

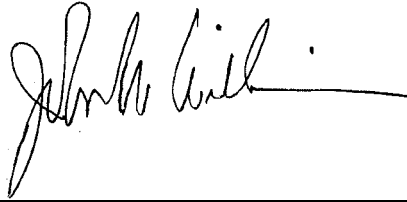
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**CMA, DMA, and LSA
Common Loan and LDP Procedures
1-CMA (Revision 1)**

Amendment 4

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 106 F has been amended to provide current policy on screening applicants for DCIA compliance.

Paragraph 107 has been added to provide further guidance on administering DCIA policy.

Subparagraph 202 D has been amended to add a numeric FTP address.

Paragraph 205 has been added to provide policy for CMA's to deal with the adverse effects of certain USDA system failures.

Subparagraph 252 E has been amended to change field 51 to a filler field.

Paragraph 327 has been withdrawn because field 51 is no longer applicable.

Subparagraph 555 B has been amended to add further reporting deadlines for Section 1614 of the Farm Security and Rural Investment Act of 2002.

Subparagraph 555 F has been amended to clarify the format for fields 6 and 7.

Subparagraph 555 I has been amended to correct the alpha program code applicable to commodity certificate exchange gains.

Exhibit 6 has been amended to provide current CMA, DMA, and LSA contact data.

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4 CMA Program's Address and Telephone Numbers

A Contact for CMA Program

All CMA Program application and recertification submissions, policy information requests, and computer and electronic communication information requests shall be sent to the following.

CMA Program Manager, PSD
Farm Service Agency, USDA
1400 Independence Avenue, SW.
STOP 0512 (for overnight delivery, replace with Room 4095-S)
Washington, DC 20250-0512

FAX: 202-690-3307

Telephone: 202-720-7935

*--E-mail: **Chris.Kyer@wdc.usda.gov.--***

5-14 (Reserved)

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

D Controlled Substance Violations

The CMA or LSA producer's administrative FSA County Office will:

- determine whether a producer has been convicted under Federal or State law of a controlled substance violation
- set the appropriate flag in the County Office subsidiary files.

If a producer is determined to be in violation of controlled substance provisions, the CMA process will:

- return a flag set to "Y" in field [48]
- set the flag in field [1] to "I" making the producer ineligible.

E AGI Limitation

Effective for FY's 2003 through 2007, an individual or entity shall not be eligible for marketing loan gains and LDP's, if both of the following apply:

- the average AGI of the individual or entity exceeds \$2.5 million
- less than 75 percent of the average AGI is derived from farming, ranching, or forestry operations.

The CMA or LSA producer's administrative FSA County Office will:

- accept certification of a producer's AGI on CCC-526
- set a negative flag in subsidiary files if the producer is in violation of AGI provisions.

CMA's, DMA's, and LSA's shall:

- monitor field [54] of the CMA Process file
- **deny** a market gain or LDP to producers when the AGI flag is set to "Y".

For joint operations or entities, where a member does not comply with AGI, CMA's, DMA's, and LSA's shall:

- reduce any market gain or LDP earned by an entity or joint operation by an amount commensurate with the direct and indirect interest of the member in violation
- review ownership interest in any entity to the fifth level, if applicable, to determine applicable commensurate share reductions.

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

--F Screening for DCIA Compliance--

According to DCIA, producers who are delinquent on non-tax Federal debt are ineligible for Federal loans. Exemption for CCC loans and LDP's was rescinded by passage of the 2002 Farm Bill. CMA's, DMA's, and LSA's shall:

- not obtain loans and LDP's for delinquent Federal debtors, except if the debtor satisfies *--the delinquency before the end of the loan availability period--*
- monitor field [67] of the CMA Process output file to identify producers who are delinquent debtors to FSA
- conduct further screening of CMA applicants by * * * the following methods:
 - obtaining producer certification for DCIA by entering the following statement on an annual addendum to the CMA's uniform marketing agreement, "Are you or any co-applicant delinquent on any federal non-tax debt?" and obtaining DCIA certification from producers at least annually on the addendum to the uniform marketing agreement

Note: Provide blocks for the producer to check "yes" or "no" to the question.

- *--obtaining data about a producer's DCIA status from available systems, such as CAIVRS or Debtcheck, at CMA expense to conduct screening of producers
- reviewing lists as provided by County Offices--*
- conduct further screening of LSA or DMA applicants by * * * the following methods:
 - obtaining producer certification on the applicable CCC Cotton A-5 or other CCC form containing the DCIA certification statement
 - *--obtaining data about a producer's DCIA status from available systems, such as CAIVRS or Debtcheck, at LSA or DMA expense to conduct screening of producers
 - reviewing lists as provided by County Offices.--*

106 Producer Eligibility Requirements and Applicable CMA Process Output Fields (Continued)

G Disqualification Because of FCIC Fraud

Producers determined by RMA of willingly and intentionally providing any false or inaccurate information to FCIC may be disqualified from receiving any monetary or non monetary benefits for a period of up to 5 years. If FSA is notified of such producers, the CMA process will return:

- a “Y” in field [58]
- an ‘I’ in field [1] making the producer ineligible.

***--107 Further DCIA Policy**

A CMA, DMA, or LSA Action

This table provides action that CMA’s, DMA’s, or LSA’s shall take when a producer is a delinquent Federal nontax debtor.

IF the...	THEN...
delinquent Federal nontax debt has been resolved before the final loan availability date	use the rate in effect on the day the original MAL or LDP request was made.
producer certifies that he or she has an unresolved delinquent Federal nontax debt	hold the request until the final loan availability date and if the producer does not resolve the delinquent Federal nontax debt before the final loan availability date, immediately notify the producer that he or she is ineligible and the request is disapproved.

Notes: See 58-FI for alternate methods for resolving delinquent Federal nontax debts.

