

FSA
HANDBOOK

Quality Loss Adjustment Program Automation

For State and County Offices

SHORT REFERENCE

2-QLA

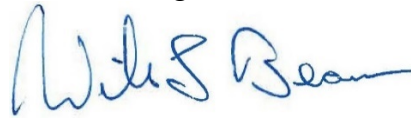
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

| | |
|---|--------------------|
| Quality Loss Adjustment Program Automation 2-QLA | Amendment 1 |
|---|--------------------|

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook provides automation procedure for using the QLA system.

Table of Contents

Page No.

Part 1 General Information

| | | |
|------|---|-----|
| 1 | Basic Provisions | 1-1 |
| 2 | Responsibilities | 1-2 |
| 3 | Customer Interaction..... | 1-2 |
| 4 | Level 2 eAuthentication User Access | 1-3 |
| 5 | County Office Notifications..... | 1-4 |
| 6-10 | (Reserved) | |

Part 2 QLA Application System

| | | |
|-------|--|------|
| 11 | Accessing QLA System | 2-1 |
| 12 | QLA Home Screen..... | 2-1 |
| 13 | Application Selection Screen..... | 2-3 |
| 14 | QLA Application Screen..... | 2-5 |
| 15 | Part C-Forage Screen | 2-7 |
| 16 | Part D-Crops Other than Forage with TDVL | 2-9 |
| 17 | Part E-Crops Other than Forage without TDVL..... | 2-10 |
| 18 | Summary Screen | 2-12 |
| 19 | Bulk Producer Signature | 2-15 |
| 20 | Bulk COC Review | 2-16 |
| 21 | COC Determination Bulk Approval | 2-18 |
| 22 | COC Determination Electronic Approval..... | 2-19 |
| 23-50 | (Reserved) | |

Part 3 QLA Payment Provisions

| | | |
|-------|--|------|
| 51 | General Payment Provisions | 3-1 |
| 52 | Payment Limitation..... | 3-4 |
| 53 | Payment Eligibility | 3-5 |
| 54 | Payment Overview..... | 3-8 |
| 55 | Payment Process | 3-10 |
| 56 | General Provisions for Canceling Payments..... | 3-12 |
| 57 | Overpayments | 3-12 |
| 58-70 | (Reserved) | |

Table of Contents (Continued)

Part 4 Reports

Section 1 Application Reports

| | | |
|-------|-------------------------------|-----|
| 71 | QLA Application Reports | 4-1 |
| 72-90 | (Reserved) | |

Section 2 Payment Reports

| | | |
|----|--|------|
| 91 | Displaying or Printing Payment Reports | 4-51 |
| 92 | (Reserved) | |
| 93 | Payment History Report – Detail | 4-51 |

Exhibits

| | |
|---|---|
| 1 | Reports, Forms, Abbreviations, and Redelegations of Authority |
| 2 | (Reserved) |
| 3 | Menu and Screen Index |

Part 1 General Information

1 Basic Provisions

A Purpose

This handbook contains instructions for using web-based software to administer QLA.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in 1-QLA.

C Related FSA Handbooks

The following FSA handbooks are related to QLA.

| IF the area of concern is about... | THEN see... |
|---|----------------|
| appeals | 1-APP. |
| assignments and joint payments | 63-FI. |
| QLA policy and procedure | 1-QLA. |
| common payment process | 9-CM. |
| HELC and/or WC provisions | 6-CP. |
| issuing payments | 1-FI. |
| managing FSA and CCC debts, receivables, and claims | 58-FI. |
| misaction, misinformation, or equitable relief, scheme, device, or failure to fully comply | 7-CP. |
| payment eligibility | 6-PL. |
| prompt payment provisions or foreign person tax withholding | 61-FI. |
| receipt for service and customer interactions | 22-AO. |
| 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 (Rev. 2). |

2 Responsibilities

A Background

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

B Office Responsibilities

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

| Office | Responsibilities |
|---------------|---|
| PDD | Implements web-based processes to support QLA functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations. |
| State Offices | Provides application training to County Offices. Provides procedural assistance to County Offices on data entry requirements and software operations. |
| FBC ISD | Develops software and provides technical assistance to PDD. |

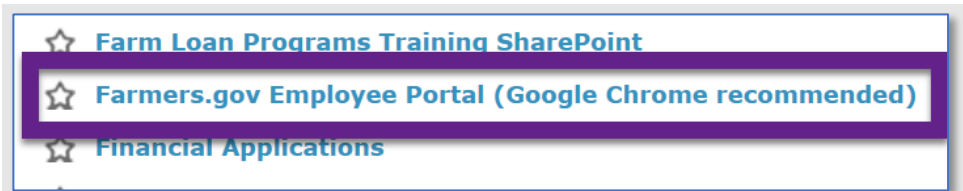
3 Customer Interaction

A Overview

See 22-AO for policy for receipt for service and customer interactions. All QLA activity requires entry of a customer interaction in Farmers.gov.

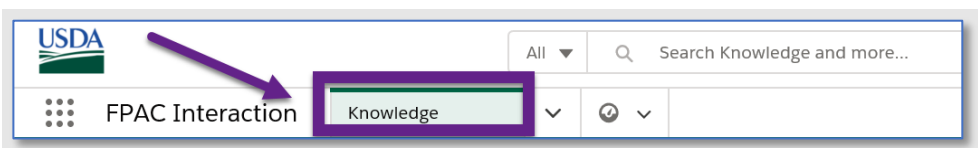

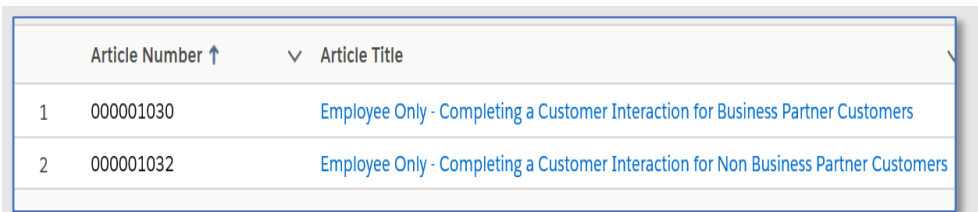
B Instructions

Follow the knowledge articles available in Farmers.gov when entering customer interactions.

| Step | Action |
|------|---|
| 1 | <p>Access Farmers.gov by selecting “Farmers.gov Employee Portal” from the FSA Applications Menu.</p>  |

3 Customer Interaction (Continued)

B Instructions (Continued)

| Step | Action | | | | | | | | | |
|------|---|--|------------------|---------------|---|-----------|--|---|-----------|--|
| 2 | <p>From the menu bar, CLICK “Knowledge”.</p>  | | | | | | | | | |
| 3 | <p>Select “Employee Information Articles” from the drop-down menu.</p>  | | | | | | | | | |
| 4 | <p>Select either of the customer interaction knowledge articles for additional instructions.</p>  <table><thead><tr><th></th><th>Article Number ↑</th><th>Article Title</th></tr></thead><tbody><tr><td>1</td><td>000001030</td><td>Employee Only - Completing a Customer Interaction for Business Partner Customers</td></tr><tr><td>2</td><td>000001032</td><td>Employee Only - Completing a Customer Interaction for Non Business Partner Customers</td></tr></tbody></table> | | Article Number ↑ | Article Title | 1 | 000001030 | Employee Only - Completing a Customer Interaction for Business Partner Customers | 2 | 000001032 | Employee Only - Completing a Customer Interaction for Non Business Partner Customers |
| | Article Number ↑ | Article Title | | | | | | | | |
| 1 | 000001030 | Employee Only - Completing a Customer Interaction for Business Partner Customers | | | | | | | | |
| 2 | 000001032 | Employee Only - Completing a Customer Interaction for Non Business Partner Customers | | | | | | | | |

4 Level 2 eAuthentication User Access

A Overview

Customers with Level 2 eAuthentication access will be able to access the QLA software application.

