

FSA
HANDBOOK

Dairy Margin Coverage Program Automation

To access the transmittal page click on the short link

For State and County Offices

SHORT REFERENCE

2-DMC

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Dairy Margin Coverage Program Automation 2-DMC	Amendment 3
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

Paragraph 50 title has been amended to Processing Premium Refunds for 2021 and Prior Years.

Part 5, Section 1, title has been amended to Collecting Fees and Premiums for 2021 and Prior Years.

Part 8, Billing Service, has been added to provide automaton guidance and procedure.

Page Control Chart		
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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook contains instructions for using web-based software to administer the DMC program.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. PSD has the authority and responsibility for policy in 1-DMC.

C Related FSA Handbooks

The following FSA handbooks are related to the DMC program.

IF the area of concern is about...	THEN see...
appeals	1-APP.
assignments and joint payments	63-FI.
common payment process	9-CM.
foreign person provisions	5-PL.
HELC and/or WC provisions	6-CP.
issuing payments	1-FI.
misaction, misinformation, or equitable relief, scheme, device or failure to fully comply	7-CP.
DMC program policy and procedure	1-DMC.
managing FSA and CCC Debts, Receivables, and Claims	58-FI.
prompt payment provisions or foreign person tax withholding	61-FI.
reporting to IRS	62-FI.
signatures, estates, trusts, minors, or powers of attorney, registers, or controlled substance violations	1-CM.
web-based eligibility records	3-PL.

2 Responsibilities

A Background

The responsibilities described in this paragraph are in addition to the responsibilities in 1-DMC.

B Office Responsibilities

The following table describes the responsibilities of each office for DMC program activity.

Office	Responsibilities
PDD	Implement web-based processes to support DMC functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD	Develops software and provides technical assistance to PDD.

3-10 (Reserved)

Part 2 DMC Automated System

11 Accessing the DMC System

A Overview

All DMC functions:

- are within the web-based software currently used to process DMC production history, contract and annual coverage election, collection of administrative fees and premiums
- can only be updated by FSA employees with eAuthentication Level II certification.

See 1-DMC for DMC policy and provisions.

B Accessing the DMC System

This table provides steps to access the DMC System.

Step	Action
1	Access the FSA Intranet, FSA Applications Page at http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “ D-F ”.
3	CLICK “ Dairy Margin Coverage (DMC) ”.
4	On eAuthentication Login Page, CLICK “ Login With LincPass (PIV) ” or enter user ID and password and CLICK “ Login ”.
5	The DMC Main Menu Page will be displayed.

--Chrome or Edge shall be used when accessing DMC. Some functions may not work correctly when using Internet Explorer.--

12 DMC Home Page

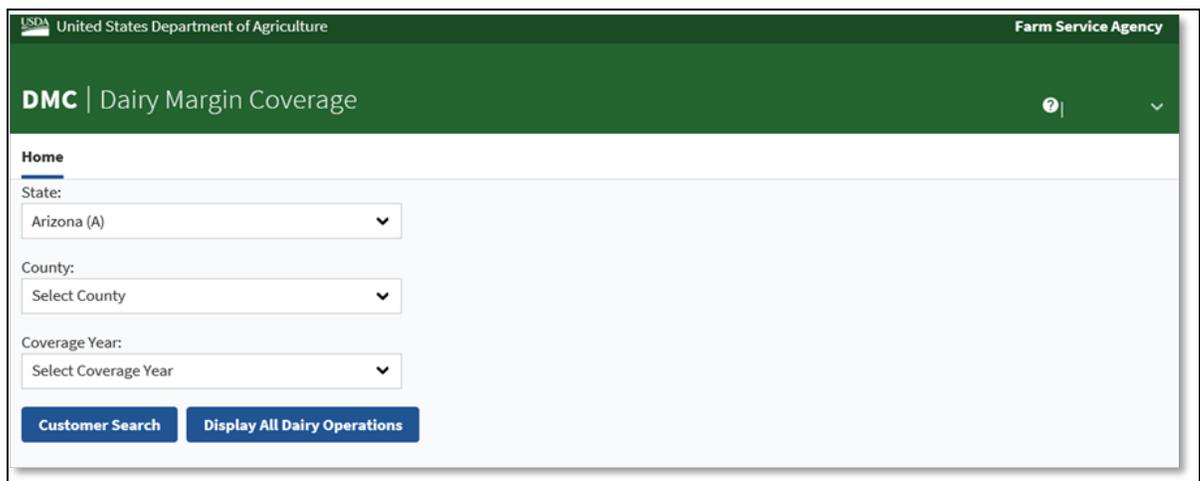
A Introduction

The DMC Main Menu Page allows users to select the applicable State, county, and coverage year. The system will default to the user’s assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State and county code first.

Once the user has selected the State, county, and coverage year, the software will retain these values and only reset once the user signs out of the system or if the user selects another combination of State, county, and coverage year.

B Example of DMC Home Page

The following is an example of the DMC Main Menu.



12 DMC Home Page (Continued)

C DMC Home Page Selection Criteria

The following table provides the DMC Home Page selection criteria.

Field	Description/Action
State	Users associated with more than one State must select the desired State from a drop-down menu.
County	Users associated with more than one county must select the desired county from a drop-down menu.
Coverage Year	Users must select the applicable coverage year.

D Page Options

Users will select an option according to the following table.

Option	Action
Customer Search	Users can select this option to search for a specific dairy operation. Choosing this option will initiate a SCIMS search.
Display All Dairy Operations	If this option is selected, all dairy operations in the selected State, county, and coverage year will be displayed.

12 DMC Home Page (Continued)

E DMC Home Page Error Messages

The following provides a list of error messages that may be displayed on the DMC Home Page.

Message	Reason for Message	Corrective Action
“State is required.”	State Office was not selected from the drop-down list.	Select the State Office from the drop-down list.
“County is required.”	County Office was not selected from the drop-down list.	Select the County Office from the drop-down list.
“Coverage Year is required.”	Coverage Year was not selected from the drop-down list.	Select the coverage year from the drop-down list.

13 Selecting Dairy Operation

A Overview

After the user selects the State, county, coverage year, and search option, the Contract Search Results Page will be displayed. From this page, users have the option of navigating to the various options available for creating and maintaining dairy operation information.

B Example of Contracts Search Results Page

Following is an example of the Contracts Search Results Page.

The screenshot displays the 'Contracts Search Results' page within the DMC Dairy Margin Coverage system. The page includes a navigation menu with 'Home', 'Production History', 'Contracts', 'Collections', and 'Maintenance'. The current view is set for Coverage Year: 2019, State: Florida (12), and County: Clay (019). The search results are presented in a table with the following data:

Select	Dairy Operation	Dairy Operation Number	Farm Number	Tract Number	Established Production History (lbs)	Contract status	Contract End Date
<input type="radio"/>	DMC Dairy 123	123729203	197	273	25,000		
<input type="radio"/>	DMC Dairy 456	123729194	128	189	50,000		
<input type="radio"/>	DMC Dairy 789	123728868	2	2	13,750		
<input type="radio"/>	DMC Dairy Partnership	123728809	143	204	520,000		
<input type="radio"/>	Doe, John	123684288	162	231	207,350		

At the bottom of the table, there are two buttons: 'Create Contract' and 'View CCC-801'.

Note: The Contract Search Results Page is the default view.

13 Selecting Dairy Operation (Continued)

C Top Navigation Bar

The top navigation bar is displayed on all screens within the DMC System. This table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	The DMC Main Menu will be displayed where users can change the State, county, and/or coverage year.
Production History	Navigates the user to the Production History Search Results Page.
Contracts	Navigates the user to the Contracts Search Results Page.
Collections	Navigates the user to the Collections Search Results Page.
Maintenance	Provides the following options: <ul style="list-style-type: none"> • “Approve Contracts”, which provides the option for recording the contract approval for multiple dairy operations • “Review Required”, which provides the option for identifying dairy operations that are no longer associated with a valid farm and/or tract.

D Contract Screen Search Results Information

The following provides information about the Contracts Screen, “Search Results” section.

Field/Button	Description
Coverage Year	C Coverage year selected from the DMC Home Page.
State	State Office selected from the DMC Home Page.
County	County Office selected from the DMC Home Page.
Select	Allows the user to select the dairy operation for which action will be taken.
Dairy Operation	Business name for entities or last name, first name for individuals. Common customer name from SCIMS for the dairy operation.
Dairy Operation Number	Dairy operation number assigned when the production history COC determination was completed.
Farm	Farm number associated with the established production record for the dairy operation.
Tract	Tract number associated with the established production history record for the dairy operation.
Established Production History	Established production history for the dairy operation.

13 Selecting Dairy Operation (Continued)

D Contract Screen Search Results Information (Continued)

Field/Button	Description	
Contract Status	Indicator	Description
	Blank	Contract has not been entered for the dairy operation.
	Initiated	Contract has been started; however, producer signatures have not been recorded.
	Producer Certified	Contract and annual coverage election information has been entered and at least one producer signature(s) has been recorded; however, COC determination has not been recorded.
	Approved	Contract and annual coverage election information has been entered, producer signatures have been recorded for all producers required to sign the CCC-801, and the COC determination of “approved” has been recorded.
	Disapproved	Contract and annual coverage election information has been entered, producer signatures have been recorded for all producers required to sign the CCC-801, and the COC determination of “Disapproved” has been recorded.
Contract End Date	The contract end date is defaulted to 12/31 of the coverage year. When a new version of the contract has been created, the contract end date defaults to the day before the last producer signature of the new version.	

13 Selecting Dairy Operation (Continued)

E Page Options

The following provides information about the page options on the Contracts Screen, “Search Results” section.

Option	Description
New Contract	<p>Taking this option will initiate a new contract for the selected dairy operation. The General Information Page will be displayed.</p> <p>Note: Only 1 contract is allowed for an operation and once the contract is in initiated status, this option is no longer applicable.</p>
Edit Contract	<p>Users can take this option if the contract is in “Initiated” or “Producer Certified” status. All fields on the contract, excluding start and end date, are available for edit under this option.</p> <p>The General Information Page will be displayed.</p> <p>Note: This option is only displayed if there are dairy operations with a status of at least “Initiated” recorded in the “Contract Status” field.</p> <p>See Section 2 for additional information on recording contract revisions.</p>
Revise Producer	<p>User can take this option once the contract is in “Approved” status. A new version of the contract is created and only fields applicable to revising the producer are available for edit.</p> <p>The Producer Certification Page will be displayed.</p> <p>See Section 2 for additional information on recording contract revisions.</p> <p>Note: This option will only be displayed if there are dairy operations with a status of at “Approved” recorded in the “Contract Status” field.</p>

13 Selecting Dairy Operation (Continued)

E Page Options (Continued)

Option	Description
Record Signatures	<p>Selecting this option allows users to enter the producer signature date and the COC determination and COC determination date.</p> <p>The Producer Certification Page will be displayed.</p> <p>Note: This option will only be displayed if there are dairy operations with a status of at least “Initiated” recorded in the “Contract Status” field.</p> <p>See Section 2 for additional information on recording contract revisions.</p>
View CCC-801	<p>CCC-801 for the selected dairy operation will be displayed and available for printing.</p>
Delete Revision	<p>Only applicable if a contract has been revised.</p> <p>Note: Only displayed if there are dairy operations with a status of at least “Initiated” recorded in the “Contract Status” field.</p>

14-20 (Reserved)

*--Part 3 Production History

Section 1 Production History Creation

21 Migrated Production History

A Introduction

To establish production history for DMC, all approved MPP production history records with an “approved” status were migrated to DMC. In some cases that production history does not meet the requirements for participation in DMC.

B Action

County Offices must disapprove production history in DMC that had migrated from MPP and had dissolved prior to January 1, 2019.

22 Production History Search Results Screen

A Introduction

All production history modifications are accessed by using the Production History Search Results Screen.

B Example of the Production History Search Results Screen

The following is an example of the Production History Search Results Screen.

Note: If the selected dairy operation has no prior production history in the selected State and county, an informational message will be displayed stating “No production history on file for the specified search criteria”.

Coverage Year: 2021		State: Florida (12)			County: Duval (031)			
Production History Search Results								
Sel	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History (lbs)	Supplemental Established Production History (lbs)	Production History Status	Supplemental Production History Status
<input type="radio"/>	DMC Dairy Farm, LLC	1593	309	399	808,820	1,801,043	Approved	Approved
<input type="radio"/>	DMC Dairy Farm Partnership	30428	290	372	751,167		Approved	
<input type="radio"/>	DMC Dairy Farm	1592	367	19	5,262,140		Approved	

Edit
Override
Record Signatures
Transfer
Succession
Dissolution
Record Supplemental
View Forms

--*

*--22 Production History Search Results Screen (Continued)

C Field Descriptions and Actions for the Production History Search Results Screen

The following options are available on the Production History Search Results Screen.

Field	Description	Action
Create New	<p>Allows user to begin the process of recording new production history for the selected dairy operation.</p> <p>Note: An informational message is displayed if no production history has ever been established for the dairy operation.</p> <p>It is not acceptable to record new production history unless specifically authorized by 1-DMC. New records should not be initiated to “correct” and existing record, etc.</p>	CLICK “Create New.
Edit	Allows users to edit the production history.	Edit is only available when the production history does not have a COC determination.
Record Signatures	Allows user to record the date the dairy operation filed CCC-800 and enter the COC determination.	CLICK “Record Signatures”.
Transfer	Begins the transfer process for the selected dairy operation.	Follow paragraph 51 for production history transfers.
Succession	Begins the succession-in-interest process.	See paragraph 57 to complete Succession in interest.
Dissolution	Begins the dissolution process.	See paragraph 45 to complete Dissolutions
View Forms	Allows user to view and print either the CCC-800, CCC-800A, CCC-800S, CCC-800T, CCC-800X or CCC-802.	CLICK “View Forms”.

--*

***--22 Production History Search Results Screen (Continued)**

D Production History Search Results Screen Error Messages

Following table provides a list of error messages that may be displayed on the Farm Records Search Results Screen.

Message	Reason for Message	Corrective Action
“Must select production history being revised”.	A record has not been selected.	Select the applicable production history to be revised.
“A succession cannot be recorded until pending revisions are completed”	There are pending revisions on the production history selected.	Finish the pending revisions and then attempt the succession again.

23 Recording New Production History

A Introduction

There are 3 methods to recording production history based off the date that the dairy operation started commercially marketing milk. See 1-DMC Par 26 for more information.

- Existing Dairy Operation Establishment- Dairy operation that was commercially marketing milk prior to January 1, 2014
- Full Year Establishment- Dairy Operations with more than a year of milk marketings and started milking after January 1, 2014.
- Partial Year Establishment- Dairy Operations with less than a full year of milk marketings.

Policy requires the dairy operation to be associated with the farm/tract where the dairy facility is located. Follow 11-CM for additional information on updating farm records.

Warning: It is not acceptable to record new production history unless specifically authorized by 1-DMC. New records should not be initiated in an effort to “correct” and existing record, etc.--*

*--23 Recording New Production History (Continued)

B Recording Production History

Follow the following step action chart to record production history:

Step	Action
1	On the DMC Home Screen, select 'Customer Search'.
2	The SCIMS Search Screen will be displayed. Select the applicable dairy operation.
3	<p>The DMC software defaults to the Contract Search Results Screen.</p> <p>Note: An informational message is displayed if no production history has ever been established for the dairy operation.</p> <p>CLICK "Production History" on the top navigation bar.</p>
4	On the Production History Search Screen CLICK "Create New".
5	<p>On the Farm Records Search Results Screen:</p> <ul style="list-style-type: none"> • select the applicable farm and tract to establish production history for the dairy operation • CLICK "Create". <p>Note: If the applicable farm and tract where the dairy facility is located is not displayed, access farm records and associate the dairy operation to the farm and tract.</p>
6	<p>On the Dairy Operation Information Screen:</p> <ul style="list-style-type: none"> • enter the date that the dairy operation began commercially marketing milk • CLICK "Continue" to proceed.
9	<p>Depending on the date the dairy operation started commercially marketing milk, one of the following screens will be displayed:</p> <ul style="list-style-type: none"> • Existing Dairy Operation Establishment (See paragraph 27) • Full Year Establishment (See paragraph 28) • Partial Year Establishment (See paragraph 29).

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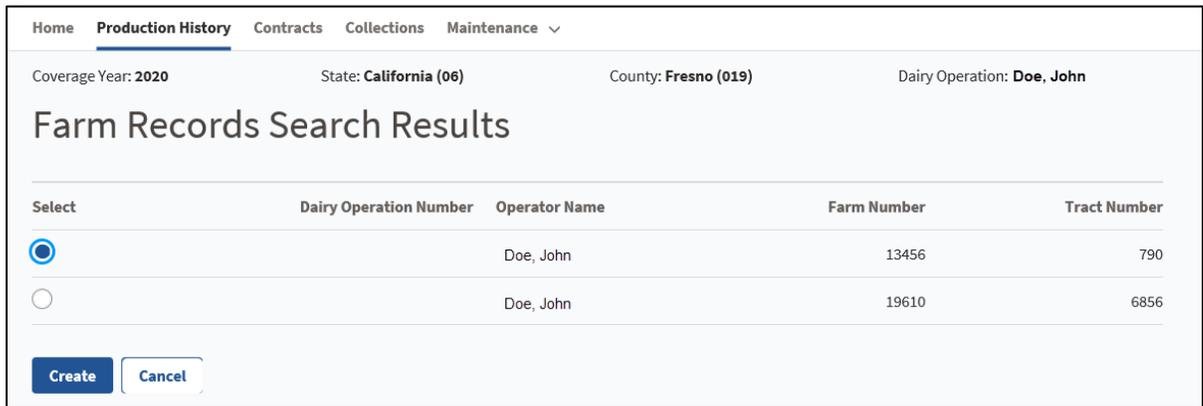
*--24 Farm Records Search Results Screen

A Introduction

The Farm Records Search Results Screen lists all farm and tracts that the dairy operation is associated with in Farm Records.

B Example of Farm Records Search Results Screen

Following is an example of the Farm Records Search Results Screen.



C Field Descriptions and Actions for the Farm Records Search Results Screen

The following options are available on the Farm Records Search Results Screen.

Field/Option	Description	Action
Select	Radio button to select the farm. Note: A farm/tract record must be selected to proceed. An error message is displayed when a farm has not been selected.	CLICK the applicable Farm Number.
Create	Proceeds to the Dairy Operation Information Screen or Duplicate Dairy Operation screen, if applicable.	CLICK "Create".
Cancel	Returns user to the Production History Results Screen.	CLICK "Cancel".

--*

*--24 Farm Records Search Results Screen (Continued)

D Error Messages

Message	Reason for Message	Corrective Action
“Must select farm/tract”.	A record has not been selected.	Select the applicable farm and tract where the dairy operation is located.

25 Duplicate Dairy Operation Screen

A Introduction

The Duplication Dairy Operation Screen is displayed when one of the following occurs:

- production History has already been recorded for the farm and tract
- user navigated off the screen before completing the production history
- screen timed out before user completed the production history

Note: Separate and distinct dairy operations can be located on the same farm and tract. User should ensure new production history is only be created if it is a new operation to DMC.

B Example of the Duplicate Dairy Operation Screen

The following is an example of the Duplicate Dairy Operation Screen.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Production History' (highlighted), 'Contracts', 'Collections', and 'Maintenance' with a dropdown arrow. The main heading is 'Duplicate Dairy Operation'. Below the heading, there are three columns of metadata: 'Coverage Year: 2020', 'State: California (06)', and 'County: Fresno (019)'; 'Dairy Operation:' and 'Dairy Operation Number:'; and 'Farm:' and 'Tract:'. A message states: 'Historical Production data has already been recorded for this dairy operation/farm/tract.' Below this is a question: 'Do you want to create new production history for a separate operation on the same farm and tract?' followed by 'Select Option' with two radio buttons: 'Yes' and 'No'. At the bottom are two buttons: 'Continue' and 'Cancel'.

--*

***--25 Duplicate Dairy Operation Screen (Continued)**

C Field Descriptions and Actions for the Duplicate Dairy Operation Screen

Following table provides the field descriptions and actions for the Duplicate Dairy Operation Screen.

Field	Description	Action
Historical Production data has already been recorded for this dairy operation/farm/tract. Do you want to create new production history for a separate operation on the same farm and tract?	This screen will only be displayed if production history has already been at least "initiated" on the same farm and tract.	Select one of the following options: <ul style="list-style-type: none"> • "Yes" • "No".
Continue	Proceeds to the Dairy Operation Information Screen	CLICK "Continue".
Cancel	Returns user to the Farm Records Search Results Screen.	CLICK "Cancel"

D Farm Records Search Results Screen Error Messages

Following table provides a list of error messages that may be displayed on the Farm Records Search Results Screen.