For purposes of barring delinquent debtors from obtaining Federal financial assistance, a debt is not in delinquent status if the debtor is the subject of, or has been discharged in a bankruptcy proceeding. Producers with an unresolved delinquent Federal nontax debt **are** considered eligible to receive MAL or LDP if the unresolved delinquent Federal nontax debt is the subject of a bankruptcy proceeding.--*

--107 Further DCIA Policy (Continued)*B MAL's or LDP's Issued Before a Delinquent Federal Nontax Debt Is Discovered**

If the producer received MAL or LDP and later it is discovered that the producer after MAL or LDP was issued has a delinquent Federal nontax debt, CMA, DMA, or LSA shall:

- notify the producer that the delinquent Federal nontax debt must be resolved before the final loan availability date
- discuss with the producer alternatives to resolve the delinquent Federal nontax debt
- inform the producer that if MAL was obtained and the delinquent Federal nontax debt is not resolved before the final loan availability date, MAL must be immediately called and must be repaid at principal plus interest
- inform the producer that if LDP was received and the delinquent Federal nontax debt is not resolved before the final loan availability date, LDP must be repaid with interest.

C Producer Incorrectly Certifies to the DCIA Question

If it is discovered that a producer incorrectly certified to the DCIA question, CMA, DMA, or LSA must:

- immediately notify the producer that a disbursed loan is called and must be repaid at principal and interest
- follow CMA or DMA procedures in subparagraph 139 D for MAL or LDP violations
- follow LSA procedures in 22-CN for violations.

If the producer has resolved the delinquent debt, then MAL or LDP may be continued.--*

***--107 Further DCIA Policy (Continued)**

D Delinquency Resolution

For DCIA purposes, a producer's delinquent debt is resolved only if the producer does 1 of the following:

- pays or otherwise satisfies the delinquent debt in full
- pays the delinquent debt in part if the creditor agency accepts such payment as a compromise in lieu of payment in full
- cures the delinquency under terms acceptable to the creditor agency in that the person pays any overdue payments, plus all interest, penalties, late charges, and administrative charges assessed by the creditor agency as a result of the delinquency
- enters into a written repayment agreement with the creditor agency to pay the debt, in whole or in part, under terms and conditions acceptable to the creditor agency.

Note: If a portion of a debt has been written off or compromised in lieu of payment in full, after the person has paid the debt in part through an approved payment agreement, the debt would be considered "resolved".

Follow 58-FI, Part 9 for working out debts by installments.--*

108-116 (Reserved)

Part 6 Data Transmission Requirements and Information Available From the Internet

202 Overview

A Using Internet

CMA's, DMA's, and LSA's shall use the Internet and FTP client software to:

- transmit CMA Process input files to KC-ADC
- receive CMA Process output files from KC-ADC.

CMA's, DMA's, and LSA's may use PSD's Internet website to:

- obtain FSA program information
- access applicable FSA handbook amendments and notices
- communicate questions and concerns about loan and LDP activities.

B FSA National Help Desk

CMA's, DMA's, and LSA's shall contact the FSA National Help Desk to request:

- approval and instructions about how to gain a CMA user ID and password
- assistance to verify that their system is compatible with FSA systems
- assistance with any Internet problem.

C Telephone Numbers

Following are Web room telephone numbers.

Phone Number	Purpose	Voice or Data
816-823-1531	Help Desk	Voice
800-255-2434 ENTER "1" and then ENTER "6"	Help Desk toll free	Voice

D USDA Internet Addresses

Following are USDA Internet addresses about the CMA Process, and the loan and LDP programs.

Location	Purpose	Internet Address
FSA FTP host	Where to FTP and to receive CMA Process files	*-- ftp.fsa.usda.gov or 165.221.16.16--* Starting folder is /public Each CMA is assigned a folder
FSA Homepage	FSA program information	http://www.fsa.usda.gov
PSD Website	Price Support program information	http://www.fsa.usda.gov/dafp/psd
CMA Web Page	CMA, DMA, LSA Information	http://www.fsa.usda.gov/dafp/psd/ads.html

202 Overview (Continued)**E Other Internet Addresses**

Following are other agricultural-related Internet addresses that may be of interest to CMA's, DMA's, LSA's, and State and County Offices.

Location	Purpose	Internet Address
Adobe Software	Download free Adobe Acrobat Reader software to view FSA notices	http://www.adobe.com
Fed World	Access recent U.S. Government reports, publications, forms, and court cases	http://www.fedworld.gov
PkWare software	Location of shareware, PKZip version 2.04g, used to compress CMA files submitted to KC-ADC	http://www.pkware.com
U.S.C	Access to laws in force as of January 16, 1996	http://www.law.cornell.edu/uscode
U.S. Business Advisor	One-stop electronic link to Government for businesses	http://www.business.gov
Thomas U.S. Congress on the Internet	Obtain legislative information on bills, laws, floor activities, committee information, etc.	http://thomas.loc.gov
U.S. Government Printing Office	Access to Government Information Products, 1998 President's Budget, Federal Government links, etc.	http://www.gpo.gov
Virtual Government	Access to other Federal Government links	http://www.govexec.com

F Communications Software

CMA's, DMA's, and LSA's may use their choice of software and modems provided the software and modems are compatible with FSA systems.

203 General Requirements

A General Media Requirements

The following general requirements apply to CMA, DMA, and LSA submissions:

- media shall be in ASCII format with carriage return line feeds terminating each record
- all transmission files shall be compressed using PKZIP by PKWare or similar software
- all zone fields must contain numeric data.

204 General Information

A Software Compatible With FSA

FSA supports access to the Internet World Wide Web for Windows operating systems. CMA's, DMA's, and LSA's shall:

- access the Internet using their own Internet service provider
- browse the Web with up to date versions of Microsoft Internet Explorer or Netscape
- FTP and receive files using up to date FTP client software.

*--205 Processing Time Sensitive Benefit Requests When Systems Are Not Fully Operational

A Background

Certain grain CMA's have been authorized to modify their computer systems to automatically submit application forms, such as CCC-633 EZ, to service County Offices through an interface to USDA's e-forms submission system. FSA recognizes that there will be times when applicable systems are not fully operational, which can adversely affect benefit requests such as LDP's that are time and rate sensitive.