B Restricted Access

Customers with Level 2 eAuthentication access will be able to create, modify, and enroll eQLA applications for themselves and for those who they have representative capacity.

QLA applications created by a Level 2 eAuthenticated user will be enrolled by submitting an electronic signature.

Once QLA applications have a COC determination recorded, the user will have view-only access to the application.

E-mail notifications will be generated and sent to recording county users for created, modified, and enrolled eQLA applications according to paragraph 5.

4 Level 2 eAuthentication User Access (Continued)

C User Guide

QLA application instructions for Level 2 eAuthenticated users are available for use.

5 County Office Notifications

A Overview

County Office users will receive automated e-mail notifications.

When County Office users receive the automated e-mail notification, they should take the appropriate action on the applicable application.

B Types of Notifications

Automated e-mail notifications will be generated by the system when:

- online application has been created by a producer
- online application status changes
- nonrecording county user creates or modifies an application.

C Notifications

The following table provides the e-mail notification County Offices will receive and the reason they are receiving the notification.

| Notification | Reason |
|---|--|
| John Farmer has created application 12 in Lyon County, Kansas. | John Farmer has used Level 2 eAuthentication to create an online QLA application. |
| John Farmer has enrolled application 12 in Lyon County, Kansas. | John Farmer has electronically signed his online QLA application. |
| John Farmer has modified application 12 in Lyon County, Kansas. | John Farmer has modified his online QLA application. |
| Jane Doe has created application 12 for John Farmer in Lyon County, Kansas. | Jane Doe, who is not from the producer's recording county, has created an application for John Farmer. |
| Jane Doe has modified application 12 for John Farmer in Lyon County, Kansas | Jane Doe, who is not from the producer's recording county, has modified John Farmer's application. |

6-10 (Reserved)

Part 2 QLA Application System

11 Accessing QLA System

A Overview

All QLA functions:

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

Note: See 1-QLA for QLA policy and provisions.

B Accessing the QLA System

To access the **QLA Home Screen**, go to FSA’s Applications Intranet website at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”. CLICK “**Quality Loss Adjustment Program (QLA)**”.

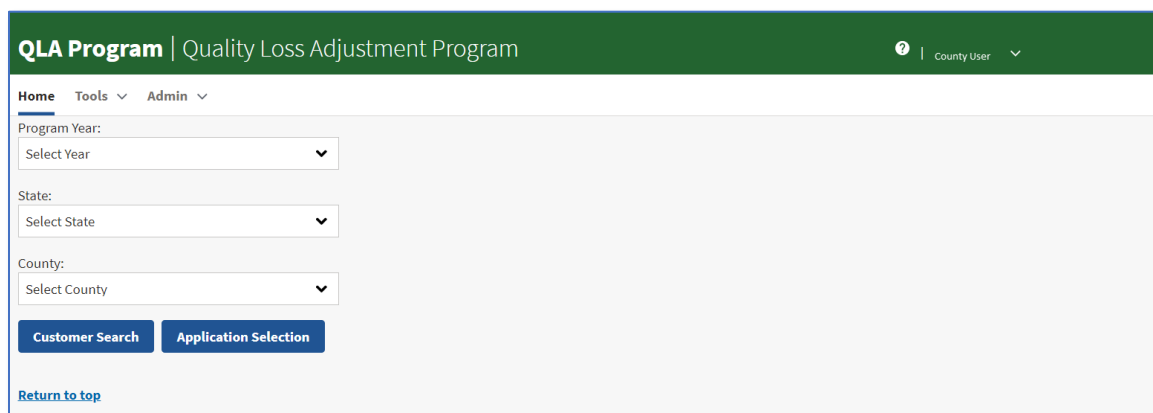
12 QLA Home Screen

A Overview

The QLA Home Screen allows users to select the applicable program year, State, and county. The system will default to the user’s assigned State and county. If the user is assigned to multiple County Offices, the software will default to the State/county with the lowest State/county code first.

B Example of QLA Home Screen

Following is an example of the QLA Home Screen.



The screenshot displays the QLA Home Screen interface. At the top, a green header bar contains the text "QLA Program | Quality Loss Adjustment Program" on the left and a user profile icon with the text "County User" on the right. Below the header, a navigation bar includes "Home" (active), "Tools", and "Admin". The main content area features three dropdown menus labeled "Program Year:", "State:", and "County:", each with a "Select" option. Below these menus are two blue buttons: "Customer Search" and "Application Selection". At the bottom left of the main area, there is a link labeled "Return to top".

12 QLA Home Screen (Continued)

C Top Navigation Bar

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

| Option | Explanation |
|--------|---|
| Home | Allows users to navigate to the QLA Home Screen. |
| Tools | Allows users to navigate to: <ul style="list-style-type: none"> • QLA reports in EDW • receipt for service • email notifications. • bulk producer signature • bulk COC review • COC determination bulk approval • COC determination electronic approval. |
| Admin | Allows authorized administrators to manage program details for QLA. |

D QLA Home Screen Selection Options

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

| Field | Description/Action |
|--------------|--|
| Program Year | Allows user to select the applicable program year. |
| State/County | Select the applicable State/county. |

E Page Options

The following table provides available options for selecting a producer.

| Option | Description/Action |
|-----------------------|--|
| Customer Search | Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search. Note: Nationwide customer service is available for QLA. |
| Application Selection | If this option is selected, all applications in the selected State/county will be displayed. Note: A State/county must be selected before displaying the applications entered. |

13 Application Selection Screen

A Overview

The Application Selection Screen allows users to create, edit, and/or view applications for QLA.

