Cotton

The following is an example of the Repayment Screen for cotton loan repayment.

C   Action

--After selecting the loan for repayment according to paragraph 52:--

- CLICK "CCR"
- enter the schedule number
- enter the holder ID number
- CLICK "Continue".

732   CCR Schedule Screen

A   Overview

The CCR Schedule Screen displays a summary of the CCR repayment. Users must review the CCR Schedule Screen for accuracy.

B   Example of CCR Schedule Screen

The following is an example of the CCR Schedule Screen.

CCR Schedule

Status: Disbursed
State: GEORGIA   **County:** BURKE
Loan Number: 20034   **Crop Year:** 2015
Commodity: UP - UP   **Loan Type:** WAREHOUSE
Contact: COTTON FARMER

Schedule Number: E443

Repayment Date: 09/09/2015

Interest Rate: 1.3750%

Gin Tag	Outstanding Principal	Net Amount
1201411	$222.46	$195.69
1201412	$230.79	$203.04
1201413	$217.84	$191.60
1201414	$226.63	$199.37
1201415	$229.86	$202.22
1201416	$223.85	$196.91
1201417	$222.93	$196.10
1201418	$226.63	$199.37
1201419	$223.39	$196.51
1201420	$230.33	$202.63

Continue   Back   Cancel

C   Action

After reviewing the CCR Schedule Screen for accuracy, CLICK:

- "Continue" to proceed to the next screen
- "Back" to return to the previous screen
- "Cancel" to cancel the repayment and return to the Loan Servicing Screen.

733   Other Adjustments Screen for Cotton

A   Overview

The Other Adjustments Screen displays the following for each bale redeemed:

- gin tag number
- interest paid
- waived interest
- denied gain
- storage credit.

B   Example of Other Adjustments Screen for Cotton

The following is an example of the Other Adjustments Screen for cotton.

Other Adjustments

Status: Disbursed
State: GEORGIA **County:** BURKE
Loan Number: 20034 **Crop Year:** 2015
Commodity: UP - UP **Loan Type:** WAREHOUSE
Contact: COTTON FARMER

Disbursement Date: 09/02/2015 **Interest Rate:** 1.3750%

Other Adjustments

Gin Tag	Interest Paid	Waived Interest	Denied Gain
1201411	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201412	$0.00	$0.06	$0.00
Storage Credit: $0.80			
1201413	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201414	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201415	$0.00	$0.06	$0.00
Storage Credit: $0.80			
1201416	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201417	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201418	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201419	$0.00	$0.05	$0.00
Storage Credit: $0.80			
1201420	$0.00	$0.06	$0.00
Storage Credit: $0.80			

Continue   Back   Cancel

733   Other Adjustments Screen for Cotton (Continued)

   C   Action

   CCC-500M does not print the storage credit so users should print this screen before continuing and file it in the producer's loan folder.

   After successfully recording the CCR in CLPS, the user must log in to NRRS under the selected remittance recording office and prepare the schedule for "CCR" repayment type to complete the process. The remittance check or item number is defaulted to the COPS invoice schedule number. The user will use this information to prepare the schedule in NRRS.

   If an overpayment is received, CCC will provide a refund by direct deposit to the merchant's account. If insufficient funds are received:

   •   only bales for which funds are sufficient will be redeemed
   •   a new request will be required for remaining bales.

734-749   (Reserved)

Section 4   Peanut EWR Repayments

750   Processing Warehouse-Stored Peanut EWR Repayments

A   Overview

EWR warehouse-stored peanut repayments follow the same procedure as other commodities except the County Offices will release the receipts to the designated holder using CLPS.

Warning: The holder may or may not be the original holder of the receipt. It is **critical** that the County Office release the receipt to the correct holder. After the County Office selects the holder, the holder's name and ID number will be displayed on the Remittance Confirmation Screen.

B   Example of Remittance Confirmation Screen for EWR Peanut Repayments

The following is an example of the Remittance Confirmation Screen for an EWR peanut repayment.

750   Processing Warehouse-Stored Peanut EWR Repayments (Continued)

C   Action

County Offices will:

- select the holder ID number on the Remittance Detail Screen

- review the Remittance Detail Screen

    Note: If the holder is incorrect, CLICK "Back" and correct.

- screen-print the Remittance Confirmation Screen

- initial next to the holder ID number

- file the screen-print in the producer's folder.

751-799   (Reserved)

Part 8   Additional Loan Servicing

800   General Information

A Overview

After a loan is disbursed, CLPS allows the following additional loan servicing transactions to be processed:

- accelerating loan maturity
- forfeitures
- violations
- transfers to receivables
- marketing authorizations.

Currently, CLPS has not been enhanced to process any of the following:

- settlements
- lock-ins.

Note: Efforts are underway to enhance CLPS to include additional loan servicing functions.

801   Accelerating Loan Maturity

A Overview

COC may authorize and accelerate the maturity date for a specific loan or producer **before** the established maturity date, when necessary, to protect CCC's interest or in emergency situations.

Accelerating the maturity date allows the user to:

- forfeit a warehouse-stored loan
- begin settlement proceedings for a farm-stored loan.

801   Accelerating Loan Maturity (Continued)

B   Example of Accelerate Loan Screen

The following is an example of the Accelerate Loan Screen.

C   Action

On the Loan Servicing Screen:

- select "Accelerate" from the action drop-down menu and proceed to the Accelerate Loan Screen

- enter the accelerated maturity date by entering the date in the "mm/dd/yyyy" format or clicking the "Calendar" icon

- CLICK "Save & Continue".

The Loan Servicing Screen will be redisplayed with the new maturity date.

802   Forfeiture Details Screen

A   Overview

The Forfeiture Details Screen allows users to complete the forfeiture process. Warehouse-stored loans are calculated and disbursed without adjusting the loan rate for any premiums and discounts for commodities, except peanuts and cotton. During the forfeiture process, the warehouse receipt information entered during loan making will be displayed, and premiums and discounts are applied to calculate the forfeiture rate.

B   Example of Forfeiture Details Screen

The following is an example of the Forfeiture Details Screen.

802   Forfeiture Details Screen (Continued)

   C   Action

   On the Forfeiture Details Screen:

   * enter the acquisition date, which is normally 1 day after the loan maturity date
   * CLICK "Edit" under "Action" to review the receipt information.

   Note: All fields under the "Receipt Details", "Quality Factors", and "Rate Adjustment" tabs are not editable.

   It is recommended to print the "Rate Adjustment" tab to include in the producer's loan folder to document the applicable premiums and discounts and combined total.

   * CLICK "Save & Continue" at the bottom of the screen. The Forfeiture Summary Screen will be displayed.

   * CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

803   Forfeiture Summary Screen

   A   Overview

   The Forfeiture Summary Screen:

   * displays a summary of the forfeiture details

   * displays the forfeiture quantity, forfeiture rate, forfeiture value, amount due, interest due, and forgiven interest

   * requires 2nd party review to be completed

   * requires COC approval to be entered

   * prints the forfeiture summary.

   After the forfeiture has been completed, CLPS will:

   * send amount due CCC to NRRS, if applicable
   * send amount due producer to NPS, if applicable.

803   Forfeiture Summary Screen (Continued)

B   Example of Forfeiture Summary Screen

The following is an example of the Forfeiture Summary Screen.

803   Forfeiture Summary Screen (Continued)

*--C   **2nd Party Review Section**--*

CLPS requires a 2nd party review to be entered before the forfeiture can be completed.

On the Search Results Screen, CLICK "Service" for the applicable loan.

On the Loan Servicing Screen, CLICK "Edit" under "Actions" in the "Transactions" section.

On the Forfeiture Summary Screen:

- enter the review date

- CLICK "Submit". The Forfeiture Summary Screen will update with the entered 2nd party review information.