Note: Further information about e-forms submission is available at <http://forms.sc.egov.usda.gov/eforms/mainervlet>.

B CMA Actions

When it is discovered that applicable requests were submitted before a deadline, but not accepted and time-stamped by USDA until after the deadline, authorized CMA's may:

- e-mail a request to PSD at **Chris.Kyer@wdc.usda.gov** to use the rate in effect at the time of submission
- include within the request all applicable details, such as the following:
 - reason for the request
 - nature of the transmission failure
 - type and amount of the transaction
 - log of transmission system submission times.--*

***--205 Processing Time Sensitive Benefit Requests When Systems Are Not Fully Operational
(Continued)**

C PSD Action

PSD shall:

- seek and consider input from sources, such as the USDA St. Louis domain name service hosting facility, State Offices, and applicable County Offices
- authorize the use of rates based on submission times if it is discovered that CMA's actually submitted requests before a deadline and failure to meet the deadline was USDA's fault
- reject requests if the review indicates that failure to meet the applicable deadlines was the fault of CMA, DMA, or LSA systems
- notify applicable offices by e-mail.--*

206-214 (Reserved)

252 Output File (Continued)

E Output File Format (Continued)

Field No.	Contents	PAR	Begin	Length	Decimal Positions	Data Type	Codes				
							1	2	3	4	5
	Eligibility Fields Follow:										
40	Filler		201	1							
41	Filler		202	1							
42	Filler		203	1							
43	Control County Office entity records not found	319	204	1		Char	A	A		C	C
44	Ineligible ID type or entity type	320	205	1		Char	A			B	B
45	ID number does not match	321	206	1		Char	A				
46	ID number not active in Administrative County Office	322	207	1		Char	A			F	
47	6-CP violator	323	208	1		Char	A	A		C	C
48	Controlled substance violator	324	209	1		Char	A	A		C	C
49	ID Number/Crop not found on compliance	325	210	1		Char	A			F	
50	Bankruptcy	326	211	1		Char	A			F	
51	*--Filler--*		212	1							
52	Joint venture crop not found	328	213	1		Char	A			F	
53	ID number not on any MA.EFM	329	214	1		Char	A			F	
54	Adjusted Gross Income	330	215	1		Char	A			M	
55	No reported or determined acres	331	216	1		Char	A			F	
56	Control County Office not found on NAM	332	217	1		Char	A	A		C	C
57	Filler		218	1							
58	FCI Fraud	334	219	1		Char	A			C	
59	Not actively engaged	335	220	1		Char	A			C	C
60	Invalid AD-1026 Status	336	221	1		Char	A			C	C
61	Invalid Person Determination Status	337	222	1		Char	A			C	C
62	Control County Office not found on MA.EFM	338	223	1		Char	A			C	

252 Output File (Continued)

E Output File Format (Continued)

Field No.	Contents	PAR	Begin	Length	Decimal Positions	Data Type	Codes							
							1	2	3	4	5			
	Processing Fields Follow:													
63	Joint operation - Missing Member Records	350	224	1		Char	A	A				C		
64	Joint operation - Ineligible members Dropped	351	225	1		Char	A	A						C
65	Cropland Comparison	352	226	1		Char	A	A				C	C	
66	Possible 6-CP violator	353	227	1		Char	A	A				C	C	
67	Offset for Claims	354	228	1		Char	A	A				C	C	
68	Assignments Flag	355	229	1		Char	A	A				C	C	
69	Valid PCF of less than 1.000	356	230	1		Char	A	A				C	C	
70	PE less than 1.0000	357	231	1		Char	A	A				C	C	
71	Possibly Not Actively Engaged Status	358	232	1		Char	A	A				C	C	
72	Possible Invalid Person Determination Status	359	233	1		Char	A	A				C	C	
73	No PLM record found	360	234	1		Char	A	A						
74	PLM amount is unlimited	361	235	1		Char	A	A						
75	Control County Office Not Found	362	236	1		Char	A	A						
76	Filler		237	1										
77	PCF of 1.0000 Assigned	364	238	1		Char	A	A						
78	Entity Type from PEM does not match NAM record	365	239	1		Char		A						C
79	Filler		240	1										
80	Last change date	371	241	8		Char	A	A						

323 Field [47], 6-CP Violator

A Content and Source

This table provides content and source for field [47].

Content	Flag indicating that producer ID number was recorded as a 6-CP violator in a County Office. Note: 6-CP violators have violated HELC/WC regulations.
Source	All County Office MA.EFM's.

324 Field [48], Controlled Substance Violator

A Content and Source

This table provides content and source for field [48].

Content	Flag indicating that producer ID number was recorded as a controlled substance violator in a County Office for the current crop year or 1 or more of the 4 prior crop years.
Source	All County Office MA.EFM's.

325 Field [49], ID Number/Crop Not Found on Compliance

A Content and Source

This table provides content and source for field [49].

Content	Flag indicating either of the following in the administrative County Office: <ul style="list-style-type: none"> • ID number was not found for requested crop on any farm • no crop shares were reported for ID.
Source	The following administrative County Office files: <ul style="list-style-type: none"> • ME.S?M • ME.P?M.

B Possible Problem

If a producer who files an acreage report dies, divorces, or otherwise changes ID number, manual eligibility verification late in the crop year may be required. See paragraph 386 for manual eligibility instructions.

Note: When wool/mohair CMA’s submit crop code “2016” for wool or “2015” for mohair to the CMA process, field [49] will ignore the codes and return a “N” in this field.

326 Field [50], Bankruptcy

A Content and Source

This table provides content and source for field [50].

Content	Flag indicating that customer has a bankruptcy on file.
Source	Control County Office MG.PFM.

Note: See paragraph 120 for further guidance.

327 (Withdrawn--Amend. 4)

551 Commodity Volume Reports (Continued)

C Submission Policies

The following policies apply to Volume Report submissions:

- producer records shall be reported for all producers whose commodities are included in any CCC loan or LDP during the crop year
- FSN records shall be reported for all FSN's whose commodities were included in any CCC loan or LDP during the crop year.

