FSA
HANDBOOK

Automation for the Margin Protection Program for Dairy Producers

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-MPP

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

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Farm Service Agency
Washington, DC 20250

Automation for the Margin Protection Program for Dairy Producers 2-MPP	**Amendment 5**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Background

Software was released on April 22, 2016, that provides the ability to record dissolutions and includes the automated payment process.

B Reasons for Amendment

Subparagraph 20 A has been amended to provide additional information when recording production history.

Subparagraph 70 A has been amended to provide additional information when recording a contract.

Paragraphs 85 through 88 have been added to provide software procedure for Contract Dissolutions.

Paragraphs 21 and 71 have been amended to provide updated Search Results Screen examples.

Paragraphs 161 through 163 have been amended to update the general payment provisions for 2016 and future MPP-Dairy payments.

Paragraph 175 has been amended to add that the procedure is only applicable to 2015 MPP-Dairy payments.

Part 3, Section 3 has been added to provide procedure for 2016 and future MPP-Dairy Payments.

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Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook has been issued to provide automation instructions and procedures for the MPP-Dairy.

B Authority and Responsibilities

PECD has the authority and responsibility for the instructions in this handbook. PSD has the authority and responsibility for policy in 1-MPP.

C Related FSA Handbooks

The following FSA handbooks concern MPP-Dairy.

Purpose	Handbook
Appeals	1-APP
Assignments and joint payments	63-FI
Common Payment System	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
MPP-Dairy program policy and procedure	1-MPP
Offsets	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-MPP.

B Office Responsibilities

The following table describes the responsibilities of each office for MPP-Dairy activity.

Office	Responsibilities
KC-ITSD and KCCO	Provide technical assistance to State and County Offices on nonprogram-related problems.
PECD	Implement payment process to support MPP-Dairy 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.

3-10 (Reserved)

*--Part 2 MPP-Dairy Automated System

Section 1 General Information About the MPP-Dairy System

11 General Information

A Introduction

This part provides information and procedure for accessing and updating the web-based MPP-Dairy System.

B Purpose of the MPP-Dairy System

The MPP-Dairy System is designed to record the following information for dairy operations applying for MPP-Dairy benefits:

- production history
- contract and annual coverage election
- collection of administrative fees and premiums.**--***

*--12 Accessing the MPP-Dairy System

A Overview

The MPP-Dairy System is a web-based system that includes processes for:

- production history
- contract and annual coverage election
- collection of administrative fees and premiums.

New dairy operations have up to 90 calendar days from when the operation first begins to market milk to register for coverage under MPP-Dairy.

Existing dairy operations shall enroll for coverage during the MPP-Dairy enrollment period.

See 1-MPP for MPP-Dairy policy and provisions.

B Accessing MPP-Dairy System

This table provides steps to access the MPP-Dairy System.

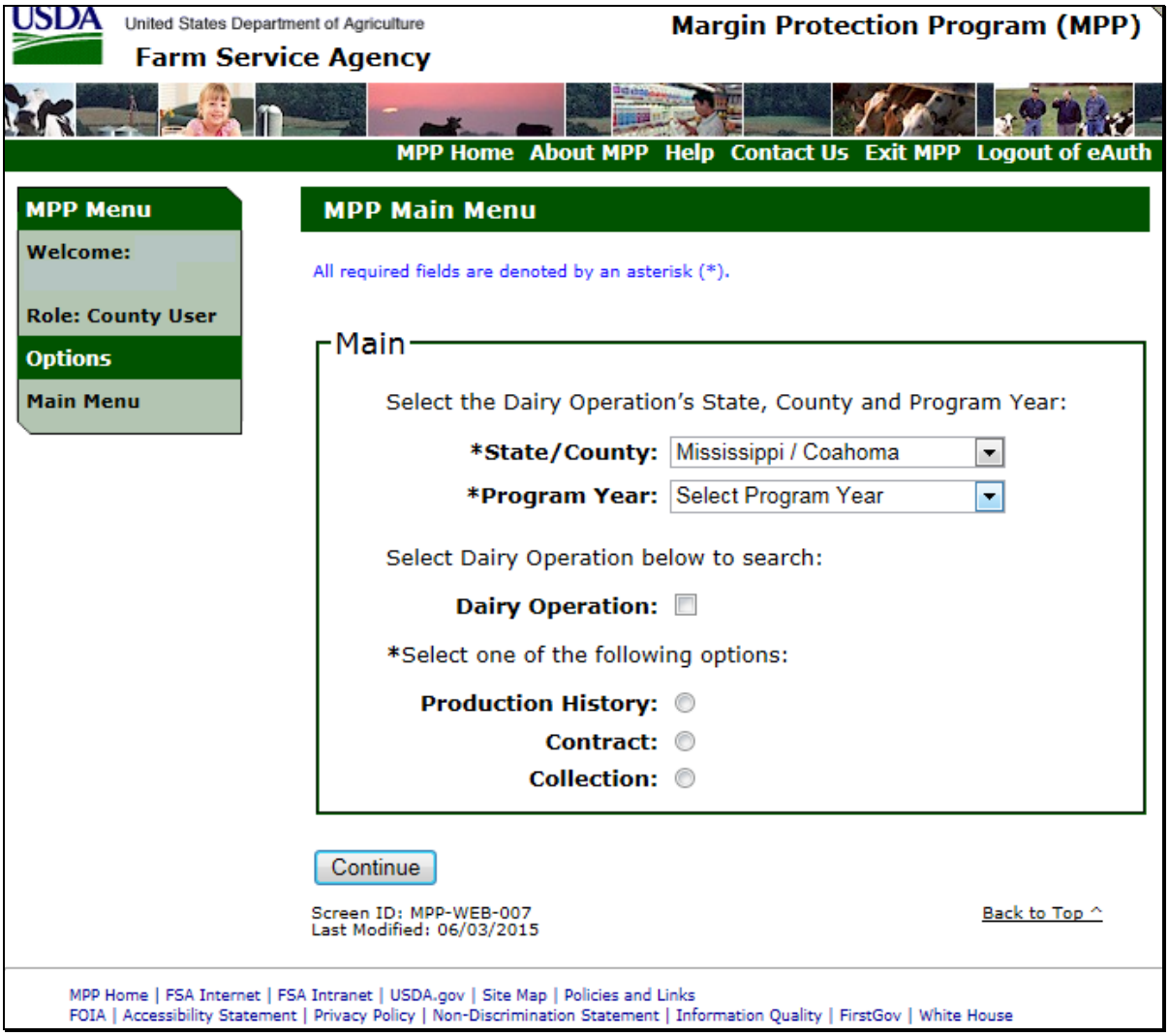
Step	Action
1	Access the FSA Intranet, FSA Applications Page at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**.
2	Under “FSA Applications”, “Applications Directory”, CLICK “**G-O**”.
3	CLICK “**Margin Protection Program (MPP-Dairy)**”.
4	On eAuthentication Login Page, CLICK “**Login With LincPass (PIV)**” or enter user ID and password and CLICK “**Login**”.
5	MPP Main Menu will be displayed.

--*

*--13 MPP Main Menu

A MPP Main Menu With "Main" Section

The following is an example of the MPP Main Menu with "Main" section for a County Office user.



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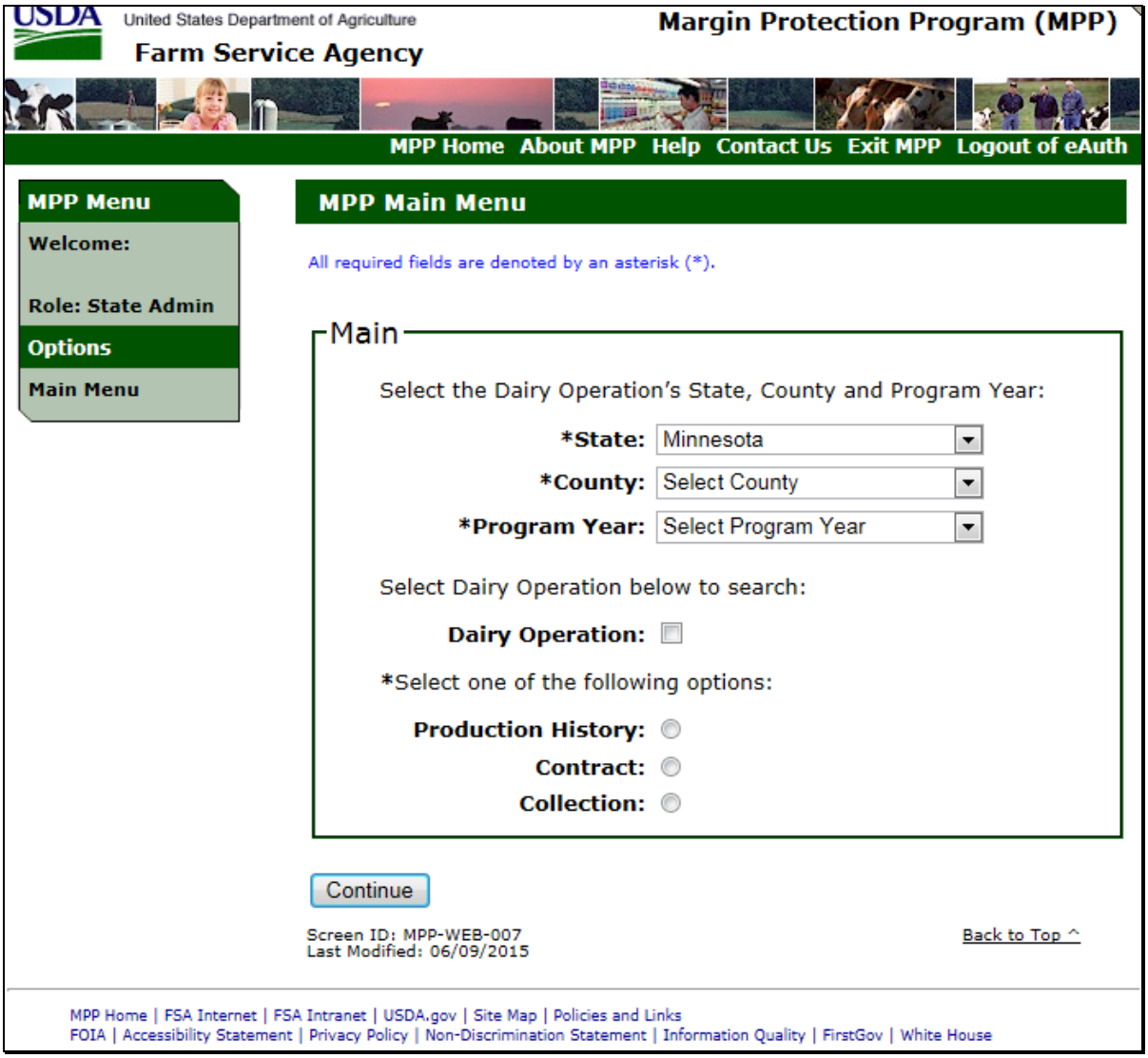
*--13 MPP Main Menu (Continued)

A MPP Main Menu With "Main" Section (Continued)

The following is an example of the MPP Main Menu with "Main" section for a State Office user.



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*--13 MPP Main Menu (Continued)

B Top Navigation Bar

The top navigation bar will be displayed on all screens within the MPP-Dairy System.

This table provides an explanation of the links in the top navigation bar.

Link	Explanation
“MPP Home”	MPP Main Menu will be displayed.
“About MPP”	A page describing the purpose of MPP-Dairy will be displayed.
“Help”	Price Support Home Page will be displayed for a selection of options that may provide additional assistance.
“Contact Us”	A page with information about the following will be displayed: • who to contact for help • information to include in user’s e-mail or voice mail message.
“Exit MPP”	FSA Intranet, FSA Applications Page (subparagraph 12 B, step 1) will be displayed.
“Logout of eAuth”	The window browser will close and a pop-up window will be displayed with the message, “for security reasons, your browser window will close automatically”. On the pop-up window, when users click “OK”, they will be logged off the USDA eAuthentication System.

--*

*--13 MPP Main Menu (Continued)

C MPP Main Menu Selection Criteria

This table provides information about the MPP Main Menu selection criteria.

Field/Button	Description
"State/County"	County Office users will default to their assigned State/county. If the user is assigned to multiple County Offices, use the drop-down list to select applicable State/county.
"State"	State Office users with only 1 State assigned to their eAuthentication user ID will be defaulted to their State. If the user is assigned to multiple States, use the drop-down list to select applicable State.
"County"	State Office user **must** select a county.
"Program Year"	Select applicable program year for MPP-Dairy.
"Dairy Operation"	Allows a search for a dairy operation in SCIMS.
"Production History"	Production History Search Results Screen will be displayed.
"Contract"	Contracts Screen with "Search Results" section will be displayed.
"Collection"	Collections Screen with "Search Results" section will be displayed.
"Continue"	If "Dairy Operation" box is: • checked, SCIMS Search Page will be displayed • **not** checked, search results screen for the option selected will be displayed.
"Main Menu"	MPP Main Menu will be displayed.

--*

*--13 MPP Main Menu (Continued)

D MPP Main Menu Error Messages

The following provides a list of error messages that may be displayed on the MPP Main Menu.

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.
"Program Year is required."	Program Year was **not** selected from the drop-down list.	Select the program year from the drop-down list.
"One of the options is required."	One of the following options was **not** selected: • "Production History" • "Contract" • "Collection".	Select the applicable option for the process to be performed for the dairy operation.

--*

14-19 (Reserved)

Section 2 MPP-Dairy Production History

20 Recording Production History

A Introduction

Production history establishment shall be recorded in the MPP-Dairy System for dairy operations that choose to participate in MPP-Dairy.

--Note:** County Offices shall contact their State Office if production history is recorded incorrectly.**--

B Automatic Migration

Dairy operations that established production history in MPP-Dairy in 2014 and/or 2015, and were updated to the workbook by County Office users, were automatically migrated into the MPP-Dairy System production history.

See 1-MPP, Part 3 for MPP-Dairy production history policy and provisions.

*--21 Selecting Dairy Operations

A Steps for Selecting Dairy Operations

Access the MPP Main Menu according to paragraph 12. On the MPP Main Menu, perform the following steps to select a dairy operation for which the user wants to update production history.

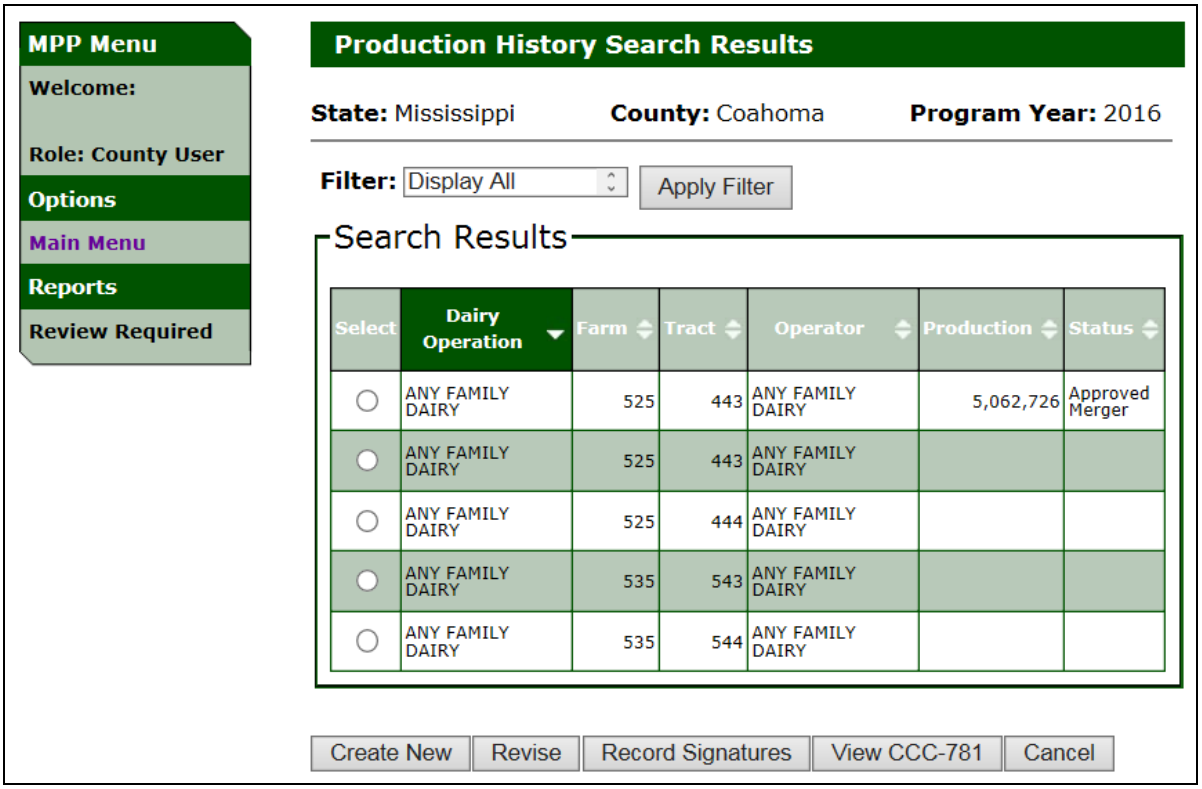
Step	Action
1	Select the State and County Office from the "State/County" drop-down list. **Note:** State users will select the State Office from the "State" drop-down list and County Office from the "County" drop-down list.
2	Select the program year from the drop-down list. **Note:** New dairy operations have 90 calendar days from the time they began marketing milk within the calendar year to establish production history.
3	Perform either of the following: • click the box next to "Dairy Operation" to search for dairy operations in the selected State and county using the SCIMS Search Page that will be displayed • do **not** click the box next to "Dairy Operation" to search for dairy operations with existing production history records. **Note:** All dairy operations with production history information recorded in the selected State and county will be displayed.
4	CLICK "**Production History**".
5	CLICK "**Continue**".
6	The Production History Search Results Screen will be displayed based on the selection criteria.

--*

21 Selecting Dairy Operations (Continued)

B Production History Search Results Screen

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



--*

*--21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information

The following provides information about the Production History Search Results Screen.

Field/Button	Description
"State"	State Office selected from MPP Main Menu.
"County"	County Office selected from MPP Main Menu.
"Program Year"	Program year selected from MPP Main Menu.
"Select"	Click next to the dairy operation, farm, and/or tract to be updated.
"Dairy Operation"	Common customer name from SCIMS for the dairy operation.
"Farm"	Farm number from the Farm Records System associated with the dairy operation.
"Tract"	Tract number from the Farm Records System associated with the dairy operation.
"Operator"	Common customer name from Business Partner of the operator on the farm from the Farm Records System.
"Production"	Established production history for the dairy operation. **Note:** Blank for dairy operations without production history established.
"Status"	Production history status, as follows: • blank, production history information has **not** been entered for dairy operation • "Initiated", production history information has been entered; however, producers have **not** signed the certification of production history • "Producer Certified", production history information has been entered and producers have signed the certification of production history; however, COC has **not** made a determination • "Approved", production history information has been entered, producers certified, and COC approved • "Disapproved", production history information has been entered, producers certified, and COC disapproved.

--*

21 Selecting Dairy Operations (Continued)

C Production History Search Results Screen Information (Continued)

Field/Button	Description
Create New	Production History Dairy Operation Production Screen will be displayed. **Note:** Only displayed if there are dairy operations in the search results with no production history established.
Revise	Revise Production History Screen will be displayed. **Note:** Only displayed if there are dairy operations in the search results with production history established.
Record Signatures	Production History Signature Screen will be displayed. **Note:** Only displayed if there are dairy operations in the search results with production history established.
View CCC-781	CCC-781 for the selected dairy operation will be displayed.
Cancel	MPP Main Menu will be displayed.
Main Menu	MPP Main Menu will be displayed.
***--**Apply Filter	Production History Search Results Screen will be displayed with all dairy operations with production history based on selected status. **Note:** The user will have to scroll through the different statuses to select and apply the filter.**--***

21 Selecting Dairy Operations (Continued)

D 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
"Please select a dairy operation to work with."	User clicked 1 of the following, but did **not** select a dairy operation: • "Create New" • "Revise" • "Record Signatures". * * *	Perform either of the following: • select a dairy operation and click type of action • CLICK "Cancel".
*--" A Dairy Operation was not selected for the view CCC-781."	User clicked "View CCC-781", but did not select a dairy operation.	Perform either of the following: • select a dairy operation and click type of action • CLICK "Cancel".--*
"Production History already exists for selected dairy operation."	User selected a dairy operation with production history information recorded and clicked "Create New".	Perform either of the following: • select a different dairy operation to create new production history • click a different type of action to perform for the dairy operation.
"Cannot revise Production History for a dairy operation that has **not** been created."	User selected a dairy operation with no production history information recorded and clicked "Revise".	Perform either of the following: • select a different dairy operation to revise production history • click a different type of action to perform for the dairy operation.

21 Selecting Dairy Operations (Continued)

D Production History Search Results Screen Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Historical Production has **not** been established for the dairy operation; unable to record signatures."	User selected a dairy operation with no production history information recorded and clicked "Record Signatures".	Perform either of the following: • select a different dairy operation to record signatures for production history • click a different type of action to perform for the dairy operation.
--**"Cannot view CCC-781 for a Dairy Operation that has not been created."**--	User selected a dairy operation with no production history information recorded and clicked "View CCC-781".	Perform either of the following: • select a different dairy operation to view CCC-781 for production history • click a different type of action to perform for the dairy operation.
*--"*Dairy Operation* does not have a legacy link to the selected State and County in Business Partner."	User selected a dairy operation that is not linked to the selected State and County in Business Partner.	Perform either of the following: • select a different dairy operation and click the applicable option • access Business Partner and record a legacy link for the customer to the State and county, if applicable.
"*Dairy Operation* is not active on any farms or tracts in the selected State and County."	User selected a dairy operation that is not active on any farms or tracts in the selected State and county.	Perform either of the following: • select a different dairy operation and click the applicable option • access MIDAS CRM Farm Records to update the customer to Farms and/or Tracts, if applicable.
No Production History on file for the specified search criteria.	User selected production history for a State and county that does not have any dairy operations with production history data recorded.	Perform either of the following: • select a different State and county with the production history option • select dairy operation on the MPP Dairy main menu and the option for production history to search SCIMS for a specific producer to record production history.**--***

*--22 Production History Data Migration

A Introduction

In February 2015, a Microsoft Excel workbook was provided to County Offices for the collection of the following:

- CCC-781 data
- CCC-782 data for 2015 contracts only
- payment collection data.

Uploaded CCC-781 data was used to populate the production history data in the MPP-Dairy System before the 2016 enrollment period.

The remainder of this paragraph provides detailed information on the production history data migrated to the MPP-Dairy System.**--***

***--22 Production History Data Migration (Continued)**

B Data Migration of Dairy Operations Marketing Milk Before November 1, 2014

This table describes how production history data was migrated to the MPP-Dairy System for:

- existing dairy operations that produced and commercially marketed milk before February 7, 2013
- new dairy operations that began marketing milk on or after February 7, 2013, but before November 1, 2014.

IF the uploaded data indicated CCC-781…	**AND the uploaded data indicates…**	**FOR…**	**THEN production history is…**
was approved by COC	CCC-782 for calendar year 2015 was approved by COC **Note**: Includes CCC-782's filed because of: • "Permanent Dissolution" • "Retirement" • "Death".	2014	established based on the data on CCC-781.
		2015	adjusted by multiplying the 2014 production history times 1.0087 bump adjustment.
		2016	adjusted by multiplying the calculated 2015 production history times 1.0261 bump adjustment.
	• the dairy operation is **not** registered for 2015, **or** • CCC-782 for calendar year 2015 was disapproved by COC	2014	established based on the data on CCC-781.
		2015	equal to the 2014 production history.
		2016	equal to the 2015 production history.
was disapproved by COC		2014	0.
		2015	0.
		2016	0.

--*

*--22 Production History Data Migration (Continued)

C Data Migration for New Operations on or After November 1, 2014

This table describes how production history data was migrated to MPP-Dairy System for dairy operations that started marketing milk on or after November 1, 2014.

IF the uploaded data indicated CCC-781…	AND the uploaded data indicates…	FOR…	THEN production history is…
was approved by COC	CCC-782 for calendar year 2015 was approved by COC **Note:** Includes CCC-782's filed because of: • "Permanent Dissolution" • "Retirement" • "Death".	2014	0.
		2015	• established based on the data on CCC-781 • adjusted by multiplying CCC-781 production history times 1.0087 bump adjustment.
		2016	adjusted by multiplying the calculated 2015 production history times 1.0261 bump adjustment.
	• the dairy operation is **not** registered for 2015, **or** • CCC-782 for calendar year 2015 was disapproved by COC	2014	0.
		2015	established based on the data on CCC-781.
		2016	equal to the 2015 production history.
was disapproved by COC		2014	0.
		2015	0.
		2016	0.

--*

*--22 Production History Data Migration (Continued)

D Modifications to Migrated Production History Data

Migrated production history data can only be modified by authorized National Office users. If it is determined that the migrated data is **not** accurate, County Offices shall submit the following to the State Office:

- CCC-781
- CCC-782
- remittance information from NRRS
- narrative explanation as to why the migrated production history should be modified.

After reviewing the documentation submitted by County Offices, State Offices shall:

- deny the request for modification if the documentation does **not** support the modification

- forward the documentation, along with the State Office concurrence, to DAFP, PECD, Program Delivery Branch by e-mail to request a change to the web-based production history data.**--***

23 Establishing Production History for Dairy Operations

A Establishing Production History for a Dairy Operation

Perform the following steps to begin the process of establishing production History for a dairy operation.

Step	Action
1	Perform the steps in subparagraph 21 A.
2	CLICK "radio button" next to the dairy operation, farm, and tract for which user wants to establish production history. **Note:** Only click "Create New" for dairy operations that do **not** already have production history established.
3	CLICK "**Create New**".
4	***--**The Production History Dairy Operation Facility Screen will be displayed.**--***

*--B Dairy Operation Facility Screen

The Production History Dairy Operation Facility Screen provides a "Yes" or "No" option to the question, "Is the dairy operation facility being leased or rented?

A response to the question is **required**.

If a response is not selected, the following message will be displayed, "Please select if the dairy operation facility is currently being leased or rented".

The following table provides descriptions of the options to the dairy operation facility being leased or rented question.

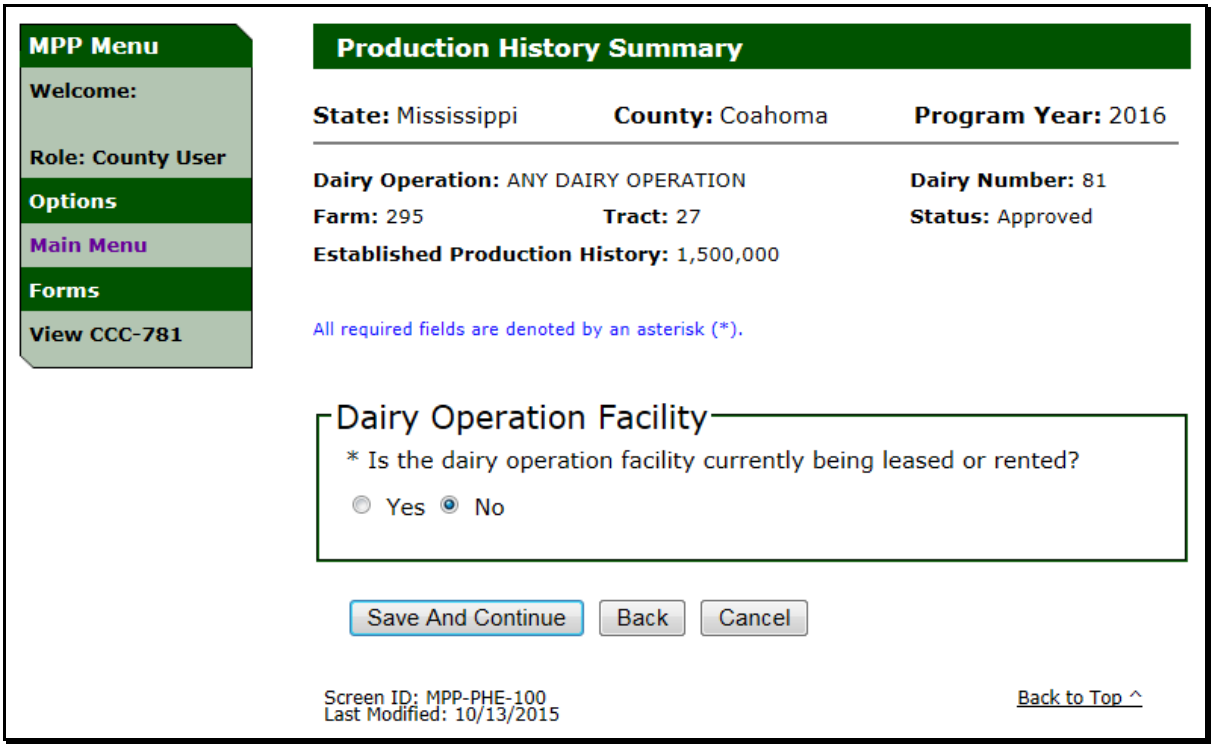
Option	Description
"Yes"	Indicates the dairy operation facility is being leased or rented.
"No"	Indicates the dairy operation facility is **not** being leased or rented.

--*

23 Establishing Production History for Dairy Operations (Continued)

*--B Dairy Operation Facility Screen (Continued)

The following is an example of Production History "Dairy Operation Facility" section.



--*

C Dairy Operation Production History Screen

The dairy operation Production History Screen provides a "Yes" or "No" option to the question, "Did the dairy operation produce or commercially market milk as of February 7, 2013?"

A response to the question is **required**.

The following provides a description of the options to the dairy operation production history question.

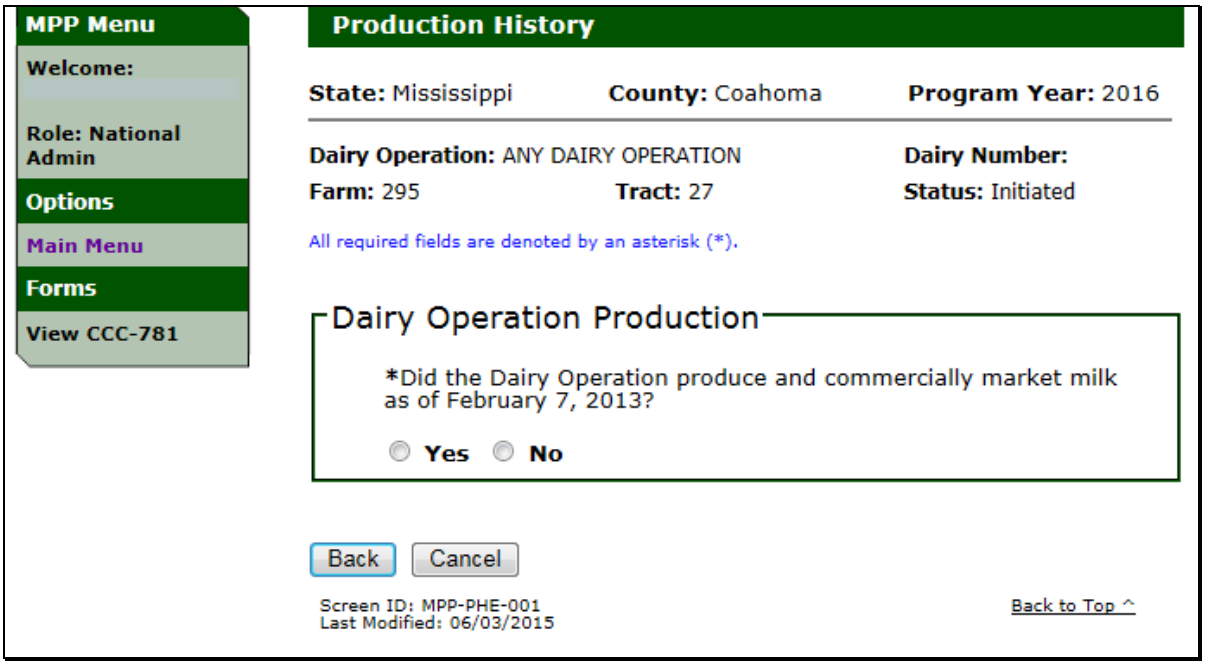
Option	Description
"Yes"	Provides the option to enter the annual marketings for years 2011, 2012, and 2013.
"No"	Provides the option to enter the date the dairy operation first began marketing milk and seasonal dairy information.

See 1-MPP, paragraph 21 for determining the appropriate response according to policy and procedure.

23 Establishing Production History for Dairy Operations (Continued)

C Dairy Operation Production History Screen (Continued)

The following is an example of the dairy operation Production History Screen, “Dairy Operation Production” section.



23 Establishing Production History for Dairy Operations (Continued)

D Production History Screen Header Information

The following provides information about the dairy operation production history header on all production history screens.

Field	Description
"State"	State Office selected from MPP Main Menu.
"County"	County Office selected from MPP Main Menu.
"Program Year"	Program year selected from MPP Main Menu.
"Dairy Operation"	Common Customer name from SCIMS for the dairy operation.
"Dairy Number"	Dairy operation number assigned after COC determination of the dairy operation production history.
"Farm"	Farm number from the Farm Records System associated with the dairy operation.
"Tract"	Tract number from the Farm Records System associated with the dairy operation.
"Status"	Status of production history: • "Initiated", production history information has been entered; however, the producer has **not** signed the certification of production history • "Producer Certified", production history information has been entered and producer has signed the certification of production history, however, COC has **not** made a determination • "Approved", production history information has been entered, producer certified and COC approved. • "Disapproved", production history information has been entered, producer certified and COC disapproved.

23 Establishing Production History for Dairy Operations (Continued)

E Left Navigation Menu Information for Production History Screens

The following provides information about the left navigation menu for all production history screens.

Field/Link	Description
“Welcome”	Name of the user accessing the MPP-Dairy System will be displayed.
“Role”	User role for the user accessing the MPP-Dairy System will be displayed.
“Main Menu”	MPP Main Menu will be displayed.
“View CCC-781”	CCC-781 for the dairy operation will be displayed.

F Button Information for Production History Screens

The following provides information about buttons available on all production history screens.

Button	Description
“Save and Continue”	Saves the entries and continues to the next screen in the MPP-Dairy System production history process.
“Back”	Previous screen will be displayed.
“Cancel”	MPP Main Menu will be displayed.

*--24 Production History for Dairy Operations With Annual Marketings

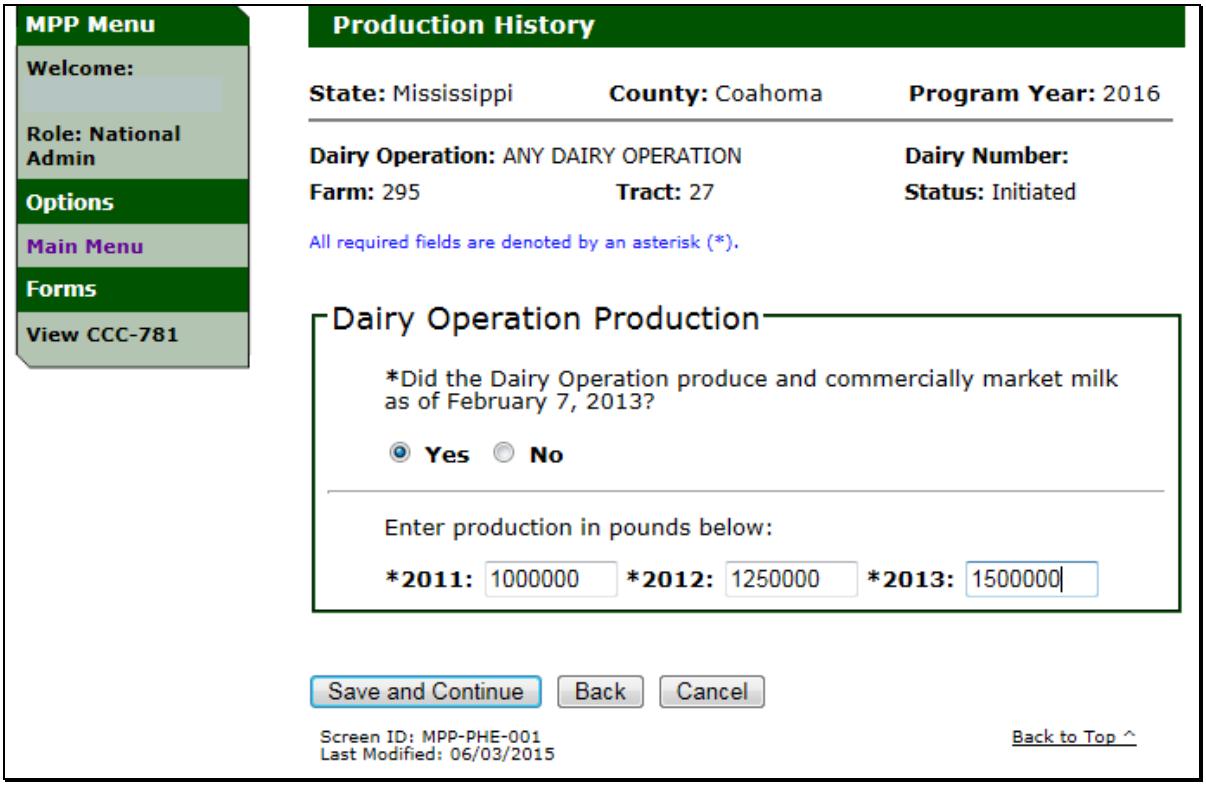
A Dairy Operation Production in Pounds

If "Yes" is selected for the option in subparagraph 23 B, the production in pounds shall be entered for 2011, 2012, and 2013. See 1-MPP, subparagraph 21 A for additional information on policy and procedure.

Users shall:

- enter the production in pounds for each year
- enter "0", if production is **not** available for a specific year
- enter a whole number for production in pounds
- CLICK "**Save and Continue**" after entering the appropriate response.

The following is an example of the dairy operation Production History Screen, "Dairy Operation Production" section, when "Yes" is selected.



--*

*--24 Production History for Dairy Operations With Annual Marketings (Continued)

B Dairy Operation Production in Pounds Error Messages

The following provides a list of error messages that may be displayed on the Production History Screen, "Dairy Operation Production" section for a dairy operation with annual marketings.

Message	Reason for Message	Corrective Action
"Pounds must be a number greater than or equal to 0."	User responded "Yes" to commercially producing and marketing milk as of February 7, 2013, and did **not** enter the pounds for 2011, 2012, and/or 2013.	Perform either of the following: • enter the pounds for each year **Note:** If the dairy operation did **not** commercially produce or market milk for a specific year, enter "0" for that year. • change the response to "No".
"Pounds must be entered as a numeric value less than 1 trillion."	User did **not** enter the pounds as a whole number in 2011, 2012, and/or 2013 or the entry was greater than 999,999,999,999.	Enter the pounds for each year as a whole number equal to or greater than "0" and less than 1 trillion.
"At least one pound of production history is required."	User did **not** enter pounds greater than 0 for at least 1 year in 2011, 2012, or 2013.	Perform either of the following: • enter the pounds greater than "0" for the appropriate years • change the response to "No".