*--D   **Certification and Approval Section**--*

On the Forfeiture Summary Screen:

- enter the forfeiture completion date

  Note: The current date will default.

- enter the COC approval date

- enter the name and title of the approver

- CLICK "Approve". The Loan Forfeiture Confirmation Screen will be displayed.

804   Loan Forfeiture Confirmation Screen

A   Overview

The Loan Forfeiture Confirmation Screen is the last step in the forfeiture process.

804   Loan Forfeiture Confirmation Screen (Continued)

B   Example of Loan Forfeiture Confirmation Screen

The following is an example of the Loan Forfeiture Confirmation Screen.

C   Action

On the Loan Forfeiture Confirmation Screen, CLICK:

- "Print Transmittal"
- "Print Forfeiture Summary"
- "Continue" to return to the Loan Servicing Screen.

805   Peanut Forfeitures

A   Overview

CLPS captures premiums and discounts for peanuts at the time of loan making.

805   Peanut Forfeitures (Continued)

B   Example of Loan Servicing Screen for Peanuts

The following is an example of the Loan Servicing Screen for peanuts.

C   Action

To process a peanut forfeiture:

- select "Forfeiture" from the action drop-down menu and CLICK "Go"

    Note: The Forfeiture Summary Screen will be displayed.

- enter the acquisition date

- CLICK "Save"

●*--complete the forfeiture according to paragraph 803.--*

806-820   (Reserved)

821   Violation Quantities Screen

A   Overview

Any producer with a farm-stored loan determined to have discrepancies not within tolerance, a COC-determined violation, or a terms and conditions violation is subject to liquidated damages.

County Offices will refer to 8-LP, Part 4 for policy and procedure before entering the violation in CLPS.

B   Example of Violation Quantities Screen

The following is an example of the Violation Quantities Screen.

821   Violation Quantities Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Violation Quantities
Screen.

Field/Button	Description/Action
Violation Option	
Violation Type	Using the radio button, click 1 of the following: • "Partial Violation" • "Full Violation" • "Liquidated Damages Only". **Note:** "Partial Violation" is defaulted.
Violation Date	Enter the date the violation was discovered.
Violation Reason	Using the drop-down menu, select 1 of the following violation reasons: • "Unauthorized Disposition" • "Unauthorized Removal" • "Incorrect Certification".
Appeal/ Reconsideration	Allows users to record whether an appeal or reconsideration was requested. Using the drop-down menu, select either of the following: • "Yes" • "No".
Good Faith Determination	Allows users to record if a good faith determination was granted. Using the drop-down menu, select either of the following: • "Yes" • "No". **Note:** This is a required entry when the "Appeal/Reconsideration" response is "Yes".

821   Violation Quantities Screen (Continued)

    C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Violation Quantity	
Seal/Bin/Lot	Displays the seal/bin/lot of the loan.
Loan Rate	Displays the loan rate.
Original Quantity	Displays the original quantity of the loan.
Outstanding Quantity	Displays the outstanding quantity.
Violated Quantity	Enter the violated quantity. **Note:** CLPS will bypass the "Violation Quantity" section when "Full Violation" has been selected. The remaining outstanding quantity will be transferred to NRRS.
State - County	Displays the State and county of the loan.
Save & Exit	CLICK "Save & Exit" to save the violation and return to the Loan Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

822   Violation Details Screen

    A Overview

    The Violation Details Screen allows users to enter the violation details.

822   Violation Details Screen (Continued)

B   Example of Violation Details Screen

The following is an example of the Violation Details Screen.

```
Loan Status: Disbursed          Producer Type: PRODUCER
         State: ARKANSAS                 County: ASHLEY
  Loan Number: 10002                   Crop Year: 2019
    Commodity: RRICE - L               Loan Type: FARM
      Contact: IM FARMER
Violation Status: Complete

Disbursement Date: 06/07/2019        Interest Rate:  3.3750%
```

Violation Quantity

Seal/ Bin/Lot	Loan Rate	Original Quantity	Outstanding Quantity	Violated Quantity
1	$6.95	100 CWT	100 CWT	75 CWT

State – County: AR ASHLEY

Violation Data

Violation Option:	Partial
Reason for Violation:	Unauthorized Removal
Total Violated Quantity:	75 CWT
Violation Date:	06/14/2019
Violated Principal:	$0.00
Total Liquidated Damages:	$52.13
Appeal/Reconsideration:	No
Good Faith Determination:	No
Waived Liquidated Damages:	$ 0
Net Liquidated Damages:	$52.13
Interest on Violated Principal:	$0.00
Interest End Date:	06/14/2019
Total Violation Amount:	$52.13
Remaining Outstanding Quantity:	100 CWT
Remaining Outstanding Principal:	$695.00
*Determining Official:	COC ⌄
*Determination Date:	06/14/2019 ▦

[Save & Exit]   [Save & Submit]   [Back]

822   Violation Details Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Violation Details Screen.

Field/Button	Description/Action
Violation Quantity	
Seal/Bin/Lot	Displays the seal/bin/lot of the loan.
Loan Rate	Displays the loan rate.
Original Quantity	Displays the original quantity of the loan.
Outstanding Quantity	Displays the outstanding quantity.
Violated Quantity	Displays the violated quantity.
State - County	Displays the State and county of the loan.
Violation Data	
Violation Option	Displays the selected violation option.
Reason for Violation	Displays the selected violation reason.
Total Violated Quantity	Displays the total amount of quantity in violation.
Violation Date	Displays the date the violation was discovered.
Violated Principal	Displays the amount of principal associated with the violated quantity.
Total Liquidated Damages	Displays the calculated liquidated damages.
Appeal/Reconsideration	Displays whether an appeal or reconsideration was requested.
Good Faith Determination	Displays if good faith determination was granted.
Waived Liquidated Damages	Enter the amount of waived liquidated damages, if applicable according to 8-LP. **Note:** The "Good Faith Determination" response must be "Yes" to record waived liquidated damages.
Net Liquidated Damages	Displays the calculated liquidated damages to be collected.
Interest on Violated Principal	Displays the calculated interest on principal for violated quantity.
Interest End Date	Displays the date interest calculations end for violated quantity.
Total Violation Amount	Displays the total amount of the violation.
Remaining Outstanding Quantity	Displays the remaining outstanding quantity.
Remaining Outstanding Principal	Displays the remaining outstanding principal.

822   Violation Details Screen (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Determining Official	The level of official that determined the violation or waived liquidated damages. Select 1 of the following from the drop-down menu: • "COC" • "STC" • "National Office".
Determination Date	Enter the date the applicable official made the determination. Enter the date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Save & Exit	CLICK "Save & Exit" to save the user's progress and return to the Loan Servicing Screen.
Save & Submit	CLICK "Save & Submit" to save the violation details, submit receivable information to NRRS, and continue to the next screen.
Back	CLICK "Back" to return to the Violation Quantities Screen.

823   Violation Confirmation Screen

   A   Overview

   After the violation details have been successfully submitted to NRRS, the Violation Confirmation Screen will be displayed.

823   Violation Confirmation Screen (Continued)

B   Example of Violation Confirmation Screen

The following is an example of the Violation Confirmation Screen.

Violation Confirmation

Loan Status: Disbursed	**Producer Type:** PRODUCER
State: KANSAS	**County:** CRAWFORD
Loan Number: 10056	**Crop Year:** 2016
Commodity: CORN - YC	**Loan Type:** FARM
Contact: IM FARMER	
Violation Status: Complete	

- Transmission has completed successfully

Violation Reason:	Unauthorized Disposition
Violation Date:	06/01/2018
Violated Quantity:	1,000 BU
Liquidated Principal:	$2,080.00
Interest on Liquidated Principal:	$70.16
Total Liquidated Damages:	$208.00
Waived Liquidated Damages:	$0.00
Net Liquidated Damages:	$208.00
Total Violation Amount:	$2,358.16

Continue

C   Action

On the Violation Confirmation Screen, CLICK "Continue" to return to the Loan Servicing Screen.