Note: Do not report production not involved in CCC loans or LDP's during the crop year such as commodities delivered to an ineligible pool.

- the sum of individual records submitted shall equal the total amount of loan plus LDP volume the applicable CMA obtained or DMA processed for the crop year.

D Deadline for Submission

During the applicable crop year, CMA's and DMA's shall submit a cumulative report by the following deadlines:

- for all crops except peanuts, by December 31 and the following June 30 of the crop year
- for peanuts, by October 31 and the following February 28 of the crop year.

Note: CMA's and DMA's may voluntarily submit reports on a more frequent basis.

E Submission Procedures

CMA's and DMA's shall follow the submission procedures in this table.

Step	Action
1	Determine producer records to be submitted according to subparagraph B.
2	Create volume reports according to subparagraph F.
3	E-mail reports to applicable FSA State Office specialists. Contact PSD for names and e-mail addresses of applicable State Office specialists.
4	*--E-mail a copy of the report to Chris.Kyer@wdc.usda.gov --*

551 Commodity Volume Reports (Continued)**F Record Format**

Volume report files shall be formatted according to this table.

Field No.	Heading	Length	Decimal Positions	Data Type
1	CMA or DMA State Code	2	0	Num
2	CMA or DMA Code	3	0	Num
3	Crop Year	2	0	Num
4	Producer ID number	9	0	Num
5	Producer Name	25	0	Char
6	administrative County Office's State code	2	0	Num
7	administrative County Office's county code	3	0	Num
8	Crop Name (wheat by class)	6	0	Char
9	FSN	6	0	Num
10	Current Report Quantity	9	0	Num
11	Cumulative Quantity	9	0	Num

G Other Report Requirements

The report shall meet the following other requirements:

- saved as Microsoft Excel format with a file extension of .xls
- the file name format is “xxyyssnn.xls” where:
 - “xx” is CMA or DMA State code
 - “yyy” is CMA or DMA code
 - “ss” is the 2 character State abbreviation the report is applicable to
 - “nn” is a sequential number assigned to each report
- data is sorted by administrative county code, then by ID number, then by crop
- report header shall contain the DMA or CMA's name, address, and contact telephone number
- report footer shall contain a page number, crop year, and date of report
- quantities shall be reposted in units according to Exhibit 7
- a cumulative quantity shall be reported by crop

555 Section 1614 Reports

A Background

Section 1614 of the Farm Security and Rural Investment Act of 2002 requires that USDA establish procedures to track benefits provided, directly or indirectly, to individuals and entities under titles I and II.

FSA has developed an internal process to capture program payment and benefit data applicable to each program participant, including those amounts attributed to members of joint operations and entities. However, member data for benefits provided to CMA's, LSA's and DMA's is not available from KCFO's data warehouse, which will be the source for benefits earned by producers through FSA County Offices. Therefore, CMA, DMA's and LSA's must provide the applicable member data according to this paragraph.

B Years Applicable to the Report

Reports will be compiled quarterly by federal fiscal years applicable to the 2002 through 2007 crop years. Announced reporting periods, frequency, and deadlines are in the following table.

Year/Quarter	Data Transaction Dates	Deadline to Provide Data to KCFO	KCFO Issue Discrepancy Report	Deadline to Reconcile Data
Data for 2003 and future years- 1 st Quarter	*--October 1, 2005 – December 31, 2005	January 14, 2006	January 28, 2006	February 18, 2006
Data for 2003 and future years- 2 nd Quarter	January 1, 2006 – March 31, 2006	April 15, 2006	April 29, 2006	May 20, 2006
Data for 2003 and future years- 3 rd Quarter	April 1, 2006 – June 30, 2006	July 15, 2006	July 29, 2006	August 19, 2006
Data for 2003 and future years- 4 th Quarter	July 1, 2006 – September 30, 2006	October 14, 2006	October 28, 2006	November 18, 2006--*

Note: CMA's that cannot report actual producer earnings until after the final marketing pool settlement date are authorized to report annually rather than quarterly.

*--555 Section 1614 Reports (Continued)

C Types of Benefits to Report

The following benefits are to be reported:

- gross marketing assistance loan proceeds
- marketing gains from cash repayment of farm-stored loans at the market repayment rate
- marketing gains from cash repayment of warehouse-stored loans at the posted county price for grains, national posted price for peanuts, or for cotton and rice at AWP
- commodity certificate exchange gains

Note: For each loan redeemed with a commodity certificate, this will be the CMA member's or DMA or LSA producer's **share** of a dollar amount equal to the loan principal amount minus the certificate exchange value.

- additional amounts due producers from farm-stored loan settlements
- storage credit or storage forgiveness amounts, if applicable, for cotton and peanuts
- LDP's.

Notes: For transactions involving producers in a **marketing pool**, the intention is to capture the producer's actual earnings of loan or LDP proceeds and gains based upon the producer's quantity and quality of the commodity delivered to the pool. This may mean that CMA cannot report the actual producer earnings until after the final settlement date.

Furthermore, the transaction date to be reported should be the date that the proceeds were paid to the producer's account.

D Producer Payment Level to Report:

CMA's, DMA's and LSA's shall report data only for the individual, entity, or joint operation **receiving** the benefit. Further FSA processing will attribute payment data to the member level for joint operations or entities.--*

*--555 Section 1614 Reports (Continued)

E Report Data Elements

CMA's, DMA's, and LSA's shall create a report with the following data elements according to instructions for each element in this table.