Message	Reason for Message	Corrective Action
Response must be provided to verify that a new separate and distinct dairy operation is being created on the same farm and tract as an existing dairy operation.	User has not selected an option as to whether a new separate and distinct dairy operation is on the same farm and tract.	Select one of the following options: <ul style="list-style-type: none"> • "Yes" • "No. "

--*

***--26 Dairy Operation Information Screen**

A Introduction

The Dairy Operation Information Screen captures the date the dairy operation first began commercially marketing milk.

B Example of Dairy Operation Information Screen

Following is an example of the Dairy Operation Information Screen.

The screenshot shows a web application interface for "Dairy Operation Information". At the top, there is a navigation bar with "Home", "Production History" (selected), "Contracts", "Collections", and "Maintenance" with a dropdown arrow. Below the navigation bar, the title "Dairy Operation Information" is displayed. The main content area contains several fields of information: Coverage Year: 2019, Dairy Operation: Doe, John, Farm: 2533, State: Idaho, Dairy Operation Number: 21515, Tract: 1167, County: Jerome, Production History, and Status: Initiated. Below this information, there is a question: "What date did the dairy operation first begin to commercially market milk?". A date input field is provided, which is currently empty and highlighted with a blue border. To the right of the date input field, there is a calendar icon. At the bottom right of the form, there are two buttons: "Cancel" and "Continue".

--*

***--26 Dairy Operation Information Screen (Continued)**

C Field Description and Actions for the Dairy Operation Information Screen

Following table provides the field descriptions and actions for the Dairy Operation Information Screen.

Field/Option	Description	Action
What date did the dairy operation first begin to commercially market milk?	The date that the dairy operation began to commercially market milk. The date entered will determine which production history establishment method to use.	Select or enter the applicable date.
Continue	Proceeds to the applicable method of production history establishment.	CLICK "Continue".
Cancel	Returns user to the Production History Search Results Screen.	CLICK "Cancel".

D Dairy Operation Information Screen Error Messages

Following table provides a list of error messages that may be displayed on the Farm Records Search Results Screen.

Message	Reason for Message	Corrective Action
"Response must be provided to indicate if the dairy operation currently produces and commercially markets milk."	A date has not been recorded.	Select or enter the applicable date.

--*

***--27 Existing Dairy Operation Screen**

A Introduction

An existing dairy operation started commercially marketing milk prior to January 1, 2014, and has annual production from one or more of the following years:

- 2011
- 2012
- 2013.

Note: Dairy operations that were in existence before January 1, 2014, but with no milk marketings for 2011 or 2012 and less than 1 full calendar year of marketings for 2013 will establish production history using method 3.

B Example of Existing Dairy Operation Establishment Screen

Following is an example of the Existing Dairy Operation Establishment Screen.

Home **Production History** Contracts Collections Maintenance ▾

Existing Dairy Operation Establishment

Coverage Year: **2020** State: **California (06)** County: **Fresno (019)**
Dairy Operation: **Farmer, Ima** Dairy Operation Number: Tract: **223** Production History: Status: **Initiated**
Farm: **1820**

Enter milk marketings in pounds for each applicable year below.

2011

2012

2013

--*

*--27 Existing Dairy Operation Screen

C Field Description and Actions for the Existing Dairy Operation Establishment Screen

The following table provides the field descriptions and actions for the Existing Dairy Operation Establishment Screen.

Field/Option	Description	Action
2011	The amount for the pounds of milk commercially marketed for calendar year 2011 should be entered, if applicable. This should be entered in whole pounds.	Enter the total pounds for 2011.
2012	The amount for the pounds of milk commercially marketed for calendar year 2012 should be entered, if applicable. This should be entered in whole pounds.	Enter the total pounds for 2012.
2013	The amount for the pounds of milk commercially marketed for calendar year 2013 should be entered, if applicable. This should be entered in whole pounds.	Enter the total pounds for 2013.
Back	Returns user to the Dairy Operation Information Screen.	CLICK "Back"
Cancel	Returns user to the Production History Search Results Screen.	CLICK "Cancel"
Continue	Continues to the Production History COC Determination.	CLICK "Continue"

D Dairy Operation Information Screen Error Messages

Following table provides a list of error messages that may be displayed on the Farm Records Search Results Screen.

Message	Reason for Message	Corrective Action
"Must record milk marketings for at least 1 year."	A date has not been recorded.	Select or enter the applicable date.
"Milk marketings must be numeric and greater than or equal to 0 and cannot exceed 1 trillion pounds."	A special character was entered.	Do not include decimal points.

--*

*--28 Full Year Establishment

A Introduction

A dairy operation producing and commercially marketing milk for one calendar year or more but was not in operation prior to January 1, 2014 and has not previously established a production history will select annual milk marketings from any full calendar year to establish their production history.

B Example of Full Year Establishment Screen

Following is an example of the Full Year Establishment Screen.

The screenshot shows a web application interface for 'Full Year Establishment'. At the top, there is a navigation bar with tabs: 'Home', 'Production History' (which is active), 'Contracts', 'Collections', and 'Maintenance' with a dropdown arrow. Below the navigation bar, the main title 'Full Year Establishment' is displayed. The screen is divided into three columns of metadata: 'Coverage Year: 2020', 'Dairy Operation: Farmer, Ima', and 'Farm: 1820' on the left; 'State: California (06)', 'Dairy Operation Number:', and 'Tract: 223' in the middle; and 'County: Fresno (019)', 'Production History:', and 'Status: Initiated' on the right. Below the metadata, there are two input fields: 'Calendar Year:' with a dropdown menu showing 'Select One' and a downward arrow, and 'Total Milk Marketings:' with an empty text box. At the bottom right of the form, there are three buttons: 'Back', 'Cancel', and 'Continue'.

--*

*--28 Full Year Establishment (Continued)

C Field Description and Actions for the Full Year Establishment Screen

The following table provides the field descriptions and actions for the Full Year Establishment Screen.

Field/Option	Description	Action
Calendar Year	The dairy operation will select one full calendar year to submit pounds of milk produced to establish the production history.	Use the drop-down menu to select the applicable calendar year elected by the dairy operation.
Total Milk Marketings	The total milk marketings from the calendar year elected by the dairy operation to establish production history This should be entered in whole pounds.	Enter the total production history for the applicable year.
Back	Returns user to the Dairy Operation Information Screen.	CLICK "Back".
Cancel	Returns user to the Production History Search Results Screen.	CLICK "Cancel".
Continue	Continues to the Production History COC Determination.	CLICK "Continue".

D Dairy Operation Information Screen Error Messages

Following table provides a list of error messages that may be displayed on the Farm Records Search Results Screen.

Message	Reason for Message	Corrective Action
"Must select the calendar year associated with the milk marketings."	A calendar year has not been recorded.	Select or enter the applicable date from the drop-down menu.
"Must record milk marketings for the selected year."	Milk marketings have not been recorded.	Enter the total milk marketings for the calendar year selected.

--*

***--29 Partial Year Establishment**

A Introduction

Dairy operations that have been commercially marketing milk for less than a calendar year will not have an entire calendar year of marketings. They will choose either of the following to establish production history:

- volume of the actual milk marketings for the months the participating dairy operation has been in operation extrapolated to a full year amount.
- an estimate of the actual milk marketings of the participating dairy operation based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.

Note: This method will also apply to dairy operations in existence before January 1, 2014, but with less than one full calendar year of milk marketings for 2013.--*

*--29 Partial Year Establishment (Continued)

B Example of Partial Year Establishment Screen

The following is an example of the Partial Year Establishment Screen for a seasonal dairy operation.

Home **Production History** Contracts Collections Maintenance ▾

Partial Year Establishment

Coverage Year: **2019** State: **Virginia** County: **Amelia**
 Dairy Operation: **Doe, Jane** Dairy Operation Number: **21557** Production History:
 Farm: **1615** Tract: **2227** Status: **Initiated**

Seasonal Information

Is the production history for a seasonal dairy operation? Yes No

Specify the number of months the dairy operation produces milk on an annual basis

Monthly Production

Month	Year	Milk Marketings (lbs)	Seasonal Index
April	2013	<input type="text"/>	0.0849
May	2013	<input type="text"/>	0.0879
June	2013	<input type="text"/>	0.0839
July	2013	<input type="text"/>	0.0845
August	2013	<input type="text"/>	0.0836
September	2013	<input type="text"/>	0.0799
October	2013	<input type="text"/>	0.0824
November	2013	<input type="text"/>	0.0801
December	2013	<input type="text"/>	0.0838

Herd Size

Enter the current number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh):

--*

*--29 Partial Year Establishment (Continued)

C Field Description and Actions for the Partial Year Establishment Screen

The following table provides the field descriptions and actions for the Partial Year Establishment Screen.

Field/Option	Description	Action
Is the production history for a seasonal dairy operation?	The user will select the applicable answer to whether the dairy operation is seasonal.	Select one of the following <ul style="list-style-type: none"> • “Yes” • “No.”
Specify the number of months the dairy operation producer’s milk on an annual basis.	Only applicable if the user selects “Yes” that the dairy operation is seasonal. User can enter 1 to 11 months.	Enter the applicable number of months per year that the dairy operation commercially markets milk.
Total Milk Marketings	The total milk marketings from the year elected by the dairy operation to establish production history This should be entered in whole pounds.	Enter the total production history for the applicable month and year.
Monthly Production	The earliest month displayed is based on the month and day the dairy operation started marketing milk as recorded on the Dairy Operation Information page. Example: Dairy Operation began marketing milk 01/15/2020. Months Feb-December of 2020 will be displayed.	Enter the total milk production for each month the dairy operation commercially marketed milk.
Herd Size	The total amount of cows and dry cows in the dairy operation. Note: Refer to 1-DMC for eligible animals.	Enter the current number of dairy cows in the dairy operation, including dry cows.
Back	Returns user to the Dairy Operation Information Screen.	CLICK “Back”.
Cancel	Returns user to the Production History Search Results Screen.	CLICK “Cancel”.
Continue	Continues to the Production History COC Determination.	CLICK “Continue”.

--*

***--29 Partial Year Establishment (Continued)**

D Partial Year Establishment Screen Error Messages

Following table provides error messages on the Full Year Establishment Screen.

Message	Reason for Message	Corrective Action
Response must be provided to indicate if the operation is a seasonal dairy operation.	An option has not been selected to indicate whether the dairy operation is a seasonal dairy.	Select one of the following options: <ul style="list-style-type: none"> • Yes • No.
Response must be provided for either monthly production milk marketings or herd size.	Milk marketings have not been recorded.	Enter the total milk marketings for the available months and/or herd size.

30 Partial Year Confirmation

A Introduction

The Partial Year Confirmation Screen provides a production summary of all applicable months and the production history entered. It also provides a summary of the herd size entered on the Partial Year Establishment Screen. Dairy Operations that have established production history used the partial year establishment will select between the following options to establish production history.

- Option 1- The dairy operations annual production history based on monthly production.
- Option 2- The dairy operations annual production history based on herd size relative to the National Rolling Herd Average data published by USDA.--*

*--30 Partial Year Confirmation (Continued)

B Example of Partial Year Confirmation Screen

The following is an example of the Partial Year Confirmation Screen.

Home
Production History
Contracts
Collections
Maintenance ▾

Partial Year Confirmation

Coverage Year: **2021**

Dairy Operation: **Dairy Operation 1**

Dairy Operation Number:

Farm: **110**

State: **Florida (12)**

Production History:

Tract: **82**

County: **Duval (031)**

Supplemental:

Status: **Initiated**

Production Summary

Month	Year	Milk Marketings (lbs)	Seasonal Index
February	2020	250,000	0.0780
March	2020	254,173	0.0868
April	2020	259,841	0.0849
May	2020	252,415	0.0879
June	2020	260,242	0.0839
July	2020	254,147	0.0846
August	2020	256,325	0.0836
September	2020	254,124	0.0799
October	2020	253,578	0.0824
November	2020	258,987	0.0801
December	2020	259,725	0.0838

Herd Size Summary

Number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh): 100

Select Option

Select	Value	Description
<input checked="" type="radio"/> Option 1	3,071,904	Annual Production History based on Monthly Production
<input type="radio"/> Option 2	2,314,900	Annual Production History based on Herd Size

Back
Cancel
Continue

--*

***--30 Partial Year Confirmation (Continued)**

C Field Description and Actions for the Partial Year Confirmation Screen

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

Field/Option	Description	Action
Select	<p>Allows user to select either:</p> <p>Option 1. Volume of the actual milk marketings for the months the participating dairy operation has been in operation extrapolated to a year amount.</p> <p>Option 2. An estimate of the actual milk marketings of the participating dairy operation based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.</p> <p>Note: The software will default to the most advantageous option for the dairy operation.</p>	Select applicable option.
Back	Returns user to the Partial Year Establishment Screen.	CLICK "Back".
Cancel	Returns user to the Production History Search Results Screen.	CLICK "Cancel".
Continue	Continues to the Production History COC Determination.	CLICK "Continue".

31 Production History COC Determination Screen

A Introduction

The Production History COC Determination Screen is where the user will:

- enter the date the CCC-800 was filed
- select the COC determination
- enter the date of determination.--*

*--31 Production History COC Determination Screen (Continued)

B Example of Production History COC Determination Screen

The following is an example of the Production History COC Determination Screen.

The screenshot displays a web application interface for "Production History COC Determination". At the top, there is a navigation bar with links for Home, Production History (active), Contracts, Collections, and Maintenance. The main content area features a title "Production History COC Determination" and several data fields: Coverage Year: 2019, Dairy Operation: DMC Dairy LLC, Farm: 1056, State: Virginia, Dairy Operation Number: 21538, Tract: 1629, County: Amelia, Production History: 8,151,276 lbs, and Status: Initiated. Below these fields, it shows "Calculated Production History: 6,521,021" and "Adjusted Production History: 8,151,276". A question asks "Is more than one signature required for the Dairy Operation?" with radio buttons for Yes and No (selected). There is a "Date Filed:" field with a calendar icon. The "COC Determination" section includes radio buttons for Approve and Disapprove, and a "COC Determination Date" field marked as "Required" with a calendar icon. At the bottom right, there are four buttons: "View CCC-800", "Back", "Cancel", and "Save And Continue".

--*

*--31 Production History COC Determination Screen (Continued)

C Field Description and Actions for the Production History COC Determination Screen

The following table provides the field descriptions and actions for the Production History COC Determination Screen.

Field/Option	Description	Action
Calculated Production History	The calculated production history is the production history established with no bump applied.	
Adjusted Production History	The calculated production history with the bump factor applied. Note: New dairy operation will receive a one-time bump. See 1-DMC for additional information.	
Is more than one signature required for the Dairy Operation?	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation.	Select one of the following: <ul style="list-style-type: none"> • Yes, if more than one signature is needed for the dairy operation • No if only one signature is needed for the dairy operation.

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*--31 Production History COC Determination Screen (Continued)

C Field Description and Actions for the Production History COC Determination Screen (Continued)

Field/Option	Description	Action
Number of Signatures Required	<p>This box will only be displayed if the user selects “Yes”, more than one signature is required for the dairy operation.</p> <p>Note: Currently the form will not print the specified number of signature lines. If additional signature lines are needed, print multiple copies of the CCC-800 for signature and staple them together.</p>	Enter the applicable number of signatures needed on CCC-800.
Date Filed	<p>The “Date Filed” is the later of:</p> <ul style="list-style-type: none"> • date the dairy operation signed the CCC-800. • date the County Office received the CCC-800. 	Use the calendar icon to select or enter the applicable date CCC-800 was filed.
Back	Returns user to the Partial Year Establishment Screen.	CLICK “Back”.
Cancel	Returns user to the Production History Search Results Screen.	CLICK “Cancel”.
Continue	Continues to the Production History COC Determination.	CLICK “Continue”.

--*

*--31 Production History COC Determination Screen (Continued)

D Production History COC Determination Screen Error Messages

Following table provides error messages on the Full Year Establishment Screen.

Message	Reason for Message	Corrective Action
Date filed date is required.	The “Date Filed” field was left blank.	Use the calendar icon to select or enter the applicable date CCC-800 was filed.
Response must be provided to indicate if more than one producer signature is required.	‘Yes’ was selected for needing more than one signature but user did not enter the applicable number of signatures needed.	Enter the applicable number of signatures needed on CCC-800.
Number of signatures must be a number greater than 1 and less than or equal to 250.	The user answered ‘yes’ that more than one signature was required but did not provide the required number of signatures.	Enter how many signatures are required.
COC determination is required.	The users did not select whether or not the contract has been approved or disapproved.	Select one of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”.
COC Determination date is required.	The user did not enter the COC determination date.	Use the calendar icon to select or enter the applicable date the COC determination was made.
The COC Determination date should be in the format (mm/dd/yyyy).	The user entered the COC determination date in the wrong format.	Use the calendar icon to select or enter the applicable date the COC determination was made.

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32-44 (Reserved)

*--Section 2 Revising Production History

45 Dissolutions

A Introduction

A dissolution can be the result of the death of an individual, retirement, or permanent dissolution of the dairy operation. Users will initiate dissolutions from the “Production History Search Results” Screen. Dissolutions should be processed in the calendar year that the dairy operation stopped commercially marketing milk.

Only production history records in “approved” status are available for dissolution. If any production history revision has been completed, such as a succession-in-interest, users must select the most recent production history revision record to complete the dissolution.

There does not have to be a contract on file to process dissolutions.

Notice DMC-8 instructed County Offices to disapprove production history that had migrated from MPP and had dissolved prior to January 1, 2019. No action is needed for these operations if they were disapproved as instructed.

To begin the dissolution process, from the Production History Search Results Screen, click “Dissolution”. The “Dissolution Date Screen” will be displayed.

46 Dissolution Date Screen

A Introduction

The Dissolution Date Screen allows the user to:

- select the reason for dissolution
- enter the date the dairy operation last commercially marketed milk.

Dairy operations that have a business type other than “Individual” in Business Partner **cannot** select “Death” as the reason of dissolution. The entity may dissolve due to the death of a member, but in that case, the reason for the dissolution should be “Dissolution” because the entity is dissolving.

If there is not a date of death recorded in Business Partner, or if the dairy operation entity type is not an “Individual” in Business Partner, the “Death” option” will:

- be greyed out
- not be available for selection until a date of death has been recorded.--*

*--46 Dissolution Date Screen (Continued)

B Example of Dissolution Date Screen

The following is an example of the Dissolution Date Screen.

Home Admin **Production History** Contracts Collections Maintenance ▾

Dissolution Date

Coverage Year: **2019** State: **Virginia (51)** County: **Botetourt (023)**
Dairy Operation: **Farm Service Agency Dairy, LLC** Dairy Operation Number: **123701012** Production History: **19,294,390 lbs**
Farm: **1866** Tract: **2617** Status: **Approved**

What is the reason for the dairy operation dissolution?

Death
 Retirement
 Dissolution

Date the dairy operation stopped commercially marketing milk or date of death for an individual:

--*

*--46 Dissolution Date Screen (Continued)

C Field Descriptions and Actions for the Dissolution Date Screen

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

Field/Option	Description	Action
What is the reason for the dairy operation dissolution?	<p>Allows users to select reason for dissolution.</p> <p>“Death” will be unavailable for selection if:</p> <ul style="list-style-type: none"> • there is no date of death recorded in Business Partner if the dairy operation is an individual • dairy operation is not an “Individual”. <p>Note: Update the date of death in Business Partner before proceeding with the dissolution if the reason for the dissolution is due to the death of the individual.</p>	<p>Select one of the following:</p> <p>Death Retirement Dissolution.</p>
Date the dairy operation stopped commercially marketing milk or date of death for an individual.	<p>Allows users to enter the date.</p> <p>If “Death” is selected as the reason for dissolution, the date of death will be retrieved from Business Partner. This date cannot be updated in DMC because it is tied to the date of death. If the date displayed is not correct, ensure Business Partner is updated properly.</p>	<p>Enter the date that the dairy operation retired or dissolved by using either the calendar icon or entering the date.</p> <p>Note: Date will be prepopulated if “Death” was selected for the reason of dissolution.</p>
Continue	Continues to the Dissolution Summary Screen.	Select “Continue”.
Cancel	Returns user to the Production History Search Results Screen.	Select “Cancel”.

--*

*--46 Dissolution Date Screen (Continued)

D Dissolution Date Screen Error Messages

Following table provides error messages for the Dissolution Date Screen.

Message	Reason for Message	Corrective Action
Date the dairy operation stopped commercially marketing milk is required.	User did not enter or select a date for the day the dairy operation stopped commercially marketing milk.	Use the calendar icon to select or enter the applicable date the dairy operation stopped commercially marketing milk.
Response must be provided to indicate the reason for the dissolution.	User did not select the reason for dissolution.	Select one of the following options: <ul style="list-style-type: none"> • Death (Only available if the dairy operation is an “individual” and the date of death has been recorded in Business Partner) • Retirement • Dissolution.
Dissolution must be recorded in the coverage year associated with the date the dairy operation stopped marketing milk.	The user entered a date in a calendar year that does not correspond to the coverage year selected. The date of dissolution must be in the same coverage year selected. Example: Dissolution date of 05/15/2020 should be recorded in Coverage Year 2020.	Cancel the dissolution and go to the correct coverage year.