--*

*--25 Establishing Production History for Dairy Operations With Annual Marketings

A Dairy Operation Production History Establishment

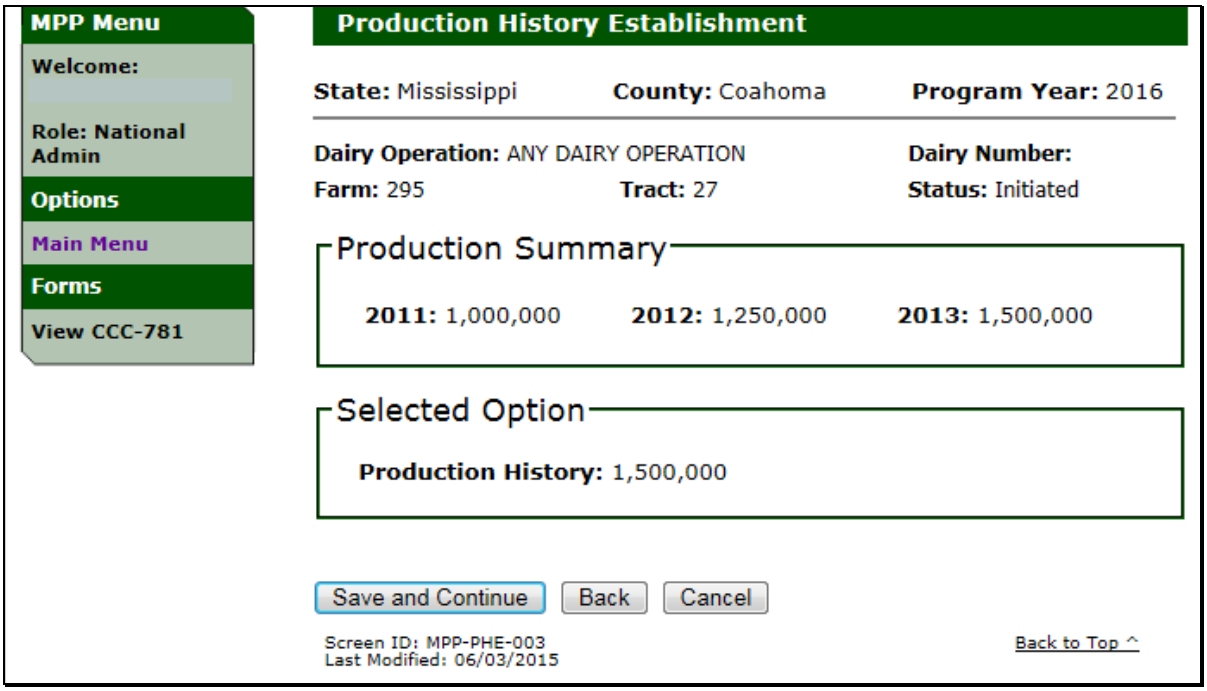
The Production History Establishment Screen will be displayed for dairy operations with annual marketings.

The year with the highest annual marketings is automatically selected for the established production history.

Users shall confirm the production summary and production history amounts in pounds are correct and PRESS "**Save and Continue**".

B Example of the Dairy Operation Production History Establishment Screen

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



--*

*--26 New Dairy Operation Production History

A Production History for New Dairy Operations

If “No” is selected for the option in subparagraph 23 B, a response is required to the question, “What date did the dairy operation first begin to market milk (mm/dd/yyyy)?”

See 1-MPP, paragraph 22 for additional information on policy and procedure.

Users shall provide a response:

- to the date the dairy operation first began marketing milk

  Note: Enter the date using the calendar icon or in 1 of the following formats:

  - “mm/dd/yyyy”
  - “mmddyy”
  - “mmddyyyy”.

- to the seasonal dairy operation question, “Is the production history for a Seasonal dairy operation?”

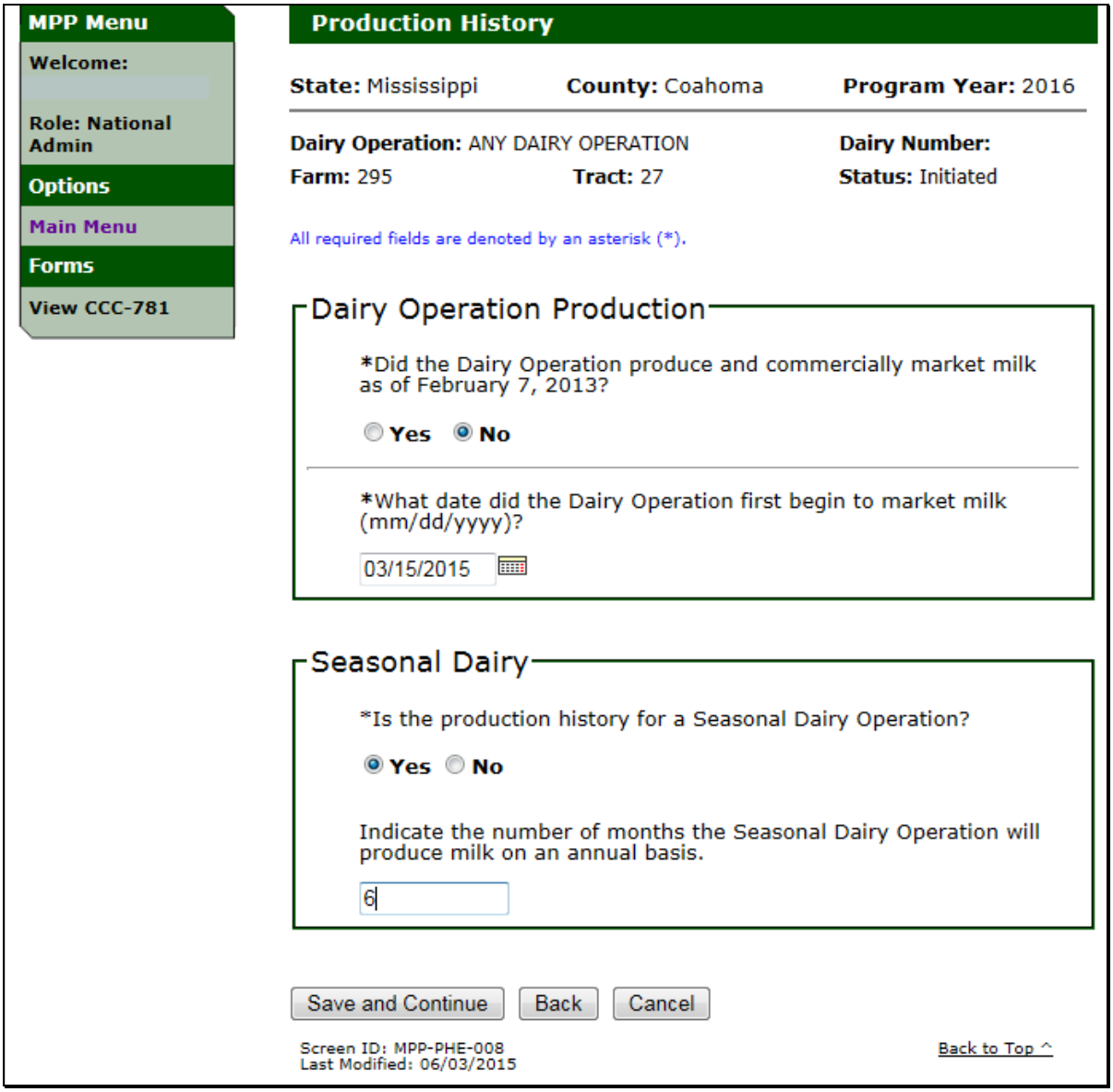
  Note: Enter the number of months between 1 and 11, if the response is “Yes” to the seasonal dairy operation question.

CLICK “**Save and Continue**” after confirming the entries are correct.--*

*--26 New Dairy Operation Production History (Continued)

A Production History for New Dairy Operations (Continued)

The following is an example of the Production History Screen, with “Dairy Operation Production” and “Seasonal Dairy” sections when “No” is selected in subparagraph 23 B.



--*

*--26 New Dairy Operation Production History (Continued)

B Dairy Operation Production for a New Operation Error Messages

The following provides a list of error messages that may be displayed on the Production History Screen, "Dairy Operation Production" section for a new dairy operation.

Message	Reason for Message	Corrective Action
"The marketing start date is required."	User responded "No" to commercially producing and marketing milk as of February 7, 2013, and did **not** enter the date the dairy operation began marketing milk.	Enter either of the following: • date the dairy operation began marketing milk • correct response for commercially producing and marketing milk as of February 7, 2013.
"A seasonal dairy operation selection [Yes/No] is required."	User responded "No" to commercially producing and marketing milk as of February 7, 2013, and did **not** enter a response for the seasonal dairy operation.	Perform either of the following: • provide a "Yes" or "No" response to the seasonal dairy operation question • enter the correct response for commercially producing and marketing milk as of February 7, 2013.
"The marketing start date may **not** be in the future."	User responded "No" to commercially producing and marketing milk as of February 7, 2013, and entered a date greater than the current system date.	Perform either of the following: • update the date the dairy operation began marketing milk later than February 7, 2013, through the current system date • enter the correct response for commercially producing and marketing milk as of February 7, 2013.

--*

***--26 New Dairy Operation Production History (Continued)**

B Dairy Operation Production for a New Operation Error Messages (Continued)

Message	Reason for Message	Corrective Action
"The marketing start date may **not** be before February 7, 2013."	User responded "No" to commercially producing and marketing milk as of February 7, 2013, and entered a date before February 7, 2013.	Perform either of the following: • update the date the dairy operation began marketing milk later than February 7, 2013, through the current system date • enter the correct response for commercially producing and marketing milk as of February 7, 2013.
"The date marketing started should be in the format (mm/dd/yyyy)."	User entered the date format incorrectly.	Enter the date in 1 of the appropriate date formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Seasonal dairy operations must specify a number of operating months."	User responded "Yes" indicating the dairy operation is a seasonal dairy operation and did **not** enter the number of months.	Enter either of the following: • number of months for the seasonal dairy operation • correct response for seasonal dairy operation.
"The number of months a seasonal operation produced milk must be a number."	User responded "Yes" indicating the dairy operation is a seasonal dairy operation and did **not** enter the number of months as a whole number between 1 and 11.	Enter either of the following: • number of months for the seasonal dairy operation with a whole number between 1 and 11 • correct response for seasonal dairy operation.
"Seasonal dairy operating months must be between 1 and 11."	User responded "Yes" indicating the dairy operation is a seasonal dairy operation and did **not** enter the number of months as a whole number between 1 and 11.	Enter either of the following: • number of months for the Seasonal dairy operation with a whole number between 1 and 11 • correct response for seasonal dairy operation.

--*

*--27 New Dairy Operation Monthly Production and Herd Size

A Monthly Production and Herd Size

The Production History Screen, “Monthly Production” and “Herd Size” sections will be displayed for new dairy operations.

The number of months displayed for monthly production is determined based on full months from the time the dairy operation began marketing milk.

for example, if the dairy operation began marketing milk on March 15, 2015, and the current system date is May 21, 2015, April is the only month available for monthly milk marketings. If the dairy operation does **not** have at least 1 full month of monthly milk marketings, an entry is **not** allowed for the monthly production. The herd size can be entered, or the dairy operation may choose to wait until they have 1 full month of monthly milk marketings to report.

Users shall:

- enter the monthly production as a whole number for each month displayed

  Note: “0” may be entered for months without monthly production.

- enter the number of dairy cows as a whole number, **excluding** heifers not yet fresh

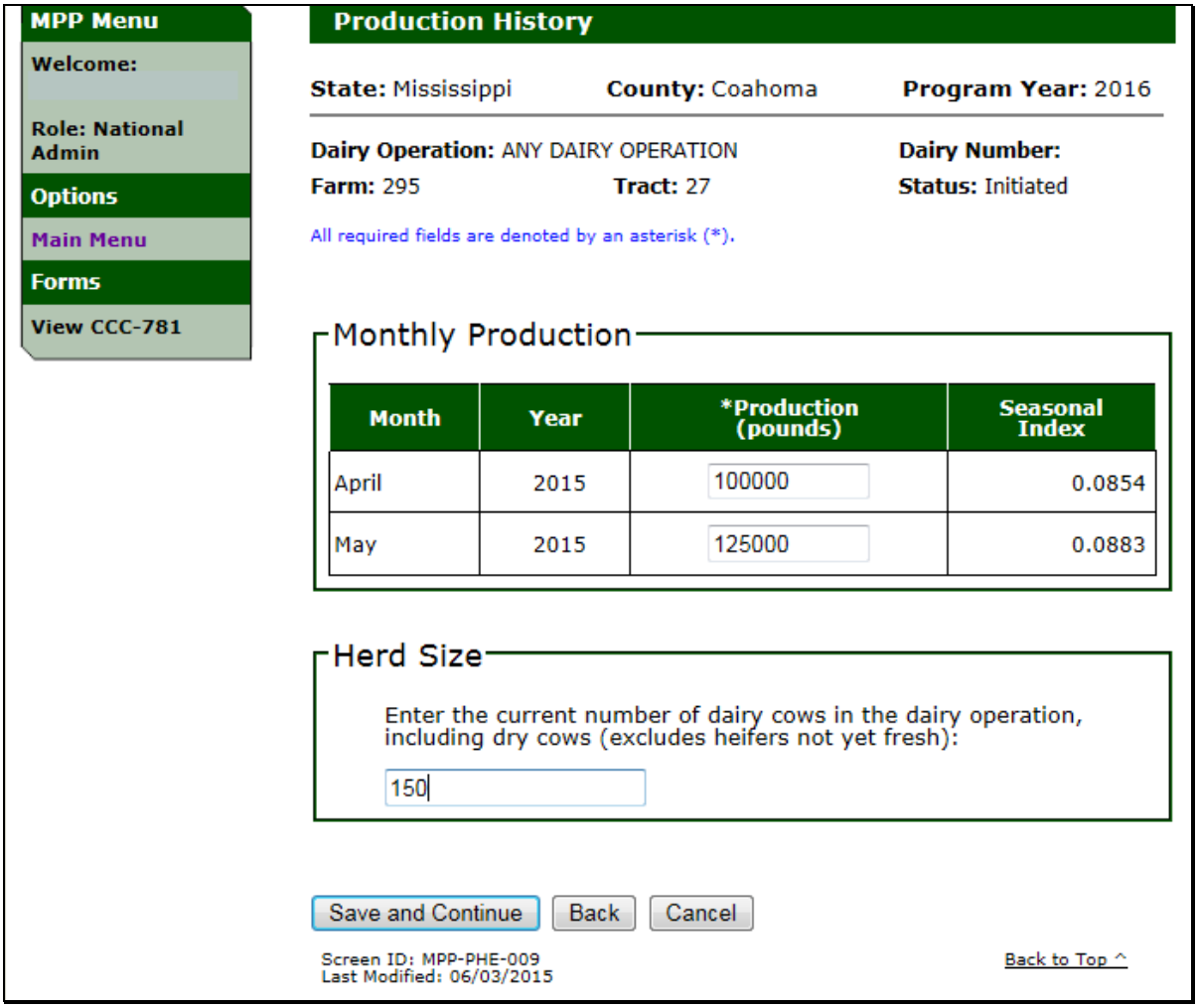
- enter the monthly production and/or number of dairy cows

- CLICK “**Save and Continue**” after confirming the entries are correct.**--***

*--27 New Dairy Operation Monthly Production and Herd Size (Continued)

A Monthly Production and Herd Size (Continued)

The following is an example of the Production History Screen with “Monthly Production” and “Herd Size” sections.



--*

*--27 New Dairy Operation Monthly Production and Herd Size (Continued)

B Monthly Production and Herd Size Error Messages

The following provides a list of error messages that may be displayed on the Production History Screen with "Monthly Production" and "Herd Size" sections for new dairy operations.

Message	Reason for Message	Corrective Action
"Please enter production in pounds and/or herd size."	User did **not** enter the monthly milk marketings or number of dairy cows.	Enter 1 or both of the following: • monthly milk marketing for each applicable month • number of dairy cows
"Pounds must be entered as a numeric value less than 10 billion."	User did **not** enter a whole number for the monthly milk marketings or entered a number greater than 9,999,999,999.	Do 1 of the following: • enter monthly milk marketings as a whole number less than 10 billion • enter "0" for the monthly milk marketings • do **not** enter the monthly milk marketings and instead enter the number of dairy cows.
"Herd size must be entered as a numeric value less than ten billion."	User did **not** enter a whole number for the number of dairy cows or entered a number greater than 9,999,999,999.	Do 1 of the following: • enter number of dairy cows as a whole number less than 10 billion • enter "0" for the number of dairy cows • do **not** enter the number of dairy cows and instead enter the monthly milk marketings.

--*

*--28 New Dairy Operation Production History Establishment

A Production History Establishment for New Dairy Operations

The Production History Screen with the "Herd Size Summary" section will be displayed for new dairy operations after the monthly milk marketings and/or number of dairy cows is entered.

Option:

- 1 will be displayed with the calculated annual production history based on monthly milk marketings

- 2 will be displayed with the calculated annual production history based on herd size.

See 1-MPP, paragraph 22 for examples of the calculations, seasonality index, and national rolling herd averages.

The option with the highest calculated annual production history will automatically be selected. Users have the ability to override the option that was automatically selected by selecting the other option.

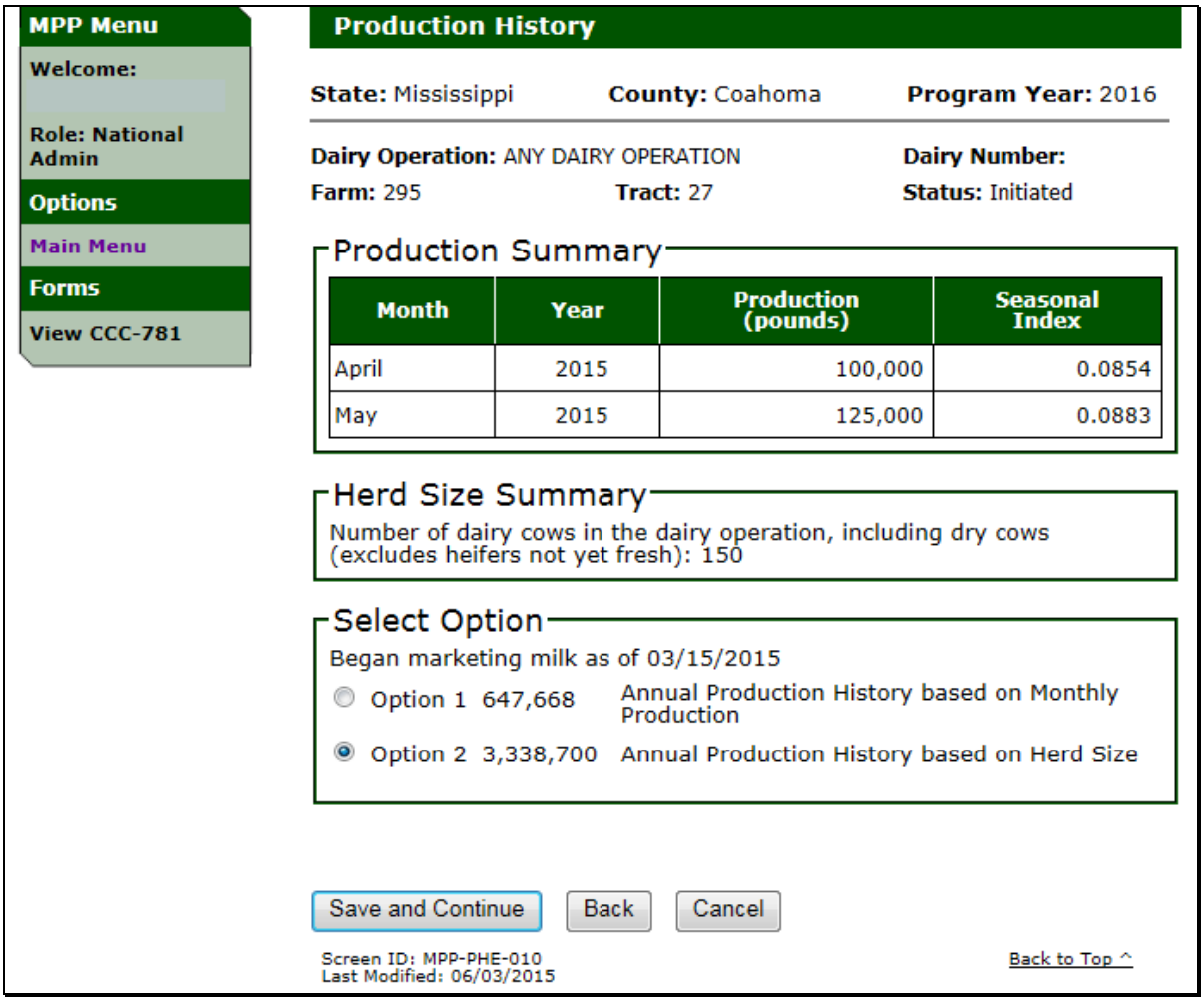
Users shall:

- confirm the Production Summary is correct
- confirm the Herd Size Summary is correct
- confirm the appropriate calculated annual production history option is selected
- CLICK "**Save and Continue**" after confirming information on the screen is correct.**--***

*--28 New Dairy Operation Production History Establishment (Continued)

B Example of the Production History Screen

The following is an example of the Production History Screen with “Production Summary”, “Herd Size Summary”, and “Select Option” sections with new dairy operation production history established.



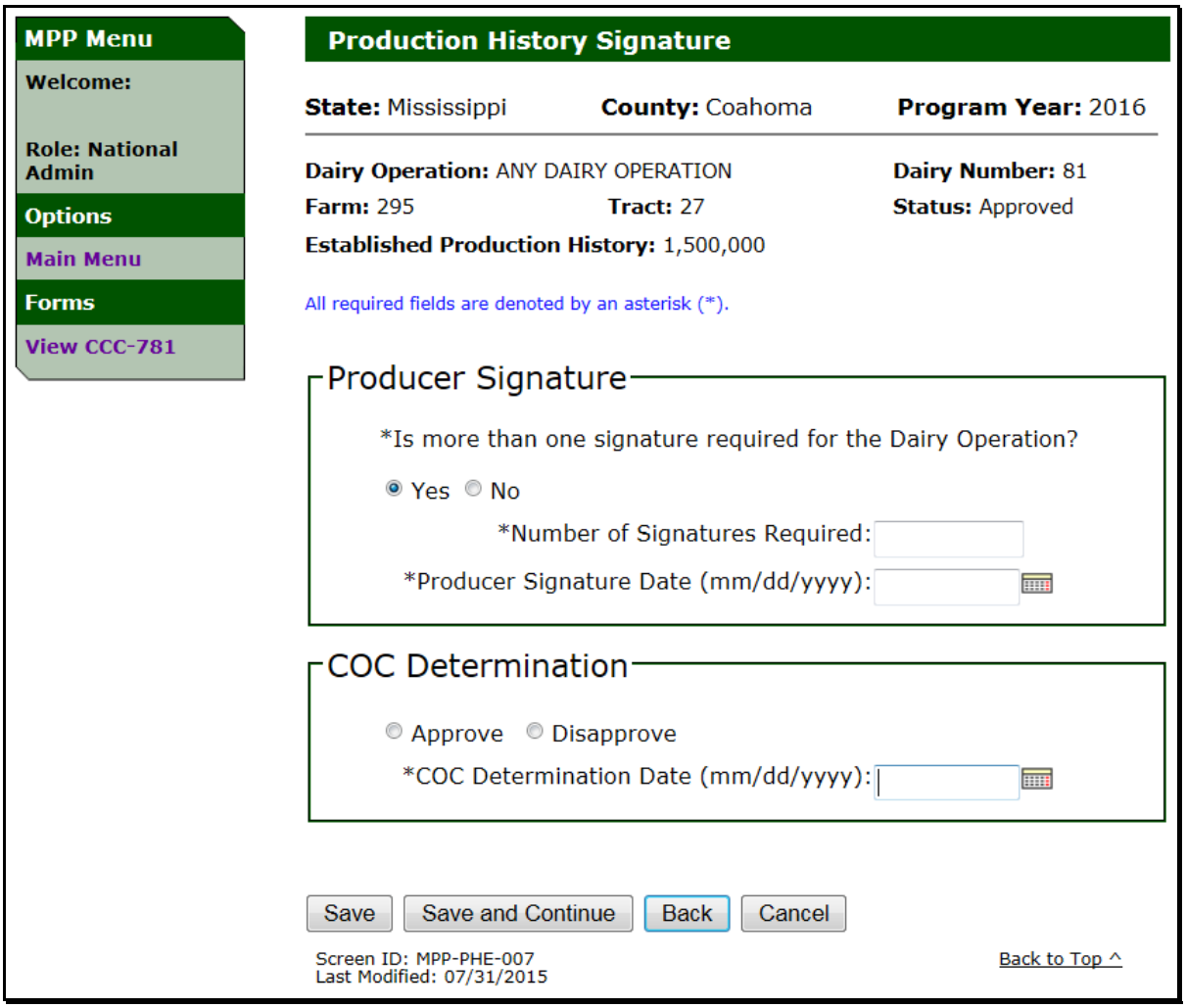
--*

29 Production History Signature

A Production History Signature Screen

The Production History Signature Screen will be displayed to record the producer signature and COC determination after the production history data is entered and confirmed for dairy operations.

The following is an example of the Production History Signature Screen.
*--



--*

29 Production History Signature (Continued)

B Producer Signature

Producers with interest in the dairy operation have the ability to establish production history and sign CCC-781.

Sole submission of CCC-781 to determine the production history for a dairy operation does **not** register that production history or the dairy operation in MPP-Dairy.

See 1-MPP, paragraph 35 for additional information on producers filing CCC-781.

***--**The number of signatures required provides the ability to display multiple producer signature rows on CCC-781.

Users select:

- "No", if only 1 producer signature is required on CCC-781; if "No" is selected only 1 producer signature row will be displayed on CCC-781

- "Yes", if more than 1 producer signature is required on CCC-781, and enter the number of signatures required:

  - as a whole number
  - greater than 1
  - less than 251.

The number of producer signature rows displayed on CCC-781 will be based on the entry for the number of signatures required.**--***

Users shall enter the producer signature date based as the latest date signed by a producer on CCC-781.

The producer signature date may be entered using the calendar icon or in any of the following formats:

- "mm/dd/yyyy"
- "mmddyy"
- "mmddyyyy".

29 Production History Signature (Continued)

C COC Determination

COC or authorized designee shall provide a COC determination based on the information provided on CCC-781. Users shall:

- update COC determination to “Approve” or “Disapprove” based on the determination provided by COC or designee

- enter COC determination date as the date entered on CCC-781.

The COC determination date may be entered using the calendar icon or in any of the following formats:

- “mm/dd/yyyy”
- “mmddyy”
- “mmddyyyy”.

29 Production History Signature (Continued)

D Production History Signature Errors

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

Message	Reason for Message	Corrective Action
"Producer Signature date is required."	User clicked either of the following and did **not** enter the producer signature date: • "Save" • "Save and Continue".	Perform either of the following: • enter the producer signature date • CLICK "Cancel" or "Main Menu" to return to the MPP Main Menu.
"The Producer Signature date should be in the format (mm/dd/yyyy)."	User did **not** enter the producer signature date in 1 of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".	Enter the producer signature date in 1 of the following date formats allowed or select the date from the calendar icon: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"The COC Determination date should be in the format (mm/dd/yyyy)."	User did **not** enter COC determination date in 1 of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".	Enter COC determination date in 1 of the following date formats allowed or select the date from the calendar icon: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Producer Signature date cannot be a future date."	User entered the producer signature date later than the current system date.	Enter the correct producer signature date that shall not be later than the current system date.

29 Production History Signature (Continued)

D Production History Signature Errors (Continued)

Message	Reason for Message	Corrective Action
"COC Determination date cannot be a future date."	User entered COC Determination date later than the current system date.	Enter the correct COC determination date that shall **not** be later than the current system date.
"An approve or disapprove option must be selected when there is a COC Determination date."	User entered COC Determination date and did **not** select either of the following: • "Approve" • "Disapprove".	Perform either of the following: • select "Approve" or "Disapprove", as applicable • remove COC determination date.
"COC Determination date is required."	User did **not** enter COC determination date and selected either of the following: • "Approve" • "Disapprove".	Perform 1 of the following: • enter COC determination date • CLICK "Back" to return to the previous screen • CLICK "Cancel" to return to the MPP Main Menu.
"COC Determination date must be greater than or equal to the Producer Signature date."	User entered a COC determination date before the producer signature date.	Update either of the following: • producer signature date to the correct date signed on CCC-781 • COC determination date to the correct date signed on CCC-781.
* * *	* * *	* * *

--*

29 Production History Signature (Continued)

D Production History Signature Errors (Continued)

Message	Reason for Message	Corrective Action
*--"Producer signature date cannot be earlier than September 1, 2014 or the date the new dairy operation started marketing milk."	User entered a producer signature with 1 of the following: • before the MPP-Dairy start date • before the date the new dairy operation began marketing milk.	Update the producer signature date to the correct date signed on CCC-781.
"Number of signatures must be a numeric whole number less or equal to 250."	User indicated more than 1 signature is required and entered a non-numeric character.	Perform 1 of the following: • change the response to "No" if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250
"Number of signatures must be greater than 1."	User indicated more than 1 signature is required and entered a number less than 2.	
"Number of signatures must be equal to or less than 250."	User indicated more than 1 signature is required and entered a number greater than 250.	
"Number of signatures required."	User indicated more than 1 signature is required and did not enter the number of signatures required.	

--*

30 Revising Production History

A MPP-Dairy Production History Revisions

***--**The MPP-Dairy System provides the ability to revise the MPP-Dairy production history to:

- correct the production history during open enrollment or within 90 calendar days for a new dairy operation
- perform farm and/or tract transfers/relocations, including updates from MIDAS Farm Records for farms and tracts
- perform successor-in-interest to a new dairy operation
- perform mergers for multiple dairy operations.**--***

*** * ***

B Revising Production History for Corrections

Users may revise a dairy operation production history as described in subparagraph A. Perform the following steps to revise a dairy operation production history.

Step	Action
1	Perform the steps in subparagraph 21 A.
2	CLICK “radio button” next to the dairy operation, farm, and tract for which user wants to revise the production history.
3	CLICK “**Revise**”.
4	Revise Production History Screen will be displayed.

30 Revising Production History (Continued)

B Revising Production History for Corrections (Continued)

*--The following table provides the options available in the MPP-Dairy system.

Button	Description
Edit	Displays the Production History Summary Page for the selected dairy operation to correct the production history data according to subparagraph A. Users can click “Save and Continue” or “Back” to navigate through the MPP production history screens to perform the revision. If production history data is updated for the dairy operation, the status will update to “Initiated” and a new producer certification and COC determination are required.
Transfer	Displays the Select Transfer To Page with a list of the available farms and tracts for the selected dairy operation to perform a farm and/or tract transfer according to subparagraph 33.
Merge	Displays the Merger Production History Page to search for dairy operations to include in the merger according to paragraph 35.
Succession	Displays the SCIMS Search Page to select the succeeding dairy operation to perform a successor-in-interest according to paragraph 34.
Back	Returns to the Production History Search Results page.
Cancel	Returns to the MPP Main Menu.

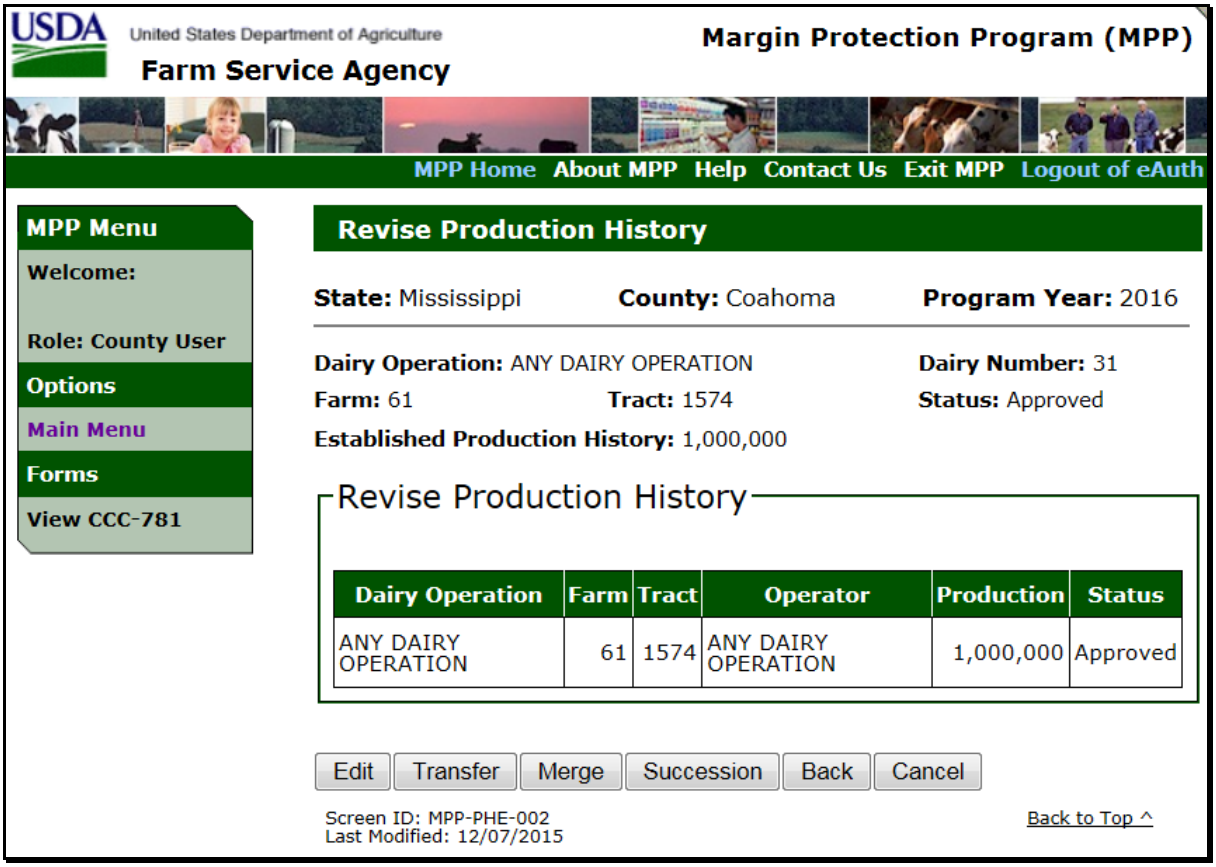
--*

30 Revising Production History (Continued)

B Revising Production History for Corrections (Continued)

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

*--



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31 Production History Rollover

A Production History Rollover Information

Established production history shall automatically rollover each year.

The annual production history increase (bump) will automatically be applied to the established production history in the new year for dairy operations, if all of the following conditions are met:

- MPP production history established is COC approved
- contract and annual election registered for the previous year (producer signed and COC approved)
- has paid the administrative fee and premium for the previous year.

After production history is established for a dairy operation in a previous year, the production history information does **not** need to be manually updated in the subsequent new MPP year.

See 1-MPP, paragraph 23 for the annual production history increase.

*--32 Production History Review Required

A Introduction

When a dairy operation is associated with a farm or tract, the MPP-Dairy system will automatically receive notification if any of the following actions occur in the MIDAS/Farm Records System:

- farm transfer
- farm reconstitution
- tract reconstitution
- dairy operation is deleted as the operator, owner or other tenant on the farm and/or tract.

Once the dairy operation/farm/tract receives notification of the update from MIDAS/Farm Records, the dairy operation status will be updated to “Review Required”.**--***

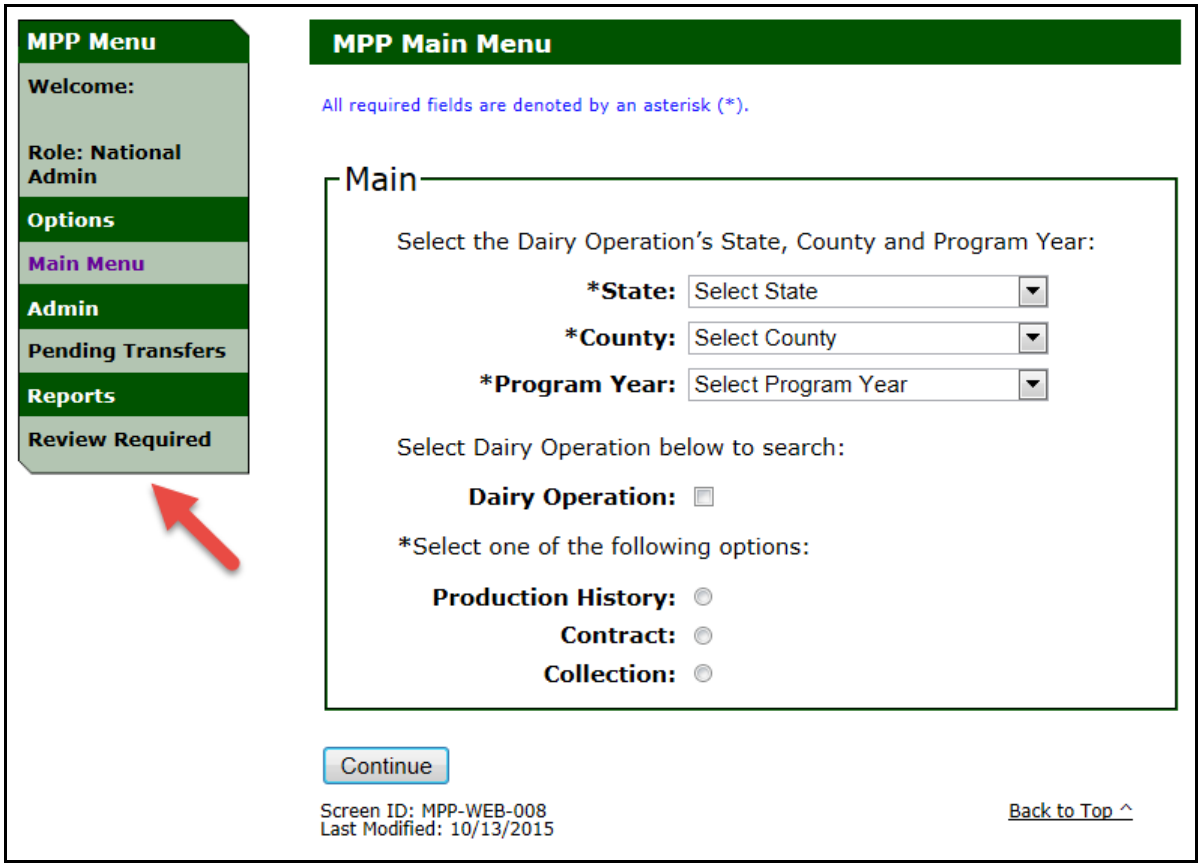
*--32 Production History Review Required (Continued)

B Review Required Option

Users shall select the “Review Required” link on the MPP Main Menu to review dairy operations that were updated in MIDAS/Farm Records. If the “Review Required” link is not displayed, there are no dairy operations to review.