Element	Description
CMA/DMA/LSA State code.	2-digit State code.
CMA/DMA/LSA code.	3-digit CMA/DMA/LSA code.
Alpha Program Code.	Insert the code that identifies the crop year, crop, and type of transaction according to the table in subparagraph 555.
Accounting Program Code.	Insert the 4-digit numeric transaction code according to the table in subparagraph 555 I.
Producer ID.	The 9-digit ID number receiving the benefit.
Producer ID Type.	Insert ID type. Notes: Valid ID types are S, E, I, or F which will be the ID type returned in field 6 of the CMA Process weekly file. The ID type is necessary to identify which payment entities need further FSA processing.
Benefit Amount.	The dollar amount of the benefit.
Transaction date.	Insert a transaction date equal to the date the CMA member, DMA producer, or LSA producer received the benefit. Note: The format should be 2-digit month, 2-digit day, 4 digit year.
Producer administrative State code.	Enter the producer's 2-digit administrative State Code.
Producer administrative County code.	Enter the producer's 3-digit administrative county code with a leading zero.

--*

555 Section 1614 Reports (Continued)

F Field Descriptions

The following table further defines each field in the report.

Field No.	Contents	Beginning/ Ending Positions	Field Size	Data Type/Format
1	CMA, DMA, or LSA State code.	1-2	2	Number
2	CMA, DMA, or LSA County code.	3-5	3	Number
3	Alpha Program Code	6-19	14	Alpha numeric
4	Numeric Transaction Code	20-23	4	Number
5	Producer ID Number	24-32	9	Number, no separators
6	ID Type	33-33	1	*--Text in capital letters
7	Benefit Amount	34-49	16	Number, dollars and cents to two decimal places, no dollar signs, no commas, no decimal, with leading zeros if necessary--*
8	Transaction Date	50-57	8	Number, no separators, 2-digit month, 2-digit day, 4-digit year in that order
9	Producer Admin State Code	58-59	2	Number
10	Producer Admin county code	60-62	3	Numeric, with leading zero if necessary

555 Section 1614 Reports (Continued)

G Report Example

Following is an example of the properly formatted 62 character length fixed width file:

Note: COLUMN NUMBERS ILLUSTRATED FOR REFERENCE PURPOSES ONLY:
 123456789012345678901234567890123456789012345678901234567890123456789012
 1380402PNUTLN 1000002526205S000000000000065251101200345003
 1380402PNUTWLN 1001253520275S000000000000319680401200313019
 1380402PNUTSTGREDCT1005943423638E000000000000934560401200313277

H Further Instructions

CMA’s, DMA’s and LSA’s shall:

- prepare a fixed 62-character length file with a “.txt” file extension
- use a naming convention of “xyyyR1614-nnn.txt” where:
 - “xx” is the CMA, DMA, or LSA State code
 - “yyy” is the CMA, DMA, or LSA code
 - “nnn” is a sequential number assigned to each report.
- submit the file to the **same** FTP server and folder in Kansas City used for CMA eligibility process file submissions according to subparagraph 202 D
- *--contact Chris Kyer at **Chris.Kyer@wdc.usda.gov** if there is no activity to report.--*

*--555 Section 1614 Reports (Continued)

I Report Program Codes

CMA's, DMA's, and LSA's shall use the following alpha program, and accounting program codes for each applicable transaction.

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Nonrecourse Marketing Assistance Loans	XXBRLYN XXCANLN XXCORNLN XXCRAMLN XXELSLN XXFLXLN XXSORGLN XXMUSLN MOHRLN XXOATSLN XXPNUTLN XXRAPLN XXRICELN XXSAFLN XXSOYALN XXSFNLN XXUPCNLN XXWHTLN XXWOOLLN Note: XX is the 2-digit crop year.	1000	Barley MAL Canola MAL Corn MAL Crambe MAL ELS Cotton MAL Flax MAL Sorghum MAL Mustard Seed MAL Mohair MAL Oats MAL Peanut MAL Rapeseed MAL Rice MAL Safflower MAL Soybean MAL Sunflower MAL Upland Cotton MAL Wheat MAL Wool MAL	Loan
Nonrecourse Marketing Assistance Loans	XXCOMMFLN Notes: XX is the 2-digit crop year. COMM is crop code as shown above.	1000	Marketing gain on a farm stored loan	Gain

--*

555 Section 1614 Reports (Continued)

I Report Program Codes (Continued)

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Nonrecourse Marketing Assistance Loans	XXCOMMWLN Notes: XX is the 2-digit crop year. COMM is crop code as shown above.	1001	Marketing gain on a warehouse-stored loan.	Gain
Nonrecourse Marketing Assistance Loans	*--XXCOMMLNCERT--* Notes: XX is the 2-digit crop year. COMM is crop code as shown above.	1030	Commodity certificate exchange gain	Gain
Nonrecourse Marketing Assistance Loans	XXCOMM\$OVRLN\$ Notes: XX is the 2-digit crop year. COMM is crop code as shown above.	1401	Additional MAL amount disbursed as a result of a farm-stored loan settlement	Loan

*--555 Section 1614 Reports (Continued)

I Report Program Codes (Continued)

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Loan Deficiency Payment	XXLDPBRLY XXLDPCAN XXLDPCORN XXLDPCRAM XXLDPFLX XXLDPSORG XXLDPMUS XXLDPMOHR XXLDPOATS XXLDPPNUT XXLDPRAP XXLDPRICE XXLDPSAF XXLDPSOYA XXLDPSFN XXLDPUPCN XXLDPWHT XXLDPWOOL Notes: XX is the 2 digit crop year. COMM is crop code as shown above.	5201	Barley LDP Canola LDP Corn LDP Crambe LDP Flax LDP Sorghum LDP Mustard Seed LDP Mohair LDP Oats LDP Peanut LDP Rapeseed LDP Rice LDP Safflower LDP Soybean LDP Sunflower LDP Upland Cotton LDP Wheat LDP Wool LDP	Payment
Nonrecourse Marketing Assistance Loans	XXCOMMSTGR EDCT	1005	Storage credit or storage forgiveness amount for cotton and peanuts	Payment