--*

*--47 **Dissolution Summary Screen**

A Introduction

The “Dissolution Summary Screen will display the summary for the DMC contract associated with the year of the dissolution, if applicable. The “Dissolution Summary Screen will indicate if a premium is due or is to be refunded.

If there is no contract on file, the screen will display “No active contract for selected dairy operation”. This is just an informative message and the dissolution can be processed.

B Example of Dissolution Summary Screen

The following is an example of the Dissolution Summary Screen.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Production History', 'Contracts', 'Collections', and 'Maintenance'. The main heading is 'Dissolution Summary'. Below this, there are three columns of information: Coverage Year: 2019, Dairy Operation: Farm Service Agency Dairy, LLC, Farm: 1866; State: Virginia (51), Dairy Operation Number: 18312, Tract: 2617; and County: Botetourt (023), Production History: 2,377,005 lbs, Status: Approved. A table of financial details follows, including Contract Start Date (01/01/2019), Type of Coverage Elected (Premium Level), Dissolution Date (05/31/2019), Days in Operation for Coverage Year (151), Calculated Premium (\$3,387.23), Pro-Rated Premium (\$1,401.29), DMC Premium Credit (\$0.00), DMC Premium Paid (\$0.00), Total Premium Paid/Credited (\$0.00), Premium Balance Due (\$1,401.29), and Premium Refund (\$0.00). At the bottom right, there are three buttons: 'Back', 'Reject', and 'Confirm'.

--*

*--47 Dissolution Summary Screen (Continued)

C Field Descriptions and Actions for the “Dissolution Summary” Screen

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

Field/Option	Description	Action
Contract Start Date	The date the contract started, if applicable.	
Type of Coverage Election	Displays either “Catastrophic Level”, “Premium Level”, or “Not Applicable”, based on what the dairy operation selected or if a contract was not filed.	
Dissolution Date	Date the dairy operation stopped commercially marketing milk.	
Calculated Premium	Original premium due for the contract.	
Pro-Rated Premium	Premium due after an alternate contract end date has been recorded.	
DMC Premium Credit	Amount of DMC premium credit applied to the contract.	
DMC Premium Paid	Amount of premium that has been paid on the contract.	
Total Premium Paid/Credited	Total amount of premium either paid or covered by credit for the contract.	
Premium Balance Due	Any amount of premium due as of the date of dissolution.	
Premium Refund	Any refund due to the dairy operation, if applicable. Refunds are calculated by taking the total premium divided by 365 (or 366 for leap year) then multiplied by the number of days between the start and dissolution date. Minus any amounts previously paid or credited.	
Back	Returns user to the Dissolution Date Screen.	CLICK “Back”.
Accept	Completes the Dissolution and takes the user to the COC Determination Screen. Note: User shall ensure that all information is correct. Once ‘accept’ is selected, the user cannot cancel the dissolution.	CLICK “Accept”.
Reject	Cancels the dissolution and returns the user to the Production History Screen.	CLICK “Reject”.

--*

*--48 Dissolution COC Determination Screen

A Introduction

The Dissolution COC Determination Screen allows the user to enter the date filed and COC determination and determination date.

B Dissolution COC Determination Screen

The following is an example of the “Dissolution COC Determination Screen.

Home Production History Contracts Collections Maintenance

Dissolution COC Determination

Coverage Year: 2019 State: California (06) County: Merced (047)
Dairy Operation: Farm Service Agency Dairy Dairy Operation Number: XXXXX Production History: 71,499,045 lbs
Farm: XXXX Tract: XXXX Status: Initiated
Dissolution

Effective Date: *Required*
01/02/2019

Producer Signature
Is more than one signature required for the Dairy Operation?
 Yes No

Date Filed:
[]

COC Determination
 Approve Disapprove

COC Determination Date: *Required*
[]

[View CCC-802] [Back] [Cancel] [Save And Continue]

--*

*--48 Dissolution COC Determination Screen (Continued)

C Field Descriptions and Actions for the Dissolution COC Determination Screen

The following table provides the field descriptions and actions for the Dissolution COC Determination Screen.

Field/Option	Description	Action
Effective Date	The date the dairy operation stopped commercially marketing milk as recorded on the Dissolution Date page.	
Is more than one signature required for the Dairy Operation?	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation	Select either of the following: <ul style="list-style-type: none"> • “Yes” if more than 1 signature is needed for the dairy operation • “No” if only 1 signature is needed for the dairy operation.
Number of Signatures Required	This field will only be displayed if the user selects “Yes” if more than one signature is required for the dairy operation. Note: Currently, CCC-802 will not print the specified number of signature lines. If additional lines are needed, print multiple copies of the CCC-802 for signatures and staple them together.	Enter the applicable number of signatures needed on CCC-802.
Date Filed	The “Date Filed” is the later of: <ul style="list-style-type: none"> • date the dairy operation signed CCC-802 • date the County Office received CCC-802. 	Use the calendar icon to select or enter the applicable date CCC-802 was filed.

--*

*--48 Dissolution COC Determination Screen (Continued)

C Field Descriptions and Actions for the Dissolution COC Determination Screen (Continued)

Field/Option	Description	Action
COC Determination	The date that COC or designee makes the determination on CCC-802.	Select either of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”. Use the calendar icon to select or enter the COC determination date.
Print CCC-802	Populates the CCC-802 to be printed.	CLICK “Print CCC-802”.
Back	Returns user to the Dissolution Summary Screen.	CLICK “Back”.
Cancel	Returns user to the Production History Search Results Screen. If “Cancel” is selected, the user will be returned to the Dissolution Summary Screen when they select “Dissolution” from the “Production History Search Results” again.	CLICK “Cancel”.
Continue	Completes the process and returns the user to the Production History Search Results Screen.	CLICK “Continue”.

--*

***--49 Dissolution After Enrollment Period for the Next Coverage Year**

A Introduction

If a dairy operation enrolled for the next coverage year during enrollment but dissolved before January 1 of the applicable year, the system will automatically inactivate the contract in the next year if no premium collection has been recorded.

Example: Joe Doe elected to enroll for the 2022 DMC coverage year during signup. However, he unexpectedly dissolved on December 30, 2021. The dissolution will be processed for coverage year 2021 and if no premium collections have been recorded on the 2020 contract, the system will automatically inactivate the 2022 contract.

Note: A contract that has been inactivated cannot be viewed in the system.

B Action

If a premium collection has been recorded in the DMC software, the County Office must cancel that collection before the system will allow the dissolution to be recorded.--*

--50 Processing Premium Refunds for 2021 and Prior Years--

A Introduction

These refund instructions are for the refund of premiums collected through the DMC software, when applicable, after a dissolution has been processed.

Note: The administrative fee is non-refundable.

B Action

The following table describes how to process DMC premium refunds after a dissolution has been recorded in the DMC software.

For questions about the NRRS refund process, see 64-FI.

System	Step	Actions
NRRS	1	Activate the remittance according to 64-FI, subparagraph 46 B. This will change the remittance status to “Active-Verified”, ready for correction.
DMC Software	2	In DMC from the collections tab, select the applicable dairy operation. Scroll to the bottom of the page and click “Collections”. Note: Contracts will not be listed on the Collections Tab unless the status of the contract is at least “Producer Certified”.
	3	On the Contract Collections Screen, click “View Collection History”.
	4	CLICK “Cancel” on the remittance associated with the premium collection. Note: If the administrative fee was paid with the same remittance, it must be reloaded before the refund is completed in NRRS.

--50 Processing Premium Refunds for 2021 and Prior Years (Continued)--

B Action (Continued)

System	Step	Actions
NRRS	5	<p>On the “Contract Collections” screen:</p> <ul style="list-style-type: none"> • re-enter the remittance details exactly as it was before except for the “Amount to apply to this contract”. The balance due for the contract should be entered in the “Amount to apply to this contract” field • CLICK “Submit Remittance”. <p>Note: Receipt amount will be less than the remittance amount.</p> <p>User must enter the same remitter, remittance type, check/item number, check/item date, and remittance amount to tie back to the remittance on a verified schedule of deposit.</p>
	6	CLICK on the “Remittance ID” to refresh the Remittance Details Screen. Verify the external receipt contains the corrected information.
	7	From the Remittance Details Screen, click “Refund” to refund the remaining balance on the remittance according to 64-FI. subparagraph 44 B.
	8	After confirming, the remittance displays zero in the “Remaining Amount” field, click “Deactivate”, to deactivate the remittance according to 64-FI, subparagraph 46 C.
	9	The refund should appear in NPS after an overnight process. If the refund does not appear in NPS, review the refund receipt detail Screen. See 64-FI, subparagraph 92 G for a table describing the associated refund statuses.

--51 Transfers*A Introduction**

Policy requires the dairy operation to be associated with the farm/tract where the dairy facility is located. Follow 11-CM for additional information on updating farm records.

The effective date of the transfer in Farm Records is extremely important and is based off when the change occurred in Farm Records.

Example 1: DMC Dairy Partnership has a reconstitution completed on 9-1-2021, before rollover. The transfer in DMC should be completed in the 2021 DMC year.

Example 2: Jane Doe transfers her operation to a neighboring county on 10-15-2021 and rollover has already occurred. The transfer in DMC should be completed in the 2022 DMC year.

To initiate a transfer in the DMC software, select “Production History” from the top navigation menu. The Production History Search Results Screen will be displayed.

Reminder: Transfers that are completed solely because of a reconstitution do not require a producer signature on CCC-800T. However, a COC determination is still required.--*

51 Transfers (Continued)**B Transfers Out of County**

A new contract is required for dairy operations that relocate to another State/county because the administration of the contract has changed.

For dairy operations that have enrolled in DMC that subsequently relocate to another State/county, the following will occur:

- the original County Office will maintain the contract from January 1 through the day before the date recorded as the effective date of the transfer
- the new County Office will maintain the contract from the effective date of the transfer through December 31 of the coverage year.

Note: See Notice DMC-7 for policy related to determining the effective date of the transfer.

Important: For the system to properly set the start and end dates on the contracts in each county, it is critical that the transactions be recorded in the proper order. County Offices shall ensure that the contract filed in the original county is recorded in the system before initiating the transfer to the new county. Failure to record the transactions in the proper order may require extraordinary measures to get the contract recorded in the system properly.

Note: If the contract cannot be recorded in the system in the original county for any reason, County Offices shall submit the manual CCC-801 to the State Office. State Offices shall contact the National Office for assistance.

Once the transfer has been completed, the dairy operation is required to file an updated CCC-801 in the new administrative county.

The National Office will monitor transfers across counties and may request documentation to verify that the transfer and contracts are recorded properly in each county.--*

52 Production History Transfer Screen

A Introduction

The Production History Transfer Screen lists all farms and tracts that the dairy operation is associated with in Farm Records. The transferring county will initiate the transfer process.

Note: The farm and tract that is currently associated with the dairy operation will not be listed.

B Example of Production History Transfer Screen

The following is an example of the Production History Transfer Screen.

Home **Production History** Contracts Collections Maintenance ▾

Production History Transfer

Coverage Year: **2020** State: **California (06)** County: **Merced (047)**
 Dairy Operation: **Farm Service Agency Dairy** Dairy Operation Number: **29125** Production History: **4,478,600 lbs**
 Farm: **546** Tract: **441** Status: **Approved**

Is the transfer due to only a farm and/or tract reconstitution? Yes No

Select	State	County	Farm	Tract	Operator
<input type="radio"/>	California	Merced	546	416	Farm Service Agency Dairy
<input type="radio"/>	California	Merced	9850	103708	Farm Service Agency Dairy

--*

*--52 Production History Transfer Screen (Continued)

C Field Descriptions and Actions for Production History Transfer Screen

The following table provides the field descriptions and actions for the Production History Transfer Screen.

Field	Description	Action
Is the transfer because of a farm and/or tract reconstitution?	Transfers that are completed solely because of a reconstitution do not require a producer signature on CCC-800T. However, COC determination is still required.	Select “Yes” or “No” to whether the transfer is because of a reconstitution.
Select	Allows users to select the applicable farm and tract to which the dairy operation is being transferred.	Click the button next to the operation.
Continue	Proceeds to the Production History Confirmation Screen.	CLICK “Continue”.
Cancel	Cancels the transfers and data is not saved.	CLICK “Cancel”.

D Production History Transfer Screen Error Messages

Message	Reason For Message	Corrective Action
“Must select production history being revised.”	No record has been selected for revision.	Select the farm/tract that you wish to transfer the dairy operation to.
“Response must be provided to indicate if the transfer is the result of a farm and/or tract reconstitution.”	No selection was made about whether or not the transfer is because of reconstitution.	Select “Yes” or “No” to whether the transfer is because of a reconstitution.

--*

52 Production History Transfer Screen (Continued)

E Example of the Production History Transfer Screen Confirmation Screen

The following is an example of the Production History Transfer Screen that will be displayed.

- farm and tract that the dairy operation is currently associated with
- farm and tract to which the user selected to transfer the dairy operation.

Production History Transfer

Coverage Year: 2020 State: California County: Merced

Transfer From:

State	County	Dairy Operation	Farm	Tract
California	Merced	Farm Service Agency Dairy	546	441

Transfer To:

State	County	Dairy Operation	Farm	Tract
California	Merced	Farm Service Agency Dairy	546	416

F Completing Production History Transfer

The following options are available on the Production History Transfer Screen.

Option	Description
Confirm	Confirms that the correct farm and tract number were selected and are being displayed for transfer. Note: The transfer is not complete until the user goes through the pending transfer process to either accept or reject the transfer.
Back	Allows user to return to the previous screen to select a different farm and tract.
Cancel	Returns user to the Production History Search Results Screen and does not save any transfer information.

--*

***--53 Pending Transfer Screen**

A Introduction

Once the transfer has been initiated, the new administrative state/county will select “Pending Transfers” from the “Maintenance” option located on the top navigation menu.

B Example of Production History Search Results Screen With Maintenance Selected

Following is an example of the Production History Search Results Screen with Maintenance Selected.



54 Pending Transfer Search Screen

A Introduction

Once the user selects “Pending Transfers”, the Pending Transfer Search Screen will be displayed. The user will search for the State and County to which the dairy operation is being transferred.--*

*--54 Pending Transfer Search Screen (Continued)

B Example of Pending Transfer Search Screen

The following is an example of the Pending Transfer Search Screen.

C Field Description and Actions

The following table provides the field descriptions and actions for the Pending Transfer Search Screen.

Field	Description	Action
State	The State the dairy operation is being transferred to or within. This defaults to the user's administrative state.	Using the drop-down menu, select the applicable State.
County	The county the dairy operation is being transferred to or within.	Using the drop-down menu, select the applicable county.
Coverage Year	The coverage year that the transfer as occurred.	Using the drop-down menu, select the applicable coverage year.

--*

***--55 Review Transfer Screen**

A Introduction

The Review Transfer Screen will display all pending transfers for the selected State, county, and coverage year. The user must carefully review the records and either accept or reject the applicable transfer to continue.

B Example of Review Transfer Screen

The following is an example of the Review Transfer Screen.

Home Production History Contracts Collections Maintenance ▾

Review Transfer

Coverage Year: 2020 State: California County: Merced

Search Results

Select	Dairy Operation	Established Production History (lbs)	State	County	Farm	Tract
<input type="radio"/>	Farm Service Agency Dairy	4,478,600	California California	Merced Merced	546 546	441 416

[View CCC-800T](#) [Cancel](#) [Reject](#) [Accept](#)

--*

*--55 Review Transfer Screen (Continued)

C Field Descriptions and Actions for the Review Transfer Search Screen

The following options are available on the Review Transfer Search Screen.

Field	Description	Action
View CCC-800T	Allows user to view and print the CCC-800T.	CLICK "View CCC-800T".
Cancel	Returns the user to the DMC Home Screen. This does not cancel the transfer.	CLICK "Cancel"
Reject	Deletes the transfer and returns the original production history record back to the original status.	CLICK "Reject".
Accept	Accepts the transfer and continues to the Transfer COC Determination Screen. Warning: It is critical that users ensure that all information is correct before clicking "Accept". There is no way to cancel a transfer once it has been accepted.	CLICK "Accept".

D Review Transfer Screen Error Messages

Message	Reason For Message	Corrective Action
"Must select a transfer."	No record has been selected for transfer.	Select the record that you wish to take action on for transfer.

--*

*--56 Transfer COC Determination Screen

A Introduction

The Transfer COC Determination Screen is where the user will enter the effective date, producer signature, and the COC determination and determination date.

The effective date cannot be earlier than September 1 of the previous year.

Reminder: Transfers that are completed solely because of a reconstitution do not require a producer signature on CCC-800T. However, a COC determination is still required.

B Example of Transfer COC Determination Screen

The following is an example of the Transfer COC Determination Screen.

Transfer COC Determination

Coverage Year: 2020	State: California (06)	County: Merced (047)
Dairy Operation: Farm Service Agency Dairy	Dairy Operation Number: 29125	Production History: 4,478,600 lbs
Farm: 546	Tract: 416	Status: Initiated Transferred To

Effective Date: *Required*

Producer Signature
 Is more than one signature required for the Dairy Operation?
 Yes No

Date Filed:

COC Determination
 Approve Disapprove

COC Determination Date: *Required*

--*

*--56 Transfer COC Determination Screen (Continued)

C Field Descriptions and Actions for Transfer COC Determination Screen

Following are the field descriptions and actions for transfer the COC Determination Screen.

Field	Description		Action
"Effective Date"	IF the transfer is due to...	THEN the effective date...	Use the calendar icon to select the applicable effective date or enter the applicable date.
	relocation to a new facility	is the day the dairy operation started commercially producing milk at the new location.	
	reconstitution	is the COC approval date of the reconstitution.	
	Note: See Notice DMC-7 for additional information.		
Is more than one signature required for the Dairy Operation?	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation.		Select either of the following: <ul style="list-style-type: none"> • "Yes" if more than one signature is needed for the dairy operation • "No" if only one signature is needed for the dairy operation.
Number of Signatures Required	This field will only be displayed if the user selects "Yes" if more than one signature is required for the dairy operation. Note: Currently, the CCC-800T will not print the specified number of signature lines. If additional lines are needed, print multiple copies of the CCC-800T for signatures and staple them together.		Enter the applicable number of signatures needed on the CCC-800T.

--*

*--56 Transfer COC Determination Screen (Continued)

C Field Descriptions and Actions for Transfer COC Determination Screen (Continued)

Field	Description			Action
"Date Filed"	The date filed is the later of: <ul style="list-style-type: none"> • date the producer signed the CCC-800T • date the County Office received the CCC-800T with all required signatures. 			Use the calendar icon to select or enter the applicable date CCC-800T was filed.
"COC Determination"	IF the COC determination selected is...	FOR the...	THEN...	Select either of the following: <ul style="list-style-type: none"> • "Approve" • "Disapprove". Use the calendar icon to select or enter the COC determination date.
	approved	original production history record	<ul style="list-style-type: none"> • status will remain as "Approved" • secondary status will be "Transferred". 	
		new production history record	<ul style="list-style-type: none"> • status is updated to "Approved" • secondary status will be "Transferred To". 	
	disapproved	original production history record	status remains "Approved".	
		new production history	status is updated to "Disapproved".	
	Save and Continue	Completes the determination process and routes the user back to the Production History Search Results Screen.		
Back	Returns the user to the Review Transfer Screen			CLICK "Back".
Cancel	Returns the user to the Production History Search Results Screen.			CLICK "Cancel".

--*

*--56 Transfer COC Determination Screen (Continued)

D Transfer COC Determination Screen Error Messages

Message	Reason For Message	Corrective Action
View CCC-800T	CCC-800T will be displayed and available to be printed.	CLICK "View CCC-800T".
"Effective date of the transfer must be entered.	No date was entered or selected for the effective date.	Use the calendar icon to select or enter the effective date of the transfer.
"Date filed date is required."	The 'Date Filed' field was left blank.	Use the calendar icon to select or enter the applicable date CCC-800A was filed.
"Response must be provided to indicate if more than one producer signature is required."	'Yes' was selected for needing more than one signature but user did not enter the applicable number of signatures needed.	Enter the applicable number of signatures needed on CCC-800A.
"COC determination is required."	The users did not select whether or not the application has been approved or disapproved.	Select one of the following: • "Approve" • "Disapprove".
"The COC Determination date should be in the format (mm/dd/yyyy)."	The user entered the COC determination date in the wrong format.	Use the calendar icon to select or enter the applicable date the COC determination was made.