824   Transfer to Receivables Details Screen

A   Overview

When it has been determined that no further action can be processed (such as bankruptcy and local sale) for a farm-stored loan, CLPS allows the user to transfer the outstanding principal and interest to NRRS for further collection.

Important: A receivable will be automatically established. County Offices **must not** create a manual receivable.

B   Example of Transfer to Receivables Details Screen

The following is an example of the Transfer to Receivables Details Screen.

824   Transfer to Receivables Details Screen (Continued)

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Transfer to Receivables Details Screen.

Field/Button	Description/Action
Transfer to Receivables Data	
Seal/Bin/Lot	Displays the seal/bin/lot of the loan.
Loan Rate	Displays the loan rate.
Outstanding Quantity	Displays the outstanding quantity.
Outstanding Principal	Displays the outstanding principal.
Transfer to Receivables Quantity	Displays the quantity that will be transferred to NRRS.
State - County	Displays the State and county of the loan.
Transfer to Receivables Reason	Allows the user to select the reason the loan is being transferred to NRRS. Select 1 of the following from the drop-down menu: • "Bankruptcy" • "Handling Only – Local Sale" • "Other".
Other Reason Description	Enter additional information when the reason selected is "Other". **Example:** "Cannot locate producer".
Outstanding Quantity	Displays the outstanding quantity of the loan that is being transferred to NRRS.
Outstanding Principal	Displays the outstanding principal of the loan that is being transferred to NRRS.
Interest End Date	Displays the date interest will stop accruing.
Outstanding Interest Amount	Displays the accrued interest being transferred to NRRS.
Save & Submit	CLICK "Save & Submit" to complete the process.
Cancel	CLICK "Cancel" to return to the Loan Servicing Screen.

825   Transfer to Receivables Confirmation Screen

A   Overview

The Transfer to Receivables Confirmation Screen will be displayed after successful transmission to NRRS.

B   Example of Transfer to Receivables Confirmation Screen

The following is an example of the Transfer to Receivables Confirmation Screen.

C   Action

On the Transfer to Receivables Confirmation Screen, CLICK "Continue".

826-899   (Reserved)

Part 9   Farm to Warehouse Transfers

900   General Information

A   Overview

8-LP authorizes producers to move farm-stored collateral to warehouse storage if all applicable requirements are met.

All warehouse receipts **must** be verified for accuracy **before** the loan is entered into CLPS.

Note: If the warehouse receipt is not accurate according to the applicable 2-LP handbook, the warehouse receipt **must** be returned to the warehouse for correction.

B   Transferred Loan Quantity

For farm to warehouse transfers, the transferred loan quantity is the loan quantity liquidated from the farm-stored loan according to 8-LP. Quantity transferred may be partially or fully transferred.

C   Action

To transfer farm-stored loan quantity:

* verify all information has been submitted for the eligible commodity according to 8-LP

* access CLPS according to paragraph 50

* search the loan according to paragraph 51

* CLICK "Service" on the Search Results Screen for the applicable loan

* on the Loan Servicing Screen, CLICK "Farm to Warehouse Transfer" from the drop-down menu

* CLICK "Go".

901   Farm to Warehouse Transfer Initiation Screen

   A   Overview

   Before a farm-stored loan can be transferred, CCC-681 must be filed in the County Office.

   B   Example of Farm to Warehouse Transfer Initiation Screen

   The following is an example of the Farm to Warehouse Transfer Initiation Screen.

   C   Action

   On the Farm to Warehouse Transfer Initiation Screen:

   - enter the CCC-681 date
   - CLICK "Save & Continue".

902   Transfer Quantities Screen

A   Overview

The Transfer Quantities Screen allows the user to select the quantity to transfer.

B   Example of Transfer Quantities Screen

The following is an example of the Transfer Quantities Screen.

Transfer Quantities

Loan Status: Disbursed			**Producer Type:** PRODUCER	
State: TEXAS			**County:** COCHRAN	
Loan Number: 10037			**Crop Year:** 2017	
Commodity: BRLY - BRL			**Loan Type:** FARM	
Contact: IM FARMER				
Farm to				
Warehouse				
Transfer Status: Draft				

ⓘ • New Warehouse Loan 10038 has been successfully initiated.

Transfer Quantity

Seal/ Bin/Lot	Loan Rate	Outstanding Quantity	Outstanding Principal	Transfer Quantity
1	$1.98	10,000 BU	$19,800.00	0
State - County: TX COCHRAN				
2	$1.98	10,000 BU	$19,800.00	0
State - County: TX COCHRAN				
3	$1.98	10,000 BU	$19,800.00	0
State - County: TX COCHRAN				
4	$1.98	5,000 BU	$9,900.00	0
State - County: TX COCHRAN				
5	$1.98	5,000 BU	$9,900.00	0
State - County: TX COCHRAN				
6	$1.98	10,000 BU	$19,800.00	0
State - County: TX COCHRAN				
7	$1.98	5,000 BU	$9,900.00	0
State - County: TX COCHRAN				

Total Quantity Allocated to Transfer: 0 BU

[Save & Continue]   [Back]

902   Transfer Quantities Screen (Continued)

    C Field Descriptions and Actions

    The following table provides the fields, descriptions, and actions for the Transfer Quantities Screen.

Field/Button	Description/Action
Seal/Bin/Lot	Displays the seal/bin/lot assigned to the storage location.
Loan Rate	Displays the loan rate of the farm-stored loan. **Note:** The loan rate will not change even if the new warehouse loan is in another location with a different loan rate.
Outstanding Quantity	Displays the outstanding quantity of the seal/bin/lot.
Outstanding Principal	Displays the outstanding principal of the seal/bin/lot.
*--State – County	Displays the State and county location of the seal/bin/lot.--*
Transfer Quantity	Enter the quantity that is being transferred to the warehouse.
Total Quantity Allocated to Transfer	Displays the total quantity that is being transferred.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.

903   Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer

    A Overview

    The Commodity Information Screen for a farm-stored to warehouse-stored transfer allows the user to enter the warehouse location.

903   Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

B   Example of Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer

The following is an example of the Commodity Information Screen for a farm-stored to warehouse-stored transfer.
*--

--*

903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the warehouse-stored Commodity Information Screen for a farm-stored transfer.

Field/Button	Description/Action
Loan Type	
Storage	Displays the type of storage for the loan.
Funding Type	Displays the type of funding for the commodity.
Commodity	
Commodity	Displays the type of commodity.
Class/Variety/Type	Displays the class/variety/type for the commodity.
*--Subclass	Enter the subclass for the displayed commodity, if applicable.--*
Unit of Measure	Displays the unit of measure for the commodity.
Warehouse	
Warehouse Search Options	Available search options for selecting a warehouse. Using the drop-down menu, select 1 of the following options: • "Search by Warehouse Code" • "Search by Warehouse Name" • "Search Favorites".
Enter Search Criteria	Freeform field to enter applicable warehouse search criteria. Enter either of the following: • warehouse code • warehouse name. **Note:** Ensure that **no** PII data is entered into freeform fields.
Search Warehouse	CLICK "Search Warehouses".
Warehouse Name	Using the drop-down menu, select the applicable warehouse.--*
State	Displays the State location of the selected warehouse.
County	Displays the county location of the selected warehouse.
Conditions	
Structure	Displays if the structure can be measured.
Condition	Displays the condition of the loan.
Continue	CLICK "Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

904   Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

A   Overview

The Storage Information Screen for a farm-stored to warehouse-stored transfer allows the user to enter the storage information.

B   Example of "Add Receipt" Tab of Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

The following is an example of the "Add Receipt" tab of the Storage Information Screen for a farm-stored to warehouse-stored transfer.