--*

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

No reports.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		106, 252, 336,
CCC-184	CCC Check		2
CCC-257	Schedule of Deposit		140
CCC-478	Production Flexibility Contract		
CCC-502	Farm Operating Plan for Payment Eligibility Review for _____		106
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		106
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		205
CCC-679	Lien Waiver	92	103
CCC-694-1	CCC-Determined Value and Commodity Certificate Worksheet		135
CCC-719	ACRS Transaction Report (Report Control No. FM-596R)		89
CCC-732	CMA or LSA Producer Payment Limitation Request	159, 160	Text
CCC-736 (Addendum)	Privacy Act, Public Burden, and Penalty Statement for CMA and LSA Loan and Loan Deficiency Payment (LDP) Forms	Ex. 4	89
CCC-846	Application for Approval of Cooperative Marketing Association for Loan and Loan Deficiency Payments (LDP)	55	38, 53, 54, 73
CCC-846-1	Loan and Loan Deficiency Payment (LDP) Recertification for Approved Cooperative Marketing Associations (CMA's)	57	22, 53, 54, 56
CCC-912	Agreement of Authorized Loan Servicing Agent		2
CCC Cotton A-5	Statement of Eligibility and Information Worksheet		106
CCC-Cotton G	Cotton Cooperative Loan Agreement		2, 54, 139
CCC-Cotton G-4	Cotton Reconcentration Agreement		54
FSA-578	Report of Acreage		224, 238, 300, 383

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

Abbreviations

This table lists all abbreviations used in this handbook.

Approved Abbreviation	Term	Reference
AB	Automation Branch, PSD	73, 76, 190, 251, 315
ACRS	Automated Cotton Reporting System	2, 3, 73, 383
AGI	Adjusted Gross Income	106, 132, 134, 330
APSS	Automated Price Support System	140
BIA	Bureau of Indian Affairs	151, Ex. 10, 11, 12
CAIVRS	Credit Alert Interactive Voice Response System	106
CCB	Cotton Commercial Bank	16, 53, 92
CCC	Commodity Credit Corporation	Text, Ex. 2
CED	County Executive Director	3
CFR	Code of Federal Regulations	21, 23, 25, 54, Ex. 2
Char	character	237, 239, 252, 255, 256, 551
CMA	approved Cooperative Marketing Association	Text, Ex. 2, 6
COC	County Committee	552, 554
COPS	Cotton Online Processing System	550
CPA	KCMO combined producer account number	157, 252, 267, 286, 303, Ex. 2
DAFP	Deputy Administrator, Farm Programs, FSA	3, Ex. 20
DCIA	Debt Collection Improvement Act	106, 107, 354
DMA	Peanut Designated Marketing Association	Text
ELS	extra long staple	Ex. 7

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

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
FAX	facsimile	4, 54, 57, 160, Ex. 6
FCI	Federal Crop Insurance	224, 252, 334
FMD	Financial Management Division, FSA	3, 53
FOIA	Freedom of Information Act	551
FSA	Farm Service Agency, USDA	Text, Ex. 6, 7
FSN	farm serial number	Text, Ex. 2
FY	fiscal year	55, 56, 57, 106, Ex. 2
FTP	File Transmission Protocol	Text
HELK	highly erodible land conservation	106, 323
ID	identification	Text, Ex. 2, 10, 11, 12
IRS	Internal Revenue Service	272
KC-ADC	Kansas City Application Development Center	Text, Ex. 2
KCCO	Kansas City Commodity Office	3
LDP	loan deficiency payment	Text, Ex. 2, 4, 7, 12
LSA	authorized cotton Loan Servicing Agent	Text, Ex. 2, 6
MAL	Marketing Assistance Loan	107, 551, Ex. 2
MA.CTM	county table maintenance file	171, 224
MA.EFM	eligibility file	Text
MA.L?M	year specific payment limitation file	Text
MA.M?M	multicounty file	Text
MA.NAM	name and address file	171, 224, 322, 332

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

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
MA.P?M	199? permitted entity file	Text
ME.P?M	compliance share file	171, 224, 300, 325
ME.S?M	FSA-578 compliance summary file	Text
MG.PFM	production flexibility contract file	171, 326
NAM	name and address record	Text
PCF	percent of cropland factor	Text, Ex. 2
PE	permitted entity share	Text, Ex. 2
PEM	permitted entity record	Text
PLM	“PA/PS” payment limitation amount	Text, Ex. 2
PSD	Price Support Division	Text
STC	State Committee	3
USDA	United States Department of Agriculture	202, 550
WC	wetland conservation	106, 323

Delegations of Authority

None

Approved CMA's, DMA's, and LSA's

This table provides an alphabetical list of approved CMA's, DMA's, and LSA's and information about each CMA, DMA, and LSA. Only approved CMA's, DMA's, and LSA's are authorized to contact control County Offices to resolve producer eligibility problems.

State Offices shall use the mailing address, FAX number, or e-mail address for each CMA, DMA, and LSA to send them FSA handbook amendments and notices. Users can distinguish CMA's from LSA's by their code. CMA's and DMA's are assigned a county code in the "800" series, and LSA's are assigned a county code in the "700" series.

CMA's shall obtain loans and LDP's for only the crops for which they are approved. CMA suspensions are indicated in the "Approved Crops" column.

Wheat, feed grains, and rice CMA's obtain loans and LDP's through a service County Office. Cotton CMA's and LSA's are not assigned a service County Office.