--*

***--57 Succession in Interest**

A Introduction

A succession-in-interest becomes effective the date the milk marketing switched to the successor. The predecessor is responsible for any prorated premiums for the days within the calendar year they participated in DMC.

If the successor chooses to enroll, the successor is responsible for any prorated premiums for the days within the calendar year they operated the dairy operation regardless of the date they sign CCC-801 for that calendar year.

Policy in 1-DMC, subparagraph 35 A requires the dairy operation to be associated with the farm/tract where the dairy facility is located. Follow 11-CM for additional information on updating farm records.

A contract for the predecessor must be recorded in the DMC system before initiating the succession-in-interest.

County Offices must ensure that the predecessor contract is recorded in the system prior to recording the succession-in-interest because information from the predecessor contract applies to the successor.

Exception: For 2019 only, if the successor filed a contract prior to the predecessor, then ensure the contracts are recorded in the order they were filed.

If it is determined that the ownership change occurred on or before January 1, 2019, County Offices must submit the CCC-800S and all CCC-801's for the predecessor and successor, as applicable, to the State Office. State Offices must submit the case to the National Office so the succession-in-interest can be recorded properly.

Reminder: The effective date of a succession-in-interest in DMC purposes is the date the successor started marketing milk.

To initiate a succession-in-interest in the DMC software, select "Production History" from the top navigation menu. The Production History Search Results Screen will be displayed.

B Production History Search Results Screen Error Messages

The following provides a list of error messages that may be displayed on the Production History Search Results Screen.

Message	Reason For Message	Corrective Action
"Must select production history being revised."	No production history record was selected.	Select the applicable dairy operation.

--*

*--58 Succession-In-Interest Qualification Screen

A Introduction

The initial Succession-in-Interest Qualification Screen lists one “yes” or “no” question to evaluate if the dairy operation has had a break in producing and commercially marketing milk for more than 15 days. If ‘yes’ is selected, the dairy operation does not meet the requirements for a succession-in-interest and should instead be dissolved.

If the dairy operation answers “No” to the first question, two additional questions will be displayed on the secondary Screen.

If “No” is selected for both of the following questions, a dissolution must be completed.

- Was the dairy operation restructured or reorganized with a new tax ID number that has common members from the original operation to the resulting operation?
- Is a family member assuming control of the dairy operation?

B Example of Succession-In-Interest Qualification Screen One

The following is an example of the initial Succession-in-Interest Qualification Screen.

Succession in Interest Qualification

Coverage Year: 2020	State: California (06)	County: Merced (047)
Dairy Operation: Doe, Jane	Dairy Operation Number: 29338	Production History: 56,000,000 lbs
Farm: 9801	Tract: 4998	Status: Approved

Has there been a break of 15 days or more in producing and commercially marketing milk? Yes No

Cancel
Continue

--*

*--58 Succession-In-Interest Qualification Screen (Continued)

C Example of Succession-In-Interest Qualification Screen Two

The following is an example of the secondary questions that will be displayed if “No” was selected on the initial screen Succession-in-Interest Qualification Screens.

Succession in Interest Qualification

Coverage Year: 2021	State: Florida (12)	County: Baker (003)
Dairy Operation: DMC Dairy Farm LLC	Production History: 25,887,499 lbs	Supplemental:
Dairy Operation Number: 30348	Tract: 1066	Status: Approved
Farm: 912		

Has there been a break of 15 days or more in producing and commercially marketing milk? Yes No

Was the dairy operation restructured or reorganized with a new tax ID number that has common members from the original operation to the resulting operation? Yes No

Is a family member assuming control of the dairy operation? Yes No

--*

***--58 Succession-In-Interest Qualification Screen (Continued)**

D Field Descriptions and Actions for the Succession-in-Interest Qualification Screens

The following table provides the field descriptions and actions for the Succession-in-Interest Qualification Screen.

Field	Description	Action
Has there been a break of 15 days or more in producing and commercially marketing milk?	If there has been a break of 15 days or more, a dissolution is needed.	Select either of the following options: <ul style="list-style-type: none"> • Yes • No.
Was the dairy operation restructured or reorganized with a new tax ID number that has common members from the original operation to the resulting operation?	If the dairy operation was restructured or reorganized with a new tax ID number but does not have common members, a dissolution is needed.	Select either of the following options: <ul style="list-style-type: none"> • Yes • No.
Is a family member assuming control of the dairy operation?	If a non-family member is assuming control of the dairy operation, a dissolution is needed. See 1-DMC, Exhibit 2 for the definition of “family member”.	Select either of the following options: <ul style="list-style-type: none"> • Yes • No.

E Page Options

The following options are available on the Succession-in-Interest Qualification Screen.

Option	Description
Continue	Continues to the Succession-in-Interest Candidates Screen.
Cancel	Returns user to the Production History Search Results Screen.

--*

*--58 Succession-In-Interest Qualification Screen (Continued)

F Succession-in-Interest Qualification Screen Error Messages

The following provides a list of error messages that may be displayed on the Succession-in-Interest Qualification Screen.

Message	Reason For Message	Corrective Action
<p>“A succession-in-interest is not applicable to the selected dairy operation. Operation must be dissolved.”</p>	<p>Either:</p> <ul style="list-style-type: none"> • “No” was selected for all three qualification questions. • “Yes” was selected for the first two questions but “No” was selected for the last question. 	<p>The dairy operation is not eligible for succession. A dissolution should be completed.</p>

--*

***--59 Succession-In-Interest Candidates Screen**

A Introduction

The Succession-in-Interest Candidates Screen will list all producers tied to the farm and tract in Farm Records. The user will also need to enter the date that the successor started commercially marketing milk and designate whether the predecessor wishes to transfer any remaining DMC premium credits to the successor.

Note: The predecessor must stay on the farm and tract if they have a contract for any part of the coverage year.

B Example of Succession-In-Interest Candidates Screen

The following is an example of the Succession-in-Interest Candidates Screen.

Succession in Interest Candidates

Coverage Year: 2020	State: California (06)	County: Merced (047)
Dairy Operation: Doe, Jane	Dairy Operation Number: 29338	Production History: 56,000,000 lbs
Farm: 9801	Tract: 4998	Status: Approved

Select the successor-in-interest for this dairy operation

Farm Service Agency Dairy, LLC

What is the date the successor started commercially marketing milk?

Does the original dairy operation request to transfer the remaining DMC premium credits to the successor-in-interest? Yes No

--*

*--59 Succession-In-Interest Candidates Screen (Continued)

C Field Descriptions and Actions for the Succession-in-Interest Qualification Screen

The following table provides the field descriptions and actions for the Succession-in-Interest Candidates Screen.

Field	Description	Action
Select the successor-in-interest for this dairy operation.	<p>Any producer that is linked in farm records with the farm and tract associated with the predecessor dairy operation will be displayed.</p> <p>If the successor is not listed, review the associated producers for the applicable farm and tract in Farm Records and record the producer.</p>	Select the applicable entity that is succeeding to the dairy operation.

D Field Descriptions and Actions for the Succession-in-Interest Candidates Screen

The following table provides the field descriptions and actions for the Succession-in-Interest Candidates Screen.

Field	Description	Action
What is the date the successor started commercially marketing milk?	<p>The date the successor began commercially marketing milk will determine the end date of the predecessor contract and the start date of the successor's contract.</p> <p>Note: The effective date of the succession-in-interest must be the actual date of ownership change.</p>	<p>Use the calendar icon to select or enter the applicable date CCC-800S was filed.</p> <p>Select or enter the applicable date the succeeding dairy operation began commercially marketing milk.</p>

--*

*--59 Succession-In-Interest Candidates Screen (Continued)

D Field Descriptions and Actions for the Succession-in-Interest Candidates Screen (Continued)

Field	Description	Action
Does the original dairy operation request to transfer the remaining DMC premium credits to the successor-in-interest?	The processor can opt to transfer any remaining premium credit to the successor. Note: If the predecessor has no premium credit, select no.	Select either of the following options: <ul style="list-style-type: none"> • Yes • No.
Back	Returns the user to the Succession-in-Interest Qualification Screen.	CLICK "Back".
Continue	Continues to the Succession-in-Interest Review Screen.	CLICK "Continue".
Cancel	Returns user to the Production History Search Results Screen.	CLICK "Cancel".

E Succession-in-Interest Candidates Screen Error Messages

The following provides a list of error messages that may be displayed on the Succession-in-Interest Qualification Screen.

Message	Reason For Message	Corrective Action
"Must select the customer succeeding to the dairy operation."	A successor-in-interest has not been selected.	Select a successor-in-interest.
"No other producer is associated with this farm and tract. This succession will be cancelled."	There is no other producer associated to the farm and tract in Business Partner.	Associate the successor to the farm and tract in Business Partner.

--*

*--59 Succession-In-Interest Candidates Screen (Continued)

E Succession-in-Interest Candidates Screen Error Messages (Continued)

Message	Reason For Message	Corrective Action
<p>“Must specify whether the balance of the premium credit should be transferred to the successor.”</p>	<p>“Yes” or “No” was not selected to whether the DMC premium credit should be transferred.</p>	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • “Yes” • “No”.
<p>“Invalid Date”</p>	<p>Either no date was submitted for the date that the successor started commercially marketing milk or it was in a format that was not recognized.</p>	<p>Use the calendar icon to select or enter the applicable date the successor started commercially marketing milk.</p>
<p>“Succession-in-Interest must be recorded for the year the successor started commercially marketing milk.”</p>	<p>The date entered for the date the successor started commercially marketing milk is not in the coverage year selected.</p>	<p>Either:</p> <ul style="list-style-type: none"> • use the calendar icon to select or enter the applicable date the successor started commercially marketing milk • CLICK “Cancel” to end the succession process and select the correct coverage year.

--*

***--60 Succession-In-Interest Review Screen**

A Introduction

The Succession-in-Interest Review Screen will display the details of the succession for review.

B Example of Succession-In-Interest Review Screen

The following is an example of the Succession-in-Interest Review Screen.

Succession in Interest Review

Coverage Year: 2020	State: California (06)	County: Merced (047)
Dairy Operation: Doe, Jane	Dairy Operation Number: 29338	Production History: 56,000,000 lbs

Succession From:

Dairy Operation
Doe, Jane

Succession To:

Dairy Operation
Farm Service Agency Dairy, LLC

Succession Effective Date:

06/17/2020

--*

*--60 Succession-In-Interest Review Screen (Continued)

C Field Descriptions and Actions for the Succession-In-Interest Review Screen

The following table provides the field descriptions and actions for the Succession-in-Interest Review Screen.

Field	Description	Action
Succession From	Displays the predecessor.	
Succession To	Displays the successor.	
Succession Effective Date	The date the successor started commercially marketing milk.	
Reject	Cancels the succession-in-interest and returns user to the Production History Search Results Screen.	CLICK "Reject".
Accept	<p>Completes the succession-in-interest and proceeds to the Succession COC Determination Screen.</p> <p>Warning: Once the user selects 'accept', the succession cannot be reversed.</p>	CLICK "Accept".

--*

*--61 Succession COC Determination Screen

A Introduction

The Succession COC Determination Screen is where the user will enter the date filed and COC determination and determination date.

B Example of Succession COC Determination Screen

The following is an example of the Succession COC Determination Screen.

Succession in Interest COC Determination

Coverage Year: 2020	State: California (06)	County: Merced (047)
Dairy Operation: Farm Service Agency Dairy, LLC	Dairy Operation Number:	Production History: 56,000,000 lbs
Farm: 9801	Tract: 4998	Status: Initiated Succession To

Effective Date: Required

Producer Signature
Is more than one signature required for the Dairy Operation?
 Yes No

Date Filed:

COC Determination
 Approve Disapprove

COC Determination Date: Required

--*

*--61 Succession COC Determination Screen (Continued)

C Field Descriptions and Actions for the Succession COC Determination Screen

The following table provides the field descriptions and actions for the Succession COC Determination Screen.

Field	Description	Action
Effective Date	The date the successor began commercially marketing milk.	
“Is more than one signature required for the Dairy Operation?”	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation.	<p>CLICK:</p> <ul style="list-style-type: none"> • “Yes”, if more than one signature is needed for the dairy operation • “No”, if only one signature is needed for the dairy operation.
Number of Signatures Required	<p>This box will only be displayed if the user selects “Yes”, more than one signature is required for the dairy operation.</p> <p>Note: Currently the form will not print the specified number of signature lines. If additional signature lines are needed, print multiple copies of the CCC-800 for signature and staple them together.</p>	Enter the applicable number of signatures needed on CCC-800.

--*

*--61 Succession COC Determination Screen (Continued)

C Field Descriptions and Actions for the Succession COC Determination Screen (Continued)

Field	Description	Action
Date Filed	The date filed is the later of: <ul style="list-style-type: none"> • date the predecessor signed the CCC-800S • date the successor signed the CCC-800S • date the County Office received the CCC-800S with all required signatures. 	Use the calendar icon to select or enter the applicable date CCC-800S was filed.
COC Determination	The date that the COC or designee makes the determination on the CCC-800S.	Select one of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”. Use the calendar icon or select or enter the COC determination date.
View CCC-800S	Populates the CCC-800S.	CLICK “View CCC-800S”.
Back	Returns the user to the Succession-in-Interest Review Screen.	CLICK “Back”.
Cancel	Returns the user to the Production History Search Results Screen.	CLICK “Cancel”.
Continue	Completes the process and returns the user to the Production History Search Results Screen.	CLICK “Continue”.

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62-70 (Reserved)

Part 4 Creating and Maintaining Contract

Section 1 Recording Contract Information

71 Recording Contract Information

A Basic Information

Contract and annual coverage election shall be recorded for dairy operations that choose to participate in DMC.

Dairy operations that:

- do not elect to lock-in coverage, are not required to enroll and participate annually for the duration of DMC
- register for DMC and elect to lock-in coverage, are required to register in subsequent years during the registration coverage election period at the same election level for the duration of DMC.

See 1-DMC for DMC registration and annual coverage election policy and provision.

71 Recording Contract Information (Continued)

B Recording DMC Contract

Following is a step by step guide to recording a contract in the DMC software.

Access the Contract Search Results Page according to paragraph 12. On the Contract Search Results Page, perform the following steps to record a contract for a selected dairy operation.

Step	Action
1	On the Contract Search Results Page, select the applicable dairy operation.
2	Scroll to the bottom of the page or on your keyboard hit “End” to reach the bottom of the page, CLICK “Create Contract”.
3	<p>On the General Information Page, perform the following actions:</p> <ul style="list-style-type: none"> • select “Yes” or “No” to whether the dairy operation is currently producing and commercially marketing milk • enter the 2014-2017 net premium credit amount from item 15B on CCC-785, if applicable • CLICK “Continue” to proceed.
4	<p>On the Coverage Options Page, perform the following actions:</p> <ul style="list-style-type: none"> • select: <ul style="list-style-type: none"> • the applicable coverage percentage from the drop-down menu • the desired coverage level for Tier 1 • the desired coverage level for Tier 2, if applicable • “Yes” or “No” to whether the dairy operation is electing to lock in coverage through 2023 • CLICK “Continue” to proceed.

71 Recording Contract Information (Continued)

B Recording DMC Contract (Contract)

Step	Action
5	<p>On the Producer Certification Page, perform the following actions:</p> <ul style="list-style-type: none"> • select one of the following: <ul style="list-style-type: none"> • “Add Dairy Operation” as a producer to select the current dairy operation • “Add Producer” to initiate a SCIMS search to select a producer • use the calendar icon to select the date or enter the applicable date for when the producer filed the application • enter the applicable share of the dairy operation for each producer listed • select <ul style="list-style-type: none"> • “Yes” or “No” to indicate if the producer meets the commensurate requirements • “Yes” or “No” to if the producer is participating in DMC <p>Note: Defaulted to “Yes”.</p> • “Yes” or “No” to if the producer is refusing payment <p>Note: Defaulted to “No”.</p> • the producer that is the point of contact for the dairy operation • “Yes” or “No” to whether the dairy operation qualifies for a waiver of the administrative fee <p>• CLICK “Continue” to proceed.</p>

71 Recording Contract Information (Continued)

B Recording DMC Contract (Continued)

Step	Action
6	<p>On the Contract Collection Page, the user is able to enter a remittance or proceed without entering a remittance. To enter a remittance, under “Remittance Details”:</p> <ul style="list-style-type: none"> • verify that the correct State and county are displayed • select the applicable Remittance Office from the drop-down menu • select the remitter by clicking: <ul style="list-style-type: none"> • “Select Dairy Operation”, to add the dairy operation as the remitter • “Select From SCIMS”, to initiate a SCIMS search to select the remitter. <p>Under “Payment Details”:</p> <ul style="list-style-type: none"> • select the remittance type from the drop-down menu • enter the “Check/Item Number” • select the “Check/Item Date” • enter the “Remittance Amount” • enter the amount of the remittance to apply to the DMC contract • CLICK “Submit Remittance”.
7	Once the remittance has been successfully submitted, CLICK “Continue” to proceed.
8	The Review Validations and Errors Page will be displayed.
9	Review and correct any errors listed.
10	CLICK “Continue”.
11	<p>On the COC Action Page, select the COC determination:</p> <ul style="list-style-type: none"> • CLICK “Approve”. • CLICK “Disapprove”. <p>Once the COC determination has been entered, the user must enter the “COC Determination Date”.</p> <p>CLICK “Save and Continue”.</p>

72 Creating Contract for DMC Annual Election Coverage

A Introduction

Contract and annual coverage election shall be recorded yearly for dairy operations that choose to participate in DMC including those that elected to lock-in coverage.

After the user has selected the dairy operation on the Contract Search Results Page, the General Information Page will be displayed.

B Example of General Information Screen

Following is an example of the General Information Screen.

Home Production History **Contracts** Collections Maintenance ▾

General Information Coverage Producer Remittance Determination

General Information

Coverage Year: **2019** State: **Florida (12)** County: **Clay (019)**
Dairy Operation: **DMC Dairy LLC** Dairy Operation Number: **123729203** Production History: **25,000 lbs**

Does the dairy operation currently produce and commercially market milk? Yes No

Enter the 2014-2017 premium credit amount from form CCC-785:

1 of 5 Steps

72 Creating Contract for DMC Annual Election Coverage (Continued)

C Field Description and Actions Information on the General Information Screen

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

Field	Description	Action
Does the dairy operation currently produce and commercially market milk?	Available options for selection are: <ul style="list-style-type: none"> • “Yes” indicating the dairy operation is currently commercially marketing milk. • “No” indicating the dairy operation is not currently marketing milk. 	Select the applicable response for the dairy operation. Reminder: Dairy Operations that commercially marketed milk at any time in 2019 are eligible to apply for DMC and earn potential payments. for 2019 only , “Yes” must be selected if the dairy operation was commercially marketing milk at any point of 2019 but are now dissolved.
Enter the 2014-2017 premium credit amount from CCC-785.	This field is only applicable if the dairy operation elected the “Credit” option on CCC-785.	Enter the amount from CCC-785, item 15B.

72 **Creating Contract for DMC Annual Election Coverage (Continued)**

D Page Options

The following table provides the page options.

Option	Action
Back	Returns user to the Contract Search Results Screen.
Cancel	Returns user to the Contract Search Results Screen.
Continue	Continues to the Coverage Option Screen.

E General Information Screen Error Messages

The following provides a list of error messages that may be displayed on the General Information Page.

Message	Reason for Message	Corrective Action
“Response must be provided to indicate if the dairy operation currently produces and commercially markets milk.”	“Yes” or “No” was not selected for the commercially marketing milk question.	Select “Yes” or “No” to the applicable question.
“Premium Credit Amount must be entered in dollars and cents.”	Premium Credit was not entered in a valid format.	Enter the Premium Credit in dollars and cents format.

73 Contract Coverage Level Elections

A Introduction

Dairy Operations are required to select their coverage level threshold and percentages yearly unless the lock-in option is elected.

B Example of Coverage Options Screen

The following is an example of the Coverage Options Screen.