B Example of Application Selection Screen

Following is an example of the Application Selection Screen.

| App ID | Producer | Application Status | COC Review Status | COC Determination | COC Obligation Status |
|--------|-----------------|--------------------|-------------------|-------------------|-----------------------|
| 57 | ABC INC | Enrolled | | | |
| 54 | ANY FARMS LLC | Initiated | | | |
| 59 | BEEF, IMA | Initiated | | | |
| 60 | FARMER, JOHN | Initiated | | | |
| 55 | FARMER, IMA | Initiated | | | |
| 56 | PRODUCER, JAMES | Initiated | | | |

C Application Selection Screen Descriptions and Actions

The following table provides descriptions and actions for the Application Selection Screen.

| Field/Button | Description/Action |
|-----------------|--|
| Year | Displays the program year. |
| State | Displays the recording State. |
| County | Displays the recording county. |
| Customer Search | Allows users to select a specific producer. If an application already exists, the user will be directed to the application; otherwise, a new application will be created. Note: A producer is allowed 1 application nationwide. |
| Edit | After selecting the producer, CLICK “Edit” to access the application. |
| View Form | After selecting the producer, CLICK “View Form” to view FSA-898. |
| ECPR | After selecting the producer, CLICK “ECPR” to view the Estimated Calculation Payment Report. Note: The “ECPR” tab will be disabled at the beginning of sign-up. |

13 Application Selection Screen (Continued)

C Application Selection Screen Descriptions and Actions (Continued)

| Field/Button | Description/Action | |
|----------------|--|--|
| Cancel | <p>Cancels an application entered in error.</p> <p>A pop-up box will be displayed asking the user if they are sure they want to cancel the application.</p> <p>CLICK:</p> <ul style="list-style-type: none"> • “Yes” to cancel the application <p>Note: The status will be updated to “Cancelled”.</p> <ul style="list-style-type: none"> • “No” to return to the Application Selection Screen. <p>Note: The application will not be cancelled.</p> <p>Warning: Applications canceled after COC approval will result in the payments being canceled and an overpayment transferred to NRRS. The application can no longer be edited after being canceled. A new application will need to be created if canceled in error.</p> | |
| Application ID | Displays the system-generated application number for the producer. | |
| Producer | Displays the name of the producer. | |
| Status | Indicator | Description |
| | Initiated | Application has been created and the “Producer Signature Date” field is blank. |
| | Enrolled | Application has been created and a producer signature date has been recorded. |
| | Suspended | Indicates that an acreage report has changed since the last time the application was accessed. |
| | Approved | The COC date has been recorded and determination is “Approved”. |
| | Disapproved | The COC date has been recorded and determination is “Disapproved”. |
| | Pending Obligation | <p>The COC date has been recorded, determination is “Approved”, and obligation is now pending.</p> <p>Note: This status is a rare occurrence.</p> |

13 Application Selection Screen (Continued)

C Application Selection Screen Descriptions and Actions (Continued)

| Field/Button | Description/Action | |
|-----------------------|--------------------|--|
| | Indicator | Description |
| COC Review Status | Reviewed | The COC Review date has been recorded and determination is “Reviewed”. |
| | Pending Review | A technical issue has occurred resulting in the reviewed application not processing to the Payment Exemption report. A message will be displayed informing the user of remediation. |
| COC Determination | Approved | The COC date has been recorded and determination is “Approved”. |
| | Disapproved | The COC date has been recorded and determination is “Disapproved”. |
| COC Obligation Status | Approved | The application has been successfully obligated and gross payment has been sent to the Common Payment System. |
| | Failed | An obligation has failed because of lack of response from the accounting system or from a lack of funding. A message will be displayed informing the user of remediation. |
| | Rejected | An obligation has been rejected. Counties are to contact their State Office specialist for assistance. A message will be displayed informing the user of remediation. |
| | Failed | An obligation has failed because of lack of response from the accounting system or from a lack of funding. |

14 QLA Application Screen

A Overview

After a producer has been selected, the QLA Application Screen will be displayed.

14 QLA Application Screen (Continued)

B Example of QLA Application Screen

Following is an example of the QLA Application Screen.

QLA Program | Quality Loss Adjustment Program

Home Tools Admin

County User

Part C - Forage | Part D - Crops Other than Forage with TDVL | Part E - Crops Other than Forage without TDVL | Summary

Program Year: 2018
 Producer: ANY FARMS LLC
 State: Minnesota (27)
 Recording State: Minnesota (27)
 County: East Otter Tail (111)
 Recording County: East Otter Tail (111)
 Application Status: Enrolled
 Application ID: 57

| State-County, Crop, Crop Type, Intended Use, Organic Status | Disaster Event | Disaster Event (MM/DD/YYYY) Beginning Date Ending Date | Unit of Measure | Nutritional Category | Total Affected Production | Current Verifiable Nutritional Value | Historical Verifiable Nutritional Value (From FSA-699) | COC Determined Average Percentage of Loss | Actions |
|---|----------------|--|-----------------|----------------------|---------------------------|--------------------------------------|--|---|---------|
| <input type="button" value="Add Part C - Forage"/> | | | | | | | | | |

1 of 4 Steps

C QLA Application Screen Descriptions and Actions

The following table provides descriptions and actions for the QLA Application Screen.

| Tab | Description/Action |
|---|--|
| Part C - Forage | Screen is defaulted to “Part C - Forage”. Follow paragraph 15 to enter application information. |
| Part D – Crops Other than Forage with TDVL | CLICK “Part D-Crops Other than Forage with TDVL”. Follow paragraph 16 to enter applicable information. Note: TDVL means “Total Dollar Value Loss”. |
| Part E – Crops Other than Forage without TDVL | CLICK “Part E-Crops Other than Forage without TDVL”. Follow paragraph 17 to enter application information. |
| Summary | The “Summary” tab will display all information entered from all tabs and allows users to: <ul style="list-style-type: none"> view information entered from other screens enter the producer’s signature date enter the producer’s signature type enter the COC review date enter the COC determination date enter the COC determination. CLICK “Summary”. Follow paragraph 21 to enter applicable information. |

14 QLA Application Screen (Continued)

D QLA Application Screen Header Information

The following table provides the header information for the QLA Application Screen.

| Field | Description |
|--------------------|---|
| Program Year | Displays the program year. |
| State | Displays the selected State name and code from the QLA Home Screen. |
| County | Displays the selected county name and code from the QLA Home Screen. |
| Producer | Displays the name of the producer. |
| Recording State | Displays the recording State name and State code of the producer. |
| Recording County | Displays the recording county name and county code of the producer. |
| Application Status | Displays the system-generated application status. |
| Application ID | Displays the system-generated application number. A number is generated after the application has information entered and has been saved. |

E QLA Application Screen Footer Information

The following table provides the footer information for the QLA Application Screen.

| Field | Description |
|-------------------|--|
| Exit | Exits the application and returns the user to the Application Selection Screen. Information not previously saved is not saved. |
| Save | Saves the application. Note: Users who prefer to tab across the application must CLICK “Save” before proceeding to the next tab. |
| Back | Returns to the previous tab. Note: The “Back” button is displayed on all screens except Part C-Forage. |
| Continue | Proceeds to the next tab. |
| Save and Continue | Saves the application and proceeds to the next tab. |

15 Part C-Forage Screen

A Overview

The Part C-Forage Screen allows users to enter the information for the producer according to FSA-898, Part C.

15 Part C-Forage Screen (Continued)

B Example of Part C-Forage Screen

Following is an example of the Part C – Forage Screen.