Note: If a user administers multiple State and County Offices, the review required State and county drop down list will only display for State and County Offices that actually have dairy operation(s) with a “Review Required” status.

The following is an example of the MPP Main Menu with the “Review Required” link.



--*

*--32 Production History Review Required (Continued)

C Review Required Screen

The Review Required Screen will be displayed with dairy operations requiring additional action because of an update in MIDAS/Farm Records.

The following is an example of the Review Required Screen.

Review Required

Dairy Operation	State	County	Dairy Operation Number	Farm	Tract	Year	Type
ANY DAIRY OPERATION	Mississippi	Coahoma	33	62	1595	2016	FRS
ANY DAIRY OPERATION	Mississippi	Coahoma	33	291	1312	2016	FRS
ANY DAIRY OPERATION	Mississippi	Coahoma	35	291	1315	2016	FRS
ANY DAIRY OPERATION	Mississippi	Coahoma	34	293	1431	2016	FRS
ANY DAIRY OPERATION	Mississippi	Coahoma	36	293	1435	2016	FRS
ANY FAMILY DAIRY	Mississippi	Coahoma	50455	527	371	2016	FRS

D Review Required Screen Descriptions

This table provides descriptions for the fields/buttons on the Review Required Screen.

Field/Button	Description
Dairy Operation	Dairy operation customer name.
State	Administrative State for the dairy operation.
County	Administrative county for the dairy operation.
Dairy Operation Number	Dairy operation number assigned to the dairy operation.
Farm	Farm number for the dairy operation.
Tract	Tract number for the dairy operation.
Year	MPP program year affected by the farm records change.
Type	Application that was updated requiring the dairy operation review.

--*

*--32 Production History Review Required (Continued)

E Review Required - Transfer

The dairy operation status will be updated to “Review Required” when a dairy operation is associated with a farm or tract and any of the following actions occur in the MIDAS/Farm Records System:

- farm transfer
- farm reconstitution
- tract reconstitution.

Users shall perform the steps in paragraph 33 to update a dairy operation to the new farm and/or tract.

Note: If a dairy operation is being leased or rented and is listed on the Review Required Page because of a farm and tract change in MIDAS/Farm Records, then the production history can transfer to the applicable farm and tract.

F Review Required – Successor-In-Interest

The dairy operation status will be updated to “Review Required” when a dairy operation is deleted as the operator, owner or other tenant on the farm and/or tract.

Users shall perform the steps in paragraph 34 to update the dairy operation succession-in-interest.

Note: If the dairy operation should not have been deleted as the operator, owner or other tenant, the appropriate action should be taken in MIDAS/Farm Records.**--***

*--33 Production History Transfer/Relocation

A Introduction

The MPP-Dairy System provides the ability to revise the MPP-Dairy production history to perform a farm and/or tract transfer/relocation.

The transfer/relocation process is required if:

- the dairy operation relocates to a different facility
- a farm reconstitution is approved in MIDAS CRM FRS where the dairy operation is currently located
- a tract reconstitution is approved in MIDAS CRM FRS where the dairy operation is currently located
- a farm transfer is approved in MIDAS CRM FRS where the dairy operation is currently located.

For policy and procedure on farm and/or tract transfers/relocations, see 1-MPP, Part 3.

B Revising Production History for Farm Transfers

Users may revise a dairy operation production history according to subparagraph A. Perform the following steps to revise a dairy operation production history for a farm and/or tract transfer/relocation.

Step	Action
1	Perform the steps in subparagraph 30 B.
2	Confirm the dairy operation, farm and tract displayed is the correct dairy operation to perform the farm and/or tract transfer.
3	CLICK “Transfer”.
4	Select Transfer To Screen will be displayed.

--*

*--33 Production History Transfer/Relocation (Continued)

C Selecting Farm and Tract to Transfer To

When a dairy operation is selected and the “Transfer” option is clicked, the Select Transfer To Screen will be displayed to select the farm and tract to transfer the operation to.

The screen will be displayed with all available farms and tracts the dairy operation is associated with that do **not** have production history data recorded.

Users shall perform the following steps to initiate the farm and/or tract transfer:

- CLICK “Select” next to the State, County, Farm and Tract for the farm and/or tract transfer
- CLICK “Continue” to initiate the farm and/or tract transfer.

The following is an example of the Select Transfer To Screen.

--*

*--33 Production History Transfer/Relocation (Continued)

D Select Transfer To Screen Error Messages

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

Message	Reason for Message	Corrective Action
"Please select a dairy operation to work with"	User clicked "Continue" and did **not** select a dairy operation to transfer the operation to.	Perform either of the following: • select a dairy operation and click continue • click the "Back" or "Cancel" option.
"No potential transfer destinations found"	User selected a dairy operation to perform a farm and/or tract transfer and the dairy operation is not associated with any other farms and/or tracts that do not have production history information recorded.	Click the "Back" or "Cancel" option.

--*

*--33 Production History Transfer/Relocation (Continued)

E Transfer Production History Confirmation

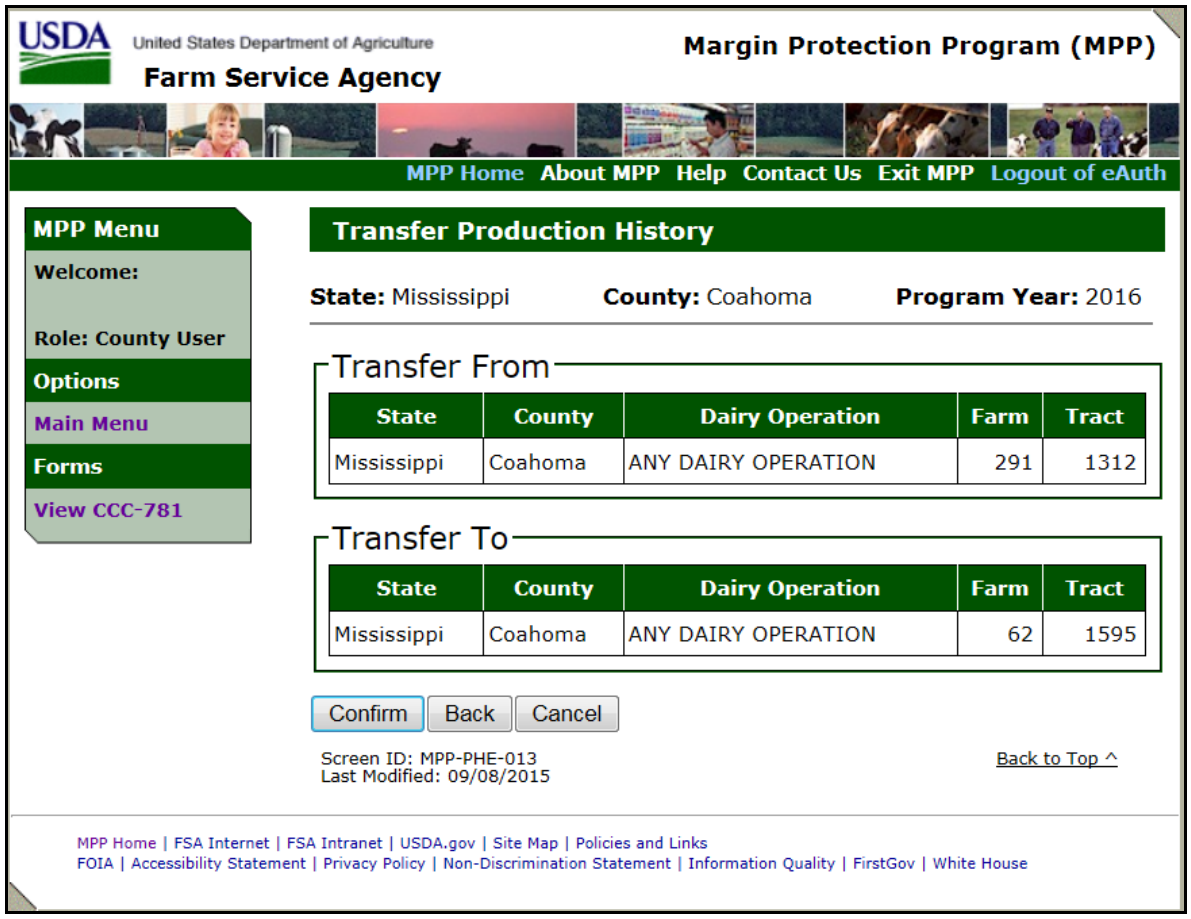
The Transfer Production History Confirmation Screen will be displayed when “Continue” is selected on the Select Transfer To Screen.

Users in the State and county the dairy operation farm and/or tract are being transferred from shall:

- verify the “Transfer From” section is the correct dairy operation, State, county, farm and tract to transfer the operation from
- verify the “Transfer To” section is the correct dairy operation, State, county, farm and tract to transfer the operation to
- CLICK “Confirm” to continue the transfer process.

Once “Confirm” is clicked, the dairy operation will be in “Pending Transfer” status.

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



--*

*--33 Production History Transfer/Relocation (Continued)

F Pending Farm and/or Tract Transfer

After the Transfer Production History confirmation, the MPP Main Menu will be redisplayed to review and complete pending transfers.

Dairy operations that are in pending transfer status will be displayed on the production History Search and Contract Screen as:

- "Transferred To" for the dairy operation, State, county, farm and tract the dairy operation is being transferred to

- "Transferred From" for the dairy operation, State, county, farm and tract the dairy operation is being transferred from.

The following is an example of dairy operations on the Production History Search Screen when they are in in a pending "Transferred To" or "Transferred From" status.

	ANY DAIRY OPERATION	62	1595	ANY DAIRY OPERATION	5,564,500	Initiated Transferred To
	ANY DAIRY OPERATION	291	1312	ANY PRODUCER	5,564,500	Approved Transferred From

If the dairy operation being transferred also has a contract for the selected program year of the transfer, the Contract Search Screen will also be displayed as "Transferred From" for the dairy operation, State, county, farm and tract the dairy operation is being transferred from.

Note: The dairy operation being transferred to will not be displayed on the Contract Search Screen until the dairy operation transfer is approved.

The following is an example of dairy operation on the Contract Search Screen when the operation is in pending "Transferred From" status.

	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved Transferred From

--*

*--33 Production History Transfer/Relocation (Continued)

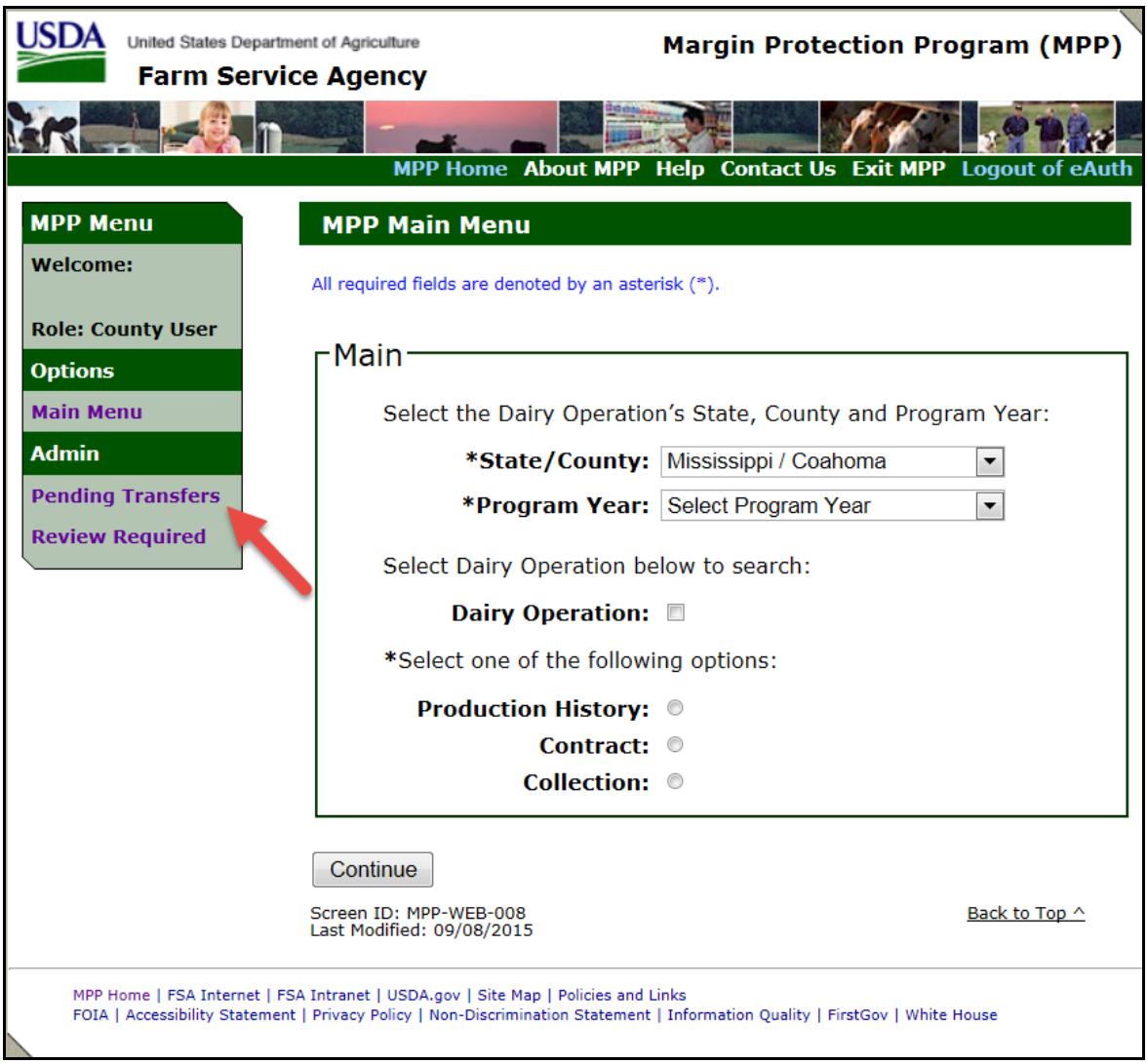
F Pending Farm and/or Tract Transfer (Continued)

The pending transfers link will be displayed in the State and county the dairy operation farm and/or tract is transferred to. The State and county the dairy operation farm and/or tract is transferred to is responsible for completing the transfer.

The farm and/or tract transfer is initiated and not approved until after performing the steps for the "Pending Transfers".

CLICK "Pending Transfers" to review dairy operations in a pending transfer status.

The following is an example of the MPP Main Menu for a State and county with the "Pending Transfers" link.



--*

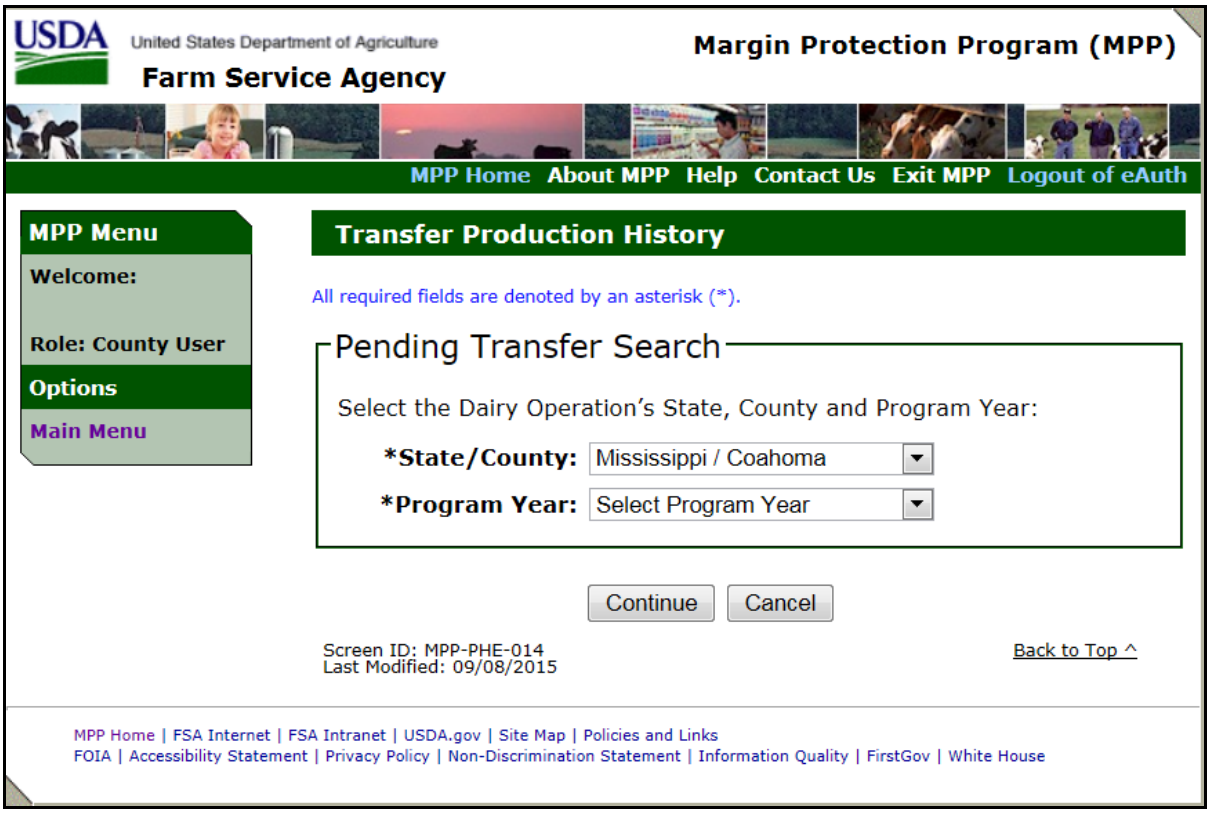
*--33 Production History Transfer/Relocation (Continued)

G Pending Transfer State and County Search

The Pending Transfer Search Screen will be displayed when the “Pending Transfers” link is clicked on the MPP Main Menu.

Users shall select the State/County and program year and CLICK “Continue” to search for pending transfers.

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



--*

*--33 Production History Transfer/Relocation (Continued)

H Pending Transfer Search Error Messages

The following provides a list of error messages that may be displayed on the Pending Transfer State and County Search Screen.

Message	Reason for Message	Corrective Action
"No Pending Transfer records found"	User selected a State, county and program year that do **not** have any pending transfers.	Perform either of the following: • click the "Back" button to select a different State, county and program year • click the "Cancel" button to return to the MPP Main Menu.
"Program year is required"	User clicked "Continue" but did **not** select a program year.	Perform either of the following: • select the program year and CLICK "Continue" • click the "Cancel" button to return to the MPP Main Menu.

--*

*--33 Production History Transfer/Relocation (Continued)

I Review Transfer

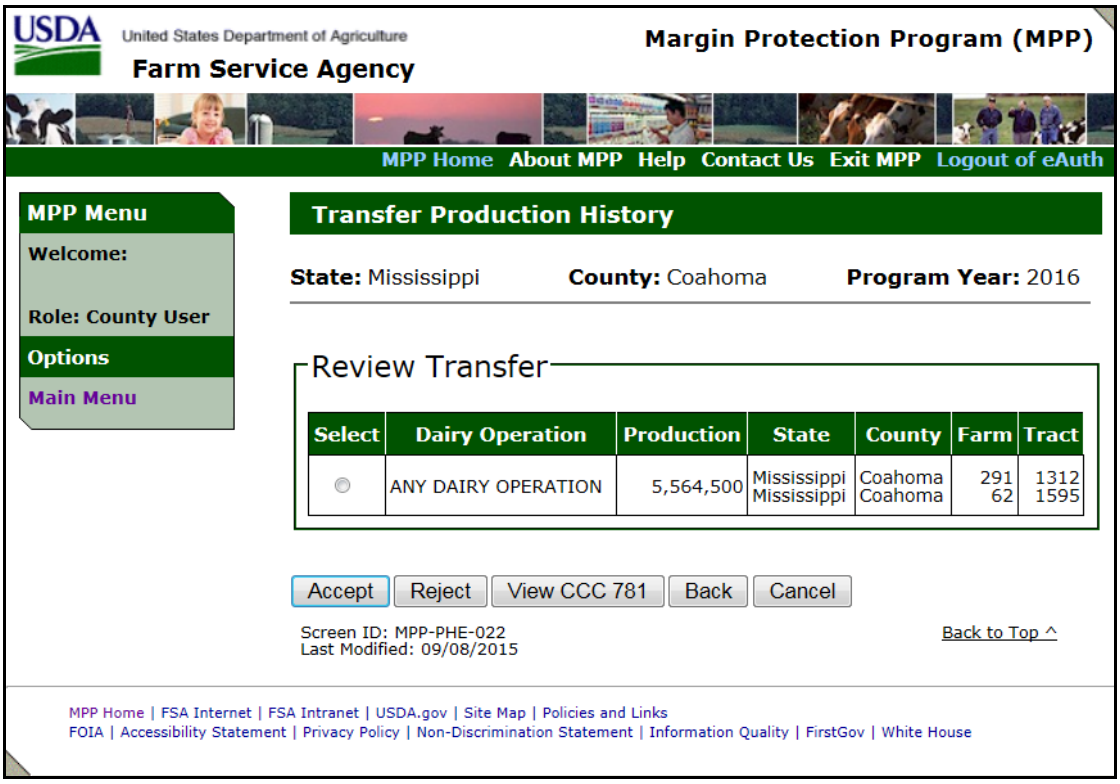
The Transfer Production History Review Transfer Screen will be displayed when a State, county and program year are selected on the Pending Transfer Search Screen.

Note: The transferred from State, county, farm, and tract will be displayed on the top line and the transferred to State, county, farm, and tract will be displayed on the bottom line.

The following table provides descriptions of the available options on the Review Transfer Screen:

Button	Description
Accept	Continues to the Production History Signature Screen to enter the effective date of transfer, producer signature date and COC determination.
Reject	Cancels the pending transfer for the dairy operation.
View CCC-781	Displays the CCC-781 for the dairy operation farm and/or tract transfer.
Back	Returns to the Pending Transfer Search Screen.
Cancel	Returns to the MPP Main Menu.

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



--*

***--33 Production History Transfer/Relocation (Continued)**

J Review Transfer Error Messages

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

Message	Reason for Message	Corrective Action

"Please select a transfer dairy operation to work with"	User clicked 1 of the following options and did **not** select a dairy operation:
	
	• Accept
	• Reject
	• View CCC-781.
		Perform either of the following:
		
		• select the dairy operation and click one of the following options:
		
		  • Accept
		  • Reject
		  • View CCC-781
		
		• click the "Back" or "Cancel" button.

K Cancelling Transfer/Relocation

Users in the State and county where the dairy operation, farm and tract are being transferred have the ability to cancel a dairy operation in "Pending Transfer" status by selecting the "Reject" option on the Transfer Production History Review Transfer Screen.

When the "Reject" option is selected for a dairy operation in "Pending Transfer" status, the following message will be displayed, "Transfer Rejection Completed successfully".

Canceling the transfer will remove the "Transfer To" and "Transfer From" status from the dairy operation.**--***

***--33 Production History Transfer/Relocation (Continued)**

L Approving Transfer/Relocation

Users in the State and county where the dairy operation, farm and tract are being transferred have the ability to approve a dairy operation in "Pending Transfer" status by selecting the "Accept" option on the Transfer Production History Review Transfer Screen.

After accepting the transfer the Production History Signature Screen will be displayed to record the:

- effective date of transfer
- number of signatures required for producer signature
- producer signature date
- COC determination
- COC determination date.

The effective date shall be either of the following:

- date the last producer signature was obtained
- postmark date if the CCC-781 was submitted by mail.

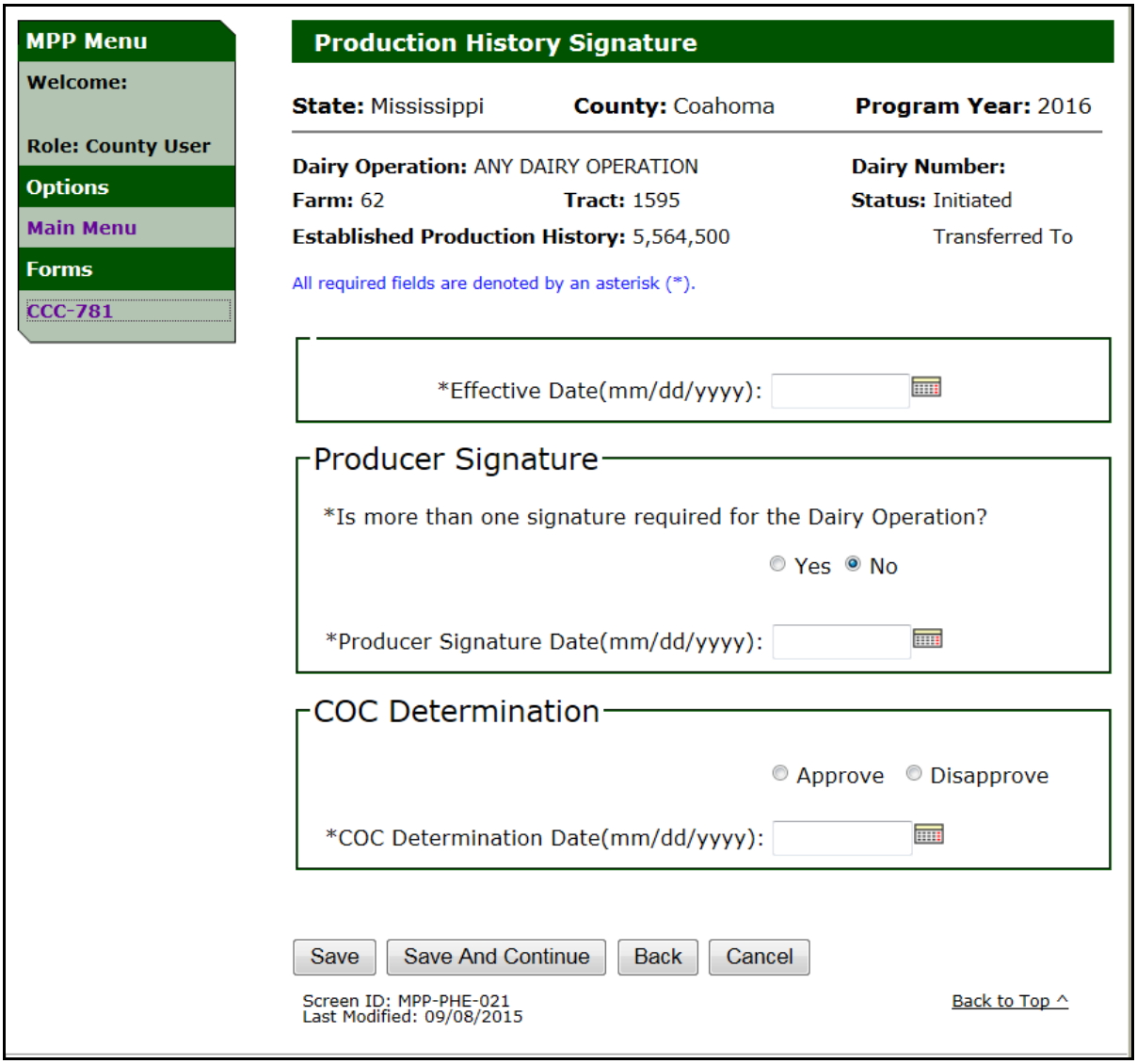
Exception: If the transfer was because of an update in MIDAS/Farm Records, the effective date shall be the date the reconstitution or farm transfer was approved.

The transfer/relocation is not complete until COC approval.**--***

*--33 Production History Transfer/Relocation (Continued)

L Approving Transfer/Relocation (Continued)

The following is an example of the Production History Signature Screen for transfers/relocations.



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*--33 Production History Transfer/Relocation (Continued)

M Production History Signature Error Messages

The following table provides a list of error messages that may be displayed on the Production History Signature Screen for transfers/relocations.

Message	Reason for Message	Corrective Action
"Effective date cannot be a future date"	User entered an effective date of transfer that is later than the current system date.	Enter the correct transfer effective date on or before the current system date.
"Effective date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk"	User entered an effective date of transfer that is earlier than either the: • program start date • date the dairy operation began marketing milk.	Enter the correct transfer effective date on or later than either the: • program start date • date the dairy operation began marketing milk.
"Number of signatures required"	User clicked "Yes" to more than 1 signature required and did not enter the number of signatures required.	Perform either of the following: • change the response to "No" if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250.
"Number of signatures must be a numeric whole number less than or equal to 250"	User entered one of the following: • a non-numeric character for the number of signatures required • a number greater than 250 • a number with decimal places.	Perform either of the following: • select "No" to more than 1 signature required • enter the number of signatures as a whole number.

--*

*--33 Production History Transfer/Relocation (Continued)

M Production History Signature Error Messages (Continued)

Message	Reason for Message	Corrective Action
"Number of signatures must be greater than 1"	User entered a number less than 2 for the number of signatures required.	Perform either of the following: • select "No" to more than 1 signature required • enter the number of signatures as a number greater than 1.
"Producer Signature date cannot be a future date"	User entered a producer signature date later than the current system date.	Enter the correct producer signature date on or before the current system date.
"Producer Signature date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk"	User entered a producer signature date that is earlier than either the: • program start date • date the dairy operation began marketing milk.	Enter the correct producer signature date on or later than either the: • program start date • date the dairy operation began marketing milk.
"Producer Signature date must be greater than or equal to the Effective date"	User entered a producer signature date that is before the effective date of transfer.	Perform either of the following: • correct the producer signature date • correct the effective date of transfer.
"COC Approval not allowed to Transfer Dairy Operation if the facility is being leased or rented"	The dairy operation is currently being leased or rented and County Office users are not allowed to enter COC approval for dairy operations on a leased or rented farm/tract.	Contact your State Office for assistance in approving a dairy operation leasing or renting a farm/tract.

--*

*--33 Production History Transfer/Relocation (Continued)

M Production History Signature Error Messages (Continued)

Message	Reason for Message	Corrective Action
"COC Determination date has wrong format"	User entered the COC determination date as an: • invalid date format • invalid date.	Enter one of the following valid date formats or select the date from the calendar icon. • mm/dd/yyyy • mm/dd/yy • mmddyy.
"COC Determination date cannot be a future date"	User entered a COC determination date later than the current system date.	Enter the correct COC determination date that must be on or before the current system date.
"COC Determination date must be greater than or equal to the Producer Signature date"	User entered a COC determination date that is before the producer signature date.	Perform either of the following: • correct the producer signature date • correct the COC determination date.
"An approve or disapprove option must be selected when there is a COC Determination date"	User entered a COC determination date but did not select the COC determination.	Select the COC determination.

--*

*--33 Production History Transfer/Relocation (Continued)

N COC Approval of Transfer/Relocation

After COC approves the transfer relocation, the dairy operation farm tract that was transferred:

- from will be displayed with a “Transferred” status.
- to will be displayed with an “Approved” status.

The following is an example of dairy operations on the Production History Search Screen after COC approves the transfer/relocation.

	ANY DAIRY OPERATION	62	1595	ANY DAIRY OPERATION	5,564,500	Approved
	ANY DAIRY OPERATION	291	1312	ANY PRODUCER	5,564,500	Approved Transferred

If the dairy operation that was transferred also has a contract for the selected program year of the transfer, the Contract Search Screen will be displayed with “Transferred” for the dairy operation, State, county, farm and tract the dairy operation was transferred from.

The transferred to dairy operation will be displayed with an “Initiated” contract on the Contract Search Screen. See paragraph 82 for additional information on completing a transfer on a dairy operation contract.

The following is an example of a dairy operation on the Contract Search Screen when the transfer has been approved by COC.

	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved Transferred
	ANY DAIRY OPERATION	33	62	1595	5,564,500	Initiated

--*

*--34 Production History Successor-In-Interest

A Introduction

The MPP-Dairy System provides the ability to revise the MPP-Dairy production history to perform a successor-in-interest.

The successor-in-interest process is required if the dairy operation transfers ownership to a new dairy operation.

For policy and procedure on successor-in-interest, see 1-MPP, paragraph 52.

B Revising Production History for Successor-In-Interest

Users may revise a dairy operation production history according to subparagraph A. Perform the following steps to revise a dairy operation production history for a successor-in-interest.

Step	Action
1	Perform the steps in subparagraph 30 B.
2	Confirm the dairy operation, farm and tract displayed is the correct dairy operation to perform the successor-in-interest.
3	CLICK “Succession”.
4	The SCIMS Customer Search Screen will be displayed.
5	Select the successor using the SCIMS Customer Search Screens.
6	Succession Production History Succession Review Screen will be displayed.

--*

*--34 Production History Successor-In-Interest (Continued)

C Review Succession

When a dairy operation is selected and the "Succession" option is clicked, the SCIMS Customer Search Screen will be displayed to select the successor-in-interest for the dairy operation. When a customer is selected through the SCIMS Customer Search Screen, the Succession Production History Succession Review Screen will be displayed.

The screen will be displayed with the original (From) dairy operation and successor-in-interest (To) dairy operation.

Users shall:

- verify the "From" dairy operation customer
- verify the "To" dairy operation customer
- CLICK "Accept" to continue the successor-in-interest process.

Once "Accept" is clicked, the dairy operation will be in a "Pending Succession" status.

Note: The successor-in-interest dairy operation must be associated with the farm and/or tract as an owner, operator or other tenant in MIDAS/FRS.

The following table provides descriptions of the available options on the Succession Review Screen.

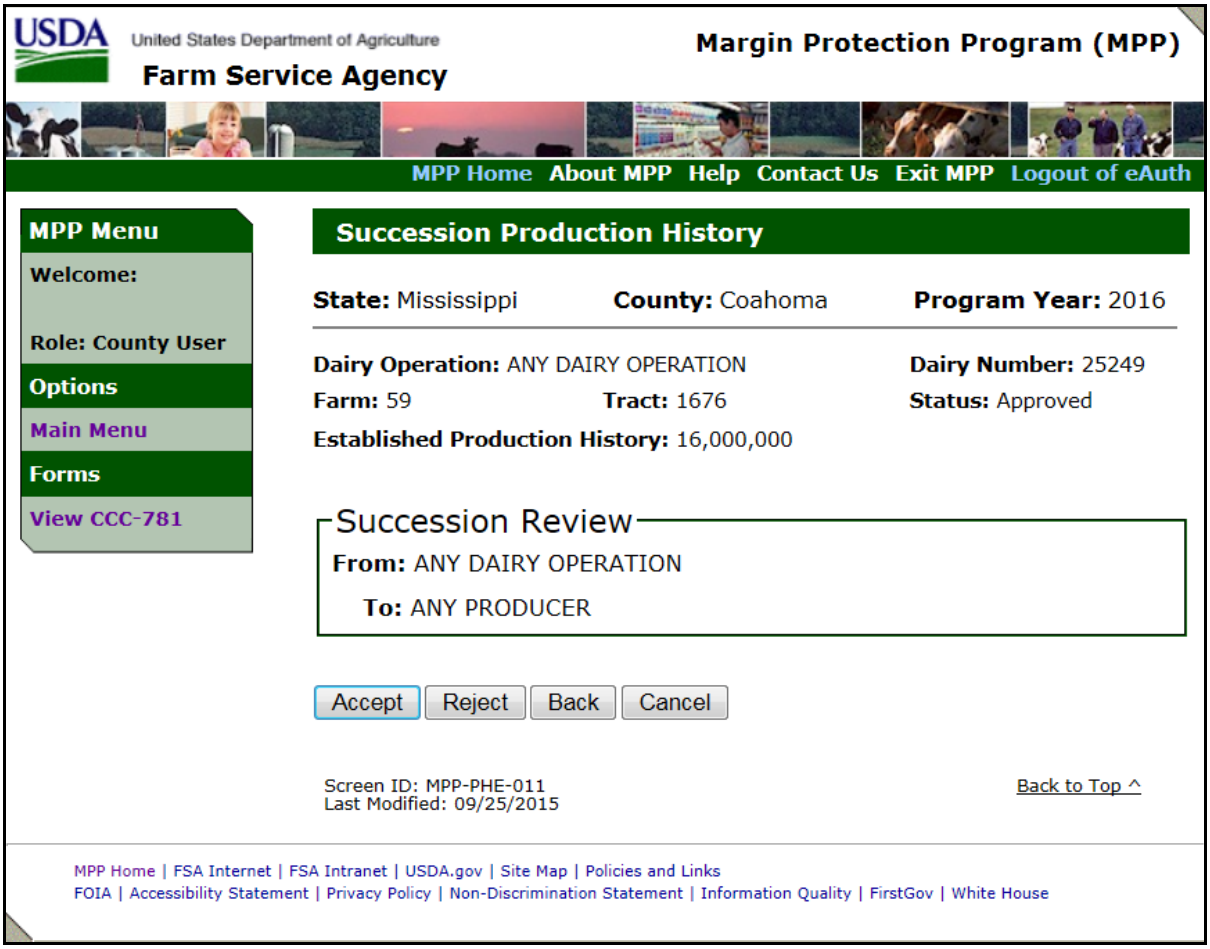
Button	Description
Accept	Continues to the Production History Signature Screen to enter the effective date of succession, producer signature date and COC determination.
Reject	Cancels the pending successor-in-interest for the dairy operation.
Back	Returns to the Revise Production History Screen.
Cancel	Returns to the MPP Main Menu.

--*

*--34 Production History Successor-In-Interest (Continued)

C Review Succession (Continued)

The following is an example of the Succession Production History Succession Review Screen.



--*

*--34 Production History Successor-In-Interest (Continued)

D Succession Review Error Messages

The following table provides a description of the error message that may be displayed when selecting a successor-in-interest.

Message	Reason for Message	Corrective Action
"*Dairy Operation* is not associated with this farm or any of its tracts"	User selected a producer as the successor-in-interest and the producer is not associated with the dairy operation farm or tract as an operator, owner or other tenant.	Perform either of the following: • select the correct producer as the successor-in-interest for the dairy operation • if applicable, access MIDAS/FRS and add the producer to the farm or tract as an operator, owner or other tenant • click the "Back" or "Cancel" button.

--*

*--34 Production History Successor-In-Interest (Continued)

E Pending Succession

After the review succession is accepted, the Producer Signature Screen will be displayed. If the effective date of succession, producer signature and COC determination are not entered, the dairy operation will remain in a pending succession status.

Dairy operations that are in a pending succession status will be displayed on the Production History Search and Contract Screen as:

- "Succession To" for the dairy operation, State, county, farm and tract the dairy operation is succeeding to

- "Succession From" for the previous dairy operation, State, county, farm and tract the dairy operation is succeeding from.

The following is an example of dairy operations on the Production History Search Screen when they are in a pending "Succession To" or "Succession From" status.

	ANY DAIRY OPERATION	59	1676	ANY DAIRY OPERATION	16,000,000	Approved Succession From
	ANY PRODUCER	59	1676	ANY DAIRY OPERATION	16,000,000	Initiated Succession To

If the dairy operation being succeeded also has a contract for the selected program year of the succession, the Contract Search Screen will also be displayed with "Succession From" for the dairy operation, State, county, farm and tract the dairy operation is being succeeded from.

Note: The dairy operation being succeeded to will not be displayed on the Contract Search Screen until the dairy operation succession is approved.