Home Production History **Contracts** Collections Maintenance

General Information Coverage Producer Remittance Determination

Coverage Options

Coverage Year: 2019 State: Florida (12) County: Clay (019)
Dairy Operation: DMC Dairy LLC Dairy Operation Number: 123728909 Production History: 520,000 lbs

Coverage Percentage: 95%
Contract Start Date: 01/01/2019
Contract End Date: 12/31/2019

Is the dairy operation electing to lock in coverage through December 31, 2023?
 Yes No

Total Calculated Premium
\$741.00

Coverage Level	Tier 1 - 494,000
<input type="radio"/> \$4.00	\$0.00
<input type="radio"/> \$4.50	\$12.35
<input type="radio"/> \$5.00	\$24.70
<input type="radio"/> \$5.50	\$148.20
<input type="radio"/> \$6.00	\$247.00
<input type="radio"/> \$6.50	\$345.80
<input type="radio"/> \$7.00	\$395.20
<input type="radio"/> \$7.50	\$444.60
<input type="radio"/> \$8.00	\$494.00
<input type="radio"/> \$8.50	\$518.70
<input type="radio"/> \$9.00	\$543.40
<input checked="" type="radio"/> \$9.50	\$741.00

Coverage Level	Tier 2 - 0
<input type="radio"/> \$4.00	\$0.00
<input type="radio"/> \$4.50	\$0.00
<input type="radio"/> \$5.00	\$0.00
<input type="radio"/> \$5.50	\$0.00
<input type="radio"/> \$6.00	\$0.00
<input type="radio"/> \$6.50	\$0.00
<input type="radio"/> \$7.00	\$0.00
<input type="radio"/> \$7.50	\$0.00
<input type="radio"/> \$8.00	\$0.00

2 of 5 Steps Back Cancel Continue

73 Contract Coverage Level Elections (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Coverage Options Page.

Field	Description	Action
Coverage Percentage	Drop-down list to select the coverage level percentage.	Select the applicable coverage percentage elected by the dairy operation.
Contract Start Date	Defaulted to the beginning of the coverage year. This is set by the system and cannot be changed.	
Contract End Date	Defaulted to the end of the coverage year. This is set by the system and cannot be changed.	
Is the dairy operation electing to lock in coverage through December 31, 2023?	<p>Dairy operations have the option to lock in coverage through December 21, 2023.</p> <p>Available options for selection are:</p> <ul style="list-style-type: none"> • “Yes” indicating the dairy operation elects to lock in coverage. • “No” indicating the dairy operation is not electing to lock-in coverage. 	Select “Yes” or “No” to whether the dairy operation is electing to lock in coverage through the year 2023.
Tier 1	<p>Tier 1 covers the first 5,000,000 lbs. of production history.</p> <p>Note: Pounds are computed by multiplying the production history times selected coverage percentage.</p>	<p>Select the applicable coverage level elected by the dairy operation.</p> <p>Note: If the dairy operation elects \$4.00 for the coverage level, the coverage percentage must be 95%. This is considered catastrophic coverage.</p>

73 Contract Coverage Level Elections (Continued)

C Field Descriptions and Actions (Continued)

Field	Description			Action
Tier 2	Tier 2 covers production history over 5,000,000 lbs.			Select the applicable coverage level elected by the dairy operation.
	IF the dairy operation...	AND...	THEN...	
	has both tier 1 and tier 2 production history	selects \$8.50 or higher on tier 1	the operation can select any coverage level on tier 2.	Note: Only applicable if the dairy operation has over 5,000,000 lbs. of covered production history.
		selects \$8.00 or lower on tier one	tier 2 will default to the same coverage level.	
Total Calculated Premium	Total calculated premium for the contract based on the coverage election. See 1-DMC for premium calculation formula.			This field is view only.

D Page Options

The following table provides the page options.

Option	Action
Back	Returns user to the Coverage Option Screen.
Cancel	Returns user to the Contract Search Results Screen.
Continue	Continues to the Producer Certification Screen.

73 Contract Coverage Level Elections (Continued)

E Coverage Option Screen Error Messages

The following provides a list of error messages that may be displayed on the Coverage Options Screen.

Message	Reason for Message	Corrective Action
“Coverage percentage election is required”	Coverage percentage was not selected from the drop-down list.	Select the desired coverage percentage elected by the dairy operation on the drop-down list.
“Response must be provided to indicate if the dairy operation is locking in coverage”	Is the dairy operation electing to lock in coverage through December 31, 2023?	Select “Yes” or “No” to whether the dairy operation is electing to lock-in coverage.
“Tier 1 coverage level election is required”	Tier 1 coverage level was not selected.	Select the coverage for tier 1 that was elected by the dairy operation. Coverage for tier 1 starts at \$4 and increases in \$.50 increments to \$9.50.
“Tier 2 coverage level election is required”	Tier 2 coverage level must be selected.	Select the tier 2 coverage level.
“95% must be the selected coverage percentage when electing \$4 coverage”	User selected \$4 for the coverage level threshold but did not select 95 percent for the coverage level percentage. This is considered catastrophic coverage.	Perform either of the following: <ul style="list-style-type: none"> • select 95 percent for the coverage level percentage • select a different coverage level threshold other than \$4.

74 Producers with Interest in the Dairy Operation

A Introduction

Producers with interest in the dairy operation are required to be added to the contract. The individuals or entity that should be receiving benefit from the program should be listed on this page.

IF the dairy operation listed is...	THEN generally...
an individual	the individual shall be recorded as a producer.
an entity	the dairy operation shall be recorded a producer Note: Members of entities that have an interest in the dairy operation shall not be added separately as a producer with interest, unless they have a personal direct interest in the dairy operation.
an informal joint venture	the members of the joint venture shall be recorded as producers.

B Example of Production Certification Contract Screen Before Producer Selection

The following is an example of the Producer Certification screen **before** clicking “Add Dairy Operation as a Producer” or “Add Producer” to add a producer or entity with interest in the dairy operation.

*--

The screenshot shows a web interface for 'Producer Certification'. At the top, there are five navigation tabs: 'General Information', 'Coverage', 'Producer' (which is highlighted), 'Remittance', and 'Determination'. Below the tabs, the title 'Producer Certification' is displayed. Contract details include: Coverage Year: 2022, Dairy Operation: DMC Dairy LLC, Dairy Operation Number: 30461, State: Florida (12), Production History: 575,067 lbs, and County: Clay (019). Below this is a table with columns: Producer Name, Date Filed, Share(%), Commensurate, Participating, Refused Payment, Allow Payment Reduction, Point of Contact, and Actions. Two buttons, 'Add Dairy Operation as a Producer' and 'Add Producer', are located below the table. Further down, there is a 'TOTAL SHARES: 0.00 %' label and an 'Original Contract Date Filed:' field with a calendar icon. At the bottom, a progress indicator shows '3 of 6 Steps' and four buttons: 'View CCC-801', 'Back', 'Cancel', and 'Continue'.

74 Producers with Interest in the Dairy Operation (Continued)

B Example of Production Certification Contract Screen Before Producer Selection (Continued)

The following is an example of the Producer Certification Screen **after** adding a producer or entity with interest in the dairy operation.

*--

Producer Certification

Coverage Year: **2022** State: **Florida (12)** County: **Clay (019)**
 Dairy Operation: **DMC Dairy LLC** Production History: **575,067 lbs** Supplemental:
 Dairy Operation Number: **30461**

Producer Name	Date Filed	Share(%)	Commensurate	Participating	Refused Payment	Allow Payment Reduction	Point of Contact	Actions
DMC Dairy LLC	11/02/2021	100	Yes	Yes	No	No		Remove

[Add Producer](#)

TOTAL SHARES: 100.00 %

Does the dairy operation qualify for waiver of the administrative fee? Yes No [Refresh](#)

3 of 6 Steps [View CCC-801](#) [Back](#) [Cancel](#) [Continue](#)

--*

74 Producers with Interest in the Dairy Operation (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Producer Certification Page.

Field	Description	Action
Date Filed	<p>The date the CCC-801 was received by the county office.</p> <p>Note: The date should always be when the CCC-801 was received by the county office which could be different from when the producer signed the form.</p>	Use the calendar icon to select the date or type the applicable date.
Share (%)	<p>Producer share percent interest in the dairy operation. Share shall:</p> <ul style="list-style-type: none"> • be greater than 0 percent • not exceed 100 percent (all producers shall total 100 percent) • be a share percent with no more than 2 decimal places. 	Enter the applicable share percentage.
Commensurate	Does the producer make contributions (including land, labor, management, equipment, or capital) to the dairy operation that are at least commensurate with their shares of the proceeds of the operation.	Use the drop-down box to select “Yes” or “No”.

74 Producers with Interest in the Dairy Operation (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Participating	Defaulted to "Yes". Does the producer wish to participate in DMC. Note: If a producer elects to not participate but has a share in the dairy operation, they must be recorded with their applicable shares. See 1- DMC for policy and provisions regarding program participation.	Use the drop-down box to select "Yes" or "No".
*--Refuse Payment	Defaulted to "No". Does the producer wish to refuse DMC payments.	Use the drop-down box to select "Yes" or "No".
Allow Payment Reduction	Defaulted to "No". Does the producer wish to reduce DMC payments to apply to the premium balance due on the contract. Note: Only producers with a 100% share are eligible to select this option.	Use the drop-down box to select "Yes" or "No". The option will not be available if the producer doesn't have 100% share.--*
Point of Contact	Producer who is the main contact for the dairy operation.	Select the appropriate producer as the point of contact.
Does the dairy operation qualify for waiver of the administrative fee?	Does the dairy operation or a member of the dairy operation qualify for a waiver of the administrative fee because of one or more of the following: <ul style="list-style-type: none"> • Socially Disadvantaged • Limited Resource • Beginning Farmer or Rancher • Veteran. 	Select either "Yes" or "No".

74 Producers with Interest in the Dairy Operation (Continued)

D Page Options

Following are the page options.

Option	Action
Add Dairy Operation as a Producer	Select this option to automatically add the dairy operation and the producer with interest. Note: Members of entities should not be individually added to the contract unless they have a direct interest that is separate from the entity.
Add Producer	Select this option to select a producer from SCIMS.
Remove	Select this option if an incorrect producer was added for the dairy operation.
Back	Returns to the Coverage Options Screen.
Cancel	Returns to the Contract Search Results Screen.
Continue	Continues to the Producer Certification Screen.

E Production Certification Contract Screen Error Messages

The following provides a list of error messages that may be displayed on the Contract Screen.

Message	Reason for Message	Corrective Action
“Producer is not an active customer in SCIMS.”	Producer selected is not an active customer in SCIMS.	Select an active customer in SCIMS.
“Must add at least one producer to the contract.”	No producer was selected to add to the contract.	Perform either of the following: <ul style="list-style-type: none"> • Select “Add Dairy Operation as Producer” • Select “Add Producer”.
“Producer share must be recorded.”	User did not record a share percentage for one or more producers.	Perform either of the following: <ul style="list-style-type: none"> • enter the producer share as a percent with up to 2 decimal places • remove the producer from the contract.

74 Producers with Interest in the Dairy Operation (Continued)

E Production Certification Contract Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
“Producer’s total shares do not equal 100%.”	The total share percentage for the dairy operation does not equal 100%.	Enter the applicable share percentage for each producer on the contract.
“Point of contact must be selected for the Dairy Operation.”	User did not select a producer as the point of contact.	Select the appropriate producer as the point of contact.
“Producer must indicate whether the producer meets the commensurate program requirements.”	User did not answer whether the producer was commensurate or not.	Select one of the following: <ul style="list-style-type: none"> • “Yes” meaning the producer meets the commensurate provisions • “No” meaning the producer does not meet the commensurate provisions.
“Signature date cannot be later than current date.”	A date was entered that is after the current date which is an invalid signature date.	Enter a valid signature date that is on or before the current date.
“Date cannot be earlier than the production history producer signature date.”	Date entered is before the production history producer signature.	Enter a valid signature date that is on or after the production history signature date.
"Signature date cannot be previous to the prior revision's signature date."	Signature date entered on the revision cannot be before the signature date on the version prior to the current version. The signature date on the revision must be after the prior signature date because the “start date” of the revision is based on the last producer signature on the revision. Contracts cannot overlap.	Enter a valid signature date that is after the signature date of the prior version of the contract.

75-80 (Reserved)

Section 2 Revising Contracts

81 Contract Revisions

A Introduction

The DMC system provides several options to revise contracts.

Revision Option	Description
Edit Contract	Can be selected at any time during the contract enrollment period. All fields are available for edit during enrollment.
Producer Revision	<p>Creates a new version of the contract and should only be used when a revision is needed on a producer with interest on the contract needs to be updated.</p> <p>Note: This is not applicable to succession-in-interests and should never be used in that manner.</p>
Record Signatures	Allows the user to access the Producer Certification Page to submit producer signatures. The system will then flow through the contract process and allow user to load the COC determination, if applicable. All other fields are locked down during this process.
Delete Revision	<p>Allows the user to delete subsequent versions of the contract if there is an error or was loaded erroneously.</p> <p>Note: The original version of the contract cannot be deleted.</p>

81 Contract Revisions (Continued)

B Revision Table During Enrollment

Determine which revision option is applicable during enrollment according to following.

		Edit	Producer Revision	Delete
		During Enrollment	During Enrollment	During Enrollment
1	Is a new version of the contract created?	No	No	No
	Can the following be modified through this option?			
2	Commercially Marketing Milk question	Yes	No	
3	Amount of 2014-2017 premium credit	Yes	No	
4	Coverage Percentage	Yes	No	
5	Start Date	No	No	
6	End Date	No	No	
7	Lock in question	Yes	No	
8	Tier 1 and Tier 2 Coverage Level	Yes	No	
9	Add/Remove Producer	Yes	Yes	
10	Signature Date	Yes	Yes	
11	Share	Yes	Yes	
12	Commensurate question	Yes	Yes	
13	Participating question	Yes	Yes	
14	Refused Payment question	Yes	Yes	
15	Point of Contact	Yes	Yes	
16	Waiver question	Yes	Yes	

81 Contract Revisions (Continued)

C Revision Table After Enrollment

Determine which revision option is applicable after enrollment according to the following:

		Edit	Producer Revision	Delete
		After Enrollment Ends	After Enrollment Ends	After Enrollment Ends
1	Is a new version of the contract created?	No	Yes	No
	Can the following be modified through this option?			
2	Commercially Marketing Milk question	Yes	No	
3	Amount of 2014-2017 premium credit	No	No	
4	Coverage Percentage	No	No	
5	Start Date	No	No	
6	End Date	No	No	
7	Lock in question	No	No	
8	Tier 1 and Tier 2 Coverage Level	No	No	
9	Add/Remove Producer	No	Yes	
10	Signature Date	No	Yes	
11	Share	No	Yes	
12	Commensurate question	Yes	Yes	
13	Participating question	Yes	Yes	
14	Refused Payment question	Yes	Yes	
15	Point of Contact	Yes	Yes	
16	Waiver question	No	Yes	

82 Contract Revisions - Edit Option

A Introduction

The DMC system provides the ability to revise contracts both during and after enrollment. Use the chart in paragraph 81 to determine applicable actions available under the “Edit Contract” option.

This option never creates a new version of the contract.

Follow the steps below to revise a contract with the “Edit Contract” option.

Step	Action
1	Select the applicable dairy operation.
2	CLICK “Edit Contract”.
3	“Are you sure you wish to edit the contract?” will be displayed.
4	CLICK “Yes” to continue to the General Information Screen.
5	Update contract as applicable.
6	CLICK “Continue” and finish out the contract flow.

B Examples of Edit Contract Option

Following are examples for the edit contract option.

Example 1: User is recording a DMC contract for Ima Farmer but gets called away from their desk and the system times out. When returning, the user selects the “Edit Contract” option to complete the enrollment process.

Example 2: User incorrectly enters the signature date of the producer. The user selects the “Edit Contract” option to correct the signature date.

Example 3: DMC Dairy LLC enrolls in DMC and the user has loaded the contract into the DMC software. The user erroneously enters the individual members of the LLC for the participating producers instead of the entity DMC Dairy LLC. During the enrollment period the user realizes their error and needs to correct the contract. The “Edit Contract” option is used to correct the participating producer on the contract regardless of contract status.

Note: The “Edit Contract” option will always navigate the user to the General Information Page.

83 Contract Revisions- Revise Producer Option**A Introduction**

The Revise Producer option is available both during and after DMC enrollment. This option always creates a new version of the contract and will require a new COC determination on the subsequent contract version. This option is for recording changes to the producer with interest in the dairy operation. The user must consider if the information that needs to be updated is truly incorrect or if it was correct for a portion of the coverage year. If the information was entered in error and no subsequent version should be created, the user should use the “Edit Contract” option.

Warning: This option shall only be used if either of the following have changed for the current version of the contract:

- producer is being added or removed
- producer share is being changed.

Note: If, during the enrollment period, the user realizes that the wrong producer was added to the DMC contract, the user should use the “Edit Contract” option instead. If the user uses the “Revise Producer” option, the first version of the contract would still pay the incorrect producer.

Producers with interest in a dairy operation may be revised to:

- add a new producer
- remove an existing producer
- update the following for exiting producer(s):
 - share percentage
 - commensurate indicator
 - participation indicator
 - refuse payment indicator
 - point of contact
 - administrative fee waiver indicator
 - signature date.

83 Contract Revisions- Revise Producer Option (Continued)

A Introduction (Continued)

The start date of a revision is based on the latest signature date from the previous version. The end date for the previous version would automatically be set for the day before.

Example: Joint Venture with 2 members at 50% share each. Midway through the year the shares change to 75/25%. A new version of the contract should be created using the “Producer Revision” option so any forthcoming payments will be issued based on the revised shares. If payments are triggered after the share revision, the system will pay the first version 50/50% and the second version 75/25% based on the start date of the new version.

Note: This option does not replace a succession-in-interest. Succession-in-interests are changes in ownership of the dairy operation and are handled as a Production History revision

B Procedure for Revising a Producer with Interest

Users shall perform the following steps to revise a producer with interest in the dairy operation.

Step	Action
1	Select the applicable dairy operation.
2	CLICK “Revise Producer”.
3	“Are you sure you wish to revise the producer?” will be displayed.
4	CLICK “Yes” to continue to the Producer Certification Screen.
5	Update the applicable fields.
6	CLICK “Continue” and finish out the contract flow.

After the producer(s) with interest in the dairy operation has been updated, a new producer signature(s) and COC determination is required.

All versions of the contract will be displayed on the Contract Search Results Screen. The contracts are listed by contract end date therefore the original version is listed first followed by any subsequent versions created.

83 Contract Revisions- Revise Producer Option (Continued)

C Example of Contracts Search Results with Multiple Contract Revisions

The following is an example of the Contract Signature Screen with a contract revision.

Revisions are listed on the Search Results Page by contract end date. In the following example the original contract was revised, and the end date of that contract is now 4-17-2019. The subsequent version of the contract is listed next with a contract end date of 12-31-2019. Pay close attention to the “Contract End Date” field to determine which version is the current version.

The screenshot shows a web interface for 'Contracts Search Results'. At the top, there are navigation tabs: Home, Production History, Contracts (selected), Collections, and Maintenance. Below the tabs, it displays 'Coverage Year: 2019', 'State: Florida (12)', and 'County: Clay (019)'. The main heading is 'Contracts Search Results'. Underneath, there is a 'Search Results' section with a table. The table has columns: Select, Dairy Operation Number, Farm Number, Tract Number, Established Production History (lbs), Contract status, and Contract End Date. There are six rows of data. The second row from the bottom has a red box around its 'Contract End Date' field, which contains '04/17/2019'. Below the table, there are several buttons: 'Create Contract', 'Edit Contract', 'Revise Producer', 'Record Signatures', 'View CCC-801', and 'Delete Revision'.

Select	Dairy Operation Number	Farm Number	Tract Number	Established Production History (lbs)	Contract status	Contract End Date	
<input type="radio"/>	DMC Dairy 123, LLC	123729203	197	273	25,000	Initiated	12/31/2019
<input type="radio"/>	DMC Dairy 456, INC	123729194	128	189	50,000	Approved	12/31/2019
<input type="radio"/>	Doe, John	123728868	2	2	13,750	Initiated	12/31/2019
<input type="radio"/>	DMC Dairy 789 Partnership	123728809	143	204	520,000	Approved	04/17/2019
<input type="radio"/>	DMC Dairy 789 Partnership	123728809	143	204	520,000	Approved	12/31/2019
<input type="radio"/>	Farmer, Ima	123684288	162	231	207,350		

84 **Deleting a Revision**

A Introduction

If it is determined that a correction is needed on the original contract, the user must first delete any revisions to the contract before taking action to correct the issue on the original contract. Once the issues are corrected, the user will then recreate the subsequent version of the contract.

A subsequent version of the contract should always be entered back into the system unless it was created in error. If payments have been made on the subsequent version, deleting that version will cause overpayments if the subsequent version is not reloaded.

Example: A subsequent version of John Smith’s contract has been created. It is discovered that the premium credit amount is incorrect. The user must first delete the subsequent version before correcting the premium credit amount on the original contract.

Note: The original version of the contract **cannot** be deleted.

B Procedure for Deleting a Revision

Step	Action
1	Select the applicable version of the contract for the dairy operation. Note: Pay close attention to the Contract End Date. The most current revision will have a Contract End Date of 12/31 of the applicable year.
2	CLICK “Delete Revision”.
3	A pop-up will be displayed asking if you’re sure you wish to delete the revision.
4	CLICK “Yes” to continue with the deletion.