C   Example of "Quality Factors" Tab of Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

The following is an example of the "Quality Factors" tab of the Storage Information Screen for a farm-stored to warehouse-stored transfer.

D Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for a farm-stored to warehouse-stored transfer.

Field/Button	Description/Action
Add Receipt	
Loan Rate	Displays the loan rate for the commodity based on the State and county location for the farm-stored loan.
Receipt Issue Date	Enter the date the receipt was issued. **Note:** **Cannot** be a future date and **cannot** be before "Date Commodity Received".
Warehouse Receipt Number	Enter the numeric warehouse receipt number.
Net Weight	Enter the net weight for the commodity in pounds.
Net Quantity	Enter the net quantity for the commodity in the standard unit of measure.
Gross Weight (Inc Dockage)	Enter the gross weight including dockage for the commodity.
Gross Quantity	Enter the gross quantity for the commodity in the standard unit of measure.
Grade	Using the drop-down menu, select the grade determined for the commodity.
Date Commodity Received	Enter the date the commodity was received in the warehouse. Enter the date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Storage Paid Through Date	Enter the date that storage has been paid through. The date **cannot** be before "Date Commodity Received". Enter the date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon. **Note:** If the receipt has a statement indicating that storage is paid or provided for, the date **must** be the same as the projected loan maturity date.

904   Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Have In-Handling Charges been Paid or Provided for?	Indicates whether the in-handling charges have been paid or provided by the producer. Select the applicable answer based on what is indicated on the warehouse receipt. **Notes:** Receipts in which the producer's in-handling charges have not been paid or provided for are not eligible to be placed under loan. When "No" is selected, the system will block the receipt from being included in the loan.
Has receipt been signed by warehouseman?	Select the applicable answer based on what is indicated on the warehouse receipt. **Notes:** Receipts not signed by the warehouseman are not eligible to be placed under loan. When "No" is selected, the system will block the receipt from being included in the loan.
Commodity Received By	Select the applicable option based on what is indicated on the warehouse receipt.
Continue	CLICK "Continue" to proceed to the "Quality Factors" tab.
Quality Factors	
Test Weight (pounds)	Enter the applicable test weight.
Dockage (%)	Enter the applicable dockage percentage. **Note:** "0" is an acceptable entry.
Moisture (%)	Enter the moisture percentage for the commodity.
If moisture exceeds acceptable level, has applicable KC-350 been provided?	Indicates whether receipts with moisture exceeding the acceptable level have KC-350 from the warehouse. Check the box **only** if KC-350 has been provided. **Note:** If moisture is above the acceptable level and KC-350 has **not** been provided, the receipt is not eligible for loan.
Commodity-Specific Quality Factors	Enter applicable quality factors based on what is indicated on the warehouse receipt. **Note:** If required entries are not addressed, the receipt will not be eligible for loan.

904   Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

D   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Add	CLICK "Add". Adds warehouse receipt information to the loan. The warehouse information will be displayed on the "Add Receipts" tab of the screen. **Note:** User can add multiple receipts.
Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue" to save the storage information and proceed to the Loan Calculation Screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	*--CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.--*

905   Loan Calculation Screen

A   Overview

The Loan Calculation Screen will calculate and display the loan details for the transferred loan.

B   Example of Loan Calculation Screen

The following is an example of the Loan Calculation Screen.

C   Action

On the Loan Calculation Screen:

- verify the service fee is correct

  Important: County Offices must **not** override service fees without National Office authorization.

  Note: State or national assessments are not applicable to loan transfers. Assessments are paid at the time of the original loan.

- *--CLICK "Save & Continue" to proceed to the next screen

- CLICK "Back" to return to the previous screen

- CLICK "Cancel" to return to the Loan Servicing Screen.--*

906   Service Fee Payment Screen

A   Overview

An additional service fee is required before the loan can be transferred in CLPS and must be collected from the producer **before** processing the transfer.

Note: Service fees cannot be deducted as part of the transfer since no additional monies are being disbursed.

B   Example of Service Fee Payment Screen

The following is an example of the Service Fee Payment Screen.

906   Service Fee Payment Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Service Fee Payment Screen.

Field/Button	Description/Action
Amount Due	Displays the service fee amount that is due.
Payment Date	Enter the date the payment was **received** in the County Office. Enter the date by either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Payment Method	Using the "Payment Method" drop-down menu, select the following applicable method: • "Personal Check" • "Cashier Check" • "Money Order" • "Multi-Party Check" • "Cash & Coin". **Note:** See 64-FI for additional information on remittance types.
Check Number	Enter the check number.
Payment Amount	Enter the payment amount.
Payee Name	*--Displays the name of the person issuing the payment. **Note:** Automatically populated based on the name selected from SCIMS.
Select Payee from SCIMS	CLICK "Select Payee from SCIMS" and select the remitter from SCIMS. **Note:** The remitter is the name on the check.
State/Office	Displays the State and County Office where the payment was physically received.
Save & Continue	CLICK "Save & Continue" to proceed to the next screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to return to the Loan Servicing Screen.--*

907   Approving Farm-Stored to Warehouse-Stored Transfers

    A   Overview

    Farm-stored to warehouse-stored loans require a 2nd party review before generating the Note and Security Agreement. After the review is complete, the user will complete the transfer according to paragraphs 115 through 118.

    B   Action

    The 2nd party review will be completed from the original farm-stored loan. On the Search Results Screen:

- CLICK "Service" and the Loan Servicing Screen will be displayed

- CLICK "Edit" on the "Transactions" section and CLPS will display the warehouse-stored loan details.

    Follow:

- paragraph 114 to complete the 2nd party review
- paragraphs 115 through 117 to generate the Note and Security Agreement.

908   Corrections to Farm-Stored to Warehouse-Stored Transfers

    A   Overview

    Farm-stored to warehouse-stored transfers can be:

- edited before approval
- deleted after approval.

    B   Action

    Corrections to transfers will be initiated from the "Transactions" section of the Loan Servicing Screen.

    If the loan:

- has not been approved, CLICK "Edit"
- *--has been approved, CLICK "Delete Selected Transaction".--*

    Note: Corrections can only be initiated from the original farm-stored loan.

909-999   (Reserved)

1000   General Information

A   Overview

8-LP authorizes producers to transfer loan collateral from existing storage locations for 1 of the following reasons:

- farm-stored to warehouse-stored transfers
- warehouse-stored to farm-stored transfers (currently not available in CLPS)
- designate additional farm-stored locations
- delivery of farm-stored collateral for sale.

Before loan collateral can be transferred, the applicable marketing authorization should be recorded in the County Office.

Note: Requests for marketing authorizations can be made by telephone, FAX, or in person by the producer.

See 8-LP for instructions to complete:

- CCC-681
- CCC-681-1.

B   Action

To record a marketing authorization:

- verify all information has been submitted for the eligible commodity according to 8-LP

- access CLPS according to paragraph 50

- search the loan according to paragraph 51

- CLICK "Service" on the Search Results Screen

- select "Marketing Authorization" from the action drop-down menu on the Loan Servicing Screen

- CLICK "Go".

1001   Marketing Authorization Initiation Screen

A   Overview

Before a farm-stored loan can be transferred, CCC-681 or CCC-681-1 must be filed in the County Office.

B   Example of Marketing Authorization Initiation Screen

The following is an example of the Marketing Authorization Initiation Screen.

C   Action

On the Marketing Authorization Initiation Screen:

- using the drop-down menu, select the applicable authorization type
- enter the request date
- CLICK "Save & Continue".

1002   "Marketing Authorization Details" Section of Marketing Authorization – Farm to Warehouse Transfer Screen

A Overview

The "Marketing Authorization Details" section allows the user to enter the details applicable to a farm to warehouse transfer authorization.

B Example of "Marketing Authorization Details" Section

The following is an example of the "Marketing Authorizations Details" section for a farm to warehouse transfer.