C Part C-Forage Descriptions and Actions

The following table provides the descriptions and actions for the Part C – Forage Screen.

| Field/Button | Description/Action |
|---|---|
| Add Part C-Forage | CLICK “Add Part C - Forage”. |
| State-County, Crop, Crop Type, Intended Use, Organic Status | Enter the applicable Crop, Crop Type, Intended Use, Organic Status for each State-County the producer is requesting. Note: Only the crops reported by the producer will be displayed. |
| Disaster Event | Using the drop-down, click the disaster event. |
| Disaster Event (MM/DD/YYYY) Beginning Date | Enter the beginning date for the disaster event. |
| Disaster Event (MM/DD/YYYY) Ending Date | Enter the ending date for the disaster event. |
| Unit of Measure | Using the drop-down, click the unit of measure. |
| Nutritional Category | Select the Nutritional Category from the dropdown list. |
| Total Affected Production | Enter the total affected production for the applicable year. |
| Current Verifiable Nutritional Value | Enter the Current Verifiable Nutritional Value for the applicable year. |
| Historical Verifiable Nutritional Value (From FSA-899) | Enter the Historical Verifiable Nutritional Value (From FSA-899) for the applicable year. |

15 Part C-Forage Screen (Continued)

C Part C-Forage Descriptions and Actions (Continued)

| Field/Button | Description/Action |
|---|--|
| COC Use Only | <p>“COC Use Only” to allow users to override the producer’s certified values, as applicable.</p> <p>Note: Do not enter a value of zero unless COC has determined a zero value.</p> |
| COC Determined Average Percentage of Loss | <p>This field is used to enter the average percentage of loss determined by COC.</p> <p>Note: A value will only be allowed to be entered after the COC review process has been completed.</p> |
| Remove | Allows users to remove the line item. |

16 Part D -Crops Other than Forage with TDVL Screen

A Overview

The Part D-Crops Other than Forage with TDVL allows users to enter the information for the producer according to FSA-898, Part D.

B Example of Part D-Crops Other than Forage with TDVL Screen

Following is an example of the Part D-Crops Other than Forage with TDVL Screen

16 Part D – Crops Other than Forage with TDVL Screen (Continued)

C Part D – Crops Other than Forage with TDVL Descriptions and Actions

The following table provides the descriptions and actions for Part D – Crops Other than Forage with TDVL Screen.

| Field/Button | Description/Action |
|---|---|
| Add Part D – Crops Other than Forage with TDVL | CLICK “Add Part D – Crops Other than Forage with TDVL”. |
| State-County, Crop, Crop Type, Intended Use, Organic Status | Enter the applicable Crop, Crop Type, Intended Use, Organic Status for each State-County the producer is requesting. Note: Only the crops reported by the producer will be displayed. |
| Disaster Event | Using the drop-down, click the disaster event. |
| Disaster Event (MM/DD/YYYY) Beginning Date | Enter the beginning date for the disaster event. |
| Disaster Event (MM/DD/YYYY) Ending Date | Enter the ending date for the disaster event. |
| Unit of Measure | Using the drop-down, click the unit of measure. |
| Type of Quality Loss Discount | Enter the type of quality loss discount. Example: falling numbers |
| Total Affected Production | Enter the total affected production. |
| Total Dollar Value Loss on Affected Production | Enter the total dollar value loss on the affected production. |
| Price Before Discount | Enter the price before the quality discount. |
| COC Use Only | “COC Use Only” to allow users to override the producer’s certified values, as applicable. Note: Do not enter a value of zero unless COC has determined a zero value. |
| Remove | Allows users to delete a line item |

17 Part E-Crops Other than Forage without TDVL Screen

A Overview

The Part E-Crops Other than Forage without TDVL Screen. This Screen allows users to enter the livestock information for the producer according to FSA-898, Part E.

17 Part E-Crops Other than Forage without TDVL Screen (Continued)

B Example of Part E -Crops Other than Forage without TDVL Screen

Following is an example of the Part E-Crops Other than Forage without TDVL Screen.

C Part E – Crops Other than Forage without TDVL Screen Descriptions and Actions

The following table provides the descriptions and actions for the Part E-Crops Other than Forage without TDVL Screen

| Field/Button | Description/Action |
|---|---|
| Add Part E-Crops Other than Forage without TDVL | CLICK “Add Part E-Crops Other than Forage without TDVL”. |
| State-County, Crop, Crop Type, Intended Use, Organic Status | Enter the applicable Crop, Crop Type, Intended Use, Organic Status for each State-County the producer is requesting. Note: Only the crops reported by the producer will be displayed. |
| Disaster Event | Using the drop-down, click the disaster event. |
| Disaster Event (MM/DD/YYYY) Beginning Date | Enter the beginning date for the disaster event. |
| Disaster Event (MM/DD/YYYY) Ending Date | Enter the ending date for the disaster event. |
| Unit of Measure | Using the drop-down, click the unit of measure. |
| Type of Quality Loss Discount | Enter the type of quality loss discount. Example: falling numbers |
| Total Affected Production | Enter the total affected production. |

17 Part E-Crops Other than Forage without TDVL Screen (Continued)

C Part E-Crops Other than Forage without TDVL Screen Descriptions and Actions (Continued)

| Field/Button | Description/Action |
|--|--|
| COC Determined County Average Loss Per Unit of Measure | This field is used to enter the determined county average loss per unit of measure as determined by the COC. Note: A value will only be allowed to be entered after the COC review process has been completed |
| COC Determined County Average Price Before Discount | This field is used to enter the determined county average price before discount as determined by COC. Note: A value will only be allowed to be entered after the COC review process has been completed. |
| COC Use Only | “COC Use Only” to allow users to override the total affected production. Note: Do not enter a zero unless COC has determined a zero value. |
| Remove | Allows users to remove the line item. |

18 Summary Screen

A Overview

This screen allows users to review the information for the producer, record the producer signature date and type, COC review date, and COC determination date and determination status.

18 Summary Screen (Continued)

B Example of Summary Screen

Following is an example of the Summary Screen.

QLA Program | Quality Loss Adjustment Program
County User

[Home](#)
[Tools](#)
[Admin](#)

Part C - Forage
Part D - Crops Other than Forage with TDVL
Part E - Crops Other than Forage without TDVL
Summary

Program Year: 2018
Producer: ANY FARMS LLC

State: Minnesota (27)
Recording State: Minnesota (27)

County: East Otter Tail (111)
Recording County: East Otter Tail (111)

Application Status: Reviewed
Application ID: 57

PART C - FORAGE

| State-County, Crop, Crop Type, Intended Use, Organic Status | Disaster Event | Disaster Event (MM/DD/YYYY) | | Unit of Measure | Total Affected Production | Current Verifiable Nutritional Value | Historical Verifiable Nutritional Value (From FSA-899) | COC Determined Average Percentage of Loss |
|---|----------------|-----------------------------|-------------|-----------------|---------------------------|--------------------------------------|--|---|
| | | Beginning Date | Ending Date | | | | | |
| | | | | | | | | |

PART D - CROPS OTHER THAN FORAGE WITH TDVL

| State-County, Crop, Crop Type, Intended Use, Organic Status | Disaster Event | Disaster Event (MM/DD/YYYY) | | Unit of Measure | Type of Quality Loss Discount | Total Affected Production | Total Dollar Value Loss on Affected Production | Price Before Discount |
|---|----------------|-----------------------------|-------------|-----------------|-------------------------------|---------------------------|--|-----------------------|
| | | Beginning Date | Ending Date | | | | | |
| MN-East Otter Tail, ALFALFA, FG, C | Drought | 01/28/2018 | 01/29/2018 | Animal Unit Day | 4 | 3.0000 | 2.00 | 1.0000 |
| COC USE ONLY | | | | | | | | |