85 Contract Revisions- Record Signatures

A Introduction

The Record Signatures option only allows the user to record signatures including the COC determination on a contract. All other fields are locked down during this process. This option is available if the contract is in at least “Initiated” status and is available so the user does not have to navigate through the entire contract by using the “edit contract” button. When the Record Signature option is selected, the Producer Certification Screen is displayed.

B Example of Producer Certification Screen when Record Signature Option is Taken

The following is an example of the Producer Certification Screen when “Record Signature” option is taken. All fields are locked down except the “Date Filed” field. The user can also record COC determination and date under this option.

Home Production History **Contracts** Collections Maintenance

General Information Coverage **Producer** Remittance Determination

Producer Certification

Coverage Year: 2019 State: Florida (12) County: Clay (019)
Dairy Operation: Doe, John Dairy Operation Number: 123729203 Production History: 25,000 lbs

Producer Name	Date Filed	Share(%)	Commensurate	Participating	Refused Payment	Point of Contact	Actions
Doe, John	<input type="text"/>	100.00	Yes	Yes	No	<input type="radio"/>	Remove

TOTAL SHARES:
100.00 %

Does the dairy operation qualify for waiver of the administrative fee? Yes No

3 of 5 Steps

85 Contract Revisions- Record Signatures

C Page Options

Option	Action
Add Producer	Not available for selection during this process.
Cancel	Returns user to the Contract Search Results Screen.
Continue	Continues to the Contract Collection Screen.

86-90 (Reserved)

Section 3 Recording COC Determinations

91 Review Validations and Errors

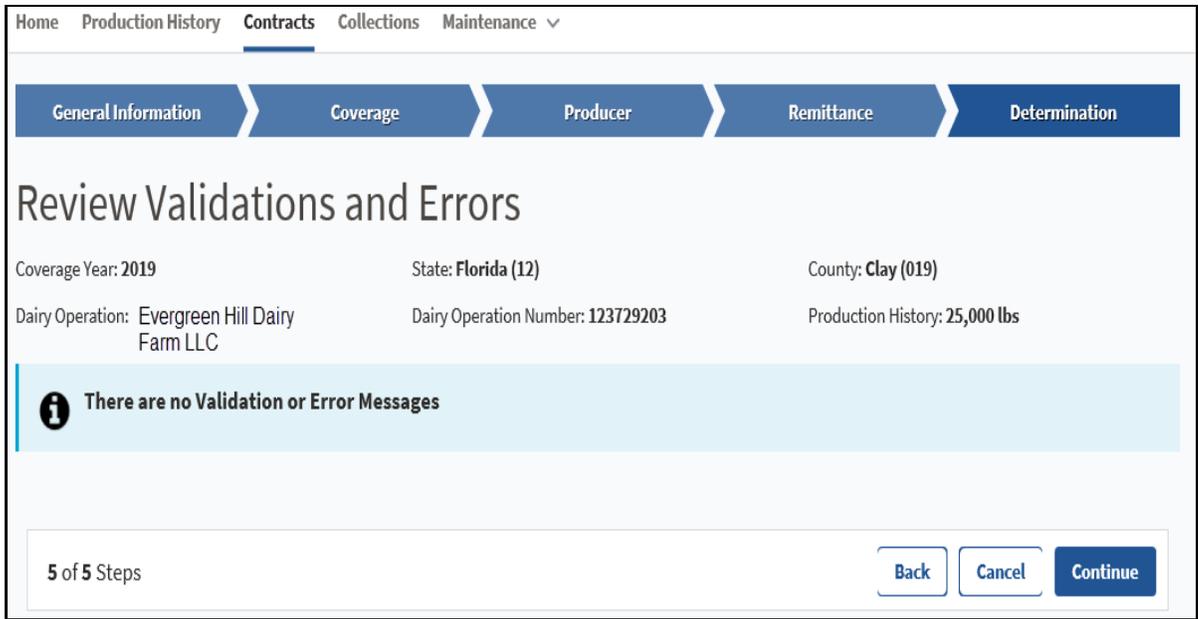
A Introduction

The Review Validations and Error Screen lists any issues with the contract that could prevent the COC approval of the contract. There are two types of errors.

- Validation Errors, which prevent the user from recording the COC determination for the contract until corrective action is taken.
- Validation Warnings, which allow the user to record the COC determination but will require for a “Final Approval” on the COC Determination Page requesting verification of approval with errors.

B Example of Validations and Errors Screen

The following is an example of the Contract Collections Screen with no validation or error messages.



91 Review Validations and Errors (Continued)

C Page Options

Option	Action
Back	Returns user to the Contract Collection Screen.
Cancel	Returns user to the Contract Search Results Screen.
Continue	Continues to the COC Action Screen.

D Review Validations and Errors Screen Error Messages

The following provides a list of error messages that may be displayed on the Contract Screen.

Message	Reason for Message	Corrective Action
“Dairy Operation is not eligible for DMC since they do not currently produce and commercially market milk.”	Dairy operation indicated they do not currently produce and commercially market milk.	<p>Verify that the correct answer was selected on the General Information Page. If the correct answer was selected and the dairy operation is not currently producing and commercially marketing milk, the contract must be disapproved.</p> <p>Note: For 2019 only, if the dairy operation produced and commercially marketed milk at any time in the calendar year, they are eligible for DMC and the question must be marked “Yes” on the General Information tab.</p>

91 Review Validations and Errors (Continued)

D Review Validations and Errors Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Administrative Fee must be paid prior to COC Approval”</p>	<p>One of the following occurred:</p> <ul style="list-style-type: none"> • user did not enter the “Remittance Fee” and “Amount to apply to DMC” • user did note that a waiver applies, if applicable • “Amount to Apply to DMC” was less than \$100. 	<p>Perform any of the following:</p> <ul style="list-style-type: none"> • enter the remittance fee on the Contract Collection Screen • COC determination cannot be completed until the administrative fee has been paid.
<p>“Dairy operation did not enroll timely and is not eligible for buy-up coverage.”</p>	<p>Dairy operation did not enroll timely and is not eligible for coverage.</p>	<p>The contract must be disapproved.</p>
<p>“Total shares of all producers with an interest in the dairy operation does not equal 100%.”</p>	<p>Total shares for the dairy operation do not equal 100%.</p>	<p>Verify shares for the contract.</p> <p>While the producer has the option not to participate, 100% of the shares must be accounted for the Dairy Operation.</p>
<p>“Signature dates have not been recorded for all participating producers.”</p>	<p>Signature dates have not been recorded for all producers indicating they are participating in DMC.</p> <p>If a producer has selected to not participate, a signature is not required on the CCC-801 for that producer.</p>	<p>Verify that all signature dates have been recorded.</p>

91 Review Validations and Errors (Continued)

D Review Validations and Errors Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Not all producers have indicated they are participating. Verify before recording COC approval”</p>	<p>At least one of the producers associated with the contract indicated they are electing not to participate as recorded.</p>	<p>Verify that the participation indicator is correct for all producers that are participating in the DMC program have been recorded accordingly.</p> <p>Note: This is a warning message and user can proceed with COC determination if they feel the contract is correct.</p>
<p>“Point of Contact was not selected for dairy operation.”</p>	<p>Point of contact was not selected for the dairy operation.</p>	<p>Point of contact should be selected.</p> <p>Note: This is a warning message and user can proceed with COC determination if they feel the contract is correct.</p>

92 Contract Signature Screen

A Introduction

The Contract Signature Screen, “COC Determination” section provides the ability for COC or designee to “Approve” or “Disapprove” CCC-801 and enter the date of COC determination.

Once COC determination has been saved, the user will be redirected back to the Contract Search Results Screen.

B Example of Contract Collections Screen

The following is an example of the Contract Signature Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Contract Signature Screen. Once the user has selected the COC determination, the COC determination date must be entered.

Heading	Description
COC Determination	Allows the user to select “Approve” or “Disapprove” for the COC determination.
COC Determination Date	The user should enter the date the COC determination was acted on.

92 Contract Signature Screen (Continued)

D Page Options

The following options are available on the Contract Collection Page.

Option	Action
Back	Returns user to the Review Validations and Errors Screen.
Cancel	Returns user to the Contract Search Results Screen.
Save and Continue	Continues to the Contract Search Results Screen.

E Contract Signature Screen Error Messages

The following provides a list of error messages that may be displayed on the Contract Signature Screen.

Message	Reason for Message	Corrective Action
“The COC determination is required.”	“Approve” or “Disapprove” was not selected.	Select either of the following for the COC Determination: <ul style="list-style-type: none"> • Approve • Disapprove.
“COC Determination date is required.”	No COC determination date was entered.	Enter or select the applicable COC determination date.
“COC Determination date cannot be a future date.”	COC determination date selected is a future date	Verify the COC determination date and record a valid date.

93 Bulk Approval of Contracts

A Introduction

The bulk approval of contracts option is provided so users can record the COC approval for multiple contracts at the same time. For a contract to be eligible for bulk approval, the contract must be in “Producer Certified” status. The bulk approval option is located on the Maintenance Toolbar under “Approve Contracts”

B Example of Approve Contracts Screen

Following is an example of the Approve Contracts Screen.

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established	Contract Status
<input type="checkbox"/>	DMC Dairy 123	123700955	2520	713	34,056	Producer Certified
<input type="checkbox"/>	DMC Dairy 456	123700951	2748	2898	19,328,830	Producer Certified
<input type="checkbox"/>	Doe, John	123700954	2355	743	58,090,140	Producer Certified
<input type="checkbox"/>	Farmer, Ima	123700953	1758	1716	96,289,460	Producer Certified

93 Bulk Approval of Contracts (Continued)

C Field, Description, Action

The following table provides the field descriptions and actions for the Approve Contract Page.

Field	Description	Action
Approval Date	<p>COC approval date for all contracts selected to be approved.</p> <p>Note: All contracts selected must have the same COC approval date. Be certain to only select contracts with the same COC approval date. User may need to perform the bulk approval several times to account for multiple COC approval dates for all contracts.</p>	<p>Perform any of the following:</p> <ul style="list-style-type: none"> • individually select applicable contracts for approval by clicking the “select” dialog box next to the dairy operation. • select all dairy operations listed by clicking “Select All” • unselect any dairy operation currently selected by clicking “Clear All” and return to the Contract Search Results Page by clicking “Contracts” at the top of the screen.
Approve	Approves all contracts that have been selected by the user.	Once the applicable dairy operations have been selected, the user will click “Approve” to record the COC determination date.

93 Bulk Approval of Contracts (Continued)

D Page Options

The following page options are available.

Option	Action
Select All	Allows user to select all contracts listed.
Clear All	Allows user to clear any contracts selected.
Approve	COC approval is recorded for any contract selected. The user will be directed back to the Contract Search Results Screen.

E Revise Producer Error Messages

The following provides a list of error messages that may be displayed for the Bulk Approval process.

Message	Reason for Message	Corrective Action
“Approval date is required to approve.”	User did not enter a COC approval date.	Use the calendar icon to select the applicable COC approval date of the contracts selected.
“At least one contract must be selected to approve.”	User did not select at least one contract for approval.	Perform one of the following: <ul style="list-style-type: none"> • Select applicable contracts for approval. • Return to the Contract Search Results Screen by clicking “Contracts” at the top of the page.
Approval date must be greater than or equal to the Producer signature date.	User selected an approval date earlier than the signature date of one or more selected contracts.	Ensure the correct COC approval date was selected. Review the dairy operations selected for accuracy.

94-110 (Reserved)

Part 5 Collections

--Section 1 Collecting Fees and Premiums for 2021 and Prior Years--

111 Introduction

A Administrative Fee and Premium

Collecting and remitting administrative fee and/or premium shall be recorded in the DMC system for dairy operations when fees are collected.

Administrative fee and/or premium may also be recorded through either of the following:

- contract and annual election process
- contract collections option.

The Contract Collections Screen provides users the ability to:

- record remitter details
- record payment details
- view a pop-up of the contract summary
- view a pop-up of the collection history.

The dairy operation is required to pay the administrative fee before COC determination can be recorded.

111 Introduction (Continued)

B Example of Contract Collections Screen

The following is an example of the Contract Collections Screen.

The screenshot displays a web application interface for 'Contract Collections'. At the top, there is a navigation bar with tabs for 'Home', 'Production History', 'Contracts', 'Collections', and 'Maintenance'. Below this is a breadcrumb-style navigation showing 'General Information', 'Coverage', 'Producer', 'Remittance', and 'Determination', with 'Remittance' being the active step. The main heading is 'Contract Collection'. Below the heading, contract details are listed: Coverage Year: 2019, Dairy Operation: Doe, John, State: Florida (12), Dairy Operation Number: 123728809, County: Clay (019), and Production History: 520,000 lbs. A 'Balance Due: \$100.00' is shown with two buttons: 'View Summary' and 'View Collections History'. The 'Remitter Details' section includes dropdown menus for 'State' (Florida) and 'County' (Clay), and a 'Remittance Office' dropdown (Select Remittance Office). There are also buttons for 'Select Dairy Operation' and 'Select From SCIMS'. The 'Payment Details' section contains dropdowns for 'Remittance Type' (Select One) and 'Check/Item Date' (06/09/2019), along with text input fields for 'Check/Item Number', 'Remittance Amount', and 'Amount to apply to this contract'. A 'Submit Remittance' button is located at the bottom of this section. At the very bottom of the screen, there is a progress indicator '5 of 5 Steps' and three buttons: 'Back', 'Cancel', and 'Continue'.

111 Introduction (Continued)

C Field Descriptions and Actions

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

Field	Description	Action
State	Defaulted to the user’s administrative State. User can use the drop-down menu to make a different selection.	Select the applicable State if different from the user’s administrative State from the drop-down menu.
County	Defaulted to the user’s administrative State. User can use the drop-down menu to make a different selection.	Select the applicable State if different from the user’s administrative State from the drop-down menu.
Remittance Office	Defaulted to “Select Remittance Office”. If the user is associated with more than one service center, select the appropriate remittance office by using the drop-down menu.	Select the applicable remittance office from the drop-down menu.
Remitter	Common customer name of person submitting the remittance.	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • “Select Dairy Operation”, Automatically - adds the dairy operation on the contract • “Select From SCIMS” initiates a SCIMS search to select the applicable remitter. <p>Note: The remitter should always match the name listed on the remittance type. Any person with a valid SCIMS ID can submit a remittance.</p>

111 Introduction (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Remittance Type	User can select from the following options: <ul style="list-style-type: none"> • Cashier Check • Cash and Coin • Multi-Party Check • Money Order • Personal Check • Wire Transfer. 	Select the applicable remittance type from the drop-down menu.
Check/Item Number	Check or item number on the remittance. Note: Check/item number is required for all remittance types except for “cash and coin”	Enter the applicable check/item number.
Check/Item Date	Date the remittance is received. This is defaulted to the current date but a prior date can be selected. This date should be the date the remittance was received in the County Office.	Enter the applicable date or select the calendar icon to select date.
Remittance Amount	Total amount of remittance. The amount may include fees to other FSA programs. Amount shall be: <ul style="list-style-type: none"> • entered in dollars and cents • greater than 0. Example: John Doe submits a check for \$1000. \$600 of the check is to be applied to his DMC contract, the other \$400 is for other program fees. The user will enter \$1000 for the total remittance amount in the DMC software.	Enter in the total amount listed on the remittance.
Amount to Apply to this Contract	Amount of remittance that is being applied to the contract in DMC.	Enter the amount to be applied to the DMC contract.

111 Introduction (Continued)

D Page Options

The following page options are available.

Option	Action
Back	Returns user to the Producer Certification Screen.
Cancel	Returns user to the Contract Search Results Screen.
Continue	Continues to the Review Validations and Errors Screen.

E Contract Collections Screen Error Messages

The following provides a list of error messages that may be displayed on the Contract Screen.

Message	Reason for Message	Corrective Action
“Selected producer is not active in SCIMS.”	Producer selected is not active in SCIMS.	Select a producer that is active in SCIMS.
“Remitter must have a tax ID recorded in Business Partner”	Remitter selected does not have a tax ID in Business Partner.	Verify that the correct remitter was selected. If so, review Business Partner and correct the missing tax ID.
“Remittance Office is Required”	User did not select the remittance office from the drop-down menu.	Select the remittance office from the drop-down menu.
“Remitter is required”	User did not select the producer remitting the fee.	Click one of the following options: <ul style="list-style-type: none"> • “Select Dairy Operation”, to add the current operation as the remitter. • “Select From SCIMS”, initiates a SCIMS search to select a producer.

111 Introduction (Continued)

E Contract Collections Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
“Remittance amount must be greater than \$0 with no more than 2 decimal places”	User did not enter a remittance amount.	Enter the applicable remittance amount.
“Must enter amount to apply to DMC Contract and Annual Election.”	User did not enter an amount to be applied to the DMC contract.	Enter the amount to apply to the DMC contract.
“Remittance Type is Required”	User did not select a remittance type from the drop-down menu.	Select one of the following from the remittance type drop-down menu: <ul style="list-style-type: none"> • Cashier Check • Cash and Coin • Multi-Party Check • Money Order • Personal Check • Wire Transfer.
“Check/Item Date is Required”	User did not enter or select the date that the remittance was received.	Enter or select the date the remittance was received by the County Office.

111 Introduction (Continued)

E Contract Collections Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
<p>“Remittance amount must be entered in dollars and cents”</p>	<p>Either of the follow occurred:</p> <ul style="list-style-type: none"> • remittance amount was not entered in dollars and cents • remittance amount was entered with invalid characters. 	<p>Enter the remittance amount in dollars and cents with only numeric characters.</p>
<p>“Must enter amount greater than \$0 to apply to this contract”</p>	<p>User attempted to enter a remittance with a \$0 balance.</p>	<p>Perform either of the following:</p> <ul style="list-style-type: none"> • enter a valid remittance amount. • click “Cancel” to exit without recording a remittance.
<p>“Amount to apply to the contract cannot be greater than the remittance amount”.</p>	<p>The amount to apply to the DMC contract is larger than the total remittance amount.</p>	<p>Verify the correct remittance amount to apply to the DMC contract and resubmit.</p>
<p>“Amount to apply to the contract cannot be greater than the total balance due.”</p>	<p>The amount to apply to the DMC contract is larger than the total amount due for the contract.</p>	<p>Ensure that the correct amount has been recorded to be applied to the DMC contract.</p>

112 Contract Collections and Remitting Fees

A Introduction

Collecting and remitting administrative fee and/or premium shall be recorded in the DMC System for dairy operations when fees are collected.

B Example of Collections Search Results Screen

The following is an example of the Collections Search Results Screen.

The screenshot shows a web interface for 'Collections Search Results'. At the top, there are navigation tabs: Home, Production History, Contracts, Collections (selected), and Maintenance. Below the tabs, filters are set for Coverage Year: 2019, State: Virginia (51), and County: Amelia (007). The main heading is 'Collections Search Results'. Underneath is a 'Search Results' section containing a table with the following data:

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History (lbs)	Contract Status
<input type="radio"/>	DMC Dairy LLC	123700955	2520	713	20,000	Approved
<input type="radio"/>	DMC Dairy 001, INC	123700951	2748	2898	2,270,241	Approved
<input type="radio"/>	DMC Dairy 345 Partnership	123700954	2355	743	6,822,896	Approved
<input type="radio"/>	Doe, Jane	123700953	1758	1716	11,309,544	Approved
<input type="radio"/>	Doe, John	123700952	2204	1305	45,008,270	Producer Certified

At the bottom of the screen, there are two buttons: 'Collections' and 'View CCC-801'.

112 Contract Collections and Remitting Fees (Continued)

C Steps for Selecting Dairy Operation

Access the Contract Search Results Screen according to paragraph 13. On the Contract Search Results Screen, perform the following steps to enter into the collection process, select a dairy operation and record the remittance.

Step	Action
1	CLICK “Collections” from the top navigation bar.
2	The Collections Search Results Screen will be displayed.
	The Collections Screen with “Search Results” section will be displayed based on the selection criteria for contract with a status of either of the following: <ul style="list-style-type: none"> • “Producer Certified” • “Approved”.
3	Select the applicable dairy operation by selecting the corresponding dialog box.
4	CLICK “ Collection ”.
5	The Contract Collection Screen will be displayed
6	Follow paragraph 112 for remitting the applicable fee.

D Page Options

The following page options are available.

Option	Action
Collections	Directs user to the Contract Collection Screen.
View CCC-801	Displays a PDF version of the CCC-801.

113 Contract Summary Pop-Up

A Introduction

The Contract Summary Pop-up is available at the top right of the Contract Collection Screen. It provides a break-down of applicable fees, credits, and waived fees, if applicable.

B Example of Contract Summary Pop-up

The following is an example of the Contract Summary Pop-up.