The following is an example of a dairy operation on the Contract Search Screen when the operation is in a pending "Succession From" status.

	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession From

--*

***--34 Production History Successor-In-Interest (Continued)**

F Cancelling Successor-In-Interest

Users have the ability to cancel a dairy operation in “Pending Succession” status by selecting the “Reject” option on the Succession Production History Succession Review Screen.

Canceling the succession will remove the “Succession To” and “Succession From” status for the dairy operations.

G Approving Successor-In-Interest

Users in the State and county the dairy operation is being succeeded to have the ability to approve the dairy operation by selecting the “Accept” option on the Succession Production History Succession Review Screen.

After accepting the succession the Production History Signature Screen will be displayed to record the:

- effective date of succession
- number of signatures required for producer signature
- producer signature date
- COC determination
- COC determination date.

The effective date shall be either of the following:

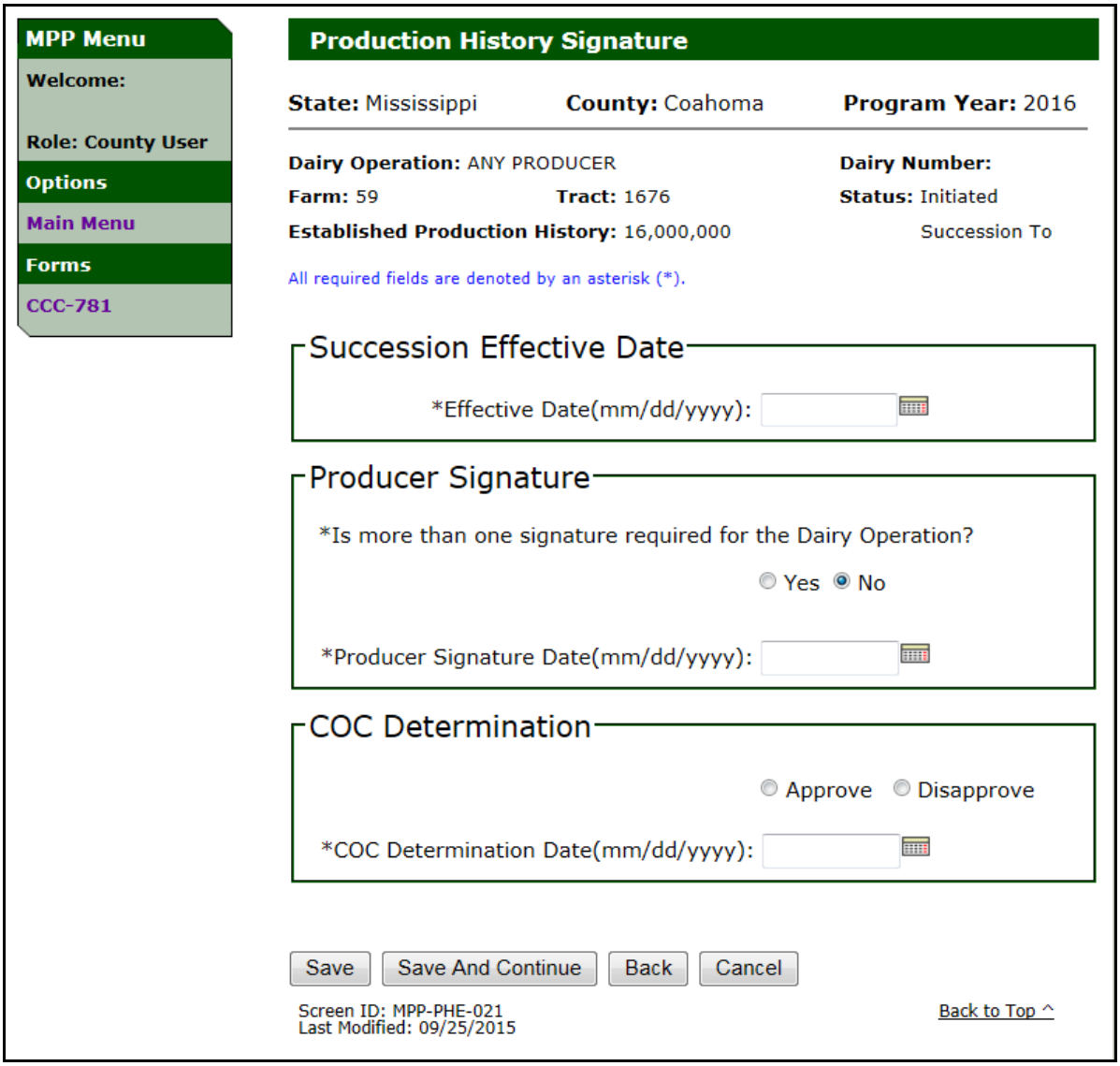
- date the last producer signature was obtained
- postmark date if the CCC-781 was submitted by mail.

The successor-in-interest is not complete until COC approval.**--***

*--34 Production History Successor-In-Interest (Continued)

G Approving Successor-In-Interest (Continued)

The following is an example of the Production History Signature Screen for successor-in-interest.



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***--34 Production History Successor-In-Interest (Continued)**

H Production History Signature Error Messages

The following provides a list of error messages that may be displayed on the Production History Signature Screen for successor-in-interest.

Message	Reason for Message	Corrective Action
"Effective date cannot be a future date"	User entered an effective date of succession that is later than the current system date.	Enter the correct succession effective date that is on or before the current system date.
"Effective date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk"	User entered an effective date of succession that is before either the: • program start date • date the dairy operation began marketing milk.	Enter the correct succession effective date that is on or later than either the: • program start date • date the dairy operation began marketing milk.
"Number of signatures required"	User clicked "Yes" to more than 1 signature required and did not enter the number of signatures required.	Perform either of the following: • change the response to "No" if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250.
"Number of signatures must be a numeric whole number less than or equal to 250"	User entered 1 of the following: • a non-numeric character for the number of signatures required • a number greater than 250 • a number with decimal places.	Perform either of the following: • select "No" to more than 1 signature required • enter the number of signatures as a whole number.
"Number of signatures must be greater than 1"	User entered a number less than 2 for the number of signatures required.	Perform either of the following: • select "No" to more than 1 signature required • enter the number of signatures as a number greater than 1.

--*

***--34 Production History Successor-In-Interest (Continued)**

H Production History Signature Error Messages

Message	Reason for Message	Corrective Action
"Producer Signature date cannot be a future date"	User entered the producer signature date later than the current system date.	Enter the correct producer signature date on or before the current system date.
"Producer Signature date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk"	User entered a producer signature date that is before either the: • program start date • date the dairy operation began marketing milk.	Enter the correct producer signature date that is on or later than either the: • program start date • date the dairy operation began marketing milk.
"Producer Signature date must be greater than or equal to the Effective date"	User entered a producer signature date that is before the effective date of succession.	Perform either of the following: • correct the producer signature date • correct the effective date of succession.
"COC Determination date has wrong format"	User entered the COC determination date as an: • invalid date format • invalid date.	Enter 1 of the following valid date formats or select the date from the calendar icon. • mmddyy • mm/dd/yy • mm/dd/yyyy.
"COC Determination date cannot be a future date"	User entered a COC determination date that is later than the current system date.	Enter the correct COC determination date that is on or before the current system date.
"COC Determination date must be greater than or equal to the Producer Signature date"	User entered a COC determination date that is before the producer signature date.	Perform either of the following: • correct the producer signature date • correct the COC determination date.
"An approve or disapprove option must be selected when there is a COC Determination date"	User entered a COC determination date but did not select the COC determination.	Select the COC determination.

--*

*--34 Production History Successor-In-Interest (Continued)

I COC Approved Successor-In-Interest

After COC approves the successor-in-interest, the dairy operation that was:

- succeeded from will be displayed in a “Succession” status
- succeeded to will be displayed in an “Approved” status.

The following is an example of dairy operations on the Production History Search Screen after COC approves the successor-in-interest.

○	ANY DAIRY OPERATION	59	1676	ANY DAIRY OPERATION	16,000,000	Approved Succession
◉	ANY PRODUCER	59	1676	ANY DAIRY OPERATION	16,000,000	Approved

If the dairy operation that was succeeded also has a contract for the selected program year of the succession, the Contract Search Screen will be displayed with “Succession” for the dairy operation that was succeeded from.

The succeeded to dairy operation will be displayed as an “Initiated” contract on the Contract Search Screen. See paragraph 83 for additional information on completing a successor-in-interest on a dairy operation contract.

The following is an example of a dairy operation on the Contract Search Screen when the successor-in-interest is COC approved.

○	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession
○	ANY PRODUCER	50447	59	1676	16,000,000	Approved

--*

*--35 Production History Merger

A Introduction

The MPP-Dairy System provides the ability to revise the MPP-Dairy production history to perform a merger of multiple dairy operations.

The merger process is required if multiple dairy operations merge together to form one dairy operation.

For policy and procedure on mergers, see 1-MPP, paragraph 28.

Note: Mergers must be completed during the enrollment period.

Exception: The 2016 coverage year will allow mergers to be recorded after January 1, 2016, because of the late release of software. However, the actual merger must have been completed manually during the enrollment period.

B Revising Production History for Merger

Users may revise a dairy operation production history according to subparagraph A. Perform the following steps to revise a dairy operation production history for a merger.

Step	Action
1	Perform the steps in subparagraph 30 B.
2	Confirm the dairy operation, farm and tract displayed is the correct dairy operation to perform the merger.
3	CLICK “Merge”.
4	The Merger Production History Merger Screen will be displayed.

Note: If a collection was recorded for the dairy operation in the coverage year for the merger, the collection must be cancelled before performing the merger. See paragraph 123 for cancelling a collection.--*

***--35 Production History Merger (Continued)**

C Selecting Dairy Operations to Merge

When a dairy operation is selected and the “Merge” option is clicked, the Merger Production History Merger Screen will be displayed to select additional dairy operations to include in the merger.

The screen will be displayed with the dairy operation selected on the Production History Screen with options to select other dairy operations to include in the merger.

Users shall perform either of the following actions to add dairy operations to include in the merger:

- CLICK “Search” to search for dairy operations using the SCIMS search page
- enter the dairy operation number and CLICK “Add” to add a dairy operation.

Multiple dairy operations can be added to the list to include in the merger.

Once the dairy operations have been selected, CLICK “Continue” to proceed with the merger.

The following table provides descriptions of the available options on the Succession Review Screen.

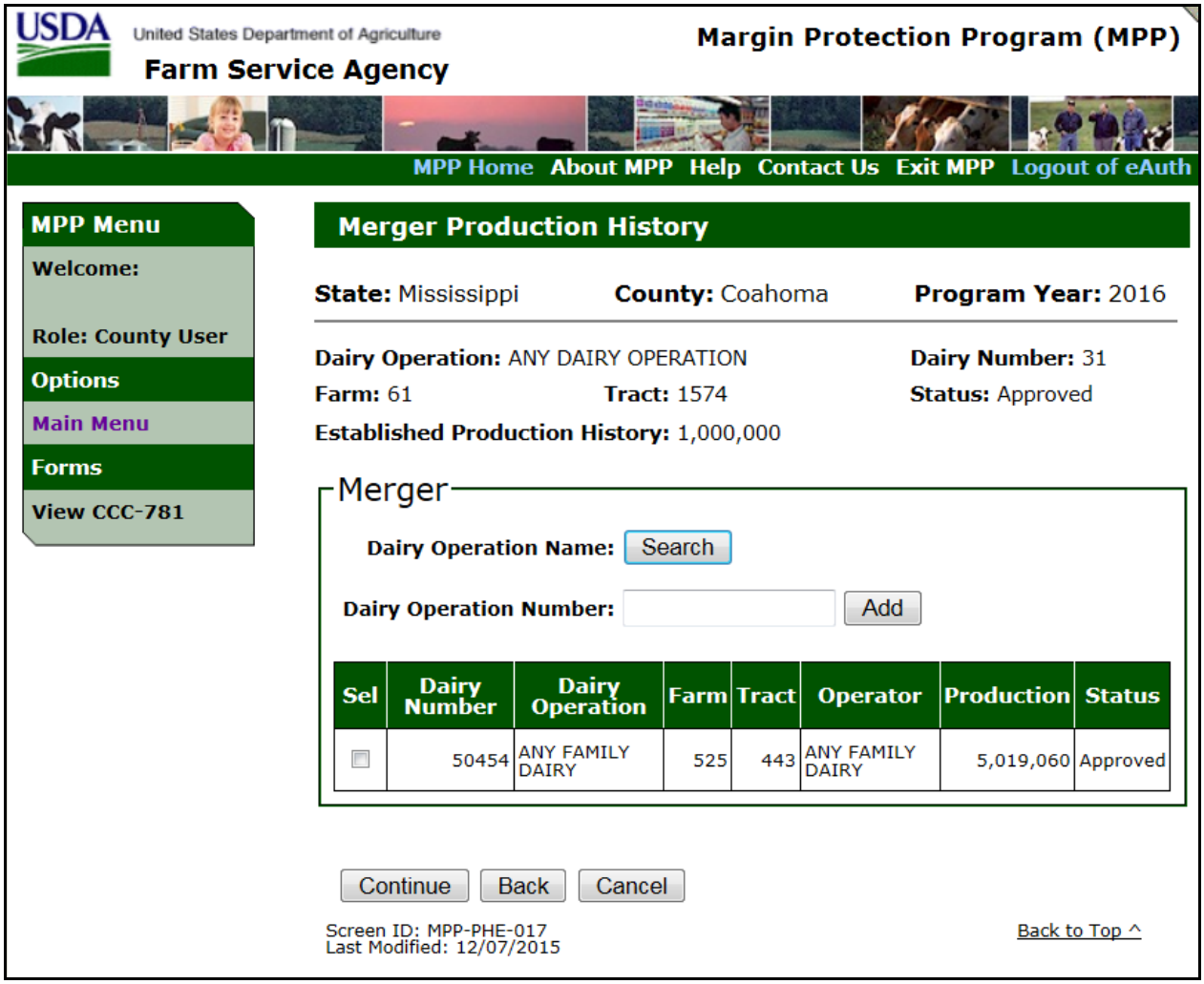
Button	Description
Search	Displays SCIMS search page to search and select the dairy operation.
Add	Displays the dairy operation associated with the dairy operation number entered.
Continue	Displays the Merger Production History Merger Participants included in the merger.
Back	Returns to the Revise Production History Screen.
Cancel	Returns to the MPP Main Menu.

--*

*--35 Production History Merger (Continued)

C Selecting Dairy Operations to Merge (Continued)

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



--*

***--35 Production History Merger (Continued)**

D Merger Production History Merger Error Messages

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

Message	Reason for Message	Corrective Action
"No dairy operation records found matching dairy operation name"	User selected a producer to include in the merger that does not have production history established as a dairy operation.	Perform 1 of the following: • CLICK "Search" to select the correct producer for the dairy operation • enter the correct dairy operation number and CLICK "Add" • click the "Back" or "Cancel" button.
"No dairy operation records found matching dairy operation number"	User entered a dairy operation number with 1 the following conditions: • incorrect dairy operation number • dairy operation was succeeded • dairy operation has a "Review Required" status.	Perform 1 of the following: • enter the correct dairy operation number and CLICK "Add" • complete the steps for review required before merging the dairy operation • click the "Back" or "Cancel" button.
"Please enter a Dairy Operation number as numeric"	User did **not** enter the dairy operation number as a numeric number.	Enter the correct dairy operation number as a whole number greater than 0.
"Please enter a Dairy Operation number as a whole number"	User did **not** enter the dairy operation number as a number greater than 0.	
"Please select at least one Dairy Operation to merge"	User clicked "Continue" but did not select a dairy operation to include in the merger.	Select the dairy operation(s) to include in the merger and CLICK "Continue".

--*

***--35 Production History Merger (Continued)**

E Merger Results and Participants

The Merger Production History Merger Results and Merger Participants Screen will be displayed when dairy operations are selected and "Continue" is clicked on the Merger Screen.

The "Merger Results" section will be displayed with the resulting dairy operation including the following information:

- dairy operation name
- farm number
- tract number
- operator on the farm
- total production history calculated based on all dairy operations included in the merger.

The "Merger Participants" section will be displayed with information on all dairy operations included in the merger.

Users shall:

- verify the "Merger Results" section is correct for the resulting dairy operation
- verify the "Merger Participants" section is correct for the dairy operations included in the merger
- CLICK "Accept" to continue the merger.

Once "Accept" is clicked, the dairy operation will be in a "Pending Merger" status.

The following table provides descriptions for the available options on the Merger Results/Merger Participants Screen.

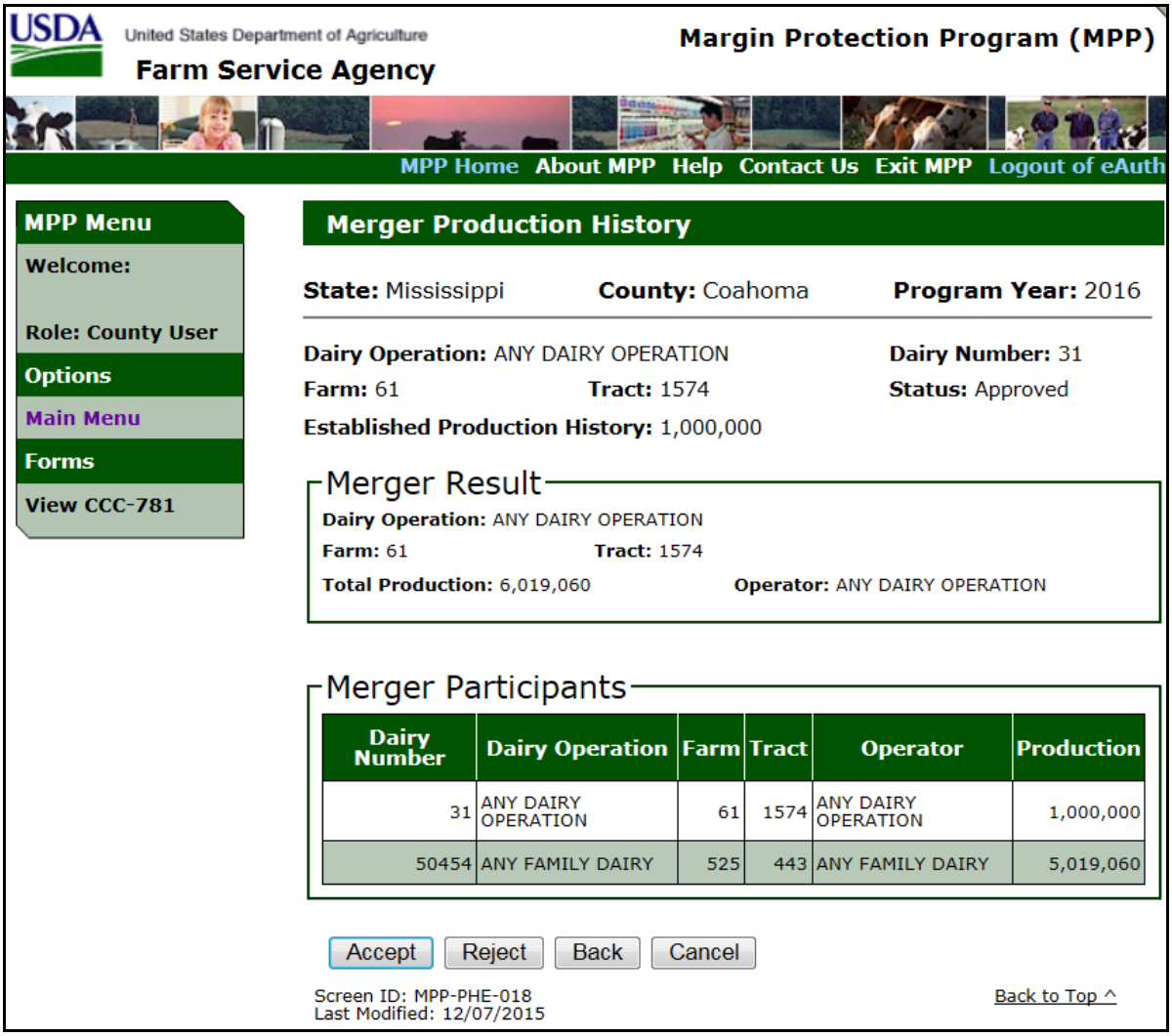
Button	Description
Accept	Continues to the Production History Signature Screen to enter the effective date of merger, producer signature date and COC determination.
Reject	Cancels the merger for the dairy operation.
Back	Returns to the Merger Production History Merger Screen.
Cancel	Returns to the MPP Main Menu.

--*

*--35 Production History Merger (Continued)

E Merger Results and Participants (Continued)

The following is an example of the Merger Production History Screen "Merger Result" and "Merger Participants" sections.



--*

***--35 Production History Merger (Continued)**

F Merger Production History "Merger Results/Merger Participants" Error Messages

The following table provides a list of error messages that may be displayed on the Merger Production History Merger Results/Merger Participants Screen.

Message	Reason for Message	Corrective Action
"Remittances must be removed from the dairy operation before approving"	One or more dairy operations are included in the merger and the dairy operation had previously remitted an administrative fee and/or premium.	Cancel the MPP collection for the dairy operation(s) that previously remitted the administrative fee and/or premium. See paragraph 123 for additional information on cancelling a collection.

--*

*--35 Production History Merger (Continued)

G Pending Merger

After the merger is accepted, the Producer Signature Screen will be displayed. If the producer signature and COC determination are not entered, the dairy operation will remain in "pending merger" status.

Dairy operations that are in a pending merger status will be displayed on the Production History Search and Contract Screen as:

- "Merger To" for the dairy operation, State, county, farm and tract the dairy operations are merging to

- "Merger From" for the dairy operation, State, county, farm and tract for the dairy operations included in the merger.

The following is an example of dairy operations on the Production History Search Screen when they are in a pending "Merger To" or "Merger From" status.

	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,000,000	Approved Merger From
	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	6,019,060	Initiated Merger To
	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,062,726	Approved Merger From

If the dairy operation(s) included in the merger also have a contract for the selected program year of the merger, the Contract Search Screen will also be displayed as "Merger From" for the dairy operation, State, county, farm and tract for the dairy operations included in the merger.

Note: The dairy operation being merged to will not be displayed on the Contract Search Screen until the dairy operation merger is approved.

The following is an example of a dairy operation on the Contract Search Screen when the operation is in pending "Merger From" status.

	ANY FAMILY DAIRY	50454	525	443	5,062,726	Producer Certified Merger From

--*

***--35 Production History Merger (Continued)**

H Canceling a Merger

Users have the ability to cancel a dairy operation in pending merger status by selecting the “Reject” option on the Merger Production History Merger Result/ Merger Participants Screen or Production History Signature Screen.

Canceling the merger will remove the “Merger to” and “Merger From” status for the dairy operations.

I Approving Merger

Users in the State and county the dairy operation is being merged to have the ability to approve the dairy operation by selecting the “Accept” option on the Merger Production History Merger Result and Merger Participants Screen.

After accepting the merger the Production History Signature Screen will be displayed to record the:

- effective date of merger
- number of signatures required for producer signature
- producer signature date
- COC determination
- COC determination date.

The effective date will default to 1 day before the MPP coverage year begins and cannot be changed by the user. Mergers must be completed during the enrollment period for the applicable coverage year.

Exception: For the 2016 coverage year only, the system will allow mergers to be recorded after the enrollment period ended. However, County Offices are reminded that the merger must have been initiated during the enrollment period.

The merger is not complete until COC approves.**--***

*--35 Production History Merger (Continued)

I Approving Merger (Continued)

The following is an example of the Production History Signature Screen for Merger.

Production History Signature

State: Mississippi **County:** Coahoma **Program Year:** 2016

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:**

Farm: 61 **Tract:** 1574 **Status:** Initiated

Established Production History: 6,019,060 Merger To

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

Merge Effective Date

*Effective Date(mm/dd/yyyy): 12/31/2015

Producer Signature

*Is more than one signature required for the Dairy Operation?

Yes No

*Producer Signature Date(mm/dd/yyyy):

COC Determination

Approve Disapprove

*COC Determination Date(mm/dd/yyyy):

Save | Save And Continue | Reject | Cancel

Screen ID: MPP-PHE-021
Last Modified: 12/07/2015

Back to Top ^

--*

***--35 Production History Merger (Continued)**

J Production History Signature Error Messages

The following table provides a list of error messages that may be displayed on the Production History Signature Screen for Merger.

Message	Reason for Message	Corrective Action
"Number of signatures required"	User clicked "Yes" to more than 1 signature required and did not enter the number of signatures required.	Perform either of the following: • change the response to "No" if only 1 signature is required • enter the number of producer signatures as a whole number greater than 1 and less than or equal to 250.
"Number of signatures must be a numeric whole number less than or equal to 250"	User entered 1 of the following: • a non-numeric character for the number of signatures required • a number greater than 250 • a number with decimal places.	Perform either of the following: • select "No" to more than 1 signature required • enter the number of signatures as a whole number.
"Number of signatures must be greater than 1"	User entered a number less than 2 for the number of signatures required.	Perform either of the following: • select "No" to more than 1 signature required • enter the number of signatures as a number greater than 1.
"Producer Signature date cannot be a future date"	User entered a producer signature date that is later than the current system date.	Enter the correct producer signature date that is on or before the current system date.
"Producer Signature date cannot be earlier than September 1, 2014 or date the new dairy operation started marketing milk"	User entered a producer signature date that is before either the: • program start date • date the dairy operation began marketing milk.	Enter the correct producer signature date that is on or later than either the: • program start date • date the dairy operation began marketing milk.

--*

***--35 Production History Merger (Continued)**

J Production History Signature Error Messages (Continued)

Message	Reason for Message	Corrective Action
"The Producer Signature date should be in the format (mm/dd/yyyy)"	User entered the producer signature date as an: • invalid date format • invalid date.	Enter one of the following valid date formats or select the date from the calendar icon. • mmddyy • mm/dd/yy • mm/dd/yyyy.
"The COC Determination date should be in the format (mm/dd/yyyy)"	User entered the COC determination date as an: • invalid date format • invalid date.	Enter one of the following valid date formats or select the date from the calendar icon. • mmddyy • mm/dd/yy • mm/dd/yyyy.
"COC Determination date cannot be a future date"	User entered a COC determination date that is later than the current system date.	Enter the correct COC determination date that is on or before the current system date.
"COC Determination date must be greater than or equal to the Producer Signature date"	User entered a COC determination date that is earlier than the producer signature date.	Perform either of the following: • correct the producer signature date • correct the COC determination date.
"An approve or disapprove option must be selected when there is a COC Determination date"	User entered the COC determination date but did not select the COC determination.	Select the COC determination.
"COC Determination date is required to approve or disapprove"	User selected the COC determination but did not enter the COC determination date.	Enter the COC determination date.

***--35 Production History Merger (Continued)**

K COC Approved Merger

After COC approves the merger, the dairy operation that was:

- merged from will be displayed with a “Merger” status
- merged to will be displayed with an “Approved” status.

The following is an example of dairy operations on the Production History Search Screen after COC approves the merger:

	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	1,000,000	Approved Merger
	ANY DAIRY OPERATION	61	1574	ANY DAIRY OPERATION	6,019,060	Approved
	ANY FAMILY DAIRY	525	443	ANY FAMILY DAIRY	5,062,726	Approved Merger

If the dairy operation that was merged from also has a contract for the selected program year of the merger, the Contract Search Screen will be displayed as “Merger” for the dairy operation that was merged from.

The merged to dairy operation will be displayed as an “Initiated” contract on the Contract Search Screen. See Section 3 for additional information on recording a dairy operation contract.

The following is an example of a dairy operation on the Contract Search Screen when the merger is approved by COC.

	ANY DAIRY OPERATION	50479	61	1574	6,019,060	Initiated
	ANY FAMILY DAIRY	50454	525	443	5,062,726	Producer Certified Merger

--*

36-58 (Reserved)

...

*--59 CCC-781, Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment

A CCC-781 for Production History Establishment

CCC-781 that is used for production history establishment can be displayed by clicking "View CCC-781" for the selected dairy operation.--*

*--59 CCC-781, Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment (Continued)

B CCC-781 for Production History Establishment for an Existing Dairy Operation

The following is an example of CCC-781 for a dairy operation establishing production history.

This form is available electronically. *(See Page 2 for Privacy Act and Paperwork Reduction Act Statements)*

CCC-781
(08-28-14)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

MARGIN PROTECTION PROGRAM FOR DAIRY PRODUCERS (MPP-DAIRY) PRODUCTION HISTORY ESTABLISHMENT

For County Office Use Only	
1. Type of Action:	Initial Establishment
2. Admin State Name:	Mississippi
3. Admin County Name:	Coahoma
4a. Farm Number:	295
4b. Tract Number:	27
5. Dairy Operation Number:	

PART A - GENERAL INFORMATION

6a. Dairy Operation Name
ANY DAIRY OPERATION

6b. Effective Date of Production History Establishment

PART B - ANNUAL PRODUCTION HISTORY

7. Did the dairy operation produce and commercially market milk as of Feburary 7, 2013? If "YES", enter the total production history for the dairy operation for each applicable year in Item 8, and then proceed to Part D. If "NO", proceed to Part C. — YES

8. Enter the total marketings for the dairy operation for each applicable calendar year below:

2011:	1,000,000 lbs.	2012:	1,250,000 lbs.	2013:	1,500,000 lbs.

PART C - NEW DAIRY OPERATION PRODUCTION HISTORY

9. What date did the dairy operation first begin to market milk?

Complete Option I and/or Option II to determine the highest marketings that may be used to establish the production history.

Option I — **Actual production history as adjusted by the seasonal index.**

10. Enter the actual milk marketings for each month the dairy has been in operation beginning with the first full month of production as indicated in Item 9. For months with no production enter "0". If you are a seasonal dairy producing operation, meaning, your dairy operation customarily operates only a specific number of months annually, check here: ☐ If this box is checked, indicate the number of months your seasonal dairy operation will produce milk on an annual basis: _____ months

Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index
Jan		0 lbs.	0.0838	May		0 lbs.	0.0838	Sep		0 lbs.	0.0838
Feb		0 lbs.	0.0838	Jun		0 lbs.	0.0838	Oct		0 lbs.	0.0838
Mar		0 lbs.	0.0838	Jul		0 lbs.	0.0838	Nov		0 lbs.	0.0838
Apr		0 lbs.	0.0838	Aug		0 lbs.	0.0838	Dec		0 lbs.	0.0838

11. Calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the seasonal index percentages for the applicable months. Or, if this is a seasonal dairy, as indicated by a check in the box in Item 10, calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the index percentages, dividing the resulting by 12, and multiplying the result by the number of months indicated in Item 10. — For County Office Use Only: lbs.

Option II — **The annual production history will be based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.**

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

13. National annual milk production per cow (21,822 lbs. for 2014 and 2015 registration; subsequent years will use NASS data as published): — For County Office Use Only: lbs.

14. Calculate annual production history by multiplying Item 12 and Item 13 and enter amount: — For County Office Use Only: lbs.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at ***http://www.ascr.usda.gov/complaint_filing_cust.html****, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at* ***program.intake@usda.gov****. USDA is an equal opportunity provider and employer.*

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*--59 CCC-781, Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment (Continued)

B CCC-781 for Production History Establishment for an Existing Dairy Operation (Continued)

CCC-781 (08-28-14) Page 2 of 2

PART D - DAIRY OPERATION'S ESTABLISHED PRODUCTION HISTORY AND CERTIFICATION

15. FSA representative will enter the applicable production history for the dairy operation as established in Part B in Item 15A or the dairy operation shall designate in Item 15B the option selected under Part C for new dairy operations with less than 12 full months of actual monthly marketings.	15A. 1,500,000 lbs. 15B. ☐ Option 1 ☐ Option 2

16A. Signature of Producer *(By)*	16B. Title/Relationship of the individual Signing in the Representative Capacity	16C. Date *(MM-DD-YYYY)*

17A. Signature of COC or Designee	17B. ☐ Approved ☐ Disapproved	17C. Date *(MM-DD-YYYY)*

18. Remarks

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1430, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Margin Protection Program for dairy producers. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Margin Protection Program for dairy producers.

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

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*--59 CCC-781, Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment (Continued)

C CCC-781 for Production History Establishment for a New Dairy Operation

The following is an example of CCC-781 for a new dairy operation.

This form is available electronically. *(See Page 2 for Privacy Act and Paperwork Reduction Act Statements)*

CCC-781
(08-28-14)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

MARGIN PROTECTION PROGRAM FOR DAIRY PRODUCERS (MPP-DAIRY) PRODUCTION HISTORY ESTABLISHMENT

For County Office Use Only	
1. Type of Action:	Initial Establishment
2. Admin State Name:	Mississippi
3. Admin County Name:	Coahoma
4a. Farm Number:	295
4b. Tract Number:	27
5. Dairy Operation Number:	

PART A - GENERAL INFORMATION

6a. Dairy Operation Name
ANY DAIRY OPERATION

6b. Effective Date of Production History Establishment

PART B - ANNUAL PRODUCTION HISTORY

7. Did the dairy operation produce and commercially market milk as of Feburary 7, 2013? If "YES", enter the total production history for the dairy operation for each applicable year in Item 8, and then proceed to Part D. If "NO", proceed to Part C. — NO

8. Enter the total marketings for the dairy operation for each applicable calendar year below:

2011:	0 lbs.	2012:	0 lbs.	2013:	0 lbs.

PART C - NEW DAIRY OPERATION PRODUCTION HISTORY

9. What date did the dairy operation first begin to market milk? — 03-15-2015

Complete Option I and/or Option II to determine the highest marketings that may be used to establish the production history.

Option I — **Actual production history as adjusted by the seasonal index.**

10. Enter the actual milk marketings for each month the dairy has been in operation beginning with the first full month of production as indicated in Item 9. For months with no production enter "0". If you are a seasonal dairy producing operation, meaning, your dairy operation customarily operates only a specific number of months annually, check here: [x] If this box is checked, indicate the number of months your seasonal dairy operation will produce milk on an annual basis: 6 months

Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index	Mo.	Year	Marketings	Index
Jan		0 lbs.	0.0844	May	2015	125,000 lbs.	0.0883	Sep		0 lbs.	0.0795
Feb		0 lbs.	0.0782	Jun		0 lbs.	0.0841	Oct		0 lbs.	0.0820
Mar		0 lbs.	0.0872	Jul		0 lbs.	0.0840	Nov		0 lbs.	0.0800
Apr	2015	100,000 lbs.	0.0854	Aug		0 lbs.	0.0831	Dec		0 lbs.	0.0838

11. Calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the seasonal index percentages for the applicable months. Or, if this is a seasonal dairy, as indicated by a check in the box in Item 10, calculate and enter annual production history by using the sum of available full month milk marketings above divided by the sum of the index percentages, dividing the resulting by 12, and multiplying the result by the number of months indicated in Item 10. — **For County Office Use Only** 647,668 lbs.

Option II — **The annual production history will be based on the herd size of the participating dairy operation relative to the national rolling herd average data published by USDA.**

12. Enter the current number of dairy cows in the dairy operation, including dry cows (excludes heifers not yet fresh): 150

13. National annual milk production per cow (21,822 lbs. for 2014 and 2015 registration; subsequent years will use NASS data as published): — **For County Office Use Only** 22,258 lbs.

14. Calculate annual production history by multiplying Item 12 and Item 13 and enter amount: — **For County Office Use Only** 3,338,700 lbs.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

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*--59 CCC-781, Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment (Continued)

C Using CCC-781 to Establish Production History for a New Dairy Operation (Continued)

CCC-781 (08-28-14) Page 2 of 2

PART D - DAIRY OPERATION'S ESTABLISHED PRODUCTION HISTORY AND CERTIFICATION

15. FSA representative will enter the applicable production history for the dairy operation as established in Part B in Item 15A or the dairy operation shall designate in Item 15B the option selected under Part C for new dairy operations with less than 12 full months of actual monthly marketings.	15A. 3,338,700 lbs. 15B. ☐ Option 1 ☒ Option 2

16A. Signature of Producer *(By)*	16B. Title/Relationship of the individual Signing in the Representative Capacity	16C. Date *(MM-DD-YYYY)*

17A. Signature of COC or Designee	17B. ☐ Approved ☐ Disapproved	17C. Date *(MM-DD-YYYY)*

18. Remarks

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1430, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Margin Protection Program for dairy producers. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Margin Protection Program for dairy producers.

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

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60-69 (Reserved)

Section 3 Contract and Annual Coverage Election

70 Recording Contract and Annual Coverage Election

A Introduction

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

Dairy operations that register for MPP-Dairy annual coverage election are required to apply for annual coverage election in subsequent years during the registration coverage election period for the duration of MPP-Dairy.

Dairy operations that registered for contract and annual coverage election in 2014 and/or 2015 and were updated to the workbook by County Office users will **not** be migrated into the MPP-Dairy System, "Dairy Contract and Annual Coverage Election" section.

County Office users shall not record 2015 contracts in the MPP-Dairy automated system.

Production history information was migrated from the workbook and the production history information will roll forward each year as described in subparagraph 31 A.

--Note:** County Offices shall contact their State Office if a contract is recorded incorrectly.**--

See 1-MPP, Part 4 for MPP-Dairy registration and annual coverage election policy and provision.

*--71 Selecting Dairy Operations

A Selecting Dairy Operations for Contract and Annual Election Updates

Access the MPP Main Menu according to paragraph 12. On the MPP Main Menu, perform the following steps to select a dairy operation for which user wants to update contract and annual election information.