PART E - CROPS OTHER THAN FORAGE WITHOUT TDVL

| State-County, Crop, Crop Type, Intended Use, Organic Status | Disaster Event | Disaster Event (MM/DD/YYYY) | | Unit of Measure | Type of Quality Loss Discount | Total Affected Production | COC Determined County Average | |
|---|--------------------|-----------------------------|-------------|-----------------|-------------------------------|---------------------------|-------------------------------|-----------------------|
| | | Beginning Date | Ending Date | | | | Loss Per Unit of Measure | Price Before Discount |
| MN-East Otter Tail, ALFALFA, FG, C | Earthquake | 01/28/2018 | 01/29/2018 | Animal Unit Day | 2 | 3.0000 | | 1.0000 |
| COC USE ONLY | | | | | | | | |
| MN-East Otter Tail, ALFALFA, FG, C | Excessive moisture | 01/28/2018 | 01/29/2018 | Animal Unit Day | 2 | 3.0000 | | 3.0000 |
| COC USE ONLY | | | | | | | | |

PRODUCER CERTIFICATION

Producer Signature Date
11/18/2020

Producer Signature Type
IN PERSON

COC REVIEW

COC Review Date
11/18/2020

COC DETERMINATION

| Original Date(MM/DD/YYYY) | Date(MM/DD/YYYY) | Determination |
|---------------------------|------------------|--|
| | | COC Determination Status <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove |

4 of 4 Steps

Exit
Back
Save and Continue

18 Summary Screen (Continued)

C Summary Screen Descriptions and Actions

The following table provides the descriptions and actions for the Summary Screen

| Field/Button | Description/Action |
|--------------------------|---|
| Producer Signature Date | User can manually enter the date or use 1 of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date. |
| Producer Signature Type | Using the “Producer Signature Type” drop-down menu, select the method that the producer used to submit their application. The following are the producer signature types: <ul style="list-style-type: none"> • Box – the online Box resource was used to transmit FSA-898 to the producer who manually signed the FSA-898 and used the online Box resource to return to the County Office • Emailed/faxed – the signed FSA-898 was received by the County Office by e-mail or FAX • In-person – the signed FSA-898 was delivered to the County Office in person • Mailed – the signed FSA-898 was mailed to the County Office • One-Span – the signed FSA-898 was electronically signed by the producer and returned electronically to the County Office. |
| COC Review Date | User can manually enter the date COC reviewed FSA-898 or use 1 of the available calendar widgets to populate the date. Note: The “Today” calendar widget populates the current date. |
| COC Determination Date | User can manually enter the date the COC made a determination on FSA-898 or use 1 of the available calendar widgets to populate the date. Note: Refer to 1-QLA to identify when a COC determination may be made. |
| COC Determination Status | CLICK “Approve” or “Disapprove” once the determination has been recorded. Reminder: CLICK “Save and Continue”. The application will be sent to the Common Payment System. |

19 Bulk Producer Signature

A Overview

Bulk producer signature allows users to enter a single producer signature type and date for multiple applications at one time.

Users can select:

- all applications
- specific applications.

To access the bulk from the QLA header, select “Tools” and select “Bulk Producer Signature” from the drop-down menu.

B Example of Bulk Producer Signature Screen

Following is an example of the Bulk Producer Signature Screen.

QLA Program | Quality Loss Adjustment Program County User

Home Tools Admin

Program Year: 2018 State: Minnesota (27) County: East Otter Tail (111)

Bulk Producer Signature

Producer Signature Type
Select Producer Signature Type

Producer Signature Date(MM/DD/YYYY)
[Date Picker]

| Application ID | Producer | | |
|----------------|---------------|---------------------------|--|
| 59 | ANY FARMS LLC | View Form | <input type="checkbox"/> Apply to Contract |
| 56 | FARMER, JOHN | View Form | <input type="checkbox"/> Apply to Contract |

< Previous 1 Next >

Exit Save Save and Continue

19 Bulk Producer Signature (Continued)

C Bulk Producer Signature Descriptions and Actions

The following table provides the descriptions and actions for the Bulk Producer Signature Screen

| Field/Button | Description/Action |
|--------------------------------------|---|
| Program Year | Displays the program year. |
| State | Displays the selected State name and code from the QLA Home Screen. |
| County | Displays the selected county name and code from the QLA Home Screen. |
| Producer Signature Type | Using the drop-down, click the producer signature type. |
| Producer Signature Date (MM/DD/YYYY) | The date that the producer signed FSA-898. |
| Application ID | Application ID is the unique application number associated with each QLA application. |
| Producer | Producer is the applicant associated with the application ID number. |
| View Form | “View Form” is a link that will display the completed form. |
| Select All Contracts | “Select All Contracts” is a link that will select all contracts. |
| Deselect All Contracts | “Deselect All Contracts” is a link that will deselect all contracts. |
| Apply to Contract | When selected, the application will be updated accordingly. |
| Exit | When clicked, will exit the Bulk Producer Signature Screen. |
| Save | When clicked, will save the information and remain on the screen to repeat the process for other signature types/signature dates. |
| Save and Continue | When clicked, will save the information and advance the user to the next page of applications. |

20 Bulk COC Review

A Overview

Bulk COC Review allows users to enter a single COC review date for multiple applications at one time.

Users can select:

- all applications
- specific applications.

To access the bulk from the QLA header, select “Tools” and select “Bulk COC Review” from the drop-down menu.

20 Bulk COC Review (Continued)

B Example of Bulk COC Review Screen

Following is an example of the Bulk COC Review Screen.

QLA Program | Quality Loss Adjustment Program County User

Home Tools Admin

Program Year: 2018 State: Minnesota (27) County: East Otter Tail (111)

Bulk COC Review

COC Review Date(MM/DD/YYYY)

| Application ID | Producer | | |
|----------------|---------------|---------------------------|--|
| 57 | ANY FARMS LLC | View Form | <input type="checkbox"/> Apply to Contract |
| 55 | FARMER, JOHN | View Form | <input type="checkbox"/> Apply to Contract |

< Previous 1 Next >

Exit Save and Continue

C Bulk COC Review Screen Descriptions and Actions

The following options are available on the Bulk COC Review Screen.

| Field/Button | Description/Action |
|------------------------------|--|
| Program Year | Displays the program year. |
| State | Displays the selected State name and code from the QLA Home Screen. |
| County | Displays the selected county name and code from the QLA Home Screen. |
| COC Review Date (MM/DD/YYYY) | COC review date is the date COC reviewed FSA-898. |
| Application ID | Application ID is the unique application number associated with each QLA application. |
| Producer | Producer is the applicant associated with the application ID number. |
| View Form | “View Form” is a link that will display the completed form. |
| Select All Contracts | “Select All Contracts” is a link that will select all contracts. |
| Deselect All Contracts | “Deselect All Contracts” is a link that will deselect all contracts. |
| Apply to Contract | When selected, the application will be updated accordingly. |
| Exit | When clicked, will exit the Bulk COC Review Screen. |
| Save and Continue | When clicked, will save the information and advance the user to the next page of applications. |

21 COC Determination Bulk Approval

A Overview

Bulk COC Determination Bulk Approval allows users to approve or disapprove multiple applications at one time.

Users can select:

- all applications
- specific applications.

To access the bulk from the QLA header, select “Tools” and select “COC Determination Bulk Approval” from the drop-down menu.

Note: Refer to 1-QLA to identify when a COC determination may be made.