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Adams Land Company Ms. Sandra J. Kennett P O Box 49 Leachville AR 72438-0049	05-704 (LSA)	870-539-6314 870-539-2362 sandra@adamsland.com	Cotton	NA
AGMARK, LLC Mr. Jeff Bechard P O Box 444 Beloit KS 67420-0444	20-873	785-738-9641 785-738-5150 jbechard@agmarkllc.com	*--Terminated--*	Mitchell KS 20-123
--American Peanut Marketing Association, LLC Mr. James L. Webb 7843 Hwy 37 Leary GA 39862	13-808 (DMA)	229-792-3767 229-792-6134 jlw1963@bellsouth.net	Peanuts	Calhoun GA 13-037--

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Aurora Cooperative Elevator Company Ms. Julie Miller-Hodges P O Box 209 605 12 th St Aurora NE 68818-0209	31-848	402-694-2106 402-694-2060 jmiller@auroracoop.com	Corn Sorghum Soybeans Wheat	Hamilton NE 31-081
Autauga Quality Cotton Association Mr. Jeff Thompson, Exec. Vice-President 208 Medical Center Ct Prattville AL 36066-7288	01-801	334-365-3369 334-365-9261 jthompson@aqca.net	Cotton	NA
Beltwide Cotton Cooperative Mr. Mike Patranella P O Box 20100 4444 Park Blvd Montgomery AL 36120-0100	47-801	806-762-0671 334-271-4238 mpatranella@weilbros.com	Cotton	NA
Blackwell Cooperative Elevator Association Mr. John Becker, Controller 410 N Main St Blackwell OK 74631-2233	40-806	580-363-1461 580-969-0515 blkwcoop@grcnet.net	*--Suspended--*	Kay OK 40-071
CALCOT, LTD Mr. Dan Lucas P O Box 259 1900 E Brundage Ln Bakersfield CA 93302-0259	06-804	661-327-5961 661-861-9870 staff@calcot.com	Cotton	NA
Carolinas Cotton Growers Cooperative Mr. Mike Quinn 101 Sigma Dr Garner NC 27529-8543	37-801	919-773-2120 919-773-4495 mquinn@carolinascotton.com	Cotton	N/A
CHS Inc. Mr. Gene Tarnowski P O Box 64089 St Paul MN 55164-4089	27-801	800-548-9727 651-355-6496 gene.tarnowski@chsinc.com	Barley Canola Corn Crambe Flaxseed Oats * * * Soybeans Sunflowers Wheat	*--Dakota MN 27-037--*

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Cooperative Marketing Alliance/DBA CoMark Mr. Charlie Lowrance IV 80 Monroe Ave Ste L5 Memphis TN 38103-2493	05-805	901-543-9494 901-543-9498 clowrance@comark.org	Cotton	NA
Concordia LLC Mr. Ron Coley P O Box 232 1361 US Hwy 41 N Ashburn GA 31714-0232	13-805	229-567-9661 229-567-9664 concordiallc@bellsouth.net	Peanuts	Worth GA 13-321
Concordia Allied Producers Ms. Evalynn Holland P O Box 232 1361 US Hwy 41 N Ashburn GA 31714-0232	13-806 (DMA)	229-567-9661 229-567-9664 concordiallc@bellsouth.net	Peanuts	Worth GA 13-321
Cotton Cooperative Association Mr. Jerry D. Harris 1520 Texas Ave Lubbock TX 79401-5139	48-828	806-747-7836 806-747-1991 allenbergcotton@door.net	Cotton	NA
--Cotton Resources, Inc. Ms. Linda Russell P O Box 897 Seminole TX 79360	48-709 (LSA)	432-758-9491 432-758-3342 lrussell@crosswind.net	Cotton	NA--
Desert Wheat Growers Cooperative Mr. Bruce Hiscox 37860 W Smith Enke Rd Maricopa AZ 85239-3010	04-804	520-381-2217 520-568-2556 michaelcole@cox.net	*--Suspended 10/7/05--*	Pinal AZ 04-021

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Dimmitt Agri Industries, Inc. Ms. Pam Odom P O Box 728 510 E Bedford St Dimmitt TX 79027-0728	48-806	806-647-2141 806-647-5765 pamodom@agrifarmind.com	*--Terminated--*	Castro TX 48-069
Dumas Cooperative Mr. Gene Legg P O Box 831 600 Twichell St Dumas TX 79029-0831	48-815	806-935-6440 806-935-6464 dquirk@amaonline.com	Corn Sorghum Soybeans Wheat	Moore TX 48-341
Edmonson Wheat Growers, Inc. Mr. Royce Duckett P O Box 32, Hwy 194 Edmonson TX 79032-0032	48-812	806-864-3327 806-864-3325 ewg@amaonline.com	Terminated	Hale TX 48-189
Fambro Warehouse Company Mr. Leigh Pell c/o Dunavant & Company P O Box 26600 Fresno CA 93729-6600	06-703 (LSA)	559-447-1800 559-448-1846 leighp@dunca-cotton.com	Cotton	NA
Farmers Elevator Company Mr. Sam Schmidt P O Box 526 434 First St Chappell NE 69129-0526	31-806	308 874 2245 308 874 2405 farmco@megavision.com	Terminated	Deuel NE 31-049
Farmers Cooperative of El Campo Mr. Jimmy N. Roppolo P O Box 826 911 S Wharton St El Campo TX 77347-0826	48-809	979-543-6284 979-543-9004 vbg@wcnet.net	*--Suspended 10/18/05--*	Wharton TX 48-481

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Farmers' Rice Cooperative Mr. Joseph Magliola P O Box 15223 2525 Natomas Park Dr Sacramento CA 95851-0223	06-801	916-923-5100 916-925-4970 magliola@farmersrice.com	Rice	Sacramento CA 06-067
GFA Peanut Association Mr. James E. Godwin P O Box 488 5201 Hwy 19 S Camilla GA 31730-0488	13-804	229-336-5241 229-336-9503 gfapeanut@camillaga.net	Peanuts	Mitchell GA 13-205
--Growers Marketing Cooperative Inc. McDaniel Bluntzer 1150 East Main Street Suite 29 Robstown TX 78380	48-831	361-387-2600 361-387-2603 danielb@frontier-risk.com	Sorghum	Nueces TX 48-355--
Heartland Cooperative Mr. Lyle Weitzel P O Box 1008 265 N Showboat Blvd Hastings NE 68901-0088	31-893	402-463-5148 402-463-7263 lhweitzel@alltel.net	Corn Sorghum Soybeans Wheat	Adams NE 31-001
--Links LSA Inc. Ellen Ford 4045 Stockdale Highway Bakesfield CA 93309	06-704	661-396-0230 661-396-0236 eford@bak.rr.com	Cotton	N/A--