1002 "Marketing Authorization Details" Section of Marketing Authorization – Farm to Warehouse Transfer Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the "Marketing Authorization Details" section.

Field/Button	Description/Action
Search Option	Using the drop-down menu, select the applicable warehouse search option: • "Search by Warehouse Code" • "Search by Warehouse Name" • "Search Favorites".
Enter Search Criteria	Freeform field to enter the applicable warehouse search criteria. Enter either of the following: • warehouse code • warehouse name. **Notes:** The "Search Option" field must have a selection **before** a warehouse code or name can be entered. Do **not** enter any PII data.
Search for Warehouse	CLICK "Search for Warehouse".
Warehouse Name	Using the drop-down menu, select the warehouse where the commodity is being transferred.
Warehouse Address	Displays the address of the selected warehouse.
Warehouse City / State / Zip	Displays the city, State, and ZIP Code of the selected warehouse.
Warehouse Phone	Displays the phone number of the selected warehouse.
Seal/Bin/Lot	Displays the seal/bin/lot assigned to the storage location.
Outstanding Quantity	Displays the outstanding quantity of the seal/bin/lot.
Quantity to Transfer	Enter the quantity that is being transferred to the warehouse.
Save & Exit	CLICK "Save & Exit" to save the progress and return to the Loan Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the Marketing Authorization Summary Screen. Follow paragraph 1005 to complete the marketing authorization.
Cancel	*--CLICK "Cancel" to cancel the process.--*

1003 "Add Storage Designation Details" and "Additional Storage Designations" Sections of Marketing Authorization * * * Screen

A Overview

Producers can request a marketing authorization to move collateral to additional storage locations.

B Example of "Add Storage Designation Details" and "Additional Storage Designations" Sections

The following is an example of the "Add Storage Designation Details" and "Additional Storage Designations" sections.

1003 "Add Storage Designation Details" and "Additional Storage Designations" Sections of Marketing Authorization * * * Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the "Add Storage Designation Details" and "Additional Storage Designations" sections.

Field/Button	Description/Action
Current Bin/Seal/Lot	Using the drop-down menu, select the current bin/seal/lot where the commodity is stored.
Current Quantity	Displays the current outstanding quantity of the selected bin/seal/lot.
New Seal Number	Enter the new seal number to where the collateral is being moved. **Note:** The new seal number cannot exceed 5 characters.
New Location	Enter a description of the new storage location. **Example:** "Bin 4 located behind equipment shed". **Note:** The new location cannot exceed 29 characters and **cannot** include PII.
Add	CLICK "Add" to generate the request for the additional storage location.
Clear	CLICK "Clear" to remove the data entered.
Save & Exit	CLICK "Save & Exit" to save the progress and return to the Loan Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the Marketing Authorization Summary Screen. Follow paragraph 1005 to complete the marketing authorization.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

1004 Marketing Authorization – Delivery of Collateral for Sale Screen

A Overview

Producers may request a farm-stored commodity be released for delivery to a buyer before repayment according to 8-LP. CCC-681-1 is used for authorization of the delivery.

1004   Marketing Authorization – Delivery of Collateral for Sale Screen (Continued)

B   Example of Marketing Authorization – Delivery of Collateral for Sale Screen

The following is an example of the Marketing Authorization – Delivery of Collateral for Sale Screen.
*--

--*

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Marketing Authorization – Delivery of Collateral for Sale Screen.

Field/Button	Description/Action
Marketing Authorization Details	
Date Request Received	Displays the date the request was submitted to move the loan collateral.
Maturity Date	Displays the maturity date.
Expiration Date	Select either of the following options: • "15 Days" • "30 Days".

1004   Marketing Authorization – Delivery of Collateral for Sale Screen (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Authorized Quantity	*--Displays the outstanding quantity of the loan.--*
Quantity for Paid Assessment or Promotion Fee	Displays the quantity where assessments or promotion fees were calculated and paid.
Storage Location	Freeform field to enter the current storage location of the commodity. **Note:** Do **not** include any PII * * *.
*--Planted Location	Freeform field to enter the State, county, and farm number where the collateral was produced. **Note:** Do **not** include any PII.--*
Select Buyer Address	
Is Buyer an approved warehouse?	Select the applicable radio button: • if "Yes" is selected, select the warehouse from LPAS •*--if "No" is selected, CLICK "Search for Buyer" to select--* the buyer from SCIMS. **Note:** The buyer must have a record in SCIMS.
Search Option	If "Yes" was selected to the above question, select 1 of the following from the drop-down menu: • "Search by Warehouse Code" • "Search by Warehouse Name" • "Search Favorites".
Search Criteria	Enter either of the following: • warehouse code • warehouse name. **Note:** The "Search Option" field must have a selection before entering a warehouse code or name.
Select Buyer	CLICK "Select Buyer" to retrieve the warehouse based on the entered search criteria.
Buyer Name	Using the drop-down menu, select the applicable warehouse.
Buyer Address / City / State / Zip	Displays the selected buyer's address, city, State, and ZIP Code.

1004   Marketing Authorization – Delivery of Collateral for Sale Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Select Delivery Address	

Is the delivery location the same as the Buyer's address?	Select the applicable radio button:
	
	• if "Yes" is selected, the system will auto populate the buyer's address
	
	• if "No" is selected, the system will prompt the user to select the buyer's address.
	
	 *--Select "Yes" or "No" to "Is the delivery location an approved warehouse":
	
	    • if "Yes" is selected, the system will prompt the user to select the warehouse using the search criteria
	
	    • if "No" is selected, the system will allow the user to manually input the delivery address, city, State, and ZIP Code.--*

Delivery Address / City / State / Zip	Displays the delivery address, city, State, and ZIP Code.
Form Questions	
Payable solely to CCC?	Using the drop-down menu, select either "Yes" or "No".
Has Lock-In Repayment Rate been requested on form CCC-697?	Using the drop-down menu, select either "Yes" or "No".
Request received by phone?	Using the drop-down menu, select either "Yes" or "No".
Did the producer begin moving collateral on a non-workday?	Using the drop-down menu, select either "Yes" or "No".
Did the producer request authorization to move the collateral the next workday?	Using the drop-down menu, select either "Yes" or "No".
Remarks	This is an optional freeform field to enter any additional remarks. **Note:** Do **not** include any PII * * *.
Save & Exit	CLICK "Save & Exit" to save the progress and return to the Loan Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the Marketing Authorization Summary Screen. Follow paragraph 1005 to complete the marketing authorization.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

1005   Marketing Authorization Summary Screen

A   Overview

The Marketing Authorization Summary Screen:

- displays a summary of the marketing authorization request
- allows users to enter signature and approval information
- has similar functions for all types of marketing authorization requests.

B   Example of Marketing Authorization Summary Screen

The following is an example of the Marketing Authorization Summary Screen.

1005   Marketing Authorization Summary Screen (Continued)

C   Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Marketing Authorization Summary Screen. See 8-LP for policy provisions.

Field/Button	Description/Action
Marketing Authorization Summary	
Marketing Authorization Type	Displays the requested marketing authorization type.
Authorized Quantity	Displays the authorized quantity that is equal to the outstanding loan quantity.
Request Date	Displays the date the request was received.
Expiration Date	Displays the applicable selection of 15 or 30 calendar days.
Date Signed Authorization Received	
Edit	CLICK "Edit". The "Add Producer Signatures" section will be displayed.
Add Producer Signatures	
Received Date	Enter the date the signed marketing authorization was received in the County Office.
Signature (by)	Enter the name of the producer.
Title/Relationship	Enter the title or relationship, if applicable.
Signature Date	Enter the producer's signature date.
Add	CLICK "Add" to record the signed marketing authorization.
*--Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue" to return to the Marketing Authorization Summary Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Marketing Authorization Summary Screen.
CCC Action	
CCC Approval Date	Enter the approval date by either of the following:--* • entering the date in the "mm/dd/yyyy" format • clicking the "Calendar" icon.
Approved / Disapproved	Select either of the following: • "Approved" • "Disapproved"
Approver Name	Enter the approver's first and last name.
Title	Enter the approver's title. **Example:** "CED".
Submit	CLICK "Submit" to save the marketing authorization.
Back	CLICK "Back" to return to the previous screen.
Generate CCC-681-1	CLICK "Generate CCC-681-1" to print the authorization.
Exit	CLICK "Exit" to return to the Loan Servicing Screen.