B Example of Bulk COC Approval/Disapproval Screen

Following is an example of the Bulk COC Approval/Disapproval Screen.

QLA Program | Quality Loss Adjustment Program

Home Tools Admin

Program Year: **2018** State: **Minnesota (27)** County: **East Otter Tail (111)**

Bulk COC Approval/Disapproval

COC Determination Date(MM/DD/YYYY)

| Application ID ^ | Producer ^ | | Approve All | Disapprove All |
|------------------|---------------|---------------------------|----------------------------------|-------------------------------------|
| 54 | ANY FARMS INC | View Form | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| | | | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| 60 | FARMER, JOHN | View Form | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| | | | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |

< Previous 1 Next >

21 COC Determination Bulk Approval (Continued)

C Bulk COC Approval/Disapproval Screen Descriptions and Actions

The following options are available on the Bulk COC Approval/Disapproval Screen.

| Field/Button | Description/Action |
|-------------------------------------|--|
| Program Year | Displays the program year. |
| State | Displays the selected State name and code from the QLA Home Screen. |
| County | Displays the selected county name and code from the QLA Home Screen. |
| COC Determination Date (MM/DD/YYYY) | COC determination date is the date COC acted on FSA-898. |
| Application ID | Application ID is the unique application number associated with each QLA application. |
| Producer | Producer is the applicant associated with the application ID number. |
| View Form | “View Form” is a link that will display the completed form. |
| Approve All | “Approval All” will check the “Approve” checkbox for all COC determinations. |
| Disapprove All | “Disapprove All” will check the “Disapprove” checkbox for all COC determinations. |
| “Approve” checkbox | When selected for an application, the application will be approved upon clicking “Save and Continue”. |
| “Disapprove” checkbox | When selected for an application, the application will be disapproved upon clicking “Save and Continue”. |
| Exit | When clicked, will exit the Bulk COC Approval/Disapproval Screen. |
| Save and Continue | When clicked, will save the information and advance the user to the next page of applications. |

22 COC Determination Electronic Approval

A Overview

Electronic approval allows authorized users who have been delegated authority by COC to electronically approve applications in-lieu of a physical signature.

To access the electronic approval process from the QLA header, select “Tools” and select “COC Determination Electronic Approval” from the drop-down menu.

Warning: All County Office employees have access to the electronic approval process; however, only employees with the appropriate authority should approve FSA-898. Written signatures documenting COC approval are not required if this option is taken.

22 COC Determination Electronic Approvals (Continued)

A Overview (Continued)

The approving official's name will print in the "COC or Designee Signature" block on FSA-898 and the system date will be entered for the approval date.

Note: Applications that do not have a COC review date recorded will not be displayed on this screen.

B Example of the COC Determination Electronic Approval Screen

The following is an example of the COC Determination Electronic Approval Screen.

QLA Program | Quality Loss Adjustment Program County User

Home Tools Admin

Program Year: 2018 State: Minnesota (27) County: East Otter Tail (111)

Bulk Electronic Approval/Disapproval

COC Determination Date(MM/DD/YYYY)
11/19/2020

| Application ID | Producer | | Approve All | Disapprove All |
|----------------|---------------|---------------------------|----------------------------------|-------------------------------------|
| 54 | ANY FARMS INC | View Form | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| | | | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| 60 | FARMER, JOHN | View Form | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |
| | | | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove |

< Previous 1 Next >

Exit Save and Continue

C Electronic Approval Screen Options

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

| Field/Button | Description/Action |
|--------------|--|
| Program Year | Displays the program year. |
| State | Displays the selected State name and code from the QLA homepage. |
| County | Displays the selected County and code from the QLA homepage. |

22 COC Determination Electronic Approvals (Continued)**C Electronic Approval Screen Options (Continued)**

| Field/Button | Description/Action |
|-------------------------------------|--|
| COC Determination Date (MM/DD/YYYY) | COC Determination Date is the system date that will be associated with the authorized user's actions. |
| Application ID | Application ID is the unique application number associated with each QLA application. |
| Producer | Producer is the applicant associated with the Application ID number. |
| View Form | View form is a link that will display the completed form. |
| Approve All | Approve all will check the approve checkbox for all COC determinations. |
| Disapprove All | Disapprove all will check the disapprove checkbox for all COC determinations. |
| Approve checkbox | When selected the application will be approved upon selection of "Save and Continue". |
| Disapprove checkbox | When selected the application will be disapproved upon selection of "Save and Continue". |
| Exit | When clicked, will exit the Bulk Electronic Approval/Disapproval Screen. |
| Save and Continue | When selected will save the COC determination information and advance the user to the next page of applications ready for COC determination. |

23-50 (Reserved)

Part 3 QLA Payment Provisions**51 General Payment Provisions****A Introduction**

The QLA Program 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

Payments are processed nightly after sign-up ends for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the system during the day for the producer or supporting system information.

All payments on the Nonpayment Report are processed once a week to ensure all payment eligibility updates have been applied to the reduced payment amount.

C Obtaining FSA-325

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

Note: If FSA-898 has been filed by the producer, a revised FSA-898 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

D Administrative Offset

QLA Program payments are subject to administrative offset provisions, including Treasury Offset Program services.

51 General Payment Provisions (Continued)**E Funds Control Process**

The funds for QLA Program payments will be controlled at the National level. If adequate funding is not available or there is an issue with the payment obligation, those producers meeting either condition will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payment Reports System.

Funding for QLA Program payments is established as follows.

| Program Code | Accounting Code |
|---------------------|------------------------|
| 18QLA | 2908 |
| 19QLA | |
| 20QLA | |

F Sequestering Payments

QLA Program payments are not subject to sequestration.

G Submitting Payment Problems

If there is an issue with a QLA Program payment, then State Office specialists should upload the applicable information to the payment problem SharePoint web site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx.

H Assignments

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

I Bankruptcy

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

Note Contact the OGC Regional Attorney for guidance on issuing QLA Program payments on all bankruptcy cases.

J Payments Less Than \$1

QLA Program payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

51 General Payment Provisions (Continued)**K Payment Due Date**

See 61-FI for general guidance for determining payment due dates for various programs. The QLA Program 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 will manually determine the payment due date by determining the later of the following:

- after DAFP has determined a National payment factor
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-941
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to approve and process the payment.

L Prompt Payment Interest

Prompt Payment Act provisions apply according to 61-FI. Interest will apply to payments issued more than 30 calendar days after the payment is considered due.

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 must:

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

52 Payment Limitation

A Payment Limitation Amount

The payment limitation for the QLA Program is \$125,000 per person or legal entity for each year (2018, 2019, 2020). Direct attribution applies.

Note: Because funding is limited, an additional national payment factor will be applied after the applications are reviewed. The payment limitation will also be adjusted by this factor.

Example: After all applications are reviewed and county averages (weighted average loss per unit, weighted average price, and weighted average percentage of loss) are updated, the National Office may determine that a factor of 50 percent must be applied to the payment amount due to funding limitations. The payment limitation will also have the 50 percent factor applied with the result being that payment limitation is adjusted from \$125,000 to \$62,500 per person or legal entity for that applicable year (direct attribution applies).