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Midland Co-Op Mr. Dale Rohrer, General Manager P O Box 98 Hwy 6 & 34 Funk NE 68940-0098	31-894	308-263-2441 308-263-2444 drohrer@midlandcoop.com	*--Suspended--*	Phelps NE 31-137
National Quality Cotton Association *--Mr. Jeff Thompson 208 Medical Center Ct Prattville AL 36066	47-802	334-365-3369 334-365-9261 jthompson@aqca.net--*	Cotton	NA
Olton Grain Cooperative, Inc. Mr. Mike Malone P O Drawer M 910 W 1st St, Hwy 70 Olton TX 79064	48-814	806-285-2638 806-285-3166 mmmalone@oltongrain.coop	Corn Sorghum Soybeans Wheat	Lamb TX 48-279
Pawnee County Cooperative Association Mr. Hugh Mounday P O Box 50 103 E 3rd Larned KS 67550-0050	20-884	620-285-2161 620-285 6310 hugh@pawneecoop.com	Corn Sorghum Soybeans Wheat	Pawnee KS 20-145
Peanut Growers Cooperative Marketing Association Mr. Thomas R. Cotton, Jr. P O Box 59 1001 Campbell Ave Franklin VA 23851-0059	51-801	757-562-4103 757-562-0744 dcotton25@cs.com	Peanuts	Southampton VA 51-175
Peanut Loan Processing Center Mr. Dan Hunter P O Box 338 304 SE Lubbock St Gorman TX 76454-0338	48-830 (DMA)	254-734-2222 254-734-2288 hunterswpga@hotmail.com	Peanuts	Eastland TX 48-133
Plains Cotton Cooperative Association Mr. Jim Taylor P O Box 2827 3301 E 50th St Lubbock TX 79408-2827	48-803	806-763-8011 806-762-7444 806-762-7333 jim.taylor@pcca.com	Cotton	NA

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
Producers' Marketing Cooperative Mr. Ronald E. Pope P O Box 255 202 NW Railroad Mertzon TX 76941-0255	48-826	325-835-7173 325-835-7174 pmcicoop@wcc.net	Mohair Wool	Tom Green TX 48-451
Producers Rice Mill, Inc. Mr. Kent Lockwood P O Box 1248 518 E Harrison St Stuttgart AR 72160-1248	05-803	870-672-4453 870-673-8131 klockwood@producersrice.com	Rice	Arkansas AR 05-001
Quality Cotton Cooperative Ms. Debra Lyle P O Box 1027 125A W Water St Plymouth NC 27962-1027	37-803	252-793-3460 252-793-3466 debra@qualitycotton.net	Cotton	NA
Riceland Foods, Inc. Mr. Terry Richardson Box 9272 2210 S Park Ave Stuttgart AR 72160-0097	05-802	870-673-5222 870-673-5667 trichardson@riceland.com	Rice Soybeans Wheat	Arkansas AR 05-001
*--Richardson LSA, Inc. Mr. Bill Wickham, VP Finance and Treasurer 2280 Campbell Creek Blvd Ste 350 Richardson TX 75082	48-707	972-301-3258 bwickham@reinhardt.com	Cotton	NA
Signia Cotton Cooperative Mr. Keith Jenkin 4045 Stockdale Hwy Bakersfield CA 93309-2021	47-803	661-396-0230 661-396-0237 kjenkin@houchincotton.com	Cotton	NA--*
Southwestern Irrigated Cotton Growers Association Mr. Jack Langenegger P O Box 1709 3500 Doniphan Dr El Paso TX 79949-1709	48-805	915-581-5441 915-581-4138 swigcotton@aol.com	Cotton	NA
Southwestern Peanut Grower's Association Mr. Dan Hunter P O Box 338 304 SE Lubbock St Gorman TX 76454-0338	48-829	254-734-2222 254-734-2288 hunterswpga@hotmail.com	Peanuts	Eastland TX 48-133
Staplcotn Mr. Kenneth Downs P O Box 547 214 W Market St Greenwood MS 38935-0547	28-801	662-453-6231 662-453-6274 kenny.downs@staplcotn.com	Cotton	NA

Approved CMA's, DMA's, and LSA's (Continued)

Address/Contact	FIPS Code	Phone/FAX/E-Mail	Approved Crops	Service County/ Code
*--Sunmark Services, LLC Ms. Amber Campbell 3141 Hood St Ste 200 Dallas TX 75219	48-708 (LSA)	214-520-1717 214-520-1859 acampbell@ecomtrading.com	Cotton	NA
Sunray Cooperative Mr. Bret Brown P O Box 430 101 Main St Sunray TX 79086-0430	48-808	806-948-4121 806-948-5606 bretb@sunraycoop.com	Suspended--*	Moore TX 48-341
Team Marketing Alliance, LLC Mr. Ted Schultz 307 W Cole St Moundridge KS 67107	20-875	620-345-3560 620-345-3569 tschultz@tmagrains.com	Corn Sorghum Soybeans Wheat	McPherson KS 20-113
Telmark LSA Mr. Greg Bell P O Box 2917 3301 E 50th St Lubbock TX 79404-2917	48-701 (LSA)	806-763-8011 806-762-7333 gov.programs@pcca.com	Cotton	NA
Topflight Grain Cooperative Mr. Denney Hill 400 E Bodman St Bement IL 61813-1202	17-802	217-678-2261 217-678-8113 dhill@topflightgrain.com	Corn Soybeans	Piatt IL 17-147
V-C Peanut DMA LLC Mr. Thomas R. Cotton, Jr. P O Box 59 1001 Campbell Ave Franklin VA 23851-0059	51-802 (DMA)	757-562-4103 757-562-0744 dcotton25@cs.com	Peanuts	Southampton VA 51-175
U.S. Cotton Growers Association Mr. Craig Muller 3141 Hood St Ste 200 Dallas TX 75219-5000	48-827	214-252-5329 214-250-1859 cmuller@ecomtrading.com	Cotton	NA