1006   Marketing Authorization Extensions

   A   Overview

   Marketing authorizations can be extended an additional 15 calendar days if the expiration date has not been exceeded.

   Warning: If the extension is after the expiration date, the system will prompt the user to enter a new marketing authorization. Users cannot back date extensions.

   B   Example of Marketing Authorizations-Extend Expiration Date Screen

   The following is an example of the Marketing Authorizations-Extend Expiration Date Screen.

Marketing Authorizations-Extend Expiration Date

Loan Status: Disbursed	**Producer Type:** PRODUCER
State: TEXAS	**County:** HILL
Loan Number: 10003	**Crop Year:** 2022
Commodity: CORN - YC	**Loan Type:** FARM
Contact: PRODUCER, ANY1	
Market Authorization Status: Approved	

Extend Expiration Date

Marketing Authorization Type: Delivery of loan Collateral for Sale

Authorized Quantity: 2,000 BU

Request Date: 07/21/2022

Expiration Date: 08/05/2022

Extended Expiration Date: 08/22/2022

[Save & Submit] [Cancel]

1006 Marketing Authorization Extensions (Continued)

C Action

From the Search Results Screen:

- CLICK "Service" for the applicable loan
- CLICK "Extend" in the "Marketing Authorizations" transaction block
- CLICK "Save & Submit" to proceed to the Confirmation Screen.

Marketing authorization extensions do not require further CCC action to be taken in CLPS.

1007 Confirmation Screen

A Overview

When the marketing authorization request has been approved or extended successfully, the user will proceed to the Confirmation Screen. Users have the option to print either CCC-681 or CCC-681-1.

B Example of Confirmation Screen

The following is an example of the Confirmation Screen.

1007   Confirmation Screen (Continued)

C   Action

--On the Confirmation Screen, CLICK "Generate CCC-681" or "Generate CCC-681-1".--

Note: Follow 8-LP for further actions.

1008-1099   (Reserved)

Part 11   Corrections

Section 1   Loan Corrections

1100   General Information

A   Overview

Currently, CLPS has limited correction functionally. Loans may be:

- corrected before disbursement
- canceled before disbursement
- canceled after disbursement.

 Note: Loans canceled after disbursement will automatically generate receivables in NRRS.

1101   Correcting Loans

A   Overview

The Loan Summary Screen will display several sections allowing the user to edit entered data. The status of the loan will determine what information may be edited.

Corrections may only be completed **before** the loan is approved.

Warning: If an error is discovered after the COC action is entered and submitted, the loan cannot be corrected and must be canceled and re-entered.

The following sections may be corrected **before** the loan is approved:

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

1101 Correcting Loans (Continued)

B Example of Loan Summary Screen Before 2nd Party Review

The following is an example of the Loan Summary Screen before the 2nd party review has been completed.

1101 Correcting Loans (Continued)

C Action

--After selecting the loan according to paragraph 52 from the Search Results Screen:--

- CLICK "Edit" to display the Loan Summary Screen
- CLICK "Edit" under the applicable section
- edit the applicable information.

Note: After any changes have been saved, the status will revert to "Draft".

1102 Canceling Loans Before COC Approval

A Overview

Loan applications can be canceled before COC approval without requiring further action, and when the loan is in any of the following statuses:

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

B Example of "Cancel Application" Section of Loan Summary Screen

The following is an example of the "Cancel Application" section of the Loan Summary Screen.

1102   Canceling Loans Before COC Approval (Continued)

   C   Action

   --After selecting the loan according to paragraph 52 from the Search Results Screen:--

   - CLICK "Edit" to display the Loan Summary Screen
   - scroll down to the "Cancel Application" section
   - click the "Cancel This Agreement" checkbox
   - using the drop-down menu, select the cancellation reason
   - CLICK "Submit".

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

1103   Cancel Loan Screen

   A   Overview

   Approved loans cannot be corrected and may only be canceled through the Loan Servicing Screen. Additionally, a loan with active repayment transactions cannot be canceled.

   B   Example of Cancel Loan Screen

   The following is an example of the Cancel Loan Screen.

1103   Cancel Loan Screen (Continued)

C   Action

--After selecting the loan according to paragraph 52 from the Search Results Screen:--

- CLICK "Service" to display the Loan Servicing Screen

- using the drop-down menu, select "Cancel Loan"

- CLICK "Go"

- using the "Cancellation Reason" drop-down menu on the Cancel Loan Screen, select "Loan Correction"

- CLICK "Cancel Loan".

Note: A loan application that has been canceled is no longer serviceable and can only be viewed.

1104   Loan Cancellation Confirmation Screen

A   Overview

After the loan has been successfully canceled, the Loan Cancellation Confirmation Screen will be displayed.

B   Example of Loan Cancellation Confirmation Screen

The following is an example the Loan Cancellation Confirmation Screen.

1104   Loan Cancellation Confirmation Screen (Continued)

   C   Action

   On the Loan Cancellation Confirmation Screen:

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

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

1105   Canceling and Reissuing Disbursed Loans

   A   Overview

   When an approved loan is canceled, a receivable is established for the following:

   - producer or producers
   - FSA service fee
   - promotion and assessment fees, if applicable
   - load-in charges (peanuts only).

   The new loan will offset any outstanding receivables associated with a payee ID number regardless of which State or county established the original receivable.

   Important: Since receivables are offset regardless of which State and county established the receivable, it is important that the user does **not** cancel the original loan until the user is ready to reissue the loan.

   B   Action

   When a loan is to be re-issued, County Offices will:

   - re-enter the loan according to Part 4
   - offset established receivables.

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

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

1106-1149   (Reserved)

Section 2   Repayment Corrections

1150   Canceling Repayments

A   Overview

CLPS allows repayments to be canceled and corrected.

Note: When the repayment is canceled **after** the schedule of deposit has been verified, the remittance must be activated according to 64-FI **before** canceling the repayment.

B   Example of Loan Servicing Screen

The following is an example of the Loan Servicing Screen in which repayment has been processed.

1150   Canceling Repayments (Continued)

   C   Action

   --After selecting the loan according to paragraph 52:--

   - CLICK "Edit" to display the Loan Summary Screen

   - click the checkbox of the applicable transaction in the "Transactions" section

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

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

1151   Delete Transaction Screen

   A   Overview

   The Delete Transaction Screen allows a repayment to be canceled in CLPS.

   B   Example of Delete Transaction Screen

   The following is an example of the Delete Transaction Screen.

1151   Delete Transaction Screen (Continued)

C   Action

On the Delete Transaction Screen:

- using the "Cancellation Reason" drop-down menu, select the cancellation reason
- CLICK "Delete Transaction" to display the Delete Transaction Confirmation Screen.
* * *

D   Example of Delete Transaction Confirmation Screen

The following is an example of the Delete Transaction Confirmation Screen after the repayment has been successfully canceled.

Delete Transaction Confirmation

Status: Disbursed	**Producer Type:** PRODUCER
State: NEBRASKA	**County:** CHASE
Loan Number: 10001	**Crop Year:** 2016
Commodity: WHEAT - HWW	**Loan Type:** FARM
Contact: IM Farmer	

(i)   • Transaction Deleted successfully.