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all QLA Program payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

B Effect of AGI Ineligibility on Payment Limitation for Entities

If a member of an entity is not eligible because of average AGI provisions, the payment limitation for the entity is reduced by the ineligible member's ownership share in the operation.

Example: ABC Corporation has 2 members, each with a 50 percent share. Member 1 does not meet average AGI provisions. The corporation has a \$125,000 payment limitation, but because Member 1 does not meet average AGI provisions, the payment limitation for the corporation is reduced by 50 percent and the maximum payment that can be issued to the corporation is \$62,500.

53 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 can be paid.

B Eligibility Values

The following identifies eligibility determinations applicable to the QLA Program and how the system will use the subsidiary eligibility data for payment processing.

| Eligibility Determination | Value | Eligible for QLA Payment | Exceptions |
|---------------------------|----------------------------------|--------------------------|------------|
| AD-1026 | Certified | Yes | |
| | Not Filed | No | |
| | Good Faith Determination | Yes | |
| | COC Exemption | Yes | |
| | Awaiting Affiliate Certification | No | |
| | Affiliate Violation | No | |

53 Payment Eligibility (Continued)

B Eligibility Values (Continued)

| Eligibility Determination | Value | Eligible for QLA Payment | Exceptions |
|---|---|--------------------------|---|
| AGI Note: See 5-PL and 3-PL (Rev. 2) for additional information about AGI determinations. | Not Filed | No | 1/ If an IRS determination has: <ul style="list-style-type: none"> • not been returned, then the payment process will use the producer certification value • been returned, then the payment process will use the IRS returned value. 2/ If the IRS value is not processed, then the payment process will use the producer certification value. 3/ This value is applicable for FY 2020 and subsequent years. |
| | Filed CCC-941 | Yes <u>1/</u> | |
| | Exempt | Yes | |
| | Not Met – Producer | No | |
| | Not Processed | <u>2/</u> | |
| | Compliant – Producer | Yes | |
| | Compliant – Less than 3 years | Yes | |
| | Not Compliant | No | |
| | Compliant – FSA Determined <u>3/</u> | Yes | |
| Adjusted Gross Income – 75% Rule Note: This provision applies to producers who exceed the \$900,000 AGI limitation. | Producer certifies at least 75 percent of their average AGI was derived from farming, ranching or forestry. | Yes | |
| | | No | |
| | | | |

53 Payment Eligibility (Continued)

B Eligibility Values (Continued)

| Eligibility Determination | Value | Eligible for QLA Payment | Exceptions |
|--|---------------------|--------------------------|------------|
| Substantive Change | Eligible | Yes | |
| | Not Applicable | Yes | |
| | Not Eligible | No | |
| Conservation Compliance - Farm/Tract Eligibility | In Compliance | Yes | |
| | Partial Compliance | Yes | |
| | In Violation | No | |
| | No Association | Yes | |
| | Past Violation | Yes | |
| | Reinstated | Yes | |
| Controlled Substance | No Violation | Yes | |
| | Growing | No | |
| | Trafficking | No | |
| | Possession | No | |
| NAP Non-Compliance | Compliant | Yes | |
| | Not Compliant - COC | No | |

C Eligibility Conditions Priority

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

| Priority | Condition |
|----------|-------------------------|
| 1 | Conservation Compliance |
| 2 | Controlled Substance |
| 3 | AD-1026 |
| 4 | AGI |

54 Payment Overview

A Supporting Files for Integrated Payment Processing

The QLA Program payment process is an 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 |
|--|--|---|
| FSA-898 Data | The information from FSA-898 is used to compute the payment amount for the producer. | Application System |
| 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. | Subsidiary Eligibility System and Business File |
| General Name and Address Information | To determine the producer's business type and general name and address information. | CRM Business Partner |
| Entity and Joint Operation Information | To determine the members, shares, and values for the following: <ul style="list-style-type: none"> • substantive change value • members and member's share of the following: <ul style="list-style-type: none"> • 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. | Combined Producer System |
| Available Payment Limitation | To determine payment limitation availability. | Payment Limitation 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 |

54 Payment Overview (Continued)

B Prerequisites for Payments

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

| Step | Action |
|------|---|
| 1 | FSA-898 has been approved and the approval date has been recorded in the system. |
| 2 | Ensure that Business Partner data is updated for the producer and each member of a joint operation or entity, including the following: <ul style="list-style-type: none"> • customer's name • citizenship country and resident alien status, if applicable • TIN • address. |
| 3 | 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. |
| 4 | Ensure that all eligibility certifications and determinations have been recorded in the Subsidiary Eligibility System according to 3-PL (Rev. 2). |
| 5 | Ensure that the Business File is updated according to 3-PL (Rev. 2). |
| 6 | Ensure that combined producer information is recorded in the web-based combined producer system according to 3-PL (Rev. 2). |
| 7 | Ensure that all assignment and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both are filed. |

55 Payment Process

A Computing Payment and Overpayment Amounts

The QLA Program 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.

Payments will be calculated and automatically sent through the payment process.

The following is a high-level overview of the QLA Program payment process.

| Step | Action |
|------|--|
| 1 | Payment is triggered according to subparagraph 54 B. |
| 2 | Determine whether there is an unsigned payment for the producer in NPS, and if so, cancel the payment in NPS. |
| 3 | Determine the gross payment amount for the producer. |
| 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: <ul style="list-style-type: none"> • gross payment amount • highest priority reason, if producer is ineligible because of subsidiary eligibility provisions. |
| 7 | Direct attribution will determine the following: <ul style="list-style-type: none"> • reduction amounts • payment limitation availability • net payment or overpayment amount • reasons for nonpayments or overpayments. |
| 8 | Provide the payment amount to NPS or update the producer and overpayment amount to the Pending Overpayment Report. |
| 9 | Payment, nonpayment, and overpayment information is available in the Common Payment Reports system. See 9-CM, Part 5 for information about the common payment reports. |

55 Payment Process (Continued)

B Triggering Payments

QLA Program payments will be triggered through events that occur throughout the system. 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 | <p>After release of the payment software, a process will automatically run to determine all FSA-898's that are approved for payment. This will initiate the process described in subparagraph A and does not require any County Office user interaction.</p> <ul style="list-style-type: none"> • Payments will be sent to NPS for certification and signature. • Reduced payments will be listed on the Nonpayment Report. |
| Primary | <p>Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve FSA-898. Entering the COC approval date initiates the payment process for the selected FSA-898's.</p> <p>Note: The approval process will be completed after sign-up is completed, all applications are completed, and COC determined weighted averages are determined.</p> |
| Secondary | <p>Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine whether the payment can be issued.</p> |
| Tertiary | <p>The payment system will periodically recalculate all payments.</p> |

56 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices must review the Payment History Report in Common Payment Reports or the NPS payment worklist to ensure that the correct payments have been generated. The user will do 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 NPS, the payment can no longer be canceled. The producer will be underpaid or overpaid once the condition causing the incorrect payment has been corrected.

57 Overpayments

A Introduction

Overpayments will be determined during the QLA 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.

B Determined Overpayments

The system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

C Handling Debts Less Than \$100

County Offices must follow 58-FI for handling receivables less than \$100.