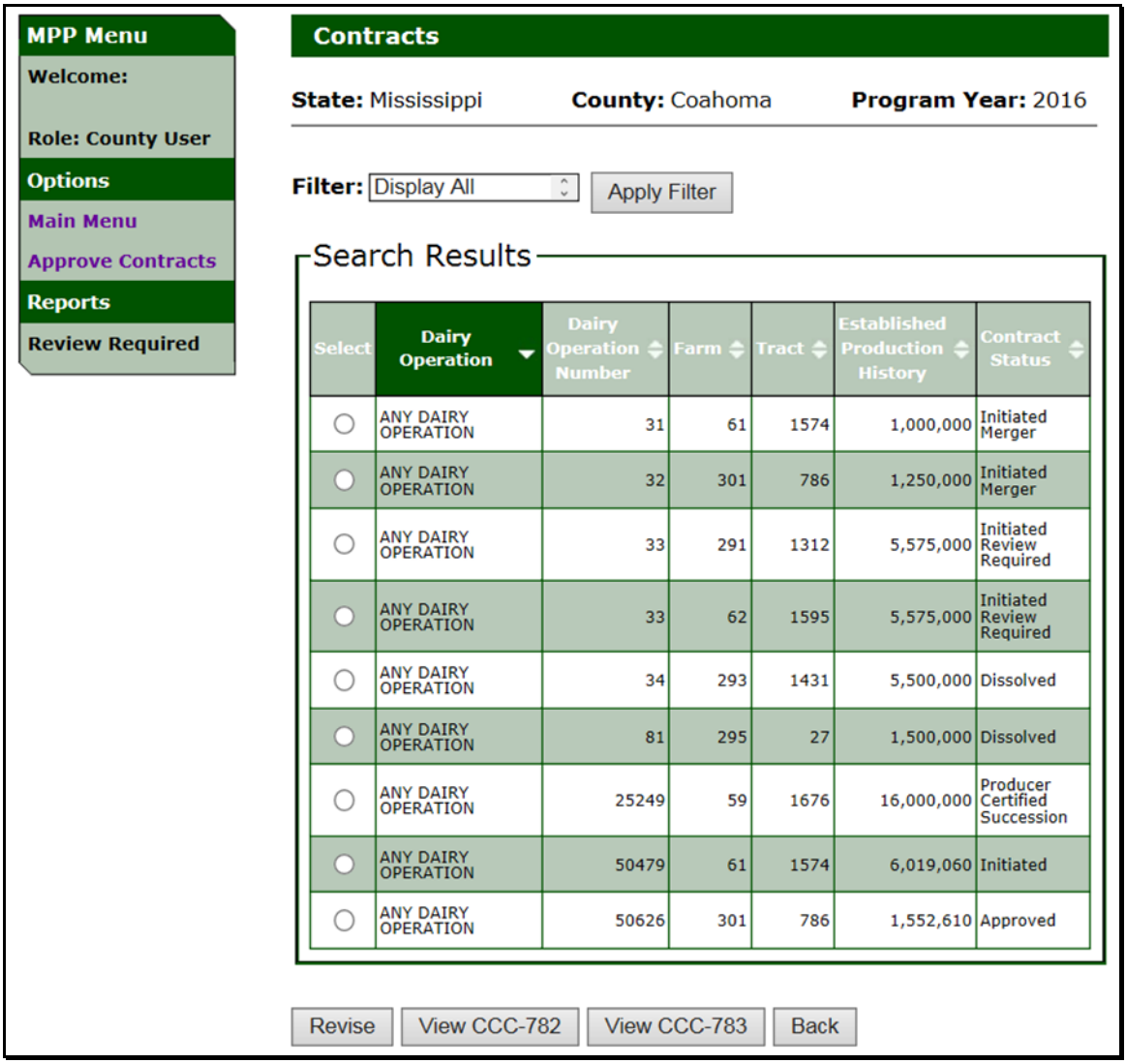
Step	Action
1	Select the State and county from the "State/County" drop-down list. **Note:** State users will select the State from the "State" drop-down list and county from the "County" drop-down list.
2	Select program year from the drop-down list. **Note:** New dairy operations have 90 calendar days from the time they began marketing milk within the calendar year to register for MPP-Dairy.
3	Perform either of the following: • click the box next to "Dairy Operation" to search for dairy operations in the selected State and county using the SCIMS Search Page that will be displayed • do **not** click the box next to "Dairy Operation" to search for dairy operations with existing contract and annual election records. **Note:** All dairy operations with contract and annual election information recorded in the selected State and county will be displayed.
4	CLICK "**Contract**".
5	CLICK "**Continue**".
6	Contracts Screen with "Search Results" section will be displayed based on the selection criteria. **Note:** Only dairy operations with COC approved production history will be displayed on the Contracts Screen, "Search Results" section.

--*

71 Selecting Dairy Operations (Continued)

B Contracts Screen With Search Results

The following is an example of the Contracts Screen, “Search Results” section.
*--



Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
○	ANY DAIRY OPERATION	31	61	1574	1,000,000	Initiated Merger
○	ANY DAIRY OPERATION	32	301	786	1,250,000	Initiated Merger
○	ANY DAIRY OPERATION	33	291	1312	5,575,000	Initiated Review Required
○	ANY DAIRY OPERATION	33	62	1595	5,575,000	Initiated Review Required
○	ANY DAIRY OPERATION	34	293	1431	5,500,000	Dissolved
○	ANY DAIRY OPERATION	81	295	27	1,500,000	Dissolved
○	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession
○	ANY DAIRY OPERATION	50479	61	1574	6,019,060	Initiated
○	ANY DAIRY OPERATION	50626	301	786	1,552,610	Approved

--*

*--71 Selecting Dairy Operations (Continued)

C Contract Screen Search Results Information

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

Field/Button	Description
“State”	State Office selected from MPP Main Menu.
“County”	County Office selected from MPP Main Menu.
“Program Year”	Program year selected from MPP Main Menu.
“Select”	Click next to the dairy operation, farm, and tract to be updated.
“Dairy Operation”	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 from the Farm Records System associated with the dairy operation.
“Tract”	Tract number from the Farm Records System associated with the dairy operation.
“Established Production History”	Established production history for the dairy operation.
“Contract Status”	Status of contract and annual election: • blank, contract and annual coverage election information has **not** been entered for dairy operation • “Initiated”, contract and annual coverage election information has been entered; however, producers have **not** signed the certification on CCC-782 • “Producer Certified”, contract and annual coverage election information has been entered and producers have signed the certification on the contract; however, COC has **not** made a determination • “Approved”, contract and annual coverage election information has been entered, producers certified, and COC approved. • “Disapproved”, contract and annual coverage election information has been entered, producers certified, and COC disapproved.

--*

71 Selecting Dairy Operations (Continued)

C Contract Screen Search Results Information (Continued)

Field/Button	Description
"New Contract"	Contracts Screen, "General Information" section will be displayed. **Note:** Only displayed if there are dairy operations in the search results with "blank" status for "Contract and Annual Election Coverage".
"Revise"	Contracts Screen, "General Information" section will be displayed. **Note:** Only displayed if there are dairy operations in the search results with a status recorded in the "Contract and Annual Election Coverage" field.
"View/Print CCC-782"	CCC-782 for the selected dairy operation will be displayed.
***--**"View/Print CCC-783"	CCC-783 for the selected dairy operation will be displayed.
"Apply Filter"	Contract Search Results Screen will be displayed with all dairy operations with a contract based on the selected status.**--***
"Back"	MPP Main Menu will be displayed.
"Main Menu"	MPP Main Menu will be displayed.

71 Selecting Dairy Operations (Continued)

D Contracts Screen Search Results Error Messages

The following provides a list of error messages that may be displayed on the Contracts Screen with "Search Results" section.

Message	Reason for Message	Corrective Action
"Please select a dairy operation to continue."	User clicked 1 of the following, but did **not** select a dairy operation: • "New Contract" • "Revise" • "View * * * CCC-782".	Perform either of the following: • select a dairy operation and click type of action • CLICK "Back".
"The selected contract already exists. Please click on Revise to Edit the Contract."	User selected a dairy operation with contract and annual election information recorded and clicked "New Contract".	Perform either of the following: • select a different dairy operation to create a new contract • click a different type of action to perform for the dairy operation.
"The selected contract does **not** exist. Please click on New Contract to create a new contract."	User selected a dairy operation without contract and annual election information recorded and clicked "Revise".	Perform either of the following: • select a different dairy operation to revise an existing contract • click a different type of action to perform for the dairy operation.
"No Contracts on file for the specified search criteria."	User selected 1 of the following: • a dairy operation from SCIMS that does not have approved production history • a State and county that does not have any dairy operations with approved production history.	Perform either of the following: • select a different dairy operation from SCIMS to update contracts • select a different State and county to update contracts.
*--"CCC-783 cannot be displayed for this contract"	User selected a dairy operation with a contract that wasn't dissolved.	Perform either of the following: • select a dairy operation with a status of dissolved • click a different type of action to perform for the dairy operation.--*

72 Creating Contract for MPP-Dairy Annual Coverage Election

A Creating Contract for Annual Coverage Election for a Dairy Operation

Perform the following steps to begin the process of creating a contract for annual coverage election for a dairy operation.

Step	Action
1	Perform the steps in subparagraph 71 A.
2	CLICK "radio button" next to the dairy operation, farm, and tract for which user wants to create contract for annual coverage election.
3	CLICK "**New Contract**".
4	Contracts Screen with "General Information" section will be displayed.

B Contracts Screen With General Information

The Contracts Screen with "General Information" section provides "Yes" or "No" options to the following questions.

- "Does the Dairy Operation currently produce and commercially market milk?"

*** * ***

- "Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operation?"

- "Do any of the producers collectively have more than a 50% interest in both this dairy operation and another dairy operation that is covered under MPP-Dairy?"

- "Does the dairy operation currently have a policy under RMA's Livestock Gross Margin for Dairy Program (LGM-Dairy)?"

  Note: If the dairy operation indicated they currently have a policy under LGM-Dairy, a month and year is required for the last month and year of target marketings insured under LGM-Dairy Policy, in the "mm/yyyy" format.

A response is required to each question.

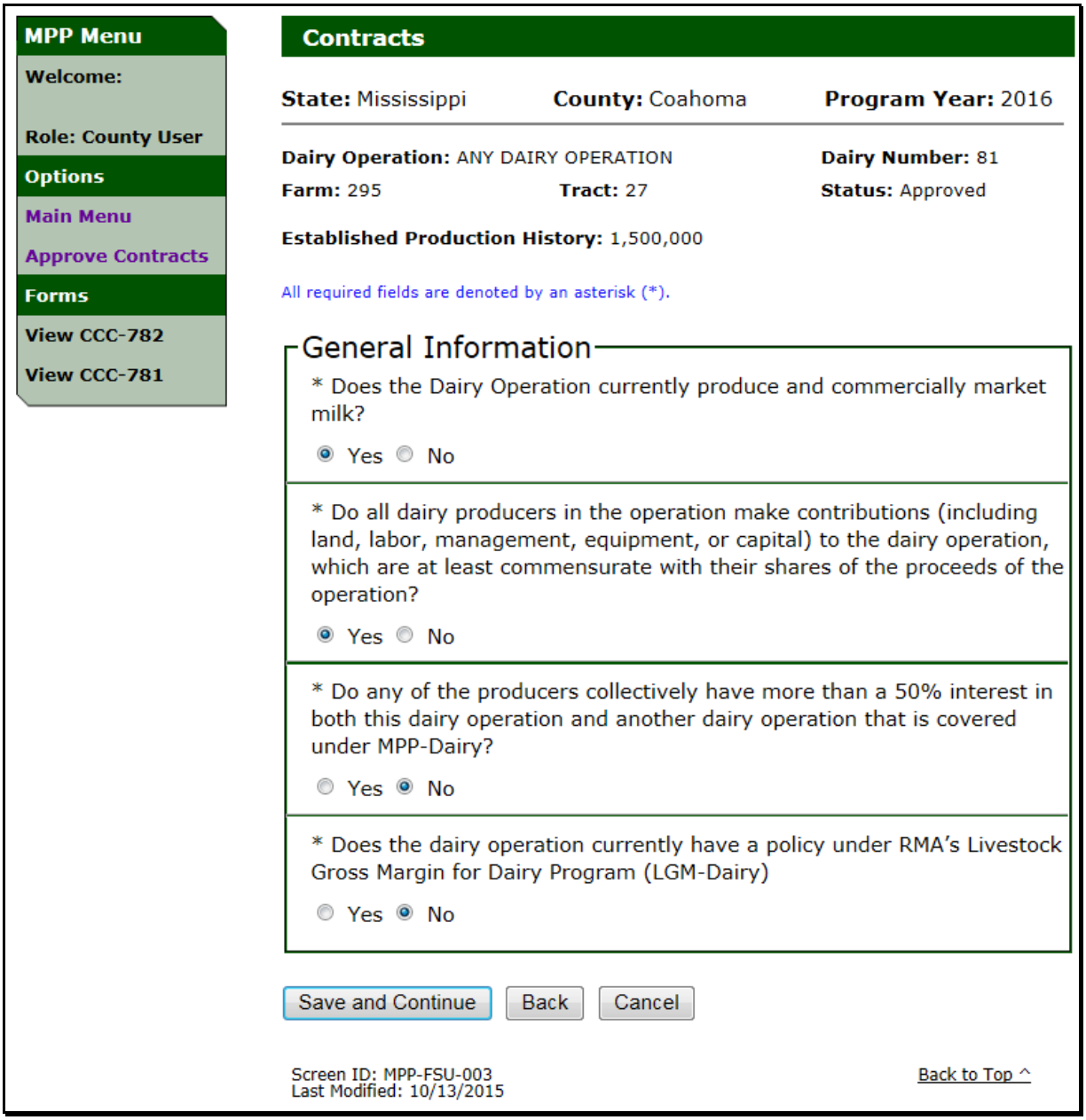
CLICK "**Save and Continue**" after selecting a response to each question.

See 1-MPP, Part 4 for determining the appropriate response to each question according to policy and provision.

72 Creating CCC-782 for MPP-Dairy Annual Coverage Election (Continued)

B Contracts Screen With General Information (Continued)

The following is an example of the Contracts Screen with "General Information" section.
*--



--*

*--72 Creating CCC-782 for MPP-Dairy Annual Coverage Election (Continued)

C Contracts Screen General Information Header

The following provides information about all contract and annual election coverage screens header.

Field	Description
"State"	State Office selected from MPP Main Menu.
"County"	County Office selected from MPP Main Menu.
"Program Year"	Program year selected from MPP Main Menu.
"Dairy Operation"	Common customer name from SCIMS for the dairy operation.
"Dairy Number"	Dairy operation number assigned after COC determination of the dairy operation production history.
"Farm"	Farm number from the Farm Records System associated with the dairy operation.
"Tract"	Tract number from the Farm Records System associated with the dairy operation.
"Status"	Status of production history: • "Initiated", contract and annual coverage election information has been entered; however, producers have **not** signed the certification on contract • "Producer Certified", contract and annual coverage election information has been entered and producers have signed the certification on contract; however, COC has **not** made a determination • "Approved", contract and annual coverage election information has been entered, producer certified, and COC approved • "Disapproved", contract and annual coverage election information has been entered, producer certified, and COC disapproved.
"Established Production History"	Established production history for the dairy operation.

--*

*--72 Creating CCC-782 for MPP-Dairy Annual Coverage Election (Continued)

D Left Navigation Menu General Information

The following provides information about the left navigation menu on all contract and annual coverage election screens.

Field/Link	Description
"Welcome"	Name of the user accessing the MPP-Dairy System will be displayed.
"Role"	User role for the user accessing the MPP-Dairy System will be displayed.
"Main Menu"	MPP Main Menu will be displayed.
"View CCC-782"	CCC-782 for the dairy operation will be displayed.
"View CCC-781"	CCC-781 for the dairy operation will be displayed.

E General Button Information

The following provides information about buttons available on all contract and annual coverage election screens.

Button	Description
"Save and Continue"	Saves entries and continues to the next screen in contract and annual election process.
"Back"	Previous screen will be displayed.
"Cancel"	MPP Main Menu will be displayed.

F Contracts Screen "General Information" Section Errors

The following provides a list of error messages that may be displayed on the Contracts Screen, "General Information" section.

Message	Reason for Message	Corrective Action
"Please select if the dairy operation currently produces and commercially markets milk."	User did **not** provide a "Yes" or "No" response to the question, "Does the dairy operation currently produce and commercially market milk?"	Perform 1 of the following: • provide a "Yes" or "No" response to the question • CLICK "Back" • CLICK "Cancel".

--*

72 Creating CCC-782 for MPP-Dairy Annual Coverage Election (Continued)

F Contracts Screen Errors (Continued)

Message	Reason for Message	Corrective Action
* * *	* * *	* * *
"Please select if all dairy producers in the operation make contributions."	User did **not** provide a "Yes" or "No" response to the question, "Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operation?"	Perform 1 of the following: • provide a "Yes" or "No" response to the question • CLICK "Back" • CLICK "Cancel".
"Please select if the dairy operation currently has a policy under RMA's Livestock Gross Margin for Dairy Program (LGM-Dairy)."	User did **not** provide a "Yes" or "No" response to the question, "Does the dairy operation currently have a policy under RMA's Livestock Gross Margin for Dairy Program (LGM-Dairy)?"	Perform 1 of the following: • provide a "Yes" or "No" response to the question • CLICK "Back" • CLICK "Cancel".
"Please select if the producers collectively have more than a 50% interest."	User did **not** provide a "Yes" or "No" response to the question, "Do any of the producers collectively have more than a 50 percent interest in both this dairy operation and another dairy operation that is covered under MPP-Dairy?"	Perform 1 of the following: • provide a "Yes" or "No" response to the question • CLICK "Back" • CLICK "Cancel".

*--72 Creating CCC-782 for MPP-Dairy Annual Coverage Election (Continued)

F Contracts Screen Errors (Continued)

Message	Reason for Message	Corrective Action
"Please enter the last date of target marketings insured under LGM-Dairy Policy."	User responded "Yes" to the question, "Does the dairy operation currently have a policy under RMA's Livestock Gross Margin for Dairy Program (LGM-Dairy)?"; however, a response was **not** provided for the last month and year the target marketings insured under the LGM-Dairy policy.	Perform 1 of the following: • update the response to the LGM-Dairy policy to "No" • enter the last month and year for the target marketings insured under the LGM-Dairy policy • CLICK "Back" • CLICK "Cancel".

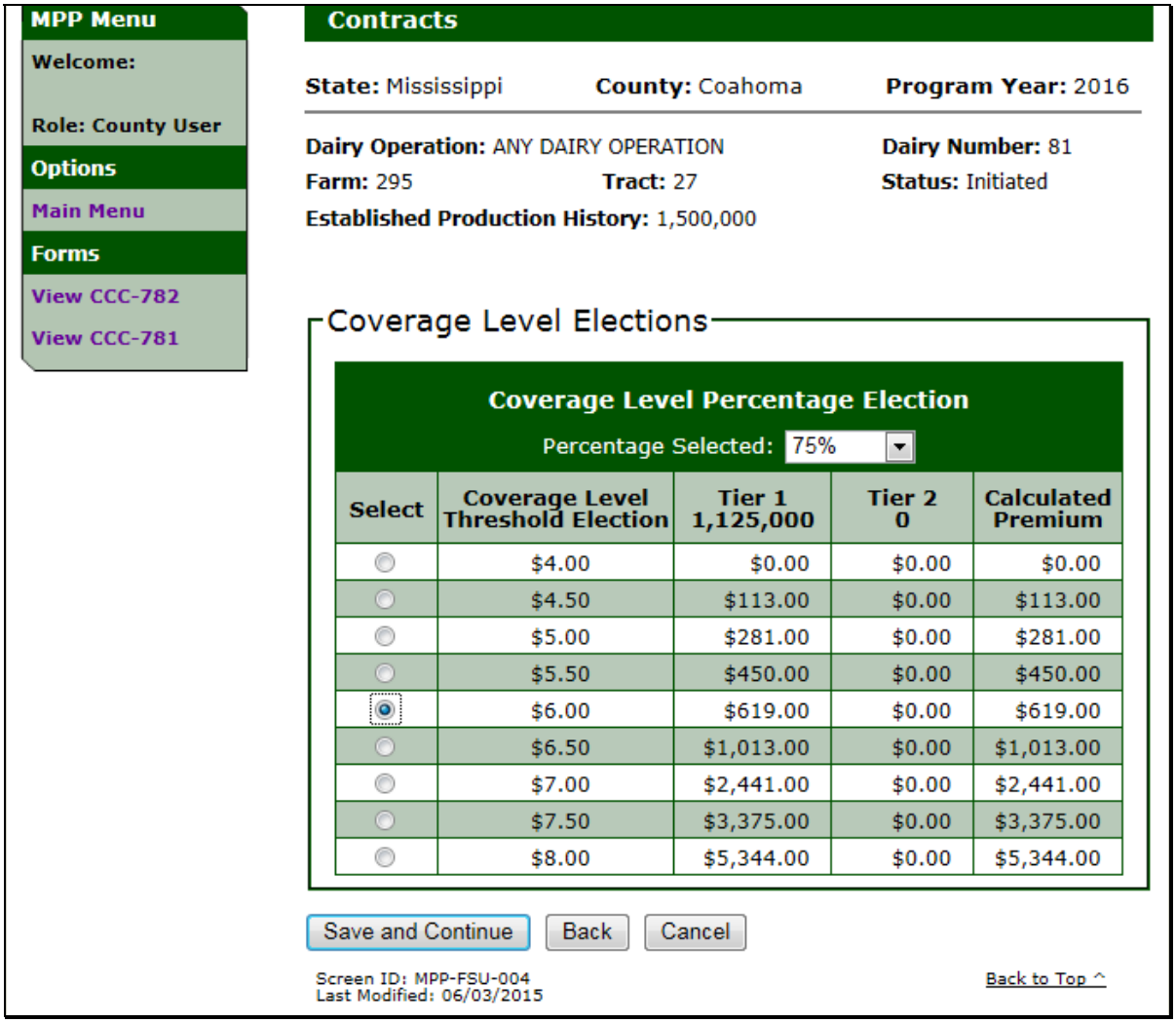
--*

*--73 Contract Coverage Level Elections

A Contracts Screen With Coverage Level Elections

Dairy operations are required to select their coverage level threshold and percentage as described in 1-MPP, Part 4.

The following is an example of the Contracts Screen, “Coverage Level Elections” section.



MPP Menu
Welcome:
Role: County User
Options
Main Menu
Forms
View CCC-782
View CCC-781

Contracts

State: Mississippi **County:** Coahoma **Program Year:** 2016

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 81
Farm: 295 **Tract:** 27 **Status:** Initiated
Established Production History: 1,500,000

Coverage Level Elections

Coverage Level Percentage Election
Percentage Selected: 75%

Select	Coverage Level Threshold Election	Tier 1 1,125,000	Tier 2 0	Calculated Premium
	$4.00	$0.00	$0.00	$0.00
	$4.50	$113.00	$0.00	$113.00
	$5.00	$281.00	$0.00	$281.00
	$5.50	$450.00	$0.00	$450.00
	$6.00	$619.00	$0.00	$619.00
	$6.50	$1,013.00	$0.00	$1,013.00
	$7.00	$2,441.00	$0.00	$2,441.00
	$7.50	$3,375.00	$0.00	$3,375.00
	$8.00	$5,344.00	$0.00	$5,344.00

Save and Continue Back Cancel

Screen ID: MPP-FSU-004
Last Modified: 06/03/2015

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*--73 Contract Coverage Level Elections (Continued)

B Contracts Screen With Coverage Level Election Information

The following provides information about the Contracts Screen, “Coverage Level Elections” section.

Field/Link	Description
“Percentage Selected”	Drop-down list defaulted to “Select percent” to select the Coverage Level Percentage Election.
“Select”	Click to select the coverage level threshold election.
“Tier 1”	Tier 1 premium calculation as described in 1-MPP, paragraph 45.
“Tier 2”	Tier 2 premium calculation as described in 1-MPP, paragraph 45.
“Calculated Premium”	Calculated premium (Tier 1 + Tier 2).

C Selecting Contract Coverage Level Election

Users shall perform the following steps to select the dairy operation coverage level percentage and threshold election.

Step	Action
1	Select the coverage level percentage election from the drop-down list.
2	CLICK “radio button” next to desired coverage level threshold election. **Note:** If the dairy operation selects $4 for the coverage level threshold election, 90 percent shall be selected for the coverage level percentage election.
3	“Tier 1”, “Tier 2”, and “Calculated Premium” will automatically be calculated based on the coverage level percentage option selected.
4	Select dairy operation’s desired coverage level percentage and threshold and CLICK “**Save and Continue**”.
5	The Contracts Screen with “Coverage Summary” section will be displayed.

--*

*--73 Contract Coverage Level Elections (Continued)

D Contracts Screen Coverage Level Election Errors

The following provides a list of error messages that may be displayed on the Contracts Screen, "Coverage Level Election" section.

Message	Reason for Message	Corrective Action
"Selection required for the Coverage Level Percentage Election."	User did **not** select the coverage level percentage.	Select the desired coverage level percentage.
"If CAT Level Coverage ($4 per cwt) is selected, then the Coverage Level percentage should be 90%."	User selected $4 for the coverage level threshold, but did **not** select 90 percent for the coverage level percentage.	Perform either of the following: • select 90 percent for the coverage level percentage • select a different coverage level threshold other than $4.
"Selection required for the Coverage Level Threshold Election."	User did **not** select the coverage level threshold.	Select the desired coverage level threshold.

--*

*--74 Contracts Screen Coverage Summary

A Contracts Screen With Coverage Summary

The Contracts Screen, “Coverage Summary” section will be displayed with a summary of the following:

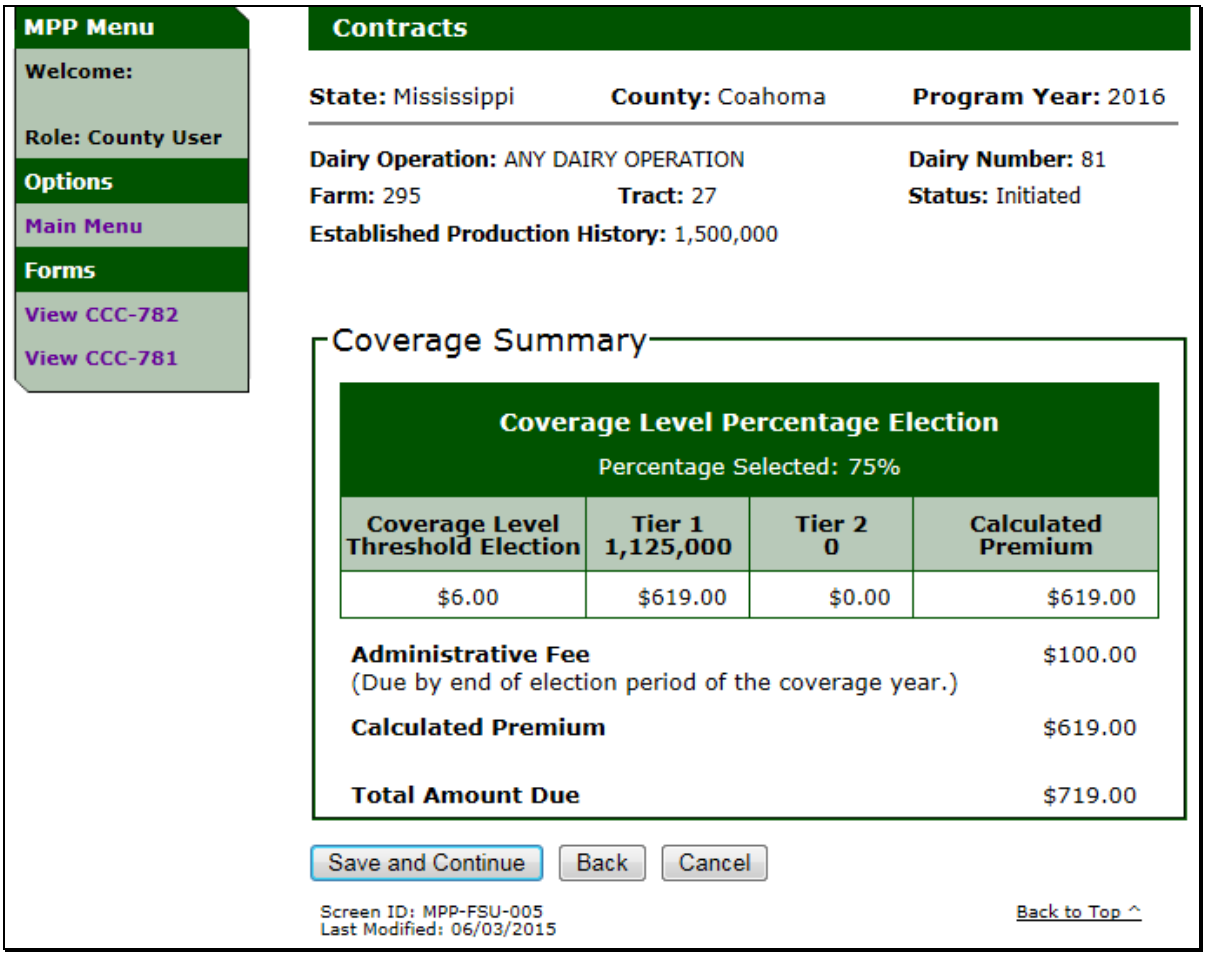
- coverage level percentage election
- coverage level threshold election
- Tier 1 calculated premium amount
- Tier 2 calculated premium amount
- administrative fee
- calculated premium (Tier 1 calculated premium + Tier 2 calculated premium)
- total amount due.

Confirm the information displayed on the screen is correct and CLICK “**Save and Continue**”.**--***

*--74 Contracts Screen Coverage Summary (Continued)

B Example of Contracts Screen With Coverage Summary

The following is an example of the Contracts Screen, “Coverage Summary” section.



MPP Menu
Welcome:
Role: County User
Options
Main Menu
Forms
View CCC-782
View CCC-781

Contracts

State: Mississippi **County:** Coahoma **Program Year:** 2016

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 81
Farm: 295 **Tract:** 27 **Status:** Initiated
Established Production History: 1,500,000

Coverage Summary

Coverage Level Percentage Election
Percentage Selected: 75%

Coverage Level Threshold Election	Tier 1 1,125,000	Tier 2 0	Calculated Premium
$6.00	$619.00	$0.00	$619.00

Administrative Fee $100.00
(Due by end of election period of the coverage year.)
Calculated Premium $619.00
Total Amount Due $719.00

Save and Continue Back Cancel

Screen ID: MPP-FSU-005
Last Modified: 06/03/2015
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75 Contracts Screen Payments Due

A Contracts Screen With Payments Due

The Contracts Screen, “Payments Due” section will be displayed with the following payment due information for the dairy operation:

- administrative fee ($100)
- calculated premium (Tier 1 calculated premium + Tier 2 calculated premium)

*** * ***

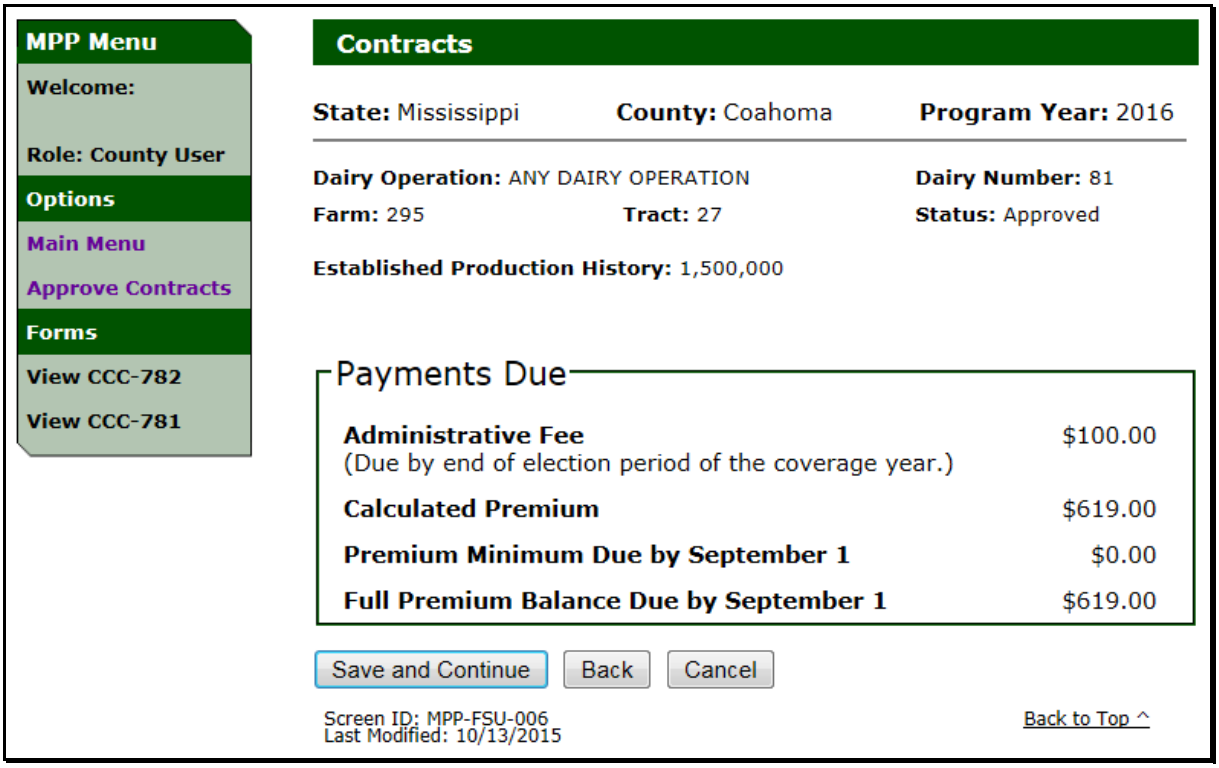
- remaining premium due by September 1 (100 percent of the remaining premium due).

Confirm the information displayed on the screen is correct and CLICK “**Save and Continue**”.

75 Contracts Screen Payments Due (Continued)

B Example of Contracts Screen With Payments Due

The following is an example of the Contracts Screen, “Payments Due” section.
*--



--*

*--76 Producers With Interest in Dairy Operation

A Contracts Screen With Add Producer Option

Producers with interest in the dairy operation are required to be added to the contract.

The following is an example of the Contracts Screen before clicking “Add Producer” to add a producer with interest in the dairy operation.

--*

*--76 Producers With Interest in Dairy Operation (Continued)

B Adding Producers With Interest in the Dairy Operation

To add a producer with interest in the dairy operation, on the Contracts Screen, CLICK "**Add Producer**", and select the producer from the SCIMS Search Page that will be displayed.

Note: Members of businesses that have an interest in the dairy operation shall **not** be added separately as a producer with interest, **unless** they have a direct interest in the dairy operation.

--*

*--76 Producers With Interest in Dairy Operation (Continued)

B Adding Producers With Interest in the Dairy Operation (Continued)

The selected producers will be displayed on the Contracts Add Producer Screen. Perform the following steps to update the producer with interest in the dairy operation.

Step	Action
1	Enter date producer signed CCC-782 in "Signature Date" block.
2	Enter producer's share as a percentage in the "Share" block. The share shall: • be greater than 0 percent • **not** exceed 100 percent (all producers shall total 100 percent) • be entered as percent with no more than 2 decimal places.
3	Check box under "Not Commensurate", if producers indicated they are **not** commensurate with their shares in the dairy operation.
4	Check box under "Refuse Payment", if producers indicated they are refusing payment in the dairy operation.
5	Select a point-of-contact. **Note:** Only 1 point-of-contact selection is allowed for the dairy operation.
6	CLICK "**Add Producer**" and repeat steps 1 through 5 to add additional producers with interest in the dairy operation. **Note:** The total shares of producers with interest in the dairy operation shall equal 100 percent.
7	CLICK "**Save and Continue**" after entering all producer certification information.

--*

*--76 Producers With Interest in Dairy Operation (Continued)

B Adding Producers With Interest in the Dairy Operation (Continued)

The following is an example of the Contracts Screen, “Producer Certification” section after a producer has been selected and information has been recorded for the producer.

--*

*--76 Producers With Interest in Dairy Operation (Continued)

C Removing Producers That no Longer Have Interest in the Dairy Operation

Producers can be removed from the dairy operation by clicking “Remove” link under the “Remove Producer” column on the Contracts Screen, “Producer Certification” section.

--*

*--76 Producers With Interest in Dairy Operation (Continued)

C Removing Producers That no Longer Have Interest in the Dairy Operation (Continued)

When users click “Remove” link for a producer, the Contracts Screen, “Producer Certification” section will be displayed with the option to remove the producer. Click either of the following:

- “Remove Producer”, to confirm the producer should be removed as a producer with interest in the dairy operation

- “Back”, if the producer should **not** be removed as a producer with interest in the dairy operation.

--*

*--76 Producers With Interest in Dairy Operation (Continued)

D Contract Screen Producer Certification Information

The following provides information about the Contracts Screen, “Producer Certification” section.

Field/Link	Description
“Producer Name”	Common customer name from SCIMS for the dairy operation.
“Signature Date”	Date the producer signed CCC-782.
“Share percent”	Producer share percent interest in the dairy operation. Share shall: • 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.
“Not Commensurate”	Producer does **not** 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.
“Refuse Payment”	Producer indicated they are refusing payment in the dairy operation.
“Point of Contact”	Producer is the point-of-contact for the dairy operation.
“Remove Producer”	Will remove producer from the dairy operation.
“Add Producer”	SCIMS Search Page to select the producer with interest in the dairy operation will be displayed.

--*

76 Producers With Interest in Dairy Operation (Continued)

E Contracts Screen With Producer Certification Errors

The following provides a list of error messages that may be displayed on the Contracts Screen, "Producer Certification" section.

Message	Reason for Message	Corrective Action
"Signature date required."	User did **not** enter the producer signature date.	Enter the date the producer signed CCC-782.
--**"Share must be entered."**--	User did **not** enter the producer share.	Perform either of the following: • enter the producer share as a percent with up to 2 decimal places • remove the producer from the dairy operation.
"Point of Contact must be selected for dairy operation."	User did **not** select a producer as the point of contact.	Select the appropriate producer as the point-of-contact.
"Signature date is invalid."	User did **not** enter a valid signature date.	Enter the producer signature date using the calendar icon or in 1 of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Signature date cannot be later than current date."	User entered a signature date greater than the current date.	Enter the date the producer signed CCC-782.
--"Share must be numeric."--	User did not enter the share as a percent with up to 2 decimal places.	Perform either of the following: • enter the producer share as a percent with up to 2 decimal places • remove the producer from the dairy operation.
"Producer's total shares do not equal 100%."	User entered the producer shares and the total shares of all producers do not equal 100 percent.	Enter the producer's shares for all producers with the total equaling 100 percent.

76 Producers With Interest in Dairy Operation (Continued)

E Contracts Screen With Producer Certification Errors (Continued)

Message	Reason for Message	Corrective Action
*--"Signature date cannot be earlier than September 1, 2014"	User entered a producer signature date that is earlier than the beginning of the MPP-Dairy program.	Enter the date the producer signed CCC-782 for the MPP coverage year.
"Share must be greater than 0%"	User entered the share percentage as 0%.	Perform either of the following: • enter the producer share as a percent greater than 0 with up to 2 decimal places • remove the producer from the dairy operation.
"Share shall not be greater than 100%"	User enter a share percentage greater than 100%.	Perform either of the following: • enter the producer share as a percent less than 100 with up to 2 decimal places • remove the producer from the dairy operation.
"Share shall not contain more than 2 decimal places"	User entered a share percentage with more than 2 decimal places.	Perform either of the following: • enter the producer share as a percent with up to 2 decimal places • remove the producer from the dairy operation.--*

76 Producers With Interest in Dairy Operation (Continued)

*--F Producer Summary

The Producer Summary by Effective Dates Screen will be displayed with a summary of the producers with interest in the farming operation.

If the producers with interest have been revised on the contract during the coverage year, the summary screen will be displayed with the effective dates for the producer with interest based on the MPP coverage year pay periods.

Confirm the information displayed on the screen is correct and CLICK “Continue”.

G Producer Summary Screen

The following is an example of the Contract Producer Summary by Effective Dates Screen.

--*

77 Collecting and Remitting Fees

A Contracts Screen With Collection History and Remittance Information

The Contracts Screen, “Collection History” and “Remittance Information” sections will:

- display a history of the fees collected for the dairy operation
- provide the ability to enter remittance information to pay administrative fee and/or premium for the dairy operation.

The dairy operation is required to pay:

- the administrative fee before COC determination

*** * ***

•***--**100 percent of the remaining premium fee by September 1 of the MPP coverage year**--***

Users shall provide the following when remitting payment fees:

- remittance office
- remitter
- remittance type
- check/item number
- remittance amount
- check/item date
- amount to apply to MPP (Margin Protection Program).