Contract Summary [Close]

Coverage Year: **2019** State: **Florida (12)** County: **Clay (019)**
 Dairy Operation: **DMC Dairy, LLC** Dairy Operation Number: **123728809** Production History: **520,000 lbs**

	Amount Due	Waived	Credited	Paid	Balance Due
Administrative Fee	\$100.00			\$0.00	\$100.00
Premium	\$0.00		\$0.00	\$0.00	\$0.00
Totals :	\$100.00		\$0.00	\$0.00	\$100.00

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Producer Certification Page.

Field	Description
Amount Due	The amount due for the administrative fee and premium, if applicable.
Waived	Any amount on the contract that is being waived.
Credited	Any credited amount from the 2014-2017 premium refund being applied to this contract.
Paid	Any amount previously paid on the contract.
Balance Due	Any balance due on the contract.

114 View Collections History Pop-Up

A Introduction

The Collections History Pop-up is available at the top right of the Contract Collection Screen.

Note: Users can print the screen if they wish to have a printed copy for the folder.

B Example of Collection History Pop-up

The following is an example of the Collection History Pop-up.

Date Submitted	Transaction Amount	Collection Type	NRRS Receipt ID	Check/Item Number	Remittance Amount	Status	Action
06/12/2019	\$100.00	Admin Fee	853536	4	\$100.00	Unscheduled	Cancel
06/12/2019	\$6,500.00	Premium	853541	4785	\$6,500.00	Unscheduled	Cancel

114 View Collections History Pop-Up (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Collection History Pop-Up Screen.

Heading	Description
Premium Credit	Total premium credit that was entered on the General Information Page.
Premium Used	Premium credit applied to the contract for the current coverage year.
Premium Credit Remaining	Total premium credit remaining that can be applied to the premium due the next time the dairy operation enrolls in DMC.
Date Submitted	The date the remittance was submitted.
Transaction Amount	Total amount of the remittance.
Collection Type	Admin Fee or Premium Payment will be displayed.
NRRS Receipt ID	Identification number assigned by NRRS when the remittance was recorded.
Check/Item Number	Application check or item number associated with the remittance.
Remittance Amount	<p>The amount of the remittance applied to DMC.</p> <p>Reminder: The remittance may include amounts owed for other programs. This is the amount that was entered as the amount to apply to the DMC admin fee and/or premium.</p>

114 View Collections History Pop-Up (Continued)

C Field Descriptions and Actions (Continued)

Heading	Description
Status	<p>NRRS will process the fees remitted for the dairy operation. When NRRS receives the request to process fees, the status will be updated to one of the following:</p> <ul style="list-style-type: none"> • Unscheduled- Remittance has been created but is not on a schedule of deposit. • In Process- Remittance is in the process of being placed on a schedule of deposit. • Scheduled- Remittance is on a schedule of deposit, but not verified. • Verified- Remittance is on a verified schedule of deposit. • Active Verified- Remittance is on a verified schedule of deposit and has been activated to allow receipts to be cancelled. • Dishonored- Remittance was returned from NRRS as unfunded. • Cancelled- Remittance was cancelled by the user.
Action	<p>A cancel button is displayed. User can cancel the transaction if there is an error or was entered erroneously.</p>

Note: If a remittance fee is returned from NRRS as “Dishonored” and includes the administrative fee and the dairy operation previously received a COC determination, the status of the contract will be reset to “Producer Certified”, because the contract **cannot** be approved until the administrative fee has been paid in full.

115 Collecting Administrative Fee and Premium

A Introduction

Collecting and remitting administrative fee and/or premium shall be recorded in the DMC System for dairy operations when fees are collected.

Administrative fee and/or premium may also be collected through the contract and annual election process according to paragraph 112.

B Example of Collections Search Results Screen

The following is an example of the Collections Search Results Screen.

The screenshot shows a web interface for 'Collections Search Results'. At the top, there are navigation links: Home, Production History, Contracts, Collections (highlighted), and Maintenance. Below the navigation, the search parameters are: Coverage Year: 2019, State: Virginia (51), and County: Amelia (007). The main heading is 'Collections Search Results'. Underneath, there is a sub-heading 'Search Results' followed by a table. The table has the following columns: Select, Dairy Operation, Dairy Operation Number, Farm, Tract, Established Production History (lbs), and Contract Status. There are five rows of data, each with a radio button in the 'Select' column. At the bottom of the table area, there are two buttons: 'Collections' and 'View CCC-801'.

Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History (lbs)	Contract Status
<input type="radio"/>	DMC Dairy LLC	123700955	2520	713	20,000	Approved
<input type="radio"/>	DMC Dairy 001, INC	123700951	2748	2898	2,270,241	Approved
<input type="radio"/>	DMC Dairy 345 Partnership	123700954	2355	743	6,822,896	Approved
<input type="radio"/>	Doe, Jane	123700953	1758	1716	11,309,544	Approved
<input type="radio"/>	Doe, John	123700952	2204	1305	45,008,270	Producer Certified

115 Collecting Administrative Fee and Premium

C Steps for Selecting Dairy Operation

Access the Contract Search Results Screen according to paragraph 13. On the Contract Search Results Screen, perform the following steps to enter into the collection process, select a dairy operation, and record the remittance.

Step	Action
1	CLICK “Collections” from the top navigation bar.
2	The Collections Search Results Screen will be displayed.
	The Collections Screen with the “Search Results” section will be displayed based on the selection criteria for contract with a status of either of the following: <ul style="list-style-type: none"> • “Producer Certified” • “Approved”.
3	Select the applicable dairy operation by selecting the corresponding dialog box.
4	CLICK “ Collection ”.
5	The Contract Collection Screen will be displayed.
6	Follow paragraph 112 for remitting the applicable fee.

D Page Options

The following page options are available.

Option	Action
Collections	Directs user to the Contract Collection Screen.
View CCC-801	Displays a PDF version of the CCC-801.

116 Canceling a Collection

A Introduction

Administrative fee and premium collections may need to be canceled when:

- remittance information was entered incorrectly
- the dairy operation revised the contract during open enrollment and change their coverage level.

The Collections History Pop-up is located on the Contract Collection Screen.

B Example of Collection History Pop-up

The following is an example of the Contract Collection Screen section with the option to “Cancel” administrative fee and premiums:

Date Submitted	Transaction Amount	Collection Type	NRRS Receipt ID	Check/Item Number	Remittance Amount	Status	Action
06/12/2019	\$100.00	Admin Fee	853536	4	\$100.00	Unscheduled	Cancel
06/12/2019	\$6,500.00	Premium	853541	4785	\$6,500.00	Unscheduled	Cancel

116 Canceling a Collection

C Field, Description, Action

Users have the ability to cancel collections with the following status:

- unscheduled
- active/verified.

Note: If a remittance is in a status other than “unscheduled” or “active-verified”, action must be taken in NRRS to change the status to “active-verified” or “unscheduled”, as applicable, before the collection can be canceled.

Perform the following steps to cancel the collection in DMC.

Step	Action
1	Ensure the remittance is “unscheduled” or “active-verified” in NRRS.
3	Select the applicable dairy operation and CLICK “Collections”.
4	The Contract Collections Screen will be displayed for the selected dairy operation.
5	CLICK “View Collections History” button to view all collections associated with the selected dairy operation.
6	The Collection History Pop-up will be displayed.
7	CLICK the “Cancel” link next to the applicable collection.
8	The status of the cancelled collection should now be “Canceled”.

D Example of Collection History Pop-up with Canceled Collection

The following is an example of the Collection History Pop-up with a canceled collection.

Collection History							
Premium Credit: \$0.00		Premium Used: \$0.00			Premium Credit Remaining: \$0.00		
Date Submitted	Transaction Amount	Collection Type	NRRS Receipt ID	Check/Item Number	Remittance Amount	Status	Action
06/12/2019	\$100.00	Admin Fee	853536	4	\$100.00	Canceled	
06/12/2019	\$6,500.00	Premium	853541	4785	\$6,500.00	Unscheduled	Cancel

117-150 (Reserved)

Part 6 DMC Payment Provisions**Section 1 General Payment Provisions****151 General Payment Provisions for Web-Based DMC Payments****A Introduction**

The DMC payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

This part contains the following:

- general provisions applicable to DMC payments
- provisions for processing DMC payments and overpayments
- information about the following common payment reports:
 - Submitted Payments Report
 - Submitted Overpayments Report
 - Pending Overpayment Summary Report
 - Pending Overpayment Report
 - Nonpayment/Reduction Report
 - Failed Obligations / Insufficient Funds Report
 - Payments Computed to Zero Report
 - Payment History Report – Summary
 - Payment History Report - Detail.

B Frequency of Payment Processing

DMC payments are processed nightly for the following:

- newly approved or changed DMC applications
- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

Note: One payment amount will be sent to NPS.

151 General Payment Provisions for Web-Based DMC Payments (Continued)**C Obtaining FSA-325**

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for DMC benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

Note: If CCC-800 or CCC-801 has been filed by the producer, a revised CCC-800 or CCC-801 is not required when payments are issued under a deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

DMC payments are subject to administrative offset provisions.

E Assignments

A producer entitled to a DMC payment may assign payments according to 63-FI.

F Participating

If the producer associated with the contract has indicated they do not wish to participate as recorded in the contract, then that producer is not eligible for payment.

G Commensurate

A producer is not be entitled to a DMC payment if the contract indicates the producer does not meet the commensurate requirements for their share percentage.

H Production History Review Required

If the status of the production history record is in a "review required" status, the dairy operation is not eligible for payment until the status is resolved.

I Refused Payment

A producer entitled to a DMC payment that elected to refuse payment will not be paid. The payment will be listed as a reduction on the Nonpayment report as a result of the "Refused Payment" election.

151 General Payment Provisions for Web-Based DMC Payments (Continued)**J Bankruptcy**

Bankruptcy status does **not** exclude a producer from requesting DMC benefits.

Note: Contact the OGC Regional Attorney for guidance on issuing DMC payments on all bankruptcy cases.

K Payments Less Than \$1

DMC payment processes will:

- issue payments in dollars and cents
- **not** issue payments less than 50 cents.

L Payment Due Date

Handbook 61-FI provides general guidance for determining payment due dates for various programs. The DMC payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors.

County Offices shall manually determine the payment due date by determining the later of the following:

- the date producer filed CCC-800
- the date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902.
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- the date software was available to process the payment
- availability of all data required to determine a payment amount.

151 General Payment Provisions for Web-Based DMC Payments (Continued)

L Payment Due Date (Continued)

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

M General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- joint operations and entities
- general provisions for overpayments.

152 Payment Eligibility

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable coverage year to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer or member can be paid.

Note: Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

B Eligibility Values

The following table identifies web-based eligibility determinations applicable to DMC and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination	Value	Eligible for DMC Payment
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	No
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
Foreign Person	Pending	No
	Yes	Yes
	No	No
	Not Applicable	Yes

152 Payment Eligibility (Continued)

C Eligibility Conditions Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report. The following is the priority of conditions.

Priority	Condition
1	Conservation Compliance
2	Controlled Substance
3	AD-1026
4	Foreign Person

153 Funds Control

A Funds Control Process

DMC payments use the obligation process through the eFunds accounting process, which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the obligation process at a summary level using estimated amounts.

The funds for DMC payments are controlled at the National level. If adequate funding is not available, those producers who cannot be paid will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payment Reports System.

B eFunds Access

Funding for DMC is established with the accounting code XXDMC - 8053. The XX identifies the program year of the payment.

The funding is maintained at the National level and will **not** be allotted to individual counties; therefore, State Office specialists will **not** need access to these program funds.

154-159 (Reserved)

Section 2 DMC Payments

160 Issuing DMC Payments

A Introduction

This part contains the following:

- general provisions applicable to DMC payments
- provisions for processing DMC payments and overpayments
- information about the following common payment reports:
 - Submitted Payments Report
 - Submitted Overpayments Report
 - Pending Overpayment Summary Report
 - Pending Overpayment Report
 - Nonpayment/Reduction Report
 - Failed Obligations / Insufficient Funds Report
 - Payments Computed to Zero Report
 - Payment History Report – Summary
 - Payment History Report - Detail.

B Processing Payments

Payments shall be issued as soon as **all** of the following conditions exist:

- DMC payment software is available
- producer has provided all required program documentation
- CCC-801 is approved
- program regulations are published
- all data required to determine the payment amount is available.

160 Issuing DMC Payments (Continued)

C Supporting Files for Integrated Payment Processing

The DMC payment process is a web-based integrated process that reads a wide range of information from other program determinations and values to determine whether a payment should be issued, the amount of the gross payment, reductions, and net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including the following.

Type of Information	How Information Is Used for Payment Processing	Source
CCC-800 Data	The information from CCC-800 is used to establish the production history to determine the DMC payment amount for the producer.	Web-Based DMC Contract System
CCC-801 Data	The information from CCC-801 is used to compute the DMC payment amount for the producer.	Web-Based DMC Contract System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which CCC-801 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year in which CCC-801 was filed for members and member's share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	Business File
Financial-Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

160 Issuing DMC Payments (Continued)

D Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following table provides actions that must be completed to issue proper payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that CCC-801 has been approved and that the approval date has been recorded in the system.
2	Ensure that the applicable CCC-902 is on file and the foreign person determination is completed according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
3	Ensure that all other applicable eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5 PL.
4	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for DMC.

160 Issuing DMC Payments (Continued)

E ID and Business Type Eligibility

The following table provides the business types that are eligible for DMC payments.

SCIMS Business Code	Business Type and/or Description
Social Security Numbers With the Following Business Types	
00	Individual
07	Trust-Revocable
22	LLC
Employer ID Numbers With the Following Business Types	
02	General Partnership
03	Joint Venture
04	Corporation
05	Limited Partnership
06	Estate
07	Trust-Revocable
10	Churches, Charities, and Non-Profit Organizations
13	Public Schools
17	Trust Irrevocable
18	Individual Operating as a Small Business
20	Indian Tribal Venture
22	LLC
Entities without a Tax ID Number With the Following Business Type	
15	Indians Represented by BIA

161 Payment Processing

A Gross Payment Calculations

DMC software calculates the payment based on Tier I and Tier II elections. Calculations and determinations occur during the evening and nighttime hours without user intervention.

Payments may trigger at the catastrophic level only, at the buy-up level only, or at a combination of catastrophic and buy-up when buy-up is chosen at less than 95 percent. The gross payment amount for DMC will be determined and is then provided to Direct Attribution.

B Monthly Margin Rate

The system retrieves the “dairy production margin” rate for the applicable payment period as calculated in the system as follows.

IF the dairy production margin is...	THEN the rate for the applicable payment period is...
greater than or equal to the highest coverage level percentage for tier 1 as recorded in the system	<p>\$0.00.</p> <p>Example: The highest coverage level recorded in the system for 2019 is \$9.50. If the dairy production margin rate is equal to or higher than \$9.50, then a payment did not trigger for that payment period.</p>
less than the highest coverage level percentage for tier 1 as recorded in the system	a payment has triggered for the applicable month and each contract will need to be evaluated to determine if a payment is earned.

161 Payment Processing (Continued)

C Determining the Contract Payment Period

System determines if the contract is eligible for payment for the applicable payment period. The contract end date is used to determine if the contract is eligible for the payment period as shown in the following table.

IF the contract end date is...	THEN the contract is...
equal to or later than the payment period month	<p>eligible for at least a portion of the payment for that payment period.</p> <p>Example: The contract end date is 12/31/2019 and the payment being processed is for January 2019. Because the end date is later than January 2019, the contract is eligible for the full January payment.</p>
earlier than the payment period month	<p>not eligible for payment for that payment period.</p> <p>Example: The contract end date is 05/31/2019 and the payment being processed is for June 2019. Because the contract end date is earlier than the payment period month, the contract is not eligible for payment.</p>

161 Payment Processing (Continued)

D Determining Number of Eligible Payment Days

The system determines the number of eligible payment days for the applicable payment month based on:

- contract start date
- contract end date.

IF the contract end date is...	THEN the payment days...
later than the payment period month	<p>are equal to the number of days in the payment period month.</p> <p>Example: The contract end date is 12/31/2019 and the payment being processed is for January 2019. Because the end date is later than January 2019, the contract is eligible for the full January payment.</p>
equal to the payment period month	<p>should be computed by subtracting:</p> <ul style="list-style-type: none"> • contract end date, minus • the later of the following: <ul style="list-style-type: none"> • contract start date • 1st day of the applicable payment month. <p>The result should include a day for the contract end date.</p> <p>Example: The contract end date is 05-19-2019 and the payment being processed is for May 2019. Because the contract end date is equal to the payment period month, the contract is eligible for payment but only for 19 days.</p>
earlier than the contract period month	<p>0.</p> <p>Example: The contract end date is 05-31-2019 and the payment being processed is for June 2019. Because the contract end date is earlier than the payment period month, the contract is not eligible for payment.</p>

161 Payment Processing (Continued)

E Determining Contract Eligibility

Contract must be in an “approved” status to be eligible for payment. If there are multiple versions of a contract for a dairy operation, only the versions in an “approved” status are eligible for payment.

F Computing Payments

The system will automatically calculate:

- Tier I payment for the applicable payment period for eligible contracts
- Tier II payment for the applicable payment period for eligible contracts
- Tier I and Tier II payments for the applicable payment period for eligible contracts
- Tier I and Tier II Payments with Buy-Up.

See 1-DMC for actual payment calculations.

161 Payment Processing (Continued)

G Triggering Payments

Payments are triggered through events that occur throughout the system. As a result, processing is behind the scenes. Calculations and determinations occur during the evening and nighttime hours without user intervention. The following table provides trigger types and descriptions.

Trigger Type	Description
Initial	<p>When the average actual dairy production margin for a pay period is less than the coverage level threshold selected by the participating dairy operation, a process automatically runs to determine all CCC-801's that are approved for payment within that margin. This initiates the process described in subparagraph A and does not require any County Office user interaction.</p> <ul style="list-style-type: none"> • Payments will be sent to NPS for certification and signature. • Overpayments will be listed on the Pending Overpayment Report.
Primary	<p>Once the initial payments are triggered, subsequent payments will be initiated when the:</p> <ul style="list-style-type: none"> • status changes on CCC-801 for DMC • average actual dairy production margin for a pay period is determined.
Secondary	<p>Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.</p>
Tertiary	<p>The payment system periodically recalculates all payments when changes occur in external systems, such as SCIMS/BP and Subsidiary.</p>
Manual Triggers	<p>Users are also able to select:</p> <ul style="list-style-type: none"> • a payment for immediate reprocessing from the Nonpayment Report • an overpayment for immediate reprocessing from the Pending Overpayment Report.

161 Payment Processing (Continued)

H Computing Payment and Overpayment Amounts

The DMC payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
 - gross payment amount
 - reduction amounts
 - net payment amount
 - overpayment amount.

The following table describes the high-level system processing sequence to calculate DMC payments for producers.

Step	Action
1	Payment is triggered.
2	Determine whether there is an unsigned payment for the dairy operation in NPS, and if so, cancel the payment in NPS.
3	Determines whether the contract is approved. Commensurate requirements are met and the producer is participating. If not, the contract is not eligible for payment.
4	Determine the gross payment amount for each producer in the dairy operation.
5	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
6	Determine whether the producer and/or members are eligible for payment.
7	Provide the following to direct attribution for each producer in the dairy operation: <ul style="list-style-type: none"> • gross payment amount • reason, if producer is ineligible because of subsidiary eligibility provisions.
8	Direct attribution will determine the following: <ul style="list-style-type: none"> • reduction amounts • net payment or overpayment amount • reasons for nonpayments or overpayments.
9	Provide the payment amount to NPS or update the overpayment amount to the Pending Overpayment Report.
10	Update applicable information to the Common Payment Reports. See 9-CM, Part 5 for information about the Common Payment Reports.

161 Payment Processing (Continued)

I Sequestering DMC Payments

The Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011, requires a reduction in payments, also known as a sequester. Whether a payment is sequestered or not depends on when the funding was “obligated”. Obligations are a behind-the-scenes process where the funding is reserved based on what the total possible expenditures of the program will be or the value of the contract or application when it is approved.

Applying sequestration is the last step in the payment process after all reductions have been applied, and before the payment amount is sent to NPS. The:

- payment amount times the sequestration percentage equals the sequestration reduction amount

Note: The resulting payment amount is the DMC payment amount sent to NPS.

- amount is applied at the payment entity level
- amount is not attributed to members.

Note: The sequestration reduction amount will be displayed on the Payment History Report.

J Sequestration Percentage

The sequestration percentage is provided in the following table.

Program Year	Sequestration Percentage
2019	6.2

161 Payment Processing (Continued)

K Common Payment Reports and Sequestered Payments

If the payments for a program year are sequestered, the disclaimers on the various common payment reports will have additional wording and the payment amounts on the common payment reports will either be before or after sequestration was applied. See 9-CM for additional information on the common payment reports.

The following table provides specific information about each report.