Date	Transaction Type	Status		
11/01/2016	Repayment	Canceled	**Amount:**	$28,100.00
	Principal: $30,400.00	**Interest:** $0.00		
		Net Market Gain: $2,300.00		

Cancellation Reason: CORRECTION

[Continue]

1152   Re-Entering Canceled Repayments

A   Overview

Repayments that are canceled can be re-entered in CLPS.

B   Action

Repayments that are re-entered must be re-entered:

- according to Part 7
- in chronological order when multiple repayments have been canceled.

Note: When a repayment is entered for a remittance that was activated, the remittance must be deactivated **after** the repayment has been successfully re-entered.

Exhibit 1

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		20, 113
CCC-500M	Marketing Assistance Loan Repayment Receipt	718	700, 733
CCC-605	Authorization of Electronic Agent and Designation of Agent – Cotton		350
CCC-633 (Honey)	Honey Nonrecourse Market Assistance Loan Certification and Worksheet		260, 261
CCC-633WM	Wool and Mohair Loan Quantity Certification and Worksheet		280-282
CCC-666	Commodity Loan Request		100, 103, 104, 114
CCC-677	Farm Storage Note and Security Agreement	Ex. 11, 20	115-118, 1104
CCC-677-1	Farm Storage Loan Worksheet		108, 109
CCC-678	Warehouse Storage Note and Security Agreement	Ex. 12	115-118, 1104
CCC-679	Lien Waiver		111
CCC-681	Authorization to Move Loan Collateral or Designated Additional Storage		700, 901, 1000, 1001, 1007
CCC-681-1	Authorization for Delivery of Loan Collateral for Sale		700, 1000, 1001, 1004, 1005, 1007
CCC-694-2	Acknowledgment of Commodity Certificate Purchase		710
CCC-697	Request to Lock in a Market Loan Repayment Rate		710, 1004
CCC-877	Seed Cotton Loan Worksheet		242, 243
FSA-13-A	System Access Request Form		20
FSA-578	Report of Acreage		20
KC-350	Warehouse Operators Supplemental Certificate		107, 904
SU-2	Application for Nonrecourse Sugar Loan		300, 302, 303
UCC-1	UCC Financing Statement		117

Exhibit 1

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
CCE	commodity certificate exchange	100, 350, 700, 710, 714, Ex. 2
CCR	centralized cotton redemption	730-733, Ex. 2
CLPS	Commodity Loan Processing System	Text, Ex. 10
eLDP	electronic loan deficiency payment	Ex. 2
LPAS	Loan and LDP Program Administrative System	1, 104, 1004
PDD	Program Delivery Division	1, 2, 5
RQMS	Reasonable Quantity Management System	1, 103-106, 220, 240, 260

Redelegations of Authority

None.

Exhibit 2

Definitions of Terms Used in This Handbook

Associated County

Associated county means, in Business Partner, linking a County Office to a producer.

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

Centralized Cotton Redemption (CCR)

CCR is a web-based system used for the repayment of cotton by cotton merchants, CMA's, and LSA.

Commodity Certificate Exchange (CCE)

CCE is an electronic commodity certificate that can be purchased and immediately exchanged for outstanding loan quantity.

"**Date Documents Received**" **Date**

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

Electronic Warehouse Receipt (EWR)

EWR means a warehouse receipt authorized by AMS to be issued or transmitted under the United States Warehouse Act in the form of an electronic document. EWR is also referred to as the web-based repository for processing EWR's.

Holder

Holder means a person who has possession in fact or by operation of law of a warehouse receipt, United States Warehouse Act electronic document, or any electronic document.

Market Gain

Market gain means the difference between the loan principal amount and CCC-determined value.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

National Payment Service (NPS)

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

National Receipts and Receivables System (NRRS)

NRRS is a centralized, web-based accounting application that interfaces with web-based program applications to complete repayment processes.

Research and Promotion Fee

Research and promotion fee is 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.

Exhibit 3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title	Reference
2nd Party Review Screen	114
Accelerate Loan Screen	801
Assessments Review Dates Screen	113
Bin Calculator Screen	108, 109
Cancel Loan Screen	1103
CCR Schedule Screen	732
Commodity Information Screen	103, 104, 220, 240, 242, 260, 280, 302, 303, 903
Confirmation Screen	118, 1007
Delete Transaction Confirmation Screen	1151
Delete Transaction Screen	1151
Disbursements Screen	111
EWR Home Screen	200
Farm to Warehouse Transfer Initiation Screen	901
Farms Screen	105
Forfeiture Details Screen	802
Forfeiture Summary Screen	803
Loan Calculation Screen	110, 905
Loan Cancellation Confirmation Screen	1104
Loan Forfeiture Confirmation Screen	804
Loan Servicing Screen	700, 805, 1150
Loan Summary Screen	112, 1101, 1102
Market Gain Screen	714
Marketing Authorization – Delivery of Collateral for Sale Screen	1004
Marketing Authorization – Farm to Warehouse Transfer Screen	1002, 1003
Marketing Authorization Initiation Screen	1001
Marketing Authorization Summary Screen	1005
Marketing Authorizations-Extend Expiration Date Screen	1006
Other Adjustments Screen	713, 733
Producer Information Screen	101, 102, 301
Producer Signatures Screen	116
Remittance Confirmation Screen	716, 750
Remittance Detail Screen	715

Exhibit 3

Menu and Screen Index (Continued)

Title	Reference
Repayment Confirmation Screen	717
Repayment Quantities Screen	711, 712
Repayment Screen	710, 731
Request Receipts Screen	201
Search Loans Screen	51, 300
Search Results Screen	52
Select Administrative County Screen	50
Service Fee Payment Screen	906
Storage Information Screen	106, 107, 221, 222, 241, 243, 261, 281, 282, 904
Transfer Quantities Screen	902
Transfer to Receivables Confirmation Screen	825
Transfer to Receivables Details Screen	824
Violation Confirmation Screen	823
Violation Details Screen	822
Violation Quantities Screen	821

Exhibit 6
(Par. 22)

Associated County Business Partners

Following is the list of the associated county Business Partners.

Customer Name	Delivery Address Line	Address Information Line	City Name	State	ZIP Code
LA Department of Agriculture & Forestry	PO Box 91081		Baton Rouge	LA	708219081
State of Oklahoma	3800 N Classen Blvd Ste C		Oklahoma City	OK	731182862
State of Wyoming	2219 Carey Ave	Wyoming Wheat Commission	Cheyenne	WY	820013653
State of Missouri	PO Box 630	Commodity Fund Programs	Jefferson City	MO	651020630
MS Department of Agriculture and Commerce	PO Box 1609		Jackson	MS	392151609
State of Nebraska	PO Box 94668	C/O Susie Harm	Lincoln	NE	685094668
South Carolina State Government	PO Box 11280	Ag Dept of South Carolina	Columbia	SC	292111280
Colorado Corn Admin Committee	127 22nd St		Greeley	CO	806317210
Colorado Wheat Admin Committee	4026 S Timberline Rd Unit 100		Fort Collins	CO	805256024
Idaho Barley Commission	821 W State St		Boise	ID	837025832
Idaho Wheat Commission	821 W State St		Boise	ID	837025832
Kansas Corn Commission	PO Box 446		Garnett	KS	660320446
Kansas Wheat Commission	1990 Kimball Ave Ste A		Manhattan	KS	665023341
Minnesota Barley Research and Promotion Council	2601 Wheat Drive		Red Lake Falls	MN	567504800
Minnesota Wheat Research and Promotion Council	2600 Wheat Drive		Red Lake Falls	MN	567504800
NC Department of Ag & Consumer Svs	1001 Mail Service Ctr		Raleigh	NC	276991001
North Carolina Peanut Growers	PO Box 8		Nashville	NC	278560008

Exhibit 6
(Par. 22)

Associated County Business Partners (Continued)