*--77 Collecting and Remitting Fees (Continued)

A Contracts Screen With Collection History and Remittance Information (Continued)

The following is an example of the Contracts Screen, “Collection History” and “Remittance Information” sections.

MPP Menu

Welcome: MELISSA HILLHOUSE

Role: County User

Options

Main Menu

Forms

View CCC-782

View CCC-781

Contracts

State: Mississippi **County:** Coahoma **Program Year:** 2016

Dairy Operation: ANY DAIRY OPERATION **Dairy Number:** 81

Farm: 295 **Tract:** 27 **Status:** Producer Certified

Established Production History: 1,500,000

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

Collection History

Remaining Balance Due($): 469.00 **Amount Paid($):** 250.00

Submitted	Amount($)	NRRS Receipt ID	Status	Collection Type	Action
06/11/2015	100.00	152028	Unscheduled	Admin Fee	Cancel
	Personal Check, 06/10/2015, 500.00, 123 COAHOMA COUNTY FARM SERVICE AGENCY, MS				
06/11/2015	150.00	151031	Unscheduled	Premium	Cancel
	Personal Check, 06/10/2015, 500.00, 123 COAHOMA COUNTY FARM SERVICE AGENCY, MS				

Remittance Information

***Remittance Office:** COAHOMA COUNTY FARM SERVICE AGENCY, MS

***Remitter:** ANY PRODUCER Select from SCIMS

***Remittance Type:** Cashier Check ***Check/Item Number:** 123

***Remittance Amount ($):** 500 ***Check/Item Date: (mm/dd/yyyy)** 06/10/2015

***Amount to apply to Margin Protection Program ($):** 250

Save and Submit

Continue Back Cancel

Screen ID: MPP-FSU-110
Last Modified: 06/03/2015

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*--77 Collecting and Remitting Fees (Continued)

B Contracts Screen Collection History Information

The following provides information about the Contracts Screen, “Collection History” section.

Field/Link	Description
“Remaining Balance Due”	Current balance due for the dairy operation.
“Amount Paid”	Current amount paid for the dairy operation.
“Submitted”	Date the remittance received.
“Amount”	Amount of the remittance applied to MPP.
“NRRS Receipt ID”	Receipt number from NRRS confirming the NRRS process received the remittance.
“Status”	Status of the remittance from NRRS. **Note:** See subparagraph F for more information on NRRS statuses.
“Collection Type”	Remittance amount applied to either of the following fees for the dairy operation: • administrative • premium.
“Action”	Allows users to “Cancel” the remittance if the remittance status is “Unscheduled” or “Active Verified” .
Description of Remittance	Describes the type of remittance including: • “Remittance Type” • “Check/Item Date” • “Remittance Amount” • “Check/Item Number” • County Office that received the remittance.

--*

*--77 Collecting and Remitting Fees (Continued)

C Contracts Screen Remittance Information

The following provides information about the Contracts Screen, "Remittance Information" section.

Field/Link	Description
"Remittance Office"	User's County Office will automatically default. If the user is associated with more than 1 county, a drop-down list will allow the County Office to be selected. The County Office receives the remittance. User's County Office will automatically default.
"Remitter"	Common customer name of customer submitting the remittance.
"Select from SCIMS"	SCIMS Search Page will be displayed to select the customer paying the administrative fee and/or premium.
"Remittance Type"	Drop-down list to select 1 of the following: • "Cashier Check" • "Cash and Coin" • "Multi-Party Check" • "Money Order" • "Personal Check" • "Wire Transfer".
"Check/Item Number"	Check or item number on the check or money order.
"Remittance Amount"	Amount of remittance being paid. The amount may include fees to other FSA programs. Amount shall be: • entered in dollars and cents • greater than 0.
"Check/Item Date"	Date the remittance is received.
"Amount to Apply to Margin Protection Program"	Amount of remittance fee paid that is applied to the dairy operation in the MPP-Dairy. Amount shall be: • entered in dollars and cents • greater than 0 • less than or equal to the remittance amount • less than or equal to the remaining balance due.
"Save and Submit"	Will submit the remittance fee to NRRS.
"Continue"	Continues to the COC Determination Screen.

--*

*--77 Collecting and Remitting Fees (Continued)

D Remittance Steps

Perform the following steps to remit fees for the dairy operation.

Step	Action
1	CLICK “Select from SCIMS” link.
2	Select the customer remitting the fee from the SCIMS Search Page.
3	Select the “Remittance Type” from the drop-down list.
4	If the “Remittance Type” is **not** “Cash and Coin”, enter the “Check/Item Number”.
5	Enter the “Remittance Amount” in dollars and cents.
6	Enter the “Check/Item Date” as the date the remittance is received.
7	Enter “Amount to Apply to Margin Protection Program” for the dairy operation in dollars and cents. **Note:** The amount may be different than the “Remittance Amount”, if the customer is remitting fees for multiple programs.
8	CLICK “Save and Submit” to send the remittance to NRRS.
9	Steps 1 through 8 may be entered multiple times if more than 1 customer is paying fees for the dairy operation.
10	After remitting fees, CLICK “**Continue**”.

--*

77 Collecting and Remitting Fees (Continued)

E Remittance Errors

The following provides a list of error messages that may be displayed on the Contracts Screen, "Collection History" and "Remittance Information" sections.

Message	Reason for Message	Corrective Action
"Remitter is required, Please select a remitter from SCIMS"	User did **not** select the producer remitting the fee.	Click any of the following: • "Select from SCIMS" link to select the producer remitting the fee • "Continue" • "Back" • "Cancel".
"Remittance amount is required"	User did **not** enter remittance Amount.	Perform either of the following: • enter the "Remittance Amount" • CLICK "Continue", "Back", or "Cancel".
"Must enter amount to apply to MPP Contract and Annual Election"	User did **not** enter the amount to apply to contract and annual election for the dairy operation.	Perform either of the following: • enter the "Amount to Apply to Margin Protection Program" • CLICK "Continue", "Back", or "Cancel".
***--**Remittance office is required"	User did not select the remittance office.	Perform either of the following: • select the remittance office from the drop-down menu • CLICK "Continue", "Back", or "Cancel".**--***

*--77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
"Remittance type should be selected"	User did **not** enter the type of remittance.	Perform any of the following: • select the "Remittance Type" from the drop-down list • CLICK "Continue", "Back", or "Cancel".
"Check/Item Date is required"	User did **not** enter the date of remittance.	Perform any of the following: • enter the "Check/Item Date" • CLICK "Continue", "Back", or "Cancel".
"Check/Item Number is required"	User did **not** select "Cash and Coin" as the "Remittance Type" and did **not** enter the "Check/Item Number".	Perform any of the following: • select "Cash and Coin" as the "Remittance Type" • enter the "Check/Item Number" • CLICK "Continue", "Back", or "Cancel".
"Remittance amount must be entered in dollars and cents"	User did **not** enter the remittance amount as a number with up to 2 decimal places.	Enter the "Remittance Amount" as a number with up to 2 decimal places.

--*

77 Collecting and Remitting Fees (Continued)

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
"Remittance amount must be greater than zero, should **not** ***--**exceed 8 whole--*** numbers and 2 decimal places"	User did **not** enter the "Remittance amount" as a number with up to 2 decimal places.	Enter the "Remittance Amount" as a number with up to 2 decimal places.
"Check/Item Date is invalid."	User did **not** enter a valid "Check/Item Date".	Enter the date using the calendar icon or in 1 of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Check/Item Date cannot be a future date."	User entered the "Check/Item Date" greater than the current date.	Enter either of the following: • date entered on the Check/Item • current system date if the "Remittance Type" is "Cash and Coin".
"Amount applied to MPP must be entered in dollars and cents."	User did **not** enter the "Amount to Apply to Margin Protection Program" as a number with up to 2 decimal places.	Enter the "Amount to Apply to Margin Protection Program" as a number with up to 2 decimal places.
"Amount applied to MPP must be greater than zero, should **not** ***--**exceed 8 whole--*** numbers and 2 decimal places."	User did **not** enter the "Amount to Apply to Margin Protection Program" as a number with up to 2 decimal places.	Enter the "Amount to Apply to Margin Protection Program" as a number with up to 2 decimal places.

***--77 Collecting and Remitting Fees (Continued)**

E Remittance Errors (Continued)

Message	Reason for Message	Corrective Action
"Remittance Amount should be greater than or equal to Amount to apply to Margin Protection Program."	User entered the "Amount to Apply to Margin Protection Program" greater than the "Remittance Amount".	Enter either of the following: • correct "Amount to Apply to Margin Protection Program" • correct "Remittance Amount".
"Remittance amount should be greater than zero."	User entered the "Remittance Amount" as 0.	Perform any of the following: • enter the correct "Remittance Amount" • CLICK "Continue", "Back", or "Cancel".
"Must enter amount greater than 0 to apply to MPP Contract and Annual Election."	User entered the "Amount to Apply to Margin Protection Program" as 0.	Perform any of the following: • enter the correct "Amount to Apply to Margin Protection Program" • CLICK "Continue", "Back", or "Cancel".
"Amount to apply to MPP Contract and Annual Election Premium cannot be greater than the Remaining Balance Due."	User entered the amount to apply to contract and annual election greater than the remaining balance due.	Perform any of the following: • enter the correct "Amount to Apply to Margin Protection Program" less than or equal to the remaining balance due • CLICK "Continue", "Back", or "Cancel".

--*

*--77 Collecting and Remitting Fees (Continued)

F Remittance Fees Processed by NRRS

NRRS will process the fees remitted for the dairy operation. When NRRS receives the request to process fees, the status will be updated to 1 of the following.

Status	Description
"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 to NRRS as unfunded. **Note:** If the remittance fee is returned as "Dishonored" and included the administrative fee and the dairy operation previously received a COC determination, the status will be reset to "Producer Certified", because COC or designee **cannot** provide a COC determination until administrative fees are paid-in-full.
"Cancelled"	Remittance was cancelled by the user.

--*

*--78 COC Determinations

A Contracts Screen With COC Determination

The Contracts Screen, “COC Determination” section provides the ability for COC or designee to “Approve” or “Disapprove” CCC-782 and enter date of COC determination. CLICK “radio button” next to:

- “Approve”, if COC approves CCC-782 for the producer
- “Disapprove”, if COC disapproves CCC-782 for the producer
- enter the date COC or designee signed CCC-782 using the calendar icon or in 1 of the following formats:
  - “mm/dd/yyyy”
  - “mmddyy”
  - “mmddyyyy”.

IF COC…	THEN the status will automatically update to…
approves CCC-782 for the dairy operation	“Approved”, as long as all validations are met. See subparagraph 78 B for a list of validation messages.
disapproves CCC-782 for the dairy operation	“Disapproved”.

--*

*--78 COC Determinations (Continued)

A Contracts Screen COC Determination (Continued)

The following is an example of the Contracts Screen, “COC Determination” section.

--*

***--78 COC Determinations (Continued)**

B Contracts Screen COC Determination Validation Messages

The following provides a list of validation messages that may be displayed on the Contracts Screen, "COC Determination" section.

Message	Reason for Message	Corrective Action
"An Approve or Disapprove must be selected."	User did **not** click "Approve" or "Disapprove" and clicked "Save" or "**Save and Continue**".	Click any of the following: • "radio button" next to "Approve", if COC has approved CCC-782 • "radio button" next to "Disapprove", if COC disapproved CCC-782 • "Back" • "Cancel".
"COC Determination date is required to approve or disapprove."	User did **not** enter the "COC Determination Date".	Perform any of the following: • enter the "COC Determination Date" as the date COC or designee signed CCC-782 • CLICK "Back" • CLICK "Cancel".
"Dairy operation is **not** eligible for MPP since the LGM-Dairy Policy will **not** conclude prior to January of the enrollment year."	Dairy operation indicated their LGM-Dairy policy month and/or year will **not** conclude before the calendar year for contract.	Perform any of the following: • correct the response for the LGM-Dairy policy • dairy operation is **not** eligible for MPP-Dairy if their LGM-Dairy policy will **not** conclude by December 31 of the current calendar year • CLICK "Back" • CLICK "Cancel".

--*

***--78 COC Determinations (Continued)**

B Contracts Screen COC Determination Validation Messages (Continued)

Message	Reason for Message	Corrective Action
"Administrative fee has **not** been paid."	Either of the following occurred: • user did **not** enter the "Remittance Fee" and "Amount to Apply to MPP-Dairy" • "Amount to Apply to MPP-Dairy" was less than $100.	Perform any of the following: • enter the remittance fee on the Contracts Screen with "Collection History" and "Remittance Information" sections • COC determination cannot be provided until the administrative fee is paid • CLICK "Back" • CLICK "Cancel".
"COC Determination date has wrong format."	User did **not** enter COC determination date in an acceptable date format.	Enter COC or designee signature date using the calendar icon or in 1 of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"COC Determination date cannot be a future date."	User entered COC Determination date greater than the current system date.	Perform any of the following: • enter the correct date COC or designee signed CCC-782. • CLICK "Back" • CLICK "Cancel".

--*

78 COC Determinations (Continued)

B Contracts Screen COC Determination Validation Messages (Continued)

Message	Reason for Message	Corrective Action
"COC Determination date must be greater than or equal to the Producer Signature date"	User entered COC determination date before the date producers with interest in the dairy operation signed CCC-782.	Perform any of the following: • enter the correct date COC or designee signed CCC-782 • enter the correct date the producers with interest in the dairy operation signed CCC-782 in the Contracts Screen, "Producer Certification" section • CLICK "Back" • CLICK "Cancel".
***--**Dairy Operation is not eligible for MPP since they do not currently produce or commercially market milk"	Dairy operation indicated they do **not** currently produce and commercially market milk.	Perform any of the following: • correct the response if the dairy operation currently produces and commercially markets milk • dairy operation is **not** eligible for MPP-Dairy if they do not currently produce and commercially market milk • CLICK "Back" • CLICK "Cancel".
"At least one producer must be selected as not commensurate if the response indicated all producer shares are not commensurate"	Dairy operation indicated **not all** dairy producers are commensurate with their shares of the proceeds of the dairy operation, but did not select the producer that is **not** commensurate on the producer certification page.	Perform any of the following: • correct the response if all producers are commensurate with their shares in the dairy operation • select the producers who are **not** commensurate with their shares on the producer certification page • CLICK "Back" • CLICK "Cancel".**--***

78 COC Determinations (Continued)

B Contracts Screen COC Determination Validation Messages (Continued)

Message	Reason for Message	Corrective Action
***--**Review required of all MPP Contracts associated with the Producer(s) with more than 50% interest in more than one Dairy Operation to determine if the Dairy Operation is Eligible”	Dairy operation indicated producers collectively have more than 50% interest in another dairy operation that is covered under MPP Dairy.	See 1-MPP, paragraph 11 for information on affiliation test and examples to determine if the dairy operation contract should be approved or disapproved.
“Response indicated all producer’s shares are commensurate, however, producer selected not commensurate”	Dairy operation indicated **all** dairy producers are commensurate with their shares of the proceeds of the dairy operation, however, 1 or more producers indicated they are **not** commensurate on the producer certification page.	Perform any of the following: • correct the response if all producers are **not** commensurate with their shares in the dairy operation • correct the response for the producers who are commensurate with their shares on the producer certification page • CLICK “Back” • CLICK “Cancel”.**--***|

78 COC Determinations (Continued)

*--C Bulk COC Approval

A bulk "COC Approval" option is available to COC-approve multiple contracts at the same time.

Users may select to COC-approve multiple contracts at the same time by clicking the "Approve Contracts" link on the Contract Search Results Screen.

When the "Approve Contracts" link is selected, the Approve Contracts Screen will be displayed to select contracts that are in a "Producer Certified" status and are ready for COC approval.

Note: Not all Contracts can be selected for COC approval.

If validation errors exist, the screen will be displayed with "Review Errors" to remind the County Office to review potential issues on the contract.

If the dairy operation was involved in a transferred or successor-in-interest, the dairy operation cannot be selected for COC approval.

Approve multiple contracts according to the following table.

Step	Action
1	Perform the steps in subparagraph 71 A.
2	CLICK the "Approve Contracts" link.
3	The Approve Contracts Screen will be displayed.
4	Enter the COC approval date.
5	Click the box under the "Select" column next to "Dairy Operations" to COC approve or CLICK "Select All" option to select all available dairy operations to COC approve. **Note:** All contracts selected must have the same COC approval date. Only select the CCC-782's for dairy operations with the approval date recorded in step 4.
6	CLICK "Approve".
7	The selected contracts will be COC-approved and the MPP Main Menu will be redisplayed.

--*

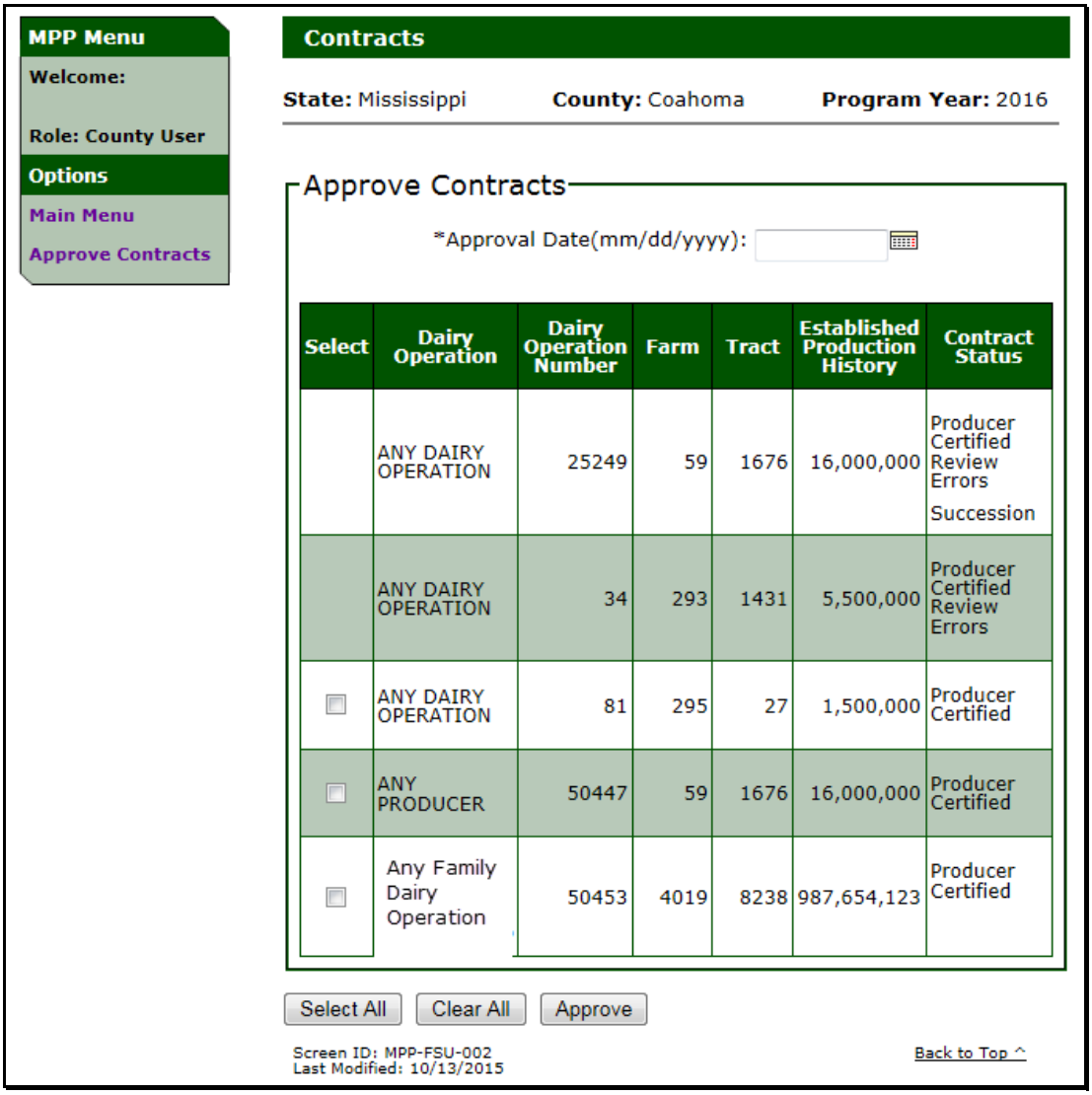
78 COC Determinations (Continued)

*--C Bulk COC Approval (Continued)

The following provides a description of the available options on the Approve Contracts Screen.

Button	Description
Select All	Selects all dairy operations available for COC approval.
Clear All	Clears all dairy operations previously selected for COC approval.
Approve	COC-approves all dairy operations selected for COC approval.

The following is an example of the Approve Contracts Screen.



--*

78 COC Determinations (Continued)

*--D Bulk COC Approval Error Messages

The following provides a list of error messages that may be displayed on the Approve Contracts Screen:

Message	Reason for Message	Corrective Action
"At least one contract must be selected to approve"	User clicked "Approve" but did not select any dairy operations to COC approve.	Select the dairy operations to COC approve, enter the COC approval date and CLICK the "Approve" option.
"Approval date is required to approve"	User clicked "Approve", but did not enter the COC approval date.	Select the dairy operations to COC approve, enter the COC approval date and CLICK the "Approve" option.
"Approval date is invalid"	User did **not** enter the COC approval date in an acceptable date format.	Enter the COC or designee signature date using the calendar icon or in 1 of the following formats: • mm/dd/yyyy • mmddyy • mmddyyyy.
"Approval date cannot be a future date"	User entered a COC approval date that is later than the current system date.	Enter the correct date COC or designee signed CCC-782.
"Approval date must be greater than or equal to the latest signature date *xx/xx/xxxx* of the all producers"	User entered a COC approval date earlier than the date producers with interest in the dairy operation signed CCC-782 on one or more of the contracts selected for COC approval.	Perform any of the following: • deselect the dairy operation with producer signature later than the COC date entered • enter the correct date COC or designee signed CCC-782 • return to the Contract Selection Screen to select the dairy operation and revise to correct the date producers with interest in the dairy operation signed CCC-782.

--*

79 Revising Contracts

A Contract Revisions

The MPP-Dairy System provides the ability to revise contracts to:

- correct the contract during open enrollment or within 90 calendar days for a new dairy operation
- update the producers with an interest in the dairy operation
- update the contract when successor-in-interest or transfer/relocation occur in production history
- remit administrative fee and/or premium
- *--dissolve the contract.--*

* * *

--B Revising Contracts for Corrections, Producers With Interest, Transfers, Mergers, Successor-in-Interest, and Dissolutions--

Users may select to "Revise" a contract as described in subparagraph A. Perform the following steps to "Revise" a contract.

Step	Action
1	Perform the steps in subparagraph 71 A.
2	CLICK "radio button" next to the dairy operation, farm, and tract for which user wants to revise contract for annual coverage election.
3	CLICK "**Revise**".
4	Contracts Screen, "Revise Contracts" section will be displayed.

79 Revising Contracts (Continued)

--B Revising Contracts for Corrections, Producers With Interest, Transfers, Mergers, Successor-in-Interest, and Dissolutions (Continued)--

The following provides descriptions of the options available on the Revise Contracts Screen.

Button	Description
Edit	Continues to the Contracts General Information Screen to edit the contract.
Producer Revise	Continues to the Producer Certification Screen to update producers with an interest in the dairy operation and record producer signatures. **Note:** This option shall be selected to record the producer signature and COC determination when a transfer or succession-in-interest has occurred.
*--Dissolve	Continues to the Dissolution Screen to dissolve the contract.
Back	Returns to the Contracts Search Results Screen.

The following provides information about the left navigation menu on all contract revision screens.

Field/Link	Description
"Welcome"	Name of the user accessing the MPP-Dairy System will be displayed.
"Role"	User role for the user accessing the MPP-Dairy System will be displayed.
"Main Menu"	MPP Main Menu will be displayed.
"Approve Contracts"	Approve Contracts Screen will be displayed.
"View CCC-781"	CCC-781 for the dairy operation will be displayed.
"View CCC-782"	CCC-782 for the dairy operation will be displayed.
"View CCC-783"	CCC-783 for the dairy operation will be displayed.

The following is an example of the Contracts Screen, "Revise Contracts" section.

--*

*--80 Correcting a Contract

A Revising a Contract for a Correction

Dairy operations may revise a contract:

- during open enrollment
- within 90 calendar days for a new dairy
- to remit administrative fee and/or premium.

B Procedure for Revising a Contract

Users may revise a dairy operation to correct a contract according to subparagraph A.

If the contract is revised…	THEN the contract status will…
only to remit fees	remain the same.
to correct the contract	be updated to “Initiated”.

Revise producers with interest in a dairy operation according to the following table.

Step	Action
1	Perform the steps in subparagraph 79 C.
2	CLICK “Edit”.
3	Confirm the Dairy Operation displayed on the Revise Contracts Screen is correct to perform the producer revision and CLICK “Confirm”.
4	General Information Screen will be displayed to revise the dairy operation contract.
5	Navigate through the MPP Dairy Contract Screens to update the contract. Refer to paragraphs 72 through 78 to update the contract.

--*

*--81 Updating Producers With Interest in the Dairy Operation

A Revising Producer With Interest

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

- add a new producer
- remove an existing producer
- update the following for existing producer(s):
    - share percentage
    - not commensurate indicator
    - refuse payment indicator
    - point of contact.

B Procedure for Revising a Producer With Interest

Users may revise a dairy operation to update producer(s) with interest according to subparagraph A.

Revise producers with interest in a dairy operation according to this table.

Step	Action
1	Perform the steps in subparagraph 79 C.
2	Confirm the dairy operation displayed on the Revise Contracts Screen is correct to perform the producer revision.
3	CLICK “Producer Revise”.
4	Revise Producer Screen will be displayed to confirm revising the producer for the dairy operation selected.
5	CLICK “Confirm” to continue to the Producer Certification Screen.
6	Update the producers with interest in the dairy operation according to paragraph 76.
7	Once the producers with interest in the dairy operation are updated, a new COC determination is required. See paragraph 78 for additional information on COC determination.

--*

*--81 Updating Producers With Interest in the Dairy Operation (Continued)

C Revising Producers With Interest Error Messages

The following table provides the error messages that may be displayed when selecting to revise a producer with interest in a dairy operation.

Message	Reason for Message	Corrective Action
"Fees must be paid in full prior to revising the contract for a Producer Revision"	User clicked "Producer Revise" and the administrative and premium fees have **not** been paid in full for the dairy operation.	Perform either of the following: • click the "Back" option to return to the Contract Search Results Screen. • click "Main Menu" to return to the MPP Main Menu.

82 Contract Transfer/Relocation

A Completing a Farm and/or Tract Transfer on a Contract

When a farm and/or tract transfer occurs in production history and the dairy operation has a contract for the coverage year, additional steps are required to complete the transfer on the contract.

The State and county the dairy operation farm and/or tract is transferred to is responsible for completing the transfer process for the contract once the transfer is approved in production history.

The following is an example of a dairy operation on the Contract Search Screen when the transfer is COC-approved in production history. The transferred from dairy operation will be displayed as "Transferred" and the transferred to dairy operation will be displayed as "Initiated":

○	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved Transferred
○	ANY DAIRY OPERATION	33	62	1595	5,564,500	Initiated

--*

***--82 Contract Transfer/Relocation (Continued)**

B Producer Certification on a Contract for a Farm and/or Tract Transfer

Users in the State and county the dairy operation, farm and tract was transferred to have the ability to revise the contract to record the producer signature date.

Users shall:

- select the dairy operation, farm and tract the dairy operation was transferred to and click the "Producer Revise" option described in subparagraph 79 C to record the producer signature for the farm and/or tract transfer

- enter the producer's signature date(s) on the Contracts Producer Certification Screen

- CLICK "Save and Continue" to proceed to the COC Approval Screen.

See paragraph 76 for additional information on the Contracts Producer Signature Screen.

C COC Approval on a Contract for a Farm and/or Tract Transfer

Once the producer signature date is recorded on the contract for the farm and/or tract transfer, users shall record the COC determination on the Contract COC Determination Screen.

Users shall:

- select "Approve" or "Disapprove" for the COC determination
- enter the COC determination date
- CLICK "Save and Continue".

See paragraph 78 for additional information on the Contracts COC Determination Screen.**--***

*--83 Contract Successor-In-Interest

A Completing a Successor-In-Interest on a Contract

When a successor-in-interest occurs in production history and the dairy operation has a contract for the coverage year, additional steps are required to complete the succession-in-interest on the contract.

Users are responsible for completing the successor-in-interest for the contract once approved in production history.

The following is an example of the dairy operation on the Contract Search Screen when the succession-in-interest is COC-approved in production history. The succeeded from dairy operation will be displayed as “Succession” and the succeeded to dairy operation will be displayed as “Initiated” on the Contract Search Screen.

	ANY DAIRY OPERATION	25249	59	1676	16,000,000	Producer Certified Succession
	ANY PRODUCER	50447	59	1676	16,000,000	Initiated

--*

***--83 Contract Successor-In-Interest (Continued)**

B Producer Certification on a Contract for a Successor-In-Interest

Users have the ability to revise the contract to record the producer signature date for a successor-in-interest.

Users shall:

- select the dairy operation, farm and tract the dairy operation was succeeded to and click the "Producer Revise" option described in subparagraph 79 C to record the producer signature for the successot-in-interest

- enter the producer's signature date(s) on the Contracts Producer Certification Screen

- CLICK "Save and Continue" to proceed to the COC Approval Screen.

See paragraph 76 for additional information on the Contracts Producer Signature Screen.

C COC Approval on a Contract for a Successor-In-Interest

Once the producer signature date is recorded on the contract for the successor-in-interest, users shall record the COC determination on the Contract COC Determination Screen.

Users shall:

- select "Approve" or "Disapprove" for the COC determination
- enter the COC determination date
- CLICK "Save and Continue".

See paragraph 78 for additional information on the Contracts COC Determination Screen.**--***

84 Contract Merger

A Completing a Merger on a Contract

When a merger occurs in production history and 1 or more of the dairy operations included in the merger have a contract for the coverage year, a new contract is required for the resulting dairy operation.

Users are responsible for recording a contract for the new dairy operation once approved in production history.

The following is an example of a dairy operation on the Contract Search Screen when the merger is COC-approved in production history. The merged from dairy operation(s) will be displayed as “Merger” and the merged to dairy operation will be displayed as “Initiated” on the Contract Search Screen.

○	ANY FAMILY DAIRY	50454	525	443	5,062,726	Producer Certified Merger
○	ANY DAIRY OPERATION	50479	61	1574	6,019,060	Initiated

B Updating a Contract for a Merger

Users have the ability to revise the contract to record the required information for the dairy operation contract.

Users shall select the dairy operation, farm and tract the dairy operation was merged to and click the “Revise” option described in subparagraph 79 C to record the required information for the contract.

*--85 Contract Dissolutions

A Introduction

The MPP-Dairy System provides the ability to revise the MPP-Dairy contract to perform a dissolution. See 1-MPP, paragraph 55 for additional information on dissolutions.

Notes: Dissolutions shall only be recorded in the MPP-Dairy web-based system for 2016 and future coverage years.

Dairy operations that dissolved during the 2015 coverage year shall be submitted to PECD for assistance. Assistance is needed because 2015 contracts were not migrated to the web-based system.

For policy and procedure on death, retirements, and dissolution see 1-MPP.

B Revising a Contract for Dissolution of a Dairy Operation

Users may revise a dairy operation contract according to subparagraph A. Revise a dairy operation contract for a dissolution according to the following table.

Step	Action
1	Perform the steps in subparagraph 79 B.
2	The Revise Contracts Screen will be displayed. County Offices shall review the information displayed for accuracy before continuing.
3	CLICK “Dissolve”.
4	The Contract Dissolutions Screen will be displayed.

--*

*--85 Contract Dissolutions (Continued)

C Contracts Dissolutions Screen

When a contract is selected and the "Dissolve" option is clicked, the Dissolutions Screen will be displayed to select:

- dissolution type
- continuation of coverage
- dissolution effective date.

Users shall:

- select 1 of the following dissolution types from the drop down menu:
  - Death
  - Dissolution
  - Retirement
- provide a response to the question "Will the Dairy Operation continue contract coverage for the remainder of the coverage year?"; available options are:
  - **"Yes"** if the dairy operation has selected to continue coverage for the remainder of the coverage year
  - **"No"** if the dairy operation has selected to terminate contract coverage for remainder of year
- enter the date the dairy operation notified the County Office as the "Dissolution Effective Date".

  The "Dissolution Effective Date" is the notification date as provided by 1-MPP, paragraph 55.

  Note: The dissolution effective date may be entered using the calendar icon or in any of the following formats:

  - "mm/dd/yyyy"
  - "mmddyy"
  - "mmddyyyy".**--***

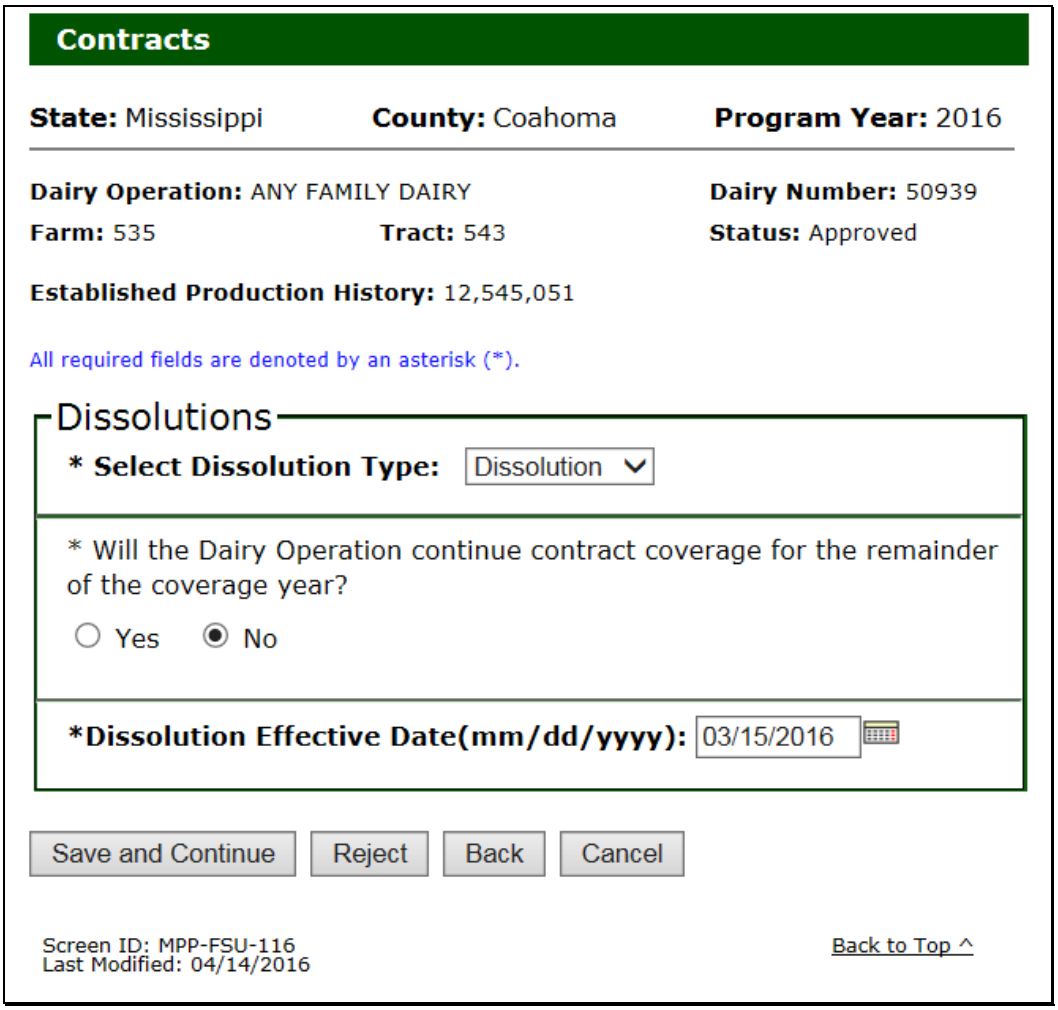
*--85 Contract Dissolutions (Continued)

C Contracts Dissolutions Screen (Continued)

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

Button	Description
"Save and Continue"	Saves entries and continues to the next screen in the dissolution process.
"Reject"	Cancels the dissolution for the dairy operation.
"Back"	The previous screen will be displayed.
"Cancel"	The MPP Main Menu will be displayed.

The following is an example of the Contract Dissolutions Screen.



--*

*--85 Contract Dissolutions (Continued)

D Dissolutions Error Messages

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

Message	Reason for Message	Corrective Action
"Please choose a dissolution type from the drop-down menu"	User clicked "Save and Continue" and did **not** select a type of dissolution.	Perform either of the following: • select the dissolution type and CLICK "Save and Continue" • click the "Back", "Reject", or "Cancel" option to cancel the dissolution process.
"Response must be provided to indicate if the dairy operation is selecting to continue contract coverage for the remainder of the year".	User clicked "Save and Continue" and did **not** select "Yes" or "No" response if dairy operation chooses to continue contract coverage for remainder of the year.	Perform either of the following: • select "Yes" or "No" and CLICK "Save and Continue" based on the dairy operation's decision. • click the "Back", "Reject", or "Cancel" option to cancel the dissolution process.
"Effective date must be entered"	User clicked "Save and Continue" and did **not** enter the dissolution effective date.	Enter the dissolution effective date and CLICK "Save and Continue".
"Invalid Date"	User did not enter dissolution effective date in an acceptable date format.	Enter dissolution effective date using the calendar icon or by entering the date in 1 of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Effective date cannot be later than current date"	User entered a dissolution effective date later than the current system date.	Enter the correct dissolution effective date based on the notification date for the dissolution.

--*

***--85 Contract Dissolutions (Continued)**

E Terminate Coverage for Dissolution

The Dissolutions Premium Information Screen will be displayed when a "No" response is selected on the Contract Dissolutions Screen and includes the following information:

- remaining premium amount
- waiver premium amount
- refund premium amount.

Note: All 3 amounts should be reviewed for accuracy.

For policy and calculations on remaining premium due, waiver premium, and refund premium, see 1-MPP.

Users shall:

- provide a response to the question "Does the Dairy Operation request a waiver of obligation to pay outstanding premium fees based on the next 2-month period?"; available options are:

  - **"Yes"**, if the dairy operation elects to request a waiver of obligation to pay outstanding premium fees for the remaining full payment periods in the coverage year

    Note: "Yes" will be defaulted if there is a premium waived amount.

  - **"No"**, if the dairy operation does **not** elect to request a waiver of obligation to pay outstanding premium fees for the remaining full payment periods in the coverage year

    Note: "No" will be defaulted and radio buttons will be greyed out if the remaining premium amount is $0.

- provide a response to the question "Does the Dairy Operation request prorated refund based on the next 2-month period?"; available options are:

  - **"Yes"**, if the dairy operation elects to request a prorated refund of premiums paid in excess of the amount due for the applicable payment periods still covered

    Note: "Yes" will be defaulted if there is a premium refund available.