57 Overpayments (Continued)

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 overpayments.

| IF the reason the payment entity/member is overpaid is because of... | THEN the discovery/debt basis reason is... |
|---|---|
| payment limitation issues | 10-426. |
| payment eligibility | 10-427. |
| prior payments exceed the current payment | 10-428. |

E Charging Interest

Interest will 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 FSA-898 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:
 - violation of conservation compliance provisions
 - violation of controlled substance provisions
- producer adopted a scheme or device intended to defeat the purposes of the QLA Program.

Interest will **not** be charged from the 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.

57 Overpayments (Continued)

E Charging Interest (Continued)

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 must be charged from the date of disbursement:

- County Offices will contact their State Office for assistance
- State Offices will contact FBC FMD for guidance.

F Overpayment Due Dates

Overpayments can occur for several reasons and County Offices are required to take necessary action to collect overpayments. The following lists 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 FSA-898. | Payment was issued and later something occurred that changed the payment. | |
| After producer misrepresentation is determined. | Producer received a QLA Program payment and COC determines that the producer misrepresented their interest. | |
| After payment limitation is exceeded. | It is determined that payments have been issued exceeding the producer's effective payment limitation amount. | |
| After an eligibility value changes that make the producer ineligible for payment. | Producer's eligibility value changed that makes the producer ineligible for payment. | |
| Anytime FSA-898 is disapproved or canceled. | FSA-898 was disapproved or canceled after payments were issued to the producer. | |

58-70 (Reserved)

Part 4 Reports

Section 1 Application Reports

71 QLA Application Reports

A Overview

QLA application reports are available through the FSA Data Warehouse Production Home Page.

Users can either:

- using the “Tools” drop-down menu on the header, CLICK “EDW”
- CLICK “Data Mart” from the FSA Intranet Application Page.

B Available Reports

The following reports are available to users to monitor QLA.

| Report | Description |
|--|---|
| Application | This report captures general information for the application. |
| Application Age | The report identifies that number of days initiated and enrolled applications have been in the system. |
| COC Adjustment | The report captures applications that have a COC adjustment. |
| COC Determined Average Percent of Loss | The report captures the COC determined average percent of loss recorded on the Part C-Forage Screen. |
| COC Determined Average Percentage of Price Before Discount | The report captures the COC determined acreage percentage of price before discount on the Part D-Crops Other than Forage with TDVL and/or Part E-Crops Other than Forage without TDVL applications. |
| Disaster Event | The report captures the disaster events. |
| Failed or Rejected Obligation | The report captures applications with a failed or rejected obligation. |
| Obligation | The report captures the obligation information for approved applications. |

72-90 (Reserved)

Section 2 Payment Reports

91 Displaying or Printing Payment Reports

A Displaying or Printing QLA-CARES and QLA-CCC Payment Reports

QLA-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. Information about these reports is in 9-CM. The QLA-Payment History Report – Detail has program-specific data, so information for this report is in this handbook.

QLA-Payment Report information is available according to the following table.

| Report Name | Type of Data | Reference |
|---|-----------------|--------------------|
| Estimated Calculated Payment Report | Live | 9-CM, paragraph 52 |
| Submitted Payments Report | Live | 9-CM, paragraph 63 |
| Submitted Overpayments Report | Live | 9-CM, paragraph 64 |
| Pending Overpayment Report | Live | 9-CM, paragraph 65 |
| Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5. | | |
| Nonpayment/Reduction Report | Live | 9-CM, paragraph 66 |
| Insufficient Funds Report | Live | 9-CM, paragraph 67 |
| Payments Computed to Zero Report | Live | 9-CM, paragraph 68 |
| Payment History Report – Summary | Report Database | 9-CM, paragraph 69 |
| Payment History Report – Detail | Report Database | 9-CM, paragraph 70 |

92 (Reserved)

93 Payment History Report – Detail

A Background

The Payment History Report – Detail is a report that provides detailed information about a QLA payment.

B Accessing the Payment History Report – Detail

Access the Payment History Report – Detail according to 9-CM, paragraph 70.

93 Payment History Report – Detail (Continued)

C Payment History Report – Detail Description

The following information will be displayed or printed on the Payment History Report – Detail.

| Field | Description |
|----------------------------|---|
| Program Year | Displays the program year. |
| Program Name | QLA |
| State | Full name of the State selected by the user. |
| County | Full name of the county selected by the user. |
| Producer Name and Address | Name from SCIMS as follows: <ul style="list-style-type: none"> • for individuals, last name, middle name, first name, and suffix • for businesses, business name. |
| Date (Report) | Date the report is generated by the user. |
| Date (Payment) | Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS. |
| State/County | State and county codes 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 QLA Payment History Report – Detail is generated for: <ul style="list-style-type: none"> • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed. |
| 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. |
| Type of Transaction | One of the following transaction types will be displayed: <ul style="list-style-type: none"> • “Payment” • “Receivable” • “Canceled Payment” • “Canceled Receivable”. |

93 Payment History Report – Detail (Continued)

C Payment History Report – Detail Description (Continued)

| Field | Description |
|---|--|
| Commodity | Name of the commodity. |
| Gross Payment Amount | Amount of the payment initially attributed to the producer or entity member. |
| Subsidiary Eligibility Reduction Amount | Reduction amount because of a subsidiary eligibility value. |
| Payment Limitation Reduction Amount | Reduction amount because of payment limitation. |
| 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. |

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. |

Reports, Forms, Abbreviations, and Delegations 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 (Includes Form AD-1026 Appendix) | | 51, 53, 54 |
| CCC-36 | Assignment of Payment | | 54 |
| CCC-37 | Joint Payment Authorization | | 54 |
| CCC-902 | Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years | | 51, 54 |
| CCC-941 | Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014 | | 51, 54 |
| FSA-325 | Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent | | 51 |
| FSA-898 | Quality Loss Adjustment (QLA) Program Application | | 13, 15-22, 51, 53-55, 57 |
| FSA-899 | Historical Nutritional Value Weighted Average Worksheet (QLA Program Forage Only) | | 15 |

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)**Abbreviations Not Listed in 1-CM**

This table lists all abbreviations not listed in 1-CM.

| Approved Abbreviations | Term | Reference |
|-------------------------------|--|------------------|
| EDW | Enterprise Data Warehouse | 12, 71 |
| FBC | Farm Production and Conservation Business Center | 57 |
| ISD | Information Solutions Division | 2 |
| QLA | Quality Loss Assistance Program | Text |
| PDD | Program Delivery Division | 1, 2 |
| SND | Safety Net Division | 1 |
| TDVL | Total Dollar Value Loss | 14, 16, 17 |

Delegations of Authority

COC may redelegate authority to approve FSA-898, in routine cases. Redlegation must be documented in the COC minutes.

Menu and Screen Index

The following table lists the menus and screens displayed in this handbook.

| Menu or Screen | Title | Reference |
|----------------|---|-----------|
| | Application Selection | 13 |
| | Bulk COC Review | 20 |
| | Bulk COC Approval/Disapproval | 21 |
| | Bulk Producer Signature | 19 |
| | COC Determination Electronic Approval | 22 |
| | Part C-Forage | 15 |
| | Part D-Crops Other than Forage with TDVL | 16 |
| | Part E-Crops Other than Forage without TDVL | 17 |
| | QLA Application | 14 |
| | QLA Home Screen | 12 |
| | Summary Screen | 18 |