Customer Name	Delivery Address Line	Address Information Line	City Name	State	ZIP Code
North Dakota Barley Council	1002 Main Avenue W #2		West Fargo	ND	58078
North Dakota Wheat Commission	2401 46th Ave SE Ste 104		Mandan	ND	585544829
Oregon Wheat Commission	1200 NW Naito Pkwy Ste 370		Portland	OR	972092879
Sorghum Promotion Research and Information Program	4201 N I-27		Lubbock	TX	794037507
Texas Corn Producers Board	4205 N I-27		Lubbock	TX	794037507
Texas Peanut Producers Board	4205 N I-27		Lubbock	TX	794037507
Texas Rice Producers Board	1806 Avenue D Suite 106		Katy	TX	774931622
Texas Wheat Producers Board	5405 I-40 West		Amarillo	TX	791064616
Virginia Peanut Board	PO Box 59		Franklin	VA	238510059
Washington Grain Commission Wheat	2702 W Sunset Blvd Ste A		Spokane	WA	992246200
Washington Grain Commission Barley	2702 W Sunset Blvd Ste A		Spokane	WA	992246200

Exhibit 10
(Par. 52, 101, 112)

CLPS Loan Making Statuses

This table provides descriptions of loan making statuses in CLPS.

Status	Description
Approved	Automatically set once funds are obligated successfully. If obligation fails, an error message will be displayed and status reverts to "Pending Approval".
Draft	Loan is saved with the producer name, commodity, and at least 1 storage information (bin or receipt). Loan number is assigned to the loan. There is no status to revert. 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 the payment request is sent successfully to NPS.
Deleted	Set manually by the user when the application is reversed at the request of the customer. 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 signatures, dates, and Note and Security Agreement are ready for the determination process. Can revert back to "Draft" if modifications are made. In a normal workflow, the Note and Security Agreement can be "Approved" or "Disapproved".
Pending Producer Signature	Automatically set after the 2nd party review. Can revert back to "Draft" if modifications are made. In a normal workflow, the next status is "Pending Approval".
Pending Review	Assessments have been entered. Loan application is complete and ready for the 2nd party review. Can revert back to "Draft" if modifications are made. In a normal workflow, the next status is "Pending Producer Signature".

Exhibit 11
(Par. 115)

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 (09-05-19)	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 the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agriculture Improvement Act of 2018 (Pub. L. 115-334), 7 CFR Part 1421 and 7 CFR Part 1436. 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.

Paperwork Reduction Act (PRA) Statement: The information collection is exempted from PRA as specified in 7 U.S.C. 9091(c)(2)(B). 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
IMA Farmer 1234 Farmers Lane Farmerville, VA 56789	51-067-1392, 51-067-1769

Loan No.:	10001	Signed Documents Received: 06/28/2022	Total Loan Amount: $ 23,927.20
Crop Year:	2022	Disbursement Date: 06/28/2022	
Commodity:	BRLY	Maturity Date: 03/31/2023	
Class:	BRL	Interest Rate: 3.0000 %	Service Fee: $ 45.00
		Total Loan Quantity: 10,876.00	TOTAL DISBURSEMENT AMOUNT: $ 23,882.20

A. SEAL NUMBER	B. MORTGAGED QUANTITY	C. LOAN RATE	D. LOAN QUANTITY	E. LOAN AMOUNT
1	10,876.00	$ 2.2000	10,876.00	$ 23,927.20

F. PRODUCER	G. PRODUCER SHARE
IMA Farmer	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 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)
IMA FARMER		06/28/2022

APPROVED FOR CCC BY	DATE (MM-DD-YYYY)	Name and Address of County FSA Office
JANE SMITH	06/28/2022	FRANKLIN COUNTY FARM SERVICE AGENCY 1297 STATE STREET
SECOND PARTY REVIEW	DATE (MM-DD-YYYY)	ROCKY MOUNT, VA 24151-2284
TOM JONES	06/28/2022	(540) 483-5341

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

Exhibit 12
(Par. 115)

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	U.S. DEPARTMENT OF AGRICULTURE
(09-05-19)	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 the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agriculture Improvement Act of 2018 (Pub. L. 115-334) and 7 CFR Part 1421. 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 warehouse storage 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.*

Paperwork Reduction Act (PRA) Statement: *The information collection is exempted from PRA as specified in 7 U.S.C. 9091(c)(2)(B). 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
IMA DMA 1234 FARMERS LANE FARMERVILLE, VA 56789	

Loan No.:	10003	Signed Documents Received:	09/28/2022	Total Loan Amount:	$ 208,972.07
Crop Year:	2022	Documents Received:	09/28/2022		
Commodity:	PNUT	Disbursement Date:	09/28/2022		
Class:	VIR	Maturity Date:	06/30/2023	Service Fee:	$ 0.00
Warehouse Code:	72258	Interest Rate:	4.1250 %	TOTAL DISBURSEMENT AMOUNT:	$ 208,972.07
State:	VA	Total Loan Quantity:	579.94 TON	Handling Charge:	$ 22,008.73
County:	DMA	Inspection State:	VIRGINIA		

A. RECEIPT NUMBER	B. RECEIPT ISSUE DATE	C. STORAGE PAID THROUGH DATE	D. NET WEIGHT (TON)	E. NET LOAN QUANTITY (TON)	F. LOAN RATE	G. LOAN AMOUNT
144619	09/27/2022	09/21/2022	17.55	18.36	$ 357.4300	$ 6,386.30
144620	09/27/2022	09/22/2022	15.15	15.47	$ 366.0100	$ 5,589.85
144621	09/27/2022	09/22/2022	8.53	8.71	$ 361.8300	$ 3,111.61
144622	09/27/2022	09/22/2022	14.83	15.15	$ 361.8300	$ 5,410.74
144623	09/27/2022	09/20/2022	78.49	79.99	$ 352.0200	$ 27,840.05
144624	09/27/2022	09/23/2022	31.31	31.87	$ 366.3200	$ 11,547.88
144625	09/27/2022	09/23/2022	31.31	31.87	$ 366.3200	$ 11,547.88
144626	09/27/2022	09/22/2022	127.66	129.84	$ 364.4800	$ 46,834.72
144627	09/27/2022	09/22/2022	127.66	129.84	$ 364.4800	$ 46,834.72
144628	09/27/2022	09/21/2022	34.39	34.68	$ 374.3300	$ 12,913.81
144629	09/27/2022	09/21/2022	34.39	34.68	$ 374.3300	$ 12,913.81
144630	09/27/2022	09/23/2022	24.57	24.74	$ 366.1600	$ 9,020.35
144631	09/27/2022	09/23/2022	24.57	24.74	$ 366.1600	$ 9,020.35

H. PRODUCER	I. PRODUCER SHARE
IMA DMA	1.0000

J. Loan Disbursement Percentage	1.0000

Exhibit 12
(Par. 115)

Example of CCC-678 After Loan Approval (Continued)

CCC-678 *(09-05-19)*					Page 2 of 2
Producer IMA DMA		Crop Year 2022	State and County Code 51-802	Loan Number 10003	Commodity PNUT

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) CAROL FARMER	TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY AGENT		DATE *(MM-DD-YYYY)* 09/28/2022
APPROVED FOR CCC BY JANE SMITH	DATE*(MM-DD-YYYY)* 09/28/2022	Name and Address of County FSA Office BIG SKY FARM SERVICE AGENCY	
SECOND PARTY REVIEW TOM JONES	DATE*(MM-DD-YYYY)* 09/28/2022		

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

Exhibit 20
(Par. 1104)

Example of Canceled CCC-677

Following is an example of a canceled CCC-677.

READ THE ENTIRE INSTRUMENT BEFORE SIGNING

| CCC-677 | U.S. DEPARTMENT OF AGRICULTURE |
| (04-24-15) | 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	48-325-0007134, 48-325-0007135
HONDO, TX 5583	

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