  - **"No"**, if the dairy operation does **not** elect to request prorated refund of excess premiums paid

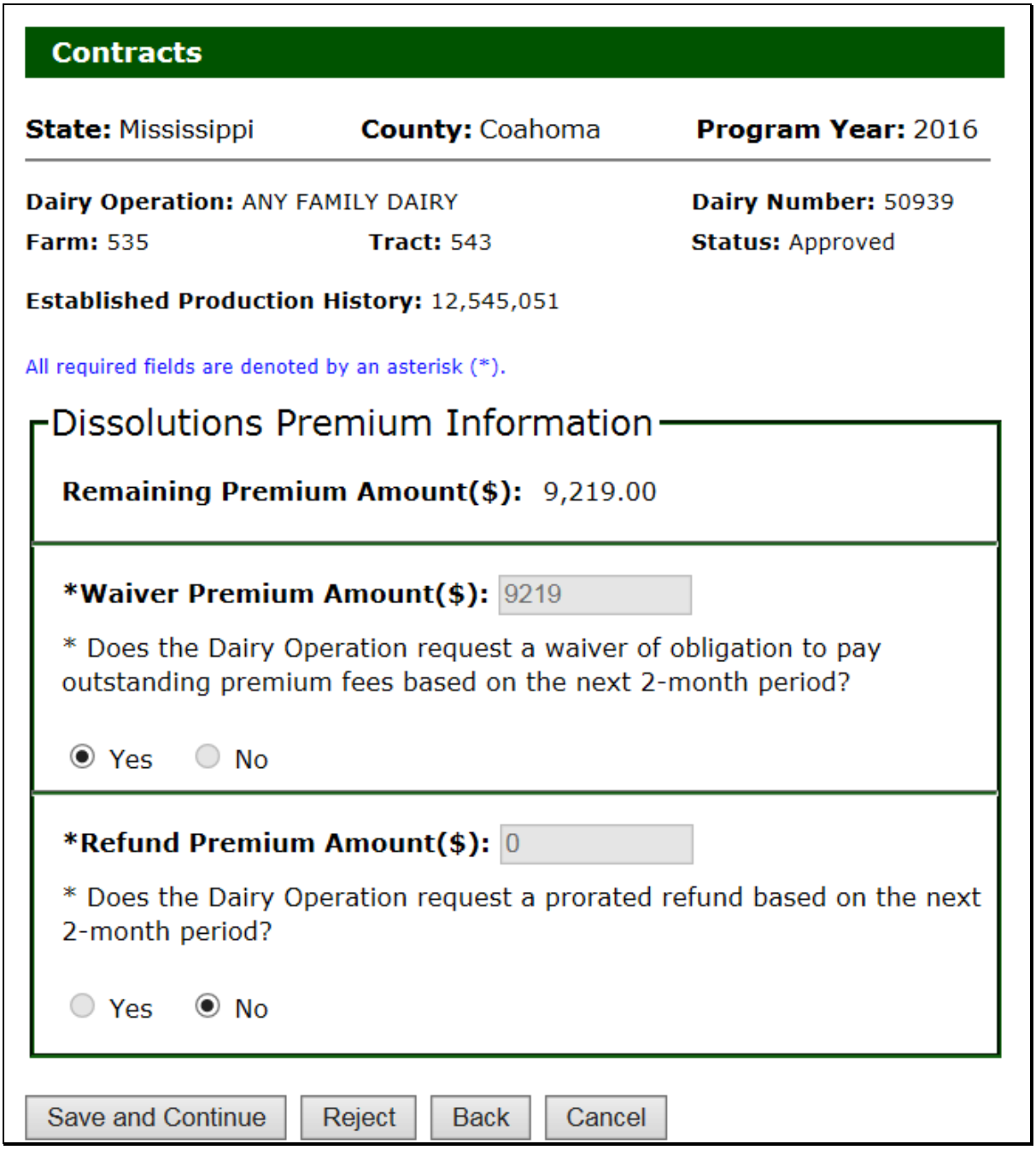
    Note: "No" will be defaulted and radio buttons will be greyed out if the premium amount paid is $0.

- review the screen for accuracy and CLICK "Save and Continue".**--***

*--85 Contract Dissolutions (Continued)

E Terminate Coverage (Continued)

The following is an example of the Contract Dissolutions Premium Information Screen.



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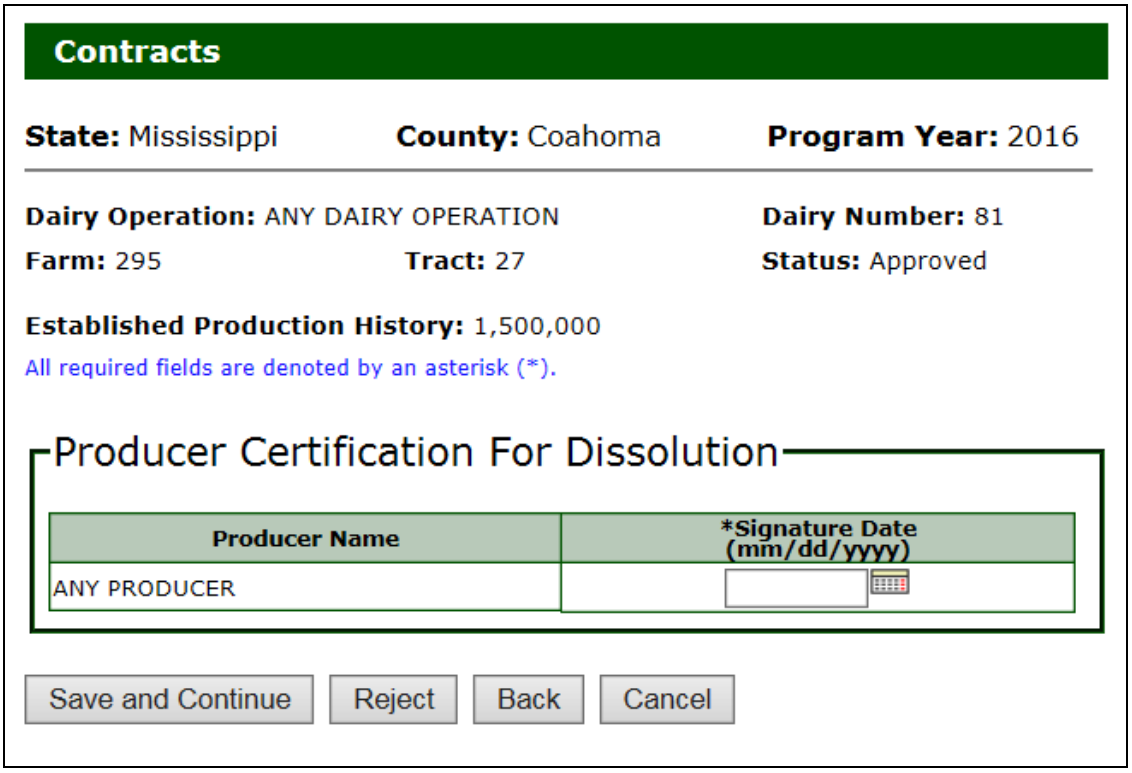
*--86 Certifying Contract Dissolution

A Overview

The Producer Certification for Dissolution Screen will be displayed to record the producer signatures after the dissolution premium information data is recorded for dissolving a dairy operation.

B Producer Certification for Dissolution Screen

The following is an example of Producer Certification for Dissolution Screen.



C Field Descriptions for Producer Certification

The following table provides the field descriptions for the Producer Certification for Dissolution Screen.

Field/Link	Description
"Producer Name"	Common customer name from SCIMS for the producers with interest in the dairy operation.
"Signature Date"	The date the producer signed the CCC-783 using one of the following formats: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".

--*

*--86 Certifying Contract Dissolution (Continued)

C Field Descriptions for Producer Certification (Continued)

Field/Link	Description
"Save and Continue"	Saves entries and continues to the next screen in the dissolution process.
"Reject"	Cancels the dissolution for the dairy operation.
"Back"	The previous screen will be displayed.
"Cancel"	The MPP Main Menu will be displayed.

D Producer Certification for Dissolution Error Messages

The following table provides a list of error messages that may be displayed on the Producer Certification for Dissolution Screen.

Message	Reason for Message	Corrective Action
"Producer Signature date must be entered"	User clicked "Save and Continue" but did **not** record the signature date.	Perform either of the following: • enter the producer signature date • CLICK "Cancel", "Reject" or "Main Menu" to cancel the process and to return the MPP Main Menu.
"The Producer Signature date should be in the format (mm/dd/yyyy)."	User did **not** enter the producer signature date in the correct format.	Enter the producer signature date in 1 of the following date formats allowed or select the date from the calendar icon: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"Producer Signature date cannot be a future date."	User entered a producer signature date that is later than the current system date.	Update the producer signature date to the date on the signed CCC-783.
"Producer signature date cannot be earlier than dissolution effective date"	User entered a producer signature date that is earlier than the dissolution effective date.	Record the date the dairy operation notified FSA of the dissolution. See 1-MPP, paragraph 55.

--*

*--87 Approving Dissolution

A Overview

The COC/DAFP Determination Screen provides the ability for COC or their designee, and DAFP or designee to approve or disapprove the dissolution request and enter the applicable determination dates.

Users shall:

- CLICK "**Approve**" or "**Disapprove**" for COC or designee recommendation

- enter the date COC or designee signed CCC-783 using the calendar icon or in one of the following formats:

  - "mm/dd/yyyy"
  - "mmddyy"
  - "mmddyyyy

- CLICK "**Approve**" or "**Disapprove**" for DAFP or designee determination

- enter the date DAFP or designee signed the CCC-783 using the calendar icon or in one of the following formats:

  - "mm/dd/yyyy"
  - "mmddyy"
  - "mmddyyyy"

- review all information on the COC/DAFP Determination Screen and CLICK one of the following:

  - "Save"
  - "Save and Continue"
  - "Reject"
  - "Cancel".

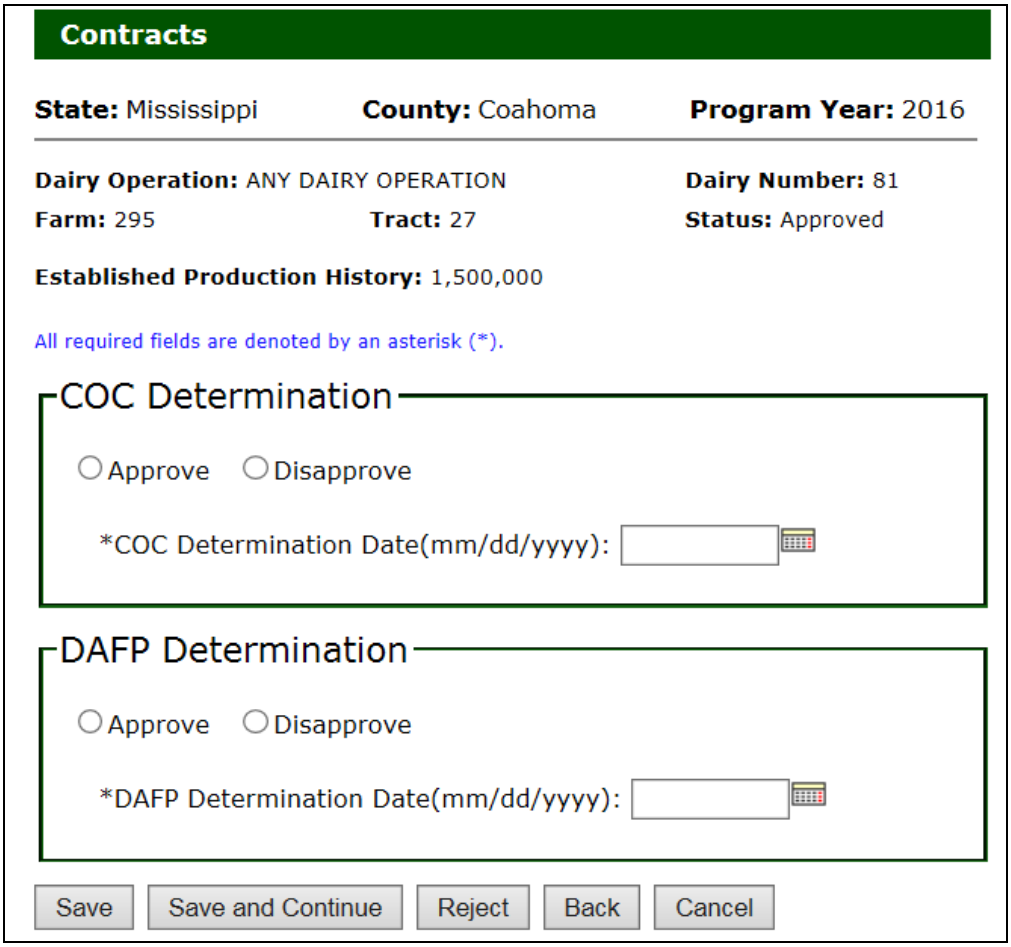
Note: The dairy operation dissolution is not complete until:

- DAFP or their designee approves the request
- determination date is recorded.**--***

*--87 Approving Dissolution (Continued)

B COC/DAFP Determination Screen

The following is an example of the COC/DAFP Determination Screen.



--*

*--87 Approving Dissolution (Continued)

C COC/DAFP Determination Screen Error Messages

The following table provides a list of error messages that may be displayed on the COC/DAFP Determination Screen.

Message	Reason for Message	Corrective Action
"Invalid date."	User did **not** enter the producer signature date in the correct format.	Enter the producer signature date in 1 of the following date formats or select the date from the calendar icon: • "mm/dd/yyyy" • "mmddyy" • "mmddyyyy".
"COC Determination date cannot be later than current date"	COC determination date cannot be a future date.	Enter the correct COC determination date recorded on CCC-783.
"COC Determination date required"	User did **not** enter the COC determination date.	Enter the correct COC determination date recorded on CCC-783.
"COC Determination Required"	User did **not** designate the COC determination.	User shall click 1 of the following: • "Approve" or "Disapprove" specified on CCC-783 • "Back" to return to previous page • "Reject" to cancel the dissolution process • "Cancel" to return to MPP Main Menu.
"DAFP Determination Required"	User did **not** designate the DAFP determination.	User shall click 1 of the following: • "Approve" or "Disapprove" specified on CCC-783 • "Back" to return to previous page • "Reject" to cancel the dissolution process • "Cancel" to return to MPP Main Menu.
"DAFP Determination date cannot be later than current date"	DAFP determination date cannot be a future date.	Enter the correct DAFP determination date recorded on CCC-783.
"DAFP Determination date required"	User did **not** enter the DAFP determination date.	Enter the correct DAFP determination date recorded on CCC-783.

--*

*--88 Dissolution Refund/Balance Due

A Overview

When the contract dissolution approval data is recorded in the MPP-Dairy web-based system, the premium balance due will be recalculated based on the election by the dairy operation to either continue or terminate coverage.

Note: The premium balance due can be determined by accessing the Contract Collection Screen.

B Handling Premium Balances and Refunds

Regardless of whether the dairy operation elects to continue or terminate coverage, the system will automatically update the premium balance due. This table describes the action that shall be taken based on the option elected.

IF the dairy operation elects…	AND the premium balance due is…	THEN…
to continue coverage	$0	no additional action is required.
	greater than $0	• no additional action is required by the County Office • the dairy operation is required to pay the balance by September 1 of the applicable coverage year.
terminate coverage	greater than $0	• no additional action is required by the County Office • the dairy operation is required to pay the balance by September 1 of the applicable coverage year.
	• $0, and • the refund amount is $0	no additional action is required by the County Office.
	• $0, and • the refund amount is greater than $0.	• cancel the premium collection previously recorded • modify the collection to only record the amount due for the premium • access NRRS to record a refund. See subparagraph 123 for additional information on canceling and modifying collections.

89-108 (Reserved)

..

*--109 CCC-782, Margin Protection Program for Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election

A CCC-782

CCC-782 can be displayed by clicking “View CCC-782” for the selected dairy operation. See 1-MPP, Exhibit 13 for additional information on CCC-782.

B Example of CCC-782

This form is available electronically.

CCC-782
(11-25-14)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

MARGIN PROTECTION PROGRAM FOR DAIRY PRODUCERS (MPP-DAIRY) CONTRACT AND ANNUAL COVERAGE ELECTION

For County Office Use Only	
1. Admin State Name:	Mississippi
2. Admin County Name:	Coahoma
3a. Farm Number:	295
3b. Tract Number:	27
4. Dairy Operation Number:	81
5. Coverage Year:	2016

PART A - GENERAL INFORMATION

6. Dairy Operation Name and Address

ANY DAIRY OPERATION

ROCKINGHAM VA 22801-2487
USA

7. Type of Action:

[X] New Contract
[ ] Annual Coverage Election
[ ] Successor-In-Interest
[ ] Contract Revision
[ ] Retirement
[ ] Permanent Dissolution

	YES	NO
8A. Does the dairy operation currently produce and commercially market milk?	X	
8B. Is the dairy operation facility currently being leased or rented?		X
9. Do all dairy producers in the operation make contributions (including land, labor, management, equipment, or capital) to the dairy operation, which are at least commensurate with their shares of the proceeds of the operations? *If "NO", indicate which producer (s) are not commensurate in Part F.*	X	
10. Do any of the producers collectively have more than a 50% interest in both this dairy operation and another dairy operation that is covered under MPP - Dairy? *(Not applicable to CY 2014/2015 election period).*		X
11. Does any producer in the dairy operation currently have a policy under RMA's Livestock Gross Margin for Dairy Program (LGM-Dairy)? If "NO", skip to Part B.		X
12. If "YES" to Item 11, what is the last month/year of target marketings insured under your LGM-Dairy policy?	(MM-YYYY)	

PART B - COVERAGE LEVEL THRESHOLD ELECTION

13. Check one desired level:

[ ] $4.00	[ ] $5.50	[ ] $7.00
[ ] $4.50	[X] $6.00	[ ] $7.50
[ ] $5.00	[ ] $6.50	[ ] $8.00

PART C - COVERAGE LEVEL PERCENTAGE ELECTION

14. Check one desired level:

[ ] 25.00	[ ] 40.00	[ ] 55.00	[ ] 70.00	[ ] 85.00
[ ] 30.00	[ ] 45.00	[ ] 60.00	[X] 75.00	[ ] 90.00
[ ] 35.00	[ ] 50.00	[ ] 65.00	[ ] 80.00	

PART D - ESTABLISHED PRODUCTION HISTORY *(For County Office Use Only)*

15. Enter applicable production history for the dairy operation from the MPP Production History and Premium Calculator Workbook: 1,500,000 lbs.

PART E - CALCULATED PREMIUM AND PREMIUM PAYMENT OPTIONS *(For County Office Use Only)*

16. Administrative Fee		17. Premium	
A. Administrative Fee *(due by end of election period)*	$ 100	A. Calculated Premium Amount	$ 619.00
		B. Premium Minimum *(Due by February 1 of the applicable year of coverage.)*	$ 155.00
		C. Remaining Balance (Due no later than June 1 of the applicable year of coverage.)	$ 464.00

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

--*

*--109 CCC-782, Margin Protection Program for Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election (Continued)

B Example of CCC-782 (Continued)

CCC-782 (11-25-14) Page 2

PART F - CERTIFICATION AND SIGNATURES

This Contract to participate in the Margin Protection Program (MPP-Dairy) for dairy producers is entered into between the CCC and the undersigned producers in the dairy operation identified above. The undersigned producer or producers may hereafter collectively be referred to as "the Participant." The Participant agrees to comply with the terms and conditions contained in this Contract including the Appendix to this Contract, CCC-782 Appendix, entitled "Appendix to Form CCC-782 Margin Protection Program" (referred to as "Appendix"). By signing this contract the Participant agrees to participate in the Margin Protection Program for the stipulated contract period from the date the Contract is executed by the CCC. As such, the participant will be legally obligated to pay the annual administrative fee for the duration of the MPP-Dairy program and all associated premiums for buy-up coverage elected by the participant. The participant also agrees to the coverage threshold and coverage level percentage elected above for the applicable calendar year of coverage and further understands that a coverage election must be made annually on form CCC-782 for the duration of the MPP-Dairy program during the open election periods designated by the CCC. By signing below, the Participant (1) agrees to the established production history in Part D; (2) acknowledges receipt of the CCC-782 Appendix, and agrees to abide by the terms and conditions contained therein; and (3) agrees to comply with the regulations governing the applicable program eligibility. This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability. The terms and conditions of this contract are contained in this form CCC-782 and in the CCC-782 Appendix and any addendum thereto. The Participant also agrees to not receive benefits under the Livestock Gross Margin program for dairy while participating in the Margin Protection Program for dairy producers. Payments under the MPP-Dairy program may be reduced by a certain percentage due to a sequester order required by Congress and issued pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985. Should a payment reduction be necessary, FSA will reduce the payment by the required amount. **BY SIGNING THIS CONTRACT, PRODUCERS ACKNOWLEDGE THAT A PRODUCTION HISTORY ESTABLISHMENT FORM CCC-781 WAS COMPLETED BY AN AUTHORIZED REPRESENTATIVE OF THE DAIRY OPERATION ABOVE AND ACKNOWLEDGE THAT THE PRODUCTION HISTORY ESTABISHED AND ENTERED ABOVE WILL BE USED FOR THE DURATION OF THE PROGRAM IN ACCORDANCE WITH REGULATIONS AT 7 CFR PART 1430, SUBPART C.**

18. Name of Producer	19. Signature of Producer *(By)*	20. Title/Relationship of the individual Signing in the Representative Capacity	21. Date *(MM-DD-YYYY)*	22. Share %	23. Commensurate NO	24. Refuse Payment	25. Point of Contact
ANY PRODUCER			06-10-2015	100.00	☐	☐	X
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐
					☐	☐	☐

PART G – CCC ACCEPTANCE AND APPROVAL

26A. COC or Designee Signature	26B. Date *(MM-DD-YYYY)*	26C. ☐ Approved ☐ Disapproved

27. Remarks

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1412, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Margin Protection Program for dairy producers. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Margin Protection Program for dairy producers.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

--*

110-119 (Reserved)

*--Section 4 Collections

120 Collecting Administrative Fee and Premium

A Introduction

Collecting and remitting administrative fee and/or premium shall be recorded in the MPP-Dairy 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 77.**--***

*--121 Selecting Dairy Operations

A Steps for Selecting Dairy Operations

Access the MPP Main Menu according to paragraph 12. On the MPP Main Menu, perform the following steps to select a dairy operation to record administrative fee and/or premium paid.

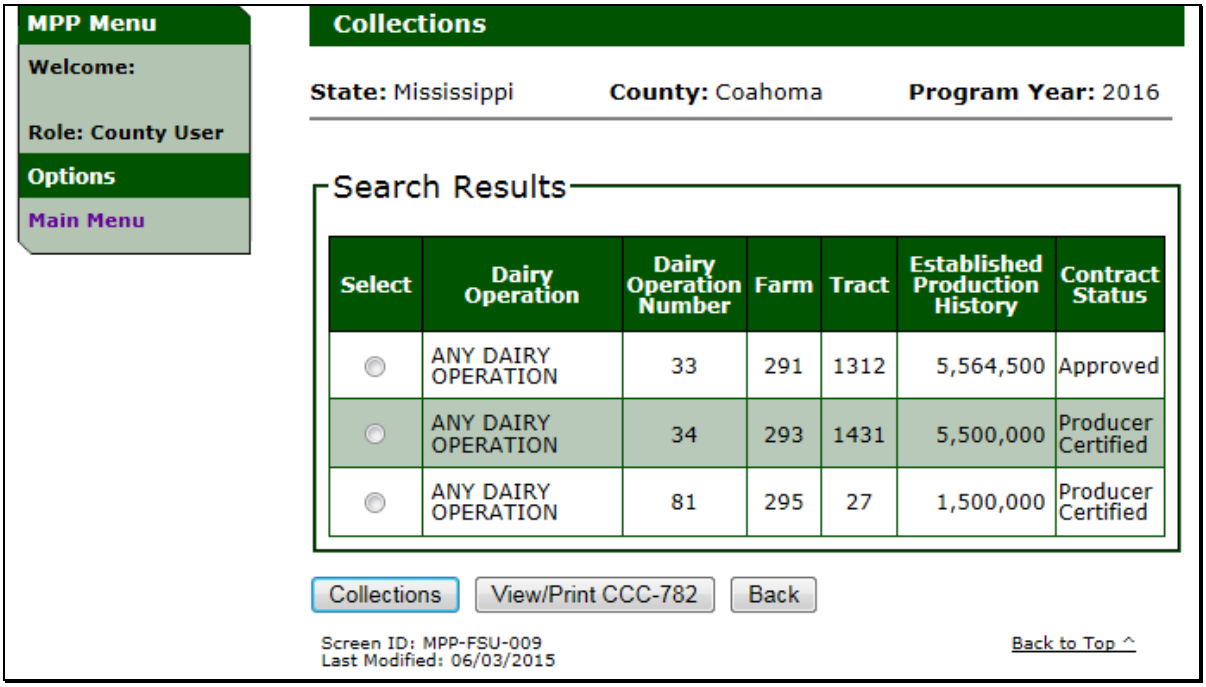
Step	Action
1	Select the State and county from the "State/County" drop-down list. **Note:** State users will select the State from the "State" drop-down list and county from the "County" drop-down list.
2	Select the "Program Year" from the drop-down list. **Note:** New dairy operations have 90 calendar days from the time they began marketing milk within the calendar year to register for MPP-Dairy.
3	Perform either of the following: • click the box next to "Dairy Operation" to search for dairy operations in the selected State and county using the SCIMS Search Page that will be displayed • do **not** click the box next to "Dairy Operation" to search for dairy operations with existing contract and annual election records. **Note:** Dairy operations with a producer certified or approved contract in the selected State and county will be displayed.
4	CLICK "**Collection**".
5	CLICK "**Continue**".
6	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: • "Producer Certified" • "Approved".

--*

*--121 Selecting Dairy Operations (Continued)

B Collections Screen With Search Results

The following is an example of the Collection Screen, “Search Results” section.



Select	Dairy Operation	Dairy Operation Number	Farm	Tract	Established Production History	Contract Status
○	ANY DAIRY OPERATION	33	291	1312	5,564,500	Approved
○	ANY DAIRY OPERATION	34	293	1431	5,500,000	Producer Certified
○	ANY DAIRY OPERATION	81	295	27	1,500,000	Producer Certified

--*

*--121 Selecting Dairy Operations (Continued)

C Collections Screen Search Results Information

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

Field/Button	Description
“State”	State Office selected from MPP Main Menu.
“County”	County Office selected from MPP Main Menu.
“Program Year”	Program year selected from MPP Main Menu.
“Select”	Click next to the dairy operation, farm, and tract to be updated.
“Dairy Operation”	Common customer name from SCIMS for the dairy operation.
“Dairy Operation Number”	Dairy operation number assigned when the production history COC determination is completed.
“Farm”	Farm number from the Farm Records System associated with the dairy operation.
“Tract”	Tract number from the Farm Records System associated with the dairy operation.
“Established Production History”	Established production history for the dairy operation.
“Contract Status”	Status of contract and annual election: • “Producer Certified”, contract and annual election coverage information has been entered and producers have signed the certification for the contract; however, COC has **not** made a determination • “Approved”, contract and annual election coverage information has been entered, producers have signed the certification for the contract, and COC approved. **Note:** Only dairy operations in either “Producer Certified” or “Approved” status will be displayed on this screen.
“Collection”	Contracts Screen with “Collection History” and “Remittance Information” sections will be displayed.
“View/Print CCC-782”	CCC-782 for the selected dairy operation will be displayed.
“Back”	MPP Main Menu will be displayed.
“Main Menu”	MPP Main Menu will be displayed.

--*

121 Selecting Dairy Operations (Continued)

D Collections Screen Search Results Error Message

The following provides the error message that may be displayed on the Collection Screen "Search Results" section.

Message	Reason for Message	Corrective Action
"Please select a collection to continue."	User clicked either of the following, but did **not** select a dairy operation: • "Collections" • "View * * * CCC-782".	Perform either of the following: • select a dairy operation and click type of action • CLICK "**Back**".

122 Fee Collection and Remittance

A Contracts Screen With Collection and Remittance Information

The Contracts Screen with “Collection History” and “Remittance Information” sections will:

- display a history of the fees collected for the dairy operation
- provide the ability to enter remittance information to pay administrative fee and/or premium for the dairy operation.

The dairy operation is required to pay:

- the administrative fee before COC determination

*** * ***

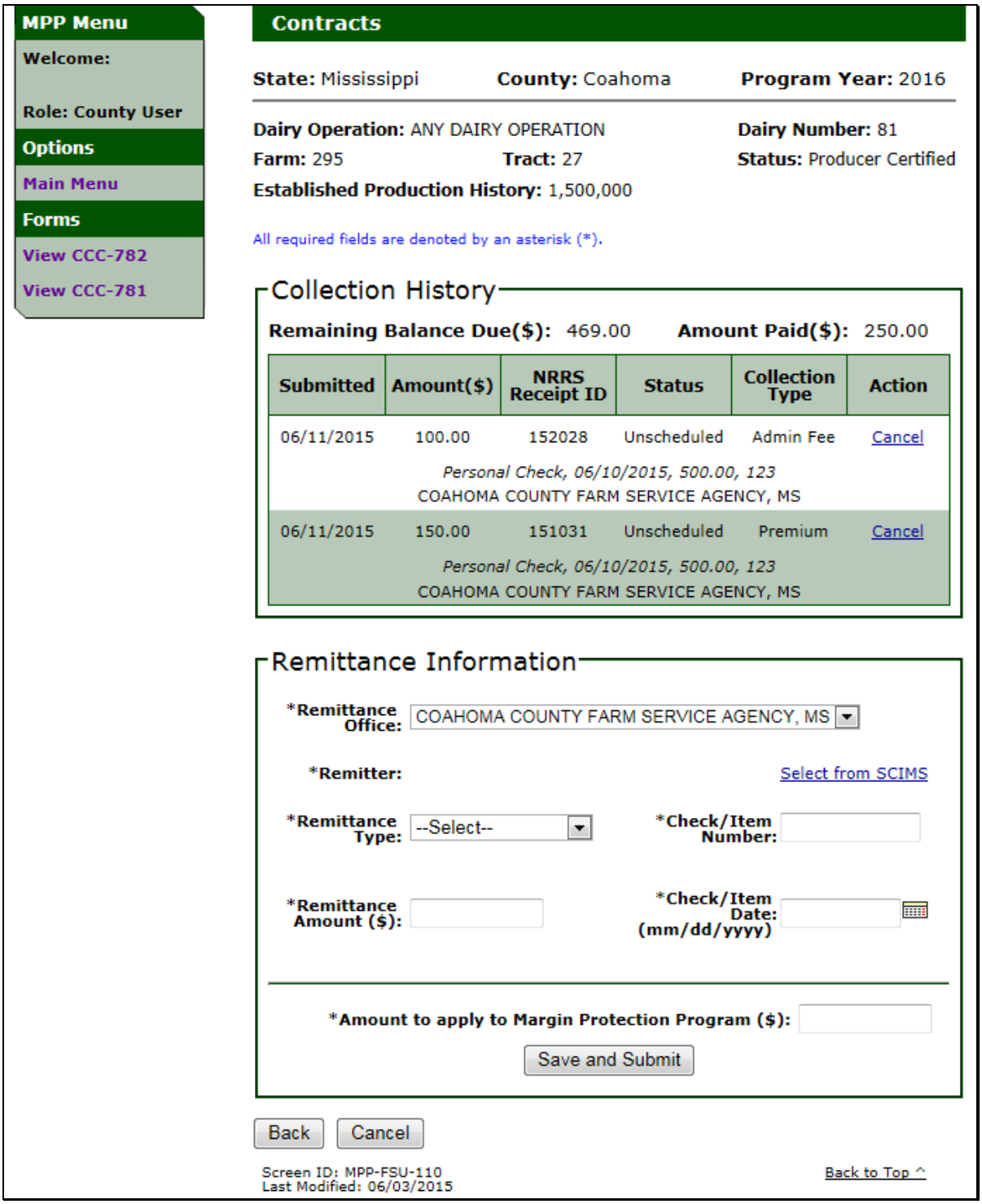
•*****--100 percent of the remaining premium fee by September 1 of the MPP coverage year.--*****

See paragraph 77 for additional information and steps on collecting and remitting fees.

*--122 Fee Collection and Remittance (Continued)

A Contracts Screen With Collection and Remittance Information (Continued)

The following is an example of the Contracts Screen with “Collection History” and “Remittance Information” sections.



--*

122 Fee Collection and Remittance (Continued)

B Collection and Remittance Information

See paragraph 77 for information on:

- collection history
- remitting administrative fee and/or premium.

C Printing Collection History Information

Future enhancement will provide options to print information on:

- remaining balance due
- amount paid
- collection history
- remittance information.

Currently users can provide the dairy operation a screen shot of the Contracts Screen with “Collection History” and “Remittance Information” sections until enhancements are provided.

*--123 Modifying or Canceling a Collection

A Overview

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

- unscheduled
- active/verified.

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

Collection History

Remaining Balance Due($): 9,438.00 **Amount Paid($):** 7,000.00

Submitted	Amount($)	NRRS Receipt ID	Status	Collection Type	Action
08/06/2015	~~100.00~~	164004	Canceled	Admin Fee	
	Cash and Coin, 08/06/2015, 5000.00, MERCED COUNTY FARM SERVICE AGENCY, CA				
08/06/2015	~~4900.00~~	164005	Canceled	Premium	
	Cash and Coin, 08/06/2015, 5000.00, MERCED COUNTY FARM SERVICE AGENCY, CA				
08/06/2015	100.00	164006	Active/Verified	Admin Fee	Cancel
	Cash and Coin, 08/06/2015, 6000.00, MERCED COUNTY FARM SERVICE AGENCY, CA				
08/06/2015	5900.00	164007	Active/Verified	Premium	Cancel
	Cash and Coin, 08/06/2015, 6000.00, MERCED COUNTY FARM SERVICE AGENCY, CA				
11/10/2015	1000.00	179004	Unscheduled	Premium	Cancel
	Personal Check, 11/10/2015, 1000.00, 112233 MERCED COUNTY FARM SERVICE AGENCY, CA				

--*

***--123 Modifying or Canceling a Collection (Continued)**

B Canceling a Collection

To cancel a remittance, users shall ensure that the remittance is in “unscheduled” or “active_verified” status in NRRS.

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. No refund will be processed for cancellations of “unscheduled” remittances. Canceling a remittance in "active-verified" status will result in an out-of-balance on the remittance, which can be applied to another program, by creating a new receipt, or the balance can be refunded through NRRS as "REFREP". Once the remittance is back in balance (that is, has a zero outstanding amount), the remittance must be de-activated to complete the correction process. It is highly recommended that the activation and de-activation of the receipt be done on the same day.

Perform the following steps to cancel the collection in MPP:

Step	Action
1	Ensure the remittance is “unscheduled” or “active-verified” in NRRS.
2	Perform the steps in subparagraph 121 A.
3	Select the applicable dairy operation and CLICK “Collections”.
4	The Contract Collection and Remittance Screen will be displayed for the selected dairy operation.
5	CLICK the “Cancel” link next to the applicable collection.
6	The screen will refresh with the status of the applicable collection updated to “Canceled”.
7	CLICK “Back” or “Cancel” button to exit the Dairy Operation Collection and Remittance Screen.

C Modifying a Collection

To modify a collection, users shall:

- cancel the collection, according to subparagraph B
- re-enter the remittance using the correct information, according to paragraph 77.

Note: There is currently no other modification functionality. A remittance can only be corrected by canceling and re-entering.**--***

124-160 (Reserved)

Part 3 MPP-Dairy Payment Provisions

Section 1 General Payment Provisions

161 General Payment Provisions for Web-Based MPP-Dairy Payments

A Introduction

The MPP-Dairy 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.

B Frequency of Payment Processing

MPP-Dairy payments are processed nightly for the following:

- ***--**payment amounts recorded through the 2015 MPP-Dairy payment process during the workday

- newly approved or changed 2016 MPP-Dairy applications**--***

- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

C Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, paragraph 779 by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for MPP-Dairy 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-781 or CCC-782 has been filed by the producer, a revised CCC-781 or CCC-782 is not required when payments are issued under a deceased, incompetent, or disappeared producer's ID number.**--

D Administrative Offset

MPP-Dairy payments are subject to administrative offset provisions.

E Assignments

A producer entitled to an MPP-Dairy payment may assign payments according to 63-FI.

161 General Payment Provisions for Web-Based MPP-Dairy Payments (Continued)

F Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting MPP-Dairy benefits.

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

G Payments Less Than $1

MPP-Dairy payment processes will:

- issue payments that round to at least $1
- **not** issue payments less than 50 cents.

H Payment Due Date

See 61-FI for general guidance to determine payment due dates for various programs. The MPP-Dairy 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-782

- the date producer filed payment eligibility documentation, including the following:

  - AD-1026
  - CCC-902

- if the producer is an entity or joint operation, the 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.**--***

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 follow provisions in 61-FI for issuing the interest payment.

161 General Payment Provisions for Web-Based MPP-Dairy Payments (Continued)

*--I 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.

J Submitting Payment Problems

If there is an issue with an MPP-Dairy payment, then the State Office specialist should update the applicable information to the payment problem SharePoint web site at **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx**.

K Providing State Office Access to the Payment Problem SharePoint Site

State Office specialists should request access to the payment problem SharePoint web site by:

- e-mailing a request to Stacy Carroll at **stacy.carroll@wdc.usda.gov**
- providing the specific program areas of responsibility.**--***

162 Payment Eligibility

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable 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 MPP-Dairy and how the system will use the web-based subsidiary eligibility data for payment processing.

--**If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority in eligible condition will be printed on the Nonpayment Report.**--

Eligibility Determination	Value	Eligible for MPP-Dairy 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	Yes
	Past Violation	No
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
	Action Required	No
--**Fraud, Including FCIC Fraud**--	Compliant	Yes
	Not Compliant	No
Foreign Person	Pending	No
	Yes	Yes
	No	No
	Not Applicable	Yes

162 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	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	AD-1026
5	Foreign Person

163 Funds Control

*--A eFunds Allotment

For 2015 MPP-Dairy, allotments will be provided to each County Office through the**--*** funds control process. Specific allotments will be determined by the National Office based on information uploaded using the MPP workbook.

State Offices will have read-only access to eFund allocations to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- **stacy.carroll@wdc.usda.gov**
- **danielle.cooke@wdc.usda.gov**
- **alison.groenwoldt@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov**.

163 Funds Control (Continued)

*--B 2016 and Future Funds Control Process

MPP-Dairy 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 MPP-Dairy payments will be 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.

C eFunds Access

Funding for MPP-Dairy is established with the accounting code XXMPPD - 8025. The XX identifies the program year of the payment.