Note: Because the sequestration reduction is applied at the payment entity level, the amount displayed on the various common payment reports that are attributed or reduced for members of the entity or joint operation may not add up to the payment amount for the payment entity.

Report	Sequestration Reduction Displayed on Report	Name of Payment Field	Amount Displayed Before or After Sequestration Applied
Submitted Payments Report	Not Applicable Note: Payment reduced will be “Yes” only if reductions other than payment factor and/or sequestration apply.	Amount Submitted	After
Submitted Overpayments Report	Not Applicable	Amount Submitted	Not Applicable
Pending Overpayment Report	Not Applicable	Overpayment Amount	Not Applicable
Nonpayment/Reduction Report	No	Accumulated Amount	Before
Failed Obligations / Insufficient Funds Report	Not Applicable	Calculated Payment Amount	After
Payments Computed to Zero Report	Not Applicable	Not Applicable	Not Applicable
Payment History Report - Summary	Yes	Net Payment	After
Payment History Report - Detail	Yes	Net Payment	After

Note: Not applicable is listed in the table because the associated reports do **not** list reduction amounts.

162 DMC Payment Reports

A Displaying or Printing DMC Payment Reports

DMC payment reports are available to provide information about each payment, nonpayment, or overpayment. Most of the payment reports have information that is common between program areas, so information about these reports is provided in 9-CM. The Payment History Report - Detail has program-specific data so information for this report is provided in this handbook.

B DMC Payment Report Information

DMC payment report information is available according to the following table.

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Failed Obligations / Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed in Zero Report	Live	9-CM, paragraph 68
Payment History Report - Summary	Report Database	9-CM, paragraph 69
Payment History Report - Detail	Report Database	Paragraph 203

Note: See 9-CM, paragraph 52 for instructions on accessing the Common Payment Reports System.

163 Payment History Report - Detail

A Introduction

The Payment History Report - Detail is a report that provides detailed information about an DMC payment.

B Accessing the Payment History Report - Detail

Access the Payment History Report - Detail according to 9-CM, paragraph 52.

C Information on the Payment History Report - Detail

The following DMC information will be displayed and/or printed on the Payment History Report - Detail.

Field	Description
Program Year	Program year selected by the user.
Program Name	Dairy Margin Coverage
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name	Name from SCIMS as follows: <ul style="list-style-type: none"> • for individuals: last name, middle name, first name, and suffix • for businesses: business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the DMC Payment History Report – Detail is generated for: <ul style="list-style-type: none"> • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.

163 Payment History Report – Detail (Continued)

C Information on the Payment History Report – Detail (Continued)

Field	Description
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Contract/ Application/Farm	Dairy Operation ID from CCC-801.
Commodity/ Payment Type	Applicable Payment Period.
Transaction Type	<p>Type of transaction for the information displayed. Transaction type will be 1 of the following:</p> <ul style="list-style-type: none"> • payment • receivable • canceled payment.
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Reduction Reason	<p>Reason for the reduction applied to the gross payment amount.</p> <p>Note: Applicable reductions reasons will be listed below the Payment Entity or member, as applicable.</p>
Net Payment	Net payment amount for the producer after all reductions have been applied.

164 General Provisions for Canceling Payments**A Canceling Payments**

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected.

Notes: User intervention is not allowed for the cancellation process.

If the:

- condition causing the incorrect payment is corrected, the system automatically cancels the unsigned payment in NPS and recalculates the payment amount due
- payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled.

Note: The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

165 Collecting Overpayments

A Introduction

Overpayment amounts are determined by dairy operation and producer. Overpayments can occur for any reason and County Offices are required to take necessary action to collect overpayments.

B Pending Overpayments

Overpayments are determined during the DMC payment calculation process. Overpayment information is updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment remains on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

C Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued for the wrong producer.	Immediately
After something affecting the payment amount is changed on CCC-801.	The payment was issued and later something affecting the payment amount changes on CCC-801.	Immediately
After producer misrepresentation is determined.	Producer received a payment and COC determines that the producer misrepresented their interest on CCC-801.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	Producer's eligibility value changes that makes the producer ineligible for payment.	Immediately
Any time CCC-801 is canceled.	CCC-801 was canceled after payments were issued to the producer.	Immediately.

166 Charging Interest

A Introduction

Program interest shall be charged on all DMC overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
 - erroneously or fraudulently represented any act affecting a determination
 - knowingly adopted a scheme or device that tends to defeat the purposes of the program
 - misrepresented their interest and subsequently received a DMC payment
 - conservation compliance provisions are violated
 - controlled substance provisions are **not** met.

Interest for ineligible producers shall be charged from the date of disbursement.

Note: See 64-FI for additional information for updating the receivable to include program interest data.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.

167-199 (Reserved)

***--Part 7 Supplemental Production History**

200 Establishing Supplemental Production History

A Introduction

Participating dairy operations with an established DMC production history of less than 5 million pounds are eligible to establish supplemental production history if their 2019 milk marketings exceed the established DMC production history.

DMC production history must be in one of the following statuses in order to be eligible to establish Supplemental production history:

- approved
- dissolved
- approved, transferred
- approved, succession.--*

***--200 Establishing Supplemental Production History (Continued)**

B Establishing Supplemental Production History

See the following step action table for guidance on recording supplemental production history.

Step	Action
1	On the “Production History” tab, select the applicable dairy operation.
2	CLICK “Record Supplemental” at the bottom of the screen.
3	On the Supplemental Information Screen, enter the total 2019 actual milk marketings for the dairy operation.
4	CLICK “Continue”.
5	<p>The Supplemental Production History COC Determination screen will be displayed with the following information.</p> <ul style="list-style-type: none"> • 2019 Actual Milk Marketings- The total 2019 production entered on the previous screen. • Supplemental Production History- The calculated supplemental production history. • Select “Yes” or “No” to whether more than one signature is required for the Dairy Operation. • Date Filed- The date the producer signed and dated CCC-800A or the date that the County Office received CCC-800A. • CLICK “Save and Continue” to complete the process.
6	<p>COC Determination:</p> <ul style="list-style-type: none"> • select “Approve” or “Disapprove” for the COC determination • COC Determination Date- The date that the COC took action to either approve or disapprove the CCC-800A.

--*

***--201 Supplemental Information Screen**

A Introduction

The 2019 actual milk marketings obtained from the dairy operation is entered on this page.

B Example of the Supplemental Information Screen

Following is an example of the supplemental information screen.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Production History', 'Contracts', 'Collections', and 'Maintenance'. The main heading is 'Supplemental Information'. Below this, there are several data points: Coverage Year: 2021; Dairy Operation: Dairy Operation 1; Dairy Operation Number: 18480; Farm: 300; State: Virginia (51); County: Pulaski (155); Production History: 2,538,628 lbs; Tract: 289; Supplemental Status: Approved. A text input field for '2019 Actual Milk Marketings' contains the value '6520012'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

C Field Description and Actions for the Supplemental Information Screen

The following table provides the field descriptions and actions for Supplemental Information screen.

Field	Description	Action
2019 Actual Milk Marketings	The total amount of the 2019 milk marketings provided by the dairy operation. Note: For dairy operations without a full year of milk marketings, record the total actual milk for the months available.	Enter the 2019 total amount of milk marketings for the dairy operation.
Cancel	Cancels the process and returns user to the Production History Search Results Screen.	CLICK "Cancel".
Continue	Continues to the Supplemental Information COC Determination.	CLICK "Cancel".

--*

***--201 Supplemental Information Screen (Continued)**

D Supplemental Information Determination Screen Error Messages

Following table provides error messages on the Full Year Establishment Screen.

Message	Reason for Message	Corrective Action
Must record 2019 milk marketings to continue.	No response was recorded for the 2019 milk marketings.	Record the 2019 milk marketings in the applicable field.
Milk marketings must be numeric and greater than 0 and cannot exceed 1 trillion pounds.	Response entered was not numeric or the amount was less and 1 or more than 1 trillion.	Verify the 2019 milk marketings and reenter.

202 Supplemental COC Determination Screen

A Introduction

The Supplemental COC Determination Screen is where the user will enter the date the dairy operation filed the CCC-800A, select the COC determination for the CCC-800A, and enter the date of determination.--*

*--202 Supplemental COC Determination Screen (Continued)

B Example of Supplemental COC Determination Screen

The following is an example of the Supplemental COC Determination Screen.

Supplemental COC Determination

Coverage Year: 2021	State: Florida (12)	County: Clay (019)
Dairy Operation: Dairy Operation 1		
Dairy Operation Number: 30182	Production History: 357,767 lbs	Supplemental:
Farm: 197	Tract: 273	Status: Approved

2019 Actual Milk Marketings: 4,857,458
Supplemental Production History: 3,374,768

Producer Signature
Is more than one signature required for the Dairy Operation?
 Yes No

Date Filed: Required 

COC Determination
 Approve Disapprove

COC Determination Date: 

--*

*--202 Supplemental COC Determination Screen (Continued)

C Field Description and Actions for the Production History COC Determination Screen

The following table provides the field descriptions and actions for the Production History COC Determination screen.

Field	Description	Action
2019 Actual Milk Marketings	The 2019 milk marketings entered by the user on the previous screen.	
Supplemental Production History	The 2019 milk marketings minus the established production history times 75%.	
“Is more than one signature required for the Dairy Operation?”	Allows the user to indicate if more than 1 signature is required to act on behalf of the dairy operation.	Select one of the following: <ul style="list-style-type: none"> • Yes - more than one signature is needed for the dairy operation • No - only one signature is needed for the dairy operation.
Number of Signatures Required	This box will only be displayed if the user selects “Yes”, more than one signature is required for the dairy operation. Note: Currently the form will not print the specified number of signature lines. If additional signature lines are needed, print multiple copies of the CCC-800A for signature and staple them together.	Enter the applicable number of signatures needed on the CCC-800A.
Date Filed	The date the producer signed and dated the form or the date that the County Office received CCC-800A.	Use the calendar icon to select or enter the applicable date CCC-800A was filed.

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*--202 Supplemental COC Determination Screen (Continued)

C Field Description and Actions for the Production History COC Determination Screen (Continued)

Field	Description	Action
COC Determination	The date that the COC or designee makes the determination on the CCC-800A. Note: Supplemental production history cannot be edited by the user once a COC determination has been entered. Users shall ensure accuracy of the information before loading the determination.	Select one of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”.
Back	Returns user to the Supplemental Information Screen.	CLICK “Back”.
Cancel	Returns user to the Production History Search Results Screen.	CLICK “Cancel”.
Continue	Continues to the Supplemental COC Determination.	CLICK “Continue”

--*

*--202 Supplemental COC Determination Screen (Continued)

D Supplemental COC Determination Screen Error Messages

Following table provides error messages on the Supplemental COC Determination Screen.

Message	Reason for Message	Corrective Action
“Date filed date is required.”	The ‘Date Filed’ field was left blank.	Use the calendar icon to select or enter the applicable date CCC-800A was filed.
“Response must be provided to indicate if more than one producer signature is required.”	‘Yes’ was selected for needing more than one signature but user did not enter the applicable number of signatures needed.	Enter the applicable number of signatures needed on CCC-800A.
“COC determination is required.”	The users did not select whether or not the application has been approved or disapproved.	Select one of the following: <ul style="list-style-type: none"> • “Approve” • “Disapprove”.
“The COC Determination date should be in the format (mm/dd/yyyy).”	The user entered the COC determination date in the wrong format.	Use the calendar icon to select or enter the applicable date the COC determination was made.

--*

***--203 Revising 2021 Contracts After Supplemental Production History Establishment**

A Introduction

Annual dairy operations had to have enrolled in 2021 DMC during enrollment to be eligible to update their 2021 contract to include the supplemental production history. Once supplemental production history has been approved, it reverts the contract status back to ‘initiated’ status.

From the Contract Search Results Screen, select the applicable dairy operation and choose ‘edit’ at the bottom of the screen.

B Revising 2021 Contracts with Supplemental Production History Established

The following table provides actions for revising 2021 contracts with supplemental production history established.

Step	Action
1	On the Contract Search Results Screen, select the applicable dairy operation. <ul style="list-style-type: none"> • select the applicable dairy operation to edit the contract. • CLICK “Edit Contract”.
2	On the General Information Screen, CLICK “Continue”.
3	The Coverage Options Screen will be displayed, and the annual enrollment will be disabled. Verify all information is correct and CLICK “Continue”. Note: Election options are locked down. If the incorrect election is selected, contact your State Office Specialist for assistance.
4	On the Producer Certification Screen: <ul style="list-style-type: none"> • enter the date the producer signed or returned the updated CCC-801 to the County Office • confirm all other information on the screen is correct. CLICK “Continue”.

--*

203 Revising 2021 Contracts After Supplemental Production History Establishment (Continued)

B Revising 2021 Contracts with Supplemental Production History Established (Continued)

Step	Action
5	<p>Contract Collection Screen.</p> <p>The Balance Due should reflect the supplemental premium due. Supplemental DMC Premium is due at the time of enrollment.</p> <p>Note: If there was remaining balance from 2021 DMC enrollment and a receivable was established, it will still reflect as being owed even if the receivable has been closed. Only the supplemental premium will need to be paid through the DMC Software at this time.</p>
6	<p>Review Validations and Errors Screen:</p> <ul style="list-style-type: none"> • review any errors or validations listed • CLICK “Continue”.
7	<p>COC Determination Screen:</p> <ul style="list-style-type: none"> • select the COC determination • use the calendar or enter in the date of COC determination.

204-299 (Reserved)

--Part 8 Billing Service*300 Automated Billing Service****A Introduction**

A new process has been created to allow DMC and NRRS to communicate and provide real time balance updates to DMC contracts. The collection process has been removed from DMC for 2022 and subsequent years. Bills will automatically be established for the administrative fee when at least one producer signature has been recorded, unless waived. Premium fees will be established upon contract approval. Bills will automatically convert to a receivable on September 1 of the applicable coverage year. For 2022 and subsequent years, County Offices will no longer enter remittances through DMC and will now enter them through NRRS.

Note: Users will continue to enter or modify remittances in DMC for years prior to 2022. See Part 5 for additional information.

301 Administrative and Premium Fee Creation**A Bills and Receivables**

A bill is an amount owed by an individual or entity that is not yet an actual debt. The amount of the bill cannot be offset except for dairy operations that have elected to reduce their payment to apply to premium balances.

A receivable is a debt owed to FSA or CCC and payment has not been received by the applicable due date. The amount can be offset from most payables due to the producer. Receivables will be established for any unpaid administrative fees or premiums on September 1 on the applicable coverage year.

The Billing Service ensures that all administrative fees and premiums are established and collected while reducing County Office workload by automatically creating receivables after the due date of the premiums.--*

***--301 Administrative and Premium Fee Creation (Continued)**

B Bill Creation

The administrative bill is be created when at least one producer signature has been recorded on the contract. If the administrative fee is waived, no bill will be created.

The premium bill is created when the COC determination is recorded for the contract.

This following table provides who the bills are established for in NRRS.

IF the dairy operation...	THEN the bill is set up...
has a valid or IRS verified TIN	using the TIN of the dairy operation listed in Part A of the CCC-801.
does not have a valid TIN	with any producer listed in Part D of the CCC-801 with a share, that is participating, and has not refused payment. Note: The point of contact selected on a contract will always be associated to the bill regardless of their participation status on the contract.

Note: A bill is not created if a contract is disapproved.

C Receivable Creation

Outstanding bills will be automatically converted to receivables on September 1 of the applicable coverage year. Receivables will follow standard financial procedure for letter notification to all producers associated to the receivable.--*

***--302 Updated Contract Collection Screen**

A Introduction

The Contract Collection Screen has been updated to remove the functionality to enter remittances into DMC. There is a direct link to NRRS if a bill has been established for the contract in NRRS.

Note: County Offices shall notify the State Office specialist if a remittance that was loaded into DMC in 2022 before Billing Service was deployed needs to be updated or changed. State Offices shall submit the case to the National Office for correction by adding the case to the DMC SharePoint site for software issues.

B Example of the Updated Contract Collection Screen

The following is an example of the updated Contract Collection Screen for 2022 and subsequent years with the administrative fee waived, premium fee paid by credit, and the supplemental premium with a bill created.

Contract Collection

Coverage Year: 2022	State: California (06)	County: Merced (047)
Dairy Operation: DMC Dairy LLC	Production History: 3,500,000 lbs	Status: Approved
Dairy Operation Number: 630		Supplemental: 1,125,000 lbs

Contract Balance: **\$343.76** Remaining Premium Credit: **\$0.00**

	Amount Due	Waived	Credited	DMC Collections	Bill Number	Established Bill Amount	Paid	Balance Due
Administrative Fee	\$100.00	\$100.00		\$0.00		\$0.00	\$0.00	\$0.00
Premium	\$3,740.63		\$3,740.63	\$0.00		\$0.00	\$0.00	\$0.00
Supplemental Premium	\$1,603.13		\$1,259.37	\$0.00	26506107	\$343.76	\$0.00	\$343.76
Totals :	\$5,443.76	\$100.00	\$5,000.00	\$0.00		\$343.76	\$0.00	\$343.76

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*--302 Updated Contract Collection Screen (Continued)

C Field Descriptions and Actions for the Updated Contract Collection Screen

The following table provides the field descriptions and actions for the updated Contract Collection Screen.

Field	Description	Action
Contract Balance	Displays the balance due for the contract. Note: The contract balance will display as \$0 until at least one producer signature is entered.	
Remaining Premium Credit	Displays any remaining MPP premium credit for the dairy operation.	
Amount Due	The amount due for the administrative fee, premium, and supplemental premium based on the election selected by the dairy operation.	
Waived	Any amount on the contract that is being waived.	
Credited	Any credited amount from the MPP premium credit being applied to either the regular premium or supplemental premium. Note: The credit does not apply to the admin fee.	
DMC Collections	Any collection that was recorded in DMC before Billing Service.	
Bill Number	The associated bill number that was established in NRRS.	Users can click on the link to be directed to NRRS.
Established Bill Amount	The amount that has been established for the administrative fee or premium fee in NRRS.	
Paid	Any amount paid through NRRS for the particular line item.	
Balance Due	The balance due for the applicable line item.	

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*--302 Updated Contract Collection Screen (Continued)

D Updated Contract Collection Screen Page Options

The following table provides the options available on the Contract Collection Screen.

Field/Option	Description	Action
Cancel	Returns user to the Production History Results Screen.	CLICK "Cancel".
Continue	Continues through the contract process to the Review Validations and Error Screen.	CLICK "Continue".

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***--303 Bills and Receivable Adjustments**

A Introduction

The billing service automatically updates any bill or receivable if a production history modification or contract update is completed and approved.

If the adjustment results in a bill/receivable amount that is less than collections already received, processed refunds through NRRS.

The following table provides the action applicable to bills following production history and/or contract revisions.

IF the modification is...	THEN...	
a succession-in-interest	for the predecessor	the software automatically: <ul style="list-style-type: none"> • prorates the predecessor’s premium due • updates the bill or receivable. A refund will be generated in NRRS to be processed, if applicable.
	for the successor	no automatic action is taken until the successor contract is created in the software. Once the contract is created, the system creates the bills according to subparagraph 301 A.
a dissolution	the software automatically prorates any bill or receivable in NRRS for the dairy operation once a dissolution has been approved. If the prorated premium is: <ul style="list-style-type: none"> • greater than amounts already collected on the contract, the balance due on the contract will be converted to a receivable based on the effective date of the dissolution • less than amounts already collected on the contract, a refund will be generated in NRRS to be processed. 	
a transfer	no action is taken on the bill or receivable.	
a producer revision	for share updates	no action is taken on the bill or receivable.
	for changes to the producers associated to the contract	the bill or receivable will be updated to include the added producer and the original producer(s) associated to the first version of the contract. All producers associated with the bill/receivable are jointly and severally liable.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELCS) and Wetland Conservation (WC) Certification		13, 87
CCC-36	Assignment of Payment		160
CCC-37	Joint Payment Authorization		160
CCC-785	Margin Protection Program For Dairy Producers (MPP-Dairy) Premium Repayment Option Election Application		71, 72
CCC-800	Dairy Margin Coverage (DMC) Production History Establishment		Text
CCC-800A	Dairy Margin Coverage (DMC) Supplemental Production Establishment		22, 56, 200, 202, 203
CCC-800S	Dairy Margin Coverage (DMC) Production History Establishment Action		22, 57, 59, 61
CCC-800T	Dairy Margin Coverage (DMC) Production History Establishment Action		Text
CCC-800X	Dairy Margin Coverage (DMC) Production History Establishment Action		22
CCC-801	Dairy Margin Coverage (DMC) Contract and Annual Coverage Election		Text
CCC-802	Dairy Margin Coverage (DMC) Dissolution Notification		22, 48
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		151, 160

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
DMC	Dairy Margin Coverage	Text
PDD	Program Delivery Division	1, 2

Delegations of Authority

None.