For 2016 and future, the funding will be 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.**--***

164-174 (Reserved)

*--Section 2 2015 MPP-Dairy Payments

175 Overview

A Supporting Files for Integrated Payment Processing

The 2015 MPP-Dairy 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
MPP-Dairy Gross Payment Report	Includes the gross payment amount by payment period with outstanding premium amounts. Additional information will be provided when the report is distributed.	National Office
Payment Eligibility Information	To determine whether the producer and members of a joint operation or entity are eligible for payment for the applicable program year.	Web-Based Eligibility System
General Name and Address Information	To determine the producer's business type and general name and address information.	SCIMS

Entity and Joint Operation Information	To determine the members, shares, and values for the following:
	• member contribution value
	• substantive change value
	• members and member's share of the following:
	  • general partnership
	  • joint ventures
	  • entities.
		Business File

Combined Producer Information	To determine whether the producer or members of entities or joint operations are combined with other producers to ensure that the payment limitation is controlled properly.	Web-Based Combined Producer System
Financial-Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is updated to the Pending Overpayment Report and, if applicable, transferred to NRRS.	NPS or NRRS

175 Overview (Continued)

B Actions To Be Completed Before Issuing Payments

COC, CED, or designee shall ensure that the following actions are completed **before** issuing payments.

Step	Action
1	Ensure that the State Office received the approved MPP-Dairy Gross Payment Report from the National Office.
2	Ensure that the County Office received the approved MPP-Dairy Gross Payment Report from the State Office.
3	Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following: • customer's name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and that the eligibility information is recorded in the web-based eligibility system.
5	Ensure that all eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL (Rev. 1).
6	Ensure that the Business File is updated according to 3-PL (Rev. 1).
7	Ensure that sufficient funds have been allocated to the administrative State and county.
8	Ensure that all assignment and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed.
9	Ensure that the gross payment amounts provided in the approved MPP-Dairy Gross Payment Report is recorded in the web-based MPP-Dairy payment software according to paragraph 180.

*--176 Web-Based MPP-Dairy Application

A Overview

Because an automated application process is **not** available, the amounts calculated through the MPP-Dairy Gross Payment Report **must** be recorded in the web-based MPP-Dairy application.

B Accessing the MPP-Dairy Main Menu

To access the MPP-Dairy Main Menu, go to FSA's Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "G-O". The FSA Intranet Screen will be redisplayed with applications with names starting with G to O. CLICK "**Margin Protection Program (MPP-Dairy)**".

Note: Internet Explorer shall be used when accessing the MPP-Dairy.**--***

Users will be prompted to login through the USDA eAuthentication Login Screen. CLICK "**Login with LincPass (PIV)**" or enter user ID and password and CLICK "**Login**".

The Select an Administrative State/County Screen will be displayed.

177 Select an Administrative State/County Screen

A Overview

When a user has logged in through eAuthentication, the Select an Administrative State/County Screen will be displayed.

B Recording Payment Data

MPP-Dairy payments will be entered based on the administrative State and county location.

The Select an Administrative State/County Screen allows users to select the administrative State and county for processing.

C Example of Select an Administrative State/County Screen

The following is an example of the Select an Administrative State/County Screen.

D Action

User shall use the drop-down menu to select the applicable administrative State and county. CLICK “Continue”. The MPP-Dairy Main Menu will be displayed.

178 MPP-Dairy Main Menu

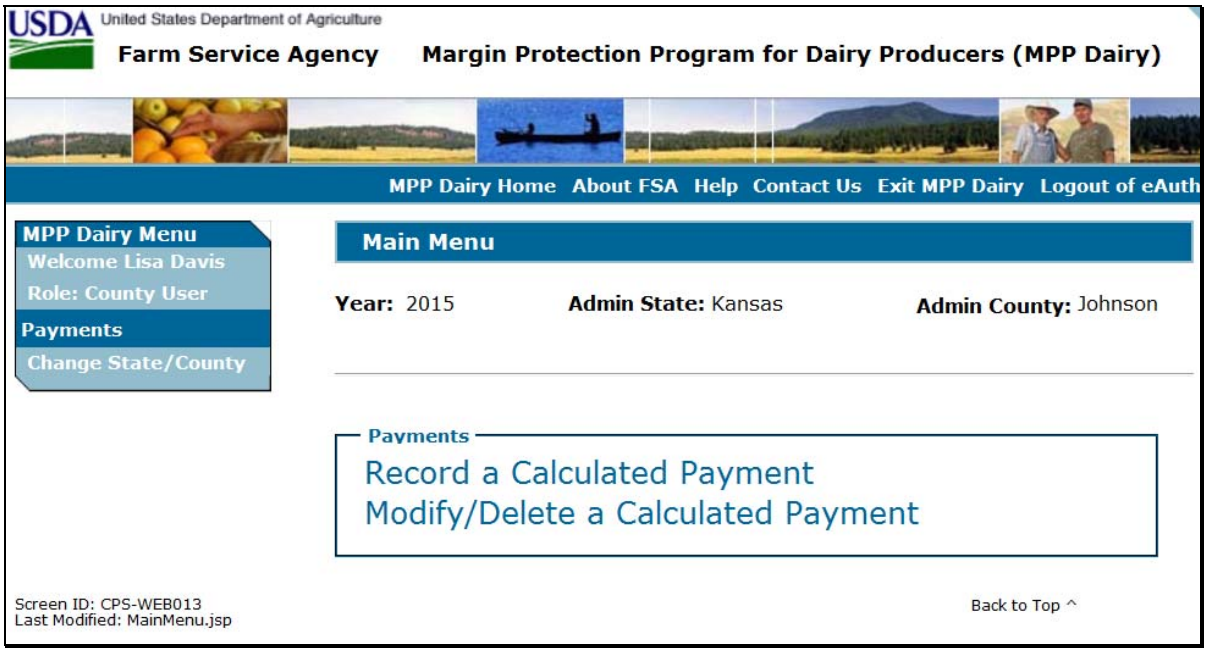
A Overview

When a user has selected the administrative State and county for processing and clicked "Continue", the MPP-Dairy Main Menu will be displayed. The MPP-Dairy Main Menu allows users to:

- enter payment information using the "Record a Calculated Payment" option
- modify or delete previously entered payment information using the "Modify/Delete a Calculated Payment" option.

B Example of MPP-Dairy Main Menu

The following is an example of the MPP-Dairy Main Menu.



C Action

User shall select the applicable option according to the following:

- CLICK "Record a Calculated Payment" to record new payment information
- CLICK "Modify/Delete a Calculated Payment" to modify or delete existing payment information.

179 Enter a New Tract Number

*--A Overview

After selecting “Record a Calculated Payment” from the MPP-Dairy Main Menu and the applicable producer from SCIMS, the Enter a New Tract Number Screen will be--* displayed.

B Example of Enter a New Tract Number Screen

The following is an example of the Enter a New Tract Number Screen.

C Action

Enter the tract number from the MPP application. CLICK “Continue” to continue with the process.

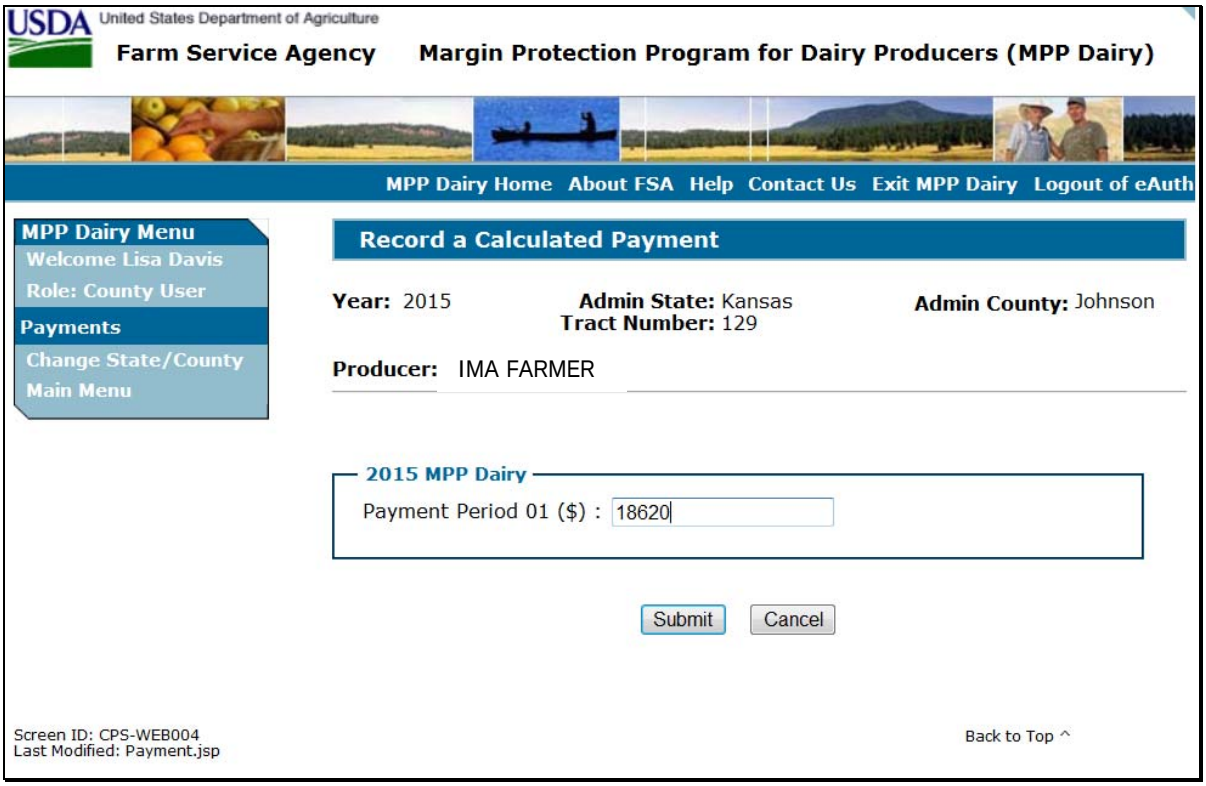
180 Record a Calculated Payment

A Introduction

Manually calculated MPP-Dairy payment amounts must be recorded in the web-based system to initiate the payment process. The Record a Calculated Payment Screen allows the user to record the manually calculated MPP-Dairy payment amounts.

B Example of Record a Calculated Payment Screen

The following is an example of the Record a Calculated Payment Screen.



180 Record a Calculated Payment (Continued)

C Recording Payment Amounts

*--Follow these steps to record MPP-Dairy payment amounts.

Step	Action	Result
1	On the MPP-Dairy Main Menu, CLICK "**Record a Calculated Payment**".	SCIMS Search Page will be displayed that provides various options for selecting a producer.
2	Select the applicable producer from SCIMS.	Enter a New Tract Number Screen will be displayed.
3	On the Enter a New Tract Number Screen, enter the applicable tract number.	Record Calculated Payment Screen will be displayed.
4	On the Record Calculated Payment Screen, record the gross amount provided in the MPP-Dairy Gross Payment Report for the applicable payment period. **Note:** Amounts shall be recorded in whole dollars without dollar signs or commas. Click either of the following: • "**Submit**" to continue • "**Cancel**" to discontinue.	 • Record a Calculated Payment Confirmation Screen will be displayed with the payment amounts recorded. • MPP-Dairy Main Menu Screen will be redisplayed without updating the payment amounts.

--*

180 Record a Calculated Payment (Continued)

C Recording Payment Amounts (Continued)

*--

Step	Action	Result
5	On the Record Calculated Payment Confirmation Page, click 1 of the following:	
	• "**Confirm**" to record the payment amounts entered **Note:** See paragraph 181 for additional information.	• MPP-Dairy Main Menu will be redisplayed.
	• "**Back**" to return to the Record a Calculated Payment Screen	• Record a Calculated Payment Screen will be redisplayed.
	• "**Cancel**" to discontinue the process.	• MPP-Dairy Main Menu will be redisplayed without updating the payment amounts.

--*

D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
"The amount recorded in each field must be in whole dollars".	• Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if the amount is $0. • Amounts entered include dollar signs or commas.	Correct the amounts recorded in each field and ensure that: • only numeric data is entered **without** dollar signs or commas • an amount has been recorded in each field.
"An amount must be entered for each type of payment. The amount can be $0 for 1 or more of the payment amounts, but not all".	User attempted to record $0 in all payment amount fields. Do **not** record payment amounts in the MPP-Dairy payment process if the calculated payment amounts for all commodities from the MPP-Dairy Gross Payment Report is $0.	

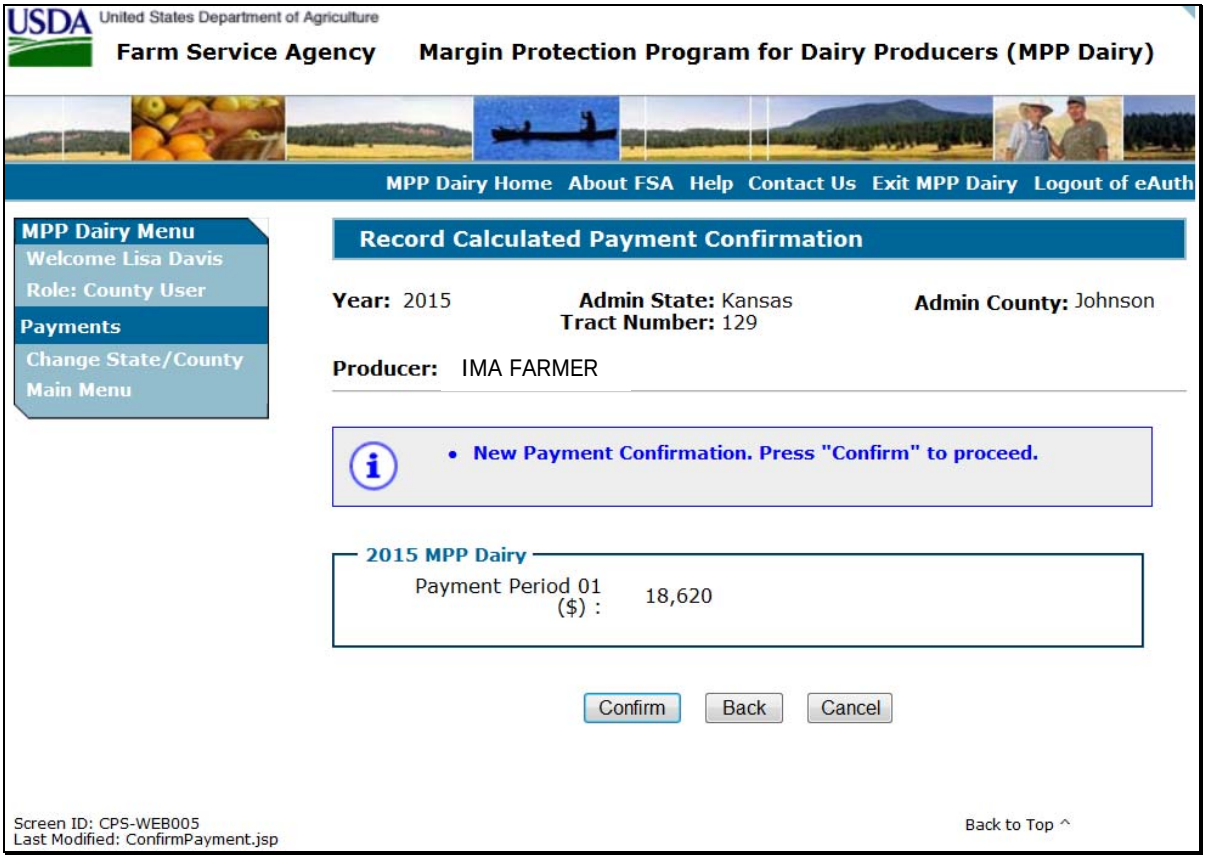
181 Record Calculated Payment Confirmation

A Introduction

After selecting “Submit” on the Record a Calculated Payment Screen, the Record Calculated Payment Confirmation Screen will be displayed.

B Example of Record Calculated Payment Confirmation Screen

The following is an example of the Record Calculated Payment Confirmation Screen.



181 Record Calculated Payment Confirmation (Continued)

C Record Calculated Payment Confirmation Screen Options

The following options are available on the Record Calculated Payment Confirmation Screen.

Option	Action
Confirm	Records the payment amounts and triggers the payment process. **Note:** The message, "You have successfully added the payment(s)", will be received.
Back	Returns user to the Record a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns user to the MPP-Dairy Main Menu **without** updating the payment amounts.

182 Modifying or Deleting Previously Recorded MPP-Dairy Payment Data

A Introduction

Previously entered payment amounts can be modified or deleted from the MPP-Dairy Main Menu using the "Modify/Delete a Calculated Payment" option.

B Effect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
modified	**not** sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: • **not** certified • certified, but **not** signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

182 Modifying or Deleting Previously Recorded MPP-Dairy Payment Data (Continued)

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
deleted	**not** sent to NPS because of a nonpayment condition		• payment amounts will be deleted • system will retrigger the payment to reprocess to determine whether the producer is overpaid • overpayment may be put on the Pending Overpayment Report if a portion of the original payment amount was certified or signed.
	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either of the following: • **not** certified • certified, but **not** signed	original amount in NPS will be canceled.

182 Modifying or Deleting Previously Recorded MPP-Dairy Payment Data (Continued)

C Modifying Payment Amounts

Users shall modify MPP-Dairy payment amounts according to this table.

Step	Action	Result
1	On the MPP-Dairy Main Menu, CLICK "Modify/Delete a Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete a Calculated Payment Screen will be displayed.

D Deleting Payment Amounts

Users shall delete MPP-Dairy payment amounts according to this table.

Step	Action	Result
1	On the MPP-Dairy Main Menu, CLICK "Modify/Delete a Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete a Calculated Payment Screen will be displayed.

183 Modify/Delete a Calculated Payment Screen

A Introduction

After selecting the producer from SCIMS, the Modify/Delete a Calculated Payment Screen will be displayed.

B Example of Modify/Delete a Calculated Payment Screen

The following is an example of the Modify/Delete a Calculated Payment Screen.

183 Modify/Delete a Calculated Payment Screen (Continued)

C Options

The following options are available on the Modify/Delete a Calculated Payment Screen.

Option	Action
Modify	After modifying the amount in the “Payment Amount” field, CLICK “Modify” to continue to the Modify Calculated Payment Confirmation Screen.
Delete	CLICK “Delete” to zero out the payment and continue to the Delete Calculated Payment Confirmation Screen.
Cancel	Discontinues the process and returns to the MPP-Dairy Main Menu **without** updating the payment amount.

184 Modify Calculated Payment Confirmation Screen

A Introduction

After selecting “Modify” on the Modify/Delete a Calculated Payment Screen, the Modify Calculated Payment Confirmation Screen will be displayed.

B Example of Modify Calculated Payment Confirmation Screen

The following is an example of the Modify Calculated Payment Confirmation Screen.

184 Modify Calculated Payment Confirmation Screen (Continued)

C Options

The following options are available on the Modify Calculated Payment Confirmation Screen.

Option	Action
Confirm	Records the modified payment amounts and triggers the payment reprocess.
Back	Returns to the Modify/Delete a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the MPP-Dairy Main Menu **without** updating the payment amounts.

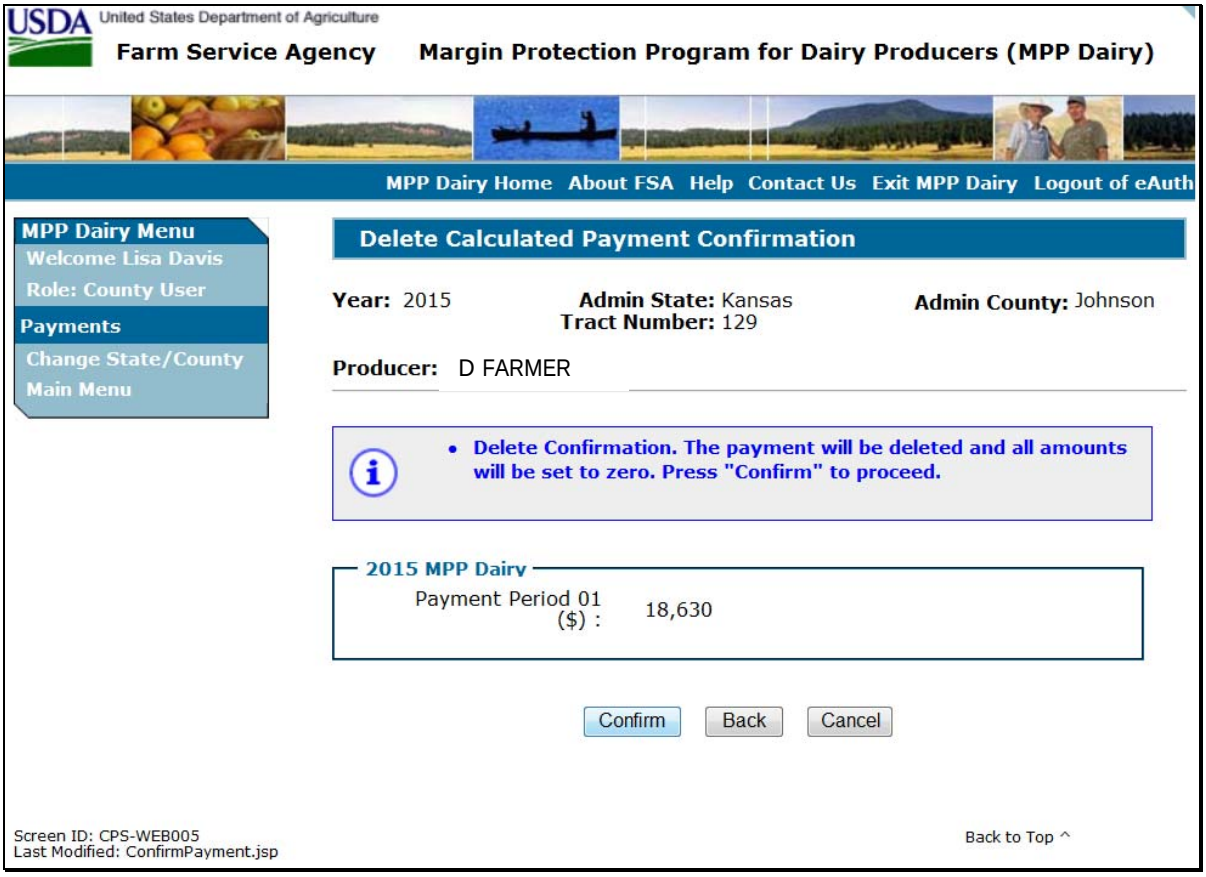
185 Delete Calculated Payment Confirmation Screen

A Introduction

After selecting “Delete” on the Modify/Delete a Calculated Payment Screen, the Delete Calculated Payment Confirmation Screen will be displayed.

B Example of Delete Calculated Payment Confirmation Screen

The following is an example of the Delete Calculated Payment Confirmation Screen.



185 Delete Calculated Payment Confirmation Screen (Continued)

C Options

The following options are available on the Delete Calculated Payment Confirmation Screen.

Option	Action
Confirm	Deletes the recorded payment data and triggers the payment reprocess. An overpayment will be put on the Pending Overpayment Report if payments have been certified and signed.
Back	Returns to the Record a Calculated Payment Screen so the amounts can be modified, if necessary.
Cancel	Discontinues the process and returns to the MPP-Dairy Main Menu **without** updating the payment amounts.

186 Handling Overpayments

A Introduction

The MPP-Dairy payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- subsidiary system including data about eligibility, combined producer, and Business File
- SCIMS.

If something changes in any of these systems, the MPP-Dairy payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

B Determined Overpayments

For any overpayment amount calculated as $1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

Warning: Because the system is integrated with other systems, it is critical that County Offices do **not** make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly, but removing or deleting data to "trigger" the system to function could worsen the situation.

C Handling Debts Less Than $100

County Offices shall follow 58-FI for handling receivables less than $100.

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following are the debt basis codes used for MPP-Dairy payments.

IF the reason the payment entity and/or member is overpaid is because of…	THEN the discovery and/or debt basis code is:
payment eligibility because of fraud	10-423.
payment eligibility, except fraud	10-427.
prior payments exceeding the current payment	10-428.

186 Handling Overpayments (Continued)

E Charging Interest

Interest shall be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on CCC-781 or CCC-782 that is subsequently determined inaccurate

- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:

  - certification to AGI provisions
  - violation of conservation compliance provisions
  - violation of controlled substance provisions

- producer knowingly adopted a scheme or device that tended to defeat the purposes of MPP-Dairy.

Interest shall **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would **not** have had reason to know was invalid

- National, State, or County Office erred

- producer voluntarily refunds the payment that was issued and COC has **not** determined that the producer is ineligible.

Notes: Software does **not** currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should be charged from the date of disbursement:

- County Offices shall contact their State Office for assistance
- State Offices shall contact OBF for guidance.

187 MPP-Dairy Payment Process

A Introduction

The MPP-Dairy payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

MPP-Dairy payments are processed nightly for the following:

- payment amounts recorded during the workday

- any payment on the Nonpayment Report to determine whether the condition preventing the payment has been corrected.

Note: One payment amount will be sent to NPS.

C Step-by-Step Overview of MPP-Dairy Payment Process

The following is a step-by-step overview of the MPP-Dairy payment process.

Step	Action		
1	Payment process is triggered.		
2	System determines the producer level payment amount recorded.		
	IF the amount is…	**AND a payment…**	**THEN…**
	greater than $0		continue to step 3 for the applicable amount recorded.
	$0	was **not** previously issued	the payment process is discontinued for the applicable payment amount.
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is…	**AND the resident alien field is...**	**THEN…**
	an individual	• "Unknown" or "N/A" • "Yes"	continue to step 4.
		"No"	the payment entity is **not** eligible for payment.
	any business type other than individual		continue to step 4.

187 MPP-Dairy Payment Process (Continued)

C Step-by-Step Overview of MPP-Dairy Payment Process (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td rowspan="5">4</td><td colspan="3">System determines whether there is an MPP-Dairy payment for the payment entity in NPS.</td></tr>
<tr><td colspan="2">IF a payment…</td><td>THEN…</td></tr>
<tr><td colspan="2">has not already been sent to NPS for the payment entity</td><td rowspan="2">continue to step 5.</td></tr>
<tr><td colspan="2">• has been sent to NPS for the payment entity
• is signed</td></tr>
<tr><td colspan="2">• has been sent to NPS for the payment entity
• is not signed</td><td>• the payment in NPS is canceled and the new payment transaction is processed
• continue to step 5.</td></tr>
<tr><td>5</td><td colspan="3">For joint operations and entities, the system retrieves member data from Business File.</td></tr>
<tr><td rowspan="7">6</td><td colspan="3">System checks the web-based subsidiary eligibility data for the applicable program year to determine whether the payment entity and members, if applicable, are eligible to receive payment.</td></tr>
<tr><td>IF the payment entity is…</td><td>AND…</td><td>THEN…</td></tr>
<tr><td rowspan="2">an individual</td><td>the payment entity is eligible to receive payment</td><td>continue to step 7.</td></tr>
<tr><td>the payment entity is not eligible to receive payment</td><td>the producer will be listed on the Nonpayment Report with the reason the payment cannot be issued.</td></tr>
<tr><td rowspan="4">an entity or joint operation</td><td>• the payment entity is eligible to receive payment
• at least 1 member is eligible to receive payment</td><td>continue to step 7.</td></tr>
<tr><td>the payment entity is not eligible to receive payment</td><td>the joint operation or entity will be listed on the Nonpayment Report with the reason the payment cannot be issued.</td></tr>
<tr><td>the payment entity is eligible to receive payment</td><td>the payment entity will be listed on the Payment Report.</td></tr>
<tr><td>1 or more of the members are ineligible to receive payment</td><td>the payment entity will be listed on the Nonpayment Report.</td></tr>
</table>

187 MPP-Dairy Payment Process (Continued)

C Step-by-Step Overview of MPP-Dairy Payment Process (Continued)

Step	Action	
7	Payment history data is updated and the transaction is completed.	
	IF the payment amount is…	**THEN the…**
	$0	process is discontinued and the payment entity is listed on the Nonpayment Report.
	greater than $0	payment amount shall be sent to NPS for disbursement.
	negative	overpayment amount shall be updated to the Pending Overpayment Report.

188 MPP-Dairy Payment Reports

A Displaying or Printing MPP-Dairy Payment Reports

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

MPP-Dairy Payment Report information is available according to the following.

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 **Note:** The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 189

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

189 Payment History Report – Detail

A Background

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

B Payment History Report – Detail Description

The following 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	Margin Protection Program for Dairy Producers
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: • 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 MPP-Dairy Payment History Report – Detail is generated for: • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
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.

189 Payment History Report – Detail (Continued)

B Payment History Report – Detail Description (Continued)

Field	Description
Type of Transaction	One of the following transaction types will be displayed: • Payment • Receivable • Canceled Payment • Canceled Receivable.
Gross Payment Amount	Amount of the payment initially attributed to the producer or entity member.
Member Level Reduction Amount	Reduction amount because of a member level reduction.
Subsidiary Eligibility Reduction Amount	Reduction amount because of a subsidiary eligibility value.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the payment entity or member.

189 Payment History Report – Detail (Continued)

C Example of Payment History Report – Detail

The following is an example of the Payment History Report – Detail.

Autauga
Alabama

United States Department of Agriculture
Farm Service Agency

Date: 01/16/2015

2014 Margin Protection Program for Dairy Producers
Payment History Report - Detail Level

Producer Name: I **D FARMER**

Business Type: Individual

Date	State/ County	Payment Entity/Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity/ Payment Type	Transaction Type	Reduction Amount	Net Payment
11/26/2014	01/001	**HAIGLER, H C**	3857021	00	111E		Receivable	-$5	-$65
		Payment has been reduced by a sequestration factor.						-$5	
11/26/2014	01/001	**HAIGLER, H C**	3857022	00	111E		Receivable	-$3	-$47
		Payment has been reduced by a sequestration factor.						-$3	
11/26/2014	01/001	**HAIGLER, H C**	32398463	00	111E		Payment	$12	$158
		Payment has been reduced by a sequestration factor.						$12	
12/01/2014	01/001	**HAIGLER, H C**	3859016	00	111E		Receivable	-$2	-$23
		Payment has been reduced by a sequestration factor.						-$2	

*** Name may have changed due to SCIMS merge**

Disclaimer - The Net Payment may have had factors applied due to sequestration.

Previous Print Next

D Report Options

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed. **Note:** If a single producer was selected for processing, this button will **not** be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. **Note:** If a single producer was selected for processing, this button will **not** be available.

190 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:

- **not** sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

Notes: User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

191 General Provisions for Overpayments

A Overview

Overpayments will be determined during the MPP-Dairy payment calculation process and will be updated to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

B Overpayment Due Dates

Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. The following table provides situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued to the wrong producer.	Immediately.
After an entry affecting the payment amount is changed on either of the following: • CCC-781 • CCC-782.	Payment was issued and later something occurred that changed the amount in the MPP-Dairy Gross Payment Report.	
After producer misrepresentation is determined.	Producer received an MPP-Dairy payment and COC determines that the producer misrepresented their interest.	
After an eligibility value changes that makes the producer ineligible for payment.	Producer's eligibility value changed making the producer ineligible for payment.	
Anytime either of the following are canceled: • CCC-781 • CCC-782.	CCC-781 or CCC-782 was canceled after payments were issued to the producer.	

192-198 (Reserved)

*--Section 3 2016 and Future Years MPP-Dairy Payments

199 General Provisions

A Introduction

This part contains the following:

- general provisions applicable to MPP-Dairy payments
- provisions for processing MPP-Dairy 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:

- MPP-Dairy payment software is available
- producer has provided all required program documentation
- CCC-781 and/or CCC-782 is approved
- program regulations are published
- all data required to determine the payment amount is available.**--***

*--200 MPP-Dairy Payments

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information Is Used for Payment Processing	Source
CCC-781 Data	The information from CCC-781 is used to establish the production history to determine the MPP-Dairy payment amount for the producer.	Web-Based MPP-Dairy Contract System
CCC-782 Data	The information from CCC-782 is used to compute the MPP-Dairy payment amount for the producer.	Web-Based MPP-Dairy 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-782 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-782 was filed for members and member's share of the following: • entities • general partnerships • joint ventures.	Business File
Financial Related Information	• Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS.	NPS or NRRS

--*

***--200 MPP-Dairy Payments (Continued)**

B 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-782 has been approved and that the approval date has been recorded in the system according to paragraph 40.
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 MPP-Dairy.

C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for MPP-Dairy 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

--*

*--201 Payment Processing

A Computing Payment and Overpayment Amounts

The MPP-Dairy 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 MPP-Dairy payments for producers.

Step	Action
1	Payment is triggered according to subparagraph B.
2	Determine whether there is an unsigned payment for the dairy operation in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for each producer in the dairy operation.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each producer in the dairy operation: • gross payment amount • reason, if producer is ineligible because of subsidiary eligibility provisions.
7	Direct attribution will determine the following: • reduction amounts • net payment or overpayment amount • reasons for nonpayments or overpayments.
8	Provide the payment amount to NPS, or update the overpayment amount to the Pending Overpayment Report.
9	Update applicable information to the Common Payment Reports. See 9-CM, Part 5 for information about the Common Payment Reports.

--*

***--201 Payment Processing (Continued)**

B Triggering Payments

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

Trigger Type	Description
Initial	When the average actual dairy production margin for a consecutive 2-month period is less than the coverage level threshold selected by the participating dairy operation, a process will automatically run to determine all CCC-782's that are approved for payment within that margin. This will initiate the process described in subparagraph A and does **not** require any County Office user interaction. • Payments will be sent to NPS for certification and signature. • Overpayment will be updated to the Pending Overpayment Report.
Primary	Once the initial payments are triggered, subsequent payments will be initiated when the: • status changes on CCC-782 for MPP-Dairy • average actual dairy production margin for a consecutive 2-month period is determined.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Register. If a condition causing the producer to be on the Nonpayment Register is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments when changes occur in external systems, such as SCIMS/BP and Subsidiary.

--*

***--201 Payment Processing (Continued)**

C Sequestering MPP-Dairy 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 MPP-Dairy 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.

D Sequestration Percentage

The sequestration percentage is provided in the following table.

Program Year	Sequestration Percentage
2016	6.8

--*

***--201 Payment Processing (Continued)**

E 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.**--***

*--202 MPP-Dairy Payment Reports

A Displaying or Printing MPP-Dairy Payment Reports

MPP-Dairy 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. MPP-Dairy 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.--*

*--203 Payment History Report - Detail

A Introduction

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

B Accessing the Payment History Report

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

C Information on the Payment History Report - Detail

The following MPP-Dairy 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	Margin Protection Program for Dairy Producers
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: • 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 MPP-Dairy Payment History Report – Detail is generated for: • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
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-782.
Commodity/ Payment Type	Applicable Payment Period.
Transaction Type	Type of transaction for the information displayed. Transaction type will be 1 of the following: • payment • receivable • canceled payment.
Total Reduction Amount	Total reduction amount for all reductions applied to the gross payment.
Reduction Reason	Reason for the reduction applied to the gross payment amount. **Note**: Applicable reductions reasons will be listed below the Payment Entity or member, as applicable.
Net Payment	Net payment amount for the producer after all reductions have been applied.

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*--204 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 will automatically cancel the unsigned payment in NPS and recalculate 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. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.**--***

*--205 Collecting Overpayments

A Introduction

Overpayment amounts will be determined by dairy operation and producer. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments.

B Pending Overpayments

Overpayments will be determined during the MPP-Dairy payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain 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-782.	The payment was issued and later something affecting the payment amount changes on CCC-782.	Immediately
After producer misrepresentation is determined.	Producer received a payment and COC determines that the producer misrepresented their interest on CCC-782.	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-782 is canceled.	CCC-782 was canceled after payments were issued to the producer.	Immediately.

--*

*--206 Charging Interest

A Introduction

Program interest shall be charged on all MPP-Dairy 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 an MPP-Dairy 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.--*

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 (HELC) and Wetland Conservation (WC) Certification		161, 162, 175
CCC-36	Assignment of Payment		175, 200
CCC-37	Joint Payment Authorization		175, 200
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		161
CCC-781	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment	59	Part 2, 161, 186, 191, 199, 200
CCC-781S	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment - Successions-In-Interest		
CCC-781T	Margin Protection Program for Dairy Producers (MPP-Dairy) Production History Establishment - Transfers		
CCC-782	Margin Protection Program for Dairy Producers (MPP-Dairy) Contract and Annual Coverage Election	109	Part 2, 161, 186, 191, 199, 200, 201, 203, 205
CCC-783	Margin Protection Program for Dairy Producers (MPP-Dairy) Death/Retirement/Dissolution Notification		71, 86, 87, 88
CCC-902	Farm Operating Plan for Payment Eligibility – 2014 and Subsequent Program Years		161, 200
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		161

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

Abbreviations Not Listed in 1-CM

Approved Abbreviations	Term	Reference
LGM-Dairy	Livestock Gross Margin for Dairy Program, RMA	72, 78
MPP-Dairy	Margin Protection Program for Dairy Producers	Text

Redelegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Contract Collection History Screen	123
	Review Required Screen	32
	Contract Dissolutions Screen	85
	Contracts Dissolutions Premium Information Screen	85
	Producer Certification for Dissolution Screen	86
	COC/DAFP Determination Screen	87
CPS-WEB004	Modify Calculated Payment Confirmation Screen	184
CPS-WEB004	Record a Calculated Payment Screen	180
CPS-WEB005	Delete Calculated Payment Confirmation Screen	185
CPS-WEB005	Record Calculated Payment Confirmation Screen	181
CPS-WEB007	MPP Main Menu	13
CPS-WEB011	Select an Administrative State/County Screen	177
CPS-WEB013	Main Menu	178
CPS-WEB014	Enter a New Tract Number Screen	179
CPS-WEB014	Modify/Delete a Calculated Payment Screen	183
MPP-FSU-001	Contracts Screen - Search Results	71
MPP-FSU-002	Contracts Screen	78, 79
MPP-FSU-003	Contracts Screen	72
MPP-FSU-004	Contracts Screen	73
MPP-FSU-005	Contracts Screen	74
MPP-FSU-006	Contracts Screen	75
MPP-FSU-007	Contracts Screen	76
MPP-FSU-008	Contracts Screen	76
MPP-FSU-009	Collections Screen	122
MPP-FSU-010	Contracts Screen	77, 122
MPP-FSU-011	Contracts Screen	78
MPP-FSU-113	Revise Contract Producer Summary	76
MPP-PHE-001	Production History Screen	23, 24
MPP-PHE-002	Revise Production History Screen	30
MPP-PHE-003	Production History Establishment Screen	25
MPP-PHE-004	Production History Search Results Screen	21
MPP-PHE-007	Production History Signature Screen	29
MPP-PHE-008	Production History Screen	26
MPP-PHE-009	Production History Screen	27
MPP-PHE-010	Production History Screen	28
MPP-PHE-011	Succession Production History Screen	34
MPP-PHE-013	Transfer Production History Screen	33
MPP-PHE-014	Transfer Production History Pending Transfer Search Screen	33
MPP-PHE-017	Merger Production History Screen	35
MPP-PHE-018	Merger Production History Screen	35
MPP-PHE-020	Select Transfer To Screen	33
MPP-PHE-021	Production History Signature Screen	33, 34, 35
MPP-PHE-022	Transfer Production History Review Transfer Screen	33
MPP-PHE-100	Production History Summary	23
MPP-WEB-008	MPP Main Menu	32